

Memorandum of Understanding:
CLC, Inc. and Texas Juvenile Justice Department
CON0001620

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. Youth DOJ/OJP/BJA Youth Re-entry Services and Employment Training – Y-RESET (hereafter referred to as the "Project") with principal grant funding from the United States Department of Justice (DOJ), Office of Justice Programs (OJP) hereafter referred to as the "Funding Agent."

Time Period of MOU: The Term of this agreement shall be from October 1, 2024, 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 the Project 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 the 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. Both parties understand 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 DOJ/OJP/BJA DOJ/OJP/BJA Youth Re-entry Services and Employment Training – Y-RESET funding for a 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 precisely, CLC, Inc. shall:

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

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

- (2) In concert with TJJD staff, conduct and 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 to facilitate and coordinate their access and linkage to and receipt of needed vocational and other supportive services by 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 parole) and those provided by other reentry service providers.
- (4) During the pre-release period, coordinate all Project program service delivery and other Inc. Project staff activities with TJJD personnel and the existing pre-release programming and interventions 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 the Reentry Program Performance Measures from the Funding Agent following the grant award announcement, meeting and working with appropriate TJJD personnel to design further and implement a program evaluation system that provides for the collection, entry, compilation, summation, and analysis of the Reentry Program Performance Measure data, as well as data from other program evaluation activities, every month.
- (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 Project Steering Team.
- (8) **Confidentiality and Security**
 - Section 1:** Service Provider agrees that all of its employees, contractors, subcontractors, or associates will comply with all state and federal law and with TJJD policies regarding maintaining the confidentiality of TJJD youth, including, but not limited to, maintaining confidentiality of student records and identifying information.
 - Section 2:** Service Provider agrees that all information regarding TJJD and/or its youth that is gathered, produced, or otherwise derived from this contract shall remain confidential and subject to release only by permission of TJJD.
 - Section 3:** Service Provider's employees, contractors, subcontractors, or associates who visit any TJJD facility will comply with that facility's security regulations.

Section 4: Identifying pictures, appearances, films, or reports of TJJD youth may not be disclosed by Service Provider without the written consent of TJJD, of the youth and, if under age 18, of the youth's parent, guardian, or managing conservator.

(9) Fingerprinting and Background Check

A. Unless Service Provider is addressed in Section B below, Service Provider shall:

1. As directed, provide information regarding persons providing services under this contract with access to TJJD youth or youth records for a criminal background checks, which may include fingerprinting, criminal records check, sex offender registration records check, PREA employment standards check, child abuse registry check, and drug test. Criminal background checks shall be conducted at TJJD's expense. Any Service Provider employee, agent, consultant, subcontractor, subcontractor employee, or volunteer worker who is unwilling to provide or who does not provide required information will not be allowed to work under this contract. Any Service Provider employee, agent, consultant, subcontractor, subcontractor employee, or volunteer worker shall not work under this contract until the criminal background check is completed and approval is obtained from TJJD's Director of Human Resources.
2. Notify TJJD's Director of Human Resources of any employee, agent, consultant, subcontractor, subcontractor employee, or volunteer worker who works with TJJD youth and who is arrested, indicted, or charged with a criminal offense or who resigns while under investigation for inappropriate conduct or policy violations. Such employee, agent, consultant, subcontractor, subcontractor employee, or volunteer worker shall be immediately suspended from working under this contract unless authorized by TJJD's Director of Human Resources.

B. Service Provider Licensed by the Texas Department of Family and Protective Services

1. Employees, contractors (including subcontractors), or volunteers who provide services in a facility that contracts to accept TJJD youth and that is licensed by the Department of Family and Protective Services (DFPS) must, in order to work with TJJD youth, obtain clearance under DFPS background check rules. Further:
 - a. Service Provider must provide sufficient information to allow TJJD to verify DFPS clearance; and
 - b. Service Provider must notify TJJD's Director of Human Resources **within 24 hours** of learning of the arrest of any employee, contractor (including subcontractor), or volunteer.

C. TJJD Approval

TJJD will approve or deny any Service Provider employee, agent, consultant, subcontractor, subcontractor employee, or volunteer worker in accordance with TJJD policies and procedures. TJJD's designated contact for criminal background checks is the Human Resources Department, Manager of Criminal Background Checks, (512) 490-7674.

TJJD Role and Responsibilities

TJJD Role-TJJD will serve in the role of the SCA 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 parole) for the target population during the post-release period, and actively collaborate with CLC, Inc. in Project planning, implementation, and evaluation activities including facilitating access to correctional facilities and staff and i youth of these facilities to fulfill the project's purpose and achieve the project's goals and objectives.

TJJD Responsibilities -More precisely, 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 will partner with the following Texas Juvenile Justice Department staff; residential facilities Education Reentry Liaisons (ERL's), Institutional Parole Officers (IPO's) and North Region Parole Officers (PO's) located in Dallas, Denton, Johnson, Parker and Tarrant counties to ensure that effective collaborative linkage, referral, and service coordination activities occur. The Manager of Workforce Development and Education Reentry will facilitate ERLS support and coordination with the state school, the Program Supervisor VII of the IPO's will support the engagement and coordination of IPO's; the North Region Parole Manager, will facilitate such an occurrence and is responsible for all parole operations in Dallas, Denton, Johnson, Parker and Tarrant County. North Region Parole Manager will ensure frontline Parole Officers and TJJD support staff 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 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, help 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 Youth Offender Reentry and Employment Services 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, by the terms of access. Project Participants will be accessed through the existing virtual platform 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 determined by TJJD by emergent COVID-19 protocols from federal, state, and local authorities.

Oversee community corrections (probation and parole) for Project Participants during the post-release period, including coordination of probation and parole with educational, vocational, and other supportive services that Project Participants are receiving from other reentry service providers.

5. Maintain regular administrative communication with representative personnel of CLC, Inc., and other Project Partner organizations, including attendance and participation in quarterly meetings of the Youth Offender Reentry and Employment Services Steering Team, which will include the review and discussion of program evaluation results for quality improvement and program sustainability purposes.

6. 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 DOJJP Performance Measures and other program assessment data every month.

7. Dependent upon the program evaluation requirements of the Funding Agent, assist and support CLC, Inc. in the 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.

Notices

TJJD

Contract Manger:

Name: Marqus Butler, Mgr. V-Reentry Sys & Parole Ops

Address: 1801 N. Congress Ave, Ste 13.1400, Austin, TX 78701

Email: Marqus.butler@tjjd.texas.gov

Compliance

Community Learning Center (CLC), Inc. - I, Angela Traiforos, by 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.


7/15/2024

Date

Texas Juvenile Justice Department (TJJJ) - I, Shandra Carter, by the authority invested in me as the Executive Director of the Texas Juvenile Justice Department, do certify by my signature that TJJJ 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

7/16/2024

Date