

PCCD Applicants Webinar: Continuing County Adult Probation and Parole Grant (CCAPPG)

Pennsylvania Commission on Crime & Delinquency

September 23, 2024

Welcome!

Housekeeping items:

- PCCD is recording this session.
- You will need audio for today's presentation.
- All attendees are muted during this session.
- Please use the chat feature to ask questions. We will compile questions and respond to them after the session.
- A copy of the PowerPoint slides and a recording from today's session will be posted on the PCCD website when available.





Today's presenters

County Adult Probation and Parole Analysts

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- Frank Scherer, Western Region
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Fiscal Administrative Officer

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Roles of PCCD Staff



- Administers the grant by reviewing and approving program reports and performance measures.
- Conducts monitoring, scheduled or random, which may include virtual or in-person visits.



- Reviews the initial grant application and all PMR's for fiscal completeness
- Reviews and approves fiscal report submissions for expenditure reimbursement.
- Requests financial backup documents and conducts random fiscal report auditing.



What we'll cover today

- ✓ Funding Announcement and Application Process
- ✓ Fiscal, Program, and Data Reporting Requirements
- ✓ County Adult Probation and Parole Supervision Fee Fund Annual Financial Report





Eligible Activities

- 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



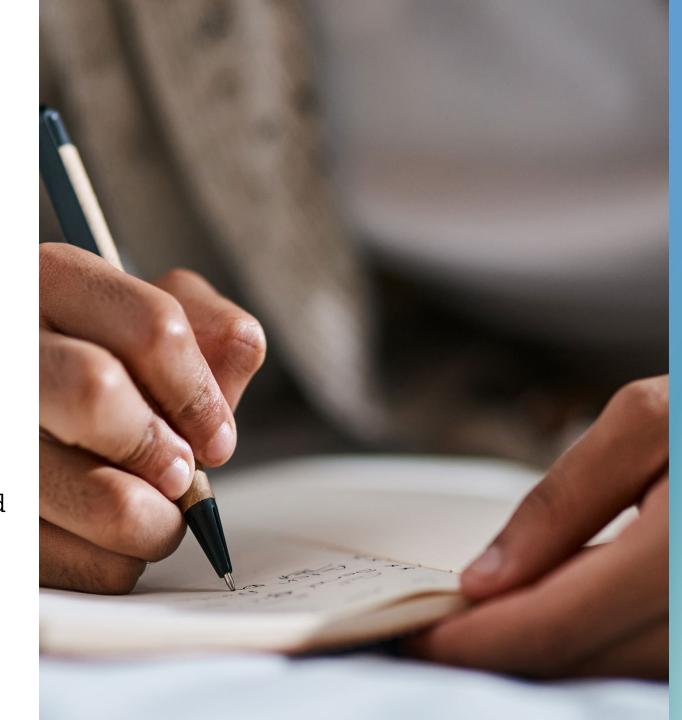
About the Funding Announcement

- **✓** \$16,150,000
- ✓ **Deadline:** October 31st, 2024
- ✓ Required Application Sections
 - ✓ Executive Summary
 - ✓ Budget
 - ✓ Project Impact
 - ✓ Required Attachments: Supervision Fund Annual Financial Report
- ✓ Quarterly Reporting Requirements



Tips for Applying

- Read the entire funding announcement.
- Familiarize yourself with the E-signature process. You should use the E-signature feature to submit your application.
- Confirm that two county personnel have the correct roles.
- Draft responses in Word and copy and paste into Egrants.
- Mark each section complete prior to attempting to submit.
- Download the supervision fund worksheet and start that process immediately.
- Refer to the resources available in the application if you are unsure of how to complete a section.



E-Signature Requirements

- All sub-grantees are required to have one authorized signatory who has Egrants access.
- This person will be responsible for signing the grant application, award letter, and any PMR's requiring signature.
- Once you have applied for E-signatory access you will receive an email. Please make sure the email you provided is active and checked frequently.



E-signature Requirements

- You cannot submit this form on behalf of another individual
- If the applicant is the county the signatory must be a commissioner
- Your grant cannot be awarded without at least one signatory on the grant application
- Signatures must be the adobe electronic version or a written signature, typed or stamped signatures are not allowed



To access the form, click on the link below **Electronic Signature Access Request Form**

To access directions on the e-signature process

E-signature Process



PCCD Egrants Electronic Signature Access Request Form

i ceb Egiune	Lieutionic signature Access Request Form
Grant applicants must use this	form to either:
	signature access within PCCD's Egrants system OR
OPTION 2: Delegate electronic	signature authority to another person within the applicant's organization.
Land Name of Occasion for	
Legal Name of Organization:	
No	
Name of person requesting	
electronic signature access:	
Title:	
Email Address:	
Telephone Number:	
_	ation's Chief Executive Officer and/or I have authority to sign grant inization identified on this form above. ONLY complete this section if you
	ear and affirm that I have the authority to sign documents, including grant anization identified on this form.
Signature	Date
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Fiscal Budget

PERSONNEL

Justification:

Funding will be used to support one Adult Probation Officer for FY 24-25

Position	Name	Cost		
FOSITION	Name	Year1	Total	
Adult Probation Officer	APO	59,007.00	59,007.00	
	Total:	59,007.00	59,007.00	

Cancel

- Personnel and Benefits may be captured on one line, please use the Personnel Line.
- Travel must be broken down by mileage, lodging, and subsistence. GSA rates do apply.
- Supplies and Operating expenses must be broken down by line item and show a unit cost.
- A justification must be provided in the justification box for each item.



Submitting Fiscal Reports

- Submitted through Egrants
- Must be submitted quarterly
- Expenses must be after the fact
- Should align with program report activities
- Due within 20 days after the end of the calendar quarter
- Outstanding subgrantee expenditures due within 60 days of grant end date



Fiscal and program reports are due within 20 days after the end of the calendar quarters (March 31, June 30, September 30, December 31) unless otherwise noted. Since both fiscal and program reports form the basis for determining further disbursements of federal/state funds, it is essential that these reports be submitted on time.



Supervision Fee Restricted Receipts Account Annual Report

- Counties must submit this report with the application
- Download the form from the application within Egrants
- Complete the form using Excel
- Circulate completed Excel report for signatures
- Upload completed and signed form to the application



Please note that the e-signature process **DOES NOT** apply to this document. You **MUST** provide a written signature on this form.



ACT 77 of 2022

Section 1102

The county treasurer shall establish and administer a County Supervision Fee Restricted Receipts

Account

- Discretion of the president judge
- Salaries and benefits
- Training
- Operational expenses
- Audits:
 - Commission (PCCD)
 - Auditor General





FY 24-25 PCCD Fiscal Staff will conduct random audits

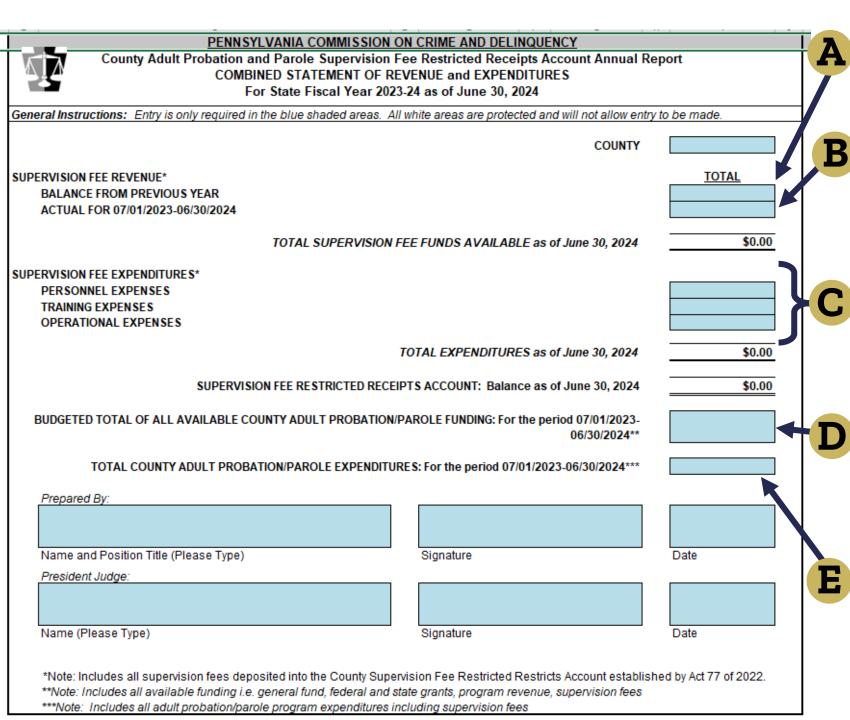


Act 34 of 2023

The deposit of all fees under section **1102 of Act 77** into the County Supervision Fee
Restricted Receipts Account shall apply to **ALL** supervision fees <u>regardless</u> of the date
on which the offender was placed on
probation, parole, ARD, PWV, or IP
(Probation with Restrictive Conditions).







The supervision fee account balance as of June 30, 2023.

The amount received into the supervision fee account from July 1, 2023, to June 30, 2024.

You are responsible for providing justification on why an expense falls under one of the three categories. PCCD recommends counties discuss with the county solicitor any expenses they are uncertain about.

The total adult probation department budget includes all general fund; federal, state, and other grants; program revenue; supervision fees; and any other funding source.

Total County expenditures includes ALL department expenditures from ALL funding sources. This is not limited to expenditures made with supervision fees.

Quarterly Program Reports

PROGRAM REPORT

Report Status: Submitted Report Due Date: 8/29/2024

Approval Status: Approved Submitted Date: 7/19/2024

Status Updated By: Mr. Vance VanOrder Return Date:

Resubmitted Date:

Final Report: Yes

Make Periodic Report

Is The Project On Schedule? * Yes

If not, please explain:

Briefly List Activities Conducted During This Period: *



Probation Officers continue to see clients as needed. They continue to complete risk/need assessments, make treatment referrals, appear/testify in court, request warrants as needed, and make sure individuals continue to remain compliant with conditions owed and their supervision.

Report Sections



Sections	Open Corrective Actions	Status	Last Update Date
<u>Attachments</u>	0	Complete	7/19/2024
Final Report	0	Complete	7/19/2024
Performance Indicators	0	Complete	7/19/2024
Continuing County Adult Probation and Parole Grant	0	Complete	7/19/2024



CCAPPG Data FY 2024-25

The following data elements must be reported quarterly:

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

REMEMBER! When entering data:

- 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



CCAPPG Data FY 2024-25

1. How many total active offenders for each subset listed below were supervised as of the last day of the reporting period?

ID	Subset	Male 🥕	Female 🥕	Total 🚱
1.1	Parole	0	0	0
1.2	Probation	0	0	0
1.3	Probation with Restrictive Conditions	0	0	0
1.4	Accelerated Rehabilitative Dispositions (ARD)	0	0	0
1.5	Probation Without Verdict (PWV)	0	0	0
1.6	Pre-Trial Bail Supervision	0	0	0
Total: 2		0	0	0

Reminder: Charts 1 & 4 in the system are reporting on the same number of individuals. Therefore, the reported totals of both charts 1 & 4 should reflect the same total number.



2. Of the total number of active offenders in each subset below who were supervised as of the last day of the reporting period, how many classify themselves as one of the following races?

Reminder: Charts 2 & 3 in the system are considered one reporting instrument pertaining to how individuals under supervision classify their race. The combined total of charts 2 and 3 in the Egrants report should equal the total number of individuals entered for chart 1.

ID	Subset	White 🥕	Black or African American 🥕	American Indian or Alaska Native 🥕	Asian or Pacific Islander 🥕	Total 🚱
2.1	Parole	0	0	0	0	0
2.2	Probation	0	0	0	0	0
2.3	Probation with Restrictive Conditions	0	0	0	0	0
2.4	Accelerated Rehabilitative Dispositions (ARD)	0	0	0	0	0
2.5	Probation Without Verdict (PWV)	0	0	0	0	0
2.6	Pre-Trial Bail Supervision	0	0	0	0	0
Total: Σ		0	0	0	0	0

3. Of the total number of active offenders in each subset below who were supervised as of the last day of the reporting period, how many classify themselves as one of the following races?

Reminder: Charts 2 & 3 in the system are considered one reporting instrument pertaining to how individuals under supervision classify their race. The combined total of charts 2 and 3 in the Egrants report should equal the total number of individuals entered for chart 1.

ID	Subset	Two or more races 🥕		Two or more races 🔑 Not Known 🥕		Other 🥕		Total 🚱
3.1	Parole		0	0		0	0	
3.2	Probation		0	0		0	0	
3.3	Probation with Restrictive Conditions		0	0		0	0	
3.4	Accelerated Rehabilitative Dispositions (ARD)		0	0		0	0	
3.5	Probation Without Verdict (PWV)		0	0		0	0	
3.6	Pre-Trial Bail Supervision		0	0		0	0	
Total: 2			0	0		0	0	



4. Of the total number of offenders in each subset below who were supervised as of the last day of the reporting period, how many classify themselves as one of the following ethnicities?

Reminder: Charts 1 & 4 in the system are reporting on the same number of individuals. Therefore, the reported totals of both charts 1 & 4 should reflect the same total number.

ID	Subset	Hispanic 🥕	Non-Hispanic 🥕	Not Known 🥕	Total 🐼
4.1	Parole	0	0	0	0
4.2	Probation	0	0	0	0
4.3	Probation with Restrictive Conditions	0	0	0	0
4.4	Accelerated Rehabilitative Dispositions (ARD)	0	0	0	0
4.5	Probation Without Verdict (PWV)	0	0	0	0
4.6	Pre-Trial Bail Supervision	0	0	0	0
Total: Σ		0	0	0	0



1. How many total active offenders for each subset listed below were supervised as of the last day of the reporting period?

ID	Subset	Male 🥕	Female 🥕	Total 🕏
1.1	Parole	283	53	336
1.2	Probation	44	19	63
1.3	Probation with Restrictive Conditions	33	13	46
1.4	Accelerated Rehabilitative Dispositions (ARD)	34	16	50
1.5	Probation Without Verdict (PWV)	0	0	0
1.6	Pre-Trial Bail Supervision	0	1	1
Total: 2	Σ	394	102	496

2. Of the total number of active offenders in each subset below who were supervised as of the last day of the reporting period, how many classify themselves as one of the following races?

Reminder - Charts 2 and 3 in this system are considered one reporting instrument pertaining to how individuals under supervision classify their race. The combined total of charts 2 and 3 in the Egrants report should equal the total number of individuals entered for chart 1.

ID	Subset	White 🥕	Black or African American 🔑	American Indian or Alaska Native 🥕	Asian or Pacific Islander 🥕	Total 🚱
2.1	Parole	328	7	0	0	335
2.2	Probation	63	0	0	0	63
2.3	Probation with Restrictive Conditions	46	0	0	0	46
2.4	Accelerated Rehabilitative Dispositions (ARD)	46	4	0	0	50
2.5	Probation Without Verdict (PWV)	0	0	0	0	0
2.6	Pre-Trial Bail Supervision	1	0	0	0	1
Total: Σ		484	11	0	0	495

3. Of the total number of active offenders in each subset below who were supervised as of the last day of the reporting period, how many classify themselves as one of the following races?

Reminder - Charts 2 and 3 in this system are considered one reporting instrument pertaining to how individuals under supervision classify their race. The combined total of charts 2 and 3 in the Egrants report should equal the total number of individuals entered for chart 1.

ID	Subset	Two or more races 🥕	Not Known 🥕	Other 🥕	Total 🚳
3.1	Parole	0	1	0	1
3.2	Probation	0	0	0	0
3.3	Probation with Restrictive Conditions	0	0	0	0
3.4	Accelerated Rehabilitative Dispositions (ARD)	0	0	0	0
3.5	Probation Without Verdict (PWV)	0	0	0	0
3.6	Pre-Trial Bail Supervision	0	0	0	0
Total: 2		0	1	0	1

4. Of the total number of offenders in each subset below who were supervised as of the last day of the reporting period, how many classify themselves as one of the following ethnicities?

Reminder - Charts 1 and 4 in this system are reporting on the same number of individuals. Therefore, the reported totals for both charts 1 and 4 should reflect the same total number. Charts 2 and 3 combined are also reporting on the same number of individuals and the total of these two charts should equal what is reported as the total for chart 1 and the total for chart 4.

ID	Subset	Hispanic 🥕	Non-Hispanic 🥕	Not Known 🥕	Total 🤡
4.1	Parole	13	319	4	336
4.2	Probation	1	60	2	63
4.3	Probation with Restrictive Conditions	0	46	0	46
4.4	Accelerated Rehabilitative Dispositions (ARD)	3	45	2	50
4.5	Probation Without Verdict (PWV)	0	0	0	0
4.6	Pre-Trial Bail Supervision	0	1	0	1
Total: 2		17	471	8	496



New Question

*Optional for FY 2024-25, required in the future

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 one of the following offenses? Response to this question is optional for FY 2024-25; however, counties should expect to provide this data in FY 2025-26 and in future years.

ID	Subset	Felony	Misdemeanor	Summary	Unknown	Total
5.1	Parole					
5.2	Probation					
5.3	Probation with Restrictive Conditions					
5.4	Accelerated Rehabilitative Dispositions (ARD)					
5.5	Probation Without Verdict (PWV)					
5.6	Pre-Trial Bail Supervision					
Total: Σ		0	0	0	0	0



8.

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

This question is updated from past versions of the program report and now includes transferred to the PA Parole Board.

ID	Subset	Transfer Offenders
8.1	Transferred out of state	
8.2	Transferred to PA Board of Parole	
8.3	Transferred to another PA County	
Total: Σ		0



11. What 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 tool or tools the department is using and indicate how the tool "scores" the offender for risk and need
- Not currently using a risk/needs assessment

REMEMBER:

If using more than one assessment tool on the same offender:

- 1. do not duplicate in your count, and
- 2. record the results of the most recent assessment, no matter which one it is.



12. Risk categories for males:

ID	Risk Category	Active Offenders
12.1	Low (Scores 0-14)	
12.2	Moderate (Scores 15-23)	
12.3	High (Scores 24-33)	
12.4	Very High (Scores 34+)	
Total: Σ		0

13. Risk categories for females:

ID	Risk Category	Active Offenders
13.1	Low (Scores 0-14)	
13.2	Low/Moderate (Scores 15-21)	
13.3	Moderate (Scores 22-28)	
13.4	High (Scores 29+)	
Total: ∑		0



14.

If the department is using the Level of Service/Case Management Inventory (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 the department is not using the LS/CMI, please indicate by entering "0" for each subset below. Reminder, if an offender was assessed using more than one tool, that offender should not be duplicated in your count.

These options are updated from past versions of the program report.

ID	Risk Category	Active Offenders
14.1	Very Low (Scores 0-4)	
14.2	Low (Scores 5-10)	
14.3	Medium (Scores 11-19)	
14.4	High (Scores 20-29)	
14.5	Very High (Scores 30+)	
Total: Σ		0

15.

If the department is using the Level of Service Inventory-Revised (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 the department is not using the LSI-R, please indicate by entering "0" for each subset below. Reminder, if an offender was assessed using more than one tool, that offender should not be duplicated in your count.

These options are updated from past versions of the program report.

ID	Risk Category	Active Offenders
15.1	Minimum (0-7)	
15.2	Medium (8-15)	
15.3	Maximum (16-54)	
Total: Σ		0



16.

If the department is 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 this reporting quarter? [e.g., March 31, June 30].

Reminder, If an offender was assessed using more than one tool, that offender should not be duplicated in your count.

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 <u>not</u> using another tool enter "0" for each subset below.

ID	Risk Category	Active Offenders
16.1	Low	
16.2	Moderate	
16.3	High	
Total: Σ		0



Resources



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:

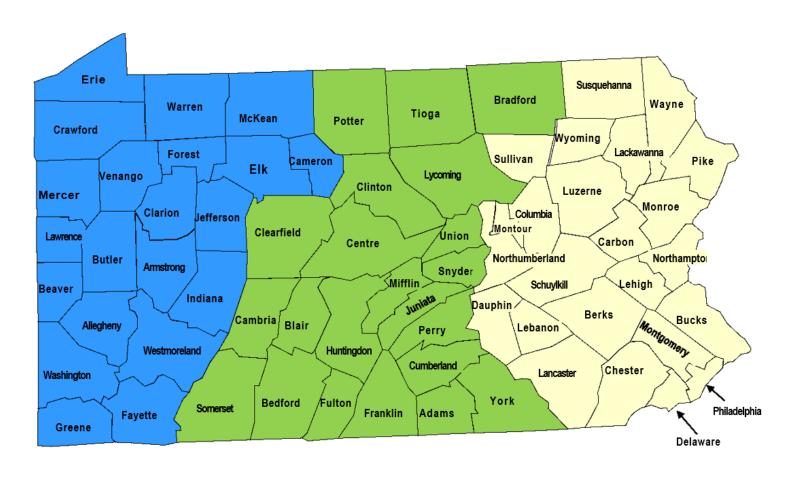
- Getting Started with Egrants
- Registering as a Commonwealth Vendor
- Registering in Egrants & Starting Your Application
- Building Your Application in Egrants: Non-Budget Sections
- Building Your Application in Egrants: Budget Detail Section



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 <u>RA-eGrantsSupport@pa.gov</u>.



County Adult Probation and Parole Contacts



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Analyst

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CJAB Rep

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Questions?





Thank you!