

Prevention and Intervention Project

Grant T: School Attendance Improvement

T-2014-15 Biennium

Effective date 12/13/2013

Latest Revision 12/6/2013

I. GRANT DESCRIPTION.

- A. The purpose of the Prevention and Intervention Project Grant T. is to provide funding for programs and services to prevent or intervene in at-risk behaviors that lead to truancy and later referral to the juvenile justice system.

II. GRANT SPECIFIC DEFINITIONS.

- A. **At-Risk Youth.** Youth exhibiting behaviors that lead to delinquency, truancy or referral to the juvenile justice system.
- B. **Eligible Population.** Young people who are ages six (6) through seventeen (17), not currently under the jurisdiction of the juvenile probation department, who have no pending formal referrals, and are not under active supervision are the eligible population.
- C. **Prevention and Intervention.** Prevention and intervention means programs and services intended to prevent or intervene in at-risk behaviors including, but not limited to, truancy, delinquency or referral to the juvenile justice system.

III. PERFORMANCE MEASURES.

- A. **Goal.** The goal of *the Prevention and Intervention Project: School Attendance Improvement* is to provide community-based prevention and intervention programs and services intended to prevent and/or intervene in behaviors that put youth at-risk of involvement with the juvenile justice system.
- B. **Program Objective.** The objective of the Prevention and Intervention Project: School Attendance Improvement is to provide community-based programs and services for juveniles identified as “at-risk” in an effort to divert youth from the juvenile justice system
- C. **Performance.** Grantee performance under this grant shall be determined using the following measures:
1. Number of at-risk youth served by the grant during the reporting period;
 2. The school absence rate prior to program entry and after program exit for juveniles served by the grant during the reporting period;
 3. Number of youth ages 10 to 16 served by the grant who are referred to a juvenile probation department within one year of program entry;
 4. Percent of youth who complete the program; and
 5. The cost per youth participating in the grant funded program.

IV. PROGRAMMATIC COMPONENTS.

- A. **Program Requirements.** The Grantee shall administer the grant as detailed in their *Prevention and Intervention Project: School Attendance Improvement Plan, Grant T. (original or updated)* as submitted to and approved by the Department via the Grant Manager System. The *Prevention and Intervention Project: School Attendance Improvement Plan* submitted by the Grantee is incorporated by reference into the requirements of this grant. Any changes from the approved plan submitted by the Grantee shall be approved by the Department in writing or in the Grant Manager System.
- B. **Eligibility.** At-risk youth served under this grant shall meet the definition of eligible population as defined herein.
- C. **Documentation.** Documentation for all programs shall be maintained online where specified, as well as by the Grantee and is subject to review by the Department during on-site monitoring visits or upon request and shall include:
1. Entry of this program in TJJJ’s online “Program and Services Registry;”

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2. Date, time and duration of activity;
3. Location of activity;
4. Number of participants.

- D. **Program Policy and Procedure.** The Grantee shall have written policies and procedures governing all programs 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 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 Department no later than October 1 of each fiscal year. This report shall include but is not limited to:
 - a. Description of program activities or services;
 - b. Total number served (this includes targeted at-risk youth as well as parents, siblings, or other family members who participated in programming);
 - c. Total number of at-risk youth served;
 - d. Site-specific outcome-related data, and
 - e. How the programs met the overall goals and objectives as detailed in the *Prevention and Intervention Project – School Attendance Improvement Plan*.

B. Quarterly Reports. None.

- C. **Monthly Reports.** The Grantee shall collect data on individual youth as requested by TJJD, and in accordance with standards, for each youth admitted into the program upon referral, admission and exit from the program. Grantee shall submit monthly extract data electronically to the Department 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. The Prevention and Intervention information must be reflected in the referral and program tables of the monthly extract. Funds may be temporarily suspended if the monthly program report is not received by the due date.

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:

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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.
 - 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 Justice Department Compliance Resource Manual, Volumes 1 – 2.**

VIII. FINANCIAL COMPONENTS.

- A. **Allowable Expenditure of Funds.** Grant funds shall be expended solely for the provision of prevention and intervention programs within the budget categories of salaries, fringe, travel, training, operating, inter-county and external contracts 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;
 - b. Equipment or capital that has not been pre-approved by TJJD;
 - c. Costs associated with any residential placement; and
 - d. Any expenditure which is not reasonable and necessary to implement the *Prevention and Intervention Project: School Attendance Improvement Plan*.

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C. Financial Match Requirements.

1. The Grantee shall ensure that county funding for prevention and intervention (i.e., prevention and intervention programs and services) 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 prevention and intervention 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 Department 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 Department.
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.

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 Department's approval. The *Annual Budget Application* shall be submitted electronically in the Grant Manager web-based system per each 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 *FPS Quarterly Expenditure Report* in Grant Manager. Reports shall be received by the Department 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 through the Grant Manager System for any adjustment to the original budget. The Grantee shall receive written approval from the Department prior to expending the funds.

X. FINANCIAL MONITORING.

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

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

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