

<p><b>Commonwealth of Pennsylvania</b></p>  <p><b>Pennsylvania Board of Probation and Parole</b></p>	<p><b>Volume III Chapter 1</b></p> <p><b>Procedure 1.06.01</b></p>	<p><b>Date Revised: New</b></p>
<p><b>Chapter Title</b> <b>GENERAL, POLICY, ADMINISTRATION</b></p>		<p><b>Date of Issue</b> <b>04/27/2010</b></p>
<p><b>Subject</b> <b>GRANT ACQUISITION AND ADMINISTRATION</b></p>		<p><b>Effective Date</b> <b>05/11/2010</b> <b>PUBLIC</b></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 th[e] act... including organizing, staffing, controlling, directing, and administering the work of the staff.”<sup>1</sup>

**II. PURPOSE**

The purpose of this procedure is to establish a coordinated and consistent process for the procurement and administration of grant funds.

**III. APPLICABILITY**

This procedure is applicable to all Board employees involved in the acquisition, management or implementation of any grant project.

**IV. DEFINITIONS**

Agency Grants Coordinator (AGC) – The Office of Policy, Legislative Affairs and Communications (OPLAC) has been designated by the Chairman to identify potential grants from public and private sources; coordinate grant application content; submit grant applications on a timely basis; monitor reporting requirements; and maintain current status data on all active grants and research projects with an external funding component. The Director of the OPLAC will designate a staff member to act as AGC.

Project Manager (PM) – The person designated to have programmatic responsibility for the proposed grant project.

Grant – The term is used in its broadest sense within this procedure and includes research projects, demonstration projects, training and technical assistance grants, discretionary grants, block grants and all other sources of outside funding used to support agency programs and operations. The term does not include supervision fee receipts or other, similar budgetary augmentations.

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<sup>1</sup> Act of 1941, P.L. 861, No. 323 § 3 as amended Oct. 9, 1986, P.L. 1424, No. 134.

Grant Review Team (GRT) – The GRT consists of representatives of the Office of Chief Counsel, Office of Administrative Services, the Bureau of Research and Development, the Director of OPLAC, the AGC and the PM.

## V. POLICY

It is the policy of the Board to apply for grant opportunities appropriate to the Board's operations, alone or in conjunction with other state, local, or non-profit agencies, when the project to be funded would enhance the operations or reduce the budget needs of the agency.

- A. The agency administrator and designated staff participate with researchers in deciding questions to be addressed, data to be gathered, and provide input into how that data should be presented.
- B. The agency administrator reviews and approves all research projects prior to their implementation. The agency administrator approves a plan for the security and privacy of the information and data collection system, including verification, and access to and protection of the data. The plan ensures routine data protection. The method for dissemination of research findings is specified in writing.

## VI. PROCEDURES

### A. Grant Acquisition

1. The AGC shall monitor the availability of public and private grants from a variety of sources, including the Pennsylvania Commission on Crime Delinquency, the United States government (grants.gov), the Mental Health Consensus Project, the Reentry Policy Council, and the Foundation Center.
2. If a Board employee other than the AGC is made aware of a grant source that may be appropriate for the agency to consider, such employee shall notify his supervisor and the AGC of the grant source and potential grant solicitation information via email.
3. Upon identification of a potential grant, the AGC shall notify the Director of OPLAC of the grant's availability. The Director of OPLAC will review the grant solicitation information and notify the Chairman and senior staff, as appropriate, of the availability and solicit a decision on whether an application should be pursued if the solicitation aligns with agency priorities.
4. Upon a determination to proceed with an application, the Chairman of the Board will designate a PM, who shall be responsible for developing a concept paper, including a problem statement, project narrative, specific project methods, a proposed budget, a proposed project timeline, and proposed performance objectives in consultation with the GRT.
5. The AGC shall coordinate meetings of the GRT as needed.

6. The representative of the Office of Administrative Services shall ensure that authorization to spend grant funds is secured and that all internal fiscal requirements are addressed.
7. The AGC shall be responsible for verifying that all necessary documents and approvals have been compiled for grant submissions.
8. If possible, the AGC shall allow up to two weeks prior to the application's due date for the GRT and chairman to thoroughly review the final draft application, which will allow time to incorporate requested revisions.
9. The AGC shall submit the application not later than one and one-half business days prior to the application deadline, when possible.

#### B. Grant Acceptance

The AGC shall be responsible for monitoring grant approval status and responding to any documentation needs to allow for grant application revisions and acceptance of a final grant contract. The AGC shall coordinate such acceptance reviews and documentation with the GRT as needed.

#### C. Grant Administration

1. The AGC shall be responsible for notifying the PM and the fiscal officer assigned to the grant of the need for grant progress reports approximately four weeks prior to a reporting deadline.
2. The PM shall be responsible for submitting any progress reports to the AGC, or funding agency as appropriate, no later than two weeks prior to the reporting deadline.
3. The fiscal officer assigned to the grant shall be responsible for submitting any expenditure reports and invoices to the AGC, or funding agency as appropriate, no later than two weeks prior to the reporting deadline.
4. The AGC shall be responsible for ensuring that all progress and final reports are prepared and submitted as required by each grant agreement.

### VII. SUSPENSION DURING EMERGENCY

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

### VIII. RIGHTS UNDER THIS PROCEDURE

This procedure creates no rights under law.

### IX. RELEASE OF INFORMATION AND DISTRIBUTION OF PROCEDURE

- B. This procedure does not contain information that impacts the security of Board staff or parolees and may therefore be released to the public.

C. This procedure is to be distributed to all Board staff.

X. CROSS REFERENCES

A. Statutes

A. Federal

None.

B. State

- a. Parole Act, Act of 1941, P.L. 861, No. 323 § 3 as amended Oct. 9, 1986, P.L. 1424, No. 134.

B. PBPP Policies

None.

D. American Correctional Association Standards

A. 4-APPFS-3D-36 Conduct of Research

B. 4-APPFS-3D-37 Project Review

E. Management Directives

None.

F. Report of the Reentry Policy Council

None.