

Commitment Reduction Program

C-2012-13 Biennium

Effective date 09/01/2011

Latest Revision 09/01/2011

I. GRANT DESCRIPTION.

- A. The purpose of the Commitment Reduction Program grant is to provide an array of rehabilitation services for juvenile offenders, including, but not limited to, community-based, residential, transition and aftercare programs or services. The programs are intended to divert appropriate youth from the Texas Youth Commission (TYC) to suitable programs and services in local communities.

II. GRANT SPECIFIC DEFINITIONS.

- A. **Eligible Population.** Juveniles who have been referred to the probation department and who are on deferred prosecution or court-ordered probation.

III. PERFORMANCE MEASURES.

- A. **Goal.** The goal of the Commitment Reduction 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 objective of the Commitment Reduction Program is to increase the availability of community-based programs, placements and services in an effort to divert appropriate juvenile offenders from commitment to TYC while maintaining community safety.
- C. **Performance.** Grantee performance under this grant shall be determined using the following measures:
1. Number of juveniles offenders served by the grant funding;
 2. Percent of juveniles served completing the program, service or placement;
 3. Number of juveniles committed to TYC by the juvenile probation department during the grant period;
 4. Number of juveniles ages 10 to 16 certified as adults by the juvenile probation department during the grant period;
 5. One, two and three year recidivism rates for all juveniles served in the program, service or placement; and
 6. The cost per youth participating in the grant funded program(s), service or placement.

IV. PROGRAMMATIC COMPONENTS.

- A. **Program Requirements.** The Grantee shall provide programs and services as detailed in their *Commitment Reduction Program Plan* as submitted to and approved by the Commission via the Grant Manager System. The *Commitment Reduction Program Plan* submitted by the Grantee is incorporated by reference into the requirements of this grant. Any changes from the approved Commitment Reduction Program Plan submitted by the Grantee shall be approved by the Commission in writing.
- B. **Eligibility.** Juveniles served under this grant shall meet the definition of eligible population as defined herein.
- C. **Documentation.** Documentation for all programs and services shall be maintained and is subject to review by the Commission during on-sight monitoring visits or upon request and shall include:
1. Date, time and duration of activity;
 2. Location of activity;
 3. Purpose and goal of activity; and
 4. Number of participants.

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- D. **Program Policy and Procedure.** The Grantee shall have written policies and procedures governing all programs 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; and
 - c. How the programs and services met the overall goals and objectives as detailed in the *Commitment Reduction Program Plan*.

- 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.** See General Grant Requirements.

- 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 – 359.**

B. General Statutes.

- 1. **Federal Law.** See General Grant Requirements.
- 2. **State Law.** See Also General Grant Requirements.
 - a. **Code of Criminal Procedure.**
 - i. Chapter 62 – Sex Offender Registration Program.

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- 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 three budget categories of staff services, non-residential services and residential services in accordance with the approved *Annual Budget Application* submitted by the Grantee per fiscal year for the current grant period subject to Subsection B below.
- B. **Unallowable Expenditure of Funds.** See also General Grant Requirements.
 - 1. Any expenditures not authorized in Section VIII (A) are unallowable under this grant including but not limited to the following:
 - a. Salary increases or any costs associated with staff hired prior to September 1, 2009;
 - b. Costs associated with pre-adjudication detention; and
 - c. Any expenditure which is not reasonable and necessary to implement the *Commitment Reduction Program Plan*.
- C. **Financial Match Requirements.**
 - 1. 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. **Funding Adjustment Methodology.** This grant is at all times subject to state appropriations. The Commission makes no express or implied representation or guarantee of continued or future funding of the grant and may reduce funds to the Grantee in accordance with the funding adjustment methodology that may be developed by the Commission in order to fulfill the requirements set forth in the General Appropriations Act 2011 of the 82nd Legislature, Regular Session, FY 2012-2013, Article V-34, Rider 15.
 - 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.

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

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 *Program 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* and a *Program Expenditure Report* 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.