

State of Texas  
Interagency Cooperation Contract

Contract #: 530-12-0224-00001

Service Type: Title IV-E Services - Foster Care Maintenance, Administrative and Training

This Interagency Cooperation Contract ("Contract") is entered into between the State agencies shown below as Contracting Agencies, pursuant to the authority granted in compliance with the Interagency Cooperation Act, Chapter 771, Texas Government Code.

**1. CONTRACTING PARTIES**

1.1. The Receiving Agency: Texas Department of Family and Protective Services

1.1.1. Contact Person: DFPS Region 12 Contracts (MC - E-541) P.O. Box 149030, Austin, Texas 78751, 512/438-3658.

1.2. The Performing Agency: Texas Juvenile Justice Department

1.2.1. Contact Person: Title IV-E Division Director, 11209 Metric Blvd., Building H, Austin, Texas 78758 / phone# 512-490-7976.

**2. STATEMENT OF SERVICES TO BE PERFORMED**

The Title IV-E Juvenile Justice Administrative Services shall provide services as specified in (Attachment A - Statement of Work).

**3. RECORD RETENTION**

**THE PERFORMING AGENCY MUST NOT DISPOSE OF RECORDS PERTAINING TO CHILDREN IN THE RECEIVING AGENCY'S CONSERVATORSHIP BEFORE PROVIDING THE RECEIVING AGENCY'S CONTRACT MANAGER WRITTEN NOTICE OF ITS INTENT TO DISPOSE OF RECORDS AND RECEIVING WRITTEN APPROVAL FROM THE RECEIVING AGENCY'S CONTRACT MANAGER.**

**4. BASIS FOR CALCULATING REIMBURSABLE COSTS**

The agencies shall rely on Article 1.1. 2.1 - 2.5, and 3.1-3.3 of Attachment A and Attachment B for calculating costs that are reimbursable under this contract.

**5. CONTRACT AMOUNT**

The total amount of this contract shall not exceed: Ten million eight hundred twenty-one thousand eight hundred seventy-two dollars and nin cents (\$10,821,872.09).

**6. PAYMENT FOR SERVICES**

6.1. Services shall be paid upon the receipt of properly completed invoices from Performing Agency as provided for Article 2.1 - 3.8 in Attachment A and Attachment B. In accordance with Texas Government Code Chapter 771, Receiving Agency shall reimburse Performing Agency for services satisfactorily performed from appropriation items or accounts of the Receiving Agency from which like expenditures would normally be paid, based upon vouchers drawn by the Receiving Agency payable to Performing Agency.

6.2. Contractors must seek payment or adjustment to payments in accordance with the time limit specified in 45 CFR 95.1 (Code of Federal Regulations). This subpart establishes a two-year (eight quarter) time limit for a State to claim Federal financial participation in expenditures under State plans approved under Title IV-E and Temporary Assistance for Needy Families (TANF). Any bill or amended bill, which is submitted to DFPS later than seven quarters after

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the end of the quarter of the expense, will not be processed unless DFPS determines that submission for payment of the bill to the federal government can be executed in a proper and timely fashion.

**7. MODIFICATION**

The parties to this Contract may modify this agreement only through the execution of a written amendment signed by both parties.

**8. TERM OF CONTRACT**

This Contract will begin on October 1, 2014 and end on September 30, 2016.

**9. TERMINATION**

Either party to this Contract may terminate by providing thirty (30) days advance written notice to the other party.

**10. DISPUTE RESOLUTION**

Any dispute between Performing Agency and Receiving Agency regarding this Agreement will be governed by Alternative Dispute Resolution for Use by Governmental Bodies, Chapter 2009, Texas Government Code, and any applicable Model Rules promulgated by the Office of the Attorney General and/or the State Office of Administrative Hearing of the State of Texas. Any notice of dispute must be addressed to the contact person noted in Section I. of this Contract.

**11. INCORPORATION BY REFERENCE**

The following documents are incorporated into the contract for all purposes and are on file with the Receiving Agency and the Performing Agency:

- 11.1. Form 2031, Signature Authority Designation
- 11.2. Attachment A; Statement of Work
- 11.3. Attachment B, Budget and Budget Narrative
- 11.4. Attachment 1, Legal Citations
- 11.5. Attachment 2, AFCARS Foster Care Data Elements
- 11.6. Attachment 3, Contracted Components of Care
- 11.7. Attachment 4, Residential Glossary
- 11.8. Attachment 5, Service Level Description
- 11.9. Attachment 6, Supplemental Foster Care Maintenance

**12. FFATA Reporting.** Contractor must report to DFPS the data elements required by the Federal Funding Accountability and Transparency Act of 2006 (Pub. L. 109-282) and listed in SECTION 13 of this Contract if Contractor is a recipient of a federal sub-award. No direct payment will be made to Contractor for providing any reports required under these provisions, as the cost of producing such reports will be deemed included in the Contract price. The reporting requirements in 13 are based on guidance from the US Office of Management and Budget (OMB), and as such are subject to change at any time by OMB. Any such changes will be automatically incorporated into this Contract and shall become part of Contractor's obligations under this Contract. DFPS may provide written notice to Contractor of any such change in accordance with this Contract, but such notice will not be a condition precedent to Contractor's duty to comply with revised OMB reporting requirements.

**13. Sub-Award Reporting.** If Contractor is a recipient of a federal sub-award, Contractor will report to DFPS as set forth below unless otherwise exempted. All required information must be made publicly available according to federal law.

**13.1. Sub-award Information.** A federal sub-award recipient will provide the following information to DFPS according to the timeframes communicated by the Department but no later

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- than the end of the month following the month of award of a contract with a value of \$25,000 or more, (and any modifications to these contracts that change previously reported data):
- 13.1.1. Unique identifier (DUNS Number) for the Contractor receiving the award and for the Contractor's parent company, if the Contractor has a parent company.
  - 13.1.2. Name of the Contractor.
  - 13.1.3. Contractor's physical address including street address, city, state, and country. Also include the nine-digit zip code and congressional district.
  - 13.1.4. Contractor's primary performance location including street address, city, state, and country. Also include the nine-digit zip code and congressional district.
- 13.2. **Officers' Total Compensation (Top 5).** According to the timeframes communicated by the Department but no later than the end of the month following the month of a contract award, and annually thereafter, the Contractor will report the names and total compensation of each of the five most highly compensated executives for the Contractor's preceding completed fiscal year if—
- 13.2.1. In the Contractor's preceding fiscal year, the Contractor received—
    - 13.2.1.1. 80 percent or more of its annual gross revenues from Federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements; and
    - 13.2.1.2. \$25,000,000 or more in annual gross revenues from Federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements; and
    - 13.2.1.3. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/excomp.htm>.)
14. **CERTIFICATIONS.** The certifications enumerated below represent material facts upon which DFPS relies when contracting. Both parties further agrees that each will provide immediate written notice to the other if at any time either party learns that any of the certifications provided for below were erroneous when submitted or have since become erroneous by reason of changed circumstances. Both parties acknowledge their continuing obligation to comply with the requirements of the following certifications:
- 14.1. **Certification Regarding Lobbying.** State and federal law place restrictions on the use of state and federal funds in regard to lobbying. Both parties certify, to the best of their knowledge and belief, that:
    - 14.1.1. In accordance with 31 U.S.C. §1352, no federal appropriated funds have been paid or will be paid, by or on behalf of either party, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
    - 14.1.2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned will complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.
    - 14.1.3. Both parties will require that the language of this certification be included in the award documents for subcontracts and that all subcontractors will certify and disclose accordingly.
    - 14.1.4. Payments of appropriated or other funds to each party under any resulting agreement are not prohibited by Texas Government Code §556.005 or §556.008.

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**14.2. Suspension, Ineligibility, and Voluntary Exclusion.** Federal Law (2 CFR 180, 2 CFR 376, and Executive Orders 12549, 13224, and 12689) requires DFPS to screen each covered Contractor to determine whether each has a right to obtain a contract in accordance with federal regulations on debarment, suspension, ineligibility, and voluntary exclusion. Contractor certifies the following:

**14.2.1.** That Contractor and Contractor's principals are, to the best of its knowledge and belief, not on the specially designated nationals list or debarred, suspended, declared ineligible, or voluntarily excluded from participation in this solicitation or any resulting contract.

**14.2.2.** That Contractor will not knowingly enter into any subcontract with an entity who is on the specially designated nationals list or debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction. Contractor will also not knowingly enter into any subcontract with an entity whose principals are on the specially designated nationals list or debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction.

**14.2.3.** That Contractor will include this section regarding debarment, suspension, ineligibility, and voluntary exclusion, and the specially designated nationals list without modification in any subcontracts or solicitations for subcontracts.

**14.3. Drug-Free Workplace Certification.** Each party certifies that it will or will continue to provide a drug-free workplace by:

**14.3.1.** Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

**14.3.2.** Establishing an ongoing drug-free awareness program to inform employees about—

**14.3.2.1.** The dangers of drug abuse in the workplace;

**14.3.2.2.** The grantee's policy of maintaining a drug-free workplace;

**14.3.2.3.** Any available drug counseling, rehabilitation, and employee assistance programs; and

**14.3.2.4.** The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

**14.3.3.** Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement.;

**14.3.4.** Notifying the employee in the statement that, as a condition of employment under the grant, the employee will—

**14.3.4.1.** Abide by the terms of the statement; and

**14.3.4.2.** Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

**14.3.5.** Notifying the agency in writing, within ten calendar days after receiving notice from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the federal agency has designated a central point for the receipt of such notices. Notice will include the identification number(s) of each affected grant;

**14.3.6.** Taking one of the following actions, within 30 calendar days of receiving notice with respect to any employee who is so convicted—

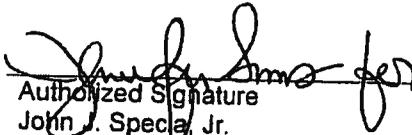
**14.3.6.1.** Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

**14.3.6.2.** Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency;

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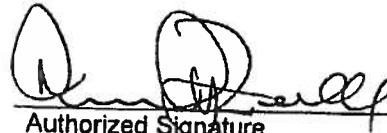
- 14.3.6.3. Making a good faith effort to continue to maintain a drug-free workplace.
- 14.4. THE UNDERSIGNED CONTRACTING PARTIES further certify that, (1) the services specified above are necessary and essential for activities that are properly within the statutory functions and programs of the affected state entities, (2) the proposed arrangements serve the interest of efficient and economical administration of the state government, and (3) the services, supplies, or materials contracted for are not required by Section 21 of Article 16 of the Constitution of Texas to be supplied under contract given to the lowest responsible bidder.
- 14.4.1. RECEIVING AGENCY further certifies that it has the authority to contract for the above services by authority granted in Texas Human Resources Code §40.058.
- 14.4.2. PERFORMING AGENCY further certifies that it has the authority to perform the services contracted for by authority granted in Texas Human Resource Code §201.004..

RECEIVING AGENCY  
Texas Department of Family & Protective  
Services

  
Authorized Signature  
John J. Specia, Jr.  
Commissioner

11-10-14  
Date

PERFORMING AGENCY  
Texas Juvenile Justice Department

  
Authorized Signature  
David Reilly  
Executive Director

11/7/14  
Date

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*Staff may add any necessary attachments below and label accordingly.*

**Title IV - E Juvenile Justice  
Attachment A**

**Statement of Work**

- 1.1 Program Components.** Contractor shall provide all necessary and appropriate services for its Title IV-E Federal Financial Participation in cooperation with DFPS and HHSC. Contractor shall provide and administer a Title IV-E foster care maintenance, administrative and training services program for the benefit of Clients. Contractor will conduct training, pre-certification, and submit completed applications from the juvenile probation departments and TJJD. Such program must include, at a minimum the following components; (i) training; (ii) pre-certification eligibility reviews; (iii) a case review system; and (iv) reunification/pre-placement prevention services, e.g., elements found in 45 CFR 1356.60(b). Contractor shall ensure that personnel are trained for determination of Client Service needs in accordance with Article 1.5 and Attachment 5.
- 1.2 Client Information System.** Contractor shall maintain a client information system that includes a tracking system that complies with the requirements of Section 422 of the Social Security Act (42 USC §622) and collects the following information for all Clients who are currently in foster care placements or have been in foster care placements within the immediately preceding 12 months: (i) status; (ii) demographic characteristics; (iii) location; and (iv) permanency goals for placement of each Client who has been in substitute care for the preceding twelve months. Contractor will cooperate with DFPS to ensure that all required AFCARS Foster Care Data Elements (Attachment 2) are provided to DFPS for inclusion into IMPACT.
- 1.3 Contracted Residential Facilities File Transfer.** DFPS shall provide to Contractor via File Transfer Protocol ("FTP") a UNIX-compatible automated list of all residential child care facilities ("Facilities") under contract with DFPS that are qualified for Title IV-E federal financial participation. These Facilities may be used by Claimants for the placement of Clients, unless otherwise notified by DFPS.
- 1.4 Contracts With Non-DFPS Facilities.** Contractor shall be responsible for the utilization of the DFPS approved process, developed with the assistance of DFPS, for reviewing and approving facilities that do not contract with DFPS for services to children who meet Title IV-E eligibility criteria.
- 1.5 Standards for Juvenile Boards and Other Claimants.** Contractor shall require Claimants to adhere to any applicable contractor regulatory standards or policies currently in place or as subsequently modified, including but not limited to the following:
- 1.5.1 Case Review System.** Contractor will implement a case review system meeting the requirements of 42 USC §675(5) and other applicable legal requirements.
- 1.5.2 Regulatory Standards for Claimants – Contractor shall adopt and implement policies requiring Claimants at a minimum:**
- 1.5.2.1** Maintain for each Client, a case plan meeting the requirements of 42 USC §675(1);
- 1.5.2.2** Implement a reunification program and pre-placement prevention program that meets the requirements of 42 USC §622(b)(6)(A)(iv);
- 1.5.2.3** Implement a disposition hearing system and procedural safeguards for parents/legal conservators of Clients meeting the requirements of §422 of Title IV-B of the Social Security Act and other applicable legal requirements; and

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- 1.5.2.4 Comply with the applicable regulatory requirements set forth in Attachment 1, which is attached hereto and incorporated herein by this reference.
- 1.5.3 **Standards for Residential Care Contracts.** Contractor shall adopt and implement policies requiring that Claimants' contracts for residential child care services to Clients:
  - 1.5.3.1 Require Facilities to comply with the DFPS Minimum Standards for General Residential Operations and Residential Treatment Centers (Minimum Standards) and the Contracted Components of Care (Attachment 3) incorporated herein by this reference;
  - 1.5.3.2 Provide for monitoring of Facilities in accordance with the requirements of 1.6 below; and
  - 1.5.3.3 Require that Facilities comply with applicable state and federal laws and regulations pertaining to eligibility for receipt of Title IV-E funds, including those listed at Attachment 1 and Attachment 6, hereto.
- 1.6 **Facility Monitoring.** Contractor shall adopt and implement a policy and/or contractually require all Claimants to implement a plan for fiscal and programmatic monitoring of Facilities serving Clients, under the care, custody and control of its' Claimants.
  - 1.6.1 The monitoring plan shall be designed to ensure that the following primary service goals are met: (a) assessing the service and treatment needs of each Client; (b) matching each Client's needs with an appropriate service level; (c) authorizing service levels consistent with identified treatment and service needs within the 24-hour care settings, in accordance with the Minimum Standards; and (d) continuing service and treatment needs of Clients with minimal disruption. The monitoring plan must include, but not be limited to, the following:
    - 1.6.1.1 An annual site review;
    - 1.6.1.2 Detection of compliance errors that may result in failure to provide adequate services, potential harm to Clients, or diversion of resources intended to benefit Clients;
    - 1.6.1.3 Performance of facility monitoring by persons with appropriate licensure, skills and/or credentials. Facility monitoring must be performed by persons or entities that have no personal or business interest that creates or might create a conflict of interest with the Facility, with any Claimant making payments to the Facility, or with Contractor;
    - 1.6.1.4 Detailed procedures for remediating any noncompliance by the monitored Facility.
  - 1.6.2 Contractor will adopt and implement a plan for monitoring Claimants' compliance with the requirements set forth at Sections 1.4 and 1.5 and will provide compliance reports to DFPS upon request.
- 1.7 **Monthly Caseworker Visits.** Contractor will establish standards consistent with DFPS standards for the content and frequency of caseworker visits for Clients who are in foster

## **Title IV - E Juvenile Justice Attachment A**

care, which, at a minimum, ensure that the Clients are visited on a monthly basis and that the caseworker visits are well-planned and focused on issues pertinent to case planning and service delivery to ensure the safety, permanency, and well-being of the Clients. DFPS must comply with the federal requirement that at least 90 percent of the Clients in foster care under the responsibility of the State are visited by their caseworkers on a monthly basis, and that the majority of the visits occur in the residence of the Client. Contractor has provided DFPS a plan to maintain the 90 percent compliance level on caseworker monthly visits, e.g. ensuring that 90% of all children in foster care are visited by their (case) workers each and every month, with a majority of the visits occurring in the residence of the child, in a format determined by DFPS.

- 1.8 Documentation of Claimant Processes.** Contractor shall maintain documentation of the methodology by which each Claimant performs the following tasks: (i) determination of eligibility of candidates for Title IV-E services; (ii) determination of allocated costs allowable as Title IV-E expenses; and (iii) determination of allowable Title IV-E expenses. This documentation will be made available to DFPS upon request.

### **COST ALLOCATION PLAN**

- 2.1** DFPS requires Contractor to submit for approval a Cost Allocation Plan (CAP). This CAP shall provide a narrative description of Contractor's organization and the procedures Contractor will use in identifying, measuring, and allocating or assigning Contractor costs incurred in support of all programs administered or supervised by Contractor. The CAP must include a description of all costs except expenditures for financial assistance, medical vendor payments, and payments for services and goods provided directly to Clients. The CAP shall be prepared in accordance with principles and procedures prescribed in OMB Circular A-87 and Subpart E of 45 CFR Part 95, referenced in Attachment 1.
- 2.2** This CAP must be submitted and approved by DFPS, prior to reimbursement of administrative expenses and no later than December 31, 2014.
- 2.3** Contractor shall require its Claimants to submit to Contractor for review, a Cost Allocation Plan (CAP). This CAP shall provide a narrative description of the Claimant's organization and the procedures the Claimant will use in identifying, measuring, and allocating or assigning Claimant costs incurred in support of all programs administered or supervised by the agency. The CAP must include a description of all costs except expenditures for financial assistance, medical vendor payments, and payments for services and goods provided directly to Clients. The CAP shall be prepared in accordance with principles and procedures prescribed in OMB Circular A-87 and Subpart E of 45 CFR Part 95, referenced in Attachment 1. Contractor shall ensure the CAP is reasonable and allowable and forward to DFPS for approval.
- 2.4** The CAP must be submitted for administrative costs only – this excludes Client services such as financial assistance (cash, food stamps), medical vendor payments (payments to doctors, hospitals, etc. for medical services) and goods and services paid for Clients.

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Attachment A**

- 2.5** Contractor shall fund the state-share portion of the cost, including, but not limited to, wages, employee benefits, reimbursable expenses and administrative overhead, of one full time equivalent (FTE) Title IV-E eligibility specialist employed by DFPS.

**CLAIMS PROCESSING**

- 3.1 Identification of Qualified Clients.** Contractor will provide the required eligibility information and documentation and shall submit to DFPS a Foster Care Assistance Application for each child who appears to meet Title IV-E eligibility criteria, in accordance with 37 TAC §347.7(a) and (b).

- 3.1.1** Such application shall indicate whether the applicant receives assistance from any of the following programs: TANF; Medicaid; Food Stamps; or Supplemental Security Income. Information regarding the youth's family income and resources will be included in the application.

DFPS will verify income from a parent, stepparent, or managing conservator through the electronic data base Data Broker at no charge to TJJD or the local juvenile probation department. If there is a conflict between Data Broker and the foster care application, TJJD will be allowed to submit additional documentation such as paychecks, tax returns, and paystubs so that a comparison between the information in Data Broker and the additional documentation can be made by DFPS before a Title IV-E determination is made.

- 3.1.2** In the event DFPS requests additional information to make an eligibility determination, Contractor will provide such additional information within 15 days following receipt of such request.
- 3.1.3** Within 30 days following receipt of the complete and accurate Foster Care Assistance Application and all required documentation, a DFPS eligibility specialist will notify Contractor in writing of approval or disapproval of the application and the effective date of eligibility for each Client. If the DFPS Eligibility Specialist position becomes vacant, DFPS will work with Contractor to determine alternative timeframes.
- 3.2 Eligibility Redeterminations.** Eligibility for Title IV-E foster care must be redetermined every 12 months. Contractor will submit a Foster Care Assistance Review Packet (Packet), no later than the end of the month following the date a Client has been in foster care for one year. The Packet must include the updated Foster Care Assistance Review and the permanency hearing order.
- 3.3 Required Claims Documentation.** Each claim must include (a) a completed Interagency Transaction Voucher (ITV) requesting Title IV-E reimbursement for allowable administrative, maintenance and training expenditures and (b) a quarterly claim worksheet detailing the reimbursable expenditures. Administrative and training expenditures will be reimbursed in accordance with the DFPS approved Contractor CAP and in accordance with the governing citations from state and federal regulations, referenced in Attachment 1 and Attachment 6.
- 3.4 Deadlines for Filing Claims.** Contractor shall file claims within 90 days following the end of each federal fiscal year quarter for the reimbursable expenses paid during such quarter.

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Claims that are submitted later than the end of the seventh calendar quarter following the date an expense is paid by Contractor or a Claimant will not be reimbursed.

- 3.5 Availability of Funds.** The disbursement of funds to Contractor pursuant to this IAC is at all times contingent on DFPS' receipt of the Title IV-E federal financial participation ("FFP") funds allocated to this IAC. If such funds become unavailable during any budget period, DFPS shall have the right to terminate this IAC, to defer payment to future budget periods or to reduce the amount of funds available hereunder.
- 3.6 Payment of Claims.** DFPS will make reasonable efforts to pass through Title IV-E FFP funds within thirty days following the latter of: (i) receipt from Contractor of allowable and accurate claims and (ii) receipt from USDHHS of Title IV-E funds sufficient to pay such claims.
- 3.7 Address for Filing Claims.** Claims must be delivered to:  
Texas Department of Family and Protective Services  
Attention: Purchased Client Services  
Mail Code E-541  
P.O. Box 149030  
Austin, TX 78714-9030
- 3.8 Disbursement to Claimants.** Contractor shall have sole responsibility for the disbursement of claim payments to Claimants.

**RECORDKEEPING**

- 4.1 Records Retention.** Contractor shall maintain duly certified cost allocation plans, subcontracts and other appropriate contract, financial and program documentation to verify the basis of all claims that are submitted for reimbursement hereunder, Contractor shall retain all financial and programmatic records, monitoring reports, supporting documents, statistical records, and other records pertaining to this IAC or to the services provided by Contractor pursuant to this IAC for a minimum of five (5) years after the termination of the IAC period, or for five (5) years after the end of the federal fiscal year in which services were provided, whichever is later. If any litigation, claim, or audit involving these records begins before the five (5) year period expires, Contractor will keep the records and documents for not less than five (5) years and until all litigation, claims, or audit findings are resolved by a final order or by written agreement. IAC period means the beginning date through the ending date specified in the original IAC; renewals are considered to be separate IAC periods.
- 4.2 Access to Records.** State Auditor's Office, HHSC, USDHHS, the Comptroller General of the United States, DFPS, and any of their authorized representatives, shall have the right of access to all of Contractor's records which are pertinent to this IAC, the services performed hereunder, and all claims filed hereunder, in order to make audits, examinations, excerpts, and transcripts.
- 4.3 Cooperation with Audits.** Contractor shall cooperate fully in any social studies or fiscal and programmatic monitoring, auditing, evaluating, or other reviews pertaining to this IAC, which may be conducted by State Auditor's Office, DFPS, HHSC, USDHHS or their authorized representatives.

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**REPAYMENT OF FUNDS**

- 4.4 4.4 Federally Required Repayments or Penalties.** Contractor shall be responsible for federal disallowances or penalties resulting from any disallowance or costs for cases that are claimed through or related to this IAC that DFPS must: (1) repay any Title IV-E funds, or (2) make any related penalty or other payments. In the event that DFPS is required to make such payment(s), Contractor shall repay the costs associated with all cases that are claimed through this contract and any other penalty. DFPS may immediately deduct/recoup such entire payment owed by Contractor against the amounts otherwise payable from DFPS to Contractor to the extent and until such entire payment amount has been credited. DFPS shall notify Contractor of the reason for and calculation of, as well as any such deductions of any such payment amount for which Contractor is responsible.
- 4.5 4.5 Calculation of Repayment.** Contractor's share of any such required federal repayment or penalty shall be equal to the sum of: (i) all disallowed costs associated with cases claimed through this IAC plus (ii) a proportionate share of any DFPS administrative or programmatic expenses disallowed as a result of extrapolated audit exceptions. The proportionate share of such expenses shall be determined using a percentage: the numerator of which is the aggregate sum of disallowed costs pertaining to Contractor claims during the relevant audit period, and the denominator of which is the aggregate sum of disallowed costs for all Title IV-E funds provided to DFPS during the same audit period.
- 4.6 4.6 Repayments.** To the extent, if any, that DFPS requires a reimbursement from Contractor in place of the deduction in section 4.4, Contractor shall transmit funds to cover such reimbursement amount to DFPS via Interagency Transfer Voucher, including recurring Transaction Index (RTI), and Contractor will transmit such funds within no more than thirty (30) days from the date of Contractor's receipt of notice to do so from DFPS. To the extent, if any, Contractor fails to make such reimbursement by the last date of the thirty (30) day period to do so, DFPS may immediately exercise its rights under Section 9 of the IAC.
- 4.7 4.7 Survival.** The provisions of Article 4 shall survive the termination or expiration of this IAC.

**Attachment B**

Texas Dept of Protective  
and Regulatory Services

**Budget for Purchase of Service Contracts**

Form 2030  
October 2001

**Summary**

**Contractor** Texas Juvenile Justice Department  
**Contract No.** 530-12-0224-00001 (#14-01)  
**Contract Period** 10/1/2014-9/30/2015

Cost Category	A Grand Total	B Reimbursable	C Other (Match)
(1A) Personnel - Salaries	\$ 239,988.00	\$ 119,984.00	\$ 119,994.00
(1B) Personnel - Fringe Benefits	\$ 85,599.49	\$ 32,799.75	\$ 32,799.75
<b>Subtotal</b>	<b>\$ 305,587.49</b>	<b>\$ 152,783.75</b>	<b>\$ 152,793.75</b>
(2) Travel	\$ 13,659.75	\$ 6,829.88	\$ 6,829.88
(3) Materials and Supplies	\$ 3,475.00	\$ 1,737.50	\$ 1,737.50
(4) Equipment (Rent/Lease/Purchase)	\$ 2,170.00	\$ 1,085.00	\$ 1,085.00
<b>Subtotal</b>	<b>\$ 19,304.75</b>	<b>\$ 9,652.38</b>	<b>\$ 9,652.38</b>
(5) Other Costs (list below)			
Other Direct Costs	\$ 9,098.00	\$ 4,549.00	\$ 4,549.00
Cost Pool Expenses	\$ 7,718.00	\$ 3,859.00	\$ 3,859.00
County Administrative Contracts	\$ 3,223,585.91	\$ 1,611,792.98	\$ 1,611,792.98
<b>Subtotal</b>	<b>\$ 3,240,401.91</b>	<b>\$ 1,620,200.98</b>	<b>\$ 1,620,200.98</b>
Foster or Day Care Total (per PRS unit rate below)	\$ 18,078,450.00	\$ 9,039,225.00	\$ 9,039,225.00
<b>Total Direct Costs</b>	<b>\$ 3,565,294.15</b>	<b>\$ 1,782,647.09</b>	<b>\$ 1,782,647.09</b>
Total Indirect Costs (if applicable) 4.3% of Salaries		\$ -	\$ -
<b>Grand Total</b>	<b>\$ 21,643,744.15</b>	<b>\$ 10,821,872.09</b>	<b>\$ 10,821,872.09</b>

Unit Rate Contracts	Amounts
(a) Projected service units (days etc) x	365
(b) Cost per unit of service (i.e. unit rates)x	\$ 127.00
(c) Projected clients to be served	390
<b>Foster or Day Care Total</b>	<b>\$ 18,078,450.00</b>

**Certified by:** Michael Meyer  
**Name:** Michael Meyer  
**Title:** CFO  
**Date:** 11/7/14



**Budget for Purchase of Service Contracts**

**(1B) Personnel - Fringe Benefits**

**Contractor** Texas Juvenile Justice I

**Contract No.** 530-12-0224-00001 (#

**Contract Period** 10/1/2014-9/30/2015

Position or Title	A	B	C	D	E	F	G
	Avg. Monthly		Avg. Monthly	#Months	Total	Reimbursable	Other
	Salary	Annual		at reimburse ment rate	CxD		(Match)
<b>State Paid FICA 7.65% (C=Ax7.65%)</b>							
<b>Administrative Reimbursement</b>							
Program Specialist III	3,700.00	\$ 3,396.60	\$ 283.05	12.0	\$ 3,396.60	\$ 1,698.30	\$ 1,698.30
Program Specialist IV	4,614.00	\$ 4,235.65	\$ 362.97	12.0	\$ 4,235.65	\$ 2,117.83	\$ 2,117.83
Accountant VI	5,005.00	\$ 4,594.59	\$ 382.88	12.0	\$ 4,594.59	\$ 2,297.30	\$ 2,297.30
Director	6,680.00	\$ 6,132.24	\$ 511.02	12.0	\$ 6,132.24	\$ 3,066.12	\$ 3,066.12
		\$ -	\$ -	12.0	\$ -	\$ -	\$ -
		\$ -	\$ -	12.0	\$ -	\$ -	\$ -
<b>Retirement 8.9% (C=Ax8.9%)</b>							
<b>Administrative Reimbursement</b>							
Program Specialist III	3,700.00	\$ 3,063.60	\$ 265.30	12.0	\$ 3,063.60	\$ 1,531.80	\$ 1,531.80
Program Specialist IV	4,614.00	\$ 3,820.39	\$ 318.37	12.0	\$ 3,820.39	\$ 1,910.20	\$ 1,910.20
Accountant VI	5,005.00	\$ 4,144.14	\$ 345.35	12.0	\$ 4,144.14	\$ 2,072.07	\$ 2,072.07
Director	6,680.00	\$ 5,531.04	\$ 460.92	12.0	\$ 5,531.04	\$ 2,765.52	\$ 2,765.52
		\$ -	\$ -	12.0	\$ -	\$ -	\$ -
		\$ -	\$ -	12.0	\$ -	\$ -	\$ -
<b>ERS 1.0% (C=Ax1.0%)</b>							
<b>Administrative Reimbursement</b>							
Program Specialist III	3,700.00	\$ 444.00	\$ 37.00	12.0	\$ 444.00	\$ 222.00	\$ 222.00
Program Specialist IV	4,614.00	\$ 553.68	\$ 46.14	12.0	\$ 553.68	\$ 276.84	\$ 276.84
Accountant VI	5,005.00	\$ 600.60	\$ 50.05	12.0	\$ 600.60	\$ 300.30	\$ 300.30
Director	6,680.00	\$ 801.60	\$ 66.80	12.0	\$ 801.60	\$ 400.80	\$ 400.80
		\$ -	\$ -	12.0	\$ -	\$ -	\$ -
		\$ -	\$ -	12.0	\$ -	\$ -	\$ -
<b>Health Insurance</b>							
<b>Administrative Reimbursement</b>							
Program Specialist III	3,700.00	\$ 6,451.92	\$ 537.66	12.0	\$ 6,451.92	\$ 3,225.96	\$ 3,225.96
Program Specialist IV	4,614.00	\$ 6,451.92	\$ 537.66	12.0	\$ 6,451.92	\$ 3,225.96	\$ 3,225.96
Accountant VI	5,005.00	\$ 8,925.80	\$ 743.80	12.0	\$ 8,925.80	\$ 4,462.80	\$ 4,462.80
Director	6,680.00	\$ 6,451.92	\$ 537.66	12.0	\$ 6,451.92	\$ 3,225.96	\$ 3,225.96
		\$ -	\$ -	12.0	\$ -	\$ -	\$ -
		\$ -	\$ -	12.0	\$ -	\$ -	\$ -
<b>Total Fringe Benefits</b>					\$ 65,599.49	\$ 32,798.75	\$ 32,798.75

### Budget for Purchase of Service Contracts

<b>(2) Travel</b>	<b>Contractor</b>	<b>Texas Juvenile Justice Department</b>
	<b>Contract No.</b>	<b>530-12-0224-00001 (#14-01)</b>
	<b>Contract Period</b>	<b>10/1/2014-9/30/2015</b>

Type of Travel Expense mileage/food/lodging etc.	Purpose Destination and benefit to the program	A Total	B Reimbursable	C Other (Match)
<b>Administrative Reimbursement</b>				
<b>Fiscal Travel</b>				
<b>Fiscal Audits</b>				
Lodging	1 staff/5nights/10trips/\$85 per night	\$ 4,250.00	\$ -	\$ -
Hotel Tax	1staff/5nights/10trips/\$85 per night @ 15%	\$ 637.50	\$ 318.75	\$ 318.75
Meals	\$36 day/1 staff/6 days/ 10 trips	\$ 2,160.00	\$ 1,080.00	\$ 1,080.00
Mileage	3 trips/500 miles per trip @ .5 per mile	\$ 750.00	\$ 375.00	\$ 375.00
Airfare	1 staff/2roundtrips/ \$400 per flight	\$ -	\$ -	\$ -
Parking/Other	1 staff/ 6 days/ \$8 a day/ 2 trips	\$ 96.00	\$ 48.00	\$ 48.00
<b>Program</b>				
<b>Program Audits</b>				
Lodging	2 staff/3nights/4trips/\$85 per night	\$ 2,040.00	\$ 1,020.00	\$ 1,020.00
Hotel Tax	2staff/3night/4trips/\$85 per night @ 15%	\$ 308.00	\$ 153.00	\$ 153.00
Meals	\$36 day/2 staff/4days/2trips	\$ 576.00	\$ 288.00	\$ 288.00
Mileage	2 trips/500 miles per trip @ .5 per mile	\$ -	\$ -	\$ -
Airfare	1 staff/1roundtrip/\$300 per flight	\$ 300.00	\$ 150.00	\$ 150.00
Parking/Other	1 staff/3 days/\$8 a day/2 trips	\$ 48.00	\$ 24.00	\$ 24.00
Lodging	1staff/1night/7trips/\$85 night	\$ 595.00	\$ 297.50	\$ 297.50
Hotel Tax	1staff/1night/7trips/\$85 per night @ 15%	\$ 89.25	\$ 44.63	\$ 44.63
Meals	1staff/2days/7trips/\$36 day	\$ 504.00	\$ 252.00	\$ 252.00
Mileage		\$ -	\$ -	\$ -
Auto Rental	18 days/\$50 day	\$ 900.00	\$ 450.00	\$ 450.00
Rental Gas	12 days/\$30 day	\$ 360.00	\$ 180.00	\$ 180.00
Parking/Other	1 staff/6days/\$8 per day	\$ 48.00	\$ 24.00	\$ 24.00
<b>Total Travel</b>		<b>\$ 13,659.75</b>	<b>\$ 6,829.88</b>	<b>\$ 6,829.88</b>



**Budget for Purchase of Service Contracts**

**(4) Equipment**

**Contractor** Texas Juvenile Justice Department

**Contract No.** 530-12-0224-00001 (#14-01)

**Contract Period** 10/1/2014-9/30/2015

Equipment (description and basis of cost)	Method Used (rent/lease/buy)	A Total	B Reimbursable	C Other (Match)
<b>Enhanced Reimbursement</b>				
Laptop & mouse - 1 @ \$1,000	buy	\$ 1,000.00	\$ 500.00	\$ 500.00
Swiss Gear Wheeled Laptop Case - 1 @ \$120	buy	\$ 120.00	\$ 60.00	\$ 60.00
LCD Projector - 1 @ \$900	buy	\$ 900.00	\$ 450.00	\$ 450.00
1-Wireless Presenter Remote, 1-Speaker System, 1-Infocus VGA Cable	buy	\$ 150.00	\$ 75.00	\$ 75.00
<b>Total Equipment</b>		<b>\$ 2,170.00</b>	<b>\$ 1,085.00</b>	<b>\$ 1,085.00</b>

\*For monitoring purposes receipts and other detailed records must be kept on file.  
 \*\*All equipment must be tagged and numbered.  
 \*\*\*Costs not allowable if already being paid by other sources.

**Budget for Purchase of Service Contracts**

**( 5 ) Other Costs**

**Contractor** Texas Juvenile Justice Department

**Contract No.** 530-12-0224-00001 (#14-01)

**Contract Period** 10/1/2014-9/30/2015

Other Costs (description and basis for valuation)	A Total	B Reimbursable	C Other (Match)
SOAH Hearings - 15 @ \$100/hour	\$ 1,500.00	\$ 750.00	\$ 750.00
SORM (\$5,097), Interest Penalty (\$1)	\$ 5,098.00	\$ 2,549.00	\$ 2,549.00
Training Registration Fees: 2 staff/fees \$250/5 trainings	\$ 2,500.00	\$ 1,250.00	\$ 1,250.00
		\$ -	\$ -
<b>Total Other Direct Costs</b>	<b>\$ 9,098.00</b>	<b>\$ 4,549.00</b>	<b>\$ 4,549.00</b>
Materials & Supplies	\$ 2,200.00	\$ 1,100.00	\$ 1,100.00
Printing & Reproduction	\$ 126.00	\$ 63.00	\$ 63.00
Repairs & Maintenance	\$ 1,525.00	\$ 762.50	\$ 762.50
Communication & Utilities	\$ 1,531.00	\$ 765.50	\$ 765.50
Rentals & Leases	\$ 838.00	\$ 418.00	\$ 418.00
Other Expenditures	\$ 1,500.00	\$ 750.00	\$ 750.00
<b>Total Pooled Costs</b>	<b>\$ 7,718.00</b>	<b>\$ 3,859.00</b>	<b>\$ 3,859.00</b>
			\$ -
<b>County Administrative Contracts</b>	<b>\$ 3,223,585.91</b>	<b>\$ 1,611,792.96</b>	<b>\$ 1,611,792.96</b>
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
<b>Total Other</b>	<b>\$ 3,240,401.91</b>	<b>\$ 1,620,200.96</b>	<b>\$ 1,620,200.96</b>

\*For monitoring purposes receipts and other detailed records must be kept on file.  
\*\*Costs not allowable if already being paid by other sources.

**Title IV-E Interagency Cooperation Contract  
Budget Narrative – FY2015  
Contract #530-12-0224-0001**

**DIRECT CHARGES**

All direct charges are expenses for 100% Title IV-E staff. A job description for each Title IV-E employee is attached along with an agency organizational chart. All costs associated with staff that do not perform Title IV-E task 100% of the time will be allocated based on a method to be determined and approved, at a later date, prior to reimbursement.

**(1A) PERSONNEL - SALARIES** **\$119,994.00**

The salaries listed are based on each employee's salary for FY 2015.

**(1B) PERSONNEL – FRINGE BENEFITS** **\$ 32,799.75**

The fringe benefits being directly charged to the Title IV-E grant includes FICA and Medicare at a combined rate of 7.65%. TJJJD pays for insurance for employees through United Healthcare at the rate of \$537.66 for employees and \$743.80 for employees and their children. The state of Texas' retirement contribution is based on 6.9% of the employee's salary. Finally, there is a 1.0% agency match for state paid Employees Retirement System's Group Benefits Program.

**(2) TRAVEL** **\$ 6829.88**

Travel being charged to Title IV-E for FY 2015 includes ten travel costs to conduct Title IV-E on-site fiscal monitoring, eleven travel costs to provide on-site Title IV-E Program monitoring and reasonable candidate case reviews.

**(3) MATERIALS AND SUPPLIES** **\$ 1,737.50**

Materials and supplies charges include business cards for two staff members and consumable office supplies; funding is based on actual FY2012 expenses.

**(4) EQUIPMENT** **\$ 1,085.00**

Equipment expenditures include an LCD projector, laptop and related equipment to conduct Title IV-E Program and Fiscal training in FY2015.

**(5) OTHER COSTS – Total Other Direct Costs** **\$ 4,549.00**

The State Office of Administrative Hearings provides TJJJD with an Administrative Law Judge to conduct all twelve (12) month permanency hearings.

SORM represents the Title IV-E contribution to the State Office of Risk Management for the workers compensation system.

Registration fees for professional development training are estimated at \$250 per direct Title IV-E staff.

**(5) OTHER COSTS – Total Pooled Costs** **\$ 3,859.00**  
Total Pooled Costs – TJJD cost pools overhead expenses such as supplies, utilities, mailing services and repairs are based on the number of Title IV-E direct employees / average number of filled positions during each month of the quarter. The projection this year has been adjusted to account for only four staff being claimed as 100% IV-E reimbursable.

Materials and Supplies include the following costs: general office supplies, reference materials, computer parts and equipment under \$5000, gasoline, and mailing services.

Repairs and Maintenance includes computer and equipment maintenance and vehicle maintenance.

Communications and Utilities include internet, phone services, and wireless services.

Rentals and Leases include storage rental, facility rental, copier rental and parking space rental.

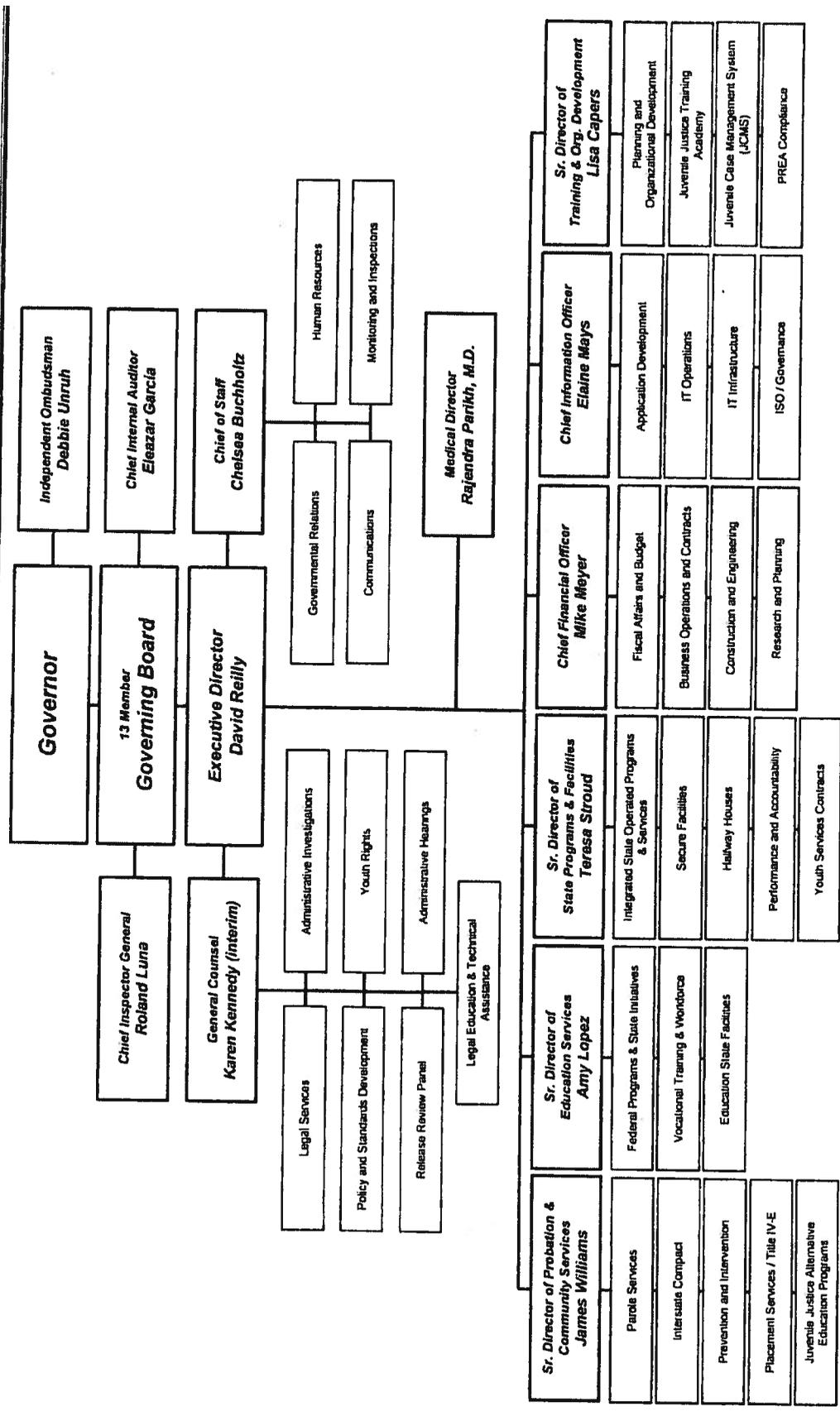
Other Expenditures includes building fees, employee assistance programs, vehicle insurance and advertisements for job openings.

**(5) OTHER COSTS – County Administrative Costs** **\$1,611,792.96**  
Many counties have resumed claiming administrative costs and five are actively claiming reimbursement for “reasonable candidates.” It is anticipated that additional counties may also begin claiming these costs in FY2015. It is anticipated \$ 1,611,792.96 will be requested by county probation departments for administrative reimbursements.

**FOSTER CARE COSTS** **\$9,039,225.00**  
Foster care costs projection based on 365 service days x unit rate of \$127.00 x 390 projected clients.

**SUMMARY:**

<b>TOTAL FOSTER CARE COSTS</b>	<b>\$9,039,225.00</b>
<b>TOTAL DIRECT COSTS</b>	<b>\$1,782,647.09</b>
<b>TOTAL CONTRACT COSTS</b>	<b>\$10,821,872.09</b>



## STATE CLASSIFICATION JOB DESCRIPTION

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Salary Group B19

Class No. 1572

### PROGRAM SPECIALIST III

#### GENERAL DESCRIPTION

Performs complex (journey-level) consultative services and technical assistance work. Work involves planning, developing, and implementing an agency program and providing consultative services and technical assistance to program staff, governmental agencies, community organizations, or the general public. May train others. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

#### EXAMPLES OF WORK PERFORMED

Performs an array of technical, training, research, planning, policy, program assessment, and administrative activities related to program assignment.

Collaborates in the planning, development, implementation, analysis, and documentation of an agency program.

Collaborates with program staff in determining trends and resolving technical problems.

Serves as liaison to staff, government agencies, community organizations, or the general public to explain and provide technical assistance on program specifics and requirements.

Conducts surveys and/or reviews to determine compliance with certification requirements, laws, regulations, policies, and procedures.

Markets program(s) to community and professional groups to encourage and improve interest in the program(s).

Monitors, reviews, and evaluates compliance with program policies and procedures, statutes, and rules for assigned program.

Prepares comprehensive reviews of literature, statutes, rules, and/or policies and prepares administrative reports, studies, and specialized research projects.

Studies and analyzes operations and problems, prepares reports of findings and recommendations, and prepares justifications for procedural or policy changes.

Reviews and evaluates information on service delivery system methods, outputs, and activities to identify gaps in resources and recommend improvements.

Analyzes legislation and assists with the development of recommendations for policy and programmatic issues relating to the implementation, improvement, and/or expansion or reduction of program funding.

Assists in the collection, organization, analysis, and/or preparation of materials in response to requests for program information.

Assists in preparing and evaluating program budget requests.

Assists in preparing justifications for the implementation of procedural or policy changes.

May recommend and coordinate activities to produce a more effective program.

May develop policy and procedure manuals.

May train others.

Performs related work as assigned.

## **GENERAL QUALIFICATION GUIDELINES**

### **Experience and Education**

Experience in a field relating to the agency program. Graduation from an accredited four-year college or university with major course work in a field relevant to the assignment is generally preferred. Experience and education may be substituted for one another.

### **Knowledge, Skills, and Abilities**

Knowledge of local, state, and federal laws related to the program area; of public administration and management techniques; of statistical analysis processes; of budget processes; of research techniques; of training and marketing techniques; and of program management processes and techniques.

Skill in identifying measures or indicators of program performance and in operating computers and applicable software.

Ability to gather, assemble, correlate, and analyze facts; to devise solutions to problems; to market programs; to prepare reports; to develop, evaluate, and interpret policies and procedures; to communicate effectively; and to train others.

## STATE CLASSIFICATION JOB DESCRIPTION

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Salary Group B20

Class No. 1573

### PROGRAM SPECIALIST IV

#### GENERAL DESCRIPTION

Performs highly complex (senior-level) consultative services and technical assistance work. Work involves planning, developing, and implementing major agency program(s) and providing consultative services and technical assistance to program staff, governmental agencies, community organizations, or the general public. May train, lead, and/or prioritize the workload of others. Works under limited supervision, with moderate latitude for the use of initiative and independent judgment.

#### EXAMPLES OF WORK PERFORMED

Performs an array of technical, training, research, planning, policy, program assessment, and administrative activities for assigned program(s).

Oversees the completion of and monitors required performance reports and recommends appropriate changes.

Coordinates and collaborates with program staff in program planning, development, implementation, analysis, and documentation of agency program(s).

Coordinates and conducts surveys, inspections, or reviews to determine compliance with certification requirements, laws, regulations, policies, and procedures.

Coordinates the marketing of programs to community and professional groups to encourage interest in programs and to secure support for the programs.

Coordinates the review and evaluation of service delivery system methods, outputs, activities, and trends to identify gaps in resources and recommends and implements improvements to resolve technical problems.

Analyzes legislation to develop recommendations for policy and programmatic issues relating to the implementation, improvement, and/or expansion or reduction of program funding.

Analyzes operations and reviews reports, recommendations, and justifications.

Collects, organizes, analyzes, and/or prepares materials in response to requests for program information and reports.

Develops program policies, procedures, standards, and manuals in accordance with program objectives and goals.

Evaluates research findings relative to specific projects being developed.

Reviews program area functions and operations, identifies areas needing change, and develops plans to improve programs or to address areas of concern.

Conducts training and provides guidance to staff in the development and integration of new or revised methods and procedures.

May analyze the application of and variations within programs to develop action plans for improving or initiating new programs.

May prepare and evaluate program budget requests.

May train, lead, and/or prioritize staff workloads.

Performs related work as assigned.

## **GENERAL QUALIFICATION GUIDELINES**

### **Experience and Education**

Experience in a field related to the agency program. Graduation from an accredited four-year college or university with major course work in a field relevant to the assignment is generally preferred. Experience and education may be substituted for one another.

### **Knowledge, Skills, and Abilities**

Knowledge of local, state, and federal laws related to the program area; of public administration and management techniques; of statistical analysis processes; of budget processes; of research techniques; of training and marketing techniques; and of program management processes and techniques.

Skill in identifying measures or indicators of program performance and in operating computers and applicable software.

Ability to gather, assemble, correlate, and analyze facts; to devise solutions to problems; to market programs; to prepare reports; to develop, evaluate, and interpret policies and procedures; to communicate effectively; and to train, lead, and prioritize staff workloads.

## STATE CLASSIFICATION JOB DESCRIPTION

Salary Group B25

Class No. 1603

### MANAGER IV

#### GENERAL DESCRIPTION

Performs advanced (senior-level) managerial work administering the daily operations and activities of an agency's business function, division, or department. Work involves establishing goals and objectives; developing guidelines, procedures, policies, rules, and regulations; developing schedules, priorities, and standards for achieving established goals; coordinating and evaluating business function, division, or department activities; developing and evaluating budget requests; and monitoring budget expenditures. Plans, assigns, and supervises the work of others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

#### EXAMPLES OF WORK PERFORMED

Manages activities of staff in a business function, division, or department.

Oversees the establishment of goals and objectives; develops and approves schedules, priorities, and standards for achieving goals; and manages evaluation activities.

Oversees the development of guidelines, procedures, policies, rules, and regulations and monitors compliance with policies and procedures.

Oversees the development, review, revision, and implementation of legislation.

Oversees the preparation of management and productivity reports and studies.

Oversees special investigations, research studies, and internal audits.

Oversees the development and implementation of techniques for evaluating business functions or division or department activities.

Oversees staff development plans and activities.

Conducts programs focusing on continuous process improvement.

Develops and evaluates budget requests, monitors budget expenditures, and makes adjustment as necessary.

Plans, implements, coordinates, monitors, and evaluates policies and procedures and monitors compliance with policies and procedures.

Identifies areas of needed change and makes recommendations to improve operations.

Provides technical guidance for a business function, division, or department.

Represents the business function, division, or department at meetings, hearings, trials, conferences, and seminars or on boards, panels, and committees.

May manage multiple business functions and provide oversight to associated staff.

Plans, assigns, and supervises the work of others.

Performs related work as assigned.

## **GENERAL QUALIFICATION GUIDELINES**

### **Experience and Education**

Experience in the management of a business function, division, or department relevant to assignment. Graduation from an accredited four-year college or university with major course work in a field relevant to assignment is generally preferred. Experience and education may be substituted for one another.

### **Knowledge, Skills, and Abilities**

Knowledge of local, state, and federal laws and regulations relevant to program areas and of the principles and practices of public administration and management.

Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems and in operating computers and applicable computer software.

Ability to manage business functions, division, or department activities; to establish goals and objectives; to devise solutions to administrative problems; to develop and evaluate administrative policies and procedures; to prepare reports; to communicate effectively; and to plan, assign, and supervise the work of others.

### **Registration, Certification, or Licensure**

May be required to be registered, certified, or licensed in a specialty area.

