

RDA Program Reimbursement

R(1)-2018-19 Biennium

Effective date 09/01/2017

Latest Revision 05/10/2017

I. GRANT SUMMARY.

- A. **Description.** The Regional Diversion Alternatives Program (RDA Program) grant:
1. Provides resources to juvenile probation departments to obtain rehabilitative services for juvenile offenders including, but not limited to, the following programs: evidence-based, intensive community-based, residential, reentry, and aftercare programs; and
 2. Is intended to divert appropriate youth from commitment to the Texas Juvenile Justice Department (TJJD) to:
 - a. An evidence-based program;
 - b. A TJJD-registered post-adjudication secure correctional facility;
 - c. A TJJD-registered non-secure correctional facility; or
 - d. A residential child-care facility.
- B. **Goal.** The goal of the RDA Program is to divert appropriate youth from commitment to TJJD.
- C. **Objective.** The objective of the RDA Program is to divert appropriate juvenile offenders from commitment to TJJD while maintaining community safety.
- D. **Target Population.** The initial target population of youth appropriate for diversion under the RDA Program grant includes all youth who are eligible, and under consideration, for commitment to TJJD.
1. In order to qualify, the juvenile probation department must demonstrate a prior effort to provide appropriate intervention with priority given to the treatment needs of the youth. Intervention should be commensurate with county resources.
 2. Priority will be given to:
 - a. Younger offenders (those between the ages of 10-12);
 - b. Youth with a serious mental illness;
 - c. Youth with a developmental or intellectual disability;
 - d. Youth with non-violent offenses; and
 - e. Youth with low- to moderate-risk levels for re-offense.

II. DEFINITIONS. For the purposes of this Grant:

- A. **Aftercare Programs.** Programs that provide intensive case management for juveniles recently released from residential placement. These programs coordinate services and programming for juveniles immediately prior to release and upon release from residential facilities, providing a seamless transition in care.
- B. **Community-Based Programs.** A planned and coordinated nonresidential activity designed to address a specific purpose or goal that has a measurable objective and outcome and diverts youth from commitment to TJJD.
- C. **General Grant Requirements.** Programmatic and financial requirements established under the *State Aid and Targeted Grants Contract and General Grant Requirements for the 2018-2019 Biennium*.
- D. **Grant.** The RDA Program grant.
- E. **Grantee.** The juvenile board and/or juvenile probation department receiving funds under this Grant.

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- F. **Individual Diversion Plan or Plan.** The programs and services for a distinct youth for which RDA Program funding is requested.
- G. **Participant.** A youth receiving services through the RDA Program.
- H. **Party.** A signatory to Amendment Number Two to the *State Aid and Targeted Grants Contract*.
- I. **Reentry Programs.** Any program that promotes the effective reintegration of youth into communities following their release from a residential facility.
- J. **Residential Program.** Any program that takes place within a TJJD-registered post-adjudication secure correctional facility, a TJJD-registered non-secure correctional facility, or a residential child-care facility.

III. PROGRAMMATIC COMPONENTS.

- A. **Applicable Law, Policy, and Procedure.** The Grantee shall comply with all applicable General Grant Requirements, state and federal laws, standards, policies, and procedures as they currently exist or as amended or renumbered and enacted and effective during the term of the RDA Program.
- B. **Basic Eligibility Requirements.** The Grantee shall ensure that the following conditions are met for each youth for whom RDA Program funding is requested, including:
 1. Is a member of the target population of the RDA Program;
 2. Qualifies under Subsection I.D.1.; and
 3. In the absence of the RDA Program, the youth would be recommended for commitment to TJJD.
- C. **Application for Funds.**
 1. The Grantee shall complete the *TJJD Regional Diversion Application* [TJJD-REG-007] for each youth for whom RDA Program funding is requested and shall identify the specific programs and services to be provided under the Individual Diversion Plan and all associated costs.
 2. TJJD shall review the application and take action within five (5) business days. In the event the Grantee requests expedited processing due to exigent circumstances, TJJD will make a reasonable effort of accommodate the request.
 3. Requests may be approved in full or in part, or denied, subject to factors including but not limited to: funding availability; accuracy, thoroughness, and timeliness of application; alignment of proposed Individual Diversion Plan with RDA Program goals, probation best practices, and research standards; and reasonableness of funding request.
 4. The Grantee shall complete the *TJJD Regional Diversion Application for Extension of Services* [TJJD-REG-007e] for any youth for whom an extension in RDA Program funding is requested and shall identify the specific programs and services to be extended under the Individual Diversion Plan and all associated costs.
- D. **Performance.** Grantee performance under the RDA Program shall be determined using the following measures:
 1. Number of juvenile offenders served by the RDA Program;
 2. Percent of juveniles served completing the programs, placements, and/or other services outlined in the approved Individual Diversion Plans;
 3. Number of juveniles served by the RDA Program committed to TJJD by the juvenile probation department within one, two, and three years after exiting the program; and
 4. One, two, and three-year recidivism rates for all juveniles served by the RDA Program.

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E. Programmatic Reporting.

1. **Annual Reports.** No later than October 1 of each fiscal year, the Grantee shall complete an End-of-Year Program Summary in a format specified by TJJD. The report shall include but is not limited to:
 - a. The number of *TJJD Regional Diversion Applications* [TJJD-REG-007] submitted;
 - b. The number of *TJJD Regional Diversion Applications* [TJJD-REG-007] approved by TJJD;
 - c. The number of *TJJD Regional Diversion Applications for Extension of Services* [TJJD-REG-007e] submitted;
 - d. The number of *TJJD Regional Diversion Applications for Extension of Services* [TJJD-REG-007e] approved by TJJD;
 - e. The total number of juveniles served in the RDA Program;
 - f. A list of community or residential program activities and/or residential placements used to support youth in the RDA Program;
 - g. The number of youth that successfully completed their community-based programs or residential placements as outlined in the approved Individual Diversion Plans; and
 - h. The number of participants in the RDA Program that were subsequently committed to TJJD.
2. **Quarterly Reports.** See General Grant Requirements.
3. **Monthly Reports.** See General Grant Requirements.
4. **Other Periodic Reports.** See General Grant Requirements.
5. **Ad Hoc Reports.** The Grantee shall ensure Individual Diversion Plan data for youth participating in the RDA Program is maintained in a format that may be provided to TJJD within 24 hours upon request.

F. Programmatic Monitoring.

1. **On-site Monitoring Visits.** See General Grant Requirements.
2. **Unannounced On-site Monitoring Visits.** See General Grant Requirements.
3. **Desk Audits.** See General Grant Requirements.

IV. FINANCIAL COMPONENTS.

- A. **Approved Budget.** TJJD shall assign a maximum allowable budget by fiscal year to each approved Individual Diversion Plan.
- B. **Reimbursable Expenditure of Funds.** Costs identified in an approved Individual Diversion Plan are reimbursable, subject to the following:
 1. Expenditures for a specific program or service in an approved Individual Diversion Plan that exceed one hundred five percent (105%) of the cost identified in the Plan are not reimbursable.
 2. Total expenditures associated with an approved Individual Diversion Plan that exceed one hundred percent (100%) of the maximum allowable budget of the Plan are not reimbursable.
- C. **Expenditure Exception Requests.** The Grantee may request an exception to the requirements in Subsections IV.B.1. and/or IV.B.2.. The request must be submitted in writing and approved by TJJD prior to the expenditure of funds.

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D. Requests for Reimbursement.

1. **Requests.** The Grantee may request reimbursement for programs and services delivered under an approved Individual Diversion Plan.
 - a. The Grantee shall submit all documentation of payment with each request for reimbursement.
 - b. The Grantee shall not request reimbursement for expenditures not authorized under Subsection IV.B. or Subsection IV.C. and shall not request reimbursement for programs and services delivered in separate fiscal years.
 - c. The Grantee may request exemption from Subsection IV.D.1.a. for services rendered but unpaid. The request shall state the reasons why payment has not occurred (e.g., insufficient cash on hand) and shall include a copy of an invoice approved for payment by the Grantee. TJJJ reserves the right to deny a request for reimbursement that does not comply with Subsection IV.D.1.a..
2. **Due Date.** A request for reimbursement may be submitted at any time. To receive payment on or about the 15th of a month, a request for reimbursement must be received by TJJJ no later than the last day of the preceding month and approved by TJJJ no later than the 10th day of the current month.
3. **Approval and Payment.**
 - a. Approval by TJJJ of a request for reimbursement is contingent on full compliance with the terms and conditions of this Grant.
 - b. The Grantee shall ensure that payments received from TJJJ as reimbursement for allowable expenditures under this Grant are credited to the Grantee's account(s) from which the expenditures were made and are designated for the same purposes for which the expended funds were otherwise designated.

E. Funding Adjustments. See also General Grant Requirements.

1. **Reduction of Grant Award / Unexpended Balances.** In the event funding capacity remains within the maximum allowable budget of an approved Individual Diversion Plan after a youth exits the RDA Program and all authorized expenditures are reimbursed, TJJJ shall reduce the maximum allowable budget accordingly.
2. **Timely Expenditure of Funds.** The Grantee shall immediately notify TJJJ when expenditures under an approved Individual Diversion Plan are projected to occur outside the timeframe described in the Plan. TJJJ reserves the right to adjust the maximum allowable budget as needed to comply with limitations on appropriations, state and federal law, or other applicable requirements.
3. **Overpayments and Refunds Due.**
 - a. In the event an overpayment or other refund due is discovered through any means, TJJJ may deduct the amount of the overpayment from the next payment to the Grantee under this Grant.
 - b. An overpayment or refund due that is not recovered as described in Subsection IV.E.3.a. is due to TJJJ within thirty (30) days of notification to the Grantee.

F. Financial Assurances. The Grantee makes the following assurances. See Also General Grant Requirements.

1. Each youth for whom RDA Program funding is requested is eligible as defined in Subsection III.B. of this Grant or has been granted an exemption under Subsection III.D..
2. Reimbursement is requested only for expenditures authorized under Subsection IV.B..
3. All programmatic and financial data reported to TJJJ is true, verifiable, and accurate and is reconciled/in agreement with the Grantee's internal records.

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4. The amount of funds received is reconciled with the Grantee's request for reimbursement and unearned funds are refunded to TJJD.

G. Miscellaneous.

1. **Financial Match Requirements.** None.
2. **Audits.** See General Grant Requirements.
3. **Service Providers.** See General Grant Requirements.

H. Financial Reporting.

1. **Annual Reports.** None.
2. **Quarterly Reports.** None.
3. **Monthly Reports.** None.
4. **Other Periodic Reports.** The Grantee shall submit to TJJD documentation for all expenses for which reimbursement is requested.
5. **Ad Hoc Reports.** The Grantee shall ensure Individual Diversion Plan data for youth participating in the RDA Program is maintained in a format that may be provided to TJJD within 24 hours upon request.

I. Financial Monitoring.

1. **Annual.** See General Grant Requirements.
2. **Periodic.** See General Grant Requirements.

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