



ISSUING AUTHORITY: INDIANA DEPARTMENT OF CORRECTION

EFFECTIVE DATE: 1/1/2025

2.2 Grant Agreement & Amendments

APPLICABLE TO:

Entities who receive Community Corrections & Justice Reinvestment Grant Funding

1. Adult Community Corrections;
2. Probation;
3. Pretrial Services;
4. Court Recidivism Reduction Programs;
5. Prosecutor’s Diversion Programs; and
6. Jail Treatment;

Summary

To provide an overview of the grant agreement and conditions for Community Corrections & Justice Reinvestment Grant Funding.

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Overview

Community Corrections & Justice Reinvestment Grant Agreement

The executed contract agreement is called the Community Corrections & Justice Reinvestment Grant Agreement.

The Entity Program Budget is Exhibit B and serves as a guide and authority for the expenditure of the allocated funds. It summarizes the program proposal that was submitted in the application.

Funds must be expended as pre-approved and specified in the budget section of the Community Corrections & Justice Reinvestment Grant Agreement.

Grant Period

The Community Corrections & Justice Reinvestment Grant period covers one calendar year (January 1-December 31).

This includes 4 Quarters as outlined below:

- Q1: January through March
- Q2: April through June
- Q3: July through September
- Q4: October through December

Conditions

Exhibit A of the executed contract agreement outlines the conditions specific to the Community Corrections & Justice Reinvestment Grant. These conditions include but are not limited to reporting requirements, use of evidence-based practices, required policies, residential center guidelines, and accounting procedures. Further details of these conditions are outlined in the Grant Procedural Manual.

Entity Program Revisions and Amendments

No substantial modification of the approved Community Corrections & Justice Reinvestment entity operations may be placed in effect until the Indiana Department of Correction (Department, IDOC), Advisory Board, and county executive (or city-county council), have approved the amendment or modification (IC 11-12-2-4(d)).

Revisions without a fiscal impact

Program amendments that are part of the overall locally approved Community Corrections & Justice Reinvestment Grant Agreement will be considered by the Department at any time. A program amendment is a change in program operations that has no fiscal impact on the Department (i.e., implementation will not require any additional grant funds immediately or in the subsequent fiscal years of program operation).

These include:

- Any revision of project scope or objectives (regardless of whether there is an associated budget revision)
- Any addition or deletion of budget item costs
- Any increase or decrease in the approved budget series totals



Revisions with a fiscal impact

Proposals for modification(s) (including funding requests for additional staff or program components) to an approved budget that have a fiscal impact outside the annual grant process and time frame are not permitted by the Department.

Such proposals will only be considered when an Advisory Board determines that an emergency exists that could not have been foreseen when the application and plan for the fiscal year was submitted. Approval of modifications that have a fiscal impact is subject to the availability of funds.

If such an emergency exists, please contact your assigned program director immediately for additional instructions. In general, programs will be requested to submit a written statement of need and new program modification plans approved by the local Advisory Board, and county executive (or city-county council).

The Department will then submit the proposal to the Commissioner for approval and to the Justice Reinvestment Advisory Council (JRAC) for awareness.

Submission of Proposals for Amendment

Before submitting a proposal for program amendment to the assigned program director, the entity must have already obtained the Community Corrections Advisory Board and county executive formal approvals. Documentation of these approvals should be on file and able to be produced upon request.

The proposal should include a revised budget with explanations for any changes made. Any requests with fiscal implications/ asking for additional grant funding will require detailed justifications to accompany the revised budget. If applicable, a cost-savings analysis should be submitted.

A narrative description of the proposed changes must be provided. Proposals should include the entity's use/ furtherance of use of principles of effective intervention and best practices.

An estimation of the amendment's proposed impact on the justice-involved population should also be submitted with the proposal.

The assigned program director should electronically (via email) receive the aforementioned documents for a Program Amendment Proposal to be considered.

Approved Proposals and Contract Amendments

If a submitted proposal with fiscal implications is accepted and approved by the IDOC Community Corrections Division and the Department's Commissioner, it will go through the formal grant contract amendment process.

The revised budget will be used as an exhibit for the grant contract amendment. A contract with the new remuneration total will be sent to the signatory authority for signature. Once signed and approved by all necessary state agencies, the contract amendment will be executed, and payments will reflect the new remuneration total.