

Grant W - JJAEP Discretionary**Article I Section A**

Effective date 9/1/2005

Latest Revision 9/1/2005

TEXT OF GRANT REQUIREMENT**Article I. Grant Description**

A. The Juvenile Justice Alternative Education Program (JJAEP) Discretionary grant is a competitive grant intended to assist counties with a population below 125,000 in the basic operation of a Juvenile Justice Alternative Education Program (JJAEP) and to provide for program enhancement to JJAEP's in counties with a population of 125,000 or more. Dedicated funding in the amount of \$500,000.00 has been set aside for JJAEPs per fiscal year for the current grant period. The JJAEP is designed to provide an educational setting for students that have been expelled from public schools.

COMMENTARY**Discussion and Interpretation:**

Article I of this grant provides an overall description of the grant and its purpose and functions. This article is provided for informational and definitional purposes only and will not be monitored independently but in the context of the overall monitoring of other grant provisions, specifically including but not limited to the programmatic requirements.

Reviewer Guidelines:

N/A

Verification Documents:

N/A

METHODOLOGY**Compliance Methodology:**

N/A

Monitoring Methodology: N/A**Sample:** N/A**Point Value:** 0**Total Points Possible:** 0**Scoring Methodology:** N/A**Level:** Level 0 - Not Monitorable**REFERENCE MATERIAL****Recommended Best Practices:**

N/A

Sample Form(s):

N/A

Citation(s):

Grant W - JJAEP Discretionary Article I Section A

Cross Reference(s):

N/A

Board Opinion:**RFI Opinion:****EFFECTIVE DATES****Grant Provision Effective Date:**

9/1/2005

CRM Last Modified On: 9/1/2005**PRE-MONITORING PREPARATION****Program Tour:** False**Policy and Procedure:** False**Pre-Monitoring Checklist:** False**Pre-Monitoring Preparation****Checklist:**

N/A

Reviewer Preparation Checklist**Required:** False**Reviewer Preparation Checklist:**

N/A

INTERVIEW QUESTIONS MAY BE ADMINISTERED TO THE FOLLOWING:**Chief Administrative Officer:** False**Professional Staff:** False**Program/Facility Administrator:**

False

Juvenile Board Chair: False**Ancillary Staff:** False**Juvenile:** False**Grant W - JJAEP Discretionary**

FOR INTERNAL USE ONLY

FOR PROBATION DEPARTMENTAL USE ONLY
Compliance Assessment Checklist

List Supporting Documentation

List Supporting Documentation

Primary Documentation:

Secondary Documentation:

- ____ Compliance
- ____ Non-Compliance
- ____ Develop Program Improvement Plan
- ____ Request Waiver
- ____ Request Variance
- ____ Need Policy and Procedure
- ____ Need Training
- ____ Provision Non-Applicable

Comments:

Date Reviewed: _____

Department Reviewer Name: _____

Grant W - JJAEP Discretionary

Article II Section A-E

Effective date 9/1/2005

Latest Revision 9/1/2005

TEXT OF GRANT REQUIREMENT

Article II. Grant Specific Definitions

A. Assessment Instrument. The assessment instrument selected by the Commission for assessing JJAEP student performance in the areas of reading and mathematics.

B. Dollar-for-Dollar Match. The dollar-for-dollar match that a Grantee is required to meet to receive funding under this grant. The match requires that for every dollar received through this grant the county must provide a dollar of funding for the program. The dollar for dollar match must be directly related to the operation of the JJAEP and/or to program enhancement.

C. In-Kind Contributions. In-kind contributions represent items paid for by a source other than funds through the original grant Request For Proposal (RFP). Items donated or contributed to the project (e.g., personnel, classroom space, etc.) are considered in-kind contributions.

D. Juvenile Justice Alternative Education Program (JJAEP). Programs in counties with a population over 125,000 that are mandated to operate a JJAEP or counties below 125,000 who are authorized to operate a JJAEP by Chapter 37 of the Texas Education Code (TEC).

E. Texas Assessment of Knowledge and Skills (TAKS). The annual statewide assessment required under Chapter 39 of the Texas Education Code that is used to demonstrate student performance in the areas of reading and mathematics.

COMMENTARY

Discussion and Interpretation:

This article contains definitions of terms that are used throughout this grant. These definitions will not be monitored independently but will be monitored within the context of the grant requirements wherein the definition appears.

Reviewer Guidelines:

N/A

Verification Documents:

N/A

METHODOLOGY

Compliance Methodology:

N/A

Monitoring Methodology: N/A

Sample: N/A

Point Value: 0

Total Points Possible: 0

Scoring Methodology: N/A

Level: Level 0 - Not Monitorable

REFERENCE MATERIAL

Recommended Best Practices:

N/A

Sample Form(s):

N/A

Citation(s):

Grant W - JJAEP Discretionary Article II Sections A-E

Cross Reference(s):

N/A

Board Opinion:

RFI Opinion:

EFFECTIVE DATES

Grant Provision Effective Date:

9/1/2005

CRM Last Modified On: 9/1/2005

PRE-MONITORING PREPARATION

Program Tour: False

Policy and Procedure: False

Pre-Monitoring Checklist: False

Pre-Monitoring Preparation Checklist:

N/A

Reviewer Preparation Checklist

Required: False

Reviewer Preparation Checklist:

N/A

INTERVIEW QUESTIONS MAY BE ADMINISTERED TO THE FOLLOWING:

Chief Administrative Officer: False

Professional Staff: False

Program/Facility Administrator:

False

Juvenile Board Chair: False

Ancillary Staff: False

Juvenile: False

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Compliance Assessment Checklist

List Supporting Documentation

List Supporting Documentation

Primary Documentation:

Secondary Documentation:

- _____ Compliance
- _____ Non-Compliance
- _____ Develop Program Improvement Plan
- _____ Request Waiver
- _____ Request Variance
- _____ Need Policy and Procedure
- _____ Need Training
- _____ Provision Non-Applicable

Comments:

Date Reviewed: _____

Department Reviewer Name: _____

Grant W - JJAEP Discretionary**Article III Section A-C**

Effective date 9/1/2005

Latest Revision 9/1/2005

TEXT OF GRANT REQUIREMENT**Article III. Performance Measures**

A. Goal. The goal of the Juvenile Justice Alternative Education Program is to reduce delinquency, increase offender accountability and rehabilitate offenders through a comprehensive, coordinated, community-based juvenile probation system.

B. Program Objective. The objective of the JJAEP is to provide instructional programming to expelled students to enable academic achievement and behavioral change.

C. Program Performance. Grantee performance under the grant shall be determined using the following measures:

1. Academic achievement in reading and math as assessed by the statewide assessment instrument TAKS (Texas Assessment of Knowledge and Skills) for students enrolled at least 90 school days;
2. Academic achievement as assessed by the change in pre- and post- test scores in the areas of reading and mathematics for students enrolled at least 90 school days;
3. The average rate of attendance for all JJAEP students;
4. Percent of students who complete the program and return to their home school, graduate or complete their GED while in the program; and
5. Percent of students who have a subsequent referral to a juvenile probation department one year after leaving the JJAEP.

COMMENTARY**Discussion and Interpretation:**

The overall goal of this grant is to reduce delinquency, increase offender accountability and rehabilitate juvenile offenders through a comprehensive, coordinated, community-based juvenile probation system. This goal is the standard goal of all Commission grants and is not monitored independently.

The program objective for this grant describes the purposes and main functions of this grant and shall be monitored based upon the individual program performance measures discussed below. Performance measures will not be monitored during on-site monitoring visits. Performance measures on all grants will be calculated by the Commission after the end of each fiscal year in the grant period and compiled into one report that reflects the Grantee's performance on all Commission grants. This report will be provided to the Grantee and the juvenile probation department by the Commission.

Program Performance

Program performance will be assessed using the performance measures outlined in Article III Section C. The Commission will calculate these measures based on data submitted by the Grantee in the monthly JJAEP Individual Student Data, JJAEP Monthly Attendance Rosters, the monthly extract data and with data collected from the Texas Education Agency's (TEA) Testing database.

The performance measures will be calculated as described below:

1. Performance measure one (1) will be calculated by measuring the academic achievement in reading and mathematics as assessed by the statewide assessment instrument TAKS (Texas Assessment of Knowledge and Skills) for students enrolled at least 90 school days prior to taking the test. TAKS data will be provided by the Texas Education Agency and matched to all juveniles enrolled in the JJAEP.
2. Academic achievement as assessed by the change in pre- and post-test scores in the areas of reading and mathematics for students enrolled at least 90 school days;

3. The average rate of attendance for all JJAEP students;

4. Percent of students who complete the program and return to their home school, graduate or complete their GED while in the program; and

5. Percent of students who have a subsequent referral to the juvenile probation department one year after leaving the JJAEP.

Reviewer Guidelines:

To determine Grantee's compliance with this grant provision, the reviewer will:

1. Review and analyze data submitted by the Grantee in the JJAEP Individual Student Data, JJAEP Monthly Attendance Rosters, Monthly extract data and in data collected from the Texas Education Agency's (TEA) Testing database;
2. Calculate the following for the grant period:
 - a. The academic achievement in reading and mathematics as assessed by the statewide assessment instrument TAKS (Texas Assessment of Knowledge and Skills) for students enrolled in a JJAEP at least 90 days prior to taking the test;
 - b. The academic achievement as assessed by the pre-and post-assessment instrument in the areas of reading and mathematics for students enrolled in the JJAEP at least 90 school days;
 - c. The average rate of attendance for all JJAEP students;
 - d. The percent of students who complete the program and return to their home school, graduate or complete their GED while in the program; and
 - e. The percent of students who have a subsequent referral to the juvenile probation department one year after leaving the JJAEP and who exited for a reason other than incomplete.

Verification Documents:

1. JJAEP Individual Student Data
2. JJAEP Monthly Attendance Rosters

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Article III Section A-C

3. Monthly extract data
4. Texas Education Agency (TEA) testing data

METHODOLOGY**Compliance Methodology:**

Performance measures are calculated by the Commission using data provided by the Grantee and are reported at the end of each fiscal year in the grant period. Appropriate statistical analysis tools are utilized by the Commission in the calculation methodology for each grant.

Monitoring Methodology: N/A

Sample: N/A

Point Value: 0

Total Points Possible: 0

Scoring Methodology: N/A

Level: Level 1 - Administrative

REFERENCE MATERIAL**Recommended Best Practices:**

N/A

Sample Form(s):

N/A

Citation(s):

Grant W - JJAEP Discretionary Article III Sections A-C

Cross Reference(s):

N/A

Board Opinion:

RFI Opinion:

EFFECTIVE DATES

Grant Provision Effective Date: 9/1/2005

CRM Last Modified On: 9/1/2005

PRE-MONITORING PREPARATION

Program Tour: False

Policy and Procedure: False

Pre-Monitoring Checklist: False

Pre-Monitoring Preparation Checklist:

N/A

Reviewer Preparation Checklist Required: False

Reviewer Preparation Checklist:

N/A

INTERVIEW QUESTIONS MAY BE ADMINISTERED TO THE FOLLOWING:

Chief Administrative Officer: False

Professional Staff: False

Program/Facility Administrator: False

Juvenile Board Chair: False

Ancillary Staff: False

Juvenile: False

Grant W - JJAEP Discretionary

FOR INTERNAL USE ONLY

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Compliance Assessment Checklist

List Supporting Documentation

List Supporting Documentation

Primary Documentation:

- ____ Compliance
- ____ Non-Compliance
- ____ Develop Program Improvement Plan
- ____ Request Waiver

Secondary Documentation:

- ____ Request Variance
- ____ Need Policy and Procedure
- ____ Need Training
- ____ Provision Non-Applicable

Comments:

Date Reviewed: _____

Department Reviewer Name: _____

Grant W - JJAEP Discretionary**Article IV Section A**

Effective date 9/1/2005

Latest Revision 9/1/2005

TEXT OF GRANT REQUIREMENT**Article IV. Programmatic Components**

A. Program Oversight. The Juvenile Justice Alternative Education Program Proposal submitted by the Grantee is incorporated by reference into the requirements of this grant. The Grantee shall provide services as established within the grant requirements and their respective proposal. The Commission shall provide program oversight to ensure that grant funds are appropriately and efficiently expended. The Grantee shall ensure that the following eligibility requirements are met.

COMMENTARY**Discussion and Interpretation:**

The Juvenile Justice Alternative Education Program (JJAEP) Discretionary grant is a competitive grant intended to assist counties with a population below 125,000 in the basic operation of a Juvenile Justice Alternative Education Program (JJAEP) and to provide for program enhancement to JJAEP's in counties with a population of 125,000 or more. Dedicated funding in the amount of \$500,000.00 has been set aside for JJAEPs per fiscal year for the current grant period. The JJAEP is designed to provide an educational setting for students that have been expelled from public schools.

The contents of the Grantee's Request for Proposal will be monitored for implementation during the scheduled monitoring visit. The Grantee shall provide services as established within the grant requirements and their respective proposal. The Commission shall provide program oversight to ensure that grant funds are appropriately and efficiently expended.

Reviewer Guidelines:

To determine Grantee's compliance with this grant provision, the reviewer will:

1. Review the grantee's proposal;
2. Determine whether the services described in the proposal are being implemented.

The reviewer may:

1. Interview the program coordinator to assist in determining implementation of the program.

Verification Documents:

1. Grant proposal

METHODOLOGY**Compliance Methodology:**

This grant requirement shall be monitored using non-sampling techniques which may include the review and analysis of relevant written documentation, interviewing of selected personnel and personal visual observations of program operations made by the reviewer. A program shall be in compliance with the grant if all required elements of the grant provision are met and are verifiable by the reviewer during the monitoring visit.

Monitoring Methodology: Yes/No

Sample: N/A

Point Value: 30

Total Points Possible: 30

Scoring Methodology: 0 or 10

Level: Level 3 - Critical

REFERENCE MATERIAL

Recommended Best Practices:
N/A

Sample Form(s):
N/A

Citation(s):
Grant W - JJAEP Discretionary Article IV Section A

Cross Reference(s):
N/A

Board Opinion:
RFI Opinion:

EFFECTIVE DATES

Grant Provision Effective Date:
9/1/2005

CRM Last Modified On: 9/1/2005

PRE-MONITORING PREPARATION

Program Tour: False
Policy and Procedure: False
Pre-Monitoring Checklist: False
Pre-Monitoring Preparation Checklist:
N/A

Reviewer Preparation Checklist Required: False
Reviewer Preparation Checklist:
N/A

INTERVIEW QUESTIONS MAY BE ADMINISTERED TO THE FOLLOWING:

Chief Administrative Officer: False
Professional Staff: False
Program/Facility Administrator: False
Juvenile Board Chair: False
Ancillary Staff: False
Juvenile: False

Grant W - JJAEP Discretionary

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Compliance Assessment Checklist

List Supporting Documentation

List Supporting Documentation

Primary Documentation:

Secondary Documentation:

- _____ Compliance
- _____ Non-Compliance
- _____ Develop Program Improvement Plan
- _____ Request Waiver
- _____ Request Variance
- _____ Need Policy and Procedure
- _____ Need Training
- _____ Provision Non-Applicable

Comments:

Date Reviewed: _____

Department Reviewer Name: _____

Grant W - JJAEP Discretionary**Article IV Section B**

Effective date 9/1/2005

Latest Revision 9/1/2005

TEXT OF GRANT REQUIREMENT**Article IV. Programmatic Components****B. Requirements.**

1. The Grantee shall operate the JJAEP as an educational setting for students expelled from the local independent school districts that enter into a joint Memorandum of Understanding (MOU) agreement not later than September 1 of each school year of the grant period.

2. The Grantee shall adhere to the programmatic requirements applicable to counties with populations greater than 125,000. These requirements are found in the:

- a. Texas Education Code Section 37.011; and
- b. Title 37 Texas Administrative Code Chapter 348.

COMMENTARY**Discussion and Interpretation:**

Article IV states that the Grantee shall operate the JJAEP as an educational setting for students expelled from the local independent school districts that enter into a joint Memorandum of Understanding (MOU) agreement not later than September 1 of each school year of the grant period. In some cases, the Grantee will not have every school district within the county sign the MOU. This may occur in counties with a population less than 125,000.

The Grantee shall adhere to the programmatic requirements applicable to counties with populations greater than 125,000. These requirements are found in the Texas Education Code Section 37 (Discipline; Law and Order) and Title 37 Texas Administrative Code Chapter 348. Specific information regarding the program monitoring procedure may be obtained through the Chapter 348 Compliance Resource Manual (CRM). The Chapter 348 CRM is located at www.tjpc.state.tx.us/publications.

Reviewer Guidelines:

To determine Grantee's compliance with this grant provision, the reviewer will:

1. Review the MOU to ensure that each school district in the county and the juvenile board have executed the MOU; and
2. Review the school calendar to ensure that there are 180 education days planned or if less, that a waiver has been submitted and approved by the Commission.

Verification Documents:

1. Memorandum of Understanding
2. School Calendar
3. Application for a Waiver of the Required 180 Days of Operations, if applicable

METHODOLOGY**Compliance Methodology:**

N/A

Monitoring Methodology: N/A
Sample: N/A
Point Value: 30
Total Points Possible: 30
Scoring Methodology: N/A
Level: Level 3 - Critical

REFERENCE MATERIAL

Recommended Best Practices:
N/A

Sample Form(s):
N/A

Citation(s):
Grant W - JJAEP Discretionary Article IV Section B

Cross Reference(s):
N/A

Board Opinion:
RFI Opinion:

EFFECTIVE DATES

Grant Provision Effective Date:
9/1/2005
CRM Last Modified On: 9/1/2005

PRE-MONITORING PREPARATION

Program Tour: False
Policy and Procedure: False
Pre-Monitoring Checklist: False
Pre-Monitoring Preparation Checklist:
N/A
Reviewer Preparation Checklist Required: False
Reviewer Preparation Checklist:
N/A

INTERVIEW QUESTIONS MAY BE ADMINISTERED TO THE FOLLOWING:

Chief Administrative Officer: False
Professional Staff: False
Program/Facility Administrator: False
Juvenile Board Chair: False
Ancillary Staff: False
Juvenile: False

Grant W - JJAEP Discretionary

FOR INTERNAL USE ONLY

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Compliance Assessment Checklist

List Supporting Documentation

List Supporting Documentation

Primary Documentation:

Secondary Documentation:

- ____ Compliance
- ____ Non-Compliance
- ____ Develop Program Improvement Plan
- ____ Request Waiver
- ____ Request Variance
- ____ Need Policy and Procedure
- ____ Need Training
- ____ Provision Non-Applicable

Comments:

Date Reviewed: _____

Department Reviewer Name: _____

Grant W - JJAEP Discretionary**Article V Section A-D**

Effective date 9/1/2005

Latest Revision 9/1/2005

TEXT OF GRANT REQUIREMENT**Article V. Programmatic Reporting****A. Annual Reports.**

1. End of Year Program Summary Report. The Grantee shall complete an end of year program summary report no later than August 1st per fiscal year of the current grant period. This report shall include:

- a. Description of how the program met the overall goals and objectives of the program;
- b. Description of the progress made including service components implemented;
- c. List of program activities;
- d. Number of clients served;
- e. Data demonstrating the project objectives;
- f. Output performance measures;
- g. Outcome performance measures;
- h. Areas of the grant unfulfilled and an explanation as to why; and
- i. A proposed budget for the second year of funding.

B. Quarterly Reports. None.**C. Monthly Reports.**

1. Monthly Attendance Roster. The Grantee shall submit a monthly attendance roster detailing which students were in attendance, absent or on inactive status at the JJAEP for every school day in the month on or before the 10th day of the following month.

2. JJAEP Individual Student Data. The Grantee shall collect the JJAEP individual student data as requested by the Commission and in accordance to standards for each student admitted into the JJAEP upon admission and exit from the JJAEP. The Grantee shall accumulate said information for all students admitted and exited in a given month. If the Grantee's county utilizes the CASEWORKER program, the Grantee agrees to submit said data to the Commission electronically through the CASEWORKER program by the 10th calendar day of the following month. All data must be entered into CASEWORKER by the last day of the reporting month. If the Grantee's county does not utilize the CASEWORKER program, the Grantee agrees to submit said data via the Commission's Internet database or through a format specified to the Commission not later than the 10th calendar day of the following month.

3. Monthly Activity Report. The Grantee shall complete the JJAEP Monthly Activity Report on a monthly basis. The report shall be completed and submitted on or before the 10th calendar day of the following month via the Commission's Internet database.

D. Other Periodic Reports. See General Grant Requirements.**Quarterly Reports**

There are no quarterly reports for this grant.

Monthly Reports

This grant provision requires that accurate program data shall be submitted to the Commission's Juvenile Justice Alternative Education (JJAEP) internet data base by the 10th of each month for the previous month's program activities. Data collected on the Monthly Activity Report are used to determine the effectiveness of the program and the population served monthly. The grantee is also responsible for simultaneously forwarding a copy of the Monthly Attendance Roster.

Compliance with this grant will be monitored by the Education Services Division of the Commission. Monthly data shall be submitted on or before the 10th calendar day of each month following the reporting period. After the data due date, the Commission will determine delinquency in reporting. If the Grantee submits the data after the 10th calendar day of the month the Grantee shall be considered non-compliant and shall receive a delinquency notice. Failure to submit monthly data within the required timeframe after issuance of the delinquency notice shall result in the issuance of a Non-Compliance Citation Report (NCCR) by the Commission.

The NCCR will be issued even in situations where extenuating circumstances exist unless written notification has been received by the Commission prior to the tenth (10th) calendar day of the month explaining the circumstances and the department's efforts to correct the situation. A timeline for submission must be included with the notification.

The importance of accurate and timely data cannot be overestimated. Data provided to the Commission are used to produce reports, and performance and contract measures, which may have an impact on the laws and budget of juvenile justice entities. Additionally the data are provided to outside entities seeking juvenile justice information for needs such as grant proposals, research papers and projects.

COMMENTARY**Discussion and Interpretation:****Annual Reports**

The Grantee shall submit an End of Year Program Summary report for each of the fiscal years that the program is funded. The summary report is expected to address the nine areas that are outlined in Article V. The report is due on or before August 1 following each school year.

Grant W - JJAEP Discretionary

Grants W - JJAEP Discretionary**Article V Section A-D****Other Periodic Reports**

This grant has no periodic reporting requirements in addition to those required in the General Grant Requirements. Periodic reports due under General Grant Requirements will be discussed and monitored under that grant.

Reviewer Guidelines:

To determine Grantee's compliance with this grant provision, the reviewer will:

1. Review the End of Year Program Summary report;
2. Determine whether discrepancies exist between the proposal and the summary in the areas outlined in the grant.

Verification Documents:

1. End of Year Program Summary report
2. Grant Proposal

METHODOLOGY**Compliance Methodology:**

N/A

Monitoring Methodology: N/A

Sample: N/A

Point Value: 0

Total Points Possible: 0

Scoring Methodology: N/A

Level: Level 1 - Administrative

REFERENCE MATERIAL**Recommended Best Practices:**

N/A

Sample Form(s):

N/A

Citation(s):

Grant W - JJAEP Discretionary Article V Sections A - D

Cross Reference(s):

N/A

Board Opinion:

RFI Opinion:

EFFECTIVE DATES

Grant Provision Effective Date: 9/1/2005

CRM Last Modified On: 9/1/2005

PRE-MONITORING PREPARATION

Program Tour: False

Policy and Procedure: False

Pre-Monitoring Checklist: False

Pre-Monitoring Preparation Checklist:

N/A

Reviewer Preparation Checklist Required: False

Reviewer Preparation Checklist:

N/A

INTERVIEW QUESTIONS MAY BE ADMINISTERED TO THE FOLLOWING:

Chief Administrative Officer: False

Professional Staff: False

Program/Facility Administrator: False

Juvenile Board Chair: False

Ancillary Staff: False

Juvenile: False

Grant W - JJAEP Discretionary

FOR INTERNAL USE ONLY

FOR PROBATION DEPARTMENTAL USE ONLY
Compliance Assessment Checklist

List Supporting Documentation

List Supporting Documentation

Primary Documentation:

Secondary Documentation:

- _____ Compliance
- _____ Non-Compliance
- _____ Develop Program Improvement Plan
- _____ Request Waiver
- _____ Request Variance
- _____ Need Policy and Procedure
- _____ Need Training
- _____ Provision Non-Applicable

Comments:

Date Reviewed: _____

Department Reviewer Name: _____

Grant W - JJAEP Discretionary

Article VI Section A-D

Effective date 9/1/2005

Latest Revision 9/1/2005

TEXT OF GRANT REQUIREMENT

Article 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.

COMMENTARY

Discussion and Interpretation:

Section VI of this grant addresses the types of monitoring that may be utilized by the Commission to determine compliance with the provisions of the grant and references the General Grant Requirements that provide a full description of the variety of monitoring methodologies. There are no specialized programmatic monitoring techniques (i.e., Other) applicable to this grant. This grant provision is for informational purposes only and will not be monitored.

Reviewer Guidelines:

N/A

Verification Documents:

N/A

METHODOLOGY

Compliance Methodology:

N/A

Monitoring Methodology: N/A

Sample: N/A

Point Value: 0

Total Points Possible: 0

Scoring Methodology: N/A

Level: Level 0 - Not Monitorable

REFERENCE MATERIAL

Recommended Best Practices:

N/A

Sample Form(s):

N/A

Citation(s):

Grant W - JJAEP Discretionary Article VI Sections A-D

Cross Reference(s):

General Grant Requirements - All Grants Article VI Sections A-D

Board Opinion:

RFI Opinion:

EFFECTIVE DATES

Grant Provision Effective Date:
9/1/2005
CRM Last Modified On: 9/1/2005

PRE-MONITORING PREPARATION

Program Tour: False
Policy and Procedure: False
Pre-Monitoring Checklist: False
Pre-Monitoring Preparation Checklist:
N/A

Reviewer Preparation Checklist Required: False
Reviewer Preparation Checklist:
N/A

INTERVIEW QUESTIONS MAY BE ADMINISTERED TO THE FOLLOWING:

Chief Administrative Officer: False
Professional Staff: False
Program/Facility Administrator: False
Juvenile Board Chair: False
Ancillary Staff: False
Juvenile: False

FOR INTERNAL USE ONLY

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Compliance Assessment Checklist

List Supporting Documentation

List Supporting Documentation

Primary Documentation:

Secondary Documentation:

- ____ Compliance
- ____ Non-Compliance
- ____ Develop Program Improvement Plan
- ____ Request Waiver
- ____ Request Variance
- ____ Need Policy and Procedure
- ____ Need Training
- ____ Provision Non-Applicable

Comments:

Date Reviewed: _____

Department Reviewer Name: _____

Grant W - JJAEP Discretionary

Article VII Section A-C

Effective date 9/1/2005

Latest Revision 9/1/2005

TEXT OF GRANT REQUIREMENT

Article VII. Applicable Law, Policy and Procedure

The Grantee shall comply with the following applicable state laws, federal laws and policies and procedures under this grant:

A. Applicable Standards.

- 1. Texas Administrative Code (TAC) Title 37 Public Safety and Corrections.
 - a. Chapter 348 – Juvenile Justice Alternative Education Programs.
 - i. Exemption. The Commission administratively revokes the requirements under TAC Section 348.31 (3) (A) during the term of this grant.

B. General Statutes.

- 1. Federal Law. See General Grant Requirements.
- 2. State Law. See Also General Grant Requirements.
 - a. Texas Education Code, Title II - Public Education.
 - i. Chapter 37- Discipline; Law and Order.
 - b. Texas Family Code, Title III, Juvenile Justice Code.
 - i. Chapter 60 - Uniform Interstate Compact on Juveniles.
 - c. Texas General Appropriations Act.
 - d. Texas Government Code, Title 7, Uniform Grant and Contract Management.
 - i. Chapter 783 - Uniform Grant and Contract Management Act.

C. Policy and Procedure.

- 1. Texas Juvenile Probation Compliance Resource Manual, Volumes 1 - 2.

COMMENTARY

Discussion and Interpretation:

This grant is governed by a variety of applicable state and federal laws, regulations and policies. This grant provision details the specific laws and policies that are applicable to the grant. This provision will not be monitored independently herein this grant but compliance with all monitored laws and regulations will be monitored in the General Grants Requirements and/or within the context of the specific grant provision wherein the requirement most logically fits.

Reviewer Guidelines:

N/A

Verification Documents:

N/A

METHODOLOGY

Compliance Methodology:

N/A

Monitoring Methodology: N/A
Sample: N/A
Point Value: 0
Total Points Possible: 0
Scoring Methodology: N/A
Level: Level 1 - Administrative

REFERENCE MATERIAL

Recommended Best Practices:
N/A

Sample Form(s):
N/A

Citation(s):
Grant W - JJAEP Discretionary Article VII Sections A-C

Cross Reference(s):
N/A

Board Opinion:
RFI Opinion:

EFFECTIVE DATES

Grant Provision Effective Date:
9/1/2005
CRM Last Modified On: 9/1/2005

PRE-MONITORING PREPARATION

Program Tour: False
Policy and Procedure: False
Pre-Monitoring Checklist: False
Pre-Monitoring Preparation Checklist:
N/A
Reviewer Preparation Checklist Required: False
Reviewer Preparation Checklist:
N/A

INTERVIEW QUESTIONS MAY BE ADMINISTERED TO THE FOLLOWING:

Chief Administrative Officer: False
Professional Staff: False
Program/Facility Administrator: False
Juvenile Board Chair: False
Ancillary Staff: False
Juvenile: False

FOR INTERNAL USE ONLY

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Compliance Assessment Checklist

List Supporting Documentation

List Supporting Documentation

Primary Documentation:

- ____ Compliance
- ____ Non-Compliance
- ____ Develop Program Improvement Plan
- ____ Request Waiver

Secondary Documentation:

- ____ Request Variance
- ____ Need Policy and Procedure
- ____ Need Training
- ____ Provision Non-Applicable

Comments:

Date Reviewed: _____

Department Reviewer Name: _____

Grant W - JJAEP Discretionary**Article VIII Section A**

Effective date 9/1/2005

Latest Revision 9/1/2005

TEXT OF GRANT REQUIREMENT**Article VIII. Financial Components****A. Allowable Expenditure of Funds.**

1. The Grantee shall expend any funds received under this grant for those costs that are reasonable, necessary and directly related to the creation and ongoing operation of a JJAEP.

COMMENTARY**Discussion and Interpretation:**

Article VIII addresses the allowable and unallowable expenditure of funds under this grant.

Funds shall be expended for any expenditure that is 1) reasonable, 2) necessary and 3) directly related to the operation of the JJAEP and as described in the Request for Proposal budget approved by the Commission.

Financial Documentation

The Grantee shall maintain complete and accurate accounting records for each expenditure paid with funding from this grant. The accounting records shall include all supporting documentation substantiating an expenditure. The types of documentation that support an expenditure include, but are not limited to the following:

- Requisitions or purchase orders;
- Receipts;
- Packing slips;
- Invoices;
- Timesheets;
- Payroll;
- Mileage reports;
- Cancelled checks; and
- Bank statements

The exact type of documentation the reviewer will look at is based on the type of expenditure that is identified. A chart to show examples of documentation for each type of expenditure can be found on the Commission website at www.tjpc.state.tx.us.

Example 1: The reviewer is looking at an expenditure document for a probation officer's mileage for transportation to the home of a JJAEP student. Supporting documentation may include beginning and ending mileage to substantiate the total miles reimbursed and/or electronic verification of mileage from the departure address to the destination.

Example 2: The Grantee purchased a fax machine JJAEP at a cost of \$300.00. The county does not classify the item or amount as equipment. The purchase was made on September 2, 2004, the check cleared the bank on September 6, 2004 and was recorded in the General Ledger as paid.

The expenditure is allowable for FY 2005.

Expenditure Detail Report

To determine compliance with this grant provision, the Commission will request an expenditure detail report. This report lists all of the transactions of the Grantee for the applicable grants and may be listed alphabetically, chronologically or by fund/account. Each transaction (i.e., expenditure) shall be properly recorded in the Grantee's general ledger from which the expenditure detail report is generated. The expenditure detail report can normally be obtained from the county auditor or county treasurer.

Reviewer Guidelines:

To determine Grantee's compliance with this grant provision, the reviewer will:

1. Prior to the monitoring visit, request from the Grantee an expenditure detail report for this grant for a randomly selected calendar month of the identified fiscal year;
2. On the day of the monitoring visit, select a systematic sample of transactions from the expenditure detail report for review. The reviewer will request that the Grantee provide payment vouchers with applicable supporting documentation attached for each selected transaction in the sample;
3. Analyze the expenditure documentation for allowability. The reviewer will verify that each expenditure is in compliance with the requirements in Article VIII Sections A and B of this grant;
4. Verify whether the payment is correctly coded to the grant being reviewed;
5. Identify whether the date the expenditure occurred or was encumbered is during the identified fiscal year; and
6. Verify that the payment cleared the bank by reviewing substantiating documentation (e.g., cancelled checks, bank statements, etc.) and that the amount matched the approved document total.

Grants W - JJAEP Discretionary

Article VIII Section A

The reviewer may:

1. Interview appropriate personnel regarding the reviewed documentation.

Verification Documents:

1. Request for Proposal Budget
2. General ledger
3. Chart of accounts
4. Expenditure detail report
4. Payment voucher
5. Supporting documentation:
 - a. Requisition/purchase order
 - b. Invoice/billing instrument
 - c. Receipts and/or packing slip
 - d. Mileage log
 - e. Timesheets and payroll documentation
 - f. Other acceptable documentation
6. External documentation
 - a. Bank statements, cancelled checks, EFT transaction
 - b. Other acceptable documentation

METHODOLOGY**Compliance Methodology:**

Systematic Sample. The reviewer will sample a computer-generated, non-sequential number (i.e., nth) of expenditures in a required sample size which will be determined by applying the Commission's approved sampling methodology. The reviewer may judgmentally select expenditures based upon dollar amount thresholds using the nth number methodology. Each expenditure in the sample will be reviewed for compliance with the required elements of the grant requirement and will either pass or fail. The compliance grade for the grant requirement will be a percentage of the total possible points based upon the number of expenditures that are in compliance with the grant requirement. For example, if the reviewer pulls 30 expenditures for this grant and 24 of the expenditures comply with the grant requirement, the compliance grade will be 80 percent of the total points available for the particular grant requirement. Example: For a Level 1 grant requirement, 80 percent would equate to 8 of the possible 10 points; for a Level 2 grant requirement, this would be 16 of the possible 20 points; and for a Level 3 grant requirement, this would be 24 of the possible 30 points.

Monitoring Methodology: Sample

Sample: W1 Financial Expenditures

Point Value: 10

Total Points Possible: 30

Scoring Methodology: 0-10

Level: Level 3 - Critical

REFERENCE MATERIAL**Recommended Best Practices:**

The Grantee should maintain complete financial policies and procedures in accordance with GAAP for all state, local and federal funds. The Grantee's policies and procedures

should follow those of the designated lead county if in a multi-county jurisdiction and the guidelines should address but not be limited to the areas listed below.

Accounting System

1. The accounting system users are identifiable and limited, in order to safeguard against loss; and
2. Separation of duties related to the receipt, expenditure, adjustment, and transfer of funds.

Accounts Receivable

Procedures to ensure accurate accounting for revenues/funds when received should include, but are not limited to:

1. Reviewing the grant guidelines prior to receipt of funds;
2. Monitoring the budget and predetermined expenditure plan; and
3. Ensuring account coding is correctly applied to revenues/funds throughout the grant period.

Accounts Payable

Procedures to ensure accurate accounting for expenditures when requested or paid should include, but are not limited to:

1. Expenditure authorization is received prior to any purchase order request and payment;
2. Transactions are documented and/or executed by personnel with different job duties;
3. Transactions are reconciled by someone who did not perform them; and
4. A verification practice is in place to prevent double payment.

Sample Form(s):

N/A

Citation(s):

Grant W - JJAEP Discretionary Article VIII Section A

Cross Reference(s):

N/A

Board Opinion:

RFI Opinion:

Grant W - JJAEP Discretionary

EFFECTIVE DATES

Grant Provision Effective Date: 9/1/2005
CRM Last Modified On: 9/1/2005

PRE-MONITORING PREPARATION

Program Tour: False
Policy and Procedure: False
Pre-Monitoring Checklist: False
Pre-Monitoring Preparation Checklist:
N/A
Reviewer Preparation Checklist Required: False
Reviewer Preparation Checklist:
N/A

INTERVIEW QUESTIONS MAY BE ADMINISTERED TO THE FOLLOWING:

Chief Administrative Officer: False
Professional Staff: False
Program/Facility Administrator: False
Juvenile Board Chair: False
Ancillary Staff: False
Juvenile: False

FOR INTERNAL USE ONLY

FOR PROBATION DEPARTMENTAL USE ONLY
Compliance Assessment Checklist

List Supporting Documentation

List Supporting Documentation

Primary Documentation:

- ____ Compliance
- ____ Non-Compliance
- ____ Develop Program Improvement Plan
- ____ Request Waiver

Secondary Documentation:

- ____ Request Variance
- ____ Need Policy and Procedure
- ____ Need Training
- ____ Provision Non-Applicable

Comments:

Date Reviewed: _____

Department Reviewer Name: _____

TEXT OF GRANT REQUIREMENT**Article VIII. Financial Components****B. Unallowable Expenditure of Funds. See Also General Grant Requirements.**

1. In addition to Section VIII (A), the following expenditures are not allowable under this grant:

- a. Under-recovery of costs under grant agreements;
- b. Medical equipment and services including payments to intended recipients of health services;
- c. Costs of idle facilities;
- d. Staff salary raises or bonuses;
- e. Any residential placement including secure pre-adjudication facilities, short-term (holdover) facilities, and secure post-adjudication correctional facilities;
- f. Organization costs;
- g. Taxes; and
- h. Termination costs.

COMMENTARY**Discussion and Interpretation:**

Article VIII addresses the allowable and unallowable expenditure of funds under this grant.

No funds disbursed under this grant shall be used for any type of residential services, including but not limited to: any residential treatment services, detention of a juvenile that has been placed in a secure pre- or post- adjudication facility or a short-term detention facility (i.e. holdover). Other prohibited expenditures are stated in Article VIII Section B.

Financial Documentation

The Grantee shall maintain complete and accurate accounting records for each expenditure paid with funding from this grant. The accounting records shall include all supporting documentation substantiating an expenditure. The types of documentation that support an expenditure include, but are not limited to the following:

- Requisitions or purchase orders;
- Receipts;
- Packing slips;
- Invoices;
- Timesheets;
- Payroll;
- Mileage reports;
- Cancelled checks; and
- Bank statements

The exact type of documentation the reviewer will look at is based on the type of expenditure that is identified. A chart to show examples of documentation for each type of expenditure can be found on the Commission website at www.tjpc.state.tx.us.

Example 1: The reviewer is looking at an expenditure document for a probation officer's mileage for transportation to the home of a JJAEP student. Supporting documentation may include beginning and ending mileage to substantiate the total miles reimbursed and/or electronic verification of mileage from the departure address to the destination.

Example 2: The Grantee purchased a fax machine JJAEP at a cost of \$300.00. The county does not classify the item or amount as equipment. The purchase was made on September 2, 2004, the check cleared the bank on September 6, 2004 and was recorded in the General Ledger as paid.

The expenditure is allowable for FY 2005.

Expenditure Detail Report

To determine compliance with this grant provision, the Commission will request an expenditure detail report. This report lists all of the transactions of the Grantee for the applicable grants and may be listed alphabetically, chronologically or by fund/account. Each transaction (i.e., expenditure) shall be properly recorded in the Grantee's general ledger from which the expenditure detail report is generated. The expenditure detail report can normally be obtained from the county auditor or county treasurer.

Reviewer Guidelines:

To determine Grantee's compliance with this grant provision, the reviewer will:

1. Prior to the monitoring visit, request from the Grantee an expenditure detail report for this grant for a randomly selected calendar month of the identified fiscal year;
2. On the day of the monitoring visit, select a systematic sample of transactions from the expenditure detail report for review. The reviewer

Grants W - JJAEP Discretionary

Article VIII Section B

will request that the Grantee provide payment vouchers with applicable supporting documentation attached for each selected transaction in the sample;

3. Analyze the expenditure documentation for allowability. The reviewer will verify that each expenditure is in compliance with the requirements in Article VIII Sections A and B of this grant;
4. Analyze the expenditure to assure the payment is a reasonable and necessary expenditure under this grant;
5. Verify whether the payment is correctly coded to the grant being reviewed;
6. Identify whether the date the expenditure occurred or was encumbered is during the identified fiscal year; and
7. Verify that the payment cleared the bank by reviewing substantiating documentation (e.g., cancelled checks, bank statements, etc.) and that the amount matched the approved document total.

The reviewer may:

1. Interview appropriate personnel regarding the reviewed documentation.

Verification Documents:

1. General ledger
2. Chart of accounts
3. Expenditure detail report
4. Payment voucher
5. Supporting documentation:
 - a. Requisition/purchase order
 - b. Invoice/billing instrument
 - c. Receipts and/or packing slip
 - d. Mileage log
 - e. Timesheets and payroll documentation
 - f. Other acceptable documentation
6. External documentation
 - a. Bank statements, cancelled checks, EFT transaction
 - b. Other acceptable documentation

METHODOLOGY

Compliance Methodology:

Systematic Sample. The reviewer will sample a computer-generated, non-sequential number (i.e., nth) of expenditures in a required sample size which will be determined by applying the Commission's approved sampling methodology. The reviewer may judgmentally select expenditures based upon dollar amount thresholds using the nth number methodology. Each expenditure in the sample will be reviewed for compliance with the required elements of the grant requirement and will either pass or fail. The compliance grade for the grant requirement will be a percentage of the total possible points based upon the number of expenditures that are in compliance with the grant requirement. For example, if the reviewer pulls 30 expenditures for this grant and 24 of the expenditures comply with the grant requirement, the compliance grade will be 80 percent of the total points available for the particular grant requirement. Example: For a Level 1 grant requirement, 80 percent would equate to 8 of the possible 10 points; for

a Level 2 grant requirement, this would be 16 of the possible 20 points; and for a Level 3 grant requirement, this would be 24 of the possible 30 points.

Monitoring Methodology: Sample % Sample:

W1 Financial Expenditures

Point Value: 10

Total Points Possible: 30

Scoring Methodology: 0-10

Level: Level 3

REFERENCE MATERIAL

Recommended Best Practices:
N/A

Sample Form(s):
N/A

Citation(s):
Grant W - JJAEP Discretionary Article VIII Section B

Cross Reference(s):
General Grant Requirements - All Grants Article VIII Section B

Board Opinion:
RFI Opinion:

EFFECTIVE DATES

Grant Provision Effective Date:
9/1/2005
CRM Last Modified On: 9/1/2005

PRE-MONITORING PREPARATION

Program Tour: False
Policy and Procedure: False
Pre-Monitoring Checklist: False
Pre-Monitoring Preparation Checklist:
N/A
Reviewer Preparation Checklist Required: False
Reviewer Preparation Checklist:
N/A

INTERVIEW QUESTIONS MAY BE ADMINISTERED TO THE FOLLOWING:

Chief Administrative Officer: False
Professional Staff: False
Program/Facility Administrator: False
Juvenile Board Chair: False
Ancillary Staff: False
Juvenile: False

Grant W - JJAEP Discretionary

FOR INTERNAL USE ONLY

FOR PROBATION DEPARTMENTAL USE ONLY
Compliance Assessment Checklist

List Supporting Documentation

List Supporting Documentation

Primary Documentation:

Secondary Documentation:

- ____ Compliance
- ____ Non-Compliance
- ____ Develop Program Improvement Plan
- ____ Request Waiver
- ____ Request Variance
- ____ Need Policy and Procedure
- ____ Need Training
- ____ Provision Non-Applicable

Comments:

Date Reviewed: _____

Department Reviewer Name: _____

Grant W - JJAEP Discretionary

Article VIII Section C

Effective date 9/1/2005

Latest Revision 9/1/2005

TEXT OF GRANT REQUIREMENT

Article VIII. Financial Components

C. Financial Match Requirements.

1. The Grantee shall provide a dollar-for-dollar or in-kind match in an amount at least equivalent to the funds received under this grant. The match for a program enhancement shall be directly related to the enhancement.

COMMENTARY

Discussion and Interpretation:

Article VIII requires a dollar-for-dollar or in-kind match in an amount equivalent to or more than the funds received under this grant. The in-kind match must come from funding other than state monies.

A county awarded \$45,000 would be expected to demonstrate an expenditure of at least \$45,000 as detailed in their RFP.

If an independent school district is the match provider, a letter from the district will be accepted as verification documentation. The letter shall include the following:

1. The dollar amount of the match;
2. What the amount of the match was used for; and
3. When the match was paid.

Reviewer Guidelines:

To determine Grantee's compliance with this grant provision, the reviewer will:

1. Review the program's budget worksheet for each year of the biennium.
2. Determine if the program provided an in-kind match equal to or greater than the amount awarded via the grant.
3. Verify that TJPC funds were not used as a financial match.

Verification Documents:

1. Budget worksheet

METHODOLOGY

Compliance Methodology:

This grant requirement shall be monitored using non-sampling techniques which may include the review and analysis of relevant written documentation, interviewing of selected personnel and personal visual observations of program operations made by the reviewer. A program shall be in compliance with the grant if all required elements of the grant provision are met and are verifiable by the reviewer during the monitoring visit.

Monitoring Methodology: Yes/No

Sample: N/A

Point Value: 10

Total Points Possible: 10

Scoring Methodology: N/A

Level: Level 1 - Administrative

REFERENCE MATERIAL

Recommended Best Practices:
N/A

Sample Form(s):
N/A

Citation(s):
Grant W - JJAEP Discretionary Article VIII Section C

Cross Reference(s):
General Grant Requirements - All Grants Article VIII Section C

Board Opinion:
RFI Opinion:

EFFECTIVE DATES

Grant Provision Effective Date:
9/1/2005
CRM Last Modified On: 9/1/2005

PRE-MONITORING PREPARATION

Program Tour: False
Policy and Procedure: False
Pre-Monitoring Checklist: False
Pre-Monitoring Preparation Checklist:
N/A
Reviewer Preparation Checklist Required: False
Reviewer Preparation Checklist:
N/A

INTERVIEW QUESTIONS MAY BE ADMINISTERED TO THE FOLLOWING:

Chief Administrative Officer: False
Professional Staff: False
Program/Facility Administrator: False
Juvenile Board Chair: False
Ancillary Staff: False
Juvenile: False

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Compliance Assessment Checklist

List Supporting Documentation

List Supporting Documentation

Primary Documentation:

Secondary Documentation:

- _____ Compliance
- _____ Non-Compliance
- _____ Develop Program Improvement Plan
- _____ Request Waiver
- _____ Request Variance
- _____ Need Policy and Procedure
- _____ Need Training
- _____ Provision Non-Applicable

Comments:

Date Reviewed: _____

Department Reviewer Name: _____

Grant W - JJAEP Discretionary

Article VIII Section D

Effective date 9/1/2005

Latest Revision 9/1/2005

TEXT OF GRANT REQUIREMENT

Article VIII. Financial Components

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.

COMMENTARY

Discussion and Interpretation:

Compliance with the service provider requirements will be monitored under the General Grant Requirements. The service provider requirements are discussed in the General Grant Requirements.

Reviewer Guidelines:

N/A

Verification Documents:

N/A

METHODOLOGY

Compliance Methodology:

N/A

Monitoring Methodology: N/A

Sample: N/A

Point Value: 0

Total Points Possible: 0

Scoring Methodology: N/A

Level: Level 0 - Not Monitorable

REFERENCE MATERIAL

Recommended Best Practices:

N/A

Sample Form(s):

N/A

Citation(s):

Grant W - JJAEP Discretionary Article VIII Section D

Cross Reference(s):

General Grant Requirements - All Grants Article VIII Section D

Board Opinion:

RFI Opinion:

EFFECTIVE DATES

Grant Provision Effective Date:

9/1/2005

CRM Last Modified On: 9/1/2005

PRE-MONITORING PREPARATION

Program Tour: False

Policy and Procedure: False

Pre-Monitoring Checklist: False

Pre-Monitoring Preparation Checklist:

N/A

Reviewer Preparation Checklist

Required: False

Reviewer Preparation Checklist:

N/A

INTERVIEW QUESTIONS MAY BE ADMINISTERED TO THE FOLLOWING:

Chief Administrative Officer: False

Professional Staff: False

Program/Facility Administrator:

False

Juvenile Board Chair: False

Ancillary Staff: False

Juvenile: False

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Compliance Assessment Checklist

List Supporting Documentation

List Supporting Documentation

Primary Documentation:

Secondary Documentation:

- _____ Compliance
- _____ Non-Compliance
- _____ Develop Program Improvement Plan
- _____ Request Waiver
- _____ Request Variance
- _____ Need Policy and Procedure
- _____ Need Training
- _____ Provision Non-Applicable

Comments:

Date Reviewed: _____

Department Reviewer Name: _____

Grant W - JJAEP Discretionary

Article VIII Section E

Effective date 9/1/2005

Latest Revision 9/1/2005

TEXT OF GRANT REQUIREMENT

Article VIII. Financial Components

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

COMMENTARY

Discussion and Interpretation:

This grant provision is not monitored on site. During the review of the quarterly expenditure reports, the Commission will determine whether grant funds are expended in a timely manner. If it is determined by the Commission that the Grantee failed to expend the grant funds in a timely manner, a Non-Compliance Citation Report (NCCR) may be issued by the Commission.

Reviewer Guidelines:

N/A

Verification Documents:

N/A

METHODOLOGY

Compliance Methodology:

N/A

Monitoring Methodology: N/A

Sample: N/A

Point Value: 0

Total Points Possible: 0

Scoring Methodology: N/A

Level: Level 0 - Not Monitorable

REFERENCE MATERIAL

Recommended Best Practices:

N/A

Sample Form(s):

N/A

Citation(s):

Grant W - JJAEP Discretionary Article VIII Section E

Cross Reference(s):

General Grant Requirements - All Grants Article VIII Section E

Board Opinion:

RFI Opinion:

EFFECTIVE DATES

Grant Provision Effective Date: 9/1/2005

CRM Last Modified On: 9/1/2005

PRE-MONITORING PREPARATION

Program Tour: False
Policy and Procedure: False
Pre-Monitoring Checklist: False
Pre-Monitoring Preparation Checklist:

N/A

Reviewer Preparation Checklist Required: False

Reviewer Preparation Checklist: N/A

INTERVIEW QUESTIONS MAY BE ADMINISTERED TO THE FOLLOWING:

Chief Administrative Officer: False

Professional Staff: False

Program/Facility Administrator: False

Juvenile Board Chair: False

Ancillary Staff: False

Juvenile: False

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Compliance Assessment Checklist

List Supporting Documentation

List Supporting Documentation

Primary Documentation:

- ____ Compliance
- ____ Non-Compliance
- ____ Develop Program Improvement Plan
- ____ Request Waiver

Secondary Documentation:

- ____ Request Variance
- ____ Need Policy and Procedure
- ____ Need Training
- ____ Provision Non-Applicable

Comments:

Date Reviewed: _____

Department Reviewer Name: _____

Grant W - JJAEP Discretionary

Article VIII Section F

Effective date 9/1/2005

Latest Revision 9/1/2005

TEXT OF GRANT REQUIREMENT

Article VIII. Financial Components
 F. Audits. See General Grant Requirements.

COMMENTARY

Discussion and Interpretation:
 Compliance with the audit requirements will be monitored under the General Grant Requirements. The audit requirements are discussed in the General Grant Requirements.

Reviewer Guidelines:
 N/A

Verification Documents:
 N/A

METHODOLOGY

Compliance Methodology:
 N/A

Monitoring Methodology: N/A
Sample: N/A
Point Value: 0
Total Points Possible: 0
Scoring Methodology: N/A
Level: Level 0 - Not Monitorable

REFERENCE MATERIAL

Recommended Best Practices:
 N/A

Sample Form(s):
 N/A

Citation(s):
 Grant W - JJAEP Discretionary Article VIII Section F

Cross Reference(s):
 General Grant Requirements - All Grants Article VIII Section F

Board Opinion:
RFI Opinion:

EFFECTIVE DATES

Grant Provision Effective Date: 9/1/2005
CRM Last Modified On: 9/1/2005

PRE-MONITORING PREPARATION

Program Tour: False
Policy and Procedure: False
Pre-Monitoring Checklist: False
Pre-Monitoring Preparation Checklist:
 N/A
Reviewer Preparation Checklist Required: False
Reviewer Preparation Checklist:
 N/A

INTERVIEW QUESTIONS MAY BE ADMINISTERED TO THE FOLLOWING:

Chief Administrative Officer: False
Professional Staff: False
Program/Facility Administrator: False
Juvenile Board Chair: False
Ancillary Staff: False
Juvenile: False

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Compliance Assessment Checklist

List Supporting Documentation

List Supporting Documentation

Primary Documentation:

- ____ Compliance
- ____ Non-Compliance
- ____ Develop Program Improvement Plan
- ____ Request Waiver

Secondary Documentation:

- ____ Request Variance
- ____ Need Policy and Procedure
- ____ Need Training
- ____ Provision Non-Applicable

Comments:

Date Reviewed: _____

Department Reviewer Name: _____

Grant W - JJAEP Discretionary

Article VIII Section G

Effective date 9/1/2005

Latest Revision 9/1/2005

TEXT OF GRANT REQUIREMENT

Article VIII. Financial Components

G. Financial Assurances. See General Grant Requirements.

COMMENTARY

Discussion and Interpretation:

Compliance with the service provider requirements will be monitored under the General Grant Requirements. The service provider requirements are discussed in the General Grant Requirements.

Reviewer Guidelines:

N/A

Verification Documents:

N/A

METHODOLOGY

Compliance Methodology:

N/A

Monitoring Methodology: Simple %

Sample: N/A

Point Value: 0

Total Points Possible: 0

Scoring Methodology: N/A

Level: Level 0 - Not Monitorable

REFERENCE MATERIAL

Recommended Best Practices:

General Grant Requirements - All Grants Article VIII Section H

Sample Form(s):

N/A

Citation(s):

Grant W - JJAEP Discretionary Article VIII Section G

Cross Reference(s):

General Grant Requirements - All Grants Article VIII Section G

Board Opinion:

RFI Opinion:

EFFECTIVE DATES

Grant Provision Effective Date: 9/1/2005

CRM Last Modified On: 9/1/2005

PRE-MONITORING PREPARATION

Program Tour: False

Policy and Procedure: False

Pre-Monitoring Checklist: False

Pre-Monitoring Preparation Checklist:

N/A

Reviewer Preparation Checklist

Required: False

Reviewer Preparation Checklist:

N/A

INTERVIEW QUESTIONS MAY BE ADMINISTERED TO THE FOLLOWING:

Chief Administrative Officer: False

Professional Staff: False

Program/Facility Administrator:

False

Juvenile Board Chair: False

Ancillary Staff: False

Juvenile: False

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Compliance Assessment Checklist

List Supporting Documentation

List Supporting Documentation

Primary Documentation:

- ____ Compliance
- ____ Non-Compliance
- ____ Develop Program Improvement Plan
- ____ Request Waiver

Secondary Documentation:

- ____ Request Variance
- ____ Need Policy and Procedure
- ____ Need Training
- ____ Provision Non-Applicable

Comments:

Date Reviewed: _____

Department Reviewer Name: _____

Grant W - JJAEP Discretionary

Article VIII Section H

Effective date 9/1/2005

Latest Revision 9/1/2005

TEXT OF GRANT REQUIREMENT

Article VIII. Financial Components
 H. Service Provider. See General Grant Requirements.

COMMENTARY

Discussion and Interpretation:
 Compliance with the service provider requirements will be monitored under the General Grant Requirements. The service provider requirements are discussed in the General Grant Requirements.

Reviewer Guidelines:
 N/A

Verification Documents:
 N/A

METHODOLOGY

Compliance Methodology:
 N/A

Monitoring Methodology: N/A
Sample: N/A
Point Value: 0
Total Points Possible: 0
Scoring Methodology: 0 - 10
Level: Level 0 - Not Monitorable

REFERENCE MATERIAL

Recommended Best Practices:
 N/AN/A

Sample Form(s):
 N/A

Citation(s):
 Grant W - JJAEP Discretionary Article VIII Section H

Cross Reference(s):
 General Grant Requirements - All Grants Article VIII Section H

Board Opinion:
RFI Opinion:

EFFECTIVE DATES

Grant Provision Effective Date: 9/1/2005
CRM Last Modified On: 9/1/2005

PRE-MONITORING PREPARATION

Program Tour: False
Policy and Procedure: False
Pre-Monitoring Checklist: False

Pre-Monitoring Preparation Checklist:
 N/A
Reviewer Preparation Checklist Required: False
Reviewer Preparation Checklist:
 N/A

INTERVIEW QUESTIONS MAY BE ADMINISTERED TO THE FOLLOWING:

Chief Administrative Officer: False
Professional Staff: False
Program/Facility Administrator: False
Juvenile Board Chair: False
Ancillary Staff: False
Juvenile: False

FOR INTERNAL USE ONLY

FOR PROBATION DEPARTMENTAL USE ONLY
Compliance Assessment Checklist

List Supporting Documentation

List Supporting Documentation

Primary Documentation:

Secondary Documentation:

- _____ Compliance
- _____ Non-Compliance
- _____ Develop Program Improvement Plan
- _____ Request Waiver
- _____ Request Variance
- _____ Need Policy and Procedure
- _____ Need Training
- _____ Provision Non-Applicable

Comments:

Date Reviewed: _____

Department Reviewer Name: _____

Grant W - JJAEP Discretionary**Article IX Section A**

Effective date 9/1/2005

Latest Revision 9/1/2005

TEXT OF GRANT REQUIREMENT**Article IX. Financial Reporting**

A. Annual Reports. The Grantee shall submit a completed Annual Budget Application [TJPC-FIS-01-04] 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 per fiscal year of the current grant period.

COMMENTARY**Discussion and Interpretation:**

This grant requires an annual report which is the Annual Budget Application to be submitted each fiscal year. This document is a Microsoft Excel spreadsheet that shall be completed detailing the budget for the grant. The Annual Budget Application also includes the Designation of Key Personnel Spreadsheet that is in the Excel format that shall be completed and submitted one time for all grants. The Annual Budget Application shall be submitted concurrently with the submission of the executed State Financial Assistance Contract. The completed spreadsheet document shall be submitted electronically via email to Annie Collier, the Commission's Contract Administrator at annie.collier@tjpc.state.tx.us.

The executed State Financial Assistance Contract shall be mailed to the Commission and the signature page and juvenile board resolution shall have original signatures. The contract signature page shall include the original signatures of the juvenile board chairperson, chief juvenile probation officer and fiscal officer. The juvenile board resolution shall include the names of all board members in attendance during the juvenile board meeting wherein the contract was approved for execution.

The juvenile board shall comply with the Texas Open Meetings Act as codified in Texas Government Code Chapter 551 when approving and executing the State Financial Assistance Contract and all required documents. This Act states that meetings of governmental bodies must be open to the public, except for expressly authorized executive sessions, and that the public must be given notice of the time, place, and subject matter of meetings of governmental bodies. To be legally binding and enforceable, any action of a juvenile board must occur in a posted, open meeting that complies with the requirements of the Open Meetings Act. A quorum of the juvenile board is required to be present before the board may act. Documentation of the action must be reflected in the meeting minutes, formal written resolutions, or other written documentation. The juvenile board may act to authorize the chairperson of the board to take certain actions on behalf of the board as long as the initial action meets the requirements of the Open Meetings Act, is subsequently ratified by the juvenile board and is so documented.

The Grantee shall submit the executed contract and all required documents and files such as the Annual Budget Application before any distributions are made under the State Financial Assistance Contract. Upon approval and execution of the State Financial Assistance Contract by the Commission, a copy will be mailed to the juvenile probation department.

The Annual Budget Application and the Designation of Key Personnel Spreadsheet, may be downloaded from the Commission's website at www.tjpc.state.tx.us.

Reviewer Guidelines:

To determine Grantee's compliance with this grant provision, the reviewer will:

1. Upon receipt of the State Financial Assistance Contract, verify the presence of the required original signatures on the signature page of the State Financial Assistance Contract and the accompanying juvenile board resolution evidencing authority to contract;
2. Verify all required key personnel have been identified in the Designation of Key Personnel Spreadsheet;

3. Compare and verify grant totals identified in the State Financial Assistance Contract to the budget summary worksheets for consistency;

4. Review all budget worksheets to determine allowable costs, unallowable costs and verify all calculations for accuracy. The reviewer will:

a. Examine the supporting documentation under the budget category "Other" within the Non-Residential Services category to verify that there is an adequate description of the program and services to be paid for with grant funds;

5. Complete the budget reasonableness analysis form. The reviewer will:

a. Compare the total budget request amounts for the staff services category, which includes salaries, travel and operating expenses, to the previous two years' expenditures if applicable;

b. Compare non-residential services budget to the previous two years' unit cost; and

c. Compare the residential services budget for cost per day to the previous two years' cost; and

6. Conduct an analysis of the unexpended funds for this grant for the past two fiscal years to determine whether greater than 10% of the grant funds were unexpended in each of the past two fiscal years. If so, determine whether a funds reduction may apply.

Verification Documents:

1. Annual Budget Application
2. Designation of Key Personnel Spreadsheet
3. Juvenile Board Resolution
4. State Financial Assistance Contract

METHODOLOGY**Compliance Methodology:**

N/A

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Article IX Section A

Monitoring Methodology: N/A
Sample: N/A
Point Value: 0
Total Points Possible: 0
Scoring Methodology: N/A
Level: Level 0 - Not Monitorable

REFERENCE MATERIAL

Recommended Best Practices:
N/A

Sample Form(s):
Annual Budget Application [TJPC-FIS-01-04]

Designation of Key Personnel [TJPC-FIS-31-04]

Juvenile Board Resolution [TJPC-FIS-36-04]

Citation(s):
Grant W - JJAEP Discretionary Article IX Section A

Cross Reference(s):
Texas Open Meetings Act Chapter 551- Texas Government Code

Board Opinion:
RFI Opinion:

EFFECTIVE DATES

Grant Provision Effective Date: 9/1/2005
CRM Last Modified On: 9/1/2005

PRE-MONITORING PREPARATION

Program Tour: False
Policy and Procedure: False
Pre-Monitoring Checklist: False
Pre-Monitoring Preparation Checklist:
N/A
Reviewer Preparation Checklist Required: False
Reviewer Preparation Checklist:
N/A

INTERVIEW QUESTIONS MAY BE ADMINISTERED TO THE FOLLOWING:

Chief Administrative Officer: False
Professional Staff: False
Program/Facility Administrator: False
Juvenile Board Chair: False
Ancillary Staff: False
Juvenile: False

Grant W - JJAEP Discretionary

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FOR PROBATION DEPARTMENTAL USE ONLY
Compliance Assessment Checklist

List Supporting Documentation

List Supporting Documentation

Primary Documentation:

Secondary Documentation:

- _____ Compliance
- _____ Non-Compliance
- _____ Develop Program Improvement Plan
- _____ Request Waiver
- _____ Request Variance
- _____ Need Policy and Procedure
- _____ Need Training
- _____ Provision Non-Applicable

Comments:

Date Reviewed: _____

Department Reviewer Name: _____

Grant W - JJAEP Discretionary**Article IX Section B**

Effective date 9/1/2005

Latest Revision 9/1/2005

TEXT OF GRANT REQUIREMENT**Article IX. Financial Reporting**

B. Quarterly Reports. The Grantee shall report the expenditure of all funds received through this grant on the Quarterly Expenditure Report [TJPC-FIS-02-04]. Reports shall be received by the Commission no later than January 15, April 15, July 15, and October 15 of the current fiscal year of the biennium, respectively. Funds may be temporarily suspended if a Quarterly Expenditure Reports is not received by the due date.

COMMENTARY**Discussion and Interpretation:**

This grant provision requires the submission of quarterly reports. Quarterly expenditure reports are generated for this grant by the Commission. These reports are mailed to the designated Fiscal Officer forty-five (45) calendar days before the due date. The first quarter (September – November) reports are mailed out December 1st and due January 15th. Second quarter reports (December – February) are mailed out March 1st and due April 15th. Third quarter reports (March – May) are mailed out June 1st and due July 15th. Fourth quarter reports (June – August) are mailed out September 1st and due October 15th.

In addition to documenting expenditures, the review of the quarterly expenditure report determines whether expenditures are allowable or unallowable and ensures timely utilization of funds to prevent excess unexpended funds at the end of the fiscal year. The reports can identify areas of concern during the fiscal year such as unfilled positions and funds not being utilized for juvenile programs and services.

Report Data

The Commission will pre-print the following data on each report. The due date is printed in the upper right hand corner of the report in the MM/DD/YYYY format. The numbered data elements on the report are discussed below:

1. Jurisdiction. The county name or lead county for a judicial district or multi-county jurisdiction;
2. Agreement #. The name of the grant, the grant identification letter and the county number;
3. Contract Period. The State Financial Assistance Contract period (includes a begin and end date in the MM/DD/YYYY format);
4. Reporting Period. The quarter that is currently being reported (includes a begin and end date in the MM/DD/YYYY format);
5. Report Type. The Grantee shall indicate if the report is a "regular-quarterly" or "final" (Grantee will circle one on the expenditure report). If the balance of the report is zero, circle "final";
- 6-10. The Service Categories which are the same as budget categories as identified in the annual budget application worksheets and include Salaries & Fringe Benefits, Travel, Operating Expenses, Non-Residential Services and Residential Services;

Column A/Budget. The approved allocation of funding for this specific grant by budget categories; and

Column B/Previous Expenditures. These items represent a cumulative total of expenditures reported previously. If an error has been made or the amount is not accurate, then any correction should be made in the appropriate service category. (Items #6 – 10).

Information To Be Completed By Fiscal Officer or Authorized Designee

Column C. These items represent expenditures during the quarter that is currently being reported. To correct any errors, use brackets to report negative amounts (i.e., < >).

Column D. These items represent the budgeted amounts minus previous expenditures minus current expenditures that are being reported for each service category. Do not show a negative amount in the total balance. If the balance is zero and the expenditure report is not reporting 4th quarter expenditures, the Commission's financial system will not generate additional reports for the next quarter.

11. Total of each column.

12. Signature. The report shall be signed by the Fiscal Officer and Chief Juvenile Probation Officer/Project Director.

Fourth Quarter Expenditure Reports

Fourth quarter expenditure reports shall be prepared on the modified accrual basis of accounting. All obligations incurred, but not paid as of August 31st of each fiscal year of the grant period, shall be accrued and reported on the fourth quarter expenditure report. If there is a remaining balance identified on the 4th quarter expenditure report, a refund check is due from the Grantee to the Commission no later than December 15th of the next fiscal year. Expenditures identified on the first, second and third quarterly expenditure report shall be on a cash basis.

This grant provision is not monitored during an on-site monitoring visit but is monitored throughout the term of the grant. If the Grantee fails to comply with the grant provision, the Commission may issue a Non-Compliance Citation Report (NCCR).

Reviewer Guidelines:

To determine Grantee's compliance with this grant provision, the reviewer shall:

1. Verify the quarterly expenditure report was submitted by the Grantee, on or before the due date;
2. Verify the report has the required signatures;

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3. Verify the report is for the correct time period;
4. Review the balances for negative amounts;
5. Compare the budgeted amounts and previous expenditures on the expenditure report to amounts in the Commission's financial system to verify consistency;
6. Analyze whether the funds have been expended in a timely manner; and
7. Determine whether the expenditure is allowable under the grant provisions.

Verification Documents:

1. Quarterly Expenditure Report
2. Annual Budget Application

METHODOLOGY**Compliance Methodology:**

N/A

Monitoring Methodology: N/A**Sample:** N/A**Point Value:** 0**Total Points Possible:** 0**Scoring Methodology:** N/A**Level:** Level 1 - Administrative**REFERENCE MATERIAL****Recommended Best Practices:**

N/A

Sample Form(s):

Quarterly Expenditure Report [TJPC-FIS-02-04]

Citation(s):

Grant W - JJAEP Discretionary Article IX Section B

Cross Reference(s):

N/A

Board Opinion:**RFI Opinion:****EFFECTIVE DATES****Grant Provision Effective Date:** 9/1/2005**CRM Last Modified On:** 9/1/2005**PRE-MONITORING PREPARATION****Program Tour:** False**Policy and Procedure:** False**Pre-Monitoring Checklist:** False**Pre-Monitoring Preparation Checklist:**

N/A

Reviewer Preparation Checklist Required: False**Reviewer Preparation Checklist:**

N/A

INTERVIEW QUESTIONS MAY BE ADMINISTERED TO THE FOLLOWING:**Chief Administrative Officer:** False**Professional Staff:** False**Program/Facility Administrator:** False**Juvenile Board Chair:** False**Ancillary Staff:** False**Juvenile:** False**Grant W - JJAEP Discretionary**

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Compliance Assessment Checklist

List Supporting Documentation

List Supporting Documentation

Primary Documentation:

Secondary Documentation:

- _____ Compliance
- _____ Non-Compliance
- _____ Develop Program Improvement Plan
- _____ Request Waiver
- _____ Request Variance
- _____ Need Policy and Procedure
- _____ Need Training
- _____ Provision Non-Applicable

Comments:

Date Reviewed: _____

Department Reviewer Name: _____

Grant W - JJAEP Discretionary**Article IX Section C**

Effective date 9/1/2005

Latest Revision 9/1/2005

TEXT OF GRANT REQUIREMENT**Article IX. Financial Reporting**

C. Monthly Reports. None.

COMMENTARY**Discussion and Interpretation:**

This grant has no required monthly financial reports.

Reviewer Guidelines:

N/A

Verification Documents:

N/A

METHODOLOGY**Compliance Methodology:**

N/A

Monitoring Methodology: N/A**Sample:** N/A**Point Value:** 0**Total Points Possible:** 0**Scoring Methodology:** N/A**Level:** Level 0 - Not Monitorable**REFERENCE MATERIAL****Recommended Best Practices:**

N/A

Sample Form(s):

N/A

Citation(s):

Grant W - JJAEP Discretionary Article IX Section C

Cross Reference(s):

N/A

Board Opinion:**RFI Opinion:****EFFECTIVE DATES****Grant Provision Effective Date:** 9/1/2005**CRM Last Modified On:** 9/1/2005**PRE-MONITORING PREPARATION****Program Tour:** False**Policy and Procedure:** False**Pre-Monitoring Checklist:** False**Pre-Monitoring Preparation Checklist:**

N/A

Reviewer Preparation Checklist**Required:** False**Reviewer Preparation Checklist:**

N/A

INTERVIEW QUESTIONS MAY BE ADMINISTERED TO THE FOLLOWING:**Chief Administrative Officer:** False**Professional Staff:** False**Program/Facility Administrator:**

False

Juvenile Board Chair: False**Ancillary Staff:** False**Juvenile:** False

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Compliance Assessment Checklist

List Supporting Documentation

List Supporting Documentation

Primary Documentation:

Secondary Documentation:

- _____ Compliance
- _____ Non-Compliance
- _____ Develop Program Improvement Plan
- _____ Request Waiver
- _____ Request Variance
- _____ Need Policy and Procedure
- _____ Need Training
- _____ Provision Non-Applicable

Comments:

Date Reviewed: _____

Department Reviewer Name: _____

Grant W - JJAEP Discretionary**Article IX Section D**

Effective date 9/1/2005

Latest Revision 9/1/2005

TEXT OF GRANT REQUIREMENT**Article IX. Financial Reporting****D. Other Periodic Reports.**

1. Budget Amendments. 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%).

COMMENTARY**Discussion and Interpretation:**

This grant provision requires a budget adjustment when projected expenditures are expected to exceed 25% in a budget category. The Budget Adjustment Request form is utilized as a mechanism to transfer funds from one budget category to another budget category within a specific grant. A budget adjustment request per each fiscal year of the designated grant period can be submitted through October 15th of the next fiscal year. All budget adjustments shall be pre-approved by the Commission. This form can be found on the Commission website at www.tjpc.state.tx.us.

The Budget Adjustment Request Form shall be completed and mailed to Annie Collier, Contract Administrator, with original signatures from the chief juvenile probation officer, fiscal officer or authorized designee. The following information shall be completed by the chief juvenile probation officer, fiscal officer or authorized designee:

1. Jurisdiction. The county name or lead county for a judicial district or multi-county jurisdiction;

2. Agreement/Contract #. This field requires the name of the grant, the grant identification letter, fiscal year and county number;

3. Date: This field requires the date of the completion of the Budget Adjustment Request;

4-9. Service Categories. Service Categories are the same as budget categories as identified in the annual budget application worksheets. The following columns are applicable:

- Column A - the approved allocation of funding for this specific grant by budget categories (include amended budget from previous budget adjustment requests);

- Column B – the adjusted amounts should be identified as a decrease in brackets < > and an increase with the plus sign + in front of the adjusted amount;

- Column C – the original budget amount minus <>or plus + the adjustment amount to equal the amended amount.

10. Detailed Explanation. In the detailed explanation field, address the basis for the request and refer to each specific service categories amount that will be amended. This is a generic form and not all expenditures are authorized under this grant. Review service categories definitions identified below:

- Salaries and fringe benefits - staff employed by the department under the direction of the Grantee;

- Travel for official business of authorized staff at the county rate or if in a multi-county jurisdiction, at the rate of the lead county. If the county has no established rate, then the county shall use the established State of Texas rate:

1. In no event can reimbursement rates exceed the established travel rates for the State of Texas;

- Operating expenses for the juvenile probation department (e.g., postage, telephone, office supplies, printing and other costs, etc.) directly related to juvenile probation programs, services or administration.;

- Non-Residential Services. A service or program provided to a juvenile who has not been placed in a residential facility or a service or program provided to a juvenile who has been placed in a residential setting, but the service or program is not included in the cost per day for the juvenile's placement. The following services/programs are considered non-residential including:

1. Psychological, psychiatric and other professional diagnostic, evaluation and therapeutic treatment services;

2. Medical and dental diagnosis, evaluation, treatment and supplies;

3. Vocational and educational fees and supplies;

4. Related programs, services, supplies and tutoring not provided by public schools;

5. Transportation and meals;

6. Clothing and personal hygiene supplies; and

7. Programs and services approved in writing in advance by the Commission including professional and contractual services.

- Residential services means the provision of services to a juvenile that has been placed in a secure pre-adjudication detention facility, a short-term detention facility (i.e., holdover), a post-adjudication correctional facility, or a non-secure residential placement facility operated by or under the authority of the Grantee. This category also includes services contracted to a third-party service provider in any non-secure placement facility licensed and/or operated by or under the authority of another governmental entity under the laws of this state or another state.

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Article IX Section D

11. Authorized Signature – The budget adjustment request form should be signed by the chief juvenile probation officer/project director, the fiscal officer or authorized designee.

Approved Budget Adjustment Report

The Commission’s financial system will automatically print an approved budget adjustment report. The approval form is signed by the Commission’s Contract Administrator and the Chief Financial Officer. A copy of the report is mailed to the chief juvenile probation officer and fiscal officer.

This grant provision is not monitored during an on-site monitoring visit but is monitored throughout the term of the grant. If the Grantee fails to comply with the grant provision, the Commission may issue a Non-Compliance Citation Report (NCCR).

Reviewer Guidelines:

To determine Grantee’s compliance with this grant provision, the reviewer will:

1. Upon receipt of a budget adjustment request, examine the county’s name, grant name, fiscal year and authorized signature for accuracy;
2. Determine whether the adjustment is allowable under the grant provisions;
3. Review the calculations for accuracy;
4. Compare the budgeted amounts to the Commission’s financial system for consistency;
5. Enter the budget adjustment into the Commission’s financial system wherein the system shall automatically calculate the amended budget; and
6. Compare the amended budget submitted on the Budget Adjustment Request Form to the Commission’s financial system.

Verification Documents:

1. Budget Adjustment Request Form

METHODOLOGY

Compliance Methodology:

N/A

Monitoring Methodology: N/A

Sample: N/A

Point Value: 0

Total Points Possible: 0

Scoring Methodology: N/A

Level: Level 1 - Administrative

REFERENCE MATERIAL

Recommended Best Practices:

N/A

Sample Form(s):

Budget Adjustment Request [TJPC-FIS-03-04]

Citation(s):

Grant W - JJAEP Discretionary Article IX Section D

Cross Reference(s):

N/A

Board Opinion:

RFI Opinion:

EFFECTIVE DATES

Grant Provision Effective Date:

9/1/2005

CRM Last Modified On: 9/1/2005

PRE-MONITORING PREPARATION

Program Tour: False

Policy and Procedure: False

Pre-Monitoring Checklist: False

Pre-Monitoring Preparation Checklist:

N/A

Reviewer Preparation Checklist

Required: False

Reviewer Preparation Checklist:

N/A

INTERVIEW QUESTIONS MAY BE ADMINISTERED TO THE FOLLOWING:

Chief Administrative Officer: False

Professional Staff: False

Program/Facility Administrator:

False

Juvenile Board Chair: False

Ancillary Staff: False

Juvenile: False

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Compliance Assessment Checklist

List Supporting Documentation

List Supporting Documentation

Primary Documentation:

Secondary Documentation:

- _____ Compliance
- _____ Non-Compliance
- _____ Develop Program Improvement Plan
- _____ Request Waiver
- _____ Request Variance
- _____ Need Policy and Procedure
- _____ Need Training
- _____ Provision Non-Applicable

Comments:

Date Reviewed: _____

Department Reviewer Name: _____

Grant W - JJAEP Discretionary

Article X Section A-B

Effective date 9/1/2005

Latest Revision 9/1/2005

Grant W - JJAEP Discretionary

TEXT OF GRANT REQUIREMENT

Article X. Financial Monitoring

- A. Annual Monitoring. See General Grant Requirements.
- B. Periodic Monitoring. See General Grant Requirements.

COMMENTARY

Discussion and Interpretation:

Article X of this grant addresses the types of financial monitoring methodologies that may be utilized by the Commission to determine compliance with the provisions of the grant and references the General Grant Requirements that provide a full description of the variety of monitoring methodologies. This grant provision is for informational purposes only and will not be monitored.

Reviewer Guidelines:

N/A

Verification Documents:

N/A

METHODOLOGY

Compliance Methodology:

N/A

Monitoring Methodology: N/A

Sample: N/A
Point Value: 0
Total Points Possible: 0
Scoring Methodology:
Level: Level 0 - Not Monitorable

REFERENCE MATERIAL

Recommended Best Practices:

N/A

Sample Form(s):

N/A

Citation(s):

Grant W - JJAEP Discretionary Article X Sections A-B

Cross Reference(s):

General Grant Requirements - All Grants Article X Sections A-B

Board Opinion:

RFI Opinion:

EFFECTIVE DATES

Grant Provision Effective Date: 9/1/2005
CRM Last Modified On: 9/1/2005

PRE-MONITORING PREPARATION

Program Tour: False
Policy and Procedure: False
Pre-Monitoring Checklist: False
Pre-Monitoring Preparation Checklist:
 N/A
Reviewer Preparation Checklist Required: False
Reviewer Preparation Checklist:
 N/A

INTERVIEW QUESTIONS MAY BE ADMINISTERED TO THE FOLLOWING:

Chief Administrative Officer: False
Professional Staff: False
Program/Facility Administrator: False
Juvenile Board Chair: False
Ancillary Staff: False
Juvenile: False

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Compliance Assessment Checklist

List Supporting Documentation

List Supporting Documentation

Primary Documentation:

- ____ Compliance
- ____ Non-Compliance
- ____ Develop Program Improvement Plan
- ____ Request Waiver

Secondary Documentation:

- ____ Request Variance
- ____ Need Policy and Procedure
- ____ Need Training
- ____ Provision Non-Applicable

Comments:

Date Reviewed: _____

Department Reviewer Name: _____