

Memorandum of Understanding
CLC, Inc. and Texas Juvenile Justice Department
CON0001421

Purpose of MOU: This Memorandum of Understanding (MOU) between CLC, Inc. and the Texas Juvenile Justice Department (TJJD) is to demonstrate an established, collaborative relationship between these two entities and to clarify the roles and responsibilities of each party regarding development, implementation, evaluation, and improvement of the CLC, Inc. Second Chance Act (SCA) Youth Offender Program Project (hereafter referred to as the “Project”) with principal grant funding from the United States Department of Justice (DOJ), Office of Juvenile Justice Delinquency Prevention (OJJDP), hereafter referred to as the “Funding Agent.”

Time Period of MOU: The Term of this agreement shall be from October 1, 2022, through the end of the three-year Project grant period or until such time as the Project has been completed and the final report submitted to the Funding Agent.

Overall Agreement as to Project Purpose: CLC, Inc. and TJJD agree to the cooperative planning, implementation, and evaluation of a SCA Youth Offender Reentry Program that addresses the challenges that reentry and recidivism pose for moderate to high- risk juvenile offenders returning to their communities from juvenile correctional and residential facilities. The Project will demonstrate the effective community reentry of these youth through coordination of pre-release and post-release activities and services among corrections, parole, probation, and other reentry service providers. This will include providing comprehensive case management plans that directly address criminogenic risk and needs, as determined by a validated criminogenic risk assessment, and facilitating the derivative design and delivery of needed services to Project Participants, including but not limited to financial coaching, income support, employment services, mentoring, behavioral healthcare, family services, and other supportive services, as well as training regarding youth offenders and victims issues. It is understood by both parties that participation in the Project at any level will be strictly voluntary.

CLC, Inc. Role and Responsibilities

CLC, Inc. Role – CLC, Inc. will be the Grantee and recipient of OJJDP funding for the SCA Youth Offender Reentry Project, and provide overall programmatic management and financial accountability for program operations and fiscal affairs, including recruitment and supervision of Project staff and independent evaluator, recruitment and administrative support of the Project Steering Team, and the development and submission of all quarterly and annual program performance and financial reports as required by the Funding Agent, with input and collaboration from the TJJD and other Project Partner organizations in the form of a Project Steering Team representative of these parties and staffed by CLC, Inc. Project staff .

CLC, Inc. Responsibilities – More specifically, CLC, Inc. shall:

- (1) At the onset of Project operations, assign and retain Project staff, and provide the TJJD with a full listing of CLC, Inc. Project staff, by name and position, with position responsibilities as

specified in the CLC, Inc. Application for a SCA Youth Offender Reentry Program grant, and/or as revised subsequent to the awarding of the grant to CLC, Inc. and/or any other provisions as mandated by the Funding Agent.

- (2) In concert with TJJD staff, conduct and/or facilitate Project application, screening, selection, intake, and initial assessment activities with prospective and accepted Project Participants, including a validated criminogenic risk and needs assessment, and derivative development and implementation of comprehensive individualized case management plans addressing identified risk of recidivism and needs for educational, vocational, and other supportive services during the post-release period.
- (3) In concert with TJJD Youth Service Teams, provide comprehensive case management services to Project Participants so as to facilitate and coordinate their access and linkage to and receipt of needed educational, vocational, and other supportive services in accordance with a Working Families Success (WFS) Model, with a focus and emphasis on Income Support, Financial Coaching, and Employment Services, and ensure integration of these services with both community correction services (probation and/or parole) and those provided by other reentry service providers.
- (4) During the pre-release period, coordinate all Project program service delivery and other CLC, Inc. Project staff activities with TJJD personnel and the existing pre-release programming and interventions already being provided by TJJD correctional and residential facilities.
- (5) During the post-release period, coordinate all Project service delivery and other CLC, Inc. Project staff activities with TJJD community correction personnel (probation and parole officers), including providing community correction personnel with regular updates on individual Project Participant progress and problems.
- (6) Upon receiving information on SCA Reentry Program Performance Measures from the Funding Agent following the grant award announcement, meeting and working with appropriate TJJD personnel to further design and implement a program evaluation system that provides for the collection, entry, compilation, summation, and analysis of the SCA Reentry Program Performance Measure data, as well as data from other program evaluation activities, on a monthly basis.
- (7) Maintain regular administrative communication with representative personnel of the TJJD, including the presentation and discussion of Project program evaluation results for quality improvement and program sustainability purposes at quarterly meetings of the Second Chance Act Youth Offender Project Steering Team.

TJJD Role and Responsibilities

TJJD Role – TJJD will serve in the role of the SCA Youth Offender Reentry Project Correctional Partner and oversee the facilities from which CLC, Inc. proposes to recruit the target reentering population within the facilities, oversee community corrections (probation and/or parole) for the target population during the post-release period, and actively collaborate with CLC, Inc. in Project planning, implementation, and evaluation activities,

inclusive of facilitating access to correctional facilities and staff and inmates of these facilities, so as to fulfill the Project purpose and achieve the Project goals and objectives.
TJJD Responsibilities – More specifically, TJJD shall:

- (1) Oversee the specific correctional and residential facilities from which the targeted reentering population is to be recruited, including designation, supervision, and support of correctional staff to be actively engaged and involved with Project program activities with Project Participants in the following facilities: Gainesville State School; Giddings State School; Evins State School; McLennan State School; Ron Jackson State School; Ayers House; Edna Tamayo House; and Schaffer House.
- (2) At the onset of the Project, assign CLC, Inc. Project staff to TJJD Northwest Region “Tarrant County” Parole Officers to ensure that effective collaborative linkage, referral, and service coordination activities occur. Such occurrence will be facilitated by the Northwest Regional Manager, Mr. Tony Roberts, responsible for all Tarrant County Parole Officers, Parole Supervisors and Administrative staff. In addition, Dallas/Fort Worth Parole Supervisors Mrs. Pamela Robertson and Mr. Jefferey Manuel will ensure frontline Parole Officers receive direction and expectations for active support of Project Participants, program operations, and CLC, Inc. Project personnel.
- (3) Make available and encourage incarcerated youth offenders from the above cited correctional and residential facilities to take part in the SCA Youth Offender Reentry Project, and assist and support interested youth in applying for Project admission with CLC, Inc. Project staff, and, as part of the Project application and intake process, assist and support in individual comprehensive assessment activities, including results from administration of the Positive Achievement Change Tool (PACT), a validated criminogenic risk assessment approved for use by TJJD.
- (4) Provide CLC, Inc. Project staff and representatives of other community-based service provider partners in the Second Chance Act Youth Offender Reentry Project with access to individuals considered for and selected as Project Participants from the targeted correctional facility or facilities for pre-release in-reach activities and services “behind the wire,” including access to correctional facility personnel who work directly with these youth, in accordance with the terms of access. More specifically, Project Participants will be accessed through the existing virtual platform currently being utilized for TJJD Youth Service Team meetings. Youth Service Teams are required according to TJJD CMS 02.11, GAP 380.8701 and 380.8703, and CLC, Inc. Project Direct Support Staff will become members of the Youth Service Teams assigned to Project Participants. Any additional forms of access will be as determined by TJJD in accordance with emergent COVID 19 protocols from federal, state, and local authorities.
- (5) Oversee community corrections (probation and/or parole) for Project Participants during the post-release period, including coordination of probation and/or parole with educational, vocational, and other supportive services that Project Participants are receiving from other reentry service providers.

- (6) Maintain regular administrative communication with representative personnel of CLC, Inc., and other Project Partner organizations, including attendance and participation in quarterly meetings of the Second Chance Act Youth Offender Project Steering Team, which will include the review and discussion of program evaluation results for quality improvement and program sustainability purposes.
- (7) Upon receiving information on specific SCA Reentry Program Performance Measures from the Funding Agent following the grant award announcement, meeting and working with CLC, Inc. Project staff and the Project evaluator to refine and implement a program evaluation and quality improvement system that provides for the collection, entry, compilation, summation, and analysis of OJJDP SCA Performance Measures and other program assessment data on a monthly basis.
- (8) Dependent upon the program evaluation requirements of the Funding Agent, assist and support CLC, Inc. in design and implementation of a random assignment of youth offenders from the targeted correction facility or facilities to program delivery and control groups, and assist CLC, Inc. in following up on youth assigned to both the program delivery group and the control group.

Compliance

Community Learning Center (CLC), Inc. - I, Angela Traiforos, in accordance with the authority invested in me as the Executive Director of CLC, Inc., by the CLC, Inc., Board of Directors, do certify by my signature that CLC, Inc., understands and will fulfill all responsibilities and perform all duties as are stipulated for CLC, Inc., within this MOU.



Angela Traiforos, Executive Director
Community Learning Center (CLC) Inc.
555 North Grants Lane, Fort Worth, Texas 76106

3/8/23
Date

Texas Juvenile Justice Department (TJJD) - I, Shandra Carter, in accordance with the authority invested in me as the Executive Director of the Texas Juvenile Justice Department, do certify by my signature that TJJD will fulfill all of its responsibilities and perform all of its duties as are stipulated within this MOU.



Shandra Carter, Executive Director
Texas Juvenile Justice Department

3/14/2023
Date