



COMMONWEALTH OF PENNSYLVANIA
PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY

Date: March 1, 2023
Subject: Criminal Indigent Defense Training Initiatives
To: Interested Parties
From: Michael Pennington
Executive Director

A handwritten signature in blue ink, appearing to read "Michael D. Pennington".

The Pennsylvania Commission on Crime and Delinquency's Office of Justice Programs (PCCD) announces the availability of up to \$100,000 in state funds to support criminal indigent defense training initiatives throughout Pennsylvania.

The goal of this initiative is to improve the skills of public defenders in Pennsylvania in order to provide each client with high quality legal representation. Under this initiative, the applicant agency must demonstrate the ability to provide training at a statewide level and demonstrate a history of providing training to public defenders.

Applications must be submitted in PCCD's Egrants system no later than 11:59 p.m. on April 12, 2023.

Questions concerning the Egrants system should be made directly to the PCCD Egrants Help Desk at (717) 787-5887. Hours of operation for the Help Desk are 8:00 a.m. to 4:00 p.m., Monday through Friday.

Your interest in the Criminal Indigent Defense Training Initiatives solicitation is greatly appreciated.



Office of Justice Programs

Criminal Indigent Defense Training Initiatives

Fiscal Year 2022 Solicitation

Please Note: Applications are only accepted through PCCD's Egrants system. Applicants must register in Egrants prior to submitting an application. Applicants are strongly encouraged to familiarize themselves with the Egrants system and allow adequate time to prepare and submit an application.

Recommended [Egrants Agency Registration](#) Date:
March 1, 2023

Recommended [Egrants User Registration](#) Date:
March 1, 2023

Mandatory SAM Registration Deadline:
April 5, 2023

[Federal Application Registration Process](#)

Mandatory Egrants Application Deadline:
April 12, 2023

This funding guideline contains information not appearing in the Egrants application. Applicants are advised to print and review this document and refer to it while completing your Egrants application.

PCCD Program staff may only respond to questions to clarify the funding announcement. Questions must be sent via email to: RA-PCCD-OCJSI@pa.gov with [Criminal Indigent Defense Training Initiatives](#) in the subject line. All questions regarding this funding announcement must be received by close of business on **April 3, 2023**. Select the appropriate funding announcement to view questions and answers. PCCD staff will post responses to questions, as they are received, on [PCCD's website](#).

For any technical or system questions, contact and ask for the Egrants Help Desk at (717) 787-5887 or (800) 692-7292, or by emailing RA-eGrantsSupport@pa.gov.

PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY
Office of Justice Programs

Funding Stream: State General Government Operations funds

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PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY
Office of Justice Programs

Funding Announcement Title: Criminal Indigent Defense Training Initiatives

Funding Stream: State General Government Operations funds

Submission Requirements for Applications:

- **Scoring** – All applications received will be [competitively reviewed and scored](#) based on the applicant's adherence to the funding announcement guidelines and timely submission in the PCCD Egrants system.
- **Due Date** – Applications must be submitted electronically through PCCD's Egrants system no later than 11:59 PM on **April 12, 2023**.
- **Technical Assistance** – Grant application and administrative guides can be accessed on [PCCD's website](#) under the Funding section. Applicants are strongly encouraged to review the application and administrative guides before calling the Egrants Help Desk for assistance. The Egrants Help Desk is available to assist with technical or system questions Monday through Friday until 4:00 PM and may be reached by calling (717) 787-5887 or (800) 692-7292, or by emailing RA-eGrantsSupport@pa.gov.
- **Egrants Submission** – An application submitted in Egrants by the deadline is not considered complete until PCCD has received the original signature page, as well as any other required documents. Successful applications will be presented for consideration at the June 13, 2023 Commission meeting.
- **Administrative Rejection** – An application that does not meet all the listed requirements in this funding announcement may be administratively rejected.
- **Corrections** – If PCCD returns an application for corrections, the final application (including all corrections and required documents) must be returned to and approved by PCCD for the requested funding to be awarded.
- **Non-supplantation** – Funding must not be used to supplant/replace state, federal, or local funds that would otherwise be available to provide for program-related services. PCCD funding is to be used in addition to other funds that are made available for services.
- **Keywords** – Applicants are required to select "Keywords" from the dropdown menu located on the Main Summary screen in Egrants. The required keyword is below. Applicants may also select other keywords that apply specifically to their application.

Keyword: Public Defender Training

PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY
Office of Justice Programs

1. Overview:

The Pennsylvania Commission on Crime and Delinquency (PCCD) is now accepting applications for funding under the Criminal Indigent Defense Training Initiatives funding announcement. The primary purpose of this initiative is to provide training for criminal indigent defense in Pennsylvania.

There is a need to provide consistent training to public defenders for the work that they do in a context that is different than privately retained defense attorneys. This initiative will enhance defense capabilities for public defenders in Pennsylvania and teach them how to raise the level of representation wherever they go and effectuate systematic and individualized change for their clients. Training provided under this initiative should include, but is not limited to, how to address race and deal with implicit and explicit racial bias in the system, and how to handle the challenges that public defenders face including excessive caseloads, secondary trauma, and mental health wellness.

2. Funding Availability:

A total of \$100,000 in state General Government Operations (GGO) funds is being announced to support this initiative. PCCD expects to fund one grant over a 12-month project period.

Award letters will be available in Egrants, as soon as possible, after the application is approved.

PCCD is not liable for costs incurred prior to the official start date of the award.

3. Project Dates:

Contingent upon availability of funds, the application presented at the June 13, 2023 Commission meeting will be a 12-month project and have a start date of July 1, 2023 and an end date of June 30, 2024.

4. Eligible Applicants:

Under this funding announcement, eligible applicants are any organization that can demonstrate a history of providing training to public defenders in Pennsylvania. The applicant agency must also demonstrate the ability to provide training at a statewide level.

Applicants must be in good standing with PCCD to be eligible for these funds.¹ The applicant and recipient agencies' historical success in implementing PCCD-funded programs/initiatives that met their intended goals will be considered in the review process. Applicants are not required to have a prior funding history with PCCD to be eligible.

5. Eligible Program Activities and Expenses:

Program funds are intended to support all costs necessary to implement this initiative.

¹ This may include, but is not limited to, compliance with PCCD program and fiscal reporting requirements, State and Federal funding guidelines, and acceptable risk rating as determined by PCCD.

All expenses must be described in the Justification box located in the Egrants Budget Detail section. PCCD has approval of all final budgets.

6. Ineligible Program Activities and Expenses:

- Funds may not be used directly or indirectly for security enhancements or equipment for nongovernmental entities not engaged in criminal justice or public safety.
- Funds may not be used directly or indirectly to provide for any of the following fixed assets or contracted matters:
 - o Vehicles (excluding police cruisers), vessels (excluding police boats), or aircraft (excluding police helicopters);
 - o Luxury items;
 - o Real estate; and
 - o Construction projects (other than penal or correctional institutions).
- Funds may not be used to purchase food and/or beverages.

7. Program Goal, Objectives, and Anticipated Impact:

Program Goal:

- The goal of this initiative is to improve the skills of public defenders in Pennsylvania in order to provide each client with high quality legal representation.

Program Objectives:

- To provide systematic and comprehensive training programs for public defenders in Pennsylvania;
- To ensure quality and constitutionally effective representation in Pennsylvania;
- To collect tangible, positive outcomes from defender cases as a direct result of this initiative;
- To provide tools, strategies, mutual support, training, and information to Public Defender Offices in Pennsylvania; and
- To promote best practices in the leadership, management, and administration of justice in Pennsylvania.

Anticipated Impact:

- Increased legal knowledge and trial skills;
- Raised level of representation that effectuates systematic and individualized change for clients;
- Maximized networking opportunities and access to resources for each County Public Defender's Office;
- Increased adoption of public defense best practices; and
- Increased number of counties provided statewide coordinated training.

8. Required Egrants Sections/Documents:

- a. Required Egrants Sections – All sections identified in Egrants are required. Applicants will not be able to submit their grant application in Egrants until all sections are marked as complete.
- b. Required Signed Documents – A successful application must be accompanied by the executed signature page (page 2 of the application) which must be uploaded to the Main Summary section of your application.

9. Scoring:

Applicants must submit the requested information for each section specified below within the defined response fields provided in Egrants. Responses should not be duplicated in multiple sections.

The following application sections in Egrants have a point value associated with them and will be scored as described below:

a. **Executive Summary - Maximum of 5 points**

All applicants should fill out the following script and paste into the executive summary section:

The name of applicant is requesting \$_____ to *[provide a single sentence or two of what you are seeking to implement with your grant funding]*.

These funds will be used for the following: *[provide bullet points of what the funds will be used for]*.

b. **Budget Detail - Maximum of 20 points**

As stated in PCCD's [Applicant's Manual](#), all costs must be allowable, necessary for the performance of the project, reasonable, allocated to the project consistently, and claimed against only one grant award.

The budget detail section should clearly identify what the funds will be used for and line items must be entered for each budgeted cost. Calculations must be clear and entered as the Egrants system requires in the budget detail section.

For any budgeted cost that is not self-explanatory, clearly explain the relationship between the budgeted costs and the proposed project activities/operation. Describe how the item will be used in the implementation of the proposed project. This section may include additional explanation of the computations stated in the Budget Detail section; however, computations provided within the line items should not be replicated in the justification field(s).

NOTE: PCCD may require budget adjustments during the review process.

c. **Applicant Overview - Maximum of 50 points**

This section establishes the applicant's ability to undertake this project. Applicants should explain their experience implementing similar projects and their relationships with other organizations they will be partnered with to accomplish the objectives of the project.

d. **Project Description - Maximum of 25 points**

This section should provide an explanation of the implementation plan and methods to be used to accomplish the activities described in this funding announcement. This description should include who will perform the work, what actions are proposed to accomplish these activities, a timeline of activities, a description of internal quality assurances processes that will be used to monitor the implementation of this project, and any other details necessary to clearly establish how this project will be implemented.

10. Performance Measures:

Under this Funding Announcement, the successful applicant will be required to submit Quarterly Progress Reports to PCCD via the Egrants system within 20 days of the end of each calendar quarter. The subgrant recipient under this Funding Announcement will be required to accept and report on performance measures selected by the staff of the PCCD that will fulfill state guidelines. The subgrant recipient may want to develop additional performance measures that are specifically related to the activities outlined in their application and may track and report all measures through the PCCD Egrants system. The successful applicant under this funding announcement will also be required to accept and report on these established performance measures via the Egrants system:

1. Number of Hours of Training Provided by Topic;
2. Number of Training Sessions Conducted;
3. Number of Persons Trained;
4. Training Evaluation Responses; and
5. Pre/Post Training Assessment Test results.

11. Competitive Bidding/Sole Source Procurement:

All procurement transactions shall be conducted in a manner that provides open and free competition. Grant recipients must follow the Procurement Standards section in PCCD's [Applicant's Manual](#).

Procurements by noncompetitive proposal are strongly discouraged and must demonstrate an economic benefit or lack of alternate resources to be justified. If a request is made, the prospective applicant must identify the request as a procurement by noncompetitive proposal and provide a substantial justification for the request within their funding request (See PCCD's [Applicant's Manual](#) for Procurement by Noncompetitive Proposal Approval Procedure).

12. Administrative Requirements:

a. Egrants Agency and User Registration:

Prior to submitting a grant application, both the applicant agency and at least two users from the applicant agency must be registered in Egrants. Applicants are strongly advised to allow adequate time to work on application documents in Egrants prior to the submission deadline. Please go to the [Registering in Egrants](#) page on PCCD's website for further information.

b. Fiscal Accountability:

See the [Fiscal Accountability](#) page on PCCD's website for further information.

c. Time and Effort Reporting:

See the [Time and Effort Reports](#) page on PCCD's website for further information.

d. Grant Payments:

- Payments will not be released until all applicable special conditions on the grant award have been satisfied.
- All grantees are required, at a minimum, to submit quarterly fiscal reports. PCCD will only make payments to reimburse actual expenditures reported on the fiscal reports. An agency experiencing cash flow problems may submit fiscal reports

monthly and PCCD will reimburse reported expenditures. Non-submission or late submission of the required reports will result in payment delays.

- ACH Payments:
 - All payments to grant recipients will be made through ACH.
 - Either before or at the time an application is submitted to PCCD, the applicant agency must [register as a Non-Procurement Vendor](#) with the Commonwealth of Pennsylvania.
- e. Federal Transparency Act Certification:

This section is required for both state and federal funding streams. See the [Federal Application Requirements](#) page on PCCD's website for further information.
- f. Reporting Requirements:
 - Programmatic reports are due quarterly.
 - Fiscal reports are due quarterly.
 - Late submission of programmatic and fiscal reports may delay payments.
 - All reports must be submitted through the Egrants system.
- g. UCR Reporting:

Every criminal justice entity who is required to submit UCR report data and is participating in this project must submit Uniform Crime Report (UCR) data to the Pennsylvania State Police. If a required entity is not submitting UCR data, they may be ineligible for funding.
- h. Information Technology (IT) Project Conditions:

PCCD is required to include subgrant conditions for grants that will fund IT projects. These conditions are mandated to ensure compatibility with state and federal IT standards and requirements. View these [IT Conditions](#) on PCCD's website.

13. PCCD Contact Information and Resources:

- a. Staff Contacts:

Staff are only able to clarify the funding announcement and are not be able to answer any questions about how a potential applicant should respond to any particular section. Questions regarding this funding announcement should be directed as follows:

 - Email your funding announcement questions to ra-pccd-ocjsi@pa.gov with "Indigent Defense Training Initiatives" in the subject line.
 - Questions must be received by close of business on April 3, 2023.
 - All questions and answers will be posted under this funding announcement title on the [Funding Announcement Q&A](#) page of the PCCD website.
- b. Egrants Funding Announcement:

Log into the Egrants system and search under the "Funding Announcement" tab for Indigent Defense Training Initiatives.
- c. PCCD Guidelines and Documents:

Applicants should be familiar with the [Applicant's Manual](#), Standard Subgrant Conditions, and other documents common to PCCD's grant application process, all of which are available on the [Grant Information](#) page of the PCCD website. Additionally, grant application and administrative guides can be accessed on [PCCD's website](#) under the Funding link.

d. Egrants Technical Questions:

For any technical or system questions, contact, and ask for the Egrants Help Desk at (717) 787-5887 or (800) 692-7292, or by emailing RA-eGrantsSupport@pa.gov.

e. PCCD Webmaster:

Please address any technical problems you may have with the website or online forms to the [PCCD Webmaster](#).

f. Reporting Potential Fraud, Waste and Abuse:

Information about waste, fraud, abuse, conflict of interest, bribery, gratuity, or other similar misconduct, or whistleblower reprisal relating to a PCCD employee, program, contract or grant, may be reported to the PCCD Fraud Hotline at (717) 525-5031. For more information, visit the [Reporting Fraud, Waste and Abuse](#) page on PCCD's website.

14. Submission Information:

The application must be entered into Egrants no later than **Wednesday, April 12, 2023** by 11:59 PM.

The executed signature page (page 2 of the application) must be uploaded to the Main Summary section of your application. A guide to assist you with this is available on our website at

[https://www.pccd.pa.gov/Funding/Documents/Signature%20Page Award%20Letter%20Walkthrough.pdf](https://www.pccd.pa.gov/Funding/Documents/Signature%20Page%20Award%20Letter%20Walkthrough.pdf)

The Pennsylvania Commission on Crime and Delinquency is an equal opportunity employer.