



December 12, 2023

**SENT VIA EMAIL**

The Honorable Frank Burns  
535 Fairfield Avenue  
Johnstown, Pennsylvania 15906  
Email: [Fburns@pahouse.net](mailto:Fburns@pahouse.net)

**RE: Right-To-Know Law Request No. 23-RTKL-577**

Dear Representative Burns:

On December 5, 2023, the Agency Open Records Officer of the Department of Human Services (department) received your request for information pursuant to the Pennsylvania Right-To-Know Law, 65 P.S. §§ 67.101 – 67.3104 (RTKL).

Your request for records is as follows:

- 1) DHS's lease for the Cambria County Assistance Office and any other written agreement or documents related to DHS's occupancy of the building in downtown Johnstown.
- 2) DHS's Guidelines required by Section 4 of the DOWNTOWN LOCATION LAW Act of Jun. 22, 2000, P.L. 318, No. 32 and any correspondence or documentation that shows compliance with the law.
- 3) Any and all correspondence including emails between any employee of the PA Department of Human Services and any agent or employee of the Johnstown Redevelopment Authority, City Manager, Cambria County Redevelopment Authority, any elected official, non-profit organization or other state employees concerning the relocation of the Cambria County Assistance Office.

This letter acknowledges receipt of your written request and is an interim response, not a final response to your request. Under the RTKL, a written response to your request is due on or before December 12, 2023.

Under the provisions of 65 P.S. §67.902(b)(2), you are hereby notified that your request is being reviewed for the reason(s) listed below and this agency will require up to an additional 30 days, or until January 11, 2024, within which to respond to your request.

- Your request is under legal review to determine whether a requested record is a “public record” for purposes of the RTKL.

- The extent or nature of the request precludes a response within the required time period.

The estimated or actual total for any fees that may be owed when the records become available will be included in our final response. Prepayment is required before providing access when the estimated cost to fulfill a request exceeds \$100.00. 65 P.S. § 67.1307(h).

If you have any questions related to this RTKL response, please contact me.

Sincerely,

A handwritten signature in cursive script that reads "Andrea Bankes".

Andrea Bankes  
Agency Open Records Officer