

RESOLUTION APPROVING COMMUNITY CORRECTIONS GRANTS FROM THE OHIO DEPARTMENT OF REHABILITATION AND CORRECTION, DIVISION OF PAROLE AND COMMUNITY SERVICES, BUREAU OF COMMUNITY SANCTIONS, COURT OF COMMON PLEAS

WHEREAS, Kathleen Thompson, Ashtabula County Court of Common Pleas, prepared an application and has now received an award letter from the Ohio Department of Rehabilitation and Correction, Division of Parole and Community Services, Bureau of Community Sanctions, to-wit:

Grant Period: upon signing to June 30, 2025

Provider: Ohio Department of Rehabilitation and Correction, Division of Parole and Community Services, Bureau of Community Sanctions, 4545 Fisher Road, Suite D, Columbus, Ohio 43228

Purpose: Community Corrections Act 2.0 (CCA), Targeted Community Alternatives to Prison (TCAP) and Probation Services Grants (PSG)

Amount: \$1,322,237.00 total award with \$483,960.00 allocated to CCA, \$468,973.00 allocated to TCAP and \$369,304.00 allocated to PSG and no cash match; and

WHEREAS, The Commissioners feel such grants would be desirable and are necessary; now

THEREFORE, BE IT RESOLVED, By the Board of Commissioners of Ashtabula County, Ohio do hereby accept and approve the Ohio Department of Rehabilitation and Correction Grants for the Ashtabula County Court of Common Pleas, as outlined above, in accordance with a copy of said grant on file in this office.

**ASHTABULA COUNTY COMMISSIONERS
CERTIFICATION PAGE**

Resolution No. 2023-329

June 13, 2023

RESOLUTION APPROVING COMMUNITY CORRECTIONS GRANTS FROM THE OHIO DEPARTMENT OF REHABILITATION AND CORRECTION, DIVISION OF PAROLE AND COMMUNITY SERVICES, BUREAU OF COMMUNITY SANCTIONS, COURT OF COMMON PLEAS

Upon the motion of J.P. Ducro IV, seconded by Kathryn L. Whittington.

VOTE:

**Casey R. Kozlowski
Kathryn L. Whittington
J.P. Ducro IV**

**Aye
Aye
Aye**

CERTIFICATE OF CLERK

IT IS HEREBY CERTIFIED that the foregoing is a true and correct transcript of a resolution acted upon and duly passed by the Board of County Commissioners of Ashtabula County, Ohio, on the date noted above.



Lisa Hawkins, Clerk of the Board
Board of County Commissioners
Ashtabula County, Ohio



Department of
Rehabilitation & Correction

Mike DeWine, Governor
Annette Chambers Smith, Director

Date:

Organization: Ashtabula County Court of Common Pleas Adult Probation

Address: 25 West Jefferson St., Jefferson, Ohio 44047

RE: ODRC Community Corrections Grants 2024 Approval Letter

Dear Program Director,

I am pleased to inform you that the Ashtabula County Court of Common Pleas Adult Probation 2024 Community Corrections Grant Agreement has been approved. The effective date of the grant agreement is .

The grant agreement for \$1,322,237.00 has been approved for the following grants:

<u>Grant Name</u>	<u>Grant Application Identifier</u>	<u>Amount</u>
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The grant agreement can be found in the online grants system at www.ocisgrants.com

If you have any questions regarding the grant agreement, please do not hesitate to contact the Bureau of Community Sanctions staff at 614-728-1188.

Sincerely,

Roger Wilson

Deputy Director
Division of Parole and Community Services
Ohio Department of Rehabilitation and Correction

**OHIO DEPARTMENT OF REHABILITATION AND
CORRECTION**

**COMMUNITY CORRECTIONS GRANT
AGREEMENT**

THIS GRANT AGREEMENT (hereinafter referred to as the "Agreement"), is made and entered into by and between the Ohio Department of Rehabilitation and Correction, Division of Parole and Community Services, Bureau of Community Sanctions, (hereinafter referred to as "Grantor"), located at 4545 Fisher Road, Suite D, Columbus, Ohio and Ashtabula County Court of Common Pleas Adult Probation (hereinafter referred to as "Grantee"), located at 25 West Jefferson St., Jefferson, Ohio 44047. The Grantor and the Grantee are hereinafter collectively referred to as the "Parties" and separately known as the "Party".

WHEREAS, the Grantee has submitted a grant application to the Grantor;

WHEREAS, the Grantor has authority pursuant to section 5149.30 et seq. of the Ohio Revised Code ("ORC"), to determine and award grants to assist local governments in community-based law enforcement services; and

NOW, THEREFORE, in consideration of the mutual promises, covenants, and agreements set forth herein, the Parties agree as follows.

1. **Term:** This Agreement is effective as of the date indicated on the grant approval letter which is incorporated herein by reference. As the current Ohio General Assembly cannot commit a future General Assembly to expenditure, this Agreement shall expire on **June 30, 2025**. Prior to the expiration of the initial term or any renewed term, Grantor may give written notice to the Grantee that this Agreement is being renewed and amended under the same term and conditions subject to an award of grant funds pursuant to Grantee's next grant cycle application. Such renewal shall begin upon the expiration of the initial term or any renewed term, as applicable, and expire as set forth in an amendment to this Agreement.
2. **Program Services:** During the term of this Agreement, the Grantee shall implement and be responsible for the program services set forth in the attached exhibit(s) CCA Exhibit A, TCAP Exhibit B, PSG Exhibit C.
3. **Program Evaluation:** Pursuant to R.C. 5149.31, the Grantor shall evaluate the Program Services and establish means of measuring their effectiveness. Therefore, the Grantee shall prepare and submit to the Grantor the following reports:
 - A. Statistical records in the format and frequency as established by the Grantor. To determine if the Grantee is achieving its stated goal and objectives, the Grantee agrees to submit, within fourteen calendar days, to the Grantor, intake and termination data for each individual being served. The Grantee shall maintain internet access for the data collection, reporting, and transmission into the Grantor's management information systems. The Grantee shall make available all necessary records for validation and audit of this data. It is agreed that the Grantee shall be provided with the results of the Grantor's review of the intake and termination data at intervals determined by the Grantor. This section does not apply to PSI services, if applicable.
 - B. Bi-annual and final expenditure reports shall include financial information for expenditures that relate to Program Services as set forth in paragraph C of OAC 5120:1-5-05 and be submitted thirty (30) days after the end of each quarter. The final report shall include financial information for expenditures that relate to services for the entire grant period and is due by **February 15, 2026**.

- C. Grantee shall cooperate with Grantor and provide any additional information as may be required by Grantor in administering the grant program. Failure to comply with any of these report requirements or other instructions or requests for relevant information by the Grantee may result in the withholding of Funds until such time as Grantee so complies.
4. **Funding:** During the term of this agreement, Grantor shall provide funding as set forth in the attached exhibits. The total amount of funding for this agreement is \$1,322,237.00.
 5. **Termination and Reduction of Funds:** Grantee may terminate Agreement only upon giving written notice of termination to Grantor by certified US Mail that includes a resolution to the same effect. The effective date of the termination shall be at the end of the state fiscal biennium, June 30, 2025. Upon termination, Grantee shall refund to the Grantor any Funds awarded to the Grantee which represents funding for Program Services not yet rendered and return equipment, supplies, or other tangible property, as determined by a financial close-out audit completed by the Grantor.

Grantor may terminate this Agreement or reduce Funds upon thirty (30) days prior written notice to the Grantee. Grantee shall have ten (10) days following the receipt of said notice to present a petition for reconsideration to the Grantor's Managing Director of Court and Community. Within thirty (30) days of receipt of that petition, the Managing Director shall respond, in writing, either approving the petition by continuing Funds or disapproving the petition and stating the reason(s) for the disapproval. Upon disapproval of a petition, termination of this Agreement shall be effective as of the date of the disapproval notification writing.

Furthermore, the Funds may be reduced, or this Agreement terminated by the Grantor if either or both of the following circumstances apply:

- A. The quality and extent of the Program Services has materially changed from the level proposed in the Grantee's grant application;
 - B. There is a financial or fiscal audit disclosure involving misuse of Funds.
6. **Staffing:** None of the persons who will staff and operate the Program Services, including those who receive a portion or the entirety of their salaries out of the Funds are employees or to be considered as employees of the Department of Rehabilitation and Correction.
 7. **Workers' Compensation:** Grantee shall provide their own workers' compensation coverage throughout the duration of the Agreement and any extensions thereof. Grantor is hereby released from any and all liability for injury received by the Grantee, its employees or agent while performing tasks, duties, work, or responsibilities as a result of the Program Services under this Agreement.
 8. **Dispute Resolution:** The Grantor's Bureau of Community Sanctions shall monitor Program Services during the term of this Agreement. The Grantee and the Chief of the Bureau of Community Sanctions will attempt to settle any dispute which arises out of or relates to this Agreement, or any breach of this Agreement. If not settled, the Grantee may engage the Grantor's Deputy Director of Parole and Community Services for dispute resolution.
 9. **Grant Manual:** The Grantee agrees to manage and account for Funds in accordance with the guidelines in the attached exhibits. The Grantee's Director of Program Services or designee shall be the fiscal agent to act on behalf of the Grantee and be responsible for fiscal oversight including monitoring and reviewing the expenditures of Funds each quarter. Purchases made with the Funds shall be in accordance with county/state/municipal competitive solicitation requirements.

10. **Compliance:** All expenditures of Funds made by the Grantee shall be governed by the laws of the State of Ohio, including RC 5149.31, RC 5149.32, RC 5149.33, and RC 5149.36. The Grantee shall comply with the rules of OAC Chapter 5120:1-5 (Community Based Corrections Program) which are applicable under this Agreement. If Grantee fails to so comply, the Grantor shall give the Grantee a reasonable period of time to come into such compliance. Grantee's failure to timely comply may be cause for the Grantor to terminate this Agreement or reduce Funds.
11. **Extension of Expenditure Period:** Expenditure period is 30 months. Grantor may extend the expenditure period if a large amount of funds remain unspent at the end of the fiscal year due to unforeseeable circumstances. Unforeseeable circumstances include, but is not limited to, insurrection, riots, statewide health emergencies or depleted work force that is not caused by either party. Extension of the expenditure period will be communicated in a manner determined by Grantor.
12. **Conflicts of Interest and Ethics Compliance:** No personnel of Grantee or member of the governing body of any locality or other public official or employee of any such locality in which, or relating to which, the work under this Agreement is being carried out, and who exercise any functions or responsibilities in connection with the review or approval of this Agreement or carrying out of any such work, shall, prior to the completion of said work, voluntarily acquire any personal interest, direct or indirect, which is incompatible or in conflict with the discharge and fulfillment of his or her functions and responsibilities with respect to the carrying out of said work.

Any such person who acquires an incompatible or conflicting personal interest, on or after the effective date of this Agreement, or who involuntarily acquires any such incompatible or conflicting personal interest, shall immediately disclose his or her interest to Grantor in writing. Thereafter, he or she shall not participate in any action affecting the work under this Agreement, unless Grantor shall determine in its sole discretion that, in the light of the personal interest disclosed, his or her participation in any such action would not be contrary to the public interest.

Grantee certifies that by executing this Agreement, it has reviewed, knows and understands the State of Ohio's ethics and conflict of interest laws. Grantee further agrees that it will not engage in any action(s) inconsistent with Ohio ethics laws or any Executive Orders.

13. **Contract:** All contracts by the Grantee for Program Services must be in writing, contain performance criteria, have itemized service costs, indicate responsibilities of parties' involved, state conditions for termination of the contract and be approved by the appropriate county officials before their implementation. A copy of such contract(s) shall be forwarded to the Chief of the Bureau of Community Sanctions.
14. **Finding for Recovery:** The Grantee warrants that it is not subject to an "unresolved" finding for recovery under RC 9.24, or that it has taken the appropriate remedial steps required under R.C. 9.24 or otherwise qualifies under that section. If the warranty is deemed to be false, this Agreement is void ab initio and the Grantee must immediately repay any Funds to the Ohio Department of Rehabilitation and Correction, or the Ohio Attorney General if the collection is so referred.
15. **Certification of Funds:** It is expressly understood and agreed by the Parties that none of the rights, duties, and obligations described in this Agreement shall be binding on either Party until all relevant statutory provisions of the Ohio Revised Code, including, but not limited to, RC 126.07, have been complied with, and until such time as all necessary Funds are available or encumbered and, when required, such expenditure of Funds is approved by the Controlling Board of the State of Ohio, and further, until such time that Grantor gives Grantee the approval" letter that such Funds are available to Grantee.

16. **Compliance with Laws:** Grantee, in the execution of duties and obligations under this Agreement, agrees to comply with all applicable federal, state and local laws, rules, regulations and ordinances, including any related administrative rules promulgated after the signing of this agreement.
17. **Drug Free Workplace:** Grantee agrees to comply with all applicable federal, state and local laws regarding smoke-free and drug-free workplaces and shall make a good faith effort to ensure that none of its employees or permitted subcontractors engaged in the work being performed hereunder purchase, transfer, use, or possess illegal drugs or alcohol, or abuse prescription drugs in any way.
18. **Campaign Contributions:** Grantee hereby certifies that all applicable parties listed in Divisions RC 3517.13 are in full compliance.
19. **Notices:** All notices, consents, and communications hereunder shall be given in writing, shall be deemed to be given upon receipt thereof, and shall be sent to the addresses first set forth above.
20. **Headings:** The headings in this Agreement have been inserted for convenient reference only and shall not be considered in any questions of interpretation or construction of this Agreement.
21. **Severability:** The provisions of this Agreement are severable and independent, and if any such provision shall be determined to be unenforceable in whole or in part, the remaining provisions and any partially enforceable provision shall, to the extent enforceable in any jurisdiction, nevertheless be binding and enforceable.
22. **Controlling Law:** This Agreement and the rights of the Parties hereunder shall be governed, construed, and interpreted in accordance with the laws of the State of Ohio and only Ohio courts shall have jurisdiction over any action or proceeding concerning this Agreement and/or performance hereunder.
23. **Successors and Assigns:** Neither this Agreement nor any rights, duties, or obligations hereunder may be assigned or transferred in whole or in part by Grantee, without the prior written consent of Grantor.
24. **Prison Rape Elimination Act:** If the Program Services are residential services, the Grantee shall adopt and comply with the Prison Rape Elimination Act, National Standards to Prevent, Detect, and Respond to Prison Rape (28 C.F.R. Part 115). The Grantor shall monitor Grantee to ensure such compliance. The Grantor shall ensure that Grantee has been trained on their responsibilities under Grantor's Policy on sexual abuse and sexual harassment prevention, detection and response.
25. **Execution:** This Agreement is not binding upon Grantor unless executed in full.
26. **Equal Employment Opportunity:** Grantee agrees that it is in compliance with the requirements of Ohio Revised Code Section 125.111.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized officers, as of the day and year first written above.

FOR THE GRANTOR:

Christopher Galli

Christopher Galli, Chief
Bureau of Community Sanctions

Roger Wilson

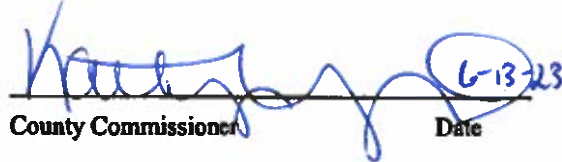
Roger Wilson, Deputy Director
Division of Parole & Community Services

FOR THE GRANTEE (Commissioners, County Executive or Mayor/City Manager):

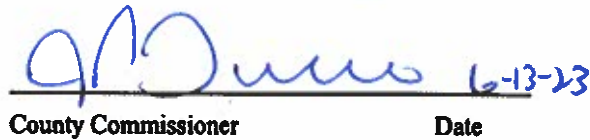


County Commissioner 6-13-23
Date

County Executive Date



County Commissioner 6-13-23
Date



County Commissioner 6-13-23
Date

Mayor/City Manager Date

COMMUNITY CORRECTIONS ACT 2.0 GRANT

EXHIBIT A

1. **Purpose:** The Grantor is authorized pursuant to RC 5149.31, RC 5149.32, and RC 5149.36 to determine and award grant funds to assist local governments in community-based corrections program services that are designed to reduce or divert the number of persons committed to state penal institutions and/or detained in and/or committed to local corrections agencies.

2. **Funding:** The Grantor awards to the Grantee a maximum amount of **Four Hundred Eighty Three Thousand Nine Hundred Sixty Dollars and Zero Cents dollars (\$483,960.00)** (hereinafter referred to as "Funds"), to be paid in quarterly installments for the period beginning with the effective date of this agreement and ending **June 30, 2025**, subject to the terms and conditions of this agreement. The Grantor will make payments of Funds by electronic fund transfer to the Grantee's designee. Such payments will be made during the first month of each quarter of the Grantor's fiscal year until the Funds have been expended.

Program's tax identification number is 34-6000128.

Fiscal Agency designated to act on behalf of the Grantee:

Agency Name: Ashtabula County Court of Common Pleas

Agency Contact: Kathleen Thompson

3. **Local Funds:** RC 5149.33 prohibits a Grantee from reducing local funds it expends for services provided by the Grantee. Grant funding shall be expended for Services in excess of those being made from local funds. Grant funding shall not be used to make capital improvements. If Grantee violates this paragraph, the Grantor may discontinue funds to the Grantee, pursuant to the process set forth in paragraph D of OAC 5120:1-5-07.

4. **Program Services:** The Grantee shall implement and be responsible for the program services as set forth in Grantee's application (hereinafter referred to as Program Services) in response to Grantor's Community Correction Act Grant which are incorporated herein by reference, in order to obtain Funds available through the Community Non-Residential Programs Subsidy. Any significant change or reduction in Program Services requires the prior written approval of the Grantor. In the event such change, or such reduction is approved, the Grantor may make appropriate changes in the Funds.

5. **Pre-Sentence Investigation (PSI) Services:** If Pre-Sentence Investigation (PSI) services are applicable, then the following requirements apply to PSI services:
 - a. The Funds can be used to hire an employee(s) or independent contractor(s) to conduct PSI reports that meet the requirements of RC 2951.03. The employee(s) or independent contractor(s) shall only perform duties for the Grantee related to the completion of PSI reports and shall receive training and be certified for using the Ohio Risk Assessment System (ORAS).

- b. All completed PSI reports must be emailed, within 30 days of the sentencing/disposition date, to the email account provided by the Grantor for uploading into the Grantor's PSI portal. An ORAS shall be completed for each PSI offender and placed into the ORAS.

6. Program Reporting: The Grantee shall prepare and submit to the Grantor the following reports:

A. Expenditure Reporting: Expenditure reports shall be completed in accordance with the CCA 2.0 Grant Financial guidelines.

1. **Expenditure Report:** Bi-annual expenditure reports shall be completed in Intelligrants by the Grantee and submitted thirty (30) days after the end of each bi-annual period per the CCA 2.0 financial guidelines. Grantee shall provide supporting documentation of expenditures in the report if requested by the Grantor.
2. **Final Expenditure Report:** The final expenditure report shall be completed in intelligrants, reporting all grant funds expended during the grant period. The final expenditure report shall be submitted by February 15, 2026.

B. Performance Reporting: Performance reports shall be completed in accordance with the ODRC Community Corrections grant manual.

1. **Performance Reports:** Bi-annual performance reports shall be completed in Intelligrants by the Grantee and submitted thirty (30) days after the end of each bi-annual period per the ODRC Community Corrections grant manual. Performance reports shall indicate the measurable progress made toward achieving the established performance outcomes/goals approved in the FY24/25 grant application. The established performance-based standards for subsidized community corrections act programs are in accordance with OAC 5120:1-5-08.

The Grantee's level of achievement of those goals at the end of each performance period is a factor in determining if the Grantor will renew this Agreement in the next grant cycle. The Grantee shall cooperate with and provide any additional information as may be required by the Grantor in carrying out an evaluation of the Program Services.

7. **Standards:** The Grantee shall comply with the laws and rules for subsidy awards to municipal corporations and counties as set forth in RC 5149.31, RC 5149.36, and OAC rule 5120:1-5-06. In accordance with paragraphs (C) and (D) of OAC rule 5120:1-5-06, the intensive supervision probation deviation cap shall be ten percent during the term of this Agreement and if said cap is impermissibly exceeded then Funds shall be reduced.

TARGETED COMMUNITY ALTERNATIVES TO PRISON GRANT

EXHIBIT B

1. **Purpose:** The Targeted Community Alternatives to Prison (TCAP) grant provides funds to a participating county that signs an Memorandum of understanding (MOU) pursuant to R.C. 5149.38 that individuals sentenced by the court for a felony of the fifth degree or a felony of the fifth or fourth degree shall not serve the term in an institution under the control of the department of rehabilitation and correction, but instead shall serve the sentence as a term of local confinement in a facility of a type described in division C or D of R.C. 2929.34.

2. **Funding:** The Grantor awards to the Grantee a maximum amount of **Four Hundred Sixty Eight Thousand Nine Hundred Seventy Three Dollars and Zero Cents dollars (\$468,973.00)** (hereinafter referred to as "Funds"), to be paid in quarterly installments for the period beginning with the effective date of this agreement and ending **June 30, 2025**, subject to the terms and conditions of this agreement. The Grantor will make payments of Funds by electronic fund transfer to the Grantee's designee. Such payments will be made during the first month of each quarter of the Grantor's fiscal year

Program's tax identification number is 34-6000128.

Fiscal Agency designated to act on behalf of the Grantee:

Agency Name: Ashtabula County Court of Common Pleas

Agency Contact: Kathleen Thompson

3. **Program Services:** As a recipient of Funds available through the Community Non-Residential Programs Subsidy, during the term of this Agreement, Grantee specifically acknowledges its obligation to implement and be responsible for the program services set forth in Grantee's Memorandum of Understanding (MOU), incorporated herein by reference. The MOU was created by Grantee in response to Grantor's Targeted Community Alternatives to Prison (T-CAP) solicitation. The Grantee is permitted to revise program services in its sole discretion so long as they follow the grant fiscal guidelines.

4. **Program Reporting:** The Grantee shall prepare and submit to the Grantor the following reports:
 - A. **Expenditures:** Expenditure reports shall be completed in accordance with the TCAP Grant Financial guidelines.
 1. **Bi-annual Expenditure Report:** The bi-annual expenditure reports shall be completed in Intelligrants submitted thirty (30) days after the end of each bi-annual period per the TCAP financial guidelines. Grantee shall provide supporting documentation of expenditures in the report if requested by the Grantor.
 2. **Final Expenditure Report:** The final expenditure report shall be completed in intelligrants, reporting all grant funds expended during the grant period. The final expenditure report shall be submitted by **February 15, 2026**.

PROBATION SERVICES GRANT

EXHIBIT C

1. **Purpose:** Pursuant to RC 2301.32, as amended by H.B. 166, 133rd General Assembly, the Grantor is authorized to offer a Probation Services Grant (PSG) to provide a county funding for probation services in lieu of an agreement for the Grantor to establish and operate full community control supervision services for individuals under community control within its jurisdiction, provided that the general assembly has appropriated sufficient funds for that purpose. Grantee herein accepts funds in lieu of the Grantor providing community control services.
2. **Funding:** The Grantor awards to the Grantee a maximum amount of **Three Hundred Sixty Nine Thousand Three Hundred Four Dollars and Zero Cents dollars (\$369,304.00)** (hereinafter referred to as "Funds"), to be paid in quarterly installments for the period beginning with the effective date of this agreement and ending **June 30, 2025**, subject to the terms and conditions of this agreement. The Grantor will make payments of Funds by electronic fund transfer to the Grantee's designee. Such payments will be made during the first month of each quarter of the Grantor's fiscal year until the Funds have been

Program's tax identification number is 34-6000128.

Fiscal Agency designated to act on behalf of the Grantee:

Agency Name: Ashtabula County Court of Common Pleas

Agency Contact: Kathleen Thompson

3. **Acceptance of Funds Discontinues Grantor's Supervision:** The Parties agree that upon the Grantee's previous acceptance of Funds, the Grantor discontinued all supervision duties for offenders under community control within its jurisdiction, to include but not limited to treatment in lieu, judicial release, diversion programs, or other probation supervision. The Parties further agree that Grantor has no obligation to provide community control services for the Grantee unless the Parties enter into a new agreement for Grantor to provide such services to Grantee.

The parties further agree that any termination of a Probation Services Grant does not allow the Grantor to re-initiate the provision of community control services to the Grantee unless the Parties enter into an agreement for Grantor to provide such services.

4. **Program Services:** As set forth in the approved PSG grant application, incorporated herein by reference.
5. **Pre-Sentence Investigation (PSI) Services:** If Pre-Sentence Investigation (PSI) services are applicable, then the following requirements apply to PSI services:
 - A. The Funds can be used to hire an employee(s) or independent contractor(s) to conduct PSI reports that meet the requirements of RC 2951.03. The employee(s) or independent contractor(s) shall only perform duties for the Grantee related to the completion of PSI reports and shall receive training and be certified for using the Ohio Risk Assessment System (ORAS).

- B. All completed PSI reports must be emailed, within 30 days of the sentencing/disposition date, to the email account provided by the Grantor for uploading into the Grantor's PSI portal. An ORAS shall be completed for each PSI offender and placed into the ORAS.**
- 6. Program Reporting: The Grantee shall prepare and submit to the Grantor the following reports:**
- A. Expenditures: Expenditure reports shall be completed in accordance with the Program Services Grant Financial guidelines.**
 - 1. Bi-annual Expenditure Report: The bi-annual expenditure reports shall be completed in Intelligrants submitted thirty (30) days after the end of each bi-annual period per the Probation Services Grant financial guidelines. Grantee shall provide supporting documentation of expenditures in the report if requested by the Grantor.**
 - 2. Final Expenditure Report: The final expenditure report shall be completed in intelligrants, reporting all grant funds expended during the grant period. The final expenditure report shall be submitted by February 15, 2026.**