



Indiana Department of Correction Grant Overview

IDOC Community Corrections Division
Dani Glenn
-Central Regional Program Director

Objectives

- Purpose of the Grant
- How Indiana Statute Ties In
- IDOC Grant Process
- Funding Determinations
- Procedural Manual Overview
- Annual Reports





IDOC Purpose of the Grant

To encourage counties to develop a local corrections criminal justice system and providing effective alternatives to imprisonment at the state level

Purpose of the Grant Cont.

- Funds are to be awarded for:
 - The establishment and operation of:
 - Community Corrections Programs
 - Court supervised recidivism reduction programs (problem solving courts)
 - Support funding to:
 - Probation Departments
 - Pre-Trial Diversion Programs
 - Jail Treatment Programs

Purpose of the Grant Cont.

Grants awarded must focus on funding **evidence-based programs**, including programs that utilize cognitive behavioral interventions and have a primary goal of reforming justice involved individuals by working in a collaborative manner with local criminal justice agencies.

How Indiana Statute Ties In Indiana Code Community Corrections

IC-11-12

- 11 Chapters
 - Ch. 1. – Local and Regionally Operated Community Corrections
 - Ch. 2. – Purpose and availability of grants; funding; Advisory Board Membership and process
 - Ch. 3. – Establishment and operations of programs; Acquisition of premises and facilities
 - Ch. 4. – Standards, Rules, and Construction of County Jails

How Indiana Statute Ties In – Cont.

Indiana Code

Community Corrections

IC-11-12

- 11 Chapters
 - Ch. 5. – County Jails: Work; Temporary Release
 - Ch. 6.5 – Regional Holding Facilities
 - Ch. 7. – Community Corrections Home Detention Fund
 - Ch. 8. – Interstate Compact on Community Corrections Transfers
 - Ch. 9. – Interstate Community Corrections Hearings
 - Ch 10. – Community Transition Program
 - Ch. 11. – County Misdemeanant Fund

How Indiana Statute Ties In – Cont.

Indiana Administrative Code

Community Corrections Funding

210 IAC 2-1

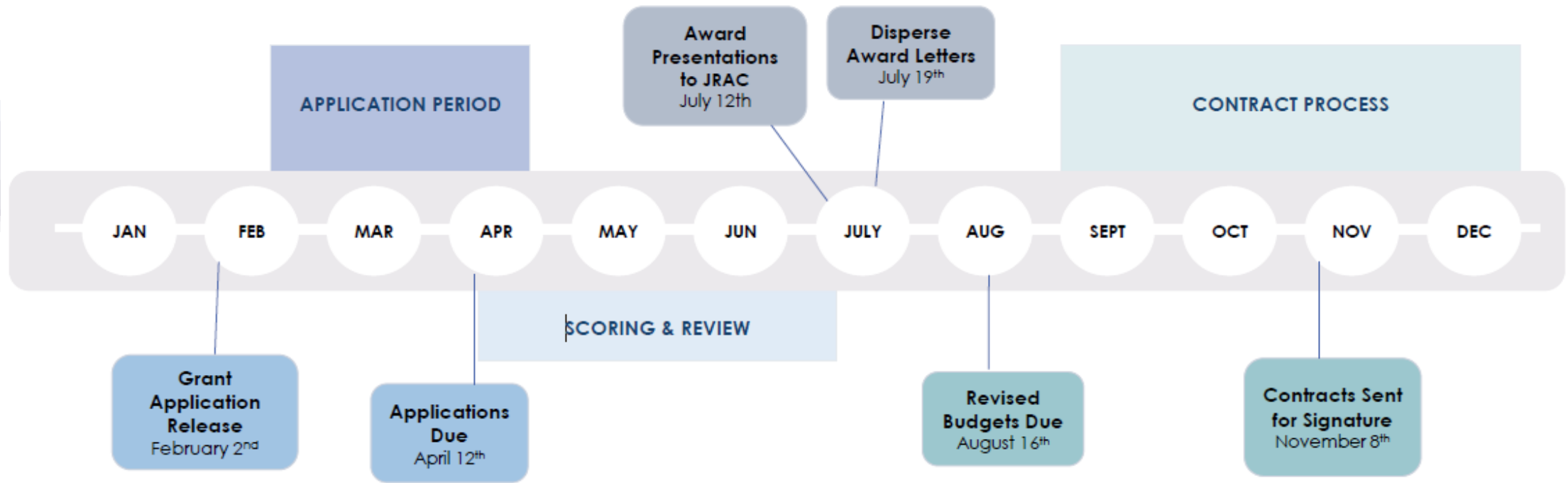
- 210 IAC 2-1-1 Community Correction Plan; Application for Aid
 - IDOC Grant application process
- 210 IAC 2-1-2 Establishing, operating, and evaluating correctional programs
 - This sections refers to compliance to inspections and evaluations
 - Monthly, quarterly, and yearly reports

How Indiana Statute Ties In – Cont.

Indiana Administrative Code Community Corrections Funding

210 IAC 2-1

- 210 IAC 2-1-3 Fund Distribution
 - Funding Formula
 - Formula will be used as a guideline in the distribution of funds
- 210 IAC 2-1-4 Fund Disbursement
 - This section describes funds being sent to the auditor on a monthly basis



IDOC Grant Process



Request for Proposals Guidelines

- Target Population by Grant Entity
 - Grant funds are intended to benefit these specific populations served by eligible entities.
 - Funding Consideration and Prioritization
 - Prioritization recommended by Advisory Board
 - Grantee Requirements
 - Funding Restrictions
 - Grant Application Procedures
-



Good Grants Demo

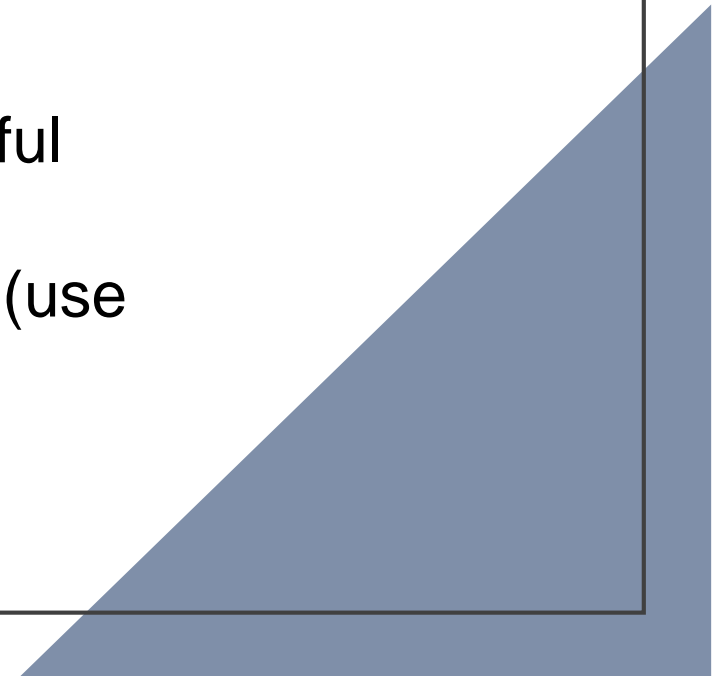


GRANTS

IDOC Grant Budgets

WHAT DOES YOUR PROGRAM NEED

- Create a budget that will best use all the grant funds
- Look at your greatest need (staff, programming)
- Look at areas that will make you the most successful with your clients
- Utilize grant funds in areas that will be used 100% (use all funding)

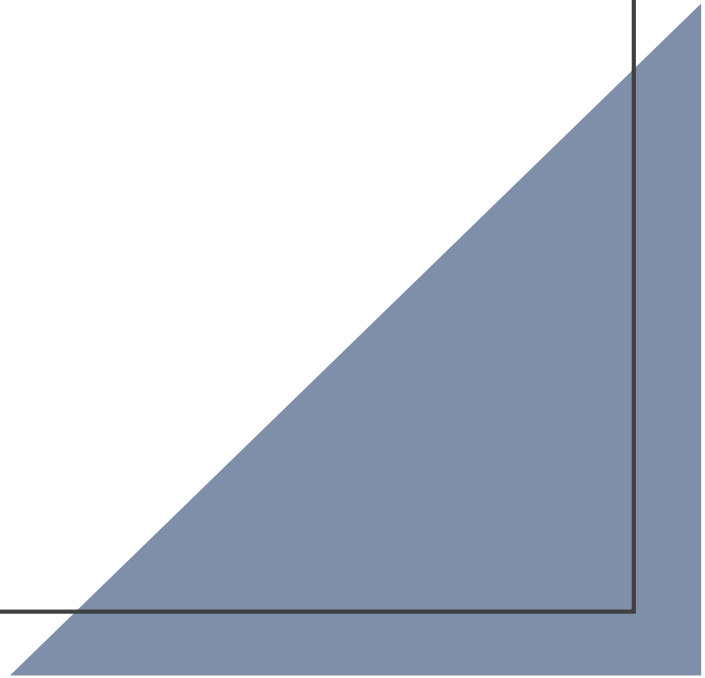


IDOC Grant Budgets

WHAT DOES YOUR PROGRAM NEED

- Grant funds can be used to cover 3 areas of your budget
 - 100 series – Salaries and Fringe
 - 200 Series - Supplies
 - 300 Series – Contracts

- 400 series – Capital Equipment (**Project Income "PI" ONLY**)



IDOC Grant Budgets

WHAT DOES YOUR PROGRAM NEED

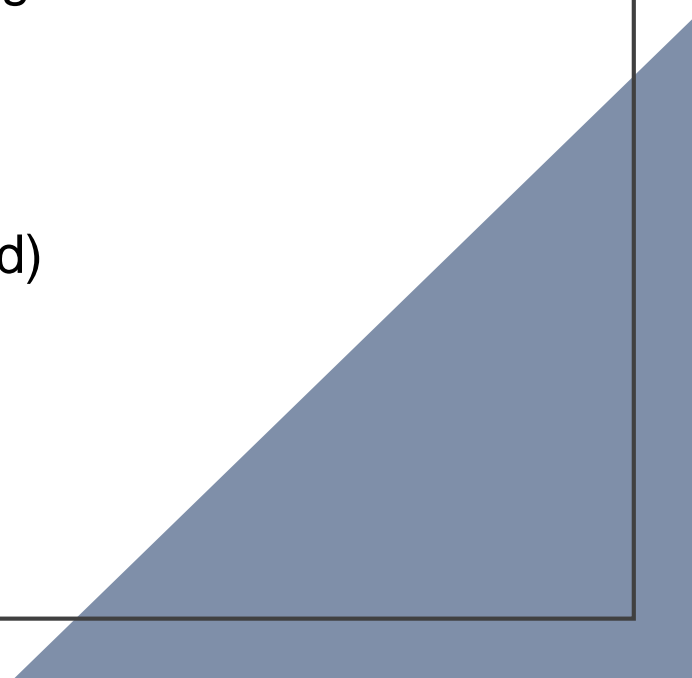
- The Indiana Department of Correction grant funding awards may not pay for:
 - Any staff not designated for an awarded entity's operations
 - Capital construction, renovation, remodeling, or land acquisition (IC 11-12-2-8).
 - Vehicles
 - Firearms, ammunition, or tactical equipment
 - Staff clothing and (or) uniforms

IDOC Grant Budgets

WHAT DOES YOUR PROGRAM NEED

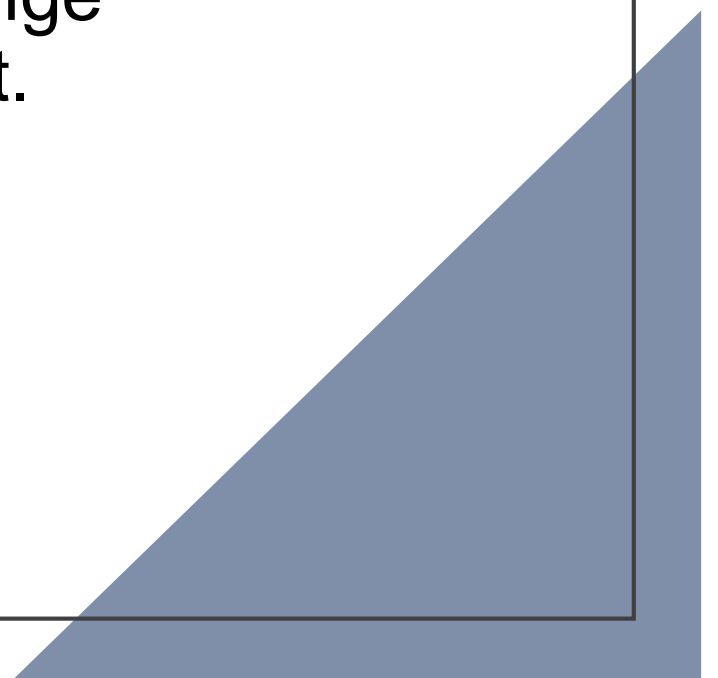
- The Indiana Department of Correction grant funding awards may not pay for:
 - Lobbying, political contributions, honoraria, or bonuses
 - Food, alcohol, and personal entertainment
 - Food, when purchased as a general supply for an enrichment program and/or a family engagement program activity with established outcomes, can be an allowable expense
 - Gift Cards
 - Supplies and/or rental costs for staff meetings or events
 - Any other purpose that was not outlined or approved in the grant application

Funding Determinations

- How are funding amounts determined?
 - Indicators
 - Historical carryover returned to the Department (unspent grant funds)
 - Advisory Board Prioritization
 - Target Population
 - Number of participants served (or anticipated to be served)
 - Previous contract compliance
- 

Funding Determinations

IDOC Commissioner is the ultimate authority for all funding determinations. Funding may change depending on the priorities of the Department.



Procedural Manual Overview

- Section 1 General Division Policies
- Section 2 Grants Administration
- Section 3 Financial Management
- Section 4 Community Transition Program

<https://www.in.gov/idoc/re-entry/community-correction/grant-procedural-manual/>

General Division Policies

Section 1

- 1.1 Mission and Vision
- 1.2 Legal Foundation
- 1.3 Advisory Boards
- 1.4 Justice Reinvestment Advisory Council

<https://www.in.gov/idoc/re-entry/community-correction/grant-procedural-manual/>

Grants Administration

Section 2

- 2.1 Community Corrections & Justice Reinvestment Grants Overview
- 2.2 Grant Agreement & Conditions
- 2.3 Grant Requirements Community Corrections
- 2.4 Grant Requirements- All Entities

<https://www.in.gov/idoc/re-entry/community-correction/grant-procedural-manual/>

Grants Administration

Section 2

- 2.5 Compliance and Monitoring
- 2.6 Technical Assistance and Corrective Action
- 2.7 Community Corrections Critical Incidents
- 2.8 SharePoint and Data Submissions
- 2.9 Performance Measurement

<https://www.in.gov/idoc/re-entry/community-correction/grant-procedural-manual/>

Financial Management

Section 3

- 3.1 Grant Accounts
- 3.2 Program Budget & Revision
- 3.3 Accounting & Expenditures
- 3.4 Financial Reporting

<https://www.in.gov/idoc/re-entry/community-correction/grant-procedural-manual/>

Financial Management

Section 3

- 3.5 Fiscal Compliance & Audits
- 3.6 Community Corrections Fixed Assets
- 3.7 Community Corrections Vehicles
- 3.8 Gift Cards

<https://www.in.gov/idoc/re-entry/community-correction/grant-procedural-manual/>

Monthly Financial Reports

Monthly Financial Reports

- What goes in the report
- When is the report due
- What is the purpose of the report

FINANCIAL REPORT											
Date of Report: _____						For the Period Ending: 1/31/2023					
Reporting County and Entity: _____											
% of Funding: _____						State		PI		Statement #: 1	
Other: _____											
Budget and Expenditures Section											
IDOC Grant Funds	Fund # 9169	MAJOR CATEGORY	CATEGORY	APPROVED BUDGET	APPROPRIATION INCREASE	APPROPRIATION DECREASE	YTD TRANSFER BALANCE	THIS MONTH'S EXPENDITURES	YTD EXPENDITURES	YTD BUDGET BALANCE	PERCENT OF FUNDS EXPENDED
			PERSONNEL 100								
			SUPPLIES 200								
			SERVICES 300								
			EQUIPMENT 400								
	TOTAL										
Project Income	Fund # 1122	MAJOR CATEGORY	CATEGORY	APPROVED BUDGET	APPROPRIATION INCREASE	APPROPRIATION DECREASE	YTD TRANSFER BALANCE	THIS MONTH'S EXPENDITURES	YTD EXPENDITURES	YTD BUDGET BALANCE	PERCENT OF FUNDS EXPENDED
			PERSONNEL 100								
			SUPPLIES 200								
			SERVICES 300								
			EQUIPMENT 400								
	TOTAL										
Other Funds	CATEGORY	APPROVED BUDGET	APPROPRIATION INCREASE	APPROPRIATION DECREASE	YTD TRANSFER BALANCE	THIS MONTH'S EXPENDITURES	YTD EXPENDITURES	YTD BUDGET BALANCE	PERCENT OF FUNDS EXPENDED		
	CO GENERAL										
	USER FEES										
	TOTAL										
Cash Section											
Unexpended Grant Funds						Grant Cash Statement					
CT2921 Unexpended Grant Funds						IDOC Cash Received for Month					
						IDOC Cash Received YTD					
						Total Transfers YTD					
						Funds Expended YTD					
						IDOC Balance to Date					
PI Cash Statement						CTP Cash Statement					
Total PI Beginning Balance						CTP Beginning Balance					
PI Collected This Month						CTP Cash Received This Month					
PI Collected YTD						CTP Cash Received YTD					
PI Cash Transferred In this Month						CTP Funds Expended This Month					
PI Cash Transferred Out this Month						CTP Funds Expended YTD					
Total Transfers In YTD						CTP Transferred In This Month					
Total Transfers Out YTD						CTP Transferred Out This Month					
Total PI Expended YTD						CTP Total Transfer Balance YTD					
PI Balance to Date						CTP Balance to Date					
I swear or affirm, under the penalty of perjury, that the facts presented on this Financial Disclosure Statement are true, complete, and correct to the best of my knowledge and belief and the County Auditor has reconciled with this statement.											
										% of PI Budget Collected	
										% of PI Expenditures Collected	
										Grant Entity Authority Signature	
Additional Notes:											
Notes to be added here to explain County General Funds, Other Funding Sources, Transfers, Additional Appropriations or other issues that need explanation.											

Community Transition Program (CTP)

Section 4

- 01-04-107 CTP Policy 5-1-2021 (new version to be posted soon)
- 4.1 Request for Warrant

<https://www.in.gov/idoc/re-entry/community-correction/grant-procedural-manual/>

General Reporting Requirements

SUBMISSION NAME	DUE DATE & SUBMISSION METHOD	APPLICABLE ENTITIES	TOTAL # OF SUBMISSIONS
<i>Performance Measures</i> BASELINE	DUE: MARCH 31 METHOD: Performance Measures Form UPLOAD TO SHAREPOINT	ALL (Except for Community Corrections)	1
<i>Performance Measures</i> MID-POINT	DUE: JULY 15 METHOD: Performance Measures Form UPLOAD TO SHAREPOINT <i>(same form used for BASELINE)</i>	ALL (Except for Community Corrections)	1
<i>Performance Measures</i> YEAR-END	DUE: JANUARY 15 METHOD: Performance Measures Form UPLOAD TO SHAREPOINT <i>(same form used for MID-POINT)</i>	ALL (Except for Community Corrections)	1
MONTHLY FINANCIAL REPORT	DUE: 15 TH DAY OF FOLLOWING MONTH METHOD: Financial Report Template UPLOAD TO SHAREPOINT	ALL	12 <i>(13 if Closeout Required)</i>
ANNUAL REPORT	DUE: 60 DAYS AFTER END OF THE GRANT CYCLE METHOD: UPLOAD TO SHAREPOINT No Template Provided	ALL	1
ADVISORY BOARD INFORMATION	DUE: 15 DAYS AFTER APPROVAL BY QUORUM OF THE ADVISORY BOARD METHOD: UPLOAD TO SHAREPOINT	Community Corrections	4 (MINIMUM)
CRITICAL INCIDENTS	DUE: NO LATER THAN 24 HOURS AFTER THE INCIDENT METHOD: EMAIL TO ASSIGNED PROGRAM DIRECTOR, ASSISTANT DIRECTOR, AND DIRECTOR	Community Corrections	AS NECESSARY

Data Reporting Requirements

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



Indiana Department of Correction Community Corrections Division

Contact Information

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