

FY 2020 JAG

Grants Management System (GMS) Application Screens



**BJA FY 20 Edward Byrne Memorial Justice Assistance Grant
(JAG) Program - State Solicitation** 2020-H5933-PA-DJ



[Application](#)

[Correspondence](#)

Application:

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Application Handbook

Overview

[Overview](#)

This handbook allows you to complete the application process for applying to the BJA FY 20 Edward Byrne Memorial Justice Assistance Grant (JAG) Program - State Solicitation. At the end of the application process you will have the opportunity to view and print the SF-424 form.

[Applicant Information](#)

*Type of Submission

Application Non-Construction

*Type of Application

New

If Revision,select appropriate option

If Other, specify

[Project Information](#)

*Is application subject to review by state executive order 12372 process?

N/A Program has not been selected by state for review

[Budget and Program Attachments](#)

[Assurances and Certifications](#)

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Application Handbook

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Submit Application

*Is the applicant delinquent on any federal debt	No
*Employer Identification Number (EIN)	23-6002831
*Type of Applicant	State
Type of Applicant (other):	
*Organizational Unit	Office of Justice Programs
*Legal Name (Legal Jurisdiction Name)	PA Commission on Crime and Delinquency
*Vendor Address 1	3101 North Front Street
Vendor Address 2	
*Vendor City	Harrisburg
Vendor County/Parish	
*Vendor State	Pennsylvania
*Vendor ZIP	17110-1167
Point of Contact Information for matters involving this application	
Contact Prefix:	Ms.
Contact Prefix (Other):	
Contact First Name:	Jacqueline
Contact Middle Initial:	
Contact Last Name:	Weaknecht
Contact Suffix:	
Contact Suffix (Other):	

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Contact Title:	Deputy Director
Contact Address Line 1:	3101 North Front Street
Contact Address Line 2:	P.O. Box 1167
Contact City:	Harrisburg
Contact State:	Pennsylvania
Contact Zip Code:	17108-1167
Contact Phone Number:	(717) 265-8498
Contact Fax Number:	
Contact E-mail Address:	jweaknecht@pa.gov



BJA FY 20 Edward Byrne Memorial Justice Assistance Grant (JAG) Program - State Solicitation 2020-H5933-PA-DJ

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**Application Handbook****Project Information**[Overview](#)

Descriptive Title of Applicant's Project

Pennsylvania's Proposed Funding Objectives for FY 2020 JAG Funds

[Applicant Information](#)

Areas Affected by Project

Statewide

[Project Information](#)

Proposed Project

*Start Date October/ 01/ 2019

*End Date September/ 30/ 2023

[Budget and Program Attachments](#)

*Congressional Districts of

Project Congressional District 10, PA

[Assurances and Certifications](#)

*Estimated Funding

Federal \$5568836.00

[Review SF 424](#)

Applicant \$0.00

State \$0.00

[Submit Application](#)

Local \$0.00

Other \$0.00

[Help/Frequently Asked Questions](#)

Program Income \$0.00

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TOTAL \$5568836.00

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**BJA FY 20 Edward Byrne Memorial Justice Assistance Grant (JAG)
Program - State Solicitation 2020-H5933-PA-DJ**

[Application](#)[Correspondence](#)

Application:

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Review SF-424 [Print a Copy](#)**Application Handbook**[Overview](#)[Applicant Information](#)[Project Information](#)[Budget and Program Attachments](#)[Assurances and Certifications](#)[Review SF 424](#)

APPLICATION FOR FEDERAL ASSISTANCE	2. DATE SUBMITTED July 09, 2020	Applicant Identifier
1. TYPE OF SUBMISSION Application Non-Construction	3. DATE RECEIVED BY STATE	State Application Identifier
	4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier
5. APPLICANT INFORMATION		
Legal Name PA Commission on Crime and Delinquency	Organizational Unit Office of Justice Programs	
Address 3101 North Front Street Harrisburg, Pennsylvania 17110-1167	Name and telephone number of the person to be contacted on matters involving this application Weaknecht, Jacqueline (717) 265-8498	
6. EMPLOYER IDENTIFICATION NUMBER (EIN) 23-6002831	7. TYPE OF APPLICANT State	
8. TYPE OF APPLICATION New	9. NAME OF FEDERAL AGENCY Bureau of Justice Assistance	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 16.738 CFDA: Edward Byrne Memorial Justice Assistance Grant TITLE: Program	11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT Pennsylvania's Proposed Funding Objectives for FY 2020 JAG Funds	
12. AREAS AFFECTED BY PROJECT Statewide		
13. PROPOSED PROJECT Start Date: October 01, 2019 End Date: September 30, 2023	14. CONGRESSIONAL DISTRICTS OF a. Applicant b. Project PA10	
15. ESTIMATED FUNDING		

[Submit Application](#)

Federal	\$5,568,836	16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS? Program has not been selected by state for review
Applicant	\$0	
State	\$0	
Local	\$0	
Other	\$0	
Program Income	\$0	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? N
TOTAL	\$5,568,836	

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18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS REQUIRED.

Continue

FY 2020 JAG Project Narrative

Pennsylvania's Proposed Funding Objectives for FY 2020 JAG Funds Program Narrative

a. Description of the Issue

The continual review and update of the 2016-2020 Strategic Framework for the Pennsylvania Commission on Crime and Delinquency (PCCD) is the primary method for prioritizing agency delivered criminal justice, juvenile justice and victim services that benefit citizens in Pennsylvania's communities. PCCD's administrative structure consists of a Commission and six advisory committees. The Commission and advisory committees are comprised of subject matter experts, practitioners, and community members who are well attuned to the justice related problems facing the citizens of the Commonwealth. These subject matter experts meet with regularity to discuss these issues, review proposed projects, and subsequently provide recommendations for funding of those that are well positioned to accomplish the stated objectives. PCCD Commission and advisory committee meetings are open to the public and are governed by 65 Pa. C.S. § Chapter 7 (relating to Open Meetings).

In accordance with PCCD's application management policy, each award recommendation is reviewed by PCCD staff, vetted by advisory committees, and presented to the Commission during publicly accessible quarterly meetings. In determining where JAG Funds could achieve the greatest impact, the Commission approves targeting these funds to a select group of objectives within the 2016-2020 [Strategic Framework](#).

PCCD will use 2020 Edward Byrne Memorial Justice Assistance Grant (JAG) funds to continue support for and implement projects that support emerging issues and coincide with one or more of the Goals and Objectives from the PCCD Strategic Framework identified within the Project Design and Implementation Section below.

Timeline

Date	Activity
08/08/2019	<u>2019/2020 JAG Funding Plan.</u> Committee of Chairs met to finalize recommended funding plan.
09/11/2019	<u>Present JAG Funding Plan.</u> Plan for 2019/2020 JAG funds presented to the Commission for approval.
09/09/2020	<u>Present 2020 JAG Application.</u> 2020 JAG Application is provided to the Commission and published to the PCCD Website for review and comment.
01/17/2020	<u>Funding Announcement Released.</u> Funding announcement is opened in Egrants.
4/1/2020	<u>Funding Announcement Question Period Closes.</u> All questions must be submitted to PCCD by this date for consideration.
4/10/2020	<u>Funding Announcement Question / Response Posting.</u> All questions posed to PCCD and their responses posted on website by this date.
4/20/2020	<u>Funding Announcement Closes.</u> Application Deadline date, FA auto closes in Egrants.
5/5/2020	<u>Administrative Rejection.</u> Notice sent to Applicants for any Applications administratively rejected by this date.
05/06/2020 – 6/2/2020	<u>Scoring Process.</u> Applications are provided to the review teams.
6/3/2020 – 6/12/2020	<u>Reconciliation Process.</u> Scores are reconciled during this two week period. All reconciliation finalized by the end of the second week.
6/15/2020 – 6/26/2020	<u>Executive Review (Tier II).</u> Executive review team would make recommendations based on factors such as implementation of the PCCD strategic plan, agency past performance, geographic distribution, and review team scores and comments.
6/29/2020 – 7/2/2020	<u>Committee of Chairs.</u> Recommendations from the Executive Review will be prepared and summarized and presented to the Committee of Chairs for adoption. Applications then sent to Advisory Committees.
July / August 2020	<u>Advisory Committees.</u> Applications are vetted by committees. After Advisory Committee recommendations are completed – email notifications are sent to applicants regarding recommendations.
9/9/2020	<u>Commission Meeting.</u> Present applications to the Commission for consideration. After Commission action – applicants are formally notified of award or decision not to fund.

b. Project Design and Implementation

Where other state and/or federal funding sources are available to address our objectives (i.e., forensic science improvements, residential substance abuse treatment, and criminal records improvements), we use those funds as designed and dedicate our limited JAG funds to support or enhance those objectives where other state or federal funding streams do not fulfill the need. PCCD is proud of its ability to leverage and utilize various state and federal funding streams so that it can maximize the use of JAG funds to promote system-wide enhancements.

In 2015, PCCD initiated the development of the 2016-2020 Strategic Framework. To compose the Framework, PCCD staff worked directly with the agency's six advisory committees, which are comprised of state and local officials, law enforcement, victim service agencies, private providers, academicians, and other subject matter experts who advise PCCD of the needs and possible solutions for targeting funds (see list of advisory committee members included as an attachment).

* It should be noted that PCCD has commenced the process of developing the 2021-2025 Strategic Framework with plans for completion in late 2020.

The 2016-2020 Strategic Framework was presented to the Commission during its September 9, 2015 business meeting and was subsequently approved by this governing body. The 2015/2016 JAG state funding formula plan, targeting the identified objectives in the 2016-2020 Strategic Framework, was presented and subsequently approved by the Commission during its December 9, 2015 business meeting. The 2019/2020 JAG funding plan was presented to the Commission at the September 11, 2019 business meeting for adoption.

A number of PCCD Objectives and Strategies relate closely to BJA's "Areas of Emphasis", most notably, **Addressing Violent Crime** and promoting the use of **Evidence-based Programs** in all areas of the system.

It should be noted that Pennsylvania received a direct NIBRS NCS-X award and is in the process of NIBRS implementation, therefore the 3% set-aside in FY 2020 JAG funds is not included within the attached budget.

The Goals and Objectives identified in the PCCD 2016-2020 Strategic Framework are listed below. Examples of project activities that align with the Strategic Framework can be found within the attached "[Comprehensive Strategic Plan with Updates](#)" document.

Goal I: To make communities safe through collaboration and targeted investments

- I.1. Increase the efficacy of state and local planning efforts through interagency planning and collaboration.
- I.2. Provide law enforcement with the appropriate tools and training to assist them in combating and preventing crime.
- I.3. Develop solutions for justice-involved individuals with mental illness and/or substance abuse and co-occurring disorders.
- I.4. Promote and support the use of evidence-based programs and practices.
- I.5. Promote the appropriate use and measure the effectiveness of promising approaches and dispositional alternatives.
- I.6. Increase the utilization of evidence-based programs and practices to prevent delinquency and other problem behaviors and reduce the disproportionate number of minority youth who come into contact with the juvenile justice system.
- I.7. Promote the implementation of reentry programs and practices.

Goal II: To reduce the impact of crime on victims.

- II.1. Enhance the quality and availability of services for victims of crime.
- II.2. Increase the availability of children's advocacy centers and functioning multi-disciplinary investigative teams throughout the Commonwealth to support the victims of child abuse.
- II.3. Engage schools, communities and families in violence prevention and increase the support services provided to those who have been victims of violence.

Goal III: To develop and share relevant expertise, resources and technical assistance both within the agency and with our external partners.

III.1. Improve the accuracy and reliability of state and local criminal justice data through the automated exchange of information.

III.2. Improve PCCD's research, evaluation and data analysis.

III.3. Improve PCCD's visibility and recognition as a criminal and juvenile justice leader through communication and outreach.

III.4. Increase the overall knowledge and skills among victim service, criminal and juvenile justice practitioners through training and accreditation.

III.5. Assure impact, fairness, transparency and performance in PCCD's grant processes.

c. Capabilities and Competencies

As mentioned, PCCD, together with its advisory committees (including local criminal justice system officials), engaged in the revision of the 2016-2020 [Strategic Framework](#). The 2016-2020 Strategic Framework was presented to the Commission during its September 9, 2015 business meeting, which was subsequently approved by this governing body. The 2015/2016 JAG state funding formula plan, targeting the identified objectives in the 2016-2020 Strategic Framework, was presented and subsequently approved by the Commission during its December 9, 2015 business meeting. The 2019/2020 JAG funding plan was presented to the Commission at the September 11, 2019 business meeting for adoption.

PCCD will utilize 2020 JAG funds to support goals and objectives contained in the 2016-2020 Strategic Framework and Comprehensive Strategic Plan. PCCD's 2016-2020 Strategic Framework was developed using the priorities gathered from the advisory committees that support the Commission. These include the Criminal Justice Advisory Committee, the Victims' Services Advisory Committee, the Juvenile Justice and Delinquency Prevention Advisory Committee, the Mental Health and Justice Advisory Committee, the Research, Evaluation and Data Analysis Advisory Committee, and the Children's Advocacy Center Advisory Committee.

The 2016-2020 Strategic Framework provides the following benefits to PCCD:

- Provides a common understanding of agency purpose and direction;
- Unifies the agency related to long-term goals and objectives;
- Identifies emerging trends;
- Provides focus for change;
- Creates a framework for decision-making;
- Provides a basis for measuring success; and
- Provides context to inform budget decisions.

The process to develop the 2016-2020 Strategic Framework included the following targeted focus areas:

- Consideration of PCCD's position within the justice system;
- Consideration of PCCD's capacity to influence the justice system;
- Consideration of where PCCD should be positioned;
- Development of mission and vision statements;
- Defining the current state of affairs in Pennsylvania's justice system;
- Analyzing trends in data;
- Anticipating future needs;
- Analyzing gaps; and
- Developing the plan to include long and short-term goals.

In addition to administering JAG funds, the Pennsylvania Commission on Crime and Delinquency (PCCD) administers approximately \$300 million in support of state and federal programs. Given our centrality to these other federal and state programs, and our direct involvement with other state agencies administering federal and state programs, we are positioned to fill gaps or fund needs as they are identified at the state and local level.

As was part of our 2017/2018 and now 2019/2020 formula JAG funding strategy, PCCD has utilized a gap analysis approach to determine what objectives have an established allocation of funds (i.e. Coverdell forensic science, National Criminal History Records Improvement, Victims of Crime Act, Statistical Analysis Center, state funds, etc.) so that the JAG funds can fill the gaps where no other or insufficient funds exist to more fully meet the needs identified.

The Governor's Policy Office oversees what other state agencies are addressing with their state and federal funds and ensures that PCCD is aware of these efforts so that projects and programs are coordinated and not duplicated.

Many members of PCCD's staff serve in varying capacities to other federal and state workgroups and advisory committees to both lend support and expertise, which also affords an opportunity to discern what other funding exists, or where gaps exist for possible PCCD funding consideration.

Beyond its funding opportunities, PCCD has earned a reputation as a leader in state criminal and juvenile justice matters.

d. Collection of Performance Measurement Data

BJA's JAG required performance measures will be incorporated within each programmatic response selected for funding and reported on by PCCD through BJA's Performance Management Tool (PMT). In addition, PCCD's Program Staff assists in developing additional impact measures based on national research measures already required in various purpose/program areas, which sub-recipients may need to incorporate into their program designs in order to receive JAG formula funding. PCCD prioritizes the collection of data that allows for an analysis of project outcome related to stated objectives and reviews the performance measures of each project to ensure appropriate measures are selected and applied. Funded agencies are required to submit performance data no less frequently than once per quarter via the established electronic grants management system.

FY 2020 JAG Budget Worksheet

Budget Summary

Note: Any errors detected on this page should be fixed on the corresponding Budget Detail tab.

Budget Category	Year 1		Year 2 <i>(if needed)</i>		Year 3 <i>(if needed)</i>		Year 4 <i>(if needed)</i>		Year 5 <i>(if needed)</i>		Total(\$)
	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	
A. Personnel	\$285,459	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$285,459
B. Fringe Benefits	\$225,456	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$225,456
C. Travel	\$10,142	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,142
D. Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
E. Supplies	\$35,826	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$35,826
F. Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
G. Subawards (Subgrants)	\$5,011,953	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,011,953
H. Procurement Contracts	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
I. Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Direct Costs	\$5,568,836	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,568,836
J. Indirect Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Project Costs	\$5,568,836	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,568,836

A. Personnel								
Name <i>List each name, if known.</i>	Position <i>List each position, if known.</i>	Computation <i>Show annual salary rate & amount of time devoted to the project for each name/position.</i>						
Add Personnel	Delete Selected	Salary	Rate	Time Worked <i>(# of hours, days, months)</i>	Percentage of Time	Total Cost	Non-Federal Contribution	Federal Request
PCCD Staff	Administrative	\$40.60	hourly	2,300	100%	\$93,380		\$93,380
PCCD Staff	Program Activities	\$40.60	hourly	4,731	100%	\$192,079		\$192,079
						\$0		\$0
						\$0		\$0
Total(s)						\$285,459	\$0	\$285,459

Narrative Add Additional Narrative Text Area

Utilization of Administrative and Program Staff Funds
 The Pennsylvania Commission on Crime and Delinquency (PCCD) will utilize funding to cover staff costs related to the administration of this program and activities associated with mitigating the impact of the COVID-19 pandemic.

PCCD is not designated as a "High Risk" agency by any other federal grant making agency.

B. Fringe Benefits

Name <i>List each grant-supported position receiving fringe benefits.</i>	Computation <i>Show the basis for computation.</i>					
Add Benefit	Delete Selected	Base	Rate	Total Cost	Non-Federal Contribution	Federal Request
PCCD staff		\$285,459.00	78.98%	\$225,456		\$225,456
Total(s)				\$225,456	\$0	\$225,456

Narrative Add Additional Narrative Text

Costs associated with the providing fringe benefits for involved staff:

RetiredEmpHealth- 10.62%
 SocSecurity- 6.02%
 Medicare- 1.41%
 RetCont- 36.04%
 Wrkmn In sPrem - 0.90%
 Emp Grp Life Ins - 0.19%
 Active Emp Health - 22.45%
 Leave Payout Assmt - 1.34%
 Total Percentage - 78.98%

C. Travel

Purpose of Travel <i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	Location <i>Indicate the travel destination.</i>	Type of Expense <i>Lodging, Meals, Etc.</i>	Basis <i>Per day, mile, trip, Etc.</i>	Computation <i>Compute the cost of each type of expense X the number of people traveling.</i>						
<input type="button" value="Add Travel Expense"/> <input type="button" value="Delete Selected"/>				Cost	Quantity	# of Staff	# of Trips	Total Cost	Non-Federal Contribution	Federal Request
PCCD Staff - NCJA	Washington, DC	Lodging	Night	\$251.00	4	1	1	\$1,004		\$1,004
PCCD Staff- NCJA	Washington, DC	Mileage	Mile	\$0.58	250	1	1	\$145		\$145
PCCD Staff- NCJA	Washington, DC	Meals	Day	\$76.00	5	1	1	\$380		\$380
PCCD Staff Compliance Reviews	Commonwealth of Pennsylvania	Lodging	Night	\$94.00	1	9	3	\$2,538		\$2,538
PCCD Staff Compliance Reviews	Commonwealth of Pennsylvania	Meals	Day	\$55.00	2	9	3	\$2,970		\$2,970
PCCD Staff Compliance Reviews	Commonwealth of Pennsylvania	Mileage	Mile	\$0.58	200	9	3	\$3,105		\$3,105
Total(s)								\$10,142	\$0	\$10,142

Narrative

Add Additional Narrative Text

PCCD Staff Compliance Reviews- In accordance with PCCD policy, staff are required to complete onsite monitoring of subrecipients. Funds will support a total of 9 staff conducting 3 onsite visits each. Lodging, Meals, and mileage rates are based on the current GSA rate. An average of 200 miles was estimated for each onsite visit.

PCCD Staff - NCJA - Funds will support the costs of one PCCD staff to attend the National Criminal Justice Association Meeting. All costs are based on the GSA rate.

D. Equipment

Item <i>List and describe each item of equipment that will be purchased</i>	Computation <i>Compute the cost (e.g., the number of each item to be purchased X the cost per item)</i>					
<input type="button" value="Add Equipment"/> <input type="button" value="Delete Selected"/>		# of Items	Unit Cost	Total Cost	Non-Federal Contribution	Federal Request
				\$0		\$0
Total(s)				\$0	\$0	\$0

E. Supplies

Supply Items		Computation				
<i>Provide a list of the types of items to be purchased with grant funds.</i>		<i>Describe the item and compute the costs. Computation: The number of each item to be purchased X the cost per item.</i>				
Add Supply Item	Delete Selected	# of Items	Unit Cost	Total Cost	Non-Federal Contribution	Federal Request
Operating Expenses and Supplies		1	\$35,826.00	\$35,826		\$35,826
Total(s)				\$35,826	\$0	\$35,826

Narrative Add Additional Narrative Text

Utilization of Administrative Funds
 The Pennsylvania Commission on Crime and Delinquency (PCCD) will utilize of its allocation to cover various expenses, necessary for the continued, successful administration of these federal resources.

PCCD is not designated as a "High Risk" agency by any other federal grant making agency.

F. Construction

Purpose	Description of Work	Computation				
<i>Provide the purpose of the construction</i>	<i>Describe the construction project(s)</i>	<i>Compute the costs (e.g., the number of each item to be purchased X the cost per item)</i>				
Add Construction Item	Delete Selected	# of Items	Cost	Total Cost	Non-Federal Contribution	Federal Request
				\$0		\$0
Total(s)				\$0	\$0	\$0

Narrative Add Additional Narrative Text

G. Subawards (Subgrants)

Description	Purpose	Consultant? <i>Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the</i>	Total Cost	Non-Federal Contribution	Federal Request
<i>Provide a description of the activities to be carried out by subrecipients.</i>	<i>Describe the purpose of the subaward (subgrant)</i>				
Add Item	Delete Selected				
Variable Pass Through			\$2,604,508		\$2,604,508
Less Than \$10,000 Allocations			\$1,056,748		\$1,056,748
State Share JAG			\$1,350,697		\$1,350,697
					\$0
					\$0
					\$0
					\$0
Total(s)			\$5,011,953	\$0	\$5,011,953

Consultant Travel (if necessary)

Consultant Travel (if necessary)						
Purpose of Travel <i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	Location <i>Indicate the travel destination.</i>	Type of Expense <i>Hotel, airfare, per diem</i>	Computation <i>Compute the cost of each type of expense X the number of people traveling.</i>			
<input type="button" value="Add Travel Expense"/> <input type="button" value="Delete Selected"/>		Cost	Duration or Distance	# of Staff	Total Cost	Federal Request
					\$0	\$0
Total					\$0	\$0
Narrative					<input type="button" value="Add Additional Narrative Text Area"/>	

H. Procurement Contracts					
Description <i>Provide a description of the products or services to be procured by contract and an estimate of the costs. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source procurements in excess of the Simplified Acquisition Threshold (currently \$150,000).</i>	Purpose <i>Describe the purpose of the contract</i>	Consultant? <i>Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the</i>			
<input type="button" value="Add Item"/> <input type="button" value="Delete Selected"/>			Total Cost	Non-Federal Contribution	Federal Request
					\$0
Total(s)			\$0	\$0	\$0

I. Other Costs								
Description <i>List and describe items that will be paid with grants funds (e.g. rent, reproduction, telephone, janitorial, or security services, and investigative or confidential funds).</i>	Computation <i>Show the basis for computation</i>							
<input type="button" value="Add Item"/> <input type="button" value="Delete Selected"/>		Quantity	Basis	Cost	Length of Time	Total Cost	Non-Federal Contribution	Federal Request
						\$0		\$0
Total(s)						\$0	\$0	\$0
Narrative						<input type="button" value="Add Additional Narrative"/>		

J. Indirect Costs						
Description <i>Describe what the approved rate is and how it is applied.</i>	Computation <i>Compute the indirect costs for those portions of the program which allow such costs.</i>					
<input type="button" value="Add Indirect Cost"/> <input type="button" value="Delete Selected"/>		Base	Indirect Cost Rate	Total Cost	Non-Federal Contribution	Federal Request
				\$0		\$0
Total(s)				\$0	\$0	\$0

FY 2020 JAG Financial Management Questionnaire



Background

Recipients' financial management systems and internal controls must meet certain requirements, including those set out in the "Part 200 Uniform Requirements" (2.C.F.R. Part 2800).

Including at a minimum, the financial management system of each OJP award recipient must provide for the following:

- (1) Identification, in its accounts, of all Federal awards received and expended and the Federal programs under which they were received. Federal program and Federal award identification must include, as applicable, the CFDA title and number, Federal award identification number and year, and the name of the Federal agency.
- (2) Accurate, current, and complete disclosure of the financial results of each Federal award or program.
- (3) Records that identify adequately the source and application of funds for Federally-funded activities. These records must contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income, and interest, and be supported by source documentation.
- (4) Effective control over, and accountability for, all funds, property, and other assets. The recipient must adequately safeguard all assets and assure that they are used solely for authorized purposes.
- (5) Comparison of expenditures with budget amounts for each Federal award.
- (6) Written procedures to document the receipt and disbursement of Federal funds including procedures to minimize the time elapsing between the transfer of funds from the United States Treasury and the disbursement by the OJP recipient.
- (7) Written procedures for determining the allowability of costs in accordance with both the terms and conditions of the Federal award and the cost principles to apply to the Federal award.
- (8) Other important requirements related to retention requirements for records, use of open and machine readable formats in records, and certain Federal rights of access to award-related records and recipient personnel.

1. Name of Organization and Address:

Organization Name: Pennsylvania Commission on Crime and Delinquency
 Street1: 3101 North Front Street
 Street2:
 City: Harrisburg
 State: PENNSYLVANIA
 Zip Code: 17110

2. Authorized Representative's Name and Title:

Prefix: Mr. First Name: Derin Middle Name:
 Last Name: Myers Suffix:
 Title: Acting Executive Director

3. Phone: (717) 265-8466 4. Fax: 7177837713

5. Email: dermyers@pa.gov

6. Year Established: 1978	7. Employer Identification Number (EIN): 236002831	8. DUNS Number: 797281607
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9. a) Is the applicant entity a nonprofit organization (including a nonprofit institution of higher education) as described in 26 U.S.C. 501(c)(3) and exempt from taxation under 26 U.S.C. 501(a)? Yes No

If "No" skip to Question 10.

If "Yes", complete Questions 9. b) and 9. c).



AUDIT INFORMATION

9. b) Does the applicant nonprofit organization maintain offshore accounts for the purpose of avoiding paying the tax described in 26 U.S.C. 511(a)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. c) With respect to the most recent year in which the applicant nonprofit organization was required to file a tax return, does the applicant nonprofit organization believe (or assert) that it satisfies the requirements of 26 C.F.R. 53.4958-6 (which relate to the reasonableness of compensation of certain individuals)? If "Yes", refer to "Additional Attachments" under "What An Application Should Include" in the OJP solicitation (or application guidance) under which the applicant is submitting its application. If the solicitation/guidance describes the "Disclosure of Process related to Executive Compensation," the applicant nonprofit organization must provide -- as an attachment to its application -- a disclosure that satisfies the minimum requirements as described by OJP.	<input type="checkbox"/> Yes <input type="checkbox"/> No
For purposes of this questionnaire, an "audit" is conducted by an independent, external auditor using generally accepted auditing standards (GAAS) or Generally Governmental Auditing Standards (GAGAS), and results in an audit report with an opinion.	
10. Has the applicant entity undergone any of the following types of audit(s) (Please check all that apply): <input checked="" type="checkbox"/> "Single Audit" under OMB A-133 or Subpart F of 2 C.F.R. Part 200 <input checked="" type="checkbox"/> Financial Statement Audit <input type="checkbox"/> Defense Contract Agency Audit (DCAA) <input checked="" type="checkbox"/> Other Audit & Agency (list type of audit): <div style="background-color: #cccccc; padding: 2px;">DOJ OIG-VOCA Performance Audit; PA Auditor General - Special Performance Audit</div> <input type="checkbox"/> None (if none, skip to question 13)	
11. Most Recent Audit Report Issued: <input checked="" type="checkbox"/> Within the last 12 months <input type="checkbox"/> Within the last 2 years <input type="checkbox"/> Over 2 years ago <input type="checkbox"/> N/A	
Name of Audit Agency/Firm: <div style="background-color: #cccccc; padding: 2px;">PA Auditor General and CliftonLarsonAllen</div>	
AUDITOR'S OPINION	
12. On the most recent audit, what was the auditor's opinion?	
<input checked="" type="checkbox"/> Unqualified Opinion <input type="checkbox"/> Qualified Opinion <input type="checkbox"/> Disclaimer, Going Concern or Adverse Opinions <input type="checkbox"/> N/A: No audits as described above	
Enter the number of findings (if none, enter "0"): <div style="background-color: #cccccc; padding: 2px;">21</div>	
Enter the dollar amount of questioned costs (if none, enter "\$0"): <div style="background-color: #cccccc; padding: 2px;">\$ 10,272</div>	
Were material weaknesses noted in the report or opinion? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
13. Which of the following best describes the applicant entity's accounting system: <input type="checkbox"/> Manual <input checked="" type="checkbox"/> Automated <input type="checkbox"/> Combination of manual and automated	
14. Does the applicant entity's accounting system have the capability to identify the receipt and expenditure of award funds separately for each Federal award?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
15. Does the applicant entity's accounting system have the capability to record expenditures for each Federal award by the budget cost categories shown in the approved budget?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
16. Does the applicant entity's accounting system have the capability to record cost sharing ("match") separately for each Federal award, and maintain documentation to support recorded match or cost share?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure



<p>17. Does the applicant entity's accounting system have the capability to accurately track employees actual time spent performing work for each federal award, and to accurately allocate charges for employee salaries and wages for each federal award, and maintain records to support the actual time spent and specific allocation of charges associated with each applicant employee?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure</p>
<p>18. Does the applicant entity's accounting system include budgetary controls to preclude the applicant entity from incurring obligations or costs that exceed the amount of funds available under a federal award (the total amount of the award, as well as the amount available in each budget cost category)?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure</p>
<p>19. Is applicant entity familiar with the "cost principles" that apply to recent and future federal awards, including the general and specific principles set out in 2 C.F.R Part 200?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure</p>
PROPERTY STANDARDS AND PROCUREMENT STANDARDS	
<p>20. Does the applicant entity's property management system(s) maintain the following information on property purchased with federal award funds (1) a description of the property; (2) an identification number; (3) the source of funding for the property, including the award number; (4) who holds title; (5) acquisition date; (6) acquisition cost; (7) federal share of the acquisition cost; (8) location and condition of the property; (9) ultimate disposition information?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure</p>
<p>21. Does the applicant entity maintain written policies and procedures for procurement transactions that -- (1) are designed to avoid unnecessary or duplicative purchases; (2) provide for analysis of lease versus purchase alternatives; (3) set out a process for soliciting goods and services, and (4) include standards of conduct that address conflicts of interest?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure</p>
<p>22. a) Are the applicant entity's procurement policies and procedures designed to ensure that procurements are conducted in a manner that provides full and open competition to the extent practicable, and to avoid practices that restrict competition?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure</p>
<p>22. b) Do the applicant entity's procurement policies and procedures require documentation of the history of a procurement, including the rationale for the method of procurement, selection of contract type, selection or rejection of contractors, and basis for the contract price?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure</p>
<p>23. Does the applicant entity have written policies and procedures designed to prevent the applicant entity from entering into a procurement contract under a federal award with any entity or individual that is suspended or debarred from such contracts, including provisions for checking the "Excluded Parties List" system (www.sam.gov) for suspended or debarred sub-grantees and contractors, prior to award?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure</p>
TRAVEL POLICY	
<p>24. Does the applicant entity:</p> <p>(a) maintain a standard travel policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>(b) adhere to the Federal Travel Regulation (FTR)? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	
SUBRECIPIENT MANAGEMENT AND MONITORING	
<p>25. Does the applicant entity have written policies, procedures, and/or guidance designed to ensure that any subawards made by the applicant entity under a federal award -- (1) clearly document applicable federal requirements, (2) are appropriately monitored by the applicant, and (3) comply with the requirements in 2 CFR Part 200 (see 2 CFR 200.331)?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure</p> <p><input type="checkbox"/> N/A - Applicant does not make subawards under any OJP awards</p>



<p>26. Is the applicant entity aware of the differences between subawards under federal awards and procurement contracts under federal awards, including the different roles and responsibilities associated with each?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure <input type="checkbox"/> N/A - Applicant does not make subawards under any OJP awards</p>
<p>27. Does the applicant entity have written policies and procedures designed to prevent the applicant entity from making a subaward under a federal award to any entity or individual is suspended or debarred from such subawards?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure <input type="checkbox"/> N/A - Applicant does not make subawards under any OJP awards</p>
DESIGNATION AS 'HIGH-RISK' BY OTHER FEDERAL AGENCIES	
<p>28. Is the applicant entity designated "high risk" by a federal grant-making agency outside of DOJ? (High risk includes any status under which a federal awarding agency provides additional oversight due to the applicant's past performance, or other programmatic or financial concerns with the applicant.)</p> <p>If "Yes", provide the following:</p> <p>(a) Name(s) of the federal awarding agency: [Redacted]</p> <p>(b) Date(s) the agency notified the applicant entity of the "high risk" designation: [Redacted]</p> <p>(c) Contact information for the "high risk" point of contact at the federal agency: Name: [Redacted] Phone: [Redacted] Email: [Redacted]</p> <p>(d) Reason for "high risk" status, as set out by the federal agency: [Redacted]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure</p>

CERTIFICATION ON BEHALF OF THE APPLICANT ENTITY	
(Must be made by the chief executive, executive director, chief financial officer, designated authorized representative ("AOR"), or other official with the requisite knowledge and authority)	
On behalf of the applicant entity, I certify to the U.S. Department of Justice that the information provided above is complete and correct to the best of my knowledge. I have the requisite authority and information to make this certification on behalf of the applicant entity.	
Name: <input type="text" value="Derin Myers"/>	Date: <input type="text" value="2020-04-03"/>
Title: <input type="checkbox"/> Executive Director <input type="checkbox"/> Chief Financial Officer <input type="checkbox"/> Chairman <input checked="" type="checkbox"/> Other: <input type="text" value="Director, OFMA"/>	
Phone: <input type="text" value="(717) 265-8466"/>	

FY 2020 JAG Assurances and Certifications



BJA FY 20 Edward Byrne Memorial Justice Assistance Grant (JAG) Program - State Solicitation 2020-H5933-PA-DJ

[Application](#)[Correspondence](#)

Application:

Switch to ...

**Application Handbook****Assurances and Certifications**[Overview](#)

To the best of my knowledge and belief, all data in this application/preapplication is true and correct, the document has been duly authorized by the governing body of the applicant and the applicant will comply with the attached assurances if the assistance is awarded.

[Applicant Information](#)

Your typed name, in lieu of your signature represents your legal binding acceptance of the terms of this application and your statement of the veracity of the representations made in this application. The document has been duly authorized by the governing body of the applicant and the applicant will comply with the following:

[Project Information](#)

1. [Assurances](#)
2. [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace requirements.](#)

[Budget and Program Attachments](#)

If you are an applicant for any Violence Against Women grants, this includes the Certification of Compliance with the Statutory Eligibility Requirements of the Violence Against Women Act.

[Assurances and Certifications](#)

*Prefix	Mr.
Name Prefix:(Other)	
*First Name	Derin
Middle Initial (if any)	
*Last Name	Myers
Suffix	
Name Suffix:(Other)	
*Title	Director
*Address Line 1	3101 North Front Street
Address Line 2	

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[Log Off](#)

*City	Harrisburg
County	
*State	Pennsylvania
*Zip Code	17101-
*Phone	717-265-8466 Ext :
Fax	--
*E-mail	dermyers@pa.gov

I have examined the information provided here regarding the signing authority and certify it is accurate. I am the signing authority, or have been delegated or designated formally as the signing authority by the appropriate authority of official, to provide the information requested throughout this application system on behalf of this jurisdiction. Information regarding the signing authority, or the delegation of such authority, has been placed in a file and is available on-site for immediate review.

Continue



EXPIRES 05/31/2019

U.S. DEPARTMENT OF JUSTICE

I. CERTIFIED STANDARD ASSURANCES

On behalf of the Applicant, and in support of this application for a grant or cooperative agreement, I certify under penalty of perjury to the U.S. Department of Justice ("Department"), that all of the following are true and correct:

(1) I have the authority to make the following representations on behalf of myself and the Applicant. I understand that these representations will be relied upon as material in any Department decision to make an award to the Applicant based on its application.

(2) I certify that the Applicant has the legal authority to apply for the federal assistance sought by the application, and that it has the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project costs) to plan, manage, and complete the project described in the application properly.

(3) I assure that, throughout the period of performance for the award (if any) made by the Department based on the application--

- a. the Applicant will comply with all award requirements and all federal statutes and regulations applicable to the award;
- b. the Applicant will require all subrecipients to comply with all applicable award requirements and all applicable federal statutes and regulations; and
- c. the Applicant will maintain safeguards to address and prevent any organizational conflict of interest, and also to prohibit employees from using their positions in any manner that poses, or appears to pose, a personal or financial conflict of interest.

(4) The Applicant understands that the federal statutes and regulations applicable to the award (if any) made by the Department based on the application specifically include statutes and regulations pertaining to civil rights and nondiscrimination, and, in addition--

- a. the Applicant understands that the applicable statutes pertaining to civil rights will include section 601 of the Civil Rights Act of 1964 (42 U.S.C. § 2000d); section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794); section 901 of the Education Amendments of 1972 (20 U.S.C. § 1681); and section 303 of the Age Discrimination Act of 1975 (42 U.S.C. § 6102);
- b. the Applicant understands that the applicable statutes pertaining to nondiscrimination may include section 809(c) of Title I of the Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S.C. § 10228(c)); section 1407(e) of the Victims of Crime Act of 1984 (34 U.S.C. § 20110(e)); section 299A(b) of the Juvenile Justice and Delinquency Prevention Act of 2002 (34 U.S.C. § 11182(b)); and that the grant condition set out at section 40002(b)(13) of the Violence Against Women Act (34 U.S.C. § 12291(b)(13)), which will apply to all awards made by the Office on Violence Against Women, also may apply to an award made otherwise;
- c. the Applicant understands that it must require any subrecipient to comply with all such applicable statutes (and associated regulations); and
- d. on behalf of the Applicant, I make the specific assurances set out in 28 C.F.R. §§ 42.105 and 42.204.

(5) The Applicant also understands that (in addition to any applicable program-specific regulations and to applicable federal regulations that pertain to civil rights and nondiscrimination) the federal regulations applicable to the award (if any) made by the Department based on the application may include, but are not limited to, 2 C.F.R. Part 2800 (the DOJ "Part 200 Uniform Requirements") and 28 C.F.R. Parts 22 (confidentiality - research and statistical information), 23 (criminal intelligence systems), 38 (regarding faith-based or religious organizations participating in federal financial assistance programs), and 46 (human subjects protection).

(6) I assure that the Applicant will assist the Department as necessary (and will require subrecipients and contractors to assist as necessary) with the Department's compliance with section 106 of the National Historic Preservation Act of 1966 (54 U.S.C. § 306108), the Archeological and Historical Preservation Act of 1974 (54 U.S.C. §§ 312501-312508), and the National Environmental Policy Act of 1969 (42 U.S.C. §§ 4321-4335), and 28 C.F.R. Parts 61 (NEPA) and 63 (floodplains and wetlands).

(7) I assure that the Applicant will give the Department and the Government Accountability Office, through any authorized representative, access to, and opportunity to examine, all paper or electronic records related to the award (if any) made by the Department based on the application.

(8) I assure that, if the Applicant is a governmental entity, with respect to the award (if any) made by the Department based on the application--

- a. it will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. §§ 4601-4655), which govern the treatment of persons displaced as a result of federal and federally-assisted programs; and
- b. it will comply with requirements of 5 U.S.C. §§ 1501-1508 and 7324-7328, which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.

(9) If the Applicant applies for and receives an award from the Office of Community Oriented Policing Services (COPS Office), I assure that as required by 34 U.S.C. § 10382(c)(11), it will, to the extent practicable and consistent with applicable law--including, but not limited to, the Indian Self- Determination and Education Assistance Act--seek, recruit, and hire qualified members of racial and ethnic minority groups and qualified women in order to further effective law enforcement by increasing their ranks within the sworn positions, as provided under 34 U.S.C. § 10382(c)(11).

(10) If the Applicant applies for and receives a DOJ award under the STOP School Violence Act program, I assure as required by 34 U.S.C. § 10552(a)(3), that it will maintain and report such data, records, and information (programmatic and financial) as DOJ may reasonably require.

I acknowledge that a materially false, fictitious, or fraudulent statement (or concealment or omission of a material fact) in this certification, or in the application that it supports, may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1621, and/or 34 U.S.C. §§ 10271-10273), and also may subject me and the Applicant to civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. §§ 3729-3730 and 3801-3812). I also acknowledge that the Department's awards, including certifications provided in connection with such awards, are subject to review by the Department, including by its Office of the Inspector General.

FY 2020 JAG Strategic Framework
and
Comprehensive Strategic Plan with Updates

PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY

2016-2020 STRATEGIC FRAMEWORK

Our Role ... By statute, the Commission provides leadership in system-wide coordination and in building collaboration among public servants and private citizens representing all aspects of the criminal and juvenile justice systems and victim services.

Our Values ... We shape our priorities around **service**, expand our understanding from **experts**, support training to ensure the **preparedness** of our practitioners, and above all, maintain **integrity** in pursuit of our goals.

Our Mission ... To enhance the quality, coordination and planning within the criminal and juvenile justice systems, to facilitate the delivery of services to victims of crime, and to increase the safety of our communities.

Our Vision ... To be a state and national leader supporting programs and practices that promote justice for all citizens and communities of Pennsylvania.

Emerging Priorities:

- Target and enhance services for adult and child victims.
- Results-oriented Criminal and Juvenile Justice Reinvestment strategies.
- Promote the appropriate use of pre-trial diversionary programs.
- Better integrate behavior health solutions with the justice population.
- Increase the role of PCCD in coordinating and implementing a comprehensive delinquency and violence prevention strategy for the Commonwealth.
- Increase high-impact prevention and education efforts.
- Increase support of law enforcement.
- Assist communities in responding to the growing opioid abuse epidemic.
- Improve the issuance and administration of grants (statewide efficiencies and transparency).
- More widely share understanding of PCCD's value and impact.

Goal I: To make communities safe through collaboration and targeted investments

- I.1. Increase the efficacy of state and local planning efforts through interagency planning and collaboration.
- I.2. Provide law enforcement with the appropriate tools and training to assist them in combating and preventing crime.



- I.3. Develop solutions for justice-involved individuals with mental illness and/or substance abuse and co-occurring disorders.
- I.4. Promote and support the use of evidence-based programs and practices.
- I.5. Promote the appropriate use and measure the effectiveness of promising approaches and dispositional alternatives.
- I.6. Increase the utilization of evidence-based programs and practices to prevent delinquency and other problem behaviors, and reduce the disproportionate number of minority youth who come into contact with the juvenile justice system.
- I.7. Promote the implementation of reentry programs and practices.

Goal II: To reduce the impact of crime on victims.

- II.1. Enhance the quality and availability of services for victims of crime.
- II.2. Increase the availability of children’s advocacy centers and functioning multi-disciplinary investigative teams throughout the Commonwealth to support the victims of child abuse.
- II.3. Engage schools, communities and families in violence prevention and increase the support services provided to those who have been victims of violence.

Goal III: To develop and share relevant expertise, resources and technical assistance both within the agency and with our external partners.

- III.1. Improve the accuracy and reliability of state and local criminal justice data through the automated exchange of information.
- III.2. Improve PCCD’s research, evaluation and data analysis.
- III.3. Improve PCCD’s visibility and recognition as a criminal and juvenile justice leader through communication and outreach.
- III.4. Increase the overall knowledge and skills among victim service, criminal and juvenile justice practitioners through training and accreditation.
- III.5. Assure impact, fairness, transparency and performance in PCCD’s grant processes.

Commonwealth of Pennsylvania
FY 2020 JAG Application
Comprehensive Strategic Plan with Updates

A. Plan Consultation

In 2015, PCCD initiated the development of the 2016-2020 Strategic Framework (provided below for reference). To compose the Framework, PCCD staff worked directly with the agency's six advisory committees, which are comprised of state and local officials, law enforcement, victim service agencies, private providers, academicians, and other subject matter experts who advise PCCD of the needs and possible solutions for targeting funds.

The 2016-2020 Strategic Framework was presented to the Commission during its September 9, 2015 business meeting and was subsequently approved by this governing body. The 2015/2016 JAG state funding formula plan, targeting the identified objectives in the 2016-2020 Strategic Framework, was presented and subsequently approved by the Commission during its December 9, 2015 business meeting.

B. Strategic Framework

PCCD 2016-2020 STRATEGIC FRAMEWORK

Our Role ... By statute, the Commission provides leadership in system-wide coordination and in building collaboration among public servants and private citizens representing all aspects of the criminal and juvenile justice systems and victim services.

Our Values ... We shape our priorities around **service**, expand our understanding from **experts**, support training to ensure the **preparedness** of our practitioners, and above all, maintain **integrity** in pursuit of our goals.

Our Mission ... To enhance the quality, coordination and planning within the criminal and juvenile justice systems, to facilitate the delivery of services to victims of crime, and to increase the safety of our communities.

Our Vision ... To be a state and national leader supporting programs and practices that promote justice for all citizens and communities of Pennsylvania.

Emerging Priorities:

- Target and enhance services for adult and child victims.
- Results-oriented Criminal and Juvenile Justice Reinvestment strategies.
- Promote the appropriate use of pre-trial diversionary programs.
- Better integrate behavior health solutions with the justice population.
- Increase the role of PCCD in coordinating and implementing a comprehensive delinquency and violence prevention strategy for the Commonwealth.
- Increase high-impact prevention and education efforts.
- Increase support of law enforcement.
- Assist communities in responding to the growing opioid abuse epidemic.
- Improve the issuance and administration of grants (statewide efficiencies and transparency).
- More widely share understanding of PCCD's value and impact.

Goal I: To make communities safe through collaboration and targeted investments

- I.1. Increase the efficacy of state and local planning efforts through interagency planning and collaboration.
- I.2. Provide law enforcement with the appropriate tools and training to assist them in combating and preventing crime.
- I.3. Develop solutions for justice-involved individuals with mental illness and/or substance abuse and co-occurring disorders.
- I.4. Promote and support the use of evidence-based programs and practices.
- I.5. Promote the appropriate use and measure the effectiveness of promising approaches and dispositional alternatives.
- I.6. Increase the utilization of evidence-based programs and practices to prevent delinquency and other problem behaviors, and reduce the disproportionate number of minority youth who come into contact with the juvenile justice system.
- I.7. Promote the implementation of reentry programs and practices.

Goal II: To reduce the impact of crime on victims.

- II.1. Enhance the quality and availability of services for victims of crime.
- II.2. Increase the availability of children's advocacy centers and functioning multi-disciplinary investigative teams throughout the Commonwealth to support the victims of child abuse.
- II.3. Engage schools, communities and families in violence prevention and increase the support services provided to those who have been victims of violence.

Goal III: To develop and share relevant expertise, resources and technical assistance both within the agency and with our external partners.

- III.1. Improve the accuracy and reliability of state and local criminal justice data through the automated exchange of information.
- III.2. Improve PCCD's research, evaluation and data analysis.
- III.3. Improve PCCD's visibility and recognition as a criminal and juvenile justice leader through communication and outreach.
- III.4. Increase the overall knowledge and skills among victim service, criminal and juvenile justice practitioners through training and accreditation.
- III.5. Assure impact, fairness, transparency and performance in PCCD's grant processes.

C. Allocation of JAG funding and Administration of Justice Improvement

In alignment with the Strategic Framework Goals (above), specific “activities” were derived for each of the goals based upon the collaborative review from members of PCCD advisory committees (See Section E of this document) and PCCD staff with specialized emphasis on the needs and barriers of the justice system to preventing and reducing crime and recidivism. The listed “activities” provide additional detail involving how Pennsylvania plans to allocate funding (via an annual competitive solicitation process) which aligns with the JAG Program Areas.

The following goals and corresponding activities are recommended for inclusion in the competitive funding announcement process for FY 20/21:

Goal I: To make communities safe through collaboration and targeted investments.

Activities:

- Provide support for county Criminal Justice Advisory Board (CJAB) priorities;
- Provide support for new Communities That Care (CTC) sites;
- Support Police Department Regionalization;
- Support the development of alternatives to arrest in the community that include programs/services for youth and adults;
- Support of partnerships between public and private sector organizations working collaboratively to reduce crime and prevent victimization.
- Improve data sharing efforts between police departments and or between police departments and prosecution and probation/parole;
- Increase the number of law enforcement organizations connected via regional, statewide, and national justice information-sharing initiatives;
- Improve identification and processing of offenders through technology and latent evidence;
- Support the use of technology (e.g., GIS-mapping) that law enforcement can use to track crime and target prevention efforts;
- Support training programs connected to the intersection of behavioral health and criminal justice;
- Provide support for initiatives to reduce violent crime;
- Provide support for youth and law enforcement forums or other initiatives to improve relationships between youth and law enforcement;
- Increase availability of affordable and supportive housing;
- Develop and/or implement programs to address behavioral health treatment needs in county jails and/or the community;
- Implement diversion strategies at preliminary arraignment and/or support for the development of pre-entry or “0” entry strategies.
- Implementation of evidence-based delinquency and violence prevention programs;
- Implementation of evidence-based practices designed to reduce recidivism;
- Support for trauma-informed care approaches to address the needs of diverse populations (includes gender responsiveness);
- Support the development of restorative justice strategies to increase offender accountability to the victim and the community;
- Support training and services for vicarious trauma and officer wellness for justice practitioners;
- Provide support for improvements to county probation services;

- Provide support for evidence-based programs and practices that reduce gun violence.
- Support training on pretrial options and the development of effective pretrial programs;
- Support the successful implementation of pretrial/diversion alternatives to incarceration and juvenile placement including the development of pre-entry or “0” entry strategies;
- Provide support for problem solving courts (Resources for Drug Courts to be made available under a separate funding program);
- Provide support for promising approaches or research-based programs for dispositional alternatives;
- Provide support for strategies to reduce racial and ethnic disparities in the juvenile and criminal justice system;
- Support the development of appropriate community supervision, treatment plans, and services/programs to assist high-risk juvenile or adult offenders transitioning back to their communities;
- Support the development of reentry coalitions; and
- Support the implementation of initiatives identified in a Reentry Strategic Plan.

Goal II: To reduce the impact of crime on victims.

Activities:

- Provide support for evidence-based driven approaches to prevent victimization;
- Provide support for the implementation and evaluation of research-based and promising approaches to prevent victimization; and
- Provide support for services related to victims of child abuse.

Goal III: To develop and share relevant expertise, resources and technical assistance both within the agency and with our external partners.

Activities:

- Improve the accuracy and reliability of state, county and local criminal and/or juvenile justice data through the automated exchange of information and/or data quality initiatives;
- Improve fingerprint collection among law enforcement; and
- Support forensic process improvements to include toxicology and blood analysis.

D. Gathering Approaches and Identifying Barriers

In addition to administering JAG funds, the Pennsylvania Commission on Crime and Delinquency (PCCD) administers approximately \$300 million in support of state and federal programs. Given our centrality to these other federal and state programs, and our direct involvement with other state agencies administering federal and state programs, we are positioned to fill gaps or fund needs as they are identified at the state and local level.

As was part of our 2017/2018, 2019/2020 and now 2020/2021 formula JAG funding strategy, PCCD has utilized a gap analysis approach to determine what objectives have an established allocation of funds (i.e. Coverdell forensic science, National Criminal History Records Improvement, Victims of Crime Act, Statistical Analysis Center, state funds, etc.) so that the JAG funds can fill the gaps where no other or insufficient funds exist to more fully meet the needs identified.

The Governor's Policy Office oversees what other state agencies are addressing with their state and federal funds and ensures that PCCD is aware of these efforts so that projects and programs are coordinated and not duplicated.

Many members of PCCD's staff serve in varying capacities to other federal and state workgroups and advisory committees to both lend support and expertise, which also affords an opportunity to discern what other funding exists, or where gaps exist for possible PCCD funding consideration.

Beyond its funding opportunities, PCCD has earned a reputation as a leader in state criminal and juvenile justice matters.

E. PCCD Advisory Committees and Boards

To better inform the Commission in its work, PCCD is comprised of seven Advisory Committees and two Training Boards:

Children's Advocacy Center Advisory Committee (CACAC)

CACAC was established by Act 28 of 2014 to advise the Commission on the development and promotion of programs and projects related to Children's Advocacy Centers (CAC's) and Multidisciplinary Investigative Teams (MDITs). CACAC was also directed by the Act to advise the Commission in the distribution of grants to support both existing and developing CACs and MDITs throughout the Commonwealth.

Criminal Justice Advisory Committee (CJAC)

CJAC is a collaborative forum for our county criminal justice partners throughout the Commonwealth to share and discuss their collective issues and solutions. CJAC focuses on the development of long-range strategies and plans and sets priorities for justice projects supported by PCCD's various funding streams.

Juvenile Justice and Delinquency Prevention Committee (JJJPC)

JJJPC was established by Act 30 of 2001, and is the official juvenile justice planning, coordination, and policy-setting body for the Commonwealth of Pennsylvania. The committee develops a comprehensive, long-range plan and related policies for the Commonwealth's juvenile justice system. Additionally, the group sets priorities for juvenile justice projects supported by PCCD's various funding streams.

Mental Health and Justice Advisory Committee (MHJAC)

MHJAC provides guidance and structure to ensure statewide coordination and effectiveness of Pennsylvania's criminal justice and mental health systems, enabling PCCD to continue supporting statewide strategies that direct technical assistance to evidence-based practices; guide the operation and sustainability of jail diversion and reentry programs; and provide a clearinghouse for resources related to criminal justice, mental health, and substance abuse.

Research, Evaluation, and Data Analysis Advisory Committee (REDAAC)

REDAAC promotes the effectiveness of justice programs in Pennsylvania by providing quality research, evaluation, data collection, and analysis to policymakers, program managers, and practitioners.

Victims' Services Advisory Committee (VSAC)

Established by Act 111 of 1998, VSAC advises PCCD on policies, priorities, and performance standards for victims' services and compensation.

County Adult Probation and Parole Advisory Committee (CAPPAC)

Established by Act 114 of 2019, CAPPAC advises PCCD on policies, priorities, and performance standards for county adult probation and parole supervision and county probation officers' firearm education and training.

Constables' Education and Training Board (CETB)

The Constables' Education and Training Board, which was established by Act 102 of 1992, advises PCCD in the development, implementation, and operation of legislatively mandated basic training, continuing education, and firearms qualification that serve as the basis for certification of constables and deputy constables within the Commonwealth.

Sheriff and Deputy Sheriff Education and Training Board (SDSETB)

The Sheriff and Deputy Sheriff Education and Training Board, which was established by Act 2 of 1984, advises PCCD in the development, implementation, and operation of legislatively mandated basic training and continuing education that serve as the basis for certification of sheriffs and deputy sheriffs within the Commonwealth's 67 counties.

F. Changing Circumstances and Adjusting Funding among JAG Program Areas

In order to address changing circumstances and ensuring funds are adjusted to address the latest and prioritized need for justice system programming, activities (as described in section C above) are updated annually based on the collaborative input from each of the identified PCCD Advisory committees. The updated activities are included and highlighted as part of the PCCD competitive funding announcement process.

G. Example Accomplishments

Goal I, Activity: Provide support for new Communities That Care (CTC) sites

Communities That Care (CTC)

Communities That Care (CTC) is an "operating system" that takes communities through a well-defined and structured process to prevent adolescent problem behaviors and promote positive youth development. CTC communities form a broad-based coalition and then collect local data on risk and protective factors shown by research to be associated with delinquency, violence, substance use, and school failure and dropout. After collecting this data, communities identify three to five specific risk and protective factors on which to focus, and then seek evidence-based programs and strategies to address those priorities. After two to three years of implementing these strategies, communities re-assess their risk and protective factors to measure impact and identify new trends as priorities.

For over a decade, PCCD has supported CTC and trained more than 100 communities in the model. In FY 17/18, there were 65 active CTC coalitions across the Commonwealth. Research studies both in Pennsylvania and nationally have demonstrated that CTC is effectively creating population-level public health improvement, reducing delinquency and youth drug use, and improving academic achievement for youth in these communities.

Outcomes and Return on CTC Investment

- 11% less delinquency in CTC service areas.
- 33% improvement in academic achievement in schools using CTC.
- For every \$1 invested in the CTC model, \$4.17 is projected in benefits.

Goal I, Activity: Provide support for county Criminal Justice Advisory Board (CJAB) priorities

Criminal Justice Advisory Boards (CJABs)

CJABs, which are boards comprised of criminal justice stakeholders from various disciplines within a county, are the primary means of achieving PCCD's goal of improving county justice systems. CJABs use a collaborative approach to formulate justice planning and innovative problem solving. PCCD assists CJABs in every phase of development, including providing start-up grants, strategic planning assistance, and project implementation support. Currently, all 67 counties in Pennsylvania have an active CJAB that meets PCCD's minimum operating standards. A map identifying those counties, their CJAB contact information, and copies of publicly available county strategic and reentry plans can be found on PCCD's website.

To promote CJABs and their use, PCCD hosts annual training to provide information on timely issues that all counties are experiencing.

Goal 1, Activity: Support the development of alternatives to arrest in the community that include programs/services for youth and adults

Addressing Substance Abuse and Mental Health

PCCD has worked with the Pennsylvania Chiefs of Police Association (PCPA) and the Pennsylvania District Attorneys Association (PDAA) to make medication collection boxes available throughout the state, and to support Naloxone training through the PA Virtual Training Network (PAVTN).

Goal I, Activity: Provide support for problem solving courts

Problem Solving Court Initiatives

According to the Administrative Office of Pennsylvania Courts (AOPC), the first problem-solving court (PSC) in Pennsylvania was an adult drug court program that opened in Philadelphia in 1997. The success of those first PSCs prompted significant expansion over the past 20 years. Pennsylvania now has over 100 PSCs, including those focused on specific types of behaviors or conditions, such as substance abuse/DUI and mental health/illness, as well as juvenile drug and veteran's courts. Instead of incarceration, defendants in these courts are given counseling, treatment, emotional assistance and healthcare support.

In FY 17/18, PCCD was the recipient of \$2 million in state appropriations for the creation of new PSCs in PA or the expansion of existing PSCs. In addition, these funds were to support the extension of support services to drug court participants and/or opioid related treatment services to problem solving court participants. As a result of a competitive solicitation and review process, over \$1 million was awarded to nine counties.

Goal I, Activity: Increase availability of affordable and supportive housing

Mental Health and Justice Housing Initiatives

From 2009 to 2016, the PA Department of Human Services (DHS) and PCCD, through a joint funding initiative, supported the development of the Mental Health and Justice Center of Excellence (CoE), a collaborative effort of Drexel University and the University of Pittsburgh that worked with Pennsylvania communities to identify points of interception at which an intervention could be made to prevent individuals with mental illness from entering or penetrating deeper into the criminal justice system. The CoE offered Cross-Systems Mapping workshops to assist county teams in identifying areas where individuals could avoid moving deeper into the system while also exploring the challenges/resources existing in their respective county systems.

Additionally, the CoE provided technical assistance to housing grantees to ensure the successful implementation of local housing initiatives and long-term sustainability planning. PCCD continues to support Cross-Systems Mapping, through the Mental Health and Justice Advisory Committee (MHJAC).

Goal I, Activity: Implement diversion strategies at preliminary arraignment and/or support for the development of pre-entry or “0” entry strategies

Mental Health and Justice Pretrial Initiative

PCCD supports the expansion of the successful implementation of Evidence Based Practices, promising practices, or innovative pretrial diversion strategies for justice-involved individuals with Mental Illness/Co-Occurring Disorders (MI/COD), Intellectual Disabilities (ID) and/or autism spectrum disorders. Projects supported are intended to reduce the front-end movement of individuals with MI/COD, ID and/or Autism spectrum disorders into the prison population, thereby lessening the recidivism rate, decreasing the cost of corrections, increasing access to drug/alcohol treatment, and mental health services while simultaneously promoting public safety.

In FY 17/18, PCCD and DHS’ Office of Mental Health and Substance Abuse Services (OMHSAS), in a joint funding initiative with a combination of JAG and state funds, awarded five counties a total of \$750,000 to implement Evidence-Based Practices (EBPs), promising practices or innovative pretrial diversion strategies for justice-involved individuals with Mental Illness/Co-Occurring Disabilities (MI/COD), Intellectual Disabilities (ID) and/or Autism Spectrum Disorders (ASD).

Goal I, Activity: Support training programs connected to the intersection of behavioral health and criminal justice

Crisis Intervention Team (CIT) Training

Since 2014, PCCD has supported Crisis Intervention Team (CIT), CIT-Youth, CIT-Veterans, and Mental Health First Aid (MHFA) training for law enforcement and justice practitioners. The goal of this training is to educate law enforcement and justice practitioners on how to effectively identify and respond to a crisis involving an individual diagnosed with a mental illness or an intellectual disorder and de-escalate a potentially dangerous situation. PCCD has supported CIT and MHFA training for law enforcement, and MHFA training for all 15,000 Department of Corrections employees.

During FY 16/17 and FY 17/18, CIT trainings included a two-day Verbal De-escalation Train-the-Trainer Workshop. Trainings were held in the Harrisburg and Pittsburgh areas and were lead by the University of Memphis CIT Center trainers, Major Sam Cochran (Ret), Dr. Randolph DuPont and Dr. Thomas Kirchberg. CIT Verbal De-Escalation Training serves to enhance crisis first responder skills (CIT Officers). A total of 50 individuals successfully completed these two 16-hour workshops and were certified as trainers.

Goal III, Activity: Improve the accuracy and reliability of state, county and local criminal and/or juvenile justice data through the automated exchange of information and/or data quality initiatives

Pennsylvania Law Enforcement Accreditation Program

PCCD supports the PA Law Enforcement Accreditation Program, which provides a blueprint for the professionalization of law enforcement agencies within the Commonwealth. The cornerstone of this strategy consists of the promulgation of standards containing a clear statement of professional objectives. During FY 17/18, there were 17,310 police officers in the Commonwealth working in one of the 116 accredited agencies.

In 2016, PCCD partnered with PCPA to develop a map identifying accredited police departments throughout the state. The current map can be found on the [PA Accreditation page](#) on PCCD's website.

Goal III, Activity: Improve the accuracy and reliability of state, county and local criminal and/or juvenile justice data through the automated exchange of information and/or data quality initiatives

PaCrimeStats and Digital Dashboards

In 2009, PCCD created a web-based criminal justice clearinghouse with data from each of Pennsylvania's core justice entities, including law enforcement, courts, prisons, and parole. The clearinghouse, known as [PaCrimeStats](#), provides raw data for researchers to utilize, as well as detailed reports showing criminal justice trends since the early 1980s. Every year since, additional funds have been invested to support and enhance this initiative. Finalized 2015 Uniform Crime Report (UCR) data is now available online for researchers' usage.

In FY 11/12, PCCD's Criminal Justice Advisory Board (CJAB) began to develop [digital dashboards](#) to improve decision-making for state and local justice officials. These CJAB dashboards present a one-page, one-stop shop for relevant criminal justice data across the criminal justice system, from arrests to sentencing to victim's services, providing nearly real-time information to professionals in the field. The dashboards also include information on [Justice Reinvestment Initiative](#) reform outcomes.

For example, PCCD has developed an Offender Identification Dashboard (see insert) that assists county district attorneys, public defenders, and local law enforcement in assessing their fingerprint compliance rates at the jurisdictional level. The goal of this system is to improve public safety by increasing the number of offenders that get fingerprinted and entered into criminal history databases. As of June 30, 2018, Pennsylvania's statewide compliance rate was 87.9%.

During FY 17/18, the Digital Dashboard Steering Committee continued its efforts to improve the county jail data feed and worked on revisions to the victims' dashboard.

GIS-Mapping

PCCD began utilizing GIS-mapping in 2015 as a way to assist policy-makers to easily identify gaps in service and strategically develop solutions to meet those needs. GIS-mapping has also become a valuable tool for both detailed data analysis and presenting information to the general public. A [gallery of maps](#) was uploaded to the PCCD website in FY 17/18 to ensure quick access to the array of resources available, including Endowment Act Annual Reports, Naloxone distribution, CJAB contact information, police accreditation, and victim service provider locations.

In particular, [PCCD's comprehensive agency-wide grants allocation map](#) provides detailed information on the wide variety of grant awards supported by PCCD over the past five years. Updated on a quarterly basis, this map has proved very useful to legislative offices and the media alike in locating grants and understanding PCCD's role and responsibilities in grants administration. Data for the map comes from PCCD's Egrants system, a web-based grants management system used for all state and federal funds administered by PCCD.

FY 2020 JAG Disclosure of Pending Applications

Disclosure of Pending Applications Statement

PCCD does not have pending applications submitted within the last 12 months for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.

FY 2020 JAG PCCD List of Commission Members

PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY

Chairman

Mr. Charles H. Ramsey
 Pennsylvania Commission on Crime and
 Delinquency
 P.O. Box 1167
 Harrisburg, Pennsylvania 17108-1167

Executive Director

Mr. Michael Pennington
 Pennsylvania Commission on Crime
 and Delinquency
 P.O. Box 1167
 Harrisburg, Pennsylvania 17108-1167
 (717) 265-8461
 (717) 705-0891 (Fax)
mpenningto@pa.gov

Members

Honorable John T. Adams
 District Attorney, Berks County
 633 Court Street
 5th Floor Services Center
 Reading, Pennsylvania 19601
 (610) 478-6000
jadams@countyofberks.com

Rev. Dr. Anne Ard
 Executive Director
 Centre Safe
 140 W. Nittany Ave.
 State College, Pennsylvania 16801
 (814) 360-0458
annekard@centresafe.org

Ms. Karen Baker
 Chief Executive Officer
 Pennsylvania Coalition Against Rape
 2101 N. Front Street
 Harrisburg, Pennsylvania 17110
 (717) 728-9740, Ext. 101
 (717) 728-9781 (Fax)
kbaker@pcar.org

Mr. Mark H. Bergstrom
 Executive Director
 Pennsylvania Commission on Sentencing
 P.O. Box 1200
 State College, Pennsylvania 16804-1200
 (814) 863-4368
 (814) 863-2129 (Fax)
mhb105@psu.edu

Honorable Mary Jane Bowes
 Judge, Superior Court of Pennsylvania
 Grant Building, Suite 2600
 310 Grant Street
 Pittsburgh, Pennsylvania 15219
 (412) 565-2342
maryjane.bowes@pacourts.us

Honorable Patrick Browne
 Senate of Pennsylvania
 Senate Box 203016
 Main Capitol, Room 281
 Harrisburg, Pennsylvania 17120-3016
 (717) 787-1349
 (717) 772-3458 (Fax)
pbrowne@pasen.gov
 or Designee:
 Vicki J. Wilken, Esq.
 Legislative Counsel
 Office of Senator Browne
 Senate Box 203016
 Main Capitol, Room 281
 Harrisburg, Pennsylvania 17120-3016
 (717) 787-1349
 (717) 395-3731 (Cell)
 (717) 772-3458 (Fax)
vwilken@pasen.gov

<p>Mr. Tarik Casteel 1821 Fulton Street Suite 201 Harrisburg, Pennsylvania 17102 (717) 307-9617 (717) 565-9343 (Cell) trcasteel38@gmail.com</p>	<p>Mr. Philip Damiani Court Executive Director (Retired) Delaware County 454 West Rosetree Road Media, Pennsylvania 19063 (610) 565-0476 phildamiani@verizon.net</p>
<p>Mr. Geoffrey Moulton Court Administrator of Pennsylvania Administrative Office of Pennsylvania Courts Pennsylvania Judicial Center 601 Commonwealth Avenue – Suite 1500 Harrisburg, Pennsylvania 17120 (717) 231-3320 (717) 231-3327 (Fax) tom.darr@pacourts.us</p>	<p>Vice Chairman Mr. John P. Delaney, Jr., Esq. Director, Office of Investigations Archdiocese of Philadelphia 222 N. 17th Street Philadelphia, Pennsylvania 19103-1299 john.delaney.1978@alumni.nd.edu idelaney@archphila.org</p>
<p>Honorable Sheryl Delozier PA House of Representatives 141 East Wing PO Box 202088 Harrisburg Pennsylvania 17120-2088 (717) 783-5282 (717) 772-9994 (Fax) sdelozie@pahousegop.com or <u>Designee:</u> Mr. Ryan Stevens District Outreach Specialist Office of Representative Delozier 2929 Gettysburg Road, Suite 6 Camp Hill, Pennsylvania 17011 (717) 761-4665 (717) 772-9994 (Fax) Rstevens@pahousegop.com</p>	<p>Honorable Elizabeth Doyle Judge, Court of Common Pleas Blair County Courthouse Old Second Floor 423 Allegheny Street, Suite 244 Hollidaysburg, Pennsylvania 16648 (814) 693-3065 Edoyle@blairco.org</p>
<p>Honorable Diane M. Ellis-Marseglia Commissioner County of Bucks Office of Commissioners 55 East Court Street Doylestown, Pennsylvania 18901 (215) 348-6425 CommEllisMarseglia@buckscounty.org</p>	<p>Lt. Colonel Robert Evanchick Commissioner Pennsylvania State Police 1800 Elmerton Avenue Harrisburg, Pennsylvania 17110 (717) 783-5558 (717) 787-2948 (Fax) revanchick@pa.gov</p>
<p>Honorable James J. Fitzgerald III (Retired) Senior Judge, Superior Court of Pennsylvania 201 Rex Avenue Philadelphia, Pennsylvania 19118 (215) 247-7462 (215) 936-5122 (Cell) caroljimfitz@gmail.com justicefitzgeraldpa@gmail.com</p>	<p>Chief Jeffrey D. Gally (Retired) 1411 Anderson Road Pittsburgh, Pennsylvania 15209 (412) 486-7250 gls4349@comcast.net</p>

<p>Honorable Anthony Harvilla Carbon County Office of the Sheriff P.O. Box 147 Jim Thorpe, Pennsylvania 18229 (570) 325-2821 tharvilla@carboncourts.com</p>	<p>Mr. Matthew H. Haverstick, Esq. Partner, Kleinbard LLC One Liberty Place, 46th Floor 1650 Market Street Philadelphia, Pennsylvania 19103 (215) 496-7225 mhaverstick@kleinbard.com</p>
<p>Honorable David W. Heckler (Retired) 2373 Turk Road Doylestown, Pennsylvania 18901 (215) 348-6344 (215) 348-6299 (Fax) dwh18c@gmail.com</p>	<p>Honorable Vincent Hughes Senate of Pennsylvania 545 Main Capitol Building Senate Box 203007 Harrisburg, Pennsylvania 17120 (717) 787-7112 (717) 783-5210 (Fax) hughes@pasenate.com or <u>Designee</u>: Mr. Michael J. Deery Chief Counsel Senate Appropriations Committee Main Capitol, Room 545 Harrisburg, Pennsylvania 17120 (717) 787-7112 (717) 783-5210 (Fax) Michael.Deery@pasenate.com</p>
<p>Honorable Theodore Johnson Chairman PA Board of Probation and Parole Riverfront Office Center, Suite 5100 1101 South Front Street Harrisburg, Pennsylvania 17104-2520 (717) 787-5699 (717) 772-2157 (Fax) theodjohns@pa.gov</p>	<p>Honorable Curtis Jones, Jr. Councilman Philadelphia City Hall Room 404 Philadelphia, Pennsylvania 19107 (215) 685-0293 Or (215) 685-0295 curtis.jones@phila.gov</p>
<p>Honorable Wayne Langerholc, Jr. Member, Senate of Pennsylvania 187 Main Capitol Building Senate Box 203035 Harrisburg, Pennsylvania 17120 (717) 787-5400 (717) 772-0573 (Fax) wlangerholc@pasen.gov; wayne35@pasen.gov</p>	<p>Ms. Carol L. Lavery 253 Reyburn Road Shickshinny, Pennsylvania 18655 (570) 256-3372 (570) 710-0473 (cell) carollavery@outlook.com</p>

<p>Honorable Rachel L. Levine Secretary, PA Department of Health and PA Physician General 8th Floor, Health and Welfare Building 625 Forster Street Harrisburg, Pennsylvania 17120-0701 (717) 787-9857 (717) 787-0191 (Fax) rlevine@pa.gov or <u>Designee</u>: Mr. Tomas Aguilar Director Bureau of Health Promotion and Risk Reduction Department of Health Room 1000, Health and Welfare Building Harrisburg, Pennsylvania 17120 (717) 547-3203 (717) 783-5498 (Fax) taguilar@pa.gov</p>	<p>Honorable Edward M. Marsico, Jr. Judge Dauphin County Court of Common Pleas 25 S. Front Street, 7th Floor Harrisburg, Pennsylvania 17101 (717) 780-6602 emarsico@dauphinc.org</p>
<p>Chief Sean T. McGinley Mahoning Township Police Department 849 Bloom Road Danville, Pennsylvania 17821 (570) 275-5611 (570) 259-0879 (Cell) smcginley@mahoningtownship.org</p>	<p>Edward B. Michalik, Psy.D. MH/DD Program Administrator Berks County Services Center 633 Court Street, 8th Floor Reading, Pennsylvania 19601 (610) 478-3271, Ext. 6583 (W) (610) 796-8757 (H) (610) 478-4980 (Fax) emichalik@countyofberks.com</p>
<p>Honorable Teresa D. Miller Secretary Department of Human Services Room 333, Health and Welfare Building 625 Forster Street Harrisburg, Pennsylvania 17105 (717) 787-2600 (717) 772-2062 (Fax) teresamill@pa.gov or <u>Designee</u>: Ms. Lindsay Mauldin Director Office of Social Programs Room 602, Health & Welfare Building 625 Forster Street Harrisburg, Pennsylvania 17120 (717) 783-4726 lmauldin@pa.gov</p>	<p>Dr. Edward P. Mulvey, Ph.D. Professor of Psychiatry Director, Law and Psychiatry Research University of Pittsburgh School of Medicine Western Psychiatric Institute and Clinic 3811 O'Hara Street Pittsburgh, Pennsylvania 15213 (412) 647-4720 (412) 647-4751 (Fax) mulveyep@upmc.edu</p>

<p>Honorable Carolyn H. Nichols Pennsylvania Superior Court 2 Bala Plaza Suite 520 Bala Cynwyd, Pennsylvania 19004 (610) 617-1090 (610) 617-1095 (Fax) carolyn.nichols@pacourts.us</p>	<p>Honorable Joseph A. Petrarca PA House of Representatives 220 Irvis Office Building Harrisburg, Pennsylvania 17120 (717) 787-5142 (717) 705-2014 (Fax) petrarca@pahouse.net</p>
<p>Ms. Christine Wechsler Rayer, Esq. Elliott, Greenleaf & Siedzikowski, P.C. 925 Harvest Drive, Suite 300 Blue Bell, Pennsylvania 19422 (215) 977-1031 (484) 467-5311 (Cell) (215) 977-1099 (Fax) cwr@elliottgreenleaf.com</p>	<p>Honorable Pedro Rivera Secretary Department of Education Harristown Building #2 – 10th Floor Harrisburg, Pennsylvania 17126-0333 (717) 783-9780 (717) 787-7222 (Fax) parivera@pa.gov or <u>Designee</u>: Dr. David Volkman Executive Deputy Secretary Department of Education Harristown Building #2 – 10th Floor Harrisburg, Pennsylvania 17126-0333 (717) 787-1489 (717) 787-7222 (Fax) dvolkman@pa.gov</p>
<p>James Roberts, Ph.D. The University of Scranton 421 O'Hara Hall Scranton, Pennsylvania 18510 (570) 687-0120 james.roberts@scranton.edu</p>	<p>Mr. Kevin J. Schreiber President & CEO York County Economic Alliance 144 Roosevelt Avenue York, Pennsylvania 17401 (717) 771-4573 (717) 843-8837 (Fax) Kevin@yceapa.org</p>
<p>Honorable Josh Shapiro Attorney General Pennsylvania Office of Attorney General Strawberry Square-16th Floor Harrisburg, Pennsylvania 17120 (717) 787-3391 (717) 783-1107 (Fax) amcgovern@attorneygeneral.gov or <u>Designee</u>: Mr. David Wade Director of Policy and Planning Pennsylvania Office of Attorney General Strawberry Square-16th Floor Harrisburg, Pennsylvania 17120 (717) 787-3391 (717) 678-3927 (Cell) (717) 783-1107 (Fax) dwade@attorneygeneral.gov</p>	<p>Honorable Jennifer Smith Secretary Pennsylvania Department of Drug and Alcohol Programs One Penn Center 2601 N 3rd Street, 5th Floor Harrisburg, Pennsylvania 17110 (717) 214-1937 jensmith@pa.gov</p>

<p>Mr. Keith B. Snyder Executive Policy Manager Pennsylvania Commission on Crime and Delinquency 2713 Columbia Avenue Camp Hill, Pennsylvania 17011 (717) 730-7396 (717) 265-8496 (Office) ksnyder@pa.gov</p>	<p>Mr. Richard D. Steele Executive Director Juvenile Court Judges' Commission 601 Commonwealth Avenue Suite 9100 Harrisburg, Pennsylvania 17106 (717) 787-6910 (717) 783-6266 (Fax) ricsteele@pa.gov</p>
<p>Honorable Jennifer R. Storm Victim Advocate Office of the Victim Advocate 1101 South Front Street - Suite 5200 Harrisburg, Pennsylvania 17104-2518 (717) 787-5699 (717) 787-0867 (Fax) jstorm@pa.gov</p>	<p>Warden R. Kevin Sutter Erie County Jail 1618 Ash Street Erie, Pennsylvania 16503 (814) 451-7530 (814) 323-3338 (Cell) ksutter@eriecountypa.gov</p>
<p>Mr. Mike Vereb Chair Criminal Justice Advisory Committee 2017 Ardin Drive Norristown, Pennsylvania 19403 (610) 715-7301 mvereb@attorneygeneral.gov</p>	<p>Ms. Phoenicia D. Wallace, Esq. 16. E. Johnson Street, Unit 7 Philadelphia, Pennsylvania 19144 (484)-680-9971 phoeniciaw@gmail.com</p>
<p>Mr. William F. Ward Rothman Gordon, P.C. 310 Grant Street Third Floor - Grant Building Pittsburgh, Pennsylvania 15219 (412) 338-1154 (412) 246-1754 (Fax) wforward@rothmangordon.com</p>	<p>Honorable John E. Wetzel Secretary Pennsylvania Department of Corrections 1920 Technology Parkway Mechanicsburg, Pennsylvania 17050 (717) 728-4109 (717) 728-4178 (Fax) jowetzel@pa.gov</p>

FY 2020 JAG PCCD List of Advisory Commission Members

**PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY
Children's Advocacy Center Advisory Committee (CACAC)**

PCCD Chairman

Mr. Charles H. Ramsey
Pennsylvania Commission on Crime and
Delinquency

Executive Director

Mr. Michael Pennington
Pennsylvania Commission on Crime and
Delinquency
mpenningto@pa.gov

Committee Chair

Honorable David W. Heckler (Retired)

Committee Vice-Chair

Ms. Christina Kirchner
Executive Director
Philadelphia Children's Alliance Center

Staff

Ms. Christina M. Cosgrove-Rooks
Program Analyst
Office of Research and Child Advocacy

Ms. Kirsten Kenyon
Director
Office of Research and Child Advocacy
Pennsylvania Commission on Crime and
Delinquency

Ms. Rebecca Kiehl
Criminal Justice System Specialist

Ms. Samantha Koch
Executive Policy Manager
Pennsylvania Commission on Crime and
Delinquency

Members

<p>Ms. Mikele T. Bay Director/Forensic Interviewer Children's Advocacy Center of McKean County</p>	<p>Mr. Kevin J. Bethel Fellow Stoneleigh Foundation</p>
<p>Mr. Brian C. Bornman, Esq. Executive Director, PA Children and Youth Administrators Association (PCYA)</p>	<p>Ms. Jo Ellen Bowman Executive Director HAVIN, Inc. (Helping All Victims In Need)</p>
<p>Dr. Liz Campbell Campbell Psychological Services</p>	<p>Ms. Molly Carson Forensic Interviewer and Multidisciplinary Investigative Team Coordinator</p>
<p>Mr. Thomas King Assistant Borough Manager for Public Safety State College Borough</p>	<p>Corporal Shawn Kofluk Pennsylvania State Police</p>
<p>Mr. Kevin Lehman Detective (Retired) Richland Township Police</p>	<p>Dr. Anthony P. Mannarino, Ph.D. Center for Traumatic Stress Allegheny General Hospital</p>
<p>Mr. Sean McCormack, Esq. Chief Deputy District Attorney Dauphin County District Attorney's Office</p>	<p>Ms. Abbie Newman, R.N., J.D. Executive Director Child Advocacy Center of Montgomery County</p>
<p>Dr. Jennie G. Noll, Ph.D. Professor, Human Development and Family Studies Director, Network on Child Protection and Well-being Pennsylvania State University</p>	<p>Ms. Shelli J. Ripic, NP Nurse Practitioner Robert Packer Hospital</p>
<p>Dr. Philip V. Scribano, D.O. Medical Director, Safe Place Children's Hospital of Philadelphia</p>	<p>Ms. Jennifer R. Storm Victim Advocate Office of the Victim Advocate</p>

<p>Dr. David Turkewitz, M.D. Chairman of Pediatrics and Director of Pediatric Emergency Medicine York Hospital</p>	<p>Ms. Lindsay Vaughan, Esq. Executive Director PA District Attorneys Association</p>
<p>Guest: Dr. Teresa Smith, Ph.D., LSW Project Director Northeast Regional Children's Advocacy Center</p>	

**PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY
Criminal Justice Advisory Committee (CJAC)**

PCCD Chairman

Mr. Charles H. Ramsey
 Pennsylvania Commission on Crime and
 Delinquency
 P.O. Box 1167
 Harrisburg, Pennsylvania 17108-1167

Executive Director

Mr. Michael Pennington
 Pennsylvania Commission on Crime and
 Delinquency
 P.O. Box 1167
 Harrisburg, Pennsylvania 17108-1167
 (717) 265-8461
 (717) 705-0891 (Fax)
mpenningto@pa.gov

Committee Chair

Mr. Mike Vereb
 Director of Government Affairs
 Office of Attorney General
 Strawberry Square – 16th Floor
 Harrisburg, Pennsylvania 17120
 (717) 787-5205
 (610) 715-7301 (Cell)
mvereb@attorneygeneral.gov

Committee Vice-Chair

Mr. Philip Damiani (Retired)
 Court Executive Director
 Delaware County
 454 West Rose Tree Road
 Media, Pennsylvania 19063
 (610) 565-0476
 (484) 443-8355 (Fax)
phildamiani@verizon.net

Staff

Sally Barry
 Director
 Office of Justice Programs
 Pennsylvania Commission on Crime and
 Delinquency
 P.O. Box 1167
 Harrisburg, Pennsylvania 17108-1167
 (717) 265-8454
 (717) 772-0551 (Fax)
smcquinnba@pa.gov

Ms. Jackie Weaknecht
 Deputy Director, Grants Administration
 Office of Justice Programs, Unit of Criminal
 Justice System Improvements
 Pennsylvania Commission on Crime and
 Delinquency
 P.O. Box 1167
 Harrisburg, Pennsylvania 17108-1167
 (717) 265-8498
 (717) 772-0550 (Fax)
jweaknecht@pa.gov

Members

Mr. William Bechtold
 Warden
 Franklin County Jail
 1804 Opportunity Avenue
 Chambersburg, Pennsylvania 17201
 (717) 264-2714
 (717) 977-7005 (Cell)
wdbechtold@franklincountypa.gov

Mr. Dean M. Beer, Esquire
 Chief Public Defender
 Montgomery County
 Montgomery County Courthouse, 2nd Floor
 P.O. Box 311
 Norristown, Pennsylvania 19404
 (610) 278-5183
dbeer@montcopa.org

<p>Mr. Scott L. Bohn Executive Director Pennsylvania Chiefs of Police Association 3905 North Front Street Harrisburg, Pennsylvania 17110 (717) 236-1059 sbohn@pachiefs.org</p>	<p>Honorable Mary Jane Bowes Judge Superior Court of Pennsylvania Grant Building, Suite 2600 310 Grant Street Pittsburgh, Pennsylvania 15219 (412) 565-2342 (412) 965-1988 (Cell) maryjane.bowes@pacourts.us</p>
<p>Amy Ceraso Director of Information Technology Administrative Office of Pennsylvania Courts 601 Commonwealth Avenue-site 1500 Harrisburg, PA 17120 (717) 231-3326 Amy.ceraso@pacourts.us</p>	<p>Mr. Jeffrey Geibel Chief, Treatment Division PA Department of Drug and Alcohol Programs Bureau of Treatment, Prevention and intervention One Penn Center, 5th Floor 2601 North Third Street Harrisburg, PA 17110 (717) 736-7450 jgeibel@pa.gov</p>
<p>Ms. Keir Bradford-Grey Chief Defender Defender Association of Philadelphia 1441 Sansom Street Philadelphia, Pennsylvania 19102 (267) 254-9137 kbgrey@philadefender.org</p>	<p>Mr. Geoffrey Moulton Court Administrator of Pennsylvania Administrative Office of Pennsylvania Courts Pennsylvania Ju Judicial Center 601 Commonwealth Avenue – Suite 1500 Harrisburg, Pennsylvania 17120 (717) 231-3326 (717) 231-3327 (Fax) geoff.moulton@pacourts.us</p>
<p>Honorable Elizabeth Doyle Judge, Court of Common Pleas Blair County Courthouse Old Second Floor 423 Allegheny Street, Suite 244 Hollidaysburg, Pennsylvania 16648 (814) 693-3065 Edoyle@blairco.org</p>	<p>Honorable James J. Fitzgerald, III Senior Judge (Retired) 201 Rex Avenue Philadelphia, Pennsylvania 19118 (215) 247-7462 (Home) (215) 936-5122 (Cell) caroljimfitz@gmail.com; justicefitzgeraldpa@gmail.com</p>
<p>Mr. Michael P. Gordon Chief Montgomery County Adult Probation & Parole 100 Ross Road, Suite 120 King of Prussia, Pennsylvania 19406 (610) 992-7730 MGordon@montcopa.org</p>	<p>Dr. Patricia Griffin Assistant Professor of Criminal Justice Director of Graduate Criminal Justice Holy Family University One Campus Drive Newtown, Pennsylvania 18940 (215) 637-7700, ext. 4035 pgriffin@holysfamily.edu</p>

CJAC Membership, 5/15/2020

<p>Mr. Michael J. Harrison Deputy Chief Bucks County Adult Probation/Parole Department 30 East Court Street, 2nd Floor Doylestown, Pennsylvania 18901 (215) 348.6640 mjharrison@buckscounty.org</p>	<p>Ms. Emily K. Hostetter Executive Secretary PA Department of Drug & Alcohol Programs 625 Forster Street Room 903, Health & Welfare Bldg. Harrisburg, Pennsylvania 17120 (717) 214-1937 emhostette@pa.gov</p>
<p>Honorable Curtis Jones, Jr. Councilman Philadelphia City Hall, Room 404 (19107) OR 5300 Wynnefield Avenue Philadelphia, Pennsylvania 19131 (215) 685-0293 Or (215) 685-0295 curtis.jones@phila.gov</p>	<p>Honorable Anthony Kyriakakis Judge, Court of Common Pleas Stout Justice Center, Room 1414 1301 Filbert Street Philadelphia, Pennsylvania 19107 (215) 683-7139</p>
<p>Ms. Jennifer Lopez-Cerrato Executive Director Friends Association 113 West Chestnut Street West Chester, Pennsylvania 19380 (610) 431-3598, ext. 222 j.lopez@friendsassoc.org</p>	<p>Ms. Angela Lowry Problem Solving Courts Administrator Administrative Office of Pennsylvania Courts 601 Commonwealth Avenue Harrisburg, Pennsylvania 17106 (717) 231-3300 Ext. 3830 angela.lowry@pacourts.us</p>
<p>Honorable Linda K.M. Ludgate Retired Judge, Court of Common Pleas P.O. Box 15107 Reading, Pennsylvania 19612 (610) 780-2827 jlklm14@gmail.com</p>	<p>Honorable William P. Mahon Judge Chester County Court of Common Pleas 2 North High Street P.O. Box 2748 West Chester, Pennsylvania 19380-4490 (610) 344-4490 wmahon@chesco.org</p>
<p>Honorable Edward Marsico Judge Dauphin County Court of Common Pleas 25 S. Front Street, 7th Floor Harrisburg, Pennsylvania 17101 (717) 780-6602 (717) 780-6582 (Fax) emarsico@dauphinc.org</p>	<p>Ms. Maureen McManus Executive Director Lehigh Valley Pretrial Services, Inc. Lehigh County Court of Common Pleas 542 Hamilton Street Allentown, Pennsylvania 18101 (610) 289-2410 McManusm@lehighcounty.org</p>

**PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY
Juvenile Justice and Delinquency Prevention Committee (JJJPC)**

PCCD Chairman

Mr. Charles H. Ramsey
Pennsylvania Commission on Crime and
Delinquency
P.O. Box 1167
Harrisburg, Pennsylvania 17108-1167

PCCD Executive Director

Mr. Michael Pennington
Executive Director
Pennsylvania Commission on Crime and
Delinquency

Committee Chairman

Mr. Keith B. Snyder
Executive Policy Manager
Pennsylvania Commission on Crime and
Delinquency

Lead Staff

Sally Barry
Director - PCCD
Office of Justice Programs
Harrisburg, Pennsylvania 17108-1167
(717) 265-8454
smcquinnba@pa.gov

Members

Mr. Mark Amendola
Executive Director
Perseus House

Ms. Bernadette M. Bianchi, LSW
Executive Director (Retired)
Pennsylvania Council of Children, Youth and
Family Services

Mr. Stephen Bishop
Senior Associate
Juvenile Justice Strategy Group
Center for Systems Innovation

Ms. Kim Bowman
Director
Chester County Human Services

Honorable Kim Berkeley Clark
Administrative Judge, Family Division
Court of Common Pleas

Lt. Francia Doñe Henry, Ph.D.
Lieutenant of Community Technical Services
Susquehanna Township Police Department

Ms. Jessica Feierman, Esq.
Associate Director
Juvenile Law Center
The Philadelphia Building

Mr. Jarrett J. Ferentino
Principal
Pugliese, Finnegan, Shaffer & Ferentino LLC
Riverside Commons Building

Honorable Arthur E. Grim
Senior Judge (Retired)
Berks County Court of Common Pleas

Ms. Shyara Hill
Intern
Juvenile Law Center

Ms. Anna E. Hollis Executive Director Amachi Pittsburgh	Mr. Jeremy Hudson Youth and Family Team High Fidelity Wraparound Program
Ms. Monique James Assistant I, TEACH Grant State Grants and Special Programs Pennsylvania Higher Education Assistance Agency	Honorable Curtis Jones, Jr. Councilman Philadelphia City Hall, Room 404 (19107)
Ms. Alyssa Konas Juvenile Probation Officer Lancaster County Juvenile Probation	Ms. Nancy Kukovich CEO Adelphoi, Inc.
Mr. George D. Mosee, Jr., Esq. Executive Director Philadelphia Anti-Drug/Anti-Violence Network	Mr. David H. Mueller Director Lancaster County Juvenile Probation
Dr. Edward P. Mulvey, Ph.D. Professor of Psychiatry Director, Law and Psychiatry Research University of Pittsburgh School of Medicine Western Psychiatric Institute and Clinic	Ms. Kayleen Spencer
Mr. Richard Steele Executive Director Juvenile Court Judges' Commission	Ms. Angel R. Stewart Juvenile Probation Officer Cumberland County Juvenile Probation
Ms. Michelle A. Tulloch-Neil Senior Victim Advocate Philadelphia District Attorney's Office	Honorable Carol L. Van Horn President Judge Court of Common Pleas of Franklin & Fulton Counties Franklin County Courthouse
Mr. Michael J. Vogel CEO (Retired) Turning Points for Children	Dr. David Volkman Executive Deputy Secretary Department of Education Office of the Secretary

<p>Mr. Robert N. Williams Chief Juvenile Probation Officer County of Berks Juvenile Probation</p>	
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**PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY
Mental Health and Justice Advisory Committee Membership (MHJAC)**

PCCD Chairman

Mr. Charles H. Ramsey
Pennsylvania Commission on Crime and
Delinquency
P.O. Box 1167
Harrisburg, Pennsylvania 17108-1167

Executive Director

Mr. Michael Pennington
Pennsylvania Commission on Crime and
Delinquency
P.O. Box 1167
Harrisburg, Pennsylvania 17108-1167
(717) 265-8461
(717) 705-6052 (Fax)
mpenningto@pa.gov

Committee Chair

Mr. William F. Ward, Esq.
Partner
Rothman Gordon, P.C.
310 Grant Street
Third Floor – Grant Building
Pittsburgh, Pennsylvania 15219
(412) 338-1154
(412) 246-1754
WFWard@rothmangordon.com

Staff

Sally A. Barry
Director
Office of Justice Programs
Pennsylvania Commission on Crime and
Delinquency
P.O. Box 1167
Harrisburg, Pennsylvania 17108-1167

Ms. Jackie Weaknecht
Deputy Director, Office of Justice Programs,
Unit of Criminal Justice System
Improvements
Pennsylvania Commission on Crime and
Delinquency
P.O. Box 1167
Harrisburg, Pennsylvania 17108-1167
(717) 265-8498
(717) 772-0550 (Fax)
jweaknecht@pa.gov

Ms. Virginia Mastrine
Human Services Program Representative 1
PA Department of Human Services
Office of Mental Health & Substance Abuse
Services
303 Walnut Street
Commonwealth Tower, 11th Floor
Harrisburg, Pennsylvania 17101
(717) 772-7926
vmastrine@pa.gov

Ms. Jessica Penn Shires
Human Services Program Representative 2
PA Department of Human Services
Office of Mental Health & Substance Abuse
Services
303 Walnut Street
Commonwealth Tower, 11th Floor
Harrisburg, Pennsylvania 17101
(717) 772-7415
jpennshire@pa.gov

<p>Ms. Kristen Houser Deputy Secretary Department of Human Services Office of Mental Health & Substance Abuse Services Commonwealth Tower 303 Walnut Street, 11th Floor Harrisburg, Pennsylvania 17101 (717) 787-6443 (717) 772-7964 (Fax) vavicari@pa.gov Josh Haubert, Executive Secretary; (717)787-5450 jhaubert@pa.gov</p>	
<p>Members</p>	
<p>Mr. Scott Bohn Executive Director Pennsylvania Chiefs of Police Association 3905 North Front Street Harrisburg, Pennsylvania 17110 (717) 236-1059 jblackburn@pachiefs.org</p>	<p>Ms. Jessica Bush, Esq. Chief Deputy Public Defender Dauphin County Office of the Public Defender 2 South 2nd Street Harrisburg, PA 17101 (717) 780-6393 JBush@dauphinc.org</p>
<p>Honorable Guido DeAngelis Judge Court of Common Pleas of Allegheny County 5052 Family Law Center 440 Ross Street Pittsburgh, Pennsylvania 15219 (412) 350-0390 Guido.DeAngelis@alleghencourts.us</p>	<p>Ms. Michelle Denk Executive Director Pennsylvania Association of County Drug and Alcohol Administrators P.O. Box 60769 Harrisburg, Pennsylvania 17106-0769 (717) 736-4704 (717) 526-1020 (Fax) mdenk@pacounties.org</p>
<p>Dr. Kathleen C. Dougherty, M.D., DLFAPA Associate Professor of Psychiatry Vice Chair for Quality Improvement Hershey Medical Center 500 University Dr., P.O. Box 850 Hershey, Pennsylvania 17033 (717) 531-8515 (717) 531-6491 (Fax) kdougherty@pennstatehealth.psu.edu</p>	<p>Ms. Kimberlee Drum, R.N. Director Office of Health Care Systems Advocate PA Department of Corrections 1920 Technology Parkway Mechanicsburg, Pennsylvania 17050 (717) 728-4134 (717) 728-4178 kdrum@pa.gov</p>

MHJAC Membership, 7/31/2020

<p>Honorable Alice Beck Dubow Judge Superior Court of Pennsylvania Pennsylvania Judicial Center 601 Commonwealth Avenue, Suite 1500 P.O. Box 61260 (17106) Harrisburg, Pennsylvania 17120 alice.dubow@pacourts.us</p>	<p>Mr. Stephen Durant Veteran's Affairs Manager and Liberty House Program Supervisor Erie United Methodist Alliance 550 West Seventh Street Erie, Pennsylvania 16502-1333 (814) 874-3687 sdurant@euma-erie.org</p>
<p>Honorable Diane Ellis-Marseglia, LCSW Commissioner County of Bucks, Officer of Commissioners 55 East Court Street Doylestown, Pennsylvania 18901 (215) 348-6425 dmellismarseglia@buckscounty.org</p>	<p>Dr. Christina M. Finello, J.D., Ph.D. Deputy Director of Human Services Bucks County Division of Housing and Human Services Bucks County Administration Building 55 East Court Street, 4th Floor Doylestown, Pennsylvania 18901 (215) 348-6201 (215) 348-6204 (Fax) cmfinello@buckscounty.org</p>
<p>Honorable James J. Fitzgerald, III Senior Judge (Retired) 201 Rex Avenue Philadelphia, Pennsylvania 19118 215-247-7462 (Home) 215-936-5122 (Cell) caroljimfitz@gmail.com; justicefitzgeraldpa@gmail.com</p>	<p>Mr. Jeffrey Geibel Director, Division of Treatment Bureau of Treatment, Prevention and Intervention PA Department of Drug & Alcohol Programs One Penn Center, 5th Floor 2601 North Third Street Harrisburg, Pennsylvania 17110 (717) 736-7450 jgeibel@pa.gov</p>
<p>Deborah R. Gross, Esquire President and CEO Pennsylvanians for Modern Courts Two Penn Center-Suite 1140 1500 JFK Boulevard Philadelphia, PA 19102 (215) 569-1150 gross@pmonline.org</p>	<p>Mr. Orlando Harper Warden Allegheny County Jail 950 Second Avenue Pittsburgh, Pennsylvania 15219 (412) 350-2000 Orlando.harper@alleghenycounty.us</p>
<p>Ms. Lucy Kitner Executive Director PA Association of County Administrators of Mental Health & Development Services P.O. Box 60769 Harrisburg, Pennsylvania 17106-0769 (717) 526-1010, Ext. 3113 lkitner@pacounties.org</p>	<p>Ms. Jennifer Lopez Executive Director Friends Association 113 West Chestnut Street West Chester, Pennsylvania 19380 (610) 431-3598, ext. 222 j.lopez@friendsassoc.org</p>

MHJAC Membership, 7/31/2020

<p>Ms. Angela Lowry Program Administrator Problem Solving Courts Program Administrative Office of Pennsylvania Courts 601 Commonwealth Avenue Harrisburg, Pennsylvania 17106-1260 (717) 231-3300 Ext. 3830 (717) 510-8843 (Cell) angela.lowry@pacourts.us</p>	<p>Ms. Maureen McManus Executive Director Lehigh Valley Pretrial Services Inc. 542 Hamilton Street Allentown, Pennsylvania 18101 (610) 289-2410 (610) 289-2440 (Fax) McManusm@lehighcounty.org</p>
<p>Mr. Ryan Meyers Sentencing Policy Specialist Pennsylvania Commission on Sentencing 530 Irvis Building Harrisburg, Pennsylvania 17120-2218 (814) 865-0078 rsm208@psu.edu</p>	<p>Dr. Pietro Miazzi, M.D. Medical Director, Inpatient Psychiatry Temple Univ. Hospital – Episcopal Campus 100 East Lehigh Ave., 1st & 3rd Floors Philadelphia, Pennsylvania 19125-1012 (215) 707-0398 Pietro.Miazzi@tuhs.temple.edu</p>
<p>Dr. Edward B. Michalik, Psy. D. MH/DD Program Administrator Berks County Services Center 633 Court Street, 8th Floor Reading, Pennsylvania 19601 (610) 478-3271, ext. 6583 EMichalik@countyofberks.com</p>	<p>Ms. Stacy Nonnemacher Clinical Director Office of Developmental Programs Bureau of Supports for Autism and Special Populations 555 Walnut Street, 8th Floor Harrisburg, Pennsylvania 17101 (717) 343-5910 c-snonnema@pa.gov</p>
<p>Ms. Marie Onukiavage Executive Director NAMI PA Scranton & Northeast Region 846 Jefferson Avenue Scranton, Pennsylvania 18509 (570) 876-3553 (Home) (570) 342-1047 (Office) onukiavage.m65@gmail.com</p>	<p>Ms. Brinda Penyak Deputy Director County Commissioners Association of PA P.O. Box 60769 Harrisburg, PA 17106-0769 (717) 526-1010, Ext. 3137; (717) 736-4737 (Direct); (717) 497-2633 (Cell) bpenyak@pacounties.org</p>
<p>Detective Dr. Patty Poloka, D.M. Employee Wellness & Resource Coordinator Allegheny County CIT Coordinator Pittsburgh Bureau of Police 1203 Western Avenue, Room 105 Pittsburgh, Pennsylvania 15233 (412) 323-7827 (412) 439-1030 (Cell) Patricia.poloka@pittsburghpa.gov</p>	<p>Kathy Quick Executive Director PA Mental Health Consumers' Association 4105 Derry Street Harrisburg, Pennsylvania (717) 564-4930 (Office) 1-800-887-6422 (717) 564-4708 (Fax) Kathy@pmhca.org</p>

MHJAC Membership, 7/31/2020

<p>Honorable Lillian Harris Ransom Senior Judge First Judicial District Suite 1211, Stout Criminal Justice Center Philadelphia, Pennsylvania 19107 (215) 683-7050 Lillian.ransom@courts.phila.gov</p>	<p>Dr. Jack Rozel, M.D., M.S.L. Medical Director re:Solve Crisis Services Western Psychiatric Institute & Clinic of UPMC 3811 O'Hara Street Pittsburgh, Pennsylvania 15213 (412) 864-5013 rozeljs@upmc.edu</p>
<p>Honorable Michael H. Schlossberg 331 Irvis Office Building P.O. Box 202132 Harrisburg, Pennsylvania 17120-2132 (717) 705-1869 mschlossberg@pahouse.net Kira Zickler, Legislative Assistant; kzickler@pahouse.net</p>	<p>Jim Sharp, MS Director, Children's Division Rehabilitation and Community Providers Association 777 East Park Drive, Suite 300 Harrisburg, Pennsylvania 17111-2754</p>
<p>Ms. Christine A. Shenk Chief Adult Probation and Parole Officer Bucks County Adult Probation and Parole 30 East Court Street, 2nd Floor Doylestown, Pennsylvania 18901 (215) 348-6634 cashenk@buckscounty.org</p>	<p>Ms. Deborah Ann Shoemaker Executive Director Pennsylvania Psychiatric Society 777 East Park Drive Harrisburg, Pennsylvania 17111 (800) 422-2900 dshoemaker@pamedsoc.org</p>
<p>Mr. Richard D. Steele Executive Director Juvenile Court Judges' Commission Pennsylvania Judicial Center 601 Commonwealth Avenue, Suite 9100 Harrisburg, Pennsylvania 17120 (717) 787-6910 (717) 783-6266 (Fax) ricsteele@pa.gov</p>	<p>Ms. Jennifer R. Storm Victim Advocate Office of the Victim Advocate 1101 South Front Street, Suite 5200 Harrisburg, Pennsylvania 17104-2518 (717) 787-5699 (717) 787-0867 (Fax) jstorm@pa.gov or <u>Designee</u>: Karen Laird Director of Victim Services Office of the Victim Advocate 1101 South Front Street, Suite 5200 Harrisburg, Pennsylvania 17104-2518 (717) 231-4433, ext. 1550 kalaird@pa.gov</p>

MHJAC Membership, 7/31/2020

<p>Honorable Dave Sunday District Attorney York County District Attorney's Office York County Judicial Center 45 North George Street York, Pennsylvania 17401 (717) 771-9600 dwsunday@yorkcountypa.gov</p>	<p>Honorable Thomas T. Swan Magisterial District Judge 5th Judicial District of Pennsylvania County of Allegheny 2060 Saxonburg Boulevard Gibsonia, Pennsylvania 15044 (724) 265-2380 tom.swan@mdjs.pacourts.us</p>
<p>Ms. Sue Walther Executive Director Mental Health Association in Pennsylvania 4105 Derry Street, Lower Level Harrisburg, Pennsylvania 17111 (717) 346-0549 swalther@mhapa.org</p>	<p>Ms. Latoya Warren Assistant Deputy Director Allegheny County Department of Human Services One Smithfield Street, Suite 200 Pittsburgh, Pennsylvania 15222 (412) 350-5263 latoya.warren@alleghenycounty.us</p>
<p>Honorable John E. Wetzel Secretary PA Department of Corrections 1920 Technology Parkway Mechanicsburg, Pennsylvania 17050 (717) 728-4109 (717) 728-4178 (Fax) jowetzel@pa.gov</p>	<p>Dr. H. Jean Wright, II, Psy.D. Director, Behavioral Health and Justice Related Services Division PMHCC 123 S. Broad Street, 22nd Floor Philadelphia, Pennsylvania 19109 (215) 546-0300, Ext. 3431 Jean.Wright@Phila.gov</p>
<p>Ms. Ashley Yinger Dauphin County Stepping Up Coordinator Dauphin County District Attorney's Office 101 Market Street Harrisburg, Pennsylvania 17101 (717) 780-4026 ayinger@dauphinc.org</p>	

**PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY
RESEARCH, EVALUATION and DATA ANALYSIS
ADVISORY COMMITTEE (REDAAC)**

PCCD Chairman

Mr. Charles H. Ramsey
Pennsylvania Commission on Crime and
Delinquency
P.O. Box 1167
Harrisburg, Pennsylvania 17108-1167

Executive Director

Mr. Michael Pennington
Executive Director
Pennsylvania Commission on Crime and
Delinquency

Committee Chair

Mr. Mark H. Bergstrom
Executive Director
Pennsylvania Commission on Sentencing

Committee Vice Chair

Bret Bucklen, Ph.D.
Director
Office of Planning, Research, and Statistics
Pennsylvania Department of Corrections

Staff

Lead PCCD Staff

Ms. Kirsten Kenyon
Director
Office of Research and Child Advocacy
Pennsylvania Commission on Crime and
Delinquency

PCCD Consultant

Ms. Sue Copella
Director
Penn State University Data Center
Penn State Harrisburg

Members

Art Amann, Ed.D.
Director
Mercyhurst College
Public Safety Institute

Mr. Brad Biren
Executive Assistant to the Chairman
Pennsylvania Board of Probation and Parole

Mr. Christopher Braun
Technology Coordinator
Pennsylvania Chiefs of Police Association

Captain Patrick Brinkley
Director
Bureau of Research & Development at
Pennsylvania State Police

Byron Cotter, Esq.
Public Defender
Defender Association of Philadelphia

Ms. Meghan M. Dade
Executive Director
Sexual Offenders Assessment Board
PA Board of Probation and Parole

Deputy Warden Clair Doll
York County Prison
3400 Concord Road

Honorable Michael A. George Judge, Court of Common Pleas Adams County Courthouse	Ms. Michele Hiester Research and Evaluation Manager Pennsylvania Board of Probation and Parole
Ellen M. Kurtz, Ph.D. Director of Research Philadelphia Adult Probation and Parole Department First Judicial District of Pennsylvania	Edward P. Mulvey, Ph.D. Professor of Psychiatry Director, Law and Psychiatry Research University of Pittsburgh School of Medicine Western Psychiatric Institute and Clinic
Kim Nieves, Ph.D. Director of Policy and Research Administrative Office of Pennsylvania Courts	Ms. Brinda Carroll Penyak Deputy Director County Commissioners Association of Pennsylvania
Greg Rowe, Esq. Director of Legislative and Policy Philadelphia District Attorney's Office	Mr. Robert J. Stanzione Chief Juvenile Probation Officer Bucks County Courthouse
Mr. Richard D. Steele Executive Director Juvenile Court Judges' Commission	Mr. Eric Webb Executive Director Pennsylvania Justice Network Office of Administration
Mr. Victor Wills Director Office of Policy and Legislative Affairs Pennsylvania Board of Probation and Parole	Ms. Diana Woodside Director of Planning, Research, Statistics and Reentry PA Department of Corrections
Vacant Deputy Director Pennsylvania Commission on Sentencing	

**PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY
VICTIMS' SERVICES ADVISORY COMMITTEE**

PCCD Chairman

Mr. Charles H. Ramsey
 Pennsylvania Commission on Crime and
 Delinquency
 P.O. Box 1167
 Harrisburg, Pennsylvania 17108-1167

PCCD Executive Director

Mr. Michael Pennington
 Executive Director
 Pennsylvania Commission on Crime and
 Delinquency

Committee Chair

Mr. John Delaney

Committee Vice-Chair

PCCD Staff

Kathy Buckley
 Director, Office of Victims' Services
 Commission on Crime and Delinquency
 P. O. Box 1167
 Harrisburg, Pennsylvania 17108-1167
 (717) 265-8736
 (717) 772-4331 (Fax)

Mr. Jeffrey Blystone
 Deputy Director
 Victims Compensation Assistance Program
 Office of Victims' Services
 Pennsylvania Commission on Crime and
 Delinquency

Members

Mr. Sultan Ahmad (1/16/2018)
 President/Founder

Captain Derrick A. Baker (3/01/2017)
*(Designee of Acting Commissioner Lt. Col.
 Robert Evanchick)*
 Director, Special Investigations Division
 Pennsylvania State Police

Ms. Jacqueline Bailey Davis (1/17/2018)
 Police Staff Inspector
 Philadelphia Police Department (PPD)
 Liaison, Department of Justice

Ms. Mikele Bay (1/26/2018)
 Director/Forensic Interviewer
 Children's Advocacy Center of McKean
 County

<p>Ms. Arielle Curry (1/18/2018) Director of Anti-Trafficking New Day to Stop Trafficking Program The Salvation Army</p>	<p>Mr. Art DiLoreto (1/17/2018) Deputy Director PA Association of Area Agencies on Aging, Inc.</p>
<p>Ms. Denise Getgen (9/12/07) <i>(Designee of Acting Secretary Robert Torres)</i> Chief of Consumer Protection PA Department of Aging</p>	<p>Ms. Alison Hall (8/20/2018) Executive Director Pittsburgh Action Against Rape</p>
<p>Mr. Bruce Harlan (1/31/2018) * Executive Director Women's Services, Inc.</p>	<p>Ms. Susan Higginbotham (1/12/2018) Executive Director PA Coalition Against Domestic Violence</p>
<p>Ms. Joyce Lukima (3/20/2017) * Vice President of Services PA Coalition Against Rape</p>	<p>Ms. Kelly Martini (12/19/17) <i>(Designee of Secretary John Wetzel)</i> Executive Policy & Grants Specialist PA Department of Corrections</p>
<p>Ms. Lindsey Mauldin (5/10/2018) <i>(Designee of Secretary Teresa Miller)</i> Director, Office of Social Programs PA Department of Human Services</p>	<p>Honorable Julia Munley (1/16/2018) Court of Common Pleas of Lackawanna County Lackawanna County Courthouse</p>
<p>Ms. Abbie Newman, R.N., J.D. (2/14/14) Executive Director Mission Kids Child Advocacy Center of Montgomery County</p>	<p>Ms. Angela V. Parker-Quarles (3/20/2017) Casework/Community Outreach Supervisor Dauphin County Social Services for Children & Youth</p>

<p>Ms. Luciana Randall (1/16/2018) Executive Director Autism Connection of PA</p>	<p>Honorable Lori Serratelli (1/31/2018) Attorney Schiffman, Sheridan & Brown, P.C.; Serratelli Dispute Resolutions LLC; & PA Court Appointed Special Advocates (CASA)</p>
<p>Ms. Deborah Shoemaker (1/16/2018) Executive Director and Lobbyist Pennsylvania Psychiatric Society</p>	<p>Mr. Richard D. Steele (1/16/2018) Executive Director Juvenile Court Judges' Commission Pennsylvania Judicial Center</p>
<p>Honorable Jennifer Storm (12/10/13) Victim Advocate Office of the Victim Advocate</p>	<p>Honorable Raymond J. Tonkin (1/16/2018) * District Attorney Pike County Pike County Administration Building</p>
<p>Ms. Suzanne Ward (1/31/2018) Partner & Investment Advisor Kattan Ferretti Financial</p>	<p>Ms. Deanna Weaver (1/16/2018) Victim Advocate Victim/Witness Services Program Office of the District Attorney</p>

FY 2020 JAG Communications with Department of Homeland Security and ICE

Communication with DHS and/or ICE

PCCD

PCCD will inform subrecipients of the requirement to submit responses to the questions listed below:

- 1. Does your jurisdiction have any laws, policies, or practices related to whether, when, or how employees may communicate with DHS or ICE?
- 2. Is your jurisdiction subject to any laws from a superior political entity (e.g., a state law that binds a city) that meet the description in question 1?
- 3. If yes to either:

Please provide a copy of each law or policy;

Please describe each practice; and

Please explain how the law, policy, or practice complies with section 1373.

Pennsylvania Department of Corrections

- 1. Does your jurisdiction have any laws, policies, or practices related to whether, when, or how employees may communicate with DHS or ICE? (**See attached policy**)
- 2. Is your jurisdiction subject to any laws from a superior political entity (e.g., a state law that binds a city) that meet the description in question 1? (**See attached policy**)
- 3. If yes to either:

Please provide a copy of each law or policy;

Please describe each practice; and

Please explain how the law, policy, or practice complies with section 1373.

(The PA Department of Corrections (“DOC”) includes the text of 8 U.S.C. §1373 in its Policy Statement and thereby both informs its employees of the requirements of §1373 and insures their compliance therewith regarding requests for DOC and inmate information.)

Pennsylvania Board of Probation and Parole

- 1. Does your jurisdiction have any laws, policies, or practices related to whether, when, or how employees may communicate with DHS or ICE? (**See attached policy**)
- 2. Is your jurisdiction subject to any laws from a superior political entity (e.g., a state law that binds a city) that meet the description in question 1? (**See attached policy**)
- 3. If yes to either:

Please provide a copy of each law or policy;

Please describe each practice; and

Please explain how the law, policy, or practice complies with section 1373.

(The PA Board of Probation and Parole (“PBPP”) maintains a policy for processing those individuals released to other states, and subject to ICE Detainers, Deportation Orders, and Orders of Supervision, which includes detailed instruction to comply with the agreement between the PA Department of Corrections and ICE, and with State and Federal Laws, including 8 U.S.C. §1326, known as the Homeland Security Act of 2002. The policy requires distribution of the policy to, and adherence to the policy by, all PBPP staff.)

FY 2020 JAG Pennsylvania Board of Probation and
Parole Policy

<p>Commonwealth of Pennsylvania</p>  <p>Pennsylvania Board of Probation and Parole</p>	<p>Volume III Chapter 3</p> <p>Procedure 3.02.15</p>	<p>Replaces: 10/26/12; 01/01/13; BULLETIN 3.02.15-01, 3/14/13, 6/20/14</p>
<p>Chapter Title CASE RECORDS, DECISIONAL PROCESSING</p>		<p>Date of Issue 7/14/17</p>
<p>Subject CASE REVIEW AND RELEASE PROCESSING RELEASES TO OTHER STATE, FEDERAL AND ICE DETAINERS DEPORTED FELONS INTERSTATE ADMINISTRATIVE TRACKING</p>		<p>Effective Date 7/14/17 PUBLIC</p>

I. AUTHORITY

The chairman of the board is granted the authority to “direct the operations of the board and fulfill the functions established by the act... including organizing, staffing, controlling, directing, and administering the work of the staff.” 61 Pa.C.S. § 6112 (a)(1) & (a)(4), 61 Pa. C.S. § 6143 and 61 Pa. C.S. § 7112.

II. PURPOSE

This procedure sets forth the process for the monitoring and oversight of offenders released to other state detainers, federal detainers, United States Immigration & Customs Enforcement (ICE) detainers, deportation orders and as applicable, arrangements for follow-up field supervision.

III. APPLICABILITY

This procedure is applicable to all board staff involved in the paroling of offenders to other state, federal and ICE detainers and deportation orders and field supervision.

IV. DEFINITIONS

Refer to Procedure 3.02.01 – Glossary.

V. POLICY

It is the policy of the board to process all cases involving the interstate movement of offenders in accordance with the requirements of the Interstate Compact for Adult Offender Supervision (ICAOS) and in such a manner as to optimize public safety. Notwithstanding any other provision of law, the board may parole certain foreign aliens subject to a final order of removal issued by the ICE prior to the expiration of the inmate’s minimum sentence date.

VI. PROCEDURES

A. Home Plan Requirement

Unless otherwise indicated, the board action paroling an offender to another state's or federal detainer as well as an immigration matter will stipulate that the release include an approved home plan.

1. Offenders with unresolved detainers are not readily available for supervision and are, therefore, ineligible for ICAOS transfer. If there is a need for an exception due to an unresolved detainer, institutional parole staff should discuss the situation with an interstate parole manager or division director. A transfer request could be a possibility in the event the offender is being released to another state's detainer and said detainer is for a known and short sentence.
 - a. Approved interstate plans are only valid for 120 calendar days from receipt by the sending state.
2. Because it may be difficult to secure an acceptable home plan, institutional parole staff may request the Department of Corrections Bureau of Community Corrections (BCC) to reserve a community corrections center (CCC) "paper-bed" placement as an alternative.
3. ICE detainer cases must have an approved home plan or "paper" BCC bed date.
4. Neither a home plan nor CCC "paper-bed" is required for offenders for whom the board action indicates "Parole is only to the deportation order..." or pursuant to 61 PA C.S. § 6143 (early parole of inmates subject to federal removal order).

B. Release to Federal / U.S. Marshal or Interstate Detainers

1. Follow the release requirements outlined in Procedure 3.02.08 Release Process.
2. Institutional parole staff and the offender will review the Order to Release on Parole/Reparole (PBPP-10), review board-imposed special conditions and execute applicable special conditions, i.e. special conditions for sex offenders and, if applicable, the Acceptance for State Supervision (PBPP-234).
 - a. Institutional parole staff shall include language on the Conditions Governing Parole/Reparole (PBPP-11) or (PBPP-234) directing the offender upon release from the detaining authority to report within 24 hours to the designated district office or sub-office.
 - 1) It is never appropriate to use the central office address as a reporting site.

3. Institutional staff shall also secure a copy of the detainer(s), the identity of the authority taking custody of the offender and, if known, the offender's destination location.
4. Institutional parole staff shall scan the Order to Release on Parole/Reparole (PBPP-10), Conditions Governing Parole/Reparole (PBPP-11), the detainer information as described above, any signed special conditions and, if applicable, the Acceptance for State Supervision (PBPP-234), and email these documents to [PM, Interstate](#) prior to or at the time of release.
 - a. Institutional parole staff shall not provide courtesy copies of the release paperwork to the PBPP field office designated as the offender's future reporting location.

5. Interstate Staff Responsibilities

Within two (2) business days of receipt, interstate staff shall:

- a. Review release materials.
- b. Open the case statistically to central office to include all active supervision obligation(s).
- c. Review for special probation involvement with the offender and notify the Interstate Probation Services Division to alert them of any potential interest in the case.
- d. Waive the offender's supervision fees under waiver code FEEO.
- e. Establish an "ICS Outgoing Board Database Detain Case Control" for the administrative tracking of the offender's location and his/her availability for follow-up parole supervision.
 - 1) Confirm offender's location.
 - 2) Notify the holding or detaining authority of the board's interest.
 - a) Determine whether there are any detainers lodged against the offender, and if any, the order in which the detainers will be enforced.
 - b) Obtain the offender's projected release date (PRD).
 - c) Prepare and send a "Notify Letter" for the holding/detaining authority's file requesting notification of any changes in the offender's status, i.e. location, release planning (Pennsylvania or another state), changes in the projected release date, 30 days in advance of the offender's release.
 - 3) Maintain a case control date remaining cognizant of offender's PRD. Allow sufficient lead time for release planning, i.e. home plan recheck,

paper CCC bed renewal, or submission of an application for interstate compact transfer.

6. Interstate staff administrative tracking
 - a. As required, reconfirm offender's location and status.
 - b. Update and resend "Notify Letter" as offender's location changes.
 - c. 90-days prior to the PRD make telephone contact with the detaining authority to determine whether offender has submitted a release plan.
 - 1) If the release plan is outside of Pennsylvania, every effort to have that plan investigated through the interstate compact should be made and initiated through the Interstate Compact Offender Tracking System (ICOTS).
 - a) Absent an accepted transfer request, upon verification of offender's release and knowledge that offender intends to reside in the holding state, a request for reporting instructions shall be initiated within two (2) business days of receipt of release notification. The receiving state is obligated to issue instructions as well as to assist in execution of the offender application for interstate compact transfer.
 - 2) If no interstate plan is provided and a Pennsylvania plan is noted, staff shall review the Order to Release on Parole/Reparole (PBPP 10) and Conditions Governing Parole/Reparole (PBPP 11).
 - a) If the previously approved Pennsylvania plan is older than 150 calendar days, interstate staff shall request parole supervision staff conduct a recheck.
 - b) If the plan is a CCC/CCF placement and it has been six (6) months since offender's release, interstate staff shall contact the applicable BCC regional office to renew the paper bed.
 - c) Staff shall not alter the destination for an offender whose plan was designated by the board as placement at a specialized CCC/CCF.
 - d) In all instances interstate staff shall provide information and documentation regarding the detainer disposition and offender's projected release date.
7. When an out-of-state or federal detainer case has an approved compact plan, interstate staff shall:
 - a. Forward the following instruction to the detaining authority and request assistance in obtaining offender's signature:
 - 1) Acknowledging receipt of reporting instructions issued by the

receiving state. This instruction must direct the offender to proceed directly to the receiving state, take no side trips and or initiate any delays in travel. Also include a statement advising that if the offender fails to report to the receiving state as directed, this will result in declaration of delinquency and the posting of nationwide "Wanted Notices."

- b. Confirm whether institutional parole staff issued a special condition (PBPP-336) directing the offender to establish a payment plan for court-ordered financial obligations, including the address(es) where offender should remit payments.
 - 1) If there is no signed copy of this special condition in the central office file, include the PBPP-336 with the above instruction forwarded to the detaining authority.
 - c. Complete an ICOTS Notice of Departure.
 - d. Establish an "ICS Outgoing Board Cases Control" for receipt of the receiving state's "Notice of Arrival."
 - e. Modify stat code to reflect active supervision.
 - f. Review for any special probation obligation and when applicable, notify the Interstate Probation Services Division of their potential interest in the case.
8. When an out-of-state or federal detainer case has an approved Pennsylvania home plan or CCC/CCF placement, interstate staff shall:
- a. Forward an instruction to the detaining authority to request assistance in obtaining offender's signature as acknowledgement that he/she shall report within 24 hours of release to the designated board field office or CCC/CCF. This instruction must direct the offender to proceed directly to Pennsylvania, take no side trips and or initiate any delays in travel. Also include a statement advising if the offender fails to report to Pennsylvania as directed, this will result in declaration of delinquency and the posting of nationwide "Wanted Notices."
 - b. Send notice of the offender's PRD to the PBPP field office's resource account, i.e. [PM](#), [BA Allentown](#) (and, if applicable, to the CCC/CCF). Include scanned copies of the Order to Release on Parole/Reparole (PBPP-10), Conditions Governing Parole/Reparole (PBPP-11), any signed special conditions, documentation from the detaining authority, and, if applicable, the Acceptance for State Supervision (PBPP-234).
 - c. Request the PBPP field office to update the automated offender record and statistically assign the case to a field agent.
 - d. Maintain an "ICS Outgoing Board Cases Control" to ensure the offender reports as instructed and parole supervision staff have updated the

automated offender record.

- 1) If the offender fails to report as instructed, parole supervision staff shall declare the offender delinquent. Reference procedure 4.01.17.

C. Immigration and Customs Enforcement (ICE) Detainers and Deportation Orders.

The DOC and the ICE have entered into an agreement concerning any offender to be released on parole or by reaching the maximum expiration date against which the ICE has lodged a detainer. The State Correctional Institution at Camp Hill (SCI-Camp Hill) serves as the release site for all cases released to the ICE detainer. The offender is transferred to SCI-Camp Hill approximately one week prior to pick-up by ICE officials.

1. Upon receipt of a paroling action, the institutional parole office where the offender is housed is responsible to ensure that all requirements for release are met. Reference Procedure 3.02.08 Release Process.
 - a. Institutional parole staff shall ensure that the offender is fingerprinted. The completed fingerprint card is included with the release materials mailed to the Interstate Parole Services Division.
 - b. Offenders paroled to a deportation order only shall be advised that if deportation does not occur, the offender will be returned to a SCI and the Board shall rescind the paroling action.
 - c. Offenders paroled pursuant to 61 PA C.S. § 6143 (early parole of inmates subject to federal removal order) shall be advised that if they are not deported they will be returned to custody in a SCI and continue serving their minimum sentence. No rescission action is needed.
 - d. The institutional parole office coordinates the release through the SCI records office. The records office of the parent institution coordinates the transfer of the case to SCI-Camp Hill for release to the ICE detainer. The parole office at the parent institution shall not execute the release orders.
2. The parent institution will verify whether the inmate has a detainer or deportation order and ensure the board action/release orders correspond. If the board action and release orders indicate "Parole to Deportation Order" and the inmate only has an ICE detainer, the board action needs to be modified to indicate "parole to ICE Detainer" by sending a "Board Memo" request to [PM, OBS Case Analysis](#).
 - a. For ICE detainer cases, institutional parole staff shall include language on the Conditions Governing Parole/Reparole (PBPP-11) directing the offender upon release from the ICE detainer to report within 24 hours to the designated PBPP district or sub-office.

It is never appropriate to use the central office address as a reporting site.

3. As applicable, the parent institution will ensure that the inmate signs the Special Conditions for Sex Offenders (PBPP-336SO).
4. If the inmate is subject to sex offender registration, the parent institution will complete the registration to SCI-Camp Hill. When the offender is released to ICE, SCI-Camp Hill will update the registry to reflect the offender's current place of detention.
5. Once the file and release orders have been reviewed by the institutional - parole supervisor and it is confirmed that the inmate is eligible for release, the parent institution will scan/email the release orders, ICE detainer or deportation order, sex offender registration confirmation (if applicable), OVRT and memo to [PM, BA SCI Camp Hill](#).
6. One day prior to the execution of the release orders and transfer to ICE, SCI-Camp Hill will do a final check for misconducts and have the inmate sign three (3) original copies of the Order to Release on Parole/Reparole (PBPP-10).
7. Once the offender is released, SCI-Camp Hill institutional parole staff will email a copy of the signed release orders and copy of the ICE detainer to the parent institution's PM, BA inbox and to [PM, Interstate](#). An original copy of the signed PBPP-10, PBPP-11, applicable special conditions, fingerprint card and ICE detainer are mailed to the Interstate Parole Services Division.
 - a. Institutional parole staff shall not provide courtesy copies of the Order to Parole/Reparole (PBPP-10) and Conditions Governing Parole/Reparole (PBPP-11) to the PBPP field office designated as offender's future reporting location.
8. A copy of the signed release order is given to the SCI-Camp Hill Records Office and the original release order is mailed to the parent institution's records office.
9. Interstate Staff Responsibilities

Within two (2) business days of receipt of release materials, interstate staff shall:

- a. Review release materials.
- b. Open the case statistically to central office to include all active supervision obligation(s).
- c. Review for any special probation obligation and when applicable, notify the Interstate Probation Services Division of their potential interest in the case.
- d. Waive the offender's supervision fees under waiver code FEEO.
- e. Establish and maintain an "ICS Outgoing Board Database Detain Case

Control” to administratively track the offender’s location and ICE status.

- 1) Confirm offender’s location.
- 2) Notify the holding or detaining authority of the Board’s interest and whether the paroling action is to “deportation order only” or pursuant to 61 PA C.S. § 6143 (early parole of inmates subject to federal removal order).
 - a) Ensure ICE is made aware that if a “deport only” case is not deported, it is the board’s intention to lodge a warrant and transport the offender to a SCI for a parole rescission hearing or to continue service of their minimum sentence(s).
 - b) Determine whether there are any other detainers lodged against the offender and, if so, the order in which the detainers will be enforced.
 - c) Obtain the offender’s projected immigration court date or earliest date of deportation.
 - d) Prepare and send a “Notify Letter” for the holding/detaining authority’s file requesting notification of any changes in the offender’s status, i.e. location, changes in ICE interstate, 30 days in advance of the offender’s release.

D. Deported Offenders

Upon deportation, interstate parole staff shall:

1. Obtain documentation confirming the actual date of deportation and the deportee’s destination country.
2. Update the automated offender case record.
3. Review for any special probation obligation and when applicable, notify the Interstate Probation Services Division of the deportation.
4. Update the “ICS Outgoing Board Cases Detain Control” and establish a one year integrity check during which a nationwide criminal history and want/warrant check is performed to determine whether the offender may have illegally reentered the United States.
 - a. The integrity checks are maintained throughout the offender’s obligation to Pennsylvania as a parolee.
5. Enter offenders paroled under 61 Pa. C.S. § 6143 (early parole of inmates subject to Federal removal order) into the “NCIC Supervised Release” file.
 - a. Review all deported offenders’ criminal history. If the deportee was previously convicted of illegal reentry or a sex crime, a posting into the

“NCIC Supervised Release” file will be completed.

6. When it is determined or suspected that an illegal re-entry may have occurred after the offender’s parole release date and prior to the expiration of the maximum sentence, the case shall be referred to an interstate parole manager for review and further direction.
 - a. If the suspected illegal reentry involves an offender who was paroled to a deportation order under 61 Pa. C.S. § 6143 (early parole of inmates subject to federal removal order), i.e.: prior to expiration of the minimum sentence, a Warrant for Arrest of Paroled Prisoner (PBPP-6) shall be issued and/or a NCIC wanted person posting made unless the board directs otherwise.
7. Upon expiration of the offender’s maximum date of sentence, a final integrity check shall be completed.
 - a. If no activity is noted that could possibly violate the offender’s parole, the “ICS Outgoing Board Cases Detain Control” shall be removed and the case statistically closed.
 - b. If new criminal activity is suspected, a parole manager review shall occur.

E. ICE Order of Supervision

The immigration judge will, for a variety of reasons, determine that an offender cannot be deported. Such offenders are released from ICE custody pursuant to an order of supervision.

1. When the ICE authorities advise consideration is being given to an order of supervision, interstate parole staff shall review the central office file to verify whether the board’s paroling action was pursuant to either 61 Pa. C.S. § 6143 (early parole of inmates subject to federal removal order) or to deportation order only.
 - a. If either of these circumstances applies, staff shall immediately notify an interstate parole manager or the division director for issuance of a warrant to ensure the offender’s continued detention while awaiting transport to a SCI for a rescission hearing or continued service of minimum sentence(s).
 - b. Interstate staff shall notify the appropriate Institutional parole supervisor that the foreign national is being returned to a SCI and that, when applicable, a rescission hearing must be scheduled and held.
 - c. When applicable, an interstate parole manager shall prepare the Notice of Rescission Hearing (PBPP-257NR). The notice shall contain a brief statement of the facts and circumstances constituting good cause for the rescission of parole. The notice shall also inform the offender of the date and time of the rescission hearing and shall advise him/her of the right to counsel and the right to call voluntary witnesses at the hearing. This

notice shall be served upon the offender within 72 hours of his/her reception at a SCI.

2. The central office file review shall also include a review of the offender's established release plan. Interstate staff shall initiate notification to the appropriate parole supervision staff. If the plan is a CCC/CCF placement, interstate parole staff shall contact the applicable BCC regional office to ensure the availability of the "paper bed."

In either circumstance, interstate staff shall keep parole supervision and BCC staff apprised of offender's projected release date from ICE custody. Upon receipt, a copy of the ICE order of supervision is also forwarded.

3. Upon release of the offender, interstate staff shall maintain an "ICS Outgoing Board Cases Detain Control" to ensure the offender reports as instructed and parole supervision staff have updated the automated offender record.
 - a. If the offender fails to report as instructed, parole supervision staff shall declare the offender delinquent. Reference procedure 4.01.17

VII. SUSPENSION DURING AN EMERGENCY

The chairman may suspend the procedure in case of emergency.

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 all board staff.

X. CROSS REFERENCES

A. Statutes

1. Federal

8 U.S.C. § 1326
Homeland Security Act of 2002 (Public Law 107-296, Nov. 25, 2002)

2. State

42 Pa.C.S. § 9101
42 Pa.C.S. § 9134
42 Pa.C.S. § 9720.3
61 Pa.C.S. § 6112
61 Pa.C.S. § 6143

61 Pa.C.S. § 7112
61 Pa.C.S. § 7115

B. PBPP Policies

3.02.04

3.02.05

3.02.06

3.02.08

4.01.03

4.01.17

C. American Correctional Association Standards - None

D. Management Directives - None

E. Report of the Reentry Policy Council - None

FY 2020 JAG Pennsylvania Department of
Corrections Policy



POLICY STATEMENT
Commonwealth of Pennsylvania • Department of Corrections

Policy Subject: Release of Information		Policy Number: DC-ADM 003
Date of Issue: January 26, 2017	Authority: Signature on File John E. Wetzel	Effective Date: February 2, 2017

I. AUTHORITY

The Authority of the Secretary of Corrections to direct the operation of the Department of Corrections is established by Sections 201, 206, 506, and 901-B of the Administrative Code of 1929, 71 P.S. §§61, 66, 186, and 310-1, Act of April 9, 1929, P.L. 177, No. 175, as amended.

II. APPLICABILITY

This policy is applicable to all facilities operated under the jurisdiction of, or conducting business with the Department of Corrections, Department employees, volunteers, contract personnel, visitors and inmates.¹

III. POLICY

It is the policy of the Department to establish procedures governing responses to requests for information and to ensure that information is released in accordance with applicable laws and Department policy.²

IV. PROCEDURES

All applicable procedures are contained in the procedures manual that accompanies this policy document.

¹ 4-4070

² 4-4019, 4-4396, 2-CO-1A-26, 2-CO-1E-08

A. Requests for Inmate Information³

1. An inmate may seek access to inmate information maintained at the facility where incarcerated by submitting a **DC-135A, Inmate's Requests to Staff Member** to the appropriate individual noted in **Subsection A.2. below**. If an inmate is unsure who to send a request to for specific information, the request should be sent to the Corrections Superintendent's Assistant (CSA) who will reply or forward the request to the appropriate individual.⁴
2. The Facility Release of Information Coordinator or appropriate staff member shall respond based upon the type of information being requested as follows:⁵
 - a. Census Data – the facility's Inmate Records Supervisor;
 - b. Contact Data – the facility's Inmate Record Supervisor;
 - c. Disciplinary Records – the facility's Inmate Records Supervisor;
 - d. Educational Data – the CSA;
 - e. Financial Data – the facility's Business Manager;
 - f. Housing Records – the CSA;
 - g. Medical Records – the facility's Medical Records Supervisor;
 - h. Mental Health Records – the facility's Medical Records Supervisor;
 - i. Prescriptive Programming Data – the CSA;
 - j. Property Data – the CSA;
 - k. Sentencing Data – the facility's Inmate Records Supervisor; and
 - l. Work Records – the CSA.
3. A person other than an inmate may seek access to inmate information by submitting a written request to the facility's Release of Information Coordinator.
4. All requests for inmate information must be accompanied by a **DC-108, Authorization for Release of Information (Attachment A)**, and signed by the inmate who is the subject of the information.⁶ The executor or administrator of a deceased inmate's estate may sign a **DC-108** pertaining to the deceased inmate.

³ 4-4095, 4-4396, 4-ACRS-7D-08, 2-CO-1E-08

⁴ 4-4098, 4-ACRS-7D-11, 2-CO-1E-06

⁵ 4-4098

⁶ 4-4095, 4-4099, 4-ACRS-7D-12, 2-CO-1E-07

The furnishing of an appropriate release is a prerequisite to consideration of the request and does not determine whether the Department will actually release the information.

5. An inmate is prohibited from receiving inmate information pertaining to another inmate other than him/herself.

B. Requests for Department Information

1. Every request for Department information shall be made by submitting a written request to the Central Office Release of Information Coordinator. The Release of Information Coordinator will record the request, and forward it to the appropriate individual listed below for response.
 - a. Financial data – the Director of the Bureau of Administration.
 - b. Inmate Programming Information – the Director of the Bureau of Treatment Services (BTS).
 - c. Medical/Mental Health Services – the Director of the Bureau of Health Care Services (BHCS).
 - d. Personnel Data – The Director of the Bureau of Human Resources (BHR).
 - e. Security Records – the Chief of the Department’s Security Division.
 - f. Statistical Records – the Director of the Bureau of Planning, Research, and Statistics (PRS).
2. Requests for information not included above shall be directed to the appropriate Regional Deputy Secretary.
3. When an inmate’s location is not known to the requestor, the requestor may use the Inmate Locator on the Department’s website www.cor.pa.gov. Requests for information pertaining to an inmate’s crime or sentence may also be submitted to the Department’s Chief, BTS, Classification Division.
4. The **Freedom of Information Act, 5 U.S.C.S. §522** is a federal statute that governs access to information maintained by federal agencies. The Pennsylvania Department of Corrections is a Pennsylvania executive agency and not a federal agency. Accordingly, the Department is not subject to the Freedom of Information Act. Individuals requesting information under the Freedom of Information Act shall be sent a standard letter denying the request.
5. The **Right-to-Know Law, 65 P.S. §67.101 et seq.** permits access to “public records” maintained by the Department. All requests made pursuant to the “Right-to-Know Law (RTKL)” for “public records” (as the term is defined in the Right-to-Know-Law) of the Department or of any correctional facility, Community Corrections

Center (CCC), Motivational Boot Camp, or any other facility or office under the jurisdiction of the Department must be made consistent with **Subsection E. below**.

6. 8 U.S.C. § 1373, Communication between government agencies and the Immigration and Naturalization Service, addresses the exchange of information regarding citizenship and immigration status among federal, state, and local government entities and officials. The Pennsylvania Department of Corrections, as a state agency, may not prohibit, or in any way restrict, any government entity or official from sending to, or receiving from, the Immigration and Naturalization Service information regarding the citizenship or immigration status, lawful or unlawful, of any individual. In addition, the Department may not in any way restrict, a Federal, State, or local government entity from doing any of the following with respect to information regarding the immigration status, lawful or unlawful, of any individual:

- a. Sending to, or requesting or receiving from, federal immigration officers information regarding an individual's citizenship or immigration status,
- b. Maintaining such information, or
- c. Exchanging such information with any other federal, state, or local government entity.

C. Print and Electronic Media Inquiries⁷

All news media inquiries to a facility must be handled in accordance with **DC-ADM 009, "News Media Relations."** Members of the print and electronic media seeking information pertaining to a specific inmate and/or about any aspect of the facility should be directed to the Public Information Officer (PIO). News media requests for information that deal with a Department-wide issue should be referred to the Department's Press Office.

D. Staff Responsibilities

1. All staff responding to requests for information shall inform the Release of Information Coordinator at the facility of the request.
2. The Release of Information Coordinator is responsible for logging and tracking all requests for information.
3. Specific staff responsibilities for the dissemination of information are contained in the procedures manual that accompanies this policy.

E. Requests Pursuant to the RTKL

⁷ 4-4021, 4-ACRS-7F-02

Pursuant to **Section 504** of the **Right-to-Know Law, 65 P.S. §67.101 et seq. (RTKL)**, the Department sets forth the following policies, process and procedures, regarding responses by the Department to requests made pursuant to the RTKL, in addition to complying with the policies set forth in **Management Directive 205.36 (M.S. 205.36)** is available from the Office of Administration's website at www.oa.pa.gov.) To facilitate access to documents of public interest and reduce the need for RTKL requests, the Department makes many documents available through its public website at www.cor.pa.gov. Finally, the Department uploads contracts to the Department of Treasury website, pursuant to the requirements of **Chapter 17 of the RTKL, 65 P.S. §§67.1701-1702**.

1. RTKL Requests

a. A written request to the Department under the RTKL must:

- (1) be addressed to the Department's Agency Open Records Officer (AORO) at:

***Pennsylvania Department of Corrections
Right-to-Know Office
1920 Technology Parkway
Mechanicsburg, PA 17050
Telephone: (717) 728-7763
Fax: (717) 728-0312
Email: RA-docrighttoknow@pa.gov***

- (2) identify the name and address to which the Department should address its response;
 - (3) state that the request is being made pursuant to the RTKL;
 - (4) be submitted in person or by mail, email, or facsimile;
 - (5) be sufficiently specific so as to enable the Department to ascertain which records are being requested; and
 - (6) be a legal resident of the United States.
- b. Verbal requests will not be accepted and such requests are not entitled to the relief and remedies provided under the RTKL.
- c. RTKL requests may be submitted on the **Pennsylvania Office of Open Records Standard Right-to-Know Request Form (Attachment B)**.
- d. The regular business hours of the RTKL Office are 8:30 a.m. to 5:00 p.m., Monday through Friday (except for state holidays). Any RTKL request received by the RTKL office after the close of regular business hours shall be deemed to have been received on the following business day.

- e. All RTKL requests received at any correctional facility, CCC, Motivational Boot Camp, or any other Bureau or Office of the Department shall immediately be forwarded to the AORO at the address above. The statutory time for the Department to respond to a request will not begin to run until such time as the AORO actually receives the request.
- f. The Department's Press Secretary shall be notified of all RTKL requests made by the media, and shall be provided a copy of all such initial requests and a copy of the final response.
- g. RTKL requests received by the Department will be considered "public record" information by the Department and such requests may be made available for public access through its website.

2. RTKL Responses

- a. The AORO may respond by providing a requestor with access to inspect a record maintained by the Department by: 1) providing access at the Department's RTKL office; 2) sending a copy to the requestor; or 3) notifying the requestor that the record is available through publicly accessible electronic means. Each of these options is a "response" for purposes of the RTKL, as is the Department's written notice to the requestor granting, denying, or partially granting and partially denying access to a record. The Department may send written responses to requestors by United States mail, by hand (in person or by delivery service), by facsimile, or by email.
- b. The RTKL requires that the Department respond to a RTKL request within five business days, unless a longer period of time is needed and communicated to the requestor by an "interim response" as indicated in **Subsection E.2.a. above**. For purposes of determining the end of the five business day period, the day that a RTKL request is received is not counted. The first day of the five business day period is the Department's next business day after the request is received.
- c. Interim Responses
 - (1) The Department must provide a final response to a RTKL request within five business days unless one or more specific conditions are satisfied and the AORO gives the requestor written notice that additional time will be required. That notice is referred to as an "interim response." The AORO may send an interim response if any of the following applies:
 - (a) the RTKL request requires redaction of a record;
 - (b) the RTKL request requires retrieval of a record from a remote location;

- (c) a response within the five business day period cannot be accomplished due to bona fide staffing limitations, and such limitations must be specified in the interim response;
 - (d) a legal review is necessary to determine whether the record requested is subject to access under the RTKL;
 - (e) the requestor has not complied with the Department's policies regarding access to public records;
 - (f) the requestor has not complied with a demand for prepayment of fees, which are required to fulfill the RTKL request and which are estimated to exceed \$100, further, if prepayment of fees is required by the Department, the time period for response shall be tolled from the time the demand for payment is made until such time as payment is actually received; or
 - (g) the extent or nature of the request precludes a response within the required time period.
- (2) An interim response must be sent to the requestor on or before the last day of the five business day period, state that the request is being reviewed and the reason for the review, state a reasonable date that a response is expected to be provided, and provide an estimate of applicable fees for access when the record becomes available.
 - (3) If the date of an expected response is in excess of 30 days following the original five business day period, the request will be deemed denied unless the requestor has agreed in writing to the date specified in the notice.

d. Final Responses

- (1) There are three possible final responses: granted, denied, or granted in part and denied in part. The failure to make a timely response is deemed to be a denial.
- (2) If a written request is denied in whole or in part, the Department will issue a final written response that will include an explanation of the procedure for the requestor to appeal, if the requestor would choose to do so. The written denial will also set forth the specific reasons for the denial, including citations to applicable legal authority. If the denial is the result of a determination that the record is exempt from disclosure, the specific reasons for the Department's determination shall be included.
- (3) Non-production of records due to the fact that a good faith search by the Department does not produce any responsive documents is not a denial of access.

e. Redaction

The Department will not deny access to a record because portions of the record are not public records and not subject to disclosure. Rather, the Department will redact the portions that are not public records and produce the portions that are public records.

f. Access

- (1) The Department may provide a requestor with access to inspect a record electronically or as otherwise maintained by the Department by means of any of the following: a) providing access at the Department's RTKL Office; b) sending a copy to the requestor; or c) notifying the requestor that the record is available through publicly accessible electronic means and, if the requestor writes to the Department within 30 days and indicates that the requestor is unable or unwilling to access the information electronically, by then providing the records in paper format, upon payment for the same.
- (2) The Department will provide a public record to a requestor in the medium requested if the record exists in that medium. Otherwise, the public record must be provided in the medium in which it exists. If a public record only exists in one medium, the Department is not required to convert that public record to another medium, except that if the public record is only available in an electronic form, the Department must print it out on paper upon request.
- (3) The Department is not required to create a public record that does not already exist, nor is it required to compile, maintain, format, or organize a public record in a manner in which the Department does not currently do so.

g. Duplication of Public Records

The Department may either make copies of a public record itself or, in its discretion, allow the requestor to bring the necessary equipment to make its own copies. The Department may make its duplication equipment available to a requestor but require that the requestor operate the equipment; assign Agency staff to make the duplications; or contract for duplication services and require the requestor to pay the applicable rate.

3. RTKL Appeals

- a. When a request is denied or deemed denied, whether in whole or in part, the requestor may file an appeal with the Office of Open Records, where it will be assigned to an Appeals Officer. The appeal must be filed within 15 business days of the denial or deemed denial. The appeal must state the grounds upon which the requestor asserts that the record is public, and should address any ground stated upon by the Department for delaying or denying the request. The appeal shall be sent to the Office of Open Records at the address set forth below

and simultaneously to the agency AORO, in the same manner as the appeal is sent to the Office of Open Records (email, fax, mail, hand-delivery) with: 1) the Department response; 2) the RTKL request; 3) the appeal form that is available on the Office of Open Records website at:

<https://www.dced.state.pa.us/public/oor/appealformgeneral.pdf>. The form is also available to inmates at state correctional facility libraries:

The Commonwealth Office of Open Records
Commonwealth Keystone Building
400 North Street, Plaza Level
Harrisburg, PA 17120-0225
Phone: (717) 346-9903
Email: openrecords@pa.gov

- b. A person other than the Department or the requestor, with a direct interest in the record that is subject to an appeal, has 15 days following actual knowledge of the appeal, but no later than the date that the Appeals Officer issues an order, to file a written request to provide information or to appear before the Appeals Officer in support of the requestor's or the Department's position on the appeal. The Appeals Officer may, but need not, grant the request.
- c. For further information on appeals, it is suggested that the requestor review the website of the Office of Open Records.

4. RTKL Fees

Applicable fees to be charged by the Department under the RTKL are listed below.

a. Fees determined by the Office of Open Records

- (1) Under the RTKL, the Office of Open Records has the authority to establish two fees for Commonwealth agencies: Duplication, **65 P.S. §67.1037(b)** and enhanced electronic access (an agency may establish user fees, subject to approval by the Office of Open Records), **65 P.S. §65.1307(e)**.
- (2) The fees for duplication are established by the Office of Open Records, as posted on its website at <http://openrecords.pa.gov>. Unless otherwise directed by statute, the Department will charge \$.25 per page for duplication.

b. Specialized Fees

- (1) The Department will charge \$1.00 per copy for certified copies, when requested by the requestor.
- (2) The Department will charge the actual cost for postage, facsimile/microfiche or other media, as well as for specialized documents.

- (3) Special rules apply to fees for transcripts of administrative proceedings.
 - (a) Prior to an adjudication becoming “final, binding, and non-appealable,” transcripts may be requested through the Department, however, the stenographer or court reporter is permitted to charge the regular fee for this service.
 - (b) Following an adjudication becoming “final, binding, and non-appealable,” a request for the transcript shall be treated like any other request for a record and the usual duplication fee of \$.25 per page will be applied.

c. Reasonable and Necessarily Incurred Costs

As expressly provided by the RTKL (**65 P.S. §67.1307(g)**), the Department has the authority to charge the requestor reasonable fees for necessarily incurred costs. The Department will determine and charge such fees on a case-by-case basis.

d. General

- (1) No charge shall be made for agency or legal review of a record to determine whether the requested records are public records that are subject to access under the RTKL.
- (2) If the estimated fees that are required to fulfill the RTKL request exceed \$100, the requestor must pay the estimated amount in advance, either by certified check or by ordinary check, which must first have cleared to be considered received by the Department. The demand for prepayment *will* specify a reasonable period of time in which the requestor must make such prepayment. Failure to make the estimated payment by the date required by the Agency in its interim response will result in the request being deemed withdrawn.
- (3) All applicable fees must be paid in order to receive access to the record requested, **65 P.S. §67.901**. Any requestor who has unpaid amounts outstanding to the Agency or to any agency under the Governor’s jurisdiction, in relation to RTKL requests where production was made by any such agency, will not be granted access to records under other RTKL requests until such prior amounts due have been paid in full.
- (4) When an estimated fee was not required to be paid because the estimate was \$100 or less, but actual fees are over \$100 or where the fee was under \$100, an agency has the discretion to produce the records and invoice for an amount due or to require payment prior to production.

F. Copying Charges

1. The charge for copies of documents that the inmate has in his/her possession or for copies of materials available to all inmates (library materials, newspaper articles, etc.) is \$.10 per page.
2. Copying charges for the reproduction of medical records are charged in accordance with the **Medical Records Act (Act 26, 42 P.S. §6152)** and are contained in the **Copying Charges for Medical Records (Attachment C)**.
3. Fees pursuant to RTKL requests shall be governed by **Subsection E.4. above**. No other charges shall be applicable.
4. The following charges shall be imposed for reproduction of any other records:
 - a. a \$15.00 search and retrieval fee, except that the search and retrieval fee shall not be charged to any Commonwealth agency, criminal justice agency, or district attorney;
 - b. for records maintained on paper, a fee of \$1.00 for the first page and \$.25 per page thereafter; and
 - c. for records maintained on microfiche, photographic records or other non-paper records, a fee equal to the actual cost of reproducing the records.

V. SUSPENSION DURING AN EMERGENCY

In an emergency or extended disruption of normal facility operation, the Secretary/designee may suspend any provision or section of this policy for a specific period.

VI. RIGHTS UNDER THIS POLICY

This policy does not create rights in any person nor should it be interpreted or applied in such a manner as to abridge the rights of any individual. This policy should be interpreted to have sufficient flexibility to be consistent with law and to permit the accomplishment of the purpose(s) of the policies of the Department of Corrections.

VII. RELEASE OF INFORMATION AND DISSEMINATION OF POLICY

A. Release of Information

1. Policy

This policy document is public information and may be released upon request.

2. Confidential Procedures (if applicable)

Confidential procedures for this document, if any, are not public information and may not be released in its entirety or in part, without the approval of the Secretary of Corrections/designee. Confidential procedures may be released to any Department of Corrections employee on an as needed basis.

B. Distribution of Policy

1. General Distribution

The Department of Corrections policy and procedures shall be distributed to the members of the Central Office Executive Staff, all Facility Managers, and Community Corrections Regional Directors on a routine basis. Distribution of confidential procedures to other individuals and/or agencies is subject to the approval of the Secretary of Corrections/designee.

2. Distribution to Staff

It is the responsibility of those individuals receiving policies and procedures, as indicated in the "General Distribution" section above, to ensure that each employee expected or required to perform the necessary procedures/duties is issued a copy of the policy and procedures either in hard copy or via email, whichever is most appropriate.

VIII. SUPERSEDED POLICY AND CROSS REFERENCE

A. Superseded Policy

1. Department Policy

DC-ADM 003, Release of Information, issued **November 17**, 2010, by former **Acting Secretary Shirley Moore Smeal**.

2. Facility Policy and Procedures

This document supersedes all facility policy and procedures on this subject.

B. Cross Reference(s)

1. Administrative Manuals

a. DC-ADM 009, News Media Relations

b. **1.1.4, Centralized Clearances**

2. ACA Standards

a. Administration of Correctional Agencies: 2-CO-1A-26, 2-CO-1E-06, 2-CO-1E-07, 2-CO-1E-08

- b. Adult Correctional Institutions: 4-4019, 4-4021, 4-4070, 4-4095, 4-4098, 4-4099, 4-4347, 4-4396, 4-4415
- c. Adult Community Residential Services: 4-ACRS-7D-08, 4-ACRS-7D-11, 4-ACRS-7D-12, 4-ACRS-7F-02
- d. Correctional Training Academies: None



BJA FY 20 Edward Byrne Memorial Justice Assistance Grant (JAG) Program - State Solicitation 2020-H5933-PA-DJ

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Application:

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**Application Handbook**

This page allows you to upload the Budget Detail Worksheet, Financial Management and System of Internal Controls Questionnaire (FCQ) form, Program Narrative, and other Program attachments. Click the attach button to continue.

[Overview](#)**FCQ Attachment**[Applicant Information](#)

In accordance with the Part 200 Uniform Requirements as set out at 2 C.F.R. 200.205, Federal agencies must have in place a framework for evaluating the risks posed by applicants before they receive a Federal award. To facilitate part of this risk evaluation, all applicants are to download, complete, and submit the Financial Management and System of Internal Controls Questionnaire.

[Project Information](#)

For your convenience your most recently submitted FCQ Form is attached below. Please review it for accuracy. If you need to make changes, please submit an updated [FCQ form](#), that will replace your most recently submitted FCQ Form.

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