


<p>Commonwealth of Pennsylvania</p>  <p>Pennsylvania Board of Probation and Parole</p>	<p>Volume III Chapter 4</p> <p>Procedure 4.04.07</p>	<p>Date Revised: 03/11/02 02/01/07 03/31/08</p>
<p>Chapter Title SUPERVISION, REENTRY</p>		<p>Date of Issue 03/17/08</p>
<p>Subject PROBATION SERVICES GRANT-IN-AID CONTINUING PROGRAM FUNDS</p>		<p>Effective Date 08/10/16 PUBLIC</p>

I. AUTHORITY

The authority of the Pennsylvania Board of Probation and Parole to administer Grant-In-Aid for the Improvement of Adult Probation Services is based upon the statutory provisions found in **Prisons and Parole Code, 61 Pa. C.S. § 6133(c)**.

II. PURPOSE

The purpose of this procedure is to set forth the process for Grant-In-Aid Continuing Program Funds application, review, payment, refund, appeal, and minimum salaries.

III. APPLICABILITY

These procedures are applicable to the board and all county and court personnel of the counties participating in the Grant-In-Aid Continuing Program.

IV. DEFINITIONS

All Definitions are located in Procedure 4.01.01

V. POLICY

A. General

1. The board shall establish the formula for distribution of Grant-In-Aid Continuing Program Funds.
2. The board shall establish grant conditions as necessary.
3. All forms required for the application process shall be provided by the board.
4. Consultation with the Bureau of Probation Services, **Division of Grants, Standards, and Court Services**, shall be available upon request.
5. Counties, which received Grant-In-Aid Continuing Program Funds the previous grant year, are eligible to request, for the current grant year, Grant-In-Aid Continuing Program Funds for the salaries of all eligible professional adult probation and parole personnel.

VI. PROCEDURE

A. Application Process

1. Application for Grant-In-Aid Continuing Program Funds for the Improvement of Adult Probation Services shall be made on the Grant-In-Aid Continuing Program Application (PBPP-301).
2. Applications shall be submitted no later than a date specified by the board. If a county is unable to meet the specified submission date, a letter requesting an extension for application submission must be submitted by the president judge, or designee, to the director, Bureau of Probation Services.
3. One (1) original application and one (1) copy of the Grant-In-Aid Continuing Program application shall be submitted to the board.
4. The Financial Statement (PBPP-317) for the previous grant year, accounting for expended and unexpended funds, shall be submitted by August 31st after the end of the previous grant period. The financial statement shall show the source of funds and expenditures for the adult probation department.
5. One (1) original and one (1) copy of the financial statement shall be submitted to the board.

B. Review Process.

1. The **Bureau of Probation Services, Division of Grants, Standards, and Court Services**, shall review the Grant-In-Aid Continuing Program Application(s) for completeness and accuracy of information.
2. The **Bureau of Probation Services, Division of Grants, Standards, and Court Services**, shall assign a grant identification number, each fiscal year, to the Grant-In-Aid Continuing Program Application(s); this number shall be used in all matters relating to the grant.
3. The **Bureau of Probation Services, Division of Grants, Standards, and Court Services**, shall complete the Grant-in-Aid Continuing Program Application Analysis (PBPP-301-C) recommending approval or disapproval of the county's request for Grant-In-Aid Continuing Program Funds.
4. The **Bureau of Probation Services, Division of Grants, Standards, and Court Services**, shall review the Financial Statement(s) from the previous grant year and determine the appropriateness of grant expenditures.

C. Payment Process

1. The board reserves the right to grant an award that is less than the amount requested by the county based upon statutes, commonwealth policy, availability of funds, and program protocol.

2. The director, Bureau of Probation Services, shall send an award letter to each participating county, which includes, but is not limited to, a grant identification number, the amount of Grant-In-Aid Continuing Program funds awarded, the approved program period, and any special conditions of award that are deemed necessary. The director shall, also, return an executed copy of the county's application/grant agreement with the letter of award.
3. If the grant award is less than the amount requested, the county has the right to cancel its grant agreement within thirty (30) calendar days of the date of the letter of award. If the county does not cancel the grant agreement, this shall signify that the county has accepted the award and conditions contained therein.
4. The board reserves the right to cancel and/or reduce the amount of an approved award at any time during the approved program period when:
 - a. A county does not implement a probation and parole program as approved by the board; or
 - b. An eligible probation and parole personnel vacancy is not filled within three (3) months of the position vacancy date unless circumstances justify an extension. Whether circumstances justify such an extension shall be determined at the sole discretion of the board.
5. The payment of Grant-In-Aid Continuing Program funds shall be provided to the counties **pursuant to Management Directive 305.4 Amended, Payments to Counties.**
6. The payment of Grant-In-Aid Continuing Program funds shall be made through Electronic Funds Transfer (EFT) **pursuant to Management Directive 310.30 Amended, Pennsylvania Electronic Payment Program (PEPP)** to the board of county commissioners or the county chief executive officer as appropriate or, in Philadelphia, the city treasurer.
7. For auditing purposes, counties shall maintain fiscal records for the receipt and expenditure of Grant-In-Aid Continuing Program funds for a minimum of five (5) years from the expiration of the Grant-In-Aid **agreement.**

D. Refunds

1. The board reserves the right to request a full or partial refund of Grant-In-Aid Continuing Program funds for non-compliance with board adopted standards and/or policies and procedures.
2. The county shall return to the board any part of the Grant-In-Aid Continuing Program funds not expended for the purpose for which the grant was made.
3. Return of any unexpended or improperly expended Grant-In-Aid Continuing Program funds, as determined by the board, is required before awarding any subsequent grant(s).

4. When the board requests a refund, the rationale for the refund and the specific amount to be returned will be provided via letter to the board of county commissioners/county executive officer. The refund will be due within thirty (30) calendar days of the date of the letter.
5. When a refund is made voluntarily by a county, it shall be returned to the board, generally with the Financial Statement (PBPP-317), by check made payable to the Pennsylvania Board of Probation and Parole, Commonwealth of Pennsylvania, 1101 South Front Street, Suite 5900, Harrisburg, Pennsylvania 17104-2545. The Bureau of Probation Services will evaluate the circumstances for which the refund was made, determine the appropriateness and accuracy of the refund, and acknowledge receipt of the refund by letter to the board of county commissioners/county executive officer and request adjustments, if appropriate.
6. The Bureau of Probation Services, **Division of Grants, Standards, and Court Services**, will maintain a control file on pending Grant-In-Aid Continuing Program funds refunds and will consult with county officials and the board to negotiate appropriate action when refunds require adjustment or are not returned as requested.
7. All correspondence from the board of Probation and Parole to the board of county commissioners/county executive officer regarding refunds shall be copied to the president judge and the chief adult probation officer.
8. Refunds received by the Board shall be forwarded to the Office of the Comptroller for return to the Treasury Department of the Commonwealth.

E. Appeals

1. If the board of county commissioners/county executive officer and/or president judge wish to appeal any request for a refund, the appeal, along with justification for the appeal, shall be sent within thirty (30) calendar days of the date of the refund request letter to the director, Bureau of Probation Services. The director shall review the material and notify the county officials of the appeal decision.
2. If county officials wish to further appeal, they shall submit the appeal within thirty (30) calendar days of the date of the denial letter of the first level appeal to the director, Bureau of Probation Services, setting forth the justification for the appeal. The director, Bureau of Probation Services, shall refer this second-level appeal through the director, Office of **Reentry and Quality Assurance**, to the chairman along with all relevant information. Based on the chairman's decision, the director, Bureau of Probation Services, shall notify the county officials of the decision.

F. Minimum Salaries

1. The board shall recognize, as minimum salaries, the salaries established by collective bargaining agreements in those counties where the county adult

probation and parole professional personnel are represented by a union and are party to a collective bargaining agreement.

2. Incumbent and new county adult probation and parole professional personnel, not covered by collective bargaining agreements, shall be paid salaries which are competitive with those of other components of the county criminal justice system, as well as with comparable occupational groups, within the jurisdiction of the county government.
3. Incumbent county adult probation and parole professional personnel, not covered by collective bargaining agreements, shall receive salary increases, which are equitable with those received by other county/court personnel.
4. In order to determine if the salaries, including minimum entrance salaries, of adult probation and parole professional personnel, not covered by collective bargaining agreements, are competitive with those of other components of the county criminal justice system, as well as with comparable occupational groups, within the jurisdiction of the county government, the Bureau of Probation Services, **Division of Grants, Standards, and Court Services**, shall assess the salary levels within the county government, as the need arises.
5. In order to determine the salary levels of comparable occupational groups, the Bureau of Probation Services, **Division of Grants, Standards, and Court Services**, shall assess the salary levels of professional personnel such as those in base-service units, children and youth services, domestic relations, and juvenile probation.

VII. SUSPENSION DURING AN EMERGENCY

This procedure may be suspended during an emergency at the sole discretion of the chairman.

VIII. RIGHTS UNDER THIS PROCEDURE

This procedure creates no rights under law.

IX. RELEASE OF INFORMATION AND DISTRIBUTION OF PROCEDURE

- A. This procedure does not contain information that impacts the security of board staff or parolees and may therefore be released to the public.
- B. This procedure is to be distributed to the following: all board staff; president judge of each court of common pleas judicial district; chief probation officers/directors; board of county commissioners/county chief executive officer.

X. CROSS REFERENCES

A. Statutes

1. Federal

None

2. State

a. **Prisons and Parole Code, 61 Pa. C.S. § 6133(c)**

B. PBPP Policies

None

C. American Correctional Association Standards

None

D. Management Directives

1. **305.4 Amended, Payments to Counties, October 3, 2012**
2. **310.30 Amended, Pennsylvania Electronic Payment Program (PEPP), May 22, 2009**

E. Report of the Reentry Policy Council

None