Grant ID: 44229
Status: Open - Draft

Project Title:
Fund Announcement: 2023-24 Indigent Defense Grant Program

MAIN SUMMARY

Section Point Value: 0
Completion Status: In Process

Created By: Chief Nicole D Sloane Kondrlik
Last Update By: Chief Nicole D Sloane Kondrlik

Created Date: 5/2/2024 4:47:19 PM
Last Update Date: 5/2/2024 4:47:22 PM

SubGrant ID: --
Applicant Agency: Erie County Chief Executive Officer
FID #: 25-6001027
Recipient Agency:

Add Recipient
Add Applicant as Recipient Agency

Project Director: Details Project Director not listed in dropdown?
Financial Officer: Details Financial Officer not listed in dropdown?
Primary Contact: Details Primary Contact not listed in dropdown?

Additional Contacts (0-Grantee)

Program Staff Contact: Dr. Jordan Lewis
Fiscal Contact: Ms. Crystal Lauver

Listing of Signatories

Add New Signatory

Name	Title

Application Invitation Date:
Application Received Date:
Advisory Committee Meeting Date:
Commission Meeting Date:
Start Date:

Continuation Invitation Date:
Application Award Date:
Application Award Amount:
Notification of Award Date:
End Date:

Resubmitted Date:

Returned Date:

Short Project Title: *

Brief Project Description: *
(maximum 320 characters)

School District

Add Selected School District(s)

School District	Action

Keywords

Add Selected Keyword(s)

Keyword	Action

Senate District

Add Selected Senate District(s)

Senate District	Action

State House District

Add Selected State House District(s)

State House District	Action

Save | Save And Continue Editing | Return to Application Summary

Please send technical comments and problems to EGRANTS Support.

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Back Button will not take you back pages, instead use the application menus and controls.

Main Menu | User Management | Funding Announcement | Project Management | Work Manager

Project **Application** **Monitoring** Audit **Fiscal Details** **Reporting Requirements**

Grant ID: 44229
Status: Open - Draft

Project Title:
Fund Announcement: 2023-24 Indigent Defense Grant Program

EXECUTIVE SUMMARY

Section Point Value: 0
Completion Status: In Process

Created By: Chief Nicole D Sloane Kondrlik
Last Update By: Chief Nicole D Sloane Kondrlik

Created Date: 5/2/2024 4:47:19 PM
Last Update Date: 5/2/2024 4:47:19 PM

Executive Summary - (length is limited to 5,000 characters; approximately one printed page)

1. 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 describing 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*].

Please note that responses in this section will be used in grant summaries and could be mentioned in press releases. Plain language that clearly describes the intent of the project is most effective.

Save | Save And Continue Editing | Return to Application Summary

Grant ID: 44229
Status: Open - Draft

Project Title:
Fund Announcement: 2023-24 Indigent Defense Grant Program

CURRENT INDIGENT DEFENSE SERVICES

Section Point Value: 0
Completion Status: In Process

Created By: Chief Nicole D Sloane Kondrlik
Last Update By: Chief Nicole D Sloane Kondrlik

Created Date: 5/2/2024 4:47:19 PM
Last Update Date: 5/2/2024 4:47:19 PM

PLEASE NOTE: **Pursuant to Article II-F of the Fiscal Code, any county-specific data provided to PCCD/Indigent Defense Advisory Committee by counties is considered confidential.**

1. What criteria does your county currently use to determine indigent eligibility (for adults)?

2. Please provide a brief description of your county's current gaps and/or needs related to improving local indigent defense services that grant funding will be used to address. Applicants should describe any relevant program activities to date related to these areas, if applicable.

3. Please briefly describe your county's current efforts and capacity related to the standards adopted by Pennsylvania's Indigent Defense Advisory Committee and recommended to the Pennsylvania Supreme Court, including why grant funds are needed to help the county meet the standards.

4. In this section, counties will also be asked to provide basic "baseline" information regarding their existing indigent defense services. Information provided in this section will be used in the future to assist PCCD's Indigent Defense Advisory Committee in determining the greatest needs facing indigent defense services in the Commonwealth. Counties will be required to provide the following data and information about their local indigent defense services as part of this section of the application.

4.1. Has your county established its own standard(s) related to local provision of indigent defense services (e.g., personnel-related, case management, etc.)?

4.1.1. If you responded 'YES' above, please briefly describe the standard(s).

4.2. Total county-level expenditures on indigent defense services in 2023

4.2.1. Percentage of funds dedicated to Public Defender Office

4.2.2. Percentage of funds dedicated to conflict or other court-appointed counsel

4.3. Staffing/Personnel - Public Defender Office

4.3.1. Current number of full-time attorneys employed by public defender office

4.3.2. Current number of full-time attorney vacancies in public defender office

4.3.3. Current number of part-time attorneys employed by public defender office

4.3.4. Current number of part-time vacancies in the public defender office

4.3.5. Starting salary for full-time attorneys in the public defender office

4.3.6. Starting salary for part-time attorneys in the public defender office

4.3.7. Current number of investigators employed by the public defender office

4.3.8. Current number of social services staff employed by the public defender office

4.3.9. Current number of paralegals employed by the public defender office

4.3.10. Current other administrative/allied professional staff employed by the public defender office

4.3.11. Total number of non-attorney positions budgeted for public defender office

4.3.12. If applicable, number of full-time non-attorney positions budgeted for public defender office

4.3.13. Number of part-time non-attorney positions budgeted for public defender office

4.3.14. Current number of non-attorney positions that are vacant within the public defender office

4.4. Conflict / Court-appointed Counsel

4.4.1. Current number of conflict or other court-appointed counsel supporting indigent defense services in the county and how those court-appointed and conflict counsel are assigned and compensated

4.4.2. Current number of vacancies for conflict or other court-appointed counsel

4.4.3. Under what agency is the court appointed/conflict counsel budget?

4.4.4. If you selected 'OTHER' in 3.4.3. above, please describe.

4.4.5. How are your conflict or other court appointed counsel assigned?

4.4.6. If you selected 'OTHER' in 3.4.5. above, please describe.

4.4.7. How are conflict or other court appointed counsel compensated?

4.4.8. If you selected 'OTHER' in 3.4.7. above, please describe.

4.4.9. How do conflict or other court-appointed attorneys pay for non-attorney support (e.g. investigators, administrative assistance, social services staff, paralegals?)

4.4.10. If you selected 'OTHER' in 3.4.9. above, please describe.

4.5. Case Management & Workloads

4.5.1. If known, what is the average time to assign counsel to indigent defendants in your county?

4.6. Does the public defender office have a system in place to track attorney workloads?

4.6.1. If 'YES', how do you track attorney workload?

4.6.2. If you selected 'OTHER' in 3.5.1. above, please describe.

4.7. Does the public defender office have a system in place to track attorney caseloads?

4.7.1. If 'YES', how do you track attorney caseload?

4.7.2. If you selected 'OTHER' in 3.6.1. above, please describe.

4.8. Additional Indigent Defense Services

4.8.1. In addition to providing legal defense at the preliminary hearing and trial phases of criminal cases for adults, and juvenile delinquency hearings what other services does the public defender office provide for indigent defendants? Please select all that apply

- ☐ County probation/parole violations
- ☐ State parole hearings
- ☐ Protection from Abuse hearings (non-contempt)
- ☐ Indirect Criminal Contempt of PFAs
- ☐ Child Support Contempt
- ☐ Preliminary Arraignments at MDJ
- ☐ Bench Warrant or Fugitive Hearings
- ☐ Bail Reduction Hearings
- ☐ Involuntary civil commitment hearings
- ☐ Summary appeals
- ☐ Summary (non-traffic) citations at MDJ
- ☐ Expungements
- ☐ PCRA hearings
- ☐ Appeals to Commonwealth or Superior court
- ☐ Appeals to PA Supreme Court
- ☐ Juvenile dependency hearings
- ☐ Juvenile Act 21 commitment hearings
- ☐ Other

4.8.2. If you selected 'OTHER' in 3.7.1. above, please describe.

4.9. Attorney Attrition: How many attorneys has the public defender office hired in the last five years?

4.9.1. If anything other than "0" was entered in 3.8. above, please provide the number of how many left within one year?

4.9.2. How many left after one, but before two years?

4.9.3. How many left after two, but before three years?

4.9.4. How many left after three, but before four years?

4.9.5. How many left after four, but before five years?

4.9.6. How many are still employed?

4.9.7. OPTIONAL - Please provide any additional relevant information about attorney attrition.

4.10. Professional Development & Training

4.10.1. Does the county pay for continuing legal education credits for attorneys in the public defender office?

4.10.2. Does the county pay for continuing legal education credits for attorneys who serve as conflict or other court-appointed counsel?

4.10.3. How do attorneys in the public defender office receive training and professional development? (Please select all that apply.)

- ☐ In-house training
- ☐ Training through professional indigent defense association(s)
- ☐ Training through professional criminal defense association(s)
- ☐ Training through county bar association
- ☐ Training through other means

4.10.4. If funding is provided for professional development for conflict and other court appointed counsel by the county, how do attorneys receive training and professional development? (Please select all that apply.)

- ☐ Not provided by the county
- ☐ In-house training
- ☐ Training through professional indigent defense association(s)
- ☐ Training through professional criminal defense association(s)
- ☐ Training through county bar association
- ☐ Training through other means

5. Does your county currently assess any fees or costs directly on indigent defendants?

5.1. If 'YES' above, please describe the county's policies, procedures, and/or criteria for assessing these fees/costs.

Save | Save And Continue Editing | Return to Application Summary

Grant ID: 44229
Status: Open - Draft

Project Title:
Fund Announcement: 2023-24 Indigent Defense Grant Program

PROGRAM ACTIVITIES - INDIGENT DEFENSE

Section Point Value: 0
Completion Status: In Process

Created By: Chief Nicole D Sloane Kondrlik
Last Update By: Chief Nicole D Sloane Kondrlik

Created Date: 5/2/2024 4:47:19 PM
Last Update Date: 5/2/2024 4:47:19 PM

1. Please provide a brief description of how grant funds will be utilized.

2. Please select the type(s) of project activity/ies that will be addressed using Indigent Defense Grant Program funds using the checklist options below. (Note - Please select all that apply.)

2.1. Personnel/Staff

- ☐ Recruitment/hiring NEW full-time attorneys
- ☐ Recruitment/hiring NEW part-time attorneys
- ☐ Recruitment/hiring NEW full-time support staff (including, but not limited to, social services staff, investigators, paralegals, other administrative staff, etc.)
- ☐ Recruitment/hiring NEW part-time support staff (including, but not limited to, social services staff, investigators, paralegals, other administrative staff, etc.)
- ☐ Promotion and/or retention of EXISTING attorneys
- ☐ Promotion and/or retention of EXISTING support staff

2.2. Technology, Data Collection & Reporting

☐ Improving data collection and reporting capacity
☐ Purchasing or upgrading case management software
☐ Other data-related expenses

2.3. Training, Professional Development & Technical Assistance

☐ Training and professional development
☐ Obtaining technical assistance for staff to improve delivery of indigent defense services

2.4. OTHER Project Activities

☐ Other (please describe)

2.4.1. If you selected "OTHER" above, please identify the type(s) of activities grant funds will support using the text box below:

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Please send technical comments and problems to EGRANTS Support.

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Grant ID: 44229
Status: Open - Draft

Project Title:
Fund Announcement: 2023-24 Indigent Defense Grant Program

ANTICIPATED IMPACT OF FUNDING

Section Point Value: 0
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Last Update By: Chief Nicole D Sloane Kondrlik

Created Date: 5/2/2024 4:47:19 PM
Last Update Date: 5/2/2024 4:47:19 PM

1. Please briefly describe how these funds will help improve the county's capacity to deliver quality indigent defense services.

2. Please identify the anticipated outcome(s) you think will result from the grant-funded activities using the following checklist (please select all that apply):

- [ ] Improved ability to recruit and/or retain qualified attorneys
- [ ] Improved skills/knowledge of individuals providing indigent defense services
- [ ] Helping to make workloads more manageable
- [ ] Reduced time to assign counsel
- [ ] Improved timeliness of payments to court appointed/conflict counsel
- [ ] Reduced caseloads for attorneys providing indigent defense services
- [ ] Improved case management processes/capabilities
- [ ] Improved parity of resources between indigent defense counsel and prosecution
- [ ] Overall improved quality/efficacy of indigent defense services

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Project Title:
Fund Announcement: 2023-24 Indigent Defense Grant Program

APPROVAL CHECKLIST

Section Point Value: 0
Completion Status: In Process

Created By: Chief Nicole D Sloane Kondrlik
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Created Date: 5/2/2024 4:47:19 PM
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Does the applicant agency have any type of audit done regularly? *

If yes, when was the last one completed? *

Is the applicant agency required to have an audit performed in accordance with the Single Audit Act? *

If yes, when was the last one completed? *

Does the Financial Officer listed in the Main Summary section have more than three years of experience? *

Does the Project Director listed in the Main Summary section have more than three years of experience? *

Does the applicant agency have a segregation of duties policy? *

Save | Save And Continue Editing | Return to Application Summary

Grant ID: 44229
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Project Title:
Fund Announcement: 2023-24 Indigent Defense Grant Program

PERFORMANCE INDICATORS

Section Point Value: 0
Completion Status: In Process

Created By: Chief Nicole D Sloane Kondrlik
Last Update By: Chief Nicole D Sloane Kondrlik

Created Date: 5/2/2024 4:47:19 PM
Last Update Date: 5/2/2024 4:47:19 PM

Project Phase Target

1. Established by PCCD
   - 1.1. PD - Current number of full-time attorneys employed by public defender office.
   - 1.2. PD - Current number of full-time attorney vacancies in public defender office.
   - 1.3. PD - Current vacancies for conflict or other court-appointed counsel.
   - 1.4. PD - Current number of part-time attorneys employed by public defender office.
   - 1.5. PD - Current number of part-time vacancies in the public defender office.
   - 1.6. PD - Total number of adult criminal of cases assigned this quarter to attorneys within the public defender office for probation/parole violations at the court of common pleas.
   - 1.7. PD - Total number of new juvenile delinquency cases assigned this quarter to attorneys within the public defender office.
   - 1.8. PD - Total number of ongoing juvenile delinquency cases assigned this quarter to attorneys within the public defender office
   - 1.9. PD - Total number of appeals filed to the Pennsylvania Superior or Commonwealth court this quarter by attorneys in the public defender office.
   - 1.10. PD - Total number of appeals filed to the Pennsylvania Supreme Court this quarter by attorneys in the public defender office.

1.11. PD - Total number of cases assigned this quarter to conflict/other court-appointed counsel (not a public defender) for representation at a preliminary hearing at the magisterial district court.

1.12. PD - Total number of adult criminal of cases assigned this quarter to conflict/other court-appointed counsel (not a public defender) for probation/parole violations at the court of common pleas.

1.13. PD - Total number of adult criminal of cases assigned this quarter to conflict/other court-appointed counsel (not a public defender) for pre-trial/trial representation at the court of common pleas.

1.14. PD - Total number of new juvenile delinquency cases assigned this quarter to conflict/other court-appointed counsel (not a public defender).

1.15. PD - Total number of ongoing juvenile delinquency cases assigned this quarter to conflict/other court-appointed counsel (not a public defender).

1.16. PD - Total number of appeals filed to the Pennsylvania Superior or Commonwealth court this quarter by conflict/other court-appointed counsel (not a public defender).

1.17. PD - Total number of appeals filed to the Pennsylvania Supreme Court this quarter by conflict/other court-appointed counsel (not a public defender).

1.18. PD - Total number of adult criminal cases assigned this quarter to attorneys within the public defender office for representation at a preliminary hearing at the magisterial district court.

1.19. PD -Total number of adult criminal of cases assigned this quarter to attorneys within the public defender office for pre-trial/trial representation at the court of common pleas.

1.20. PD - Current number of conflict or other court-appointed counsel supporting indigent defense services in the county.

2. Established by Subgrantee

Add New Performance Indicator

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Please send technical comments and problems to EGRANTS Support.

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Grant ID: 44229
Status: Open - Draft

Project Title:
Fund Announcement: 2023-24 Indigent Defense Grant Program

FISCAL ACCOUNTABILITY

Section Point Value: 0
Completion Status: In Process

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Last Update By: Chief Nicole D Sloane Kondrlik

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Last Update Date: 5/2/2024 4:47:19 PM

1. **Subgrantee Accountability**
The following procedures have been implemented across all of PCCD's funding streams to ensure fiscal accountability of PCCD grant funds.

Financial Back-up: PCCD will periodically verify that grantee expenditures are consistent with approved budget categories, are eligible for reimbursement and that grantees are maintaining supporting documentation. PCCD has implemented a process where grantees are notified that they are required to submit the financial documentation to support the expenditures reported for some or all of the categories that are included in their Egrants fiscal report. Grantees are only required to submit this documentation when they are specifically notified by PCCD. Egrants users have the ability to attach documents to fiscal reports.

Accounting System Documentation: PCCD requires that all grantees maintain an accounting system which can identify all PCCD revenue and expenditures for each PCCD grant separately from all other revenue and expenditure sources. All financial transactions should be able to provide a clear audit trail.

Programmatic Back-up: PCCD will periodically verify that data submitted by grantees in their program reports is accurate. PCCD will select one or more performance measures/data categories each reporting period and require grantees to submit documentation to support what was reported on their Egrants program report or other reporting tool.

Subgrantee Payment: All subgrantees are required, at a minimum, to submit quarterly fiscal reports. PCCD will only make payments to reimburse actual expenditures reported on the fiscal reports. If an agency is experiencing cash flow problems, they may submit fiscal reports monthly and PCCD will reimburse reported expenditures.

Line Item Detail: PCCD's fiscal report allows grantees to include line item expenditure detail instead of just the overall budget category expenditures. Grantees are required to provide line item expenditure detail consistent with the line items included in their approved budget.

On-site monitoring: PCCD completes on-site monitoring of grants across all funding streams (state and federally funded projects).

Grantee risk classification: PCCD utilizes a risk classification system to identify and focus the use of agency resources on those agencies that may be most in need of additional assistance.

1.1. Does the applicant acknowledge that they have read, understand and will abide by PCCD's fiscal accountability procedures?

2.

Employee Time and Effort Reporting (Timesheets)

Time and effort reports (timesheets) are required for all personnel funded with PCCD grant dollars regardless of the funding stream. Below are the minimum standards and recommended best practices for time and effort reporting. We realize that there are a number of different systems that can be used to satisfy these requirements and we encourage you to email PCCD's Grants Management with any questions you may have regarding time and effort reporting requirements.

Minimum standards for employees working on multiple activities or cost objectives:

- Must be an after-the-fact determination of the employees actual effort. Using a budget estimate instead of reporting the actual time the employee spent working on the project does not qualify as support for charges to awards.
- Must account for total activity (grant and non-grant) for which employees are compensated and which is required in fulfillment of their obligations to the organization
- Must be signed by the employee and a supervisor with first-hand knowledge of the activities performed by the employee. Signature on the timesheets is affirmation that the report is an accurate accounting of the actual time the employee spent on the project.
- Must be prepared at least monthly to correspond to one or more pay periods
- Volunteer time and personnel costs being used as match must be accounted for in the same manner as personnel being charged to the grant

Minimum standard for employees working solely on a single activity or cost objective:

- Must be an after-the-fact certification that the employee worked 100 percent of their time on activities eligible for reimbursement under the grant project
- Must be prepared no less frequently than every six months
- Must be signed by the employee and supervisory official having first-hand knowledge of the work performed

- Applies to full-time and part-time employee

Recommended Best practices:

- Employees record time on a daily basis
- Project codes/names are provided to the employee in advance

* The above standards are based on the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200) and the Office of Justice Programs Financial Guide.

** Institutions of Higher Education (IHE) may follow their own established policies for documenting personnel expenses provided that the IHE's policies are in compliance with the Standards for Documentation of Personnel Expenses referred to at 2 CFR 200.430.

The following sample forms are available on the Grant Procedures and Forms page of our website:

- Example of a completed timesheet
- An Excel timesheet template that you may modify to suit your needs
- A sample time certification for employees working 100% of their time on a grant-funded project.

2.1. Does the applicant acknowledge that they have read, understand and will abide by PCCD's employee time and effort reporting standards?

---

3. Individual consultants funded with PCCD grant funds must maintain time and effort reports to support all charges billed to PCCD grant funds. Does the applicant acknowledge that they understand the requirement for individual consultants to maintain time and effort reports as support for charges against PCCD grant funds?

---

4. **Payment Terms**

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.

All payments of federal funds will comply with the federal Cash Management Improvement Act, 31 U.S.C. 6503.

All funds (Federal, State, match and project income) must be obligated by the end of the project period and expended within 60 days from that date.

4.1. Does the applicant acknowledge that they have read, understand and will abide by PCCD's payment terms?

Save | Save And Continue Editing | Return to Application Summary

Grant ID: 44229
Status: Open - Draft

Project Title:
Fund Announcement: 2023-24 Indigent Defense Grant Program

FEDERAL TRANSPARENCY ACT CERTIFICATION

Section Point Value: 0
Completion Status: In Process

Created By: Chief Nicole D Sloane Kondrlik
Last Update By: Chief Nicole D Sloane Kondrlik

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Last Update Date: 5/2/2024 4:47:19 PM

The implementation of the Federal Funding Accountability and Transparency Act of 2006 requires a single searchable website, accessible by the public without cost, for each federal award of $30,000 or more over the life of any subaward. In order to satisfy this requirement, applicants and subrecipients are required to have a Unique Entity Identifier (UEI).

The applicant must also provide the primary place of performance of the subaward and the names and annual salaries of the five most highly compensated officers in their agency if the agency meets certain criteria as described below.

Additional information relating to the Act can be at https://www.fsrs.gov/

Additional information on the new UEI requirement effective April 2022 can be found here: https://www.gsa.gov/about-us/organization/federal-acquisition-service/office-of-systems-management/integrated-award-environment-iae/iae-systems-information-kit/unique-entity-identifier-update

1. The following questions pertain to the applicant agency's Unique Entity Identifier (UEI).

1.1.
Enter the applicant agency's Unique Entity Identifier (UEI).

The applicant agency's UEI can be found by accessing the applicant agency's information in the federal System for Award Management (SAM) at https://sam.gov/content/home.

Important Note: By April 2022, every organization doing business with federal agencies will have a new, 12-character identifier, known as the Unique Entity Identifier (UEI) as the government moves away from the proprietary DUNS number. More information on UEI can be found here: Unique https://www.gsa.gov/about-us/organization/federal-acquisition-service/office-of-systems-management/integrated-award-environment-iae/iae-systems-information-kit/unique-entity-identifier-update.

2. Primary Place of Performance: The Office of Management and Budget (OMB) defines the place of performance as 'The location where a majority of the effort required to satisfactorily fulfill the intended purpose of the award will be completed.' Provide the following information to identify the Place of Performance for this grant award.

2.1. City (i.e. Harrisburg). Max 35 characters -

NOTE:
City is required for Federal Grants.

For State grants, the value "STATEWIDE" is possible in the 'County' field and if selected, the field 'City' can be left blank.

If the money is expended in multiple locations with the majority spent in a single address, agencies can list that city location as the Primary Place of Performance.

2.2. State - Choose from the list of valid states

A value for State is always required.

2.3.
Zip + 4 (i.e. 171091244) Exlude hyphen

NOTE: Zip+4 is required for Federal Grants. For State grants, the value "STATEWIDE" is possible in the 'County' field and if selected, the Zip+4 field should represent the Zip+4 of the Primary Place of Performance

However, if the money is expended in multiple locations with the majority spent in a single address, agencies can list that location as the Primary Place of Performance

2.4. County - Choose the grant's primary county of performance (where the highest value of the grant is to be applied). if the grant is Statewide, please select 'STATEWIDE'

3. The applicant must provide to the Commonwealth the names and total compensation of the five most highly compensated officers of the entity if--

(i) the entity in the preceding fiscal year received—
(I) 80 percent or more of its annual gross revenues in Federal awards; and
(II) $25,000,000 or more in annual gross revenues from Federal awards: and

(ii) the public does not have access to information about the compensation of the senior executives of the entity through periodic reports filed under section 13(a) or 15(d) of the Securities Exchanges Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986.

If the Grantee does not meet the conditions listed above, then it must specifically affirm to the Commonwealth that the requirements of this clause are inapplicable to the Grantee.

Are the conditions specified above applicable to the grantee?

4. If you answered "Yes" to the previous question, you must enter the names and annual salaries of the five most highly compensated officers of the applicant agency.

Response #1

4.1. Officer Name:

4.2. Annual Salary:

Add New Response

Save | Save And Continue Editing | Return to Application Summary

Grant ID: 44229
Status: Open - Draft

Project Title:
Fund Announcement: 2023-24 Indigent Defense Grant Program

STATE FUNDING ANNOUNCEMENT CERTIFICATIONS

Section Point Value: 0
Completion Status: In Process

Created By: Chief Nicole D Sloane Kondrlik
Last Update By: Chief Nicole D Sloane Kondrlik

Created Date: 5/2/2024 4:47:19 PM
Last Update Date: 5/2/2024 4:47:19 PM

This section contains certain conditions/certifications applicable to all funding announcements which must be accepted/agreed to by the Applicant agency.

1. **Audit Responsibilities:**
   Federal Funds
   The Applicant must comply with all applicable federal and state grant requirements including *The Single Audit Act Amendments of 1996*; *2 CFR Part 200 as amended*; and any other applicable law or regulation, and any amendment to such other applicable law or regulation that may be enacted or promulgated by the federal government.

   If the Applicant is a local government or non-profit organization that expends $750,000 or more in federal awards during its fiscal year, the Applicant is required to provide the appropriate single or program specific audit in accordance with the provisions outlined in *2 CFR Part 200.501*.

   If the Applicant expends total federal awards of less than the threshold established by *2 CFR 200.501*, it is exempt from federal audit requirements for that year, but records must be available for review or audit by appropriate officials (or designees) of the federal agency, pass-through entity, and Government Accountability Office (GAO).

   If the Applicant is a for-profit entity, it is not subject to the auditing and reporting requirements of *2 CFR Part 200, Subpart F – Audit Requirements (Subpart F)*. However, PCCD is responsible for establishing requirements, as necessary, to ensure compliance by for-profit subrecipients. The contract with the for-profit subrecipient should describe applicable compliance requirements and the for-profit subrecipient's compliance responsibility. Methods to ensure compliance for federal awards made to for-profit subrecipients may include pre-award audits, monitoring during the contract and post-award audits. The post-award audits may be in the form of a financial audit in accordance with *Government Auditing Standards*, a single audit report or program-specific audit report in accordance with *Subpart F*. However, these post-award audits must be submitted directly to the affected commonwealth agency that provided the funding. Only single audit reports for local governmental and non-profit subrecipients are electronically submitted to the Federal Audit Clearinghouse.

Additional Potential Components of the Single Audit Reporting Package
In instances where a federal program-specific audit guide is available, the audit report package for a program-specific audit may be different and should be prepared in accordance with the appropriate audit guide, *Government Auditing Standards*, and *Subpart F*.

In addition to the requirements of *Subpart F*, commonwealth agencies may require that the single audit reporting packages include additional components in the SEFA, or supplemental schedules, as identified through the respective grant agreement.

Steps for Submission
The Applicant's submission responsibilities are as follows:
(1) Submit the Single Audit or Program-Specific Audit Report to the Federal Audit Clearinghouse (FAC) and receive an email confirmation of receipt from the FAC.

(2) Complete the Single Audit/Program Specific Audit Reporting Checklist to ensure your package contains all required elements. A fill-in version of the checklist can be found on the Commonwealth's Bureau of Audits (BOA) website at http://www.budget.pa.gov/Documents/single-audit-checklist.pdf.

(3) Email the FAC confirmation of receipt, a certified copy of the data collection form, and the completed Checklist (PDF) to RA-BOASingleAudit@pa.gov. The subject line of the email must identify the exact name on the Single Audit or Program-Specific Audit Reporting Package and the period end date pertaining to the reporting package.

(4) The Applicant will receive an email from BOA confirming the receipt of the FAC's confirmation, the certified copy of the data collection form, and the completed Checklist.

Audit Oversight Provisions
The Applicant is responsible for obtaining the necessary audit and securing the services of a certified public accountant or independent governmental auditor.

The commonwealth reserves the right for federal and state agencies or their authorized representatives to perform additional audits of a financial or performance nature, if deemed necessary by commonwealth or federal agencies. Any such additional audit work will rely on work already performed by the Applicant's auditor and the costs for any additional work performed by the federal or state agencies will be borne by those agencies at no additional expense to the Applicant.

Audit documentation and audit reports must be retained by the Applicant's auditor for a minimum of five years from the date of issuance of the audit report, unless the Applicant's auditor is notified in writing by the commonwealth, the cognizant federal agency for audit, or the oversight federal agency for audit to extend the retention period. Audit documentation will be made available upon request to authorized representatives of the commonwealth, the cognizant federal agency for audit, the oversight federal agency for audit, the federal funding agency, or the GAO.

State Funds
PCCD, in its sole discretion, may undertake an inspection and/or audit of the financial records of the Applicant relating to the Subgrant Project. The Applicant shall provide PCCD with full and complete access to all records relating to the performance of the

Subgrant Project and to all persons who were involved in the Subgrant Project. PCCD may also require, as a condition of award, that an independent financial audit be completed.

1.1. Does the applicant agency accept these terms?

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2. PCCD's Standard Subgrant Conditions are incorporated herein by reference. The current version of PCCD's Standard Subgrant Conditions is available on our website at http://www.pccd.pa.gov/Funding/Pages/Standard-Subgrant-Conditions.aspx. Please refer to the website for a copy. If you are unable to obtain a copy from the website, please contact PCCD's offices at (800) 692-7292.

2.1. Has the applicant agency read the Standard Subgrant Conditions?

2.2. Does the applicant agency agree to be bound by all Standard Subgrant Conditions?

3.

Determination of Suitability to Interact with minors

This condition applies to this award if it is indicated -- in the application for the award (as approved by PCCD) (or in the application for any subaward, at any tier), the PCCD funding announcement (solicitation), or an associated federal or state statute -- that a purpose of some or all of the activities to be carried out under the award (whether by the applicant, or a subrecipient at any tier) is to benefit a set of individuals under 18 years of age.

The applicant, and any subrecipient at any tier, must make determinations of suitability before certain individuals may interact with participating minors. This requirement applies regardless of an individual's employment status.

The applicant, and any subrecipient at any tier, agrees to comply with all Pennsylvania Child Protective Services Laws (CPSL) including, but not limited to, following mandated reporter requirements within the CPSL and obtaining all clearances and/or verifications for employees and volunteers as may be required by CPSL such as a PA Child Abuse History Clearance, PA State Police Criminal Record Check, FBI Criminal History Background Check, National Sex Offender Registry Verification, and any other clearance/verification required by CPSL. The CPSL and information to assist in complying with this condition can be found at http://keepkidssafe.pa.gov/.

3.1. Does the applicant agency understand and agree to be bound by the above condition if the applicant agency is awarded a subgrant as a result of this grant application?

4.

ACH Payment Requirement

a. The Commonwealth will make payments to the recipient through ACH. Within 10 days of the grant award, the grantee must submit or must have already established its ACH information in the Commonwealth's Master Database. The grantee will also be able to enroll to receive remittance information via electronic addenda and email (e-Remittance). ACH and e-Remittance information is available at https://www.budget.pa.gov/Services/ForVendors/Pages/Direct-Deposit-and-e-Remittance.aspx.

b. It is the responsibility of the recipient to ensure that the ACH information contained in the Commonwealth's Master Database is accurate and complete. Failure to maintain accurate and complete information may result in delays in payments.

4.1. Does the applicant agency understand and agree to be bound by the above condition if the applicant agency is awarded a subgrant as a result of this grant application?

5.

Worker Protection and Investment Certification Form

A. Pursuant to Executive Order 2021-06, Worker Protection and Investment (October 21, 2021), the Commonwealth is responsible for ensuring that every worker in Pennsylvania has a safe and healthy work environment and the protections afforded them through labor laws. To that end, contractors and grantees of the Commonwealth must certify that they are in compliance with Pennsylvania's Unemployment Compensation Law, Workers' Compensation Law, and all applicable Pennsylvania state labor and workforce safety laws including, but not limited to:

1. Construction Workplace Misclassification Act
2. Employment of Minors Child Labor Act
3. Minimum Wage Act
4. Prevailing Wage Act
5. Equal Pay Law
6. Employer to Pay Employment Medical Examination Fee Act
7. Seasonal Farm Labor Act
8. Wage Payment and Collection Law
9. Industrial Homework Law
10. Construction Industry Employee Verification Act
11. Act 102: Prohibition on Excessive Overtime in Healthcare
12. Apprenticeship and Training Act
13. Inspection of Employment Records Law

B. Pennsylvania law establishes penalties for providing false certifications, including contract termination; and three-year ineligibility to bid on contracts under 62 Pa. C.S. § 531 (Debarment or suspension).

5.1.

CERTIFICATION

I understand that by signing and submitting this grant application, I am certifying that I am duly authorized to execute this certification on behalf of the contractor/grantee identified as the applicant on this grant application, and I certify that the contractor/grantee identified as the applicant on this grant application is compliant with applicable Pennsylvania state labor and workplace safety laws, including, but not limited to, those listed in Paragraph A, above. I understand that I must report any change in the contractor/grantee's compliance status to the Pennsylvania Commission on Crime and Delinquency immediately. I further confirm and understand that this Certification is subject to the provisions and penalties of 18 Pa. C.S. § 4904 (Unsworn falsification to authorities).

Do you agree to the terms of this certification?

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