

B - Border Children's Justice Project

Section I

Effective date 9/1/2011 - 8/31/2013

Latest Revision 10/28/2011

TEXT OF STANDARD

Subchapter: I. Grant Description

A. The Border Children's Justice Project (BCJP) facilitates collaborative efforts by the United States and foreign authorities through juvenile courts, the United States Department of Homeland Security, law enforcement, foreign consulates, child protective agencies and corrections officials. The project is designed to improve the joint rehabilitative efforts of Texas and foreign authorities and provide a variety of services to offenders and their families.

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 B - Border Children's Justice Project Article I Section A

Texas Register Publication Citation:

N/A

Cross Reference(s):

N/A

Board Opinion:

RFI Opinion:

EFFECTIVE DATES

Grant's Effective Date: 9/1/2011 - 8/31/2013

CRM Last Modified On: 1/14/2011

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:

Juvenile Board Chair: False

Ancillary Staff: False

Juvenile: False

B - Border Children's Justice Project**Section II**

Effective date 9/1/2011 - 8/31/2013

Latest Revision 10/28/2011

TEXT OF STANDARD**Subchapter:** II. Grant Specific Definitions

A. Foreign Authorities. Foreign authorities may include consulate offices as well as the respective law enforcement, children service, social service and immigration service agencies in the areas served by the BCJP outside the continental United States.

B. Foreign National. A juvenile who is a citizen of Mexico or a country in Central or South America and not a United States citizen.

C. Project Coordinator. A person that is responsible for coordinating the delivery and provision of services of the BCJP. The coordinator must be familiar with the laws, culture and resources of Mexico, Central America and South America.

D. State Secure Facility. A secure facility created under Human Resources Code Chapter 201, Subtitle C.

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 B - Border Children's Justice Project Article II Sections A-D

Texas Register Publication Citation:

N/A

Cross Reference(s):

N/A

Board Opinion:

RFI Opinion:

EFFECTIVE DATES**Grant's Effective Date:** 9/1/2011 - 8/31/2013**CRM Last Modified On:** 1/14/2011**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:****Juvenile Board Chair:** False**Ancillary Staff:** False**Juvenile:** False

B - Border Children's Justice Project

Section III

Effective date 9/1/2011 - 8/31/2013

Latest Revision 10/28/2011

TEXT OF STANDARD

Subchapter: III. Performance Measures

A. Goal. The goal of the Border Children's Justice Project is to improve the joint efforts of Texas and foreign authorities regarding foreign national juvenile offenders.

B. Program Objective. The objective of the Border Children's Justice Project is to return foreign national juvenile offenders to their respective communities after processing in the Texas juvenile justice system and to assist in the return of juveniles who are citizens of the United States who have committed offenses in Mexico, Central America or South America.

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

1. Total number of juvenile foreign national citizens served by the Border Children's Justice Project;
2. Total number of juvenile United States citizens served by the Border Children's Justice Project; and
3. Average cost for juvenile served.

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 above. The Commission will calculate these measures based on data submitted by the Grantee in the monthly extract data submitted through Caseworker or the county's computer system. The performance measures will be calculated as described below:

1. Performance measure one (1) captures the total number of juvenile foreign national citizens referred by the Border Children's Justice Project in each fiscal year of the grant period regardless of country of citizenship, referring county or disposition. This measure includes only persons of juvenile age (i.e., 10 to 16 at the time of the offense) referred to the project;
2. Performance measure two (2) captures the total number of juvenile United States citizens referred to the Border Children's Justice Project in each fiscal year of the grant period regardless of county of residence or disposition. This measure includes only persons of juvenile age (i.e., 10 to 16 at the time of the offense) referred to the project.
3. Performance measure three (3) calculates the average cost per juvenile served by the Border Children's Justice Project. To determine the average cost per juvenile served, the total number of juveniles served by the Project will be divided by the Grantee's total expenditure of Border Children's Justice Project grant funds.

Reviewer Guidelines:

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

1. Analyze data submitted by the Grantee in the program table of the monthly extract data;
2. Calculate the following for each year of the grant period:
 - a. The number of juvenile foreign national citizens referred to the project; and
 - b. The number of juvenile United States citizens referred to the project;
3. Analyze the average cost per juvenile served by the project to ensure the reasonableness of the number of juveniles served by the project .

Verification Documents:

1. Monthly extract data
2. Quarterly Expenditure Report

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 0 - Not Monitorable

REFERENCE MATERIAL

Recommended Best Practices:

N/A

Sample Form(s):

N/A

Citation(s):

Grant B - Border Children's Justice Project
Article III Sections A-C

Texas Register Publication Citation:

N/A

Cross Reference(s):

N/A

Board Opinion:

RFI Opinion:

B - Border Children's Justice Project

Section III

EFFECTIVE DATES

Grant's Effective Date: 9/1/2011 - 8/31/2013
CRM Last Modified On: 1/14/2011

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:

Juvenile Board Chair: False

Ancillary Staff: False

Juvenile: False

B - Border Children's Justice Project**Section IV**

Effective date 9/1/2011 - 8/31/2013

Latest Revision 10/28/2011

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

A. Program Requirements. The Grantee shall provide services as established within the grant requirements and their respective proposals which are incorporated into this grant by reference. The Grantee shall have a program policy and procedure manual that details program requirements, eligibility and staff responsibilities. The BCJP shall include the following services provided by the Grantee:

1. Coordination of the return of foreign national juvenile offenders to their respective homes who have committed an offense in the county wherein the BCJP is located;
2. Assist in the return of foreign national juvenile offenders who have committed an offense in a Texas county where there is no BCJP. The Texas county wherein the juvenile commits the offense may refer the juvenile to the BCJP in the Texas county closest to the juvenile's home;
3. Coordination of the return of juveniles who have committed an offense in a foreign country and who are citizens of the United States to the appropriate authorities in the United States for further court-related proceedings;
4. Provide juvenile probation services to foreign national juvenile offenders that are placed on probation and remain in the United States; and
5. Negotiation and formulation of agreements with the consulate's offices for the provision of necessary and appropriate services for juveniles and their families. The services may include:
 - a. Collection of restitution from juveniles to repay losses to victims in the United States;
 - b. Securing proper identification of foreign national juveniles, including birth verification, when possible and correct address;
 - c. Informing parents, guardians and custodians of their child's involvement with the juvenile court;
 - d. Provision of counseling services to juveniles and their families;
 - e. Securing supervision services of foreign national juveniles placed on probation; and
 - f. Returning children to their homes through the authority of the consulate's office.

COMMENTARY**Discussion and Interpretation:**

This grant provision details the program requirements for the Border Children's Justice Project. Funding under this grant shall be utilized to support the program infrastructure to serve Texas and foreign national juveniles that meet the eligibility criteria of this program. The four services detailed in this section are required to be in place in the program and available to serve juveniles entering the program. If all four component services are not available to serve appropriate juveniles, the Grantee will be in non-compliance with this grant provision. The program shall have a policy and procedure manual that details each of the required programmatic components of this section.

Reviewer Guidelines:

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

1. Prior to the monitoring visit, review the Annual Budget Application for this grant to determine the planned utilization of funds;

2. On the day of the monitoring visit, review the program policy and procedure manual for a description of the four mandatory service components in this section;
3. Interview the Project Coordinator, regarding the program infrastructure, availability and provision of required services; and
4. Compare Request for Proposal (RFP) submitted to the Commission to actual programs and services the department offers to eligible juveniles.

Verification Documents:

1. Program policy and procedure manual

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 B - Border Children's Justice Project
Article IV Section A

Texas Register Publication Citation:

N/A

Cross Reference(s):

N/A

Board Opinion:

RFI Opinion:

B - Border Children's Justice Project

EFFECTIVE DATES

Grant's Effective Date: 9/1/2011 - 8/31/2013
CRM Last Modified On: 1/14/2011

PRE-MONITORING PREPARATION

Program Tour: False

Policy and Procedure: True

Pre-Monitoring Checklist: False

Pre-Monitoring Preparation Checklist:
 N/A

Reviewer Preparation Checklist Required: True

Reviewer Preparation Checklist:
 1. Prior to the monitoring visit, review the Annual Budget Application for this grant to determine the planned utilization of funds;

INTERVIEW QUESTIONS MAY BE ADMINISTERED TO THE FOLLOWING:

Chief Administrative Officer: True

Professional Staff: True

Program/Facility Administrator:

Juvenile Board Chair: True

Ancillary Staff: False

Juvenile: False

B - Border Children's Justice Project

Section IV

Effective date 9/1/2011 - 8/31/2013

Latest Revision 10/28/2011

TEXT OF STANDARD

Subchapter: IV. Programmatic Components

B. Eligibility Criteria. The Grantee shall ensure that juvenile offenders served by this grant:

1. Have citizenship in an applicable foreign country and:
 - a. Have committed an offense in the state of Texas; and
 - b. Have been referred to the BCJP in a Texas border county.
2. Have United States citizenship and:
 - a. Have committed an offense in an applicable foreign country;
 - b. Have been referred to the BCJP in a Texas border county; and
 - c. The family resides in the United States.

COMMENTARY

Discussion and Interpretation:

The Border Children's Justice Project shall serve juveniles that meet the definition of the eligible population as detailed in Section B of Article IV. There are two basic types of situations wherein a juvenile will be eligible for this program that is described below:

1. A foreign national juvenile (i.e., a resident of Mexico, Central or South America) commits an offense in the state of Texas and is referred to the program in a Texas border county; and
2. A juvenile who is a citizen and resident of the U.S. commits an offense in an applicable foreign country (i.e., Mexico, Central or South America) and is referred by the foreign authorities to the program in a Texas border county.

The program shall have a policy and procedure manual which details the eligibility criteria for juveniles in the program.

Reviewer Guidelines:

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

1. Review the program's policy and procedure manual for a detailed description of the eligibility criteria for the program;
2. Interview the Project Coordinator about the eligibility status of juveniles being served in the program; and
3. Select and review all juvenile files for youth who have been served by the program during the current fiscal year during the grant period and verify whether the juveniles met the eligibility criteria.

Verification Documents:

1. Program policy and procedure manual
2. Juvenile case files

METHODOLOGY

Compliance Methodology:

This grant requirement shall be monitored using a combination of sampling and non-sampling techniques. The non-sampling techniques 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. Sampling techniques may include the use of block samples, systematic samples and/or random samples of pertinent files, records, documents or interviews. 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 using the results of both the sampling and non-sampling methods.

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 B - Border Children's Justice Project
Article IV Section B

Texas Register Publication Citation:

N/A

Cross Reference(s):

N/A

Board Opinion:

RFI Opinion:

EFFECTIVE DATES

Grant's Effective Date: 9/1/2011 - 8/31/2013

CRM Last Modified On: 1/14/2011

PRE-MONITORING PREPARATION

Program Tour: False

Policy and Procedure: True

Pre-Monitoring Checklist: False

B - Border Children's Justice Project

Section IV

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:** True
- Program/Facility Administrator:**
- Juvenile Board Chair:** False
- Ancillary Staff:** False
- Juvenile:** False

B - Border Children's Justice Project Programmatic

Section IV

Effective date 9/1/2011 - 8/31/2013

Latest Revision 10/28/2011

TEXT OF STANDARD

Subchapter: IV. Programmatic Components

C. Staff Requirements and Responsibilities. The Grantee shall adhere to the following criteria:

1. The Grantee shall have a Project Coordinator; and
2. The Project Coordinator shall facilitate collaborative efforts between the United States and foreign authorities involving juvenile courts, the United States Immigration and Customs Enforcement (ICE), law enforcement, United States or foreign consulate offices, child protective agencies and correctional officials.

D. State level secure correctional facilities. The policies and procedures applicable to the Border Children's Justice Project do not apply to youth committed to a state secure facility.

COMMENTARY

Discussion and Interpretation:

An individual shall be designated to serve as the Project Coordinator for the program. This individual's duties and responsibilities include, but are not limited to, facilitating collaborative efforts between the United States and foreign authorities involving juvenile courts, the United States Border Patrol, law enforcement, United States and foreign consulate offices, child protective agencies and correction officials.

The Project Coordinator shall be designated in through the Juvenile Probation Directory on the Commission's website. This information should be submitted concurrently with the Annual Budget Application in the Grant Manager System. If the designation of the Project Coordinator changes during the term of the grant, the Grantee shall notify the Commission's Staff Services Officer within 10 calendar days of the change and officially designate a replacement project coordinator.

The program's policy and procedure manual shall detail the specific duties and responsibilities of the project coordinator.

Reviewer Guidelines:

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

1. Prior to the scheduled monitoring visit, review the Juvenile Probation Directory on the Commission's website and the Annual Budget Application or request from the chief juvenile probation officer for the current fiscal year of the grant period to determine the name of the designated project coordinator;
2. During the monitoring visit, determine the name of the person functioning as the Project Coordinator and compare to the name of the person designated as the Project Coordinator; and
3. Review the Project Coordinator's personnel file and/or the program's policy and procedure manual for a detailed description of the Project Coordinator's duties and responsibilities in the program.

Verification Documents:

1. Program policy and procedure manual
2. Personnel file

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 B - Border Children's Justice Project
 Article IV Section C-D

Texas Register Publication Citation:

N/A

Cross Reference(s):

N/A

Board Opinion:

RFI Opinion:

EFFECTIVE DATES

Grant's Effective Date: 9/1/2011 - 8/31/2013
CRM Last Modified On: 1/14/2011

PRE-MONITORING PREPARATION

Program Tour: False

Policy and Procedure: True

Pre-Monitoring Checklist: False

Pre-Monitoring Preparation Checklist:

N/A

Reviewer Preparation Checklist Required:

True

Reviewer Preparation Checklist:

1. Prior to the scheduled monitoring visit, review the Designation of Key Personnel Spreadsheet submitted with the annual budget application for the current fiscal year of the grant to determine the name of the designated Project Coordinator. For fiscal year 2011, contact the chief juvenile probation officer for the name of the designated Project Coordinator. Note the name of the project coordinator in the Reviewer Workbook.

INTERVIEW QUESTIONS MAY BE ADMINISTERED TO THE FOLLOWING:

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

B - Border Children's Justice Project

Section V

Effective date 9/1/2011 - 8/31/2013

Latest Revision 10/28/2011

TEXT OF STANDARD

Subchapter: V. Programmatic Reporting

A. Annual Reports. None.

B. Monthly Reports. Grantee shall submit monthly extract data electronically to the Commission no later than the 10th calendar day of each month following the reporting period as required in Title 37, Texas Administrative Code, Sections 341.49 and 341.54 or successor provisions which become effective during the term of this Contract. The BCJP information must be reflected in the program table of the monthly extract.

C. Other Periodic Reports. None.

COMMENTARY

Discussion and Interpretation:

The Border Children's Justice Project grant has various programmatic reporting requirements that are applicable at different times throughout the grant period. These are discussed below.

Annual Reports

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

Quarterly Reports - None

Monthly Reports

The Grantee shall submit monthly extract data to the Commission pursuant to Title 37, Texas Administrative Code, Sections 341.49 and 341.54 in compliance with the Electronic Data Interchange (EDI) standards. Grantee shall submit monthly extract data electronically to the Commission no later than the 10th calendar day of each month following the reporting period. Monthly extract data shall include juveniles referred to the Border Children's Justice Project in the program table.

Compliance with this grant will be monitored by the Research and Statistics Division of the Commission. Monthly extract data shall be submitted on or before the 10th calendar day of each month following the reporting period. After the extract data due date, the Commission will generate the Monthly Folder Extract Availability Report to determine delinquency in reporting. If the Grantee submits the extract 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 the monthly extract 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.

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:

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 B - Border Children's Justice Project
Article V Sections A-C

Texas Register Publication Citation:

Cross Reference(s):

N/A

Board Opinion:

RFI Opinion:

EFFECTIVE DATES

Grant's Effective Date: 9/1/2011 - 8/31/2013

CRM Last Modified On: 1/14/2011

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:

Juvenile Board Chair: False

Ancillary Staff: False

Juvenile: False

B - Border Children's Justice Project

B - Border Children's Justice Project

Section VI

Effective date 9/1/2011 - 8/31/2013

Latest Revision 10/28/2011

TEXT OF STANDARD

- Subchapter:** 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:

Article 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 B - Border Children's Justice Project Article VI Sections A-D

Texas Register Publication Citation:

Cross Reference(s):

N/A

Board Opinion:

RFI Opinion:

EFFECTIVE DATES

Grant's Effective Date: 9/1/2011 - 8/31/2013
CRM Last Modified On: 1/14/2011

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:

Juvenile Board Chair: False

Ancillary Staff: False

Juvenile: False

B - Border Children's Justice Project

Section VII

Effective date 9/1/2011 - 8/31/2013

Latest Revision 10/28/2011

TEXT OF STANDARD

Subchapter: VII. Applicable Law, Policy and Procedure

APPLICABLE LAW, POLICY AND PROCEDURE. The Grantee shall comply with the following applicable state laws, federal laws, standards, policies and procedures as they currently exist or as amended or renumbered and enacted and effective during the term of this Contract:

- A. Applicable Standards.
 - 1. Texas Administrative Code (TAC) Title 37 Public Safety and Corrections, Chapters 341 – 359.
- B. General Statutes.
 - 1. Federal Law.
 - a. Juvenile Justice and Delinquency Prevention (JJDP) Act of 1974, as amended.
 - i. 42 United States Code 5601, et seq.
 - ii. 28 Code of Federal Regulations Section 31.303, et seq.
 - b. Prison Rape Elimination Act (PREA) of 2003, as amended.
 - i. 42 United States Code 15601, et.seq.
- 2. State Law.
 - a. Texas Family Code, Title III, Juvenile Justice Code.
 - i. Chapter 54, Subsection 54.011(f) – Detention Hearings for Status Offenders and Non-offenders; Penalty.
 - ii. Chapter 60 – Uniform Interstate Compact for Juveniles.
 - b. Texas General Appropriations Act.
- C. 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 (CRM), 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 0 - Not Monitorable

REFERENCE MATERIAL

Recommended Best Practices:

N/A

Sample Form(s):

N/A

Citation(s):

Grant B - Border Children's Justice Project
Article VII Sections A-C

Texas Register Publication Citation:

Cross Reference(s):

N/A

Board Opinion:

RFI Opinion:

EFFECTIVE DATES

Grant's Effective Date: 9/1/2011 - 8/31/2013

CRM Last Modified On: 1/14/2011

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:

Juvenile Board Chair: False

Ancillary Staff: False

Juvenile: False

TEXT OF STANDARD**Subchapter:** VIII. Financial Components

A. Allowable Expenditure of Funds.

- Grant funds shall be expended in the amounts allocated in the budget categories of staff services, non-residential services and residential services in accordance with the approved Annual Budget Application submitted by the Grantee per fiscal year of the current grant period.
- Grant funds may be expended under the residential services budget category for foreign national juveniles placed only in pre-adjudication secure detention facilities in the state of Texas.

B. Unallowable Expenditure of Funds. See Also General Grant Requirements.

- All expenditures other than those listed in Section VIII (A) are unallowable.

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 for the Distribution and Expenditure of State Financial Assistance 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 for the Distribution and Expenditure of State Financial Assistance may be found on the Commission's website at www.tjpc.state.tx.us. If any expenditure fails to meet these requirements, the Grantee shall be in non-compliance with these grant provisions. Allowable expenditures under this grant fall into three (3) main categories as follows:

1. Staff Services

The staff services category may include, but is not limited to:

- Salaries and fringe benefits for staff employed by the juvenile probation department under the direction of the Grantee;
- Travel reimbursement for juvenile probation department staff for the provision of juvenile probation services, juvenile justice programs and administration; and
- Operating expenses for the juvenile probation department (e.g., postage, telephone, office supplies, printing and other costs, etc.) directly related to juvenile probation services, juvenile justice programs and administration.

2. Non-Residential Services

The Non-Residential Services category includes, but is not limited to:

- A service or program provided to a juvenile who has not been placed in a residential facility; and
- 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.

3. Residential Services

Residential services category means the provision of services to a juvenile that has been placed in a pre-adjudication secure detention facility, a short-term secure detention facility (i.e., holdover), a post-adjudication secure correctional facility, a non-secure correctional facility, a residential child-care facility or an out-of-state residential placement facility operated by or under the authority of the Grantee. This category also includes services contracted with 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.

Financial Documentation

The Grantee shall maintain complete and accurate accounting records for all 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 includes, 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 that will be reviewed is based on the type of expenditure that is identified. To determine whether the expenditure is allowable or unallowable is based on expenditure guidelines in General Grant Requirements found on the Commission's website at www.tjpc.state.tx.us.

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 grant specific transactions 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 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 paid out of this grant. The report shall display salaries and fringe benefits by date, employee, amount, and grant. The system generated report shall include all funding sources.

Example

The Reviewer is looking at an expenditure document for a probation officer's meal and mileage for transportation of a Mexican national juvenile back to Mexico. Supporting documentation may include beginning and ending mileage to substantiate the total mile reimbursed and/or electronic verification of mileage from the departure address to the destination. Meal reimbursement documentation shall include actual receipts for meals or a predetermined amount indicated by a county or department per diem policy.

B - Border Children's Justice Project**Section VIII**

TWO MAIN POLICIES CONTAINED IN TJPC CONTRACTS TO PROBATION DEPARTMENTS:

- 1) Total salary expenditures from all state grant funds should meet or exceed the totals from the previous year; and
- 2) Individual employee's salary may not increase by more than 5% per year, if any portion of the salary is paid from state funds.

IF A DEPARTMENT PROJECTS OR DOES NOT MAINTAIN THE TOTAL SALARIES OF THE PRIOR YEAR, THE FOLLOWING IS REQUIRED:

- 1) Must ask TJPC for a waiver;
- 2) May be approved if the Probation Dept.'s salary funds were reduced by its County along with other Depts. In that County in a similar or across-the-board mandate;
- 3) May be approved if a facility is closed;
- 4) May be approved if a significant function is outsourced; and
- 5) May be approved based on unique factors.

EMPLOYEE(S) PROPOSED TO GET A 7% PAY RAISE AS AN EXAMPLE:

- 1) Must get TJPC approval based on specific circumstances;
- 2) May be approved if it's across the board to all County staff in a similar methodology;
- 3) Request will likely not be approved if it's for probation staff only or a portion of staff; and
- 4) No approval is required if it's a promotion to another assignment;
- 5) May be approved if it's a documented reclassification to significantly higher or significant additional duties; and
- 6) Pay raise must not be split into two parts (i.e., 3% this month and then 4% more before the year is over). This type action will be an audit finding.

NEW HIRES IMPACTED BY THIS PAY RAISE RULE AS FOLLOWS:

- 1) Not affected or applied; and
- 2) New or rehired staff may be paid higher than previous person in that position. County's & Probation Dept.'s standard hiring rules must be obeyed.

DEPARTMENTS SHOULD REQUEST A TJPC WAIVER OR APPROVAL AS FOLLOWS:

- 1) Send detailed email or letter request to Judy.Ybarbo@tjpc.sate.tx.us; and
- 2) Waiver or approval request approved/denied by TJPC Management.

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. Select all 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 transaction;
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)
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; and
 - f. Other acceptable documentation
6. External documentation:
 - a. Bank statements, cancelled checks, EFT transaction; and
 - b. Other acceptable documentation

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.

B - Border Children's Justice Project

B - Border Children's Justice Project

Section VIII

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;
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. The Expenditure Guidelines in General Grant Requirements for the Distribution and Expenditure of State Financial Assistance
3. System generated expenditure detail report

Citation(s):

Grant B - Border Children's Justice Project Article VIII Sections A-B

Texas Register Publication Citation:

N/A

Cross Reference(s):

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

Expenditure Guidelines in General Grant Requirements - All TJPC Grants

Board Opinion:
RFI Opinion:

EFFECTIVE DATES

Grant's Effective Date: 9/1/2011 - 8/31/2013
CRM Last Modified On: 1/14/2011

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 period shall be provided to the Reviewer on the day of the monitoring visit.

Reviewer Preparation Checklist Required:
 True

Reviewer Preparation Checklist:

1. Prior to the monitoring visit, request a system generated expenditure detail report for this grant during the grant period reviewed.

INTERVIEW QUESTIONS MAY BE ADMINISTERED TO THE FOLLOWING:

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

B - Border Children's Justice Project

Section VIII

Effective date 9/1/2011 - 8/31/2013

Latest Revision 10/28/2011

TEXT OF STANDARD

Subchapter: VIII. Financial Components
 C. Financial Match Requirements. None.

COMMENTARY

Discussion and Interpretation:

There is no required financial match requirement 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 B - Border Children's Justice Project Article VIII Section C

Texas Register Publication Citation:

N/A

Cross Reference(s):

N/A

Board Opinion:

RFI Opinion:

EFFECTIVE DATES

Grant's Effective Date: 9/1/2011 - 8/31/2013

CRM Last Modified On: 1/14/2011

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:

Juvenile Board Chair: False

Ancillary Staff: False

Juvenile: False

B - Border Children's Justice Project

Section VIII

Effective date 9/1/2011 - 8/31/2013

Latest Revision 10/28/2011

TEXT OF STANDARD

Subchapter: 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 funding adjustment requirements for this grant will be monitored and provisions discussed in detail under 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 B - Border Children's Justice Project Article VIII Section D

Texas Register Publication Citation:

Cross Reference(s):

General Grant Requirements Article VIII Section D.

Board Opinion:

RFI Opinion:

EFFECTIVE DATES

Grant's Effective Date: 9/1/2011 - 8/31/2013
CRM Last Modified On: 1/14/2011

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:

Juvenile Board Chair: False

Ancillary Staff: False

Juvenile: False

B - Border Children's Justice Project

Section VIII

Effective date 9/1/2011 - 8/31/2013

Latest Revision 10/28/2011

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) shall 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 B - Border Children's Justice Project Article VIII Section E

Texas Register Publication Citation:

Cross Reference(s):
 N/A

Board Opinion:
RFI Opinion:

EFFECTIVE DATES

Grant's Effective Date: 9/1/2011 - 8/31/2013
CRM Last Modified On: 1/14/2011

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

B - Border Children's Justice Project

Section VIII

Effective date 9/1/2011 - 8/31/2013

Latest Revision 10/28/2011

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 B - Border Children's Justice Project Article VIII Section F

Texas Register Publication Citation:

Cross Reference(s):
 N/A

Board Opinion:
RFI Opinion:

EFFECTIVE DATES

Grant's Effective Date: 9/1/2011 - 8/31/2013
CRM Last Modified On: 1/14/2011

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

B - Border Children's Justice Project

Section VIII

Effective date 9/1/2011 - 8/31/2013

Latest Revision 10/28/2011

TEXT OF STANDARD

Subchapter: VIII. Financial Components
 G. Financial Assurances. See General Grant Requirements.

COMMENTARY

Discussion and Interpretation:
 This grant has no special financial assurances in addition to the financial assurances contained in the General Grant Requirements and compliance with the assurances will be tested via the independent audit. The general financial assurances 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 B - Border Children's Justice Project Article VIII Section G
Texas Register Publication Citation:
Cross Reference(s):
 N/A
Board Opinion:
RFI Opinion:

EFFECTIVE DATES

Grant's Effective Date: 9/1/2011 - 8/31/2013
CRM Last Modified On: 1/14/2011

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

B - Border Children's Justice Project

Section VIII

Effective date 9/1/2011 - 8/31/2013

Latest Revision 10/28/2011

TEXT OF STANDARD

Subchapter: 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: N/A

Level: Level 0 - Not Monitorable

REFERENCE MATERIAL

Recommended Best Practices:

N/A

Sample Form(s):

N/A

Citation(s):

Grant B - Border Children's Justice Project Article VIII Section H

Texas Register Publication Citation:

Cross Reference(s):

N/A

Board Opinion:

RFI Opinion:

EFFECTIVE DATES

Grant's Effective Date: 9/1/2011 - 8/31/2013

CRM Last Modified On: 1/14/2011

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

B - Border Children's Justice Project

Section IX

Effective date 9/1/2011 - 8/31/2013

Latest Revision 10/28/2011

TEXT OF STANDARD

Subchapter: IX. Financial Reporting

A. Annual Reports. See General Grant Requirements.

COMMENTARY

Discussion and Interpretation:

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.

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. Sign the signature page of the State Financial Assistance Contract, scan and email to the Chief Juvenile Probation Officer for the department's contract file;
3. Compare and verify grant totals identified in the State Financial Assistance Contract to the budget summary from Grant Manager for consistency;
4. Finalized the department's budget on Grant Manager;
5. Scan contract for the agency electronic file;
6. Make partial disbursement to department if necessary; and
7. File State Financial Assistance Contract for future audit purposes.

Verification Documents:

1. Annual Budget Application
2. Juvenile Board Resolution
3. Request for Proposal
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 B - Border Children's Justice Project
Article IX Section A

Texas Register Publication Citation:
N/A

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

Board Opinion:
RFI Opinion:

EFFECTIVE DATES

Grant's Effective Date: 9/1/2011 - 8/31/2013
CRM Last Modified On: 1/14/2011

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

B - Border Children's Justice Project

Section IX

Effective date 9/1/2011 - 8/31/2013

Latest Revision 10/28/2011

TEXT OF STANDARD

Subchapter: IX. Financial Reporting

B. Quarterly 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).

Reviewer Guidelines:

To determine 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 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 0 - Not Monitorable

REFERENCE MATERIAL

Recommended Best Practices:

N/A

Sample Form(s):

N/A

Citation(s):

Grant B - Border Children's Justice Project Article IX Section B

Texas Register Publication Citation:

Cross Reference(s):

N/A

Board Opinion:

RFI Opinion:

EFFECTIVE DATES

Grant's Effective Date: 9/1/2011 - 8/31/2013

CRM Last Modified On: 1/14/2011

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:

Juvenile Board Chair: False

Ancillary Staff: False

Juvenile: False

B - Border Children's Justice Project

Section IX

Effective date 9/1/2011 - 8/31/2013

Latest Revision 10/28/2011

TEXT OF STANDARD

Subchapter: 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 B - Border Children's Justice Project Article IX Section C

Texas Register Publication Citation:

Cross Reference(s):

N/A

Board Opinion:

RFI Opinion:

EFFECTIVE DATES

Grant's Effective Date: 9/1/2011 - 8/31/2013

CRM Last Modified On: 1/14/2011

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:

Juvenile Board Chair: False

Ancillary Staff: False

Juvenile: False

B - Border Children's Justice Project

Section IX

Effective date 9/1/2011 - 8/31/2013

Latest Revision 10/28/2011

TEXT OF STANDARD

Subchapter: IX. Financial Reporting

D. Other Periodic Reports.

1. Budget Adjustments. See General Grant Requirements.

COMMENTARY

Discussion and Interpretation:

This grant provision requires a budget adjustment for any adjustment to the original budget. 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 1st 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 Judy Ybarbo, 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:

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

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

c. Vocational and educational fees and supplies;

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

e. Transportation and meals;

f. Clothing and personal hygiene supplies; and

g. 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.

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 or Deputy 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).

B - Border Children's Justice Project

Section IX

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 0 - Not Monitorable

REFERENCE MATERIAL

Recommended Best Practices:

N/A

Sample Form(s):

N/A

Citation(s):

Grant B - Border Children's Justice Project Article IX Section D

Texas Register Publication Citation:

Cross Reference(s):

N/A

Board Opinion:

RFI Opinion:

EFFECTIVE DATES

Grant's Effective Date: 9/1/2011 - 8/31/2013

CRM Last Modified On: 1/14/2011

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:

Juvenile Board Chair: False

Ancillary Staff: False

Juvenile: False

B - Border Children's Justice Project

Section X

Effective date 9/1/2011 - 8/31/2013

Latest Revision 10/28/2011

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 B - Border Children's Justice Project Article X Sections A-B
Texas Register Publication Citation:
Cross Reference(s):
 N/A
Board Opinion:
RFI Opinion:

EFFECTIVE DATES

Grant's Effective Date: 9/1/2011 - 8/31/2013
CRM Last Modified On: 1/14/2011

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