

**Progressive Sanctions Level 1-2-3 Programs****G-2008-09 Biennium**

Effective date 09/01/2007

Latest Revision 09/01/2007

**I. GRANT DESCRIPTION.**

- A. The Progressive Sanctions Level 1-2-3 Programs grant provides funds for juvenile probation services and/or juvenile justice programs for juveniles who are assigned to Levels 1, 2 and 3 of the Progressive Sanctions Model.

**II. GRANT SPECIFIC DEFINITIONS.**

- A. **Juvenile Probation Officer (JPO).** A juvenile probation officer that provides juvenile probation services and/or juvenile justice programs for juveniles assigned to Progressive Sanctions Levels 1, 2 and 3.
- B. **Non-Secure Residential Placement.** Non-secure residential placement is defined as any home, foster home or other unlocked facility structure that is licensed by a state or governmental regulatory agency and/or operated by or under the authority of the juvenile board to provide substitute care for juveniles.
- C. **Progressive Sanctions Level 1.** Sanction Level 1 describes programs and services associated with a disposition of supervisory caution.
- D. **Progressive Sanctions Level 2.** Sanction Level 2 describes supervision and programs that are associated with a disposition of deferred prosecution.
- E. **Progressive Sanctions Level 3.** Sanction Level 3 describes supervision and programs associated with court-ordered probation not involving intensive supervision probation or confinement in a secure post-adjudication facility.

**III. PERFORMANCE MEASURES.**

- A. **Goal.** The goal of the Progressive Sanctions Level 1-2-3 Programs grant is to reduce delinquency, increase offender accountability and rehabilitate juvenile offenders through a comprehensive, coordinated, community-based juvenile probation system.
- B. **Program Objective.** The objective of the Progressive Sanctions Level 1-2-3 Programs grant is to provide community programs and services to juvenile offenders in the early stages of delinquency.
- C. **Program Performance.** Grantee performance under the grant shall be determined using the following measure:
1. Percent of juveniles assigned to Progressive Sanctions Levels 2 and 3 that participate in a program other than intensive supervision probation.

**IV. PROGRAMMATIC COMPONENTS.****A. Program Requirements.**

1. The Grantee shall provide community-based juvenile probation services and/or juvenile justice programs to juvenile offenders in the early stages of delinquency. The programs and services provided by this grant shall be designed to serve juvenile offenders who are assigned to Progressive Sanctions Levels 1, 2 and 3.
2. If the Grantee uses grant proceeds from this grant to hire probation officers, the primary job function (i.e., greater than 50% of job duties) of the probation officer shall be the provision of services and/or supervision of juveniles on Levels 1, 2 and 3 of the Progressive Sanctions Model.
3. **Authorized Salary Levels.** The salary level paid to a juvenile probation officer employed to administer Progressive Sanctions Levels 1-2-3 Programs or services shall not be less than the entry level salary for juvenile probation officers in the Grantee's juvenile probation department. If the entry level salary for a new juvenile probation officer in Grantee's juvenile probation department is less than \$27,567.00 annually, the difference between the entry level starting salary and the \$27,567.00 figure may be expended for employee fringe benefits.

**Summary of Grant Requirements**

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

**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.

**VII. 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, revised or enacted during the term of this Contract:**A. Applicable Standards.**

- 1. **Texas Administrative Code (TAC) Title 37 Public Safety and Corrections.**
  - a. Chapter 341 – Texas Juvenile Probation Commission.
  - b. Chapter 349 – General Administrative Standards.

**B. General Statutes.**

- 1. **Federal Law.** See General Grant Requirements.
- 2. **State Law.**
  - a. **Texas Family Code, Title III, Juvenile Justice Code.**
    - i. Chapter 59 – Progressive Sanctions Model.
    - ii. Chapter 60 – Uniform Interstate Compact on 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.**

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**VIII. FINANCIAL COMPONENTS.****A. Allowable Expenditure of Funds.**

1. Grant funds shall be expended solely for the provision of probation services and/or juvenile justice programs within the three budget categories of staff services, non-residential and residential services in accordance with the approved *Annual Budget Application* submitted by the Grantee per fiscal year for the current grant period.
2. If juvenile probation officers are employed to administer Progressive Sanctions Level 1-2-3 Programs or services, the salary paid to a juvenile probation officer hired with grant funds shall not be less than the entry level salary for officers in the Grantee's probation department. If the entry level salary for a new juvenile probation officer in the Grantee's probation department is less than \$27,567.00 annually, the difference between the entry level starting salary and the \$27,567.00 figure may be expended for employee fringe benefits.
3. Grant funds may be expended under the residential services budget category for placement in a non-secure residential facility licensed and/or operated by or under the authority of a governmental entity under the laws of this state or another state.

**B. Unallowable Expenditure of Funds.**

1. Grant funds may not be used for the placement of a juvenile into a secure pre-adjudication detention or post-adjudication correctional facility.
2. Grant funds may not be expended for juveniles placed on intensive supervision probation programs.

**C. Financial Match Requirements.** None.**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.

**E. Timely Expenditure of Grant Funds.** See General Grant Requirements.**F. Audits.** See General Grant Requirements.**G. Financial Assurances.** See Also General Grant Requirements.

1. Any funds received under this grant are expended for the sole purpose of funding juvenile probation services and/or juvenile justice programs for juveniles assigned to Levels 1, 2 and 3 of the Progressive Sanctions Model.

**H. Service Provider.** See General Grant Requirements.**IX. FINANCIAL REPORTING.****A. Annual Reports.**

1. The Grantee shall submit a completed *Annual Budget Application* concurrent with the submission of the executed State Financial Assistance Contract for the Commission's approval. The *Annual Budget Application* shall be submitted electronically as specified by the Commission per fiscal year.

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2. The Grantee shall submit an updated *Salary and Fringe Benefits Spreadsheet* included in the *Annual Budget Application* electronically in the format designated by the Commission within 45 calendar days after the end of each fiscal year (i.e. October 15) of the current grant period. The updated spreadsheet will identify the salary and duration of time paid for each JPO under this grant. The Commission may issue an NCCR if the *Salary and Fringe Benefits Spreadsheet* is not received by the due date.
- B. **Quarterly Reports.** The Grantee shall report the expenditure of all funds received through this grant on the *Quarterly Expenditure Report* and the *Quarterly ISP and Residential Cost Report* [TJPC-FIS-49-04]. Reports shall be received by the Commission no later than January 15, April 15, July 15 and October 15 of the current fiscal year of the biennium, respectively. Funds may be temporarily suspended if a Quarterly Expenditure Report and/or a Quarterly ISP and Residential Cost Report is not received by the due date.
  - C. **Monthly Reports.** None.
  - D. **Other Periodic Reports.**
    1. **Budget Adjustments.** The Grantee shall submit the *Budget Adjustment Request* [TJPC-FIS-03-04] to the Commission and have received written approval from the Commission prior to expending the funds. The Grantee shall obtain prior written approval from the Commission Contract Administrator when projected expenditures in any budget category reported in the *Annual Budget Application* for this grant exceeds or is expected to exceed the amount budgeted in that category by more than twenty-five percent (25%).
- X. **FINANCIAL MONITORING.**
- A. **Annual Monitoring.** See General Grant Requirements.
  - B. **Periodic Monitoring.** See General Grant Requirements.

**Summary of Grant Requirements**