



ISSUING AUTHORITY: INDIANA DEPARTMENT OF CORRECTION

EFFECTIVE DATE: 1/1/2024

## 2.4 Grant Requirements

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### APPLICABLE TO:

Probation Programs who receive Community Corrections & Justice Reinvestment Grant funding.

## Summary

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The purpose is to provide the Community Corrections Advisory Boards (CCAB) grant requirements and minimum standards for Programs that are awarded Community Corrections & Justice Reinvestment Grant funds.

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## Grant Requirements

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### Community Corrections Advisory Board Role:

For program(s) funded under *the Community Corrections & Justice Reinvestment Grant*, the Community Corrections Advisory Board (CCAB) is responsible for the following:

#### Program Support and Implementation

- CCAB has approved the program(s)
- CCAB has approved proposed grant request(s) for the program(s) under the under the Community Corrections & Justice Reinvestment Grant
- CCAB shall adhere to all policies set by the county (or city county) where relevant policies are already established for the operations of the program(s)
- CCAB shall establish policies where the county (or city county) does not have relevant policies for the operations of the program(s)
- CCAB shall adhere to all Procedural Bulletins applicable to Community Corrections & Justice Reinvestment Grant entities

#### Funding Prioritization and Expenses

- CCAB has approved proposed grant request(s) for the program(s) under the Community Corrections & Justice Reinvestment Grant
- CCAB shall adhere to all statutory requirements as it relates to the program(s)

#### Required Documentation

Each grant-funded entity is expected to have the following documents (at minimum) on file at their respective site location:

- 1 Executed Contractual Agreement
  - 1 Program Plan (also known as the application)
  - 1 Completed Budget with Line Items (current) including all other funding sources
- Community Corrections Advisory Board Information
  - Advisory Board Meeting Dates
  - Advisory Board Members List
  - Advisory Board By-Laws
  - Advisory Board County Collaboration Plan
- Entity Mission and Vision
- Staffing Inventory List/Organization Chart
- Job Descriptions of All Grant Funded Positions
- Program Policies
- Memorandum of Understanding with All Outside Treatment Providers that are utilized for the program
- Contractual Agreement for any Subrecipients for Treatment Providers
  - *Contractual organizations must have a written agreement that verifies that it will provide evidence-based programs and services, data, and be evaluated by the contracted entity.*
- Each CCAB must have the following current documentation on file with the Department:
  - 1 Advisory Board Ordinance
  - 1 Advisory Board By-Laws
  - Forensic Diversion Plan
  - Memorandum of Understanding with all outside/ referral treatment and service providers
  - Fixed Assets Inventory List



## Grant Submission Requirements

As part of the Grant Agreement, each grant-funded entity must submit:

SUBMISSION NAME	DUE DATE & SUBMISSION METHOD	APPLICABLE ENTITIES	TOTAL # OF SUBMISSIONS
<b>FINANCIAL REPORT</b>	DUE: 15 <sup>TH</sup> DAY OF FOLLOWING MONTH METHOD: Financial Report Template UPLOAD TO SHAREPOINT	<b>ALL</b>	12 <i>(13 if Closeout Required)</i>
<b>ANNUAL REPORT</b>	DUE: 60 DAYS AFTER END OF THE GRANT CYCLE METHOD: UPLOAD TO SHAREPOINT No Template Provided	<b>ALL</b>	1
<b>ADVISORY BOARD INFORMATION</b>	DUE: 15 DAYS AFTER APPROVAL BY QUORUM OF THE ADVISORY BOARD METHOD: UPLOAD TO SHAREPOINT	<b>Community Corrections</b>	4
<b>CRITICAL INCIDENTS</b>	DUE: NO LATER THAN 24 HOURS AFTER THE INCIDENT METHOD: EMAIL TO ASSIGNED PROGRAM DIRECTOR	<b>Community Corrections</b>	AS NECESSARY



## Data Collection & Reporting

Authority: [IC 11-12-2](#)

Each entity receiving state grant funding will collect and maintain required data required by the Indiana Department of Correction. Data will be collected and evaluated to show compliance with the community corrections plan, the Department’s contract, and for purposes under the agency’s quality assurance policy. Agencies will be required to submit data, with assistance from the Department if needed, in a specified format by specific deadline dates.

Authority: [IC 33-38-9.5-2](#)

Data collected by the department is reported to JRAC.

### Data Reports & Due Dates

REPORT TYPE	DUE DATE AND SUBMISSION METHOD	APPLICABLE ENTITIES	TOTAL # OF REPORTS
<b>MONTHLY SNAPSHOT</b>	DUE: LAST TUESDAY OF THE MONTH METHOD: SRS “Monthly Snapshot” REPORT UPLOAD TO SHAREPOINT	<b>Community Corrections</b> <b>CRRP/ Problem Solving Courts</b>	12
<b>QUARTERLY REPORT</b>	DUE: JANUARY 15, APRIL 15, JULY 15, OCTOBER 15 METHOD: UPLDAD TO SHAREPOINT	<b>Probation</b> <b>Prosecutor’s Diversion</b> <b>Jail Treatment</b> <b>Pretrial Services</b>	4

### Late or Incomplete Data

Timeliness of submissions is extremely important to fulfill deadlines as bound by statute. Late submissions or missing/incomplete submissions will be tracked by the Department’s Community Correction (CC) Research Analyst or a designated Department CC staff member.

Grant-funded entities will be scored based on the timeliness of submissions and complete data. Late submissions or incomplete data may be considered when determining funding recommendations.

### Accuracy of the Data

Each entity is responsible for the accuracy of data submissions. This includes checking that the information presented is correct. Inaccurate or incomplete data may be considered during funding recommendations. Continued non-compliance with statistical reporting may result in contract non-compliance, as specified under **Procedural Bulletin 2.5 Compliance & Monitoring**.



## Evidence Based Practices

The Integrated Model: Each eligible entity must agree to utilize the integrated model when implementing evidence-based practices. This model includes the following components:

- **Evidence-Based Principles:** Each entity is responsible for researching the best practices standards and performance indicators for its target population prior to submission of the grant application.
- **Organizational Development:** Each entity has established a climate and culture for the implementation of Evidence-Based Practices. This includes elements such as: mission, vision, strategic plan/logic model, leadership, communication/training, and policies/practices that all support Evidence-Based Practices.
- **Collaboration:** County/Regional collaboration with the Advisory Board and additional stakeholders that have discussed funding priorities, reducing duplication of services, the implementation of Evidence-Based Decision Making as the mechanism to address the local criminal justice system, and the commitment to recidivism reduction.



Each entity is required to follow the framework of Evidence-Based Practices through the following:

- **Program Assessment:** Systematically reviewing available evidence on the effectiveness of interventions and programs.
- **Budget Development:** Incorporating evidence of program effectiveness into budget and policy decisions, requesting funding for programs that deliver a high return on investment of public funds as a priority.
- **Implementation Oversight:** Ensuring that programs are effectively delivered to their intended design, including internal, referral, and contractual funded organizations.
- **Outcome Monitoring:** Routinely measuring and reporting outcome data to determine whether interventions are achieving desired results.
- **Targeted Evaluation:** Conducting evaluations of newly implemented programs and untested programs to ensure that they warrant continued funding.
- **Caseload Standards:** The best available evidence does not specifically define an optimal caseload size due to multiple variables across jurisdictions. However, some concepts appear consistently across the research. For example, caseloads can be grouped into several broad categories based on key criteria such as risk of re-offending, offense type, and criminogenic needs. Also, generally speaking, low-risk/need cases require little to no active supervision while higher-risk/intensity cases require much more time, resources, and support from the officer/program. Overall, agencies should utilize differential supervision procedures and avoid a “one size fits all” supervision standard.