

Intensive Community-Based Program**X-2010-11 Biennium**

Effective date 09/01/2009

Latest Revision 09/01/2009

I. GRANT DESCRIPTION.

- A. The Intensive Community-Based Program grant provides funding for enhanced or additional community-based programs and services for jailable misdemeanor and felony offenders under the supervision of the juvenile court.

II. GRANT SPECIFIC DEFINITIONS.

- A. **Intensive Community-Based Program.** A program that provides a higher level of specialized services at the community level to the eligible population.
- B. **Priority Population.** Juvenile offenders who have the chronological sequence and adjudication pattern of jailable misdemeanor offenses which, in combination with other misdemeanors, felony or probation violation adjudications would have resulted in eligibility for commitment to TYC under the law existing prior to June 8, 2007.

III. PERFORMANCE MEASURES.

- A. **Goal.** The goal of the Intensive Community-Based Program 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 Intensive Community-Based Program grant provides funding for enhanced or additional community-based programs and services for jailable misdemeanor and felony offenders under the supervision of the juvenile court.
- C. **Program Performance.** Grantee performance under the grant shall be determined using the following measures:
1. One, two and three year recidivism rate for youth served by the program or service;
 2. Number of youth served by the program;
 3. Number of youth served who complete the program; and
 4. Annual cost per youth served.

IV. PROGRAMMATIC COMPONENTS.

- A. **Program Requirements.** The Grantee shall provide services as established within the grant requirements and their originally submitted grant proposal which is incorporated by reference. All programs shall adhere to the programmatic requirements identified below. The Grantee shall provide the necessary funds and services to operate the programs in compliance with their originally submitted grant proposal and the contractual requirements herein.
- B. **Target Population.** The Grantee shall ensure that the youth served under this grant meet the priority population or will substantially benefit from the program or service.
- C. **Documentation of Activities.** Documentation for all services provided shall include, if applicable:
1. Date, time and duration of activity;
 2. Location of activity;
 3. Staff/volunteers conducting activity;
 4. Purpose and goal of activity; and
 5. Number of participants.

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- D. **Program Policy and Procedure.** The Grantee shall have a written policies and procedures governing all functions and services provided under this grant.
- E. **Licensing and Certification.** The Grantee shall ensure that all licensed and/or certified staff maintain a current license and/or certification if the programs and services provided under this grant require professional licensure or certification.

V. PROGRAMMATIC REPORTING.**A. Annual Reports.**

- 1. **End-of-Year Program Summary Report.** The Grantee shall complete an *End-of-Year Program Summary* in a format specified by the Commission no later than October 1 per fiscal year of the current grant period. This report shall include but is not limited to:
 - a. List of program activities or services;
 - b. Number of clients served;
 - c. How the programs and services met the overall goals and objectives of the program; and
 - d. Total expenditures for the program during the fiscal year.

- B. **Quarterly Reports.** The Grantee shall provide a listing of all juveniles served under this grant. The Grantee shall submit data electronically in a format specified by the Commission no later than January 1, April 1, July 1 and October 1 of the current fiscal year of the biennium, respectively.

- C. **Monthly Reports.** The 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.

- 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, Chapters 341 – 358.**

B. General Statutes.

- 1. **Federal Law.** See General Grant Requirements.
- 2. **State Law.** See Also General Grant Requirements.

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- a. **Code of Criminal Procedure.**
 - i. Chapter 62 – Sex Offender Registration Program.
- b. **Texas Family Code, Title III, Juvenile Justice Code.**
 - i. Chapter 59 – Progressive Sanctions Model.
- 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.** Grant funds shall be expended solely for the provision of juvenile probation services and juvenile justice programs within the staff services category for the salaries, travel and training line items and within the non-residential services category in accordance with the approved *Annual Budget Application* submitted by the Grantee per fiscal year for the current grant period.
- B. **Unallowable Expenditure of Funds.**
 - 1. Grant funds shall not be expended in the residential services category.
 - 2. Grant funds shall not be expended in operating expenses under the staff services category.
 - 3. Grant funds shall not be expended for salary increases or any costs associated with staff hired prior to September 1, 2009.
- C. **Financial Match Requirements.** The Grantee shall ensure that county funding for juvenile services (i.e., juvenile probation services and juvenile justice programs) shall not be decreased or be supplanted by funding received under this grant. The Grantee shall certify that the amount of local or county funds expended for juvenile services is at least equal to or greater than the amount spent in the 2006 county fiscal year excluding construction and capital outlay expenses.
- 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.

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IX. FINANCIAL REPORTING.**A. Annual Reports.**

1. **Budget Application.** 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* is found on the Commission's website and shall be submitted electronically as specified by the Commission per fiscal year for 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* and the *Quarterly ISP and Residential Cost Report* [TJPC-FIS-49-04]. These 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 the *Quarterly Reports* are 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.