



## CY 2025 Budget Narrative

### **REVENUE/INCOME Total: \$2,543,874**

#### **CLE Income: \$30,000**

Income received from billing private attorneys for registration and CLE credits. Public defenders also pay nominal CLE fees to attend some PDAP training events.

#### **Contributed Income: \$2,465,349**

##### Federal Government Grants & Contracts

##### *ARPA/COVID Grant: \$196,279*

ARPA/COVID federal grant funds were awarded and received in advance in October 2022 for the period of January 1, 2023-December 31, 2024. As of January 1, 2024, PDAP has a balance remaining of \$196,279 that will be expended by the end of Q1 March 2025.

##### *Pennsylvania Commission on Crime and Delinquency (PCCD) Grant: \$412,005*

PCCD federal grant funding was awarded to provide training programs to public defenders. The grant award was for \$550,000 from 1/1/24-12/31/25. As of January 2025, we have a balance remaining of \$473,277, so we plan to use approximately \$412K this year and request an extension to use the remaining balance in Q1 of 2026.

##### State Grants & Contracts

##### *Pennsylvania Department of Community and Economic Development (PA DCED) Grant: \$116,923*

PA DCED (McClinton office) awarded PDAP a state grant of \$250K for 2 years (2025-26) to provide training for Defender lawyers, social workers, investigators, mitigators, paralegals, and other core staff throughout Pennsylvania by holding in-person & online trainings.

##### *Pennsylvania Department of Community and Economic Development (PA DCED) Grant: \$832,142*

PA DCED (Senator Hughes office) awarded PDAP a state grant of \$1 million dollars for 2 years (2025-26) to run an Emerging Leader Academy to build a cohort of the next generation of PD leaders across PA and to empower that cohort to bring best defense practices to their offices. The program will create an online library of courses as well as support our Racial Justice program, outreach and training for non-attorney core staff.

##### *Fundraising: \$900,000*

We are facing a budget gap of approximately \$1.1MM for 2026. We anticipate to receive the PCCD grant for \$550,000 for 2026-2027; and Sara will fundraise for the remaining ~\$900K this year, applying for additional state grant funding.

*Sponsorships: \$8,000*

Corporate organizations are invited to sponsor various conferences PDAP holds throughout the year. We anticipate having at least 5 sponsors at the gold level in 2025.

*Contributions- Individual: \$0*

Currently we have no anticipated funding to be received by individual donors, private foundations, fundraising efforts, etc. To support the fiscal health and growth of this organization, fundraising from individual contributors is an avenue that should be strongly explored in order to achieve a more diverse revenue stream that is not so heavily reliant on grant funding.

**Membership Dues: \$45,375**

Funds to be received from 67 county public defender offices.

**Interest Income: \$650**

Estimated interest to be earned on our bank accounts.

**Dividend Income: \$2,500**

Estimated dividend income to be earned on Raymond James investment account where COVID funds are kept. These funds will be expended in full by March 2025, so this account will be closed in March and dividends will be moved to general funds.

**EXPENSES Total: \$1,621,593**

**Advertising & Marketing: \$500**

Costs for job posting fees and social media marketing.

**Charitable Contributions/Donations: \$2,500**

Nominal amount budgeted for PDAP to make contributions to various organizations in support of public defense, a fair justice system and high legal representation for indigent people.

**CLE Fees: \$18,784**

Fees paid to cover attendees CLE credits.

**Contract & Professional Expenses: \$395,574**

Consultants are hired to provide additional assistance for areas where we lack expertise and/or capacity. Consultants are being utilized in the following areas:

- Accounting, Finance, Audit, Tax, Contract & HR Administration: \$230,900
- Training Co-Directors and Mentors: \$81,425
- Information Technology/IT support: \$61,574
- Technical Assistance: \$21,675

**Dues and Subscriptions: \$7,308**

Membership dues and subscriptions for staff.

**Insurance Expense: 3,700**

Costs for general liability and directors' & officers insurance policies.

**Operating/Office Expenses: \$19,250**

Costs include bank/service charges, office supplies, postage, and software services such as Google Suite, Zoom, Dropbox, Quickbooks, and Canva. Costs for staff remote office setups such as laptops/printers have been allocated as well.

**Payroll Expenses: \$100,653**

Payroll expenses include payroll taxes, workers compensation insurance, payroll processing fees and benefits such as PDAP's employer contribution to Individual Coverage Health Reimbursement Arrangement (ICHRA), and a 401K employer match at 5% of employee salaries.

**Salaries & Wages: \$557,470**

Currently PDAP has 6 staff members, 4 full-time, salaried/exempt employees and 2 part-time, non-exempt employees. Full time staff members are the Executive Director, 2 Assistant Directors of Training, and the Manager of SWIM Advocacy and Engagement. Beginning in July 2025, PDAP will be investing in a part-time bookkeeper/HR assistant to support the executive director and CFO consultant in bookkeeping, HR, and administrative tasks and responsibilities.

**Scholarships and Awards: \$43,445**

External scholarships, awards granted to various public defenders throughout the year.

**Training Space: \$102,550**

Venues secured to host training conferences and events.

**Training Supplies and Mailing: \$21,908**

Training supplies and mailings for conferences and events.

**Travel: \$346,450**

Travel costs associated with providing training conferences, including booking hotel rooms and conference venue packages. We reimburse public defenders and faculty for attending these training events when they submit detailed receipts and mileage documentation. PDAP staff also participate in professional development and attend external conferences and trainings throughout the year.

**Uncategorized/Miscellaneous Expenses: \$1,500**

Nominal amount set aside to cover unexpected expenses.

**Net Income: \$922,281**

## **Cost Allocation Plan**

### **Personnel Services:**

The hours worked by each staff member is tracked on their payroll time cards by grant and/or project to accurately reflect allocations to each grant/funding source. Salaries and wages are charged directly to the grant program for which work has been done.

### **Direct/Indirect Program Costs:**

Currently PDAP has one program; training public defenders. Program costs are allocated directly to the grant funding a specific expense, outlined in the grant's budget.

# Public Defender Association of PA Proposed Budget- 2025

January - December 2025

	<b>TOTAL</b>
<b>Income</b>	
CLE Income	30,000
Contributed income	
Federal Government Grants & Contracts	608,284
State Grants & Contracts	1,849,065
Sponsorships	8,000
Contributions- Individual	0
<b>Total Contributed Income</b>	<b>2,465,349</b>
Membership Dues (counties)	45,375
Interest Income	650
Dividend Income	2,500
<b>Total Income</b>	<b>2,543,874</b>
<b>Expenses</b>	
Advertising & Marketing	500
Charitable Contributions/Donations	2,500
CLE fees	18,784
Contract & professional fees	395,574
Dues and Subscriptions	7,308
Insurance Expense	3,700
Operating/Office expenses	19,250
Payroll expenses	
Employee retirement plan	28,243
Health insurance & accident plans	19,041
Payroll processing fees	4,319
Payroll taxes	45,050
Salaries & wages	557,470
Workers' compensation insurance	4,000
<b>Total Payroll expenses</b>	<b>658,123</b>
Scholarships and Awards	43,445
Training space	102,550
Training Supplies and Mailing	21,908
Travel	346,450
Miscellaneous Expenses	1,500
<b>Total Expenses</b>	<b>1,621,593</b>
<b>Net Income</b>	<b>922,281</b>