



Continuing County Adult Probation and Parole Grant Funding Announcement Q&A Tracker

About this Document:

This guide will provide an overview of questions and answers regarding the [Continuing County Adult Probation and Parole Grant](#) funding announcement and application process, which opened on September 19, 2024.

Questions?

Please contact the County Adult Probation and Parole Analyst assigned to the county you represent.

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1. CCAPPG Announcement and Requirements

- a) *What can county adult probation and parole departments use grant funds for? What do counties request funds for?*

Answer: The list of eligible activities for this grant can be found on page 6 of the funding announcement and includes:

- Salaries and benefits of county adult probation and parole staff.
- Evidence-based programming for individuals under supervision.
- Pretrial supervision of individuals conducted by the county adult probation and parole department.
- Implementation of a validated risk and needs assessment tool.
- Training of adult probation and parole staff in evidence-based practice programming.
- Other services and/or programs that support the improvement of county adult probation and parole services.

County adult probation and parole departments typically request funding for probation officer salaries and benefits; however, PCCD has received and approved requests to fund stipends for probation officers and supervisors, and for employee training.

2. CCAPPG Application

- a) *If we are only entering one budget line for personnel, where should we provide the names of the probation officers whose salaries are funded by the grant?*

Answer: Counties are not required to provide the names of staff whose salaries and/or benefits are supported with these grant funds.

- b) *We are having difficulty entering the budget so that we can use the entire amount allocated to our county (example: The budget is \$2.00 less than what we are permitted to request). Any advice?*

Answer: Enter the correct hourly rate and adjust the number of hours worked until the budget request equals the specific amount requested, up to the maximum allocated to the county as shown in Appendix A of the funding announcement. You may need to include decimals in the % Budgeted Hours section.

3. CCAPPG Application Quarterly Reports and Audits

- a) *When are the reports for the first quarter due?*

Answer: Egrants will generate an alert advising you the report or reports are past due immediately after the grant is awarded in the Egrants system. You may log on at that time and

complete and submit these reports which should include any grant funded activity retroactive to the beginning of the quarter.

- b) *May we have a copy of the updated data collection questions from the quarterly program report so I can provide them to the case management vendor we work with?*

Answer: The most recent version of the questions found in the data collection section of the quarterly program report can be found in the *Quarterly Reporting and Compliance Requirements* section of the funding announcement.

- c) *What documents do I need to keep in my files in case of a fiscal audit of the grant funds?*

Answer: PCCD may request back up documentation for any expenditures reimbursed with grant funds. Counties should maintain copies of invoices for any grant related expenses and be prepared to provide a copy of the general ledger used for these funds.

4. Supervision Fee Restricted Receipts Account Annual Report

- a) *With the passing of Act 34, all supervision fees should go directly into the Supervision Fee Restricted Receipts Account, correct?*

Answer: Yes. All supervision fees shall be deposited into the County Supervision Fee Restricted Receipts Account regardless of the date the offender was placed on probation, parole, Accelerated Rehabilitative Disposition, Probation Without Verdict, or Probation with Restrictive Conditions.

- b) *Where is the Supervision Fee Restricted Receipts Account Annual Report form located on the PCCD website? When is it due?*

Answer: The Supervision Fee Restricted Receipts Account Annual Report form is available for download from that section of the application in Egrants. The form is due when the application is submitted and must be accepted by PCCD prior to the issuance of a grant award.

- c) *Can I email the supervision fee fund worksheet instead of attaching it to the application?*

Answer: No. PCCD requires counties to submit the Supervision Fee Restricted Receipts Account Annual Report form in the appropriate section of the Egrants application.

- d) *Who should we contact with questions about the types of activities the department uses Act 77 Supervision Fee funds for?*

Answer: PCCD recommends all questions related to the expenditure of supervision fee funds be discussed with the president judge and county solicitor.

- e) *If our supervision fee is in an account that gains interest, should the interest be included or just the amount collected?*

Answer: The Supervision Fee Restricted Receipts Account Annual Report form should include all funds that are received in the account including interest earned.

5. E-Signature

- a) *How many County Commissioners should have the E-Signature role in Egrants?*

Answer: PCCD recommends each applicant have at least two signatories in the event one is unavailable.

- b) *Can the county submit the application without an E-Signature?*

Answer: The Egrants system will allow applicants to submit the application; however, no award can be made until the E-Signature process is complete.

- c) *How should we submit the physically signed signature page and to whose attention should we send it?*

Answer: Due to the implementation of the E-Signature process, PCCD does not require applicants to submit a physical copy of the signature page.

- d) *Does the new process apply to all new applications, award acceptance, and project modification requests?*

Answer: The E-Signature process applies to any activity requiring the signature of someone with a signatory role. This includes new applications, award acceptance, and project modifications.

- e) *Can you provide more details about the E-Signature process and requirements?*

Answer: Please see the notes below and review [How to Request Signatory Access \(pa.gov\)](#)

- The signatory **MUST** have e-grants access.
- The signatory request form **MUST** be submitted by the individual requesting the role.
- There can be more than one signatory for the applicant agency.
- The signatory role can be delegated to another staff member by completing option 2 on the e-signature request form.
- The signature **MUST** be in the Adobe electronic format or handwritten, typed signatures are not allowed.
- The application can be submitted without the signatory, but it **CANNOT** be awarded until one is assigned.