I. **GRANT DESCRIPTION.**

A. The Juvenile Justice Alternative Education Program (JJAEP) Discretionary grant is a competitive grant intended to assist counties with a population below 125,000 in the basic operation of a Juvenile Justice Alternative Education Program (JJAEP) and to provide for program enhancement to JJAEP's in counties with a population of 125,000 or more. Dedicated funding in the amount of $500,000 has been set aside for JJAEPs per fiscal year for the current grant period. The JJAEP is designed to provide an educational setting for students that have been expelled from public schools.

II. **GRANT SPECIFIC DEFINITIONS.**

A. **Assessment Instrument.** The assessment instrument selected by the Commission for assessing JJAEP student performance in the areas of reading and mathematics.

B. **Dollar-for-Dollar Match.** The dollar-for-dollar match that a Grantee is required to meet to receive funding under this grant. The match requires that for every dollar received through this grant the county must provide a dollar of funding for the program. The dollar-for-dollar match must be directly related to the operation of the JJAEP and/or to program enhancement.

C. **In-Kind Contributions.** In-kind contributions represent items paid for by a source other than funds through the original grant Request For Proposal (RFP). Items donated or contributed to the project (e.g., personnel, classroom space, etc.) are considered in-kind contributions.

D. **Juvenile Justice Alternative Education Program (JJAEP).** Programs in counties with a population over 125,000 that are mandated to operate a JJAEP or counties below 125,000 who are authorized to operate a JJAEP by Chapter 37 of the Texas Education Code (TEC).

E. **Texas Assessment of Knowledge and Skills (TAKS).** The annual statewide assessment required under Chapter 39 of the Texas Education Code that is used to demonstrate student performance in the areas of reading and mathematics.

III. **PERFORMANCE MEASURES.**

A. **Goal.** The goal of the Juvenile Justice Alternative Education Program is to reduce delinquency, increase offender accountability and rehabilitate offenders through a comprehensive, coordinated community-based juvenile probation system.

B. **Program Objective.** The objective of the JJAEP is to provide instructional programming to expelled students to enable academic achievement and behavioral change.

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

1. Student passage rates in reading and math as assessed by the statewide assessment instrument TAKS (*Texas Assessment of Knowledge and Skills*) for students enrolled at least 90 school days;

2. Academic achievement as assessed by the change in pre- and post-test scores in the areas of reading and mathematics for students enrolled at least 90 school days;

3. The average rate of attendance for all JJAEP students;

4. Percent of students who complete the program and return to their home school, graduate or complete their high school equivalency diploma (GED) while in the program; and

5. Percent of students who have a subsequent referral to a juvenile probation department one year after leaving the JJAEP.

IV. **PROGRAMMATIC COMPONENTS.**

A. **Program Oversight.** *The Juvenile Justice Alternative Education Program Proposal* submitted by the Grantee is incorporated by reference into the requirements of this grant. The Grantee shall provide services as established within the grant requirements and their respective proposal. The Commission shall provide program oversight to ensure that grant funds are appropriately and efficiently expended.

B. **Requirements.**

1. The Grantee shall operate the JJAEP as an educational setting for students expelled from the local independent school districts that enter into a joint Memorandum of Understanding (MOU) agreement not later than September 1 of each school year during the grant period.

2. The Grantee shall adhere to the programmatic requirements applicable to counties with populations greater than 125,000. These requirements are found in the:

   a. Texas Education Code Section 37.011; and

   b. Title 37 Texas Administrative Code Chapter 348 or successor provisions which become effective during the term of this Contract.

C. **Students From Other Counties.** Students who reside in a county other than the Grantee's county or who attend school in a district outside the Grantee's county shall meet the following conditions:

1. The Grantee, the juvenile board in the county where the student resides, and the student's expelling school district have entered into a memorandum of understanding patterned after Texas Education Code Section 37.011(k); and

2. The Grantee shall provide the Commission with a copy of the executed memorandum of understanding.

V. **PROGRAMMATIC REPORTING.**

A. **Annual Reports.**

1. **End-of-Year Program Summary Report.** The Grantee shall complete an end-of-year program summary report no later than August 1 per fiscal year of the current grant period. This report shall include:

   a. Description of how the program met the overall goals and objectives of the program;

   b. Description of the progress made including service components implemented;

   c. List of program activities;

   d. Number of clients served;

   e. Data demonstrating the project objectives;

   f. Output performance measures;

   g. Outcome performance measures;

   h. Areas of the grant unfulfilled and an explanation as to why; and

   i. A proposed budget for the second year of funding.

B. **Quarterly Reports.** None.

C. **Monthly Reports.**

1. **Monthly Attendance Roster.** The Grantee shall submit a monthly attendance roster detailing which students were in attendance, absent or on inactive status at the JJAEP for every school day in the month on or before the 10th calendar day of the following month.

2. **JJAEP Individual Student Data.** The Grantee shall collect the JJAEP individual student data as requested by the Commission and in accordance to standards for each student admitted into the JJAEP upon admission and exit from the JJAEP. The Grantee shall accumulate said information for all students admitted and exited in a given month. If the Grantee's county utilizes the Caseworker program, the Grantee agrees to submit said data to the Commission electronically through the Caseworker program by the 10th calendar day of the following month. All data must be entered into Caseworker by the last day of the reporting month. If the Grantee's county does not utilize the Caseworker program, the Grantee agrees to submit said data via the Commission's internet database or through a format specified to the Commission not later than the 10th calendar day of the following month.

3. **Monthly Activity Report.** The Grantee shall complete the *JJAEP Monthly Activity Report* on a monthly basis. The report shall be completed and submitted on or before the 10th calendar day of the following month via the Commission's internet database.

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 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.**

a. **Chapter 348 – Juvenile Justice Alternative Education Programs.**

i. **Exemption.** The Commission administratively revokes the requirements under TAC Section 348.31 (3) (A) during the term of this grant.

B. **General Statutes.**

1. **Federal Law.** See General Grant Requirements.

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

a. **Texas Education Code, Title II – Public Education.**

i. Chapter 37- Discipline; Law and Order.

b. **Texas Family Code, Title III, Juvenile Justice Code.**

i. Chapter 60 – Uniform Interstate Compact for Juveniles.

c. **Texas General Appropriations Act,.**

d. **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, Volumes 1 - 2.**

VIII. **FINANCIAL COMPONENTS.**

A. **Allowable Expenditure of Funds**.

1. The Grantee shall expend any funds received under this grant for those costs that are reasonable, necessary and directly related to the creation and ongoing operation of a JJAEP as contained in the General Grant Requirements.

B. **Unallowable Expenditure of Funds.** See also General Grant Requirements.

1. In addition, any expenditures not authorized in Section VIII (A) are unallowable under this grant including but not limited to the following:

a. Under-recovery of costs under grant agreements;

b. Medical equipment and services including payments to intended recipients of health services;

c. Costs of idle facilities;

d. Staff salary raises or bonuses;

e. Any residential placement including pre-adjudication secure detention facilities, short-term secure detention facilities (i.e., holdover), and post-adjudication secure correctional facilities;

f. Organization costs;

g. Taxes; and

h. Termination costs.

C. **Financial Match Requirements.**

1. The Grantee shall provide a dollar-for-dollar or in-kind match in an amount at least equivalent to the funds received under this grant. The match for a program enhancement shall be directly related to the enhancement.

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 General Grant Requirements.

H. **Service Provider.** See General Grant Requirements.

IX. **FINANCIAL REPORTING.**

A. **Annual Reports.** 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 of the current grant period.

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

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 for any adjustment to the original budget. The Grantee shall receive written approval from the Commission prior to expending the funds.

X. **FINANCIAL MONITORING.**

A. **Annual Monitoring.** See General Grant Requirements.

B. **Periodic Monitoring.** See General Grant Requirements.