

Progressive Sanctions Level 1-2-3 Programs**G-FY2005**

Effective date 09/01/2004, G-FY2005

Latest Revision 09/01/2004, G-FY2005

- I. **GRANT DESCRIPTION.**
- A. The Progressive Sanctions Level 1-2-3 Programs grant provides funds for programs and services for juveniles who are assigned to Levels 1-2-3 of the Progressive Sanctions Model.
- II. **GRANT SPECIFIC DEFINITIONS.**
- A. **Non-Secure Residential Placement.** Non-secure residential placement is defined as any home, foster home or other unlocked facility structure that is licensed by a state or governmental regulatory agency and/or operated by the juvenile board to provide substitute care for juveniles.
- B. **Progressive Sanctions Level 1.** Sanction Level 1 describes services collectively named supervisory caution that are the least restrictive responses the juvenile justice system can assign to a referral.
- C. **Progressive Sanctions Level 2.** Sanction Level 2 describes supervision and programs that are associated with a disposition of deferred prosecution.
- D. **Progressive Sanctions Level 3.** Sanction Level 3 describes supervision and programs associated with court - ordered probation not involving intensive supervision or confinement in a secure facility.
- III. **PERFORMANCE MEASURES.**
- A. **Goal.** The goal of the Progressive Sanctions Level 1-2-3 Programs grant is to reduce delinquency, increase offender accountability and rehabilitate juvenile offenders through a comprehensive, coordinated, community-based juvenile probation system.
- B. **Program Objective.** The objective of the Progressive Sanctions Level 1-2-3 Programs grant is to provide community programs and services to juvenile offenders in the early stages of delinquency.
- C. **Program Performance.** Grantee performance under the grant shall be determined using the following measure:
1. Percent of juveniles assigned to Progressive Sanctions Levels 1-2-3 that receive program services.
- IV. **PROGRAMMATIC COMPONENTS.**
- A. **Program Requirements.**
1. The Grantee shall provide community programs and/or services to juvenile offenders in the early stages of delinquency. The programs and services provided by this grant shall be designed to serve juvenile offenders who are assigned to Progressive Sanctions Levels 1-2-3.
 2. If the Grantee uses grant proceeds from this grant to hire probation officers, the primary job function (i.e., greater than 50% of job duties) of the probation officer shall be the provision of services to Level 1 juveniles and/or the supervision of juveniles placed on Levels 2 or 3 of the Progressive Sanctions Model. Authorized salary levels are detailed in the Progressive Sanctions JPO grant, Subsection IV (A) (2).
- V. **PROGRAMMATIC REPORTING.**
- A. **Annual Reports.** The Grantees shall submit the *Progressive Sanctions Funding Report* [TJPC-FIS-35-04] through the Commission's Internet database within 45 calendar days after the end of the State Financial Assistance Contract term.
- B. **Quarterly Reports.** None.
- C. **Monthly Reports.** None.
- D. **Other Periodic Reports.** See General Grant Requirements.

Summary of Grant Requirements

Progressive Sanctions Level 1-2-3 Programs**G-FY2005**

Effective date 09/01/2004, G-FY2005

Latest Revision 09/01/2004, G-FY2005

- VI. **PROGRAMMATIC MONITORING.**
- A. **On-Site Monitoring Visits.** See General Grant Requirements.
 - B. **Unannounced On-Site Monitoring Visits.** See General Grant Requirements.
 - C. **Desk Audits.** See General Grant Requirements.
 - D. **Other.** None.
- VII. **APPLICABLE LAW.** The Grantee shall comply with the following applicable state and federal laws under this grant.
- A. **Applicable Standards.**
 - 1. **Texas Administrative Code (TAC) Title 37 Public Safety and Corrections.**
 - a. Chapter 341 – Texas Juvenile Probation Commission.
 - b. Chapter 349 – General Administrative Standards.
 - B. **General Statutes.**
 - 1. **Federal Law.** See General Grant Requirements.
 - 2. **State Law.**
 - a. **Texas Family Code, Title III, Juvenile Justice Code.**
 - i. Chapter 59 – Progressive Sanctions Model.
 - b. **General Appropriations Act, H.B. 1, R.S., 78th Legislature, 2003, Article V.**
 - c. **Texas Government Code, Title 7, Uniform Grant and Contract Management.**
 - i. Chapter 783 - Uniform Grant and Contract Management Act.
 - C. **Policy.**
 - 1. **Texas Juvenile Probation Compliance Resource Manual (CRM), Volumes 1 - 2, 2004.**
- VIII. **FINANCIAL COMPONENTS.**
- A. **Allowable Expenditure of Funds.**
 - 1. Grant funds shall be expended solely for the provision of juvenile probation services within the three budget categories of staff services, non-residential and residential services in accordance with the approved *Annual Budget Application* [TJPC-FIS-01-05] submitted by the Grantee for fiscal year 2005.
 - 2. If juvenile probation officers are employed to administer Progressive Sanctions Levels 1-2-3 programs or services, the salary paid to a juvenile probation officer hired with grant funds shall not be less than the entry level salary for officers in the Grantee's probation department. If the entry level salary for a new juvenile probation officer in the Grantee's probation department is less than \$27,567.00 annually, the difference between the entry level starting salary and the \$27,567.00 figure may be expended for employee fringe benefits.
 - 3. Grant funds may be expended for placement in a non-secure residential facility as defined herein.
 - B. **Unallowable Expenditure of Funds.**

Summary of Grant Requirements

Progressive Sanctions Level 1-2-3 Programs**G-FY2005**

Effective date 09/01/2004, G-FY2005

Latest Revision 09/01/2004, G-FY2005

1. Progressive Sanctions Level 1-2-3 grant funds may not be used for the placement of a juvenile into a secure pre-adjudication detention or post-adjudication correctional facility.

C. **Financial Match Requirements.** None.

D. **Funding Adjustments.**

1. **Reduction of Grant Payments.** See General Grant Requirements.
2. **Unexpended Balances.** See General Grant Requirements.
3. **Overpayments.** See General Grant Requirements.
4. **Refunds Due.** See General Grant Requirements.

E. **Timely Expenditure of Grant Funds.** See General Grant Requirements.

F. **Audits.** See General Grant Requirements.

G. **Financial Assurances.** See Also General Grant Requirements.

1. Any funds received under this grant are expended for the sole purpose of funding salaries, programs and services for juveniles assigned to Levels 1-2-3 of the Progressive Sanctions Model; and
2. Any expenditures for salaries under Progressive Sanctions Level 1-2-3 grant funds are paid in accordance with the Progressive Sanctions JPO grant, Subsection IV (A) (2).

H. **Service Provider.** See General Grant Requirements.

IX. **FINANCIAL REPORTING.**

A. **Annual Reports.** The Grantee shall submit a completed *Annual Budget Application* [TJPC-FIS-01-05] concurrent with the submission of the executed State Financial Assistance Contract for the Commission's approval. The *Annual Budget Application* shall be submitted electronically as specified by the Commission.

B. **Quarterly Reports.** The Grantee shall report the expenditure of all funds received through this grant on the *Quarterly Expenditure Report* [TJPC-FIS-02-05]. Reports shall be received by the Commission no later than January 15, April 15, July 15 and October 15 of the fiscal year, respectively. Funds may be temporarily suspended if the *Quarterly Expenditure Reports* are not received by the due date.

C. **Monthly Reports.** None.

D. **Other Periodic Reports.**

1. **Budget Adjustments.** The Grantee shall submit the *Budget Adjustment Request* [TJPC-FIS-03-04] to the Commission and have received written approval from the Commission prior to expending the funds. The Grantee shall obtain prior written approval from the Commission Contract Administrator when projected expenditures in any budget category reported in the *Annual Budget Application* for this grant exceeds or is expected to exceed the amount budgeted in that category by more than twenty-five percent (25%).

X. **FINANCIAL MONITORING.**

A. **Annual Monitoring.** See General Grant Requirements.

B. **Periodic Monitoring.** See General Grant Requirements.

Summary of Grant Requirements