

D - Harris County Leadership Academy

Section I

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

Latest Revision 10/28/2011

TEXT OF STANDARD

Subchapter: I. Grant Description

A. The Harris County Leadership Academy (formally Harris County Boot Camp) provides an intensive cognitive based program to address the problems of the youth to reduce their negative behavior and promote the acquisition of new positive behavior skill sets. The focus of the program is to redirect the thinking and behavior patterns of juveniles to remove barriers to their successful transition into their families and communities. The curricula will be combined with a new educational and physical activity program (including drill and ceremony) to provide an environment that promotes leadership skills.

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 D - Harris County Leadership Academy Article I Section A

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

D - Harris County Leadership Academy

Section II

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

Latest Revision 10/28/2011

TEXT OF STANDARD

Subchapter: II. Grant Specific Definitions

A. Personality Instrument. A proprietary instrument that will be utilized to allow juveniles to learn how to quickly identify their own temperament and that of others and assist in the development of effective communication skills and build better relationships.

COMMENTARY

Discussion and Interpretation:

This grant provision 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 D - Harris County Leadership Academy Article II Section A

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

D - Harris County Leadership Academy**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 Harris County Leadership Academy is to reduce delinquency, increase offender accountability, learning /leadership skills and rehabilitate juvenile offenders through a comprehensive, coordinated community-based juvenile probation system.
- B. Program Objective. The objective of the Harris County Leadership Academy is to positively impact the thinking and behavior patterns of juveniles to successfully reintegrate them back into the community.
- C. Program Performance. Grantee performance under this grant shall be determined using the following measures:
1. Total number of juveniles entering the Harris County Leadership Academy during each fiscal year of the grant period;
 2. Total number of juveniles exiting the Harris County Leadership Academy during each fiscal year of the grant period;
 3. Number and percentage of juveniles exiting the Harris County Leadership Academy who complete the program;
 4. Number and percentage of juveniles exiting from the Harris County Leadership Academy for behavioral reasons; and
 5. Average length of stay in the Harris County Leadership Academy.

4. Performance measure four (4) calculates the number and percentage of juveniles exiting from the Leadership Academy Program for behavioral reasons. This measure includes only those juveniles who leave the Leadership Academy for behavioral and/or non-compliance reasons. The number and percentage of these exits will be calculated for each fiscal year of the grant period.

5. Performance measure five (5) calculates the average length of stay for juveniles who have exited the Leadership Academy Program. The average will be calculated for all juveniles exiting the program as well as those exiting after completion and those exiting for behavior reasons.

Reviewer Guidelines:

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

1. Review and verify information submitted by the Grantee in the Leadership Academy Annual Report.
2. Compare information submitted to data submitted by the Grantee in the monthly extract.

Verification Documents:

1. Leadership Academy Annual Report
2. Monthly extract data

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. The Commission will verify the calculation of these measures based on information submitted by the Grantee in the annual performance measure report and in the monthly extract data submitted through the county's data system. The performance measures will be calculated as described below:

1. Performance measure one (1) captures the total number of juveniles entering the Leadership Academy during each fiscal year of the grant period. This measure includes all juveniles entering the program regardless of entry reason.
2. Performance measure two (2) captures the total number of juveniles exiting the Leadership Academy Program during each fiscal year of the grant period. This measure includes all juveniles exiting the Leadership Academy regardless of program completion or exit reason.
3. Performance measure three (3) calculates the number and percentage of juveniles exiting the Leadership Academy Program who complete the program. The number and percentage of juveniles who complete the program will be calculated for each fiscal year of the grant period.

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

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Section III

Citation(s):

Grant D - Harris County Leadership Academy Article III 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

D - Harris County Leadership Academy

Section IV

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

Latest Revision 10/28/2011

TEXT OF STANDARD

Subchapter: IV. Programmatic Components

A. Eligibility/Target Population. The target population of juveniles served through this program shall be:

1. Juveniles who meet the definition of "child" under the Texas Family Code Section 51.02(2); and
2. Juveniles who have been adjudicated by the juvenile court and placed on court-ordered probation.

COMMENTARY

Discussion and Interpretation:

This section details the target population to be served by the Harris County Leadership Academy. The program targets male juveniles who are between the ages of 10 through 16 and who have been adjudicated by the juvenile court with a disposition of court-ordered probation.

Reviewer Guidelines:

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

1. Review the program's policy and procedure manual for a description of the eligibility criteria utilized for admission into the program; and
2. Interview the program administrator regarding the eligibility criteria for the program.

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 D - Harris County Leadership Academy Article IV Section A

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: True

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

D - Harris County Leadership Academy

Section IV

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

Latest Revision 10/28/2011

TEXT OF STANDARD

Subchapter: IV. Programmatic Components

B. Requirements. The Grantee shall operate the Harris County Leadership Academy using a personality instrument along with the evidenced-based and youth-specific curricula provided by the National Corrections Training Institute which utilizes group processing to promote the identification and initiation of an intrinsic desire to change behavior which include the following levels:

1. Level 1. A thirty-day program that will help the juvenile establish trust and learn program expectations.
2. Level 2. A sixty-day program that will help the juvenile recognize and commit to self-change.
3. Level 3. A sixty-day program that will help the juvenile trust and believe in themselves as leaders.
4. Level 4. A thirty-day program that will help the juvenile reintegrate into family and community.

COMMENTARY

Discussion and Interpretation:

This grant provision outlines the four mandatory phases of the Harris County Leadership Academy that each juvenile shall complete during and after release from the program. Juvenile offenders will participate in the four phases while housed at the facility. The final phase prepares the juvenile for release back to their family and into the community.

The program shall have a policy and procedure manual that details the National Corrections Training Institute Curriculum.

Reviewer Guidelines:

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

1. Review the program's policy and procedure manual for a description of the mandatory phases utilized by the program.
2. Review the Annual Report to determine if the juvenile completed the four mandatory phases during and after release from the program due by October 1.

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.

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 D - Harris County Leadership Academy Article IV 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: True

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

D - Harris County Leadership Academy

Section IV

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

Latest Revision 10/28/2011

TEXT OF STANDARD

Subchapter: IV. Programmatic Components

C. Aftercare Plan and Supervision. At least ninety (90) days before the juvenile is expected to be discharged, a transition plan identifying services and supports which facilitate the juvenile's reintegration into the community, family and school shall be developed. Aftercare supervision includes intensive supervision by juvenile probation officers from the Community Unit Probation Service 7 (CUPS 7) field office (e.g., Saturday programs, electronic monitoring, parent-education workshops, etc.). Older juveniles may participate in special programming that prepares them for careers and independent living. The duration of aftercare shall extend through the time the juvenile remains under probation supervision in the community.

COMMENTARY

Discussion and Interpretation:

This grant provision details the program requirements for the Harris County Leadership Academy aftercare services. The program shall have a policy and procedure manual that details the specific provision of aftercare services for juveniles successfully completing the program.

Reviewer Guidelines:

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

1. Review the program's policy and procedure manual for a description of the aftercare service components utilized for the program.
2. Review Annual Report to determine specific provision of aftercare services due by October 1.

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.

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 D - Harris County Leadership Academy
Article IV 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: True

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

D - Harris County Leadership Academy**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. See Also General Grant Requirements.

1. The Grantee shall submit to the Commission the Harris County Leadership Academy Annual Report which shall detail the compliance with the performance measures in Section III (C) of this grant. The Grantee shall submit the annual report by October 1 after the end of the current fiscal year.

B. Quarterly Reports. None.

C. Monthly Reports. Grantee shall submit accurate 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.

D. Other Periodic Reports. See General Grant Requirements.

COMMENTARY**Discussion and Interpretation:**

Compliance with this grant provision is not monitored during an on-site monitoring visit but is monitored throughout the term of the grant. This grant has various programmatic reporting requirements that are applicable at different times throughout the grant period. These are discussed below.

Annual Reports

The Grantee shall submit the Harris County Leadership Academy Annual Report by October 1st after the end of the current fiscal year of the biennium, respectively. There are no additional annual reporting requirements in addition to those required in 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. If the Grantee fails to comply with the grant provision, the Commission may issue a Non-Compliance Citation Report (NCCR).

Quarterly Reports

There are no quarterly reporting requirements for this grant.

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.

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:

1. Harris County Leadership Academy Annual 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 D - Harris County Leadership Academy
Article V 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

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Section V

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

D - Harris County Leadership Academy

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:

This Grant provision 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 D - Harris County Leadership Academy Article VI Sections A-D

Texas Register Publication Citation:

Cross Reference(s):

General Grant Requirements - All TJPC Grants Article VI Section A-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

D - Harris County Leadership Academy

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. See General Grant Requirements.
2. State Law. See General Grant Requirements.

a. Texas Family Code, Title III, Juvenile Justice Code.

- i. 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), Volume 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 D - Harris County Leadership Academy Article VII Sections A-C

Texas Register Publication Citation:

Cross Reference(s):
General Grant Requirements Article VII Section A-C

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

TEXT OF STANDARD

Subchapter: VIII. Financial Components

A. Allowable Expenditure of Funds.

1. Grant funds shall only be expended for the reasonable and necessary expenses for the operation of the Harris County Leadership Academy facility located at 9120 Katy Hockley Road, Katy, Texas.

2. The Grantee shall expend Harris County Leadership Academy funding in the amounts allocated in the three budget categories of staff services, non-residential services and residential services in accordance with the Annual Budget Application submitted by the Grantee each fiscal year for the current grant period.

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

1. 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 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:

- a. Salaries and fringe benefits for staff employed by the juvenile probation department under the direction of the Grantee;
- b. Travel reimbursement for juvenile probation department staff for the provision of juvenile probation services, juvenile justice programs and administration; and
- c. 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. A service or program provided to a juvenile who has not been placed in a residential facility; and
- b. 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 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 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:

- 1. Requisitions or purchase orders;
- 2. Receipts;
- 3. Packing slips;
- 4. Invoices;
- 5. Timesheets;
- 6. Payroll;
- 7. Mileage reports;
- 8. Cancelled checks; and
- 9. 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 -All TJPC Grants 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.

D - Harris County Leadership Academy**Section VIII**

The following are examples of sample expenditures and the analyses of allowability conducted by the Reviewer.

Example 1:

The Grantee purchased a fax machine for the juvenile probation department at a cost of \$300.00. The county does not classify the item or amount as equipment and the cost is recorded in the Staff Services category under Operating Expenses in the Harris County Leadership Academy Grant. The purchase was made on September 2, 2011. The check cleared the bank on September 6, 2011 and was recorded in the General Ledger as paid.

The expenditure is allowable for FY2012.

Example 2:

The Grantee purchased a computer for the juvenile probation department at a cost of \$4,500.00. The county does not classify the item or amount as equipment and the cost is recorded in the Staff Service category under Operating Expenses in the Harris County Leadership Academy Grant. The purchase was made on August 31, 2011. The check cleared the bank on September 6, 2011 and was recorded in the General Ledger as paid.

The expenditure is disallowed for FY 2012 because it was purchased prior to the grant period (beginning September 1, 2011), even though it may be a reasonable expenditure.

In the above examples, additional factors affecting allowability could be:

A. What is the county's purchasing policy for purchasing capital equipment?

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 a systematic sample of transactions from the expenditure detail report for review. The Reviewer will request that the Grantee provide payment vouchers with applicable supporting documentation attached for each selected transaction in the sample;
3. Analyze the expenditure documentation for allowability. The Reviewer will verify that each expenditure is in compliance with the requirements in Article VIII Sections A and B of this grant;
4. 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 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.

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

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- 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.

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. Expenditure Guidelines in General Grant Requirements - All TJPC Grants
3. System generated expenditure detail report

Citation(s):

Grant D - Harris County Leadership Academy Article VIII Sections A-B

Texas Register Publication Citation:

Cross Reference(s):

Title 37 TAC Section 341.9 - Policy and Procedure

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 from the Grantee a system generated expenditure detail report for this grant for the grant period reviewed. The 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.

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

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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 D - Harris County Leadership Academy Article VIII 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

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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 D - Harris County Leadership Academy 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

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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 D - Harris County Leadership Academy Article VIII Section E

Texas Register Publication Citation:

Cross Reference(s):
 General Grant Requirements Article VIII Section E

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

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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 D - Harris County Leadership Academy Article VIII Section F

Texas Register Publication Citation:

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

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

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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 D - Harris County Leadership Academy Article VIII Section G
Texas Register Publication Citation:
Cross Reference(s):
 General Grant Requirements Article VIII Section G
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

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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 D - Harris County Leadership Academy Article VIII Section H

Texas Register Publication Citation:

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

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

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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.
 - B. Quarterly Reports. See General Grant Requirements.
 - C. Monthly Reports. None.
 - D. Other Periodic Reports.
 - 1. Budget Adjustments. 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. State Financial Assistance Contract
- 4. Quarterly 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):

Citation(s):

Grant D - Harris County Leadership Academy
Article IX Section A

Texas Register Publication Citation:

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

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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:
 This Grant provision 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 D - Harris County Leadership Academy Article X Section A-B
Texas Register Publication Citation:
Cross Reference(s):
 General Grant Requirements - All TJPC Grants Article X Section 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