

**Z - Salary Adjustment****Article I Section A**

Effective date 9/1/2010 - 8/31/2011

Latest Revision 01/14/2011

**TEXT OF STANDARD****Subchapter:** I. Grant Description

A. The Salary Adjustment grant provides funding to juvenile probation departments in the amount of \$2,850.00 for certified juvenile probation officers and \$1,425.00 for certified juvenile detention or supervision officers as a salary supplement.

**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 Z - Salary Adjustment Article I Section A

**Cross Reference(s):**

N/A

**Board Opinion:****RFI Opinion:****EFFECTIVE DATES****Grant's Effective Date:** 9/1/2010 - 8/31/2011**CRM Last Modified On:** 01/14/2011**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**Z - Salary Adjustment**

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## Article II Section A-F

Effective date 9/1/2010 - 8/31/2011

Latest Revision 01/14/2011

### TEXT OF STANDARD

**Subchapter:** II. Grant Specific Definitions

- A. Active Certification. Active certification means a certification that has not expired and is in good standing with the Commission.
- B. Caseload. The juveniles for which a certified juvenile probation officer is authorized under the Commission's standards to provide probation supervision and services.
- C. Full-time Officer. An officer who works a minimum of 35 hours per week or who is classified as full-time according to county policies.
- D. Juvenile Detention Officer. An individual employed in a juvenile justice facility or program who holds an active juvenile detention officer certification that was issued by the Commission on or before December 31, 2009.
- E. Juvenile Probation Officer. An individual who holds an active juvenile probation certification issued by the Commission.
- F. Juvenile Supervision Officer. Effective January 1, 2010, an individual who holds an active juvenile supervision officer certification and whose primary responsibility and essential function is the supervision of juveniles in a juvenile justice program or juvenile justice facility. For purposes of this grant, this refers to an individual who holds an active certification and is employed in a pre-adjudication secure detention facility, post-adjudication secure correctional facility, or non-secure correctional facility.

### 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):**

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**Cross Reference(s):**

N/A

**Board Opinion:**

**RFI Opinion:**

### EFFECTIVE DATES

**Grant's Effective Date:** 9/1/2010 - 8/31/2011

**CRM Last Modified On:** 01/14/2011

### 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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## Article III Section A-C

Effective date 9/1/2010 - 8/31/2011

Latest Revision 01/14/2011

### TEXT OF STANDARD

**Subchapter:** III. Performance Measures

A. Goal. The goal of the Salary Adjustment 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 Salary Adjustment grant is to supplement certified juvenile probation detention, or supervision officer salaries in order to increase the retention of these officers.

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

1. Number of full-time, certified juvenile probation officers receiving the salary adjustment; and
2. Number of full-time, certified juvenile supervision officers receiving the salary adjustment.

### 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.

**Program Performance**

Program performance will be assessed using the performance measures outlined in Article III Section C of the Salary Adjustment Grant. The Commission will calculate these measures based on information submitted by the Grantee in the Salary Adjustment Report and verified in the agency certification database. The performance measures will be calculated by the number of officers who received the salary adjustment who meet all eligibility requirements as described below:

1. Performance measure one (1) calculates the number of full-time certified juvenile probation officers receiving the salary adjustment during fiscal year of the grant period; and
2. Performance measure two (2) calculates the number of full-time certified juvenile supervision officers receiving the salary adjustment during each fiscal year of the grant period.

**Reviewer Guidelines:**

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

1. Verify the number of certified officers receiving the salary adjustment as detailed in the updated Salary and Fringe Benefits Spreadsheet included in the Annual Budget Application received from the Grantee;
2. Calculate the following for each fiscal year in the grant period:
  - a. The number of full-time certified juvenile probation officers receiving the salary adjustment; and
  - b. The number of full-time certified juvenile supervision officers receiving the salary adjustment.

**Verification Documents:**

1. Annual Budget Application

### 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 mathematical calculations and 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 0 - Not Monitorable

### REFERENCE MATERIAL

**Recommended Best Practices:**

N/A

**Sample Form(s):**

N/A

**Citation(s):**

Grant Z - Salary Adjustment Article III Sections A-C

**Cross Reference(s):**

N/A

**Board Opinion:**

**RFI Opinion:**

### EFFECTIVE DATES

**Grant's Effective Date:** 9/1/2010 - 8/31/2011

**CRM Last Modified On:** 01/14/2011

### 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

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## Article III Section A-C

Effective date 9/1/2010 - 8/31/2011

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**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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## Article IV Section A-C

Effective date 9/1/2010 - 8/31/2011

Latest Revision 01/14/2011

### TEXT OF STANDARD

**Subchapter:** IV. Programmatic Components

A. Use of Salary Adjustment Funds. Unless otherwise authorized by Sections IV (B) or IV (C), the Grantee shall use funding provided under this grant to adjust upward the salaries and or fringe benefits of eligible juvenile probation officers by a minimum of \$2,850.00 per year. The Grantee shall adjust upward the salaries and/or fringe of eligible juvenile detention or supervision officers who work in a pre-adjudication secure detention facility, post-adjudication secure correctional facility, or non-secure correctional facility by a minimum of \$1,425.00 per year. The Grantee shall use the eligibility criteria listed in Section IV (D) to determine which officers are eligible for the salary adjustment. The Grantee shall ensure that the salary adjustments made under this grant shall not be based on merit.

B. Surplus Funding. In the event the number of eligible positions funded under Section IV (A) exceeds the number of positions funded, the Grantee may use any remaining funds to further adjust eligible officer salaries provided that the maximum adjustment (including fringe benefits) an eligible juvenile probation officer may receive with grant funds is \$3,000.00 per year and the maximum adjustment an eligible juvenile detention or supervision officer may receive with grant funds is \$1,500.00 per year. If remaining funds are used to adjust eligible officer salaries to levels above the minimum allowed, the funds shall be evenly distributed within categories of officers.

C. Insufficient Funding. In the event the number of eligible juvenile probation officers and juvenile detention officers or supervision officers exceeds the number of eligible officers funded under this grant, the Grantee may proportionately reduce the salary adjustment amount received by each category of officers subject to the following provisions:

1. The salary of an eligible officer receiving the allocated salary adjustment funds prior to September 1 of each fiscal year in the current grant period shall not receive a reduction in salary adjustment funds during the fiscal year of the grant period if the officer maintains eligibility;
2. Officers who become eligible to receive the salary adjustment on or after September 1 of each fiscal year may receive a reduction in the salary adjustment below the minimum amounts established by this grant provided that all certified officers within the same class who become eligible on or after September 1 of each fiscal year receive the same reduction; and
3. All funds obtained by such reduction shall be applied to increase the supplement of officers in another category. However, in no circumstance may a certified juvenile probation officer receive a salary supplement (including fringe benefits) of more than \$3,000.00 or a certified juvenile detention or supervision officer receive a supplement of more than \$1,500.00.

### COMMENTARY

**Discussion and Interpretation:**

Use of Salary Adjustment Funds

This grant provision details the required use of the Salary Adjustment grant funds for eligible juvenile probation and detention officers. Officers receiving the salary adjustment shall meet the eligibility criteria detailed in Article IV Section D of the grant requirements. Eligible juvenile detention and/or supervision officers may receive a salary adjustment of \$1,425 per year at a minimum. Eligible juvenile probation officers may receive a salary adjustment of \$2,850 per year at a minimum. The Grantee shall ensure that the salary adjustments funded under this grant are not based on merit (i.e., performance).

**Surplus Funding**

If surplus funding is available, the maximum salary adjustment allowed using grant funds is \$1,500 for juvenile detention and/or supervision officers and \$3,000 for juvenile probation officers. Funds shall be distributed within categories of officers.

**Insufficient Funding**

If insufficient funding exists for all eligible officers, reductions of adjustment levels are allowed within categories of officers.

Compliance with the funding levels authorized for the salary adjustments under this grant will be monitored under Article VIII Sections A and B regarding allowable and unallowable expenditure of grant funds.

**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 Z - Salary Adjustment Article IV Sections A-C

**Cross Reference(s):**

N/A

**Board Opinion:**

**RFI Opinion:**

### EFFECTIVE DATES

**Grant's Effective Date:** 9/1/2010 - 8/31/2011

**CRM Last Modified On:** 01/14/2011

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## Article IV Section A-C

Effective date 9/1/2010 - 8/31/2011

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### 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

**Z - Salary Adjustment****Article IV Section D**

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**TEXT OF STANDARD****Subchapter:** IV. Programmatic Components

D. Eligibility Criteria. The Grantee shall use the following eligibility criteria to determine which certified juvenile probation, detention or supervision officers will receive a salary adjustment with funding received under this grant. The Grantee shall ensure only eligible officers receive the salary adjustment funds.

1. Active Certification. The juvenile probation, detention or supervision officer shall have an active certification issued by the Commission. An officer shall maintain an active certification and meet the certification status requirements set forth in the Commission's administrative standards in order to be eligible for the salary adjustment funds under this grant. In addition, an active certification the officer shall meet one of the following.

- a. An officer who becomes employed and is eligible to receive funding under this grant on after September 1, 2008 shall, in addition to any other duties and responsibilities, act as the primary supervising officer for a court-ordered and/or deferred prosecution caseload;
- b. A juvenile detention or supervision officer that provides direct supervision to youth in a facility;
- c. A supervisor of an officer who meets the criteria of Paragraphs (IV) (D) (a) or (b); or
- d. Certified officers receiving the salary adjustment prior to fiscal year 2008 shall be eligible to continue to receive funding under this grant.

2. Full-Time Status. An officer shall be employed on a full-time basis in order to be eligible for the salary adjustment.

3. Multiple Certifications. A full-time employee who holds multiple active certifications issued by the Commission may receive only one salary adjustment based upon the highest certification the employee holds.

4. Assignment Changes. A juvenile detention or supervision officer whose job assignment changes from a juvenile justice facility to a juvenile justice program may continue to receive the salary adjustment as long as the officer continues to work in the capacity of a certified juvenile detention or supervision officer.

a. Eligibility Status. Changes in the certification status of a juvenile probation, detention or supervision officer may affect eligibility to receive the salary adjustment funds under this grant.

5. Ineligible Certification Status. The following are not considered active certifications and are not eligible for salary adjustment funds:

- a. Individuals who have an original certification application pending;
- b. Individuals whose certification is under a suspension order;
- c. Individuals who have had their certification revoked;
- d. Individuals whose certification has expired for failure to complete the recertification requirements;
- e. Individuals whose certifications have been placed on inactive status; or
- f. Individuals with provisional certifications.

6. Obtaining Eligibility. In the event an officer previously ineligible to receive the salary adjustment becomes eligible by meeting the criteria listed in Article IV (D) of this grant, the Grantee may adjust the officer's salary effective the first day the officer met the criteria listed in Article IV (D), providing such funds are available.

7. Military Status. When an eligible officer called to active military duty is paid a salary that includes Commission funds, the person may continue to receive the Commission funds for the salary adjustment while on active military duty in accordance with the following:

a. If the Grantee has a policy that provides for the payment of the eligible officer's salary while on military duty and the Grantee in fact pays the salary or any portion thereof, the Commission will continue to provide the funds for the salary adjustment in proportion to the amount of funds being expended.

b. If the Grantee does not have a policy that provides for the payment of the officer's salary while on military duty and does not continue to pay the salary of the person who has been called to military duty, the individual becomes ineligible for the salary adjustment during the term of active military duty and the Commission will not continue to provide any funds for the salary adjustment.

i. An officer who returns from military duty to active employment status with a juvenile probation department or facility is eligible to receive the salary adjustment funds beginning with the date of return to active employment status.

8. Loss of Eligibility. In the event an officer who is receiving a salary adjustment provided through this grant no longer meets the eligibility criteria listed in Section IV (D), the Grantee shall suspend the officer's salary adjustment until the first day the officer fully meets the eligibility criteria found in Section IV (D).

9. Hold Harmless. To the extent permitted by the Texas Constitution and the laws of the state of Texas, the Grantee shall hold harmless the Commission, its board members and employees from any litigation that results from or includes the Grantee's implementation or expenditure of funds received under this grant.

**COMMENTARY****Discussion and Interpretation:**

Under the eligibility criteria, positions that are currently eligible for funding through this grant are those that: 1) require certification; and 2) for which the primary responsibility and essential job function is the direct supervision of juveniles. Immediate supervisors and managers who are in the direct chain of command of these individuals may also be eligible for funding through this grant.

This grant provision details officer eligibility to receive Salary Adjustment funds under this grant. The officer shall have an active certification and a full-time status to be eligible

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**Z - Salary Adjustment****Article IV Section D**

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to receive the salary adjustment. A full-time employee who holds multiple, active certifications issued by the Commission may receive only one salary adjustment based upon the highest certification the employee holds. For example, if an officer is certified as a juvenile probation officer and a juvenile detention officer, the officer would be eligible for a salary adjustment not to exceed \$3,000.

The provisions of this grant requirement allows certain individuals who were receiving these grant funds prior to September 1, 2008, but who occupies a position that no longer meets the eligibility requirements as described in the contract, to continue to receive the funds. In this "grandfather clause", the funds follow the person, not the position. If a "grandfathered" person leaves employment the funds will not be available to the next person who fills this ineligible position. However, if the "grandfathered" person transfers to another position the funds may follow that person to their new position.

The Grantee shall ensure that each officer receiving the salary adjustment funds is employed a minimum of thirty-five (35) hours per week or is classified as full-time according to county policies.

**Reviewer Guidelines:**

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

1. Prior to the monitoring visit, obtain and review the Salary and Fringe Benefits Spreadsheet within the Grantee's Annual Application submitted for the identified fiscal year;
2. Obtain Certification Report from the Organization management and Information System (OMIS) detailing all certified officers;
3. Verify that all officers receiving the salary adjustment hold a current certification from the Commission and;
4. If the comparison of the Annual Budget Application and OMIS Certification Report indicate non-certified officers are receiving the salary adjustment, on the day of the monitoring visit request and review the following information for the non-certified officers receiving the salary adjustment:
  - a. Current payroll documentation;
  - b. Personnel file;
  - c. Certification/training documentation;
  - d. Other pertinent documentation

**Verification Documents:**

1. Annual Budget Application
2. OMIS Certification Report
3. Personnel file
4. Payroll documentation
5. Certification/training documentation

**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:** 20**Scoring Methodology:** 0 - 10**Level:** Level 2 - Provision of Services**REFERENCE MATERIAL****Recommended Best Practices:**

N/A

**Sample Form(s):**

N/A

**Citation(s):**

Grant Z - Salary Adjustment Article IV Section D

**Cross Reference(s):**

N/A

**Board Opinion:****RFI Opinion:****EFFECTIVE DATES****Grant's Effective Date:** 9/1/2010 - 8/31/2011**CRM Last Modified On:** 01/14/2011**PRE-MONITORING PREPARATION****Program Tour:** False**Policy and Procedure:** False**Pre-Monitoring Checklist:** False**Pre-Monitoring Preparation Checklist:**

N/A

**Reviewer Preparation Checklist Required:**

True

**Reviewer Preparation Checklist:**

1. Prior to the monitoring visit, obtain and review the Salary and Fringe Benefits Spreadsheet in the Annual Budget Application or the Budget Application Worksheet in the Grant Manager web-based system for the fiscal year reviewed. Place a copy in the Reviewer Workbook;
2. Obtain Certification Report from the Organization Management and Information System (OMIS) detailing all certified officers Certification Report for the Grantee's juvenile probation department detailing all certified officers and place a copy in the Reviewer Workbook; and
3. Verify whether all officers receiving the salary adjustment hold a current certification from the Commission. Note any non-certified

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## Article IV Section D

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officers receiving salary adjustment funds in the Review Workbook.

**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

### Z - Salary Adjustment

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## Article V Section A-D

Effective date 9/1/2010 - 8/31/2011

Latest Revision 01/14/2011

### TEXT OF STANDARD

**Subchapter:** V. Programmatic Reporting

- A. Annual Reports. None.
- B. Quarterly Reports. None.
- C. Monthly Reports. None.
- D. Other Periodic Reports. See General Grant Requirements.

### COMMENTARY

**Discussion and Interpretation:**

Annual Reports

There are no annual programmatic reporting requirements for this grant.

Quarterly Reports

There are no quarterly programmatic reporting requirements for this grant.

Monthly Reports

There are no monthly programmatic reporting requirements for this grant.

Other Periodic Reports

This grant has no additional 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:**

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 Z - Salary Adjustment Article V Sections A-D

**Cross Reference(s):**

N/A

**Board Opinion:**

**RFI Opinion:**

### EFFECTIVE DATES

**Grant's Effective Date:** 9/1/2010 - 8/31/2011

**CRM Last Modified On:** 01/14/2011

### 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

# Z - Salary Adjustment

## Article VI Section A-D

Effective date 9/1/2010 - 8/31/2011

Latest Revision 01/14/2011

### TEXT OF STANDARD

- Subchapter:** VI. Programmatic Monitoring
- A. On-Site Monitoring. 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 Z - Salary Adjustment Article VI Sections A-D

**Cross Reference(s):**

N/A

**Board Opinion:**

**RFI Opinion:**

### EFFECTIVE DATES

**Grant's Effective Date:** 9/1/2010 - 8/31/2011  
**CRM Last Modified On:** 01/14/2011

### 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

# Z - Salary Adjustment

## Article VII Section A-C

Effective date 9/1/2010 - 8/31/2011

Latest Revision 01/14/2011

TEXT OF STANDARD	REFERENCE MATERIAL
<p><b>Subchapter:</b> VII. Applicable Law, Policy and Procedure</p> <p>A. Applicable Standards.</p> <p>1. Texas Administrative Code (TAC) Title 37 Public Safety and Corrections, Chapters 341 – 358.</p> <p>B. General Statutes.</p> <p>1. Federal Law. See General Grant Requirements.</p> <p>2. State Law. See General Grant Requirements.</p> <p>a. Texas Family Code, Title III, Juvenile Justice Code.</p> <p>i. Chapter 60 – Uniform Interstate Compact for Juveniles.</p> <p>b. Texas General Appropriations Act.</p> <p>c. Texas Government Code, Title 7, Uniform Grant and Contract Management.</p> <p>i. Chapter 783 - Uniform Grant and Contract Management Act.</p> <p>C. Policy and Procedure.</p> <p>1. Texas Juvenile Probation Compliance Resource Manual, Volumes 1 - 2.</p>	<p><b>Recommended Best Practices:</b></p> <p>N/A</p> <p><b>Sample Form(s):</b></p> <p>N/A</p> <p><b>Citation(s):</b></p> <p>Grant Z - Article VII Sections A-C</p> <p><b>Cross Reference(s):</b></p> <p>N/A</p> <p><b>Board Opinion:</b></p> <p><b>RFI Opinion:</b></p>
	<p><b>EFFECTIVE DATES</b></p>
<p><b>COMMENTARY</b></p> <p><b>Discussion and Interpretation:</b></p> <p>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; however, 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.</p> <p><b>Reviewer Guidelines:</b></p> <p>N/A</p> <p><b>Verification Documents:</b></p> <p>N/A</p>	<p><b>Grant's Effective Date:</b> 9/1/2010 - 8/31/2011  <b>CRM Last Modified On:</b> 01/14/2011</p>
	<p><b>PRE-MONITORING PREPARATION</b></p>
<p><b>METHODOLOGY</b></p> <p><b>Compliance Methodology:</b></p> <p>N/A</p> <p><b>Monitoring Methodology:</b> N/A  <b>Sample:</b> N/A  <b>Point Value:</b> 0  <b>Total Points Possible:</b> 0  <b>Scoring Methodology:</b> N/A  <b>Level:</b> Level 0 - Not Monitorable</p>	<p><b>Program Tour:</b> False</p> <p><b>Policy and Procedure:</b> False</p> <p><b>Pre-Monitoring Checklist:</b> False</p> <p><b>Pre-Monitoring Preparation Checklist:</b></p> <p>N/A</p> <p><b>Reviewer Preparation Checklist Required:</b></p> <p>False</p> <p><b>Reviewer Preparation Checklist:</b></p> <p>N/A</p> <p><b>INTERVIEW QUESTIONS MAY BE ADMINISTERED TO THE FOLLOWING:</b></p> <p><b>Chief Administrative Officer:</b> False  <b>Professional Staff:</b> False  <b>Program/Facility Administrator:</b> False  <b>Juvenile Board Chair:</b> False  <b>Ancillary Staff:</b> False  <b>Juvenile:</b> False</p>

### Z - Salary Adjustment

**Z - Salary Adjustment**

**Article VIII Section A-B**

Effective date 9/1/2010 - 8/31/2011

Latest Revision 01/14/2011

**TEXT OF STANDARD**

**Subchapter:** VIII. Financial Components

A. Allowable Expenditure of Funds. The Grantee shall distribute funds under this grant to juvenile probation, detention or supervision officers who meet the eligibility requirements determined by the Grantee pursuant to the requirements of this grant and the funds shall be used only for the salary adjustment. The maximum amount of salary adjustment funds allowable under this grant (including fringe benefits) for an eligible juvenile probation officer is \$3,000.00 per year and the maximum allowable salary adjustment funds an eligible juvenile detention or supervision officer shall receive with grant funds is \$1,500.00 per year.

B. Unallowable Expenditure of Funds. All expenditures are unallowable with the exception of those identified in Section VIII (A).

**COMMENTARY**

**Discussion and Interpretation:**

This grant provision addresses the allowable and unallowable expenditure of funds received under this grant. Expenditures shall be made in accordance with Generally Accepted Accounting Principles (GAAP), the Commission's Expenditure Guidelines in General Grant Requirements - All TJPC Grants and shall be expended and classified as outlined by the budget categories in Article VIII, Sections A and B of this grant. The Expenditure Guidelines in General Grant Requirements - All TJPC Grants document may be found on the Commission's website at [www.tjpc.state.tx.us](http://www.tjpc.state.tx.us). If any expenditure fails to meet these requirements, the Grantee will be in non-compliance with these grant provisions. Allowable expenditures under this grant are limited to salaries and fringe benefits of officers employed under this grant.

**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. All financial documentation shall be maintained according to GAAP. The types of documentation that support an expenditure include, but are not limited to the following:

1. Employee timesheets;
2. Payroll documentation;
3. Cancelled checks; and
4. Bank statements.

**Expenditure Detail Report:**

To determine compliance with this grant provision, the Commission shall request a detailed system generated expenditure report. This report shall list 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 system generated expenditure detail report can normally be obtained from the Grantee's Fiscal Officer.

To determine compliance with all salaries and fringe benefits paid out of this grant, the Grantee shall provide a system generated report showing all salaries and fringe benefits paid out of this grant. The report shall display salaries and fringe benefits by date, employee, amount and grant.

**Employee Timesheets:**

All employees paid in whole or in part with state funds under any Commission grant shall be required to maintain a timesheet. If a juvenile probation officer is paid with multiple sources of funding, one of which is state funding under this grant, the

timesheet must detail the amount of time devoted to activities under the state grant unless 100% of the officer's time is spent on the provision of juvenile probation services or juvenile justice programs.

**Reviewer Guidelines:**

To determine compliance with this grant provision, the Reviewer will:

1. Prior to the monitoring visit, request a system generated expenditure detail report for this grant for the grant period;
2. Department's receiving funding for 20 or less juvenile probation/detention officers, each officer's salary paid out of this grant will be reviewed for compliance. Department's receiving funding for more than 20 juvenile probation/detention officers, a systematic sample of transactions will be selected 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. 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 grant period; 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. System generated general ledger (Excel Spreadsheets are not appropriate)
2. Chart of accounts
3. System generated expenditure detail report (Excel Spreadsheets are not appropriate)

**Z - Salary Adjustment**

# Z - Salary Adjustment

## Article VIII Section A-B

Effective date 9/1/2010 - 8/31/2011

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4. Supporting expenditure documentation:

- a. Timesheets and payroll documentation
- b. Other acceptable documentation

5. External documentation:

- a. Bank statements, cancelled checks, EFT transaction
- b. Other acceptable documentation

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):**

- 1. Annual Budget Application
- 2. Expenditure Guidelines in General Grant Requirements - All TJPC Grants
- 3. System generated expenditure detail report

**Citation(s):**

Grant Z - Salary Adjustment Article VIII Sections A-B

**Cross Reference(s):**

- 37 TAC Section 341.3 - Policy and Procedure
- 37 TAC Section 341.9 - Policy and Procedure

**Board Opinion:**

**RFI Opinion:**

### METHODOLOGY

**Compliance Methodology:**

The grants TJPC audits are predetermined. Expenditure reports for this grant are utilized to determine if expenditures are allowable. The following are the steps for determining the number of records that will be reviewed:

- 1. The department's juvenile population size determines the total number of transactions reviewed;
- 2. The number of transactions audited for this grant is determined by this grant's proportionate percentage of the department's total state funding; and
- 3. A random sampling technique is used to select the transactions that will be reviewed. TJPC uses a randomizer number table to draw a simple random sample by making a complete list of all the transactions, assigning each a number and then electronically drawing a set of random numbers which identifies the nth transaction to be sampled.

The Reviewer may discretionarily select expenditures outside the random sample.

**Monitoring Methodology:** Sample %

**Sample:** N/A

**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;

### EFFECTIVE DATES

**Grant's Effective Date:** 9/1/2010 - 8/31/2011  
**CRM Last Modified On:** 01/14/2011

### PRE-MONITORING PREPARATION

**Program Tour:** False

**Policy and Procedure:** False

**Pre-Monitoring Checklist:** True

**Pre-Monitoring Preparation Checklist:**

- 1. Please provide a system generated expenditure detail report for this grant for the grant period reviewed. This system generated expenditure report along with all the corresponding payment vouchers and applicable supporting documentation for the selected month shall be provided to the Reviewer on the day of the monitoring visit.

## Z - Salary Adjustment

**Z - Salary Adjustment****Article VIII Section A-B**

Effective date 9/1/2010 - 8/31/2011

Latest Revision 01/14/2011

**Reviewer Preparation Checklist Required:** True**Reviewer Preparation Checklist:**

1. Prior to the monitoring visit, select a systematic sample of officers from the Salary and Fringe Benefits Spreadsheet included in the Annual Budget Application or the Budget Application Worksheet in the Grant Manager web-based system . Place a copy of the spreadsheet in the Reviewer Workbook. Department's receiving funding for 20 or less juvenile probation/detention officers, each officer's salary paid out of this grant will be reviewed for compliance. Department's receiving funding for more than 20 juvenile probation/detention officers, a systematic sample of transactions will be selected 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.

**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**Z - Salary Adjustment**

# Z - Salary Adjustment

## Article VIII Section C

Effective date 9/1/2010 - 8/31/2011

Latest Revision 01/14/2011

### TEXT OF STANDARD

**Subchapter:** VIII. Financial Components

C. Financial Match Requirements. The Grantee shall ensure that county funding for juvenile services (i.e., juvenile probation services and juvenile justice programs) shall not be decreased or be supplanted by funding received under this grant. The Grantee shall certify that the amount of local or county funds expended for juvenile services is at least equal to or greater than the amount spent in the 2001 county fiscal year excluding construction and capital outlay expenses.

### COMMENTARY

**Discussion and Interpretation:**

This grant provision requires a special financial match for the Salary Adjustment grant funds. The Grantee shall certify to the Commission using the Certification of Local Expenditure Report that the level of local or county funds expended for juvenile services is at least equal to or greater than the level of spending in the 2001 county fiscal year. This excludes construction and capital outlay expenses. This financial match is greater than the regular financial match required of all other Commission grants which is tied to the 1994 level of expenditures pursuant to the Texas Human Resources Code Section 141.082.

If a Grantee chooses not to except funds under the Salary Adjustment grant, the local match drops to the 1994 level; however, if the Grantee does accept funds under this grant, the 2001 level of spending is required to be matched.

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. Examine the Certification of Local Expenditure Report to determine that all sections are complete including signature of the Fiscal Officer and a notary public;
2. Compare Fiscal Year Total (A) to the FY 2001 certified expenditure level to determine if a refund is due;
3. If a refund is due to the Commission, notify the Grantee that a refund is due within 45 calendar days of receipt of notice.

**Verification Documents:**

1. Certification of Local Expenditure Report

### 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 Z - Salary Adjustment Article VIII Section C

**Cross Reference(s):**

N/A

**Board Opinion:**

**RFI Opinion:**

### EFFECTIVE DATES

**Grant's Effective Date:** 9/1/2010 - 8/31/2011  
**CRM Last Modified On:** 01/14/2011

### 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

## Z - Salary Adjustment

# Z - Salary Adjustment

## Article VIII Section D

Effective date 9/1/2010 - 8/31/2011

Latest Revision 01/14/2011

### TEXT OF STANDARD

**Subchapter:** VIII. Financial Components

D. Funding Adjustments. See General Grant Requirements.

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 Also General Grant Requirements.

a. Reimbursement of Funds. In the event an officer who is receiving a salary adjustment from funds provided through this grant no longer meets the eligibility criteria listed in Section IV (D), the Grantee shall reimburse the officer's salary adjustment funds to the Commission in accordance with the provisions listed below:

i. Negligent Administrative Processing of Officer Certification Applications. There may be certain consequences for negligent administrative processing of officer certification and recertification applications on the part of the Grantee. Failure to meet the requirements set forth in the Commission's administrative standards and the failure to ensure the timely and accurate filing of a recertification application may constitute negligence or a lack of due diligence. ii. Fiscal Consequences. The Grantee shall be required to reimburse the Commission funds allocated under the State Financial Assistance Contract as a result of the breach of the terms of the provision contained in this or any other applicable individual grant subject to the provisions below:

(a) If the officer becomes ineligible as a result of Grantee's negligence, administrative failure to use due diligence in ensuring the continued certification of the officer, or as a result of a submission error, reimbursement of the salary adjustment funds is the sole responsibility of the Grantee. In no case shall the officer be required to directly reimburse the Commission or the Grantee for salary adjustment funds received under this grant.

(b) If the officer becomes ineligible as a result of personal negligence or the officer failed to meet the basic eligibility criteria for certification and/or recertification, the Grantee shall reimburse the Commission all salary adjustment funds from the date of ineligibility. The Grantee may, at its sole discretion, seek reimbursement of the salary adjustment funds from the officer.

### COMMENTARY

#### Discussion and Interpretation:

Compliance with funding adjustment requirements for this grant will be monitored and provisions discussed in detail under the General Grant Requirements. This grant provision is not monitored during an on-site monitoring visit but is monitored throughout the term of the grant by the Commission's Staff Services Officer. If the Grantee fails to comply with this grant provision, the Commission may issue a Non-Compliance Citation Report (NCCR).

#### Refunds Due

If a refund of Salary Adjustment grant funds is due from the Grantee because an officer became ineligible due to a lapse in the officer's certification status, this provision makes it clear that the Grantee shall not require an individual officer to refund the monies due unless the officer's negligence caused the lapse in certification. If the Grantee's staff (e.g., certification officer, etc.) are negligent and caused the lapse in certification (e.g., officer met all requirements but certification officer failed to timely send in application for certification or recertification), the Grantee is solely responsible for the refund.

#### 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 Z - Salary Adjustment Article VIII Section D

#### Cross Reference(s):

N/A

#### Board Opinion:

RFI Opinion:

### EFFECTIVE DATES

**Grant's Effective Date:** 9/1/2010 - 8/31/2011

**CRM Last Modified On:** 01/14/2011

### 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

## Z - Salary Adjustment

# Z - Salary Adjustment

## Article VIII Section D

Effective date 9/1/2010 - 8/31/2011

Latest Revision 01/14/2011

**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

### Z - Salary Adjustment

# Z - Salary Adjustment

## Article VIII Section E

Effective date 9/1/2010 - 8/31/2011

Latest Revision 01/14/2011

### TEXT OF STANDARD

**Subchapter:** 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 Z - Salary Adjustment Article VIII Section E  
**Cross Reference(s):**  
 N/A  
**Board Opinion:**  
**RFI Opinion:**

### EFFECTIVE DATES

**Grant's Effective Date:** 9/1/2010 - 8/31/2011  
**CRM Last Modified On:** 01/14/2011

### 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

# Z - Salary Adjustment

## Article VIII Section F

Effective date 9/1/2010 - 8/31/2011

Latest Revision 01/14/2011

### TEXT OF STANDARD

**Subchapter:** VIII. Financial Components  
 F. Audits. See General Grant Requirements.

### COMMENTARY

**Discussion and Interpretation:**

Compliance with the audit provisions of this grant will be monitored under the General Grant Requirements audit provisions and discussed in detail in that section.

**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 Z - Salary Adjustment Article VIII Section F

**Cross Reference(s):**

N/A

**Board Opinion:**

**RFI Opinion:**

### EFFECTIVE DATES

**Grant's Effective Date:** 9/1/2010 - 8/31/2011

**CRM Last Modified On:** 01/14/2011

### 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

## Z - Salary Adjustment

# Z - Salary Adjustment

## Article VIII Section G

Effective date 9/1/2010 - 8/31/2011

Latest Revision 01/14/2011

### TEXT OF STANDARD

**Subchapter:** VIII. Financial Components

G. Financial Assurances. See Also General Grant Requirements.

1. The grant funds made available for salary adjustments under this grant were used only to provide salary adjustments not exceeding \$3,000.00 for eligible full-time certified juvenile probation officers and \$1,500.00 for eligible full-time certified juvenile detention or supervision officers including fringe benefits per fiscal year of the grant period.

2. The amount of county funds expended for juvenile services (i.e., juvenile probation services and juvenile justice programs) were equal to or greater than the amount spent in the 2001 fiscal year, excluding construction and capital outlay expenses per fiscal year of the grant period.

### COMMENTARY

**Discussion and Interpretation:**

This grant contains two specific financial assurances in addition to those contained in the General Grant Requirements. These assurances shall be included in the annual independent audit and all assurances will be tested via the independent audit.

**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 Z - Salary Adjustment Article VIII Section G

**Cross Reference(s):**

General Grant Requirements - All Grants Article VIII Section G

**Board Opinion:**

**RFI Opinion:**

### EFFECTIVE DATES

**Grant's Effective Date:** 9/1/2010 - 8/31/2011  
**CRM Last Modified On:** 01/14/2011

### 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

# Z - Salary Adjustment

## Article VIII Section H

Effective date 9/1/2010 - 8/31/2011

Latest Revision 01/14/2011

### TEXT OF STANDARD

**Subchapter:** VIII. Financial Components  
H. Service Providers. None.

### COMMENTARY

**Discussion and Interpretation:**

There are no service provider requirements for this grant.

**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 Z - Salary Adjustment Article VIII Section H

**Cross Reference(s):**

N/A

**Board Opinion:**

**RFI Opinion:**

### EFFECTIVE DATES

**Grant's Effective Date:** 9/1/2010 - 8/31/2011

**CRM Last Modified On:** 01/14/2011

### 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

## Z - Salary Adjustment

**Z - Salary Adjustment****Article IX Section A**

Effective date 9/1/2010 - 8/31/2011

Latest Revision 01/14/2011

**TEXT OF STANDARD****Subchapter:** IX. Financial Reporting**A. Annual Reports.**

1. The Grantee shall submit a completed Annual Budget Application 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.
2. The Grantee shall submit the Year-End Actual Salaries Spreadsheet available on the Commission's website at [www.tjpc.state.tx.us](http://www.tjpc.state.tx.us) electronically in the format designated by the Commission by October 1 after the end of the current fiscal year of the current grant period. The Year-End Actual Salaries Spreadsheet will identify the actual salary and fringe benefits paid for each JPO under this grant. The Commission may issue a Non-Compliance Citation Report if the Year-End Actual Salaries Spreadsheet is not received by the due date.

**COMMENTARY****Discussion and Interpretation:**

For fiscal year 2010, 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 Judy Ybarbo, the Commission's Contract Administrator at [judy.ybarbo@tjpc.state.tx.us](mailto:judy.ybarbo@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 Grantee's 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](http://www.tjpc.state.tx.us).

The Salary and Fringe Benefits Spreadsheet included within the Annual Budget Application shall also be updated at the end of each fiscal year in the grant period if any grant funds are utilized paid for salaries of juvenile probation officers. The

updated spreadsheet shall be submitted to the Commission with 45 calendar days after the end of each fiscal year of the current grant period. This update will identify the actual expenditures under this grant by detailing the specific staff who were paid and the time frame for which they were paid during the fiscal year. 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](http://www.tjpc.state.tx.us)

For fiscal year 2011, the Grantee shall enter the Annual Budget Application on Grant Manager, the Commission's web-based system. Grant Manager requires a user name and password provided by the Commission's MIS division to gain entry to the system. The Grantee shall enter the budget for each grant separately by category. Once all grant budgets have been entered and Grant Manager declares the budget complete, the Grantee shall submit to the Commission by clicking SUBMIT.

Upon approval of the Grantee's budget on Grant Manager, the Grantee will receive an email affirming finalization. Payment to the Grantee will then fall into the regular disbursement cycle.

Username and password for Grant Manger may be acquired by contacting the Commission's MIS unit at 512-424-6700.

The Grantee shall update and maintain a Salary and Fringe Benefits Spreadsheet, or appropriate substitute, at the end of each fiscal year.

**Reviewer Guidelines:**

To determine compliance with this grant provision, the Reviewer shall:

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 Designated Key Personnel Spreadsheet;
3. Compare and verify grant totals identified in the contract to the budget summary worksheets for consistency;
4. Compare all budget worksheets to the submitted Proposal to verify consistency on intended use of funds;
5. Review all budget worksheets to determine allowable costs, unallowable costs and verify all calculations for accuracy.

**Z - Salary Adjustment**

# Z - Salary Adjustment

## Article IX Section A

Effective date 9/1/2010 - 8/31/2011

Latest Revision 01/14/2011

The Reviewer will:

a. Examine the supporting documentation under the staff services budget category to verify that there is an adequate description of the salaries and fringe benefits paid for with grant funds;

6. 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 are compared to the previous two years' cost; and

7. 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
3. Juvenile Board Resolution
4. State Financial Assistance Contract

### 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 Z - Salary Adjustment Article IX Section A

**Cross Reference(s):**

Texas Open Meetings Act - Chapter 551 Texas Government Code

**Board Opinion:**

**RFI Opinion:**

### EFFECTIVE DATES

**Grant's Effective Date:** 9/1/2010 - 8/31/2011  
**CRM Last Modified On:** 01/14/2011

### 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

**Z - Salary Adjustment**

**Article IX Section B**

Effective date 9/1/2010 - 8/31/2011

Latest Revision 01/14/2011

**TEXT OF STANDARD**

**Subchapter:** IX. Financial Reporting

B. Quarterly Reports. The Grantee shall report the expenditure of all funds received through this grant on the Quarterly Expenditure Report. Reports shall be received by the Commission no later than January 1, April 1, July 1 and October 1 of the current fiscal year of the biennium, respectively. Funds may be temporarily suspended if a Quarterly Expenditure Report is not received by the due date.

1. Monthly Reports. None.
2. Other Periodic Reports. See General Grant Requirements.

**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 thirty (30) calendar days before the due date. The first quarter (September – November) reports are mailed out December 1st and due January 1st. Second quarter reports (December – February) are mailed out March 1st and due April 1st. Third quarter reports (March – May) are mailed out June 1st and due July 1st. Fourth quarter reports (June – August) are mailed out September 1st and due October 1st.

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 November 1st 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).

**The Quarterly ISP and Residential Cost Report**

The Quarterly ISP and Residential Cost Report is designed to gather state and local expenditures for Intensive Supervision Probation (ISP) and all Residential Placements. The Quarterly ISP and Residential Cost Report may be found on the Commissions website at [www.tjpc.state.tx.us](http://www.tjpc.state.tx.us).

Expenditures for ISP include all expenditures made during the quarter for the provision of ISP services regardless of the funding source. Residential placements include secure post adjudication correctional facilities and non-secure residential placement facilities. Expenditures for pre-adjudication detention facility or short-term detention facility (i.e.,

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holdover) placements should not be included. Placements made in a facility operated by the county or on behalf of the county through a contract with a private vendor shall be considered County Operated Placements. Costs to operate the facility shall be included. Placements contracted by the Grantee shall be considered Purchased Placements.

Expenditures shall be categorized TJPC expenditures and Non-TJPC expenditures. TJPC expenditures include all funds received through the Commission including IV-E funds. Non- TJPC expenditures include all local, other federal or other funds expended by the Grantee for ISP and residential placements.

The report shall be signed by the person completing the report and by the Chief Juvenile Probation Officer.

### Fourth Quarter ISP and Residential Cost Reports

Expenditures identified on the first, second and third quarterly expenditure report shall be on a cash basis. The report due for the fourth quarter shall include all obligations incurred, but not paid as of August 31st of each fiscal year of the grant period.

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 shall 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;
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 Reports
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 0 - Not Monitorable

## REFERENCE MATERIAL

### Recommended Best Practices:

N/A

### Sample Form(s):

N/A

### Citation(s):

Grant Z - Salary Adjustment Article IX Section B

### Cross Reference(s):

N/A

### Board Opinion:

RFI Opinion:

## EFFECTIVE DATES

Grant's Effective Date: 9/1/2010 - 8/31/2011  
CRM Last Modified On: 01/14/2011

## 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

## Z - Salary Adjustment

**Z - Salary Adjustment****Article X Section A-B**

Effective date 9/1/2010 - 8/31/2011

Latest Revision 01/14/2011

**TEXT OF STANDARD****Subchapter:** 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:** N/A**Level:** Level 0 - Not Monitorable**REFERENCE MATERIAL****Recommended Best Practices:**

N/A

**Sample Form(s):**

N/A

**Citation(s):**

Grant Z - Salary Adjustment Article X Sections A-B

**Cross Reference(s):**

N/A

**Board Opinion:****RFI Opinion:****EFFECTIVE DATES****Grant's Effective Date:** 9/1/2010 - 8/31/2011**CRM Last Modified On:** 01/14/2011**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**Z - Salary Adjustment**