



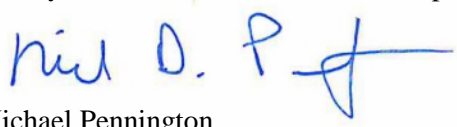
COMMONWEALTH OF PENNSYLVANIA
PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY

Date: September 19, 2024

Subject: Continuing County Adult Probation and Parole Grant Program (2024/2025)

To: County Adult Probation and Parole Departments

From: Michael Pennington
Executive Director



The Office of Justice Programs of the Pennsylvania Commission on Crime and Delinquency (PCCD) announces the availability of up to \$16,150,000 in Continuing County Adult Probation and Parole Grant funds (formerly referred to as Grant-in-Aid). Under this solicitation, state funds are being made available to support counties that provide adult probation staff for the costs incurred by the county for the supervision of adult offenders.

The goal of the Continuing County Adult Probation and Parole Grant program is to improve adult probation and parole services by providing funding to counties who offer adult probation and parole services. Funding will result in continued support for County Adult Probation and Parole staffing needs and support for the improvement of probation services and evidence-based programming for offenders.

The funding guidelines provide the necessary information to complete this application. However, if there are any program-related questions, please contact Nancy Heisler of the Office of Justice Programs at 717-265-8467 or nheisler@pa.gov. For fiscal questions, contact AnnaMarie Deskiewicz at 717-265-8536 or adeskiewic@pa.gov.

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



Office of Justice Programs

Continuing County Adult Probation and Parole Grant FY 2024-25

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.

Prior to starting an application in Egrants, your agency must be registered in Egrants, and at least two individuals from your agency must register as Egrants users and have Egrants user roles for your agency.

Every agency must also have at least one person with the e-signature role in Egrants.

Please refer to the [Getting Started in Egrants](#) page on our website for Egrants registration information and guides.

Recommended Egrants User Registration Date:
October 10, 2024

Mandatory Egrants Application Deadline:
October 31, 2024

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

Applicants are strongly encouraged to utilize PCCD's [General Grant Application Guides](#) for assistance in navigating the Egrants registration and application process.

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: Improvement of Adult Probation Services

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PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY
Office of Justice Programs

Funding Announcement Title: Continuing County Adult Probation and Parole Grant Funds

Funding Stream: Improvement of Adult Probation Services

Submission Requirements for Applications:

- **Due Date** – Applications must be submitted electronically through PCCD’s Egrants system no later than 11:59 PM on October 31, 2024.
- **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, 8:00 AM to 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 the application has been electronically signed in Egrants, and PCCD has received any required documents. Applications will be processed as soon as possible after submission.
- **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 keywords are below.

Keyword: Continuing County Adult Probation and Parole Grant

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 Continuing County Adult Probation and Parole Grant (CCAPPG) funds. Act 114 of 2019 established PCCD's responsibility for administration of CCAPPG funds which exist to support county adult probation departments. A county that provides adult probation staff shall receive grant funding from the Commonwealth for costs incurred by the county, but only to the extent that the staff and program meet the qualifications and standards established by the Commission. The primary purpose of the CCAPPG funds is to provide funding from the Commonwealth for costs incurred by the county for the supervision of adult offenders.

The goal of the FY 2024-25 CCAPPG program is to support adult probation and parole services by providing funding to counties that offer these services. Act 114 charged PCCD with analyzing the data provided by counties who receive CCAPPG funds in order to identify trends and determine the effectiveness of programs and practices utilized by the county adult probation and parole system.

The anticipated impacts resulting from this solicitation include continued support of county adult probation and parole departments, including continued support for staffing needs. In addition, it is anticipated that funding will result in increased support for the improvement of county adult probation and parole services and evidence-based programming for offenders.

Current county allocation amounts for FY 2024-25 are listed in *Appendix A* of this announcement.

Applicants are strongly encouraged to review this funding announcement in its entirety prior to starting the application process. Applicants are required to provide statistical data regarding personnel and individuals under supervision when completing the application.

2. Funding Availability:

PCCD is announcing a total of \$16,150,000 in state Continuing County Adult Probation and Parole Grant funds. PCCD expects to fund up to 65 county adult probation and parole departments through this initiative.

On September 20, 2023, PCCD approved the FY 2024-25 Funding Framework, as recommended by the County Adult Probation and Parole Advisory Committee (CAPPAC). In accordance with this Framework, the gradual implementation of the Commission approved funding formula, mandated by Act 114 of 2019, begins with the FY 2024-25 award cycle. Actual awards for FY 2024-25 are based on the most current data available to PCCD.¹ Award projections for FYs 2025-26, 2026-27, 2027-28 are also based on the most current data available, however, future awards may vary as data is updated.

A county may not request funding in excess of their respective designated amount as listed under FY 2024-25 in *Appendix A*.

¹ Please note, the amounts listed in *Appendix A* for FY 2025-26 through FY 2027-28 are projected award amounts and may change as financial resources and/or data fluctuates.

Submission of a completed County Adult Probation and Parole Supervision Fund Annual Financial Report (Appendix B) by the applicant, and subsequent acceptance by PCCD, is a requirement of this funding opportunity. CCAPPG funds will not be awarded until PCCD receives and accepts the County Adult Probation and Parole Supervision Fund Annual Financial Report. This form reflects revenue deposited into and expenditures from the County Probation Restricted Receipts Account for the preceding fiscal year (FY 2023-24). As per Act 77 of 2022, the President Judge is required to provide the Commission with an annual statement that fully reflects all collections deposited into and expenditures from this account.

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

3. Project Dates:

Applications with budgets not exceeding the FY 2024-25 award amounts, listed in *Appendix A*, will include a 12-month grant period with a retroactive start date of July 1, 2024, and an end date of June 30, 2025.

4. Eligible Applicants:

Eligibility for these funds is open to counties that provide adult probation staff and may be used for costs incurred by the county for adult probation and parole services, but only to the extent that the staff and program meet the qualifications and standards established by the Commission. Applicants must be in good standing with PCCD to be eligible for these funds.²

Counties must complete all Egrants application sections and provide the required documents as indicated in this funding announcement before funds can be awarded.

5. Applicant Resources

Applicants are encouraged to carefully review this written funding announcement, as well as reference and review resources for applicants available on PCCD's website.



Resource Guides: Applicants can access walkthrough guides and other applicant resources on PCCD's ['Applicant Resources' webpage](#).



Video Tutorials: You can also watch short video tutorials on PCCD's YouTube channel under the ['Resources for Applicants & Grantees' playlist](#):

- [Getting Started with Egrants](#)
- [Registering as a Commonwealth Vendor](#)
- [Registering in Egrants & Starting Your Application](#)
- [Building Your Application in Egrants: Non-Budget Sections](#)
- [Building Your Application in Egrants: Budget Detail Section](#)
- [Signature Page Upload & Submitting Your Application](#)



Egrants User Support: Still need assistance? The Egrants Help Desk is available to help with technical or system questions Monday through Friday, 8:00 AM until 4:00 PM (ET) and may be reached by calling (717) 787-5887 or (800) 692-7292, or by emailing RA-eGrantsSupport@pa.gov.

² 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.

6. Eligible Program Activities and Expenses:

Funds may be used to support the following activities:

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

All expenses must be described in the justification box located in the Egrants *Budget Detail* section. PCCD has final approval of all budgets and may require budget adjustments.

7. 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. This includes the:

- *County Adult Probation and Parole Supervision Fund Annual Financial Report* section, which is available for download from the *County Adult Prob/Parole Supervision Fund Report* section in Egrants.

Submission of a completed report and acceptance of this information by PCCD is a condition of award.

8. Application Procedures:

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.

a. Executive Summary

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 the grant funding].

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

b. Budget Detail

The budget detail section should identify what the funds will be used for, and line items should be entered for each budgeted cost. Clearly identify all costs, including salary and benefits. Calculations should be clear and entered as the Egrants system requires in the *Budget Detail* section.

Please note: The Egrants *Budget Detail* section for personnel costs is set up to capture the position to be funded, the title of the position, the hours to be paid by the grant per week, the number of weeks to be paid, and the hourly rate to be paid. **In this section, for this application, it is permissible to include aggregate detail as compared to specifically identifying each position to be paid by the grant.** For example, you may enter one-line item that includes "Probation Officer" in the Position Title Section; "TBD" in the Name Section; and the correct hours, weeks, and rate to equal the amount you would like to have used for salary.

For any budgeted cost that is not self-explanatory, clearly explain the relationship between the budgeted costs and the proposed project activities/operation. 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).

c. **Project Impact**

This section should describe how the *increase* or *decrease* to your county's funding allocation is anticipated to impact the operations of your department.

9. Quarterly Reporting and Compliance Requirements

Under this funding announcement, successful applicants are required to comply with all reporting, data collection, and evaluation requirements as prescribed by PCCD and statutory guidelines. This includes compliance with the Commission approved Operating Standards, as determined through monitoring activities.

For purposes of this funding announcement, an **Active Offender** is defined as an individual under supervision who is required to report to the probation and parole department either in person, by telephone, by mail, email, or other means.

Include:

- Individuals under supervision who have **not** reached their maximum date of supervision and are being administratively supervised (for example, this may include ARD and Low Risk Cases not required to report to the department).
- Individuals under supervision who have **not** reached their maximum date of supervision and are only required to pay fines/fees/restitution to the county.

Do NOT Include:

- Individuals who are under supervision who are in absconder status as a result of judicial action (for example a Capias or Bench Warrant has been court ordered for the offender)
- Individuals who are pending parole
- Individuals who have reached their maximum date of supervision and are only required to pay fines/fees/restitution to the county
- Individuals whose physical supervision has been transferred to another county or another state
- Individuals under supervision whose physical supervision has been transferred to the PA Parole Board

Updated
FY 2024-25

Under this funding announcement, Pre-Trial Bail Supervision includes individuals who have not received final disposition of their charges yet have been ordered to be supervised by the county adult probation and parole department as a condition of bail or other court order.

The following data elements must be reported quarterly.

Please Note: When entering quarterly reporting data in Egrants, the total of chart 1 should equal the total of chart 2 and chart 3 added together. The total of chart 1 should also equal the total of chart 4.

1. Of the total number of active offenders for each subset listed below who were supervised as of the last day of the reporting period, how many classify themselves as: Male, Female?
 - Parole
 - Probation
 - Probation with Restrictive Conditions
 - Accelerated Rehabilitative Dispositions (ARD)
 - Probation Without Verdict (PWV)
 - Pre-Trial Bail Supervision

2. & 3. Of the total number of active offenders in each subset listed below who were supervised as of the last day of the reporting period, how many classify themselves as one of the following races: White, Black or African American, American Indian or Alaska Native, Asian or Pacific Islander, Two or More Races, Race Not Known, Other Race?
 - Parole
 - Probation
 - Probation with Restrictive Conditions
 - Accelerated Rehabilitative Dispositions (ARD)
 - Probation Without Verdict (PWV)
 - Pre-Trial Bail Supervision

4. Of the total number of active offenders listed below who were supervised as of the last day of the reporting period, how many classify themselves as one of the following ethnicities: Hispanic, Non-Hispanic, Ethnicity Not Known?
 - Parole
 - Probation
 - Probation with Restrictive Conditions
 - Accelerated Rehabilitative Dispositions (ARD)
 - Probation Without Verdict (PWV)
 - Pre-Trial Bail Supervision

5. Of the total number of active offenders in each subset listed below who were supervised as of the last day of the reporting period, how many individuals under supervision had as their most serious offense: Felony, Misdemeanor, Summary, Unknown?
 - Parole
 - Probation
 - Probation with Restrictive Conditions
 - Accelerated Rehabilitative Dispositions (ARD)
 - Probation Without Verdict (PWV)
 - Pre-Trial Bail Supervision

**New and
Optional for
FY 2024-25**

**Required
for FY
2025-26
and Future
Years**

6. What is the number of active offenders under supervision who were military veterans as of the last day of the reporting period?

7. How many new offenders were added to caseloads during the reporting period for each subset listed below?

- Parole
- Probation
- Probation with Restrictive Conditions
- Accelerated Rehabilitative Dispositions (ARD)
- Probation Without Verdict (PWV)
- Pre-Trial Bail Supervision

8. How many transfer offenders for each subset below were included in caseloads as of the last day of the reporting period? A Transfer Offender is defined as an individual under probation and/or parole whose *physical* supervision has been transferred to another county, to the PA Board of Parole, or to another state for purposes of supervision.

- Transferred out of state
- Transferred to the PA Parole Board
- Transferred to another PA County
- Total

Updated
FY 2024-25

9. How many absconders did the department have as of the end of the reporting period?

10. Does the department use a standardized and validated assessment tool to assess offender risk/needs? For the purpose of this funding announcement, the Ohio Risk Assessment System (ORAS) and the Level of Service Inventory Revised (LSI-R) are considered examples of validated tools (i.e., research-based). Identify the tool or tools the department is using and indicate how the tool(s) score the offender for risk and need.

- Yes
- No

11. What standardized and validated assessment tool(s) is the department using to identify and measure offender risk/needs? Select all that apply.

- Ohio Risk Assessment System (ORAS) Tools
 - Community Supervision Tool (ORAS-CST)
 - Community Supervision Screener Tool (ORAS-CSST)
 - Pretrial Assessment Tool (ORAS-PAT)
- Level of Service Tools
 - Level of Service Inventory-Revised (LSI-R)
 - Level of Service/Case Management Inventory (LS/CMI)
- Other – Please identify the tool or tools the department is using and indicate how the tool “scores” the offender for risk and need. *Please account for Women’s Risk Needs Assessment (WRNA) and other tools not listed above in the question related to Other tool(s).*
- Not currently using a risk/needs assessment

Updated
FY 2024-25

Report only the most recent assessment type and level for the items below.


Do not duplicate data if an offender was assessed using more than one tool.

If you are uncertain how to report your values using the available grids, contact the PCCD County Adult Probation and Parole Analyst assigned to your region. Contact information is located at the end of the funding announcement.


12. & 13. If the department is using an ORAS tool, what was the total number of active offenders for each subset listed below that were supervised as of the last day of the reporting period? [e.g., March 31, June 30]. If you are not using an ORAS tool, please indicate by entering "0" for each subset below.

- Risk categories for males:
 - *Low (Scores 0-14)*
 - *Moderate (Scores 15-23)*
 - *High (Scores 24-33)*
 - *Very High (Scores 34+)*
- Risk categories for females:
 - *Low (Scores 0-14)*
 - *Low/Moderate (Scores 15-21)*
 - *Moderate (Scores 22-28)*
 - *High (Scores 29+)*

14. If the department is using an LS/CMI tool, what was the total number of active offenders for each subset listed below that were supervised as of the last day of the reporting period? [e.g., March 31, June 30]. If you are not using an LS/CMI tool, please indicate by entering "0" for each subset below.

- 
- Very Low (Scores 0-4)
 - Low (Scores 5-10)
 - Medium (Scores 11-19)
 - High (Scores 20-29)
 - Very High (Scores 30+)

15. If the department is using the LSI-R tool, what was the total number of active offenders for each subset listed below that were supervised as of the last day of the reporting period? [e.g., March 31, June 30]. If you are not using the LSI-R tool, please indicate by entering "0" for each subset below.

- 
- Minimum (Scores 0-7)
 - Medium (Scores 8-15)
 - Maximum (Scores 16-54)

Updated
FY 2024-25

16. If you indicated above (question 10) that you are using a standardized and validated tool in the *Other* category, what was the total number of active offenders for each subset listed below, that were supervised as of the last day of the reporting period? [e.g., March 31, June 30].
- If you reported data in a table above, it is acceptable to report data affiliated with another tool in this question. If you reported data in a table above and are **not** using another tool enter "0" for each subset below.
- Low
 - Moderate
 - High
17. What was the total number of ALL full-time staff supporting adult probation and parole services 100% of the time, as of the last day of the reporting period? This number should include supervision and administrative support staff.
18. What was the total number of full-time adult probation and parole professional staff supervising an active offender caseload as of the last day of the reporting period? This number should include management, line staff, and probation aides, if applicable.
19. What was the total number of full-time adult probation and parole professional staff supervising a transfer offender caseload as of the last day of the reporting period? This number should include management, line staff, and probation aides, if applicable.

10. 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).

11. 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 required documents are received and applicable special conditions on the grant award have been satisfied.
 - All grantees are required, at a minimum, to submit quarterly program and 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.

12. PCCD Contact Information and Resources:

- a. Staff Contacts:
Questions concerning this funding announcement may be directed to PCCD staff as follows:

Fiscal or Budgetary Questions: AnnaMarie Deskiewicz, (adeskiewic@pa.gov, 717-265-8506)

Program Questions: Refer to the [County Adult Probation and Parole Analyst Regional Assignments Map](#)

Eastern Region: Vance VanOrder (vvanorder@pa.gov, 717-265-8488)
Central Region: Nancy Heisler (nheisler@pa.gov, 717-265-8467)
Western Region: Frank Scherer (fscherer@pa.gov, 717-257-6259)
- b. Egrants Funding Announcement:
Log into the Egrants system and search under the "Funding Announcement" tab for Continuing County Adult Probation and Parole Grant Funds FY 2024-25.
- 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 Web Master](#).
- 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.

13. Submission Information:

The application must be entered into Egrants no later than **Thursday, October 31, 2024, by 11:59 PM.**

The grant application must be electronically signed within Egrants. To electronically sign the application, at least one person from your organization must have the E-signature role in Egrants. Please use the link below to access instructions which explain how to request the E-signature role.

[E-Signature Access Request Instructions](#)

[PCCD Egrants Electronic Signature Access Request Form Final \(pa.gov\)](#) must be attached to the access request in Egrants.

Please note that you cannot request the e-signature role on behalf of someone else.

Appendix A

Actual and Projected* County Allocation Amounts for FY 2024-25 through FY 2027-28

*The following projected award amounts are based on a three-year average of available data and may change over time as the data fluctuates.

County	Actual Award for FY 24/25	Projected Award for FY 25/26	Projected Award for FY 26/27	Projected Award for FY 27/28
Adams	\$122,966	\$134,113	\$145,261	\$156,408
Allegheny	\$1,378,162	\$1,418,075	\$1,457,988	\$1,497,901
Armstrong	\$66,407	\$76,749	\$87,092	\$97,435
Beaver	\$266,977	\$251,454	\$235,930	\$220,407
Bedford	\$20,411	\$30,093	\$39,775	\$49,458
Berks	\$453,462	\$452,475	\$451,489	\$450,502
Blair	\$115,710	\$161,132	\$206,555	\$251,977
Bradford	\$87,872	\$90,650	\$93,427	\$96,205
Bucks	\$870,469	\$820,591	\$770,713	\$720,835
Butler	\$133,295	\$155,212	\$177,129	\$199,047
Cambria	\$172,951	\$180,732	\$188,514	\$196,295
Cameron	\$14,536	\$12,005	\$9,473	\$6,942
Carbon	\$77,723	\$94,806	\$111,890	\$128,973
Centre	\$106,329	\$113,157	\$119,986	\$126,814
Chester	\$563,844	\$594,545	\$625,245	\$655,945
Clarion	\$50,009	\$51,897	\$53,786	\$55,674
Clearfield	\$49,846	\$65,141	\$80,435	\$95,730
Clinton	\$42,447	\$50,091	\$57,736	\$65,380
Columbia	\$51,832	\$59,240	\$66,648	\$74,056
Crawford	\$103,518	\$109,856	\$116,193	\$122,531
Cumberland	\$228,288	\$229,267	\$230,245	\$231,224
Dauphin	\$623,480	\$605,009	\$586,537	\$568,065
Delaware	\$714,829	\$758,618	\$802,408	\$846,197
Elk	\$43,396	\$47,993	\$52,591	\$57,188
Erie	\$449,715	\$436,400	\$423,086	\$409,771
Fayette	\$96,065	\$131,973	\$167,880	\$203,788
Forest	\$16,387	\$12,939	\$9,490	\$6,042
Franklin	\$173,207	\$185,188	\$197,168	\$209,148
Fulton	\$33,872	\$30,547	\$27,223	\$23,898
Greene	\$34,255	\$38,695	\$43,135	\$47,575
Huntingdon	\$36,288	\$49,356	\$62,425	\$75,493

County	Actual Award for FY 24/25	Projected Award for FY 25/26	Projected Award for FY 26/27	Projected Award for FY 27/28
Indiana	\$111,985	\$113,250	\$114,516	\$115,781
Jefferson	\$50,496	\$62,058	\$73,620	\$85,182
Juniata	\$31,433	\$32,113	\$32,794	\$33,474
Lackawanna	\$221,362	\$244,143	\$266,923	\$289,704
Lancaster	\$427,978	\$495,863	\$563,747	\$631,632
Lawrence	\$53,495	\$60,623	\$67,752	\$74,880
Lebanon	\$97,711	\$113,895	\$130,080	\$146,264
Lehigh	\$528,239	\$482,941	\$437,644	\$392,346
Luzerne	\$321,098	\$335,888	\$350,679	\$365,469
Lycoming	\$163,838	\$166,086	\$168,334	\$170,582
McKean	\$45,500	\$48,669	\$51,837	\$55,006
Mifflin	\$32,016	\$42,191	\$52,366	\$62,541
Monroe	\$110,386	\$142,515	\$174,643	\$206,772
Montgomery	\$738,315	\$771,569	\$804,822	\$838,076
Montour	\$14,458	\$13,527	\$12,597	\$11,666
Northampton	\$202,932	\$257,638	\$312,344	\$367,050
Northumberland	\$147,164	\$147,648	\$148,133	\$148,617
Perry	\$50,452	\$62,961	\$75,469	\$87,978
Philadelphia	\$3,482,289	\$2,945,959	\$2,409,630	\$1,873,301
Pike	\$51,765	\$52,889	\$54,012	\$55,136
Potter	\$35,660	\$32,820	\$29,980	\$27,140
Schuylkill	\$264,053	\$243,975	\$223,896	\$203,818
Snyder	\$56,952	\$55,150	\$53,347	\$51,545
Somerset	\$156,746	\$127,986	\$99,226	\$70,466
Sullivan	\$16,335	\$12,896	\$9,458	\$6,020
Susquehanna	\$49,672	\$50,079	\$50,486	\$50,894
Tioga	\$55,263	\$51,519	\$47,775	\$44,032
Union	\$53,319	\$52,547	\$51,775	\$51,003
Warren	\$49,766	\$47,931	\$46,097	\$44,263
Washington	\$189,622	\$226,663	\$263,705	\$300,747
Wayne	\$64,817	\$54,837	\$44,858	\$34,879
Westmoreland	\$523,213	\$533,236	\$543,260	\$553,283
Wyoming	\$51,947	\$53,115	\$54,282	\$55,450
York	\$501,175	\$566,818	\$632,461	\$698,103

**Appendix B
County Adult Probation and Parole Supervision Fund Annual Financial Report**



**PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY
County Adult Probation and Parole Supervision Fee Restricted Receipts Account Annual Report
COMBINED STATEMENT OF REVENUE and EXPENDITURES
For State Fiscal Year 2023-24 as of June 30, 2024**

General Instructions: Entry is only required in the blue shaded areas. All white areas are protected and will not allow entry to be made.

	COUNTY	<input style="width: 100%;" type="text"/>
SUPERVISION FEE REVENUE*		TOTAL
BALANCE FROM PREVIOUS YEAR		<input style="width: 100%;" type="text"/>
ACTUAL FOR 07/01/2023-06/30/2024		<input style="width: 100%;" type="text"/>
		<hr/>
TOTAL SUPERVISION FEE FUNDS AVAILABLE as of June 30, 2024		\$0.00
		<hr/>
SUPERVISION FEE EXPENDITURES*		
PERSONNEL EXPENSES		<input style="width: 100%;" type="text"/>
TRAINING EXPENSES		<input style="width: 100%;" type="text"/>
OPERATIONAL EXPENSES		<input style="width: 100%;" type="text"/>
		<hr/>
TOTAL EXPENDITURES as of June 30, 2024		\$0.00
		<hr/>
SUPERVISION FEE RESTRICTED RECEIPTS ACCOUNT: Balance as of June 30, 2024		\$0.00
		<hr/>
BUDGETED TOTAL OF ALL AVAILABLE COUNTY ADULT PROBATION/PAROLE FUNDING: For the period 07/01/2023-06/30/2024**		<input style="width: 100%;" type="text"/>
		<hr/>
TOTAL COUNTY ADULT PROBATION/PAROLE EXPENDITURES: For the period 07/01/2023-06/30/2024***		<input style="width: 100%;" type="text"/>

Prepared By:

Name and Position Title (Please Type)

Signature

Date

President Judge:

Name (Please Type)

Signature

Date

*Note: Includes all supervision fees deposited into the County Supervision Fee Restricted Restricts Account established by Act 77 of 2022.

**Note: Includes all available funding i.e. general fund, federal and state grants, program revenue, supervision fees

***Note: Includes all adult probation/parole program expenditures including supervision fees

APPENDIX C
ACT 77 OF 2022, SECTION 1102(A.) COSTS FOR OFFENDER SUPERVISION PROGRAMS
FREQUENTLY ASKED QUESTIONS (FAQS)

Section 1102. Costs for offender supervision programs.

(a) County fund. -- The county treasurer of each county shall establish and administer a [county offender supervision fund] **County Supervision Fee Restricted Receipts Account** consisting of the fees collected under this section. The county treasurer shall disperse money from this [fund] **account** only at the discretion of the president judge of the court of common pleas. The money in this [fund] **account** shall be used to pay the salaries and employee benefits of all probation and parole personnel employed by the county probation and parole department and the **training and** operational expenses of that department. Money from this [fund] **account** shall be used to supplement Federal, State or county appropriations for the county adult probation and parole department. The president judge shall by August 31 provide the [board] **commission** with an annual statement [which] **that** fully reflects all collections deposited into and expenditures from the [offender supervision fund] **County Supervision Fee Restricted Receipts Account** for the preceding fiscal year. **The commission may randomly audit and monitor account recipients to ensure the appropriate use of funds and compliance with the provisions of this section.** The [board] **commission** shall promulgate regulations to provide for the permanent administration of this program, **as advised by the County Adult Probation and Parole Advisory Committee.**

Frequently Asked Questions

Question: Are president judges permitted to authorize the use of Act 77 of 2022 funds for purposes other than salaries and benefits of probation and parole personnel, training of probation and parole personnel, or probation and parole department operations?

Answer: Funds resulting from fees collected under Act 77 of 2022 shall be used to pay the salaries and employee benefits of all probation and parole personnel employed by the county probation and parole department and the training and operational expenses of that department.

Question: The President Judge considers support of services and programs for individuals under supervision to benefit the operations of the county adult probation and parole department and authorizes the use of funds from the county supervision fee restricted receipts account to support some programs and services. Is this acceptable use of the funds under Act 77 of 2022?

Answer: Section 1102 of Act 77 of 2022 states that funds collected under this section shall be used to pay the salaries and employee benefits of adult probation and parole personnel employed by the county probation and parole department and the training and operational expenses for adult personnel of that department. It is the responsibility of the county to keep documentation and provide justification for the manner to which personnel and/or operating expenditures support the needs of the county adult probation department.

Question: May Act 77 funds be used to reimburse county general accounts for the annual county allocation for probation and parole staff salaries and benefits?

Answer: Money from the County Supervision Fee Restricted Receipts Account shall be used to **supplement** (not supplant) federal, state, or county appropriations for the county adult probation and parole department and may be used to reimburse the county for probation and parole staff salaries and benefits.

Question: Are counties permitted to use Act 77 funds to:

- Pay for Probation and Parole Department community outreach activities?
- Support costs affiliated with the supervision of juveniles?
- Purchase uniforms and equipment for adult probation and parole officers?
- Pay for administrative positions supporting department operations and more are needed?
- Pay for employee recognition activities including plaques, certificates, gifts, and refreshments such as those purchased for staff during probation and parole week?
- Upgrade or remodel county adult probation offices or to make safety and security upgrades to county adult probation offices/space?
- Pay for food and non-alcoholic beverages provided to county adult probation and parole department staff during some trainings and meetings?

Answer: Funds resulting from fees collected under Act 77 of 2022 shall be used, as authorized by the president judge, to pay the salaries and benefits of adult probation and parole personnel employed by the county probation and parole department and the training and operational expenses of adult probation and parole staff employed by that department. It is the responsibility of the county to keep documentation and provide justification for the manner to which personnel and/or operating expenditures support the needs of the county adult probation department.

Question: When will the county receive back the Act 35 funds previously collected by the state?

Answer: The DOC/PBPP has oversight for fees collected under Act 35 of 1991. Please contact Adam Alamo aalamo@pa.gov for additional information.

Question: What is the monitoring process for activities and items purchased with funds collected under Act 77 of 2022? Will the Auditor General's Office still conduct an onsite audit?

Answer: Consistent with the Act 77 of 2022, Commission staff may randomly audit and monitor the County Supervision Fee Restricted Receipts Account to ensure the appropriate use of funds and compliance with the provisions of this statute. PCCD recommends counties maintain supporting documentation for all expenditures made with Act 35 of 1991 and Act 77 of 2022 funds.

Also, Per Act 77 of 2022, the Auditor General's Office shall conduct an audit of the account no less than once every three years. It will be at the discretion of that office whether the audit occurs onsite.