

**JUSTICE AND PUBLIC SAFETY CABINET**  
**Kentucky State Corrections Commission**  
**(Amendment)**

**500 KAR 10:030. Community Corrections Board and grant recipient requirements.**

RELATES TO: KRS 196.700 - 196.736

STATUTORY AUTHORITY: KRS 15A.160, 196.035, 196.710, 196.725

NECESSITY, FUNCTION, AND CONFORMITY: KRS 196.702 and 196.710 require the Kentucky State Corrections Commission to administer the community corrections grant program. KRS 15A.160 and 196.035 authorize the secretary of the Justice and Public Safety Cabinet to promulgate administrative regulations necessary or suitable for the proper administration of the functions vested in the cabinet or any division in the cabinet. This administrative regulation establishes the procedures and reporting requirements for a Community Corrections Board or alternate board pursuant to KRS 196.725 and KRS 196.710(3)

Section 1. Meetings and Duties.

- (1) The board shall meet at least quarterly to review the status of:
  - (a) The goals stated in KRS 196.702(4);
  - (b) The board's grant application for Community Corrections funding;
  - (c) Expenditures and revenue for each awarded grant; and
  - (d) Operation of the community corrections program plan.
- (2) The board shall obtain the audit required by KRS 196.725.

Section 2. Reporting Requirements.

- (1) The board shall review and approve a report before it is submitted to the administrator or commission. The board shall submit progress reports at least quarterly detailing program and fiscal information for the period to the administrator in a format approved by the commission. The format for the report, report deadlines, and other requirements for the report shall be posted in the grant requirements on the Kentucky State Corrections Commission grants Web site at <https://justice.ky.gov/Boards-Commissions>. The report shall include the:
  - (a) Number of participants served during period with the type of service received;
  - (b) Number successfully completing the program during the period;
  - (c) Number of unsuccessful participants;
  - (d) Number of incarceration days avoided;
  - (e) Number of participants with new arrests or revocations;
  - (f) Amount expended during the period for:
    1. Personnel;
    2. Contract services;
    3. Travel;
    4. Training;
    5. Operating expenses; and
    6. Equipment;
  - (g) Total amount expended for the period;
  - (h) Remaining balance of the grant; and
  - (i) The progress toward expending the award prior to the end of the award.
- (2) If the audit addressed in 500 KAR 10:040 has not been completed when the submission for final disbursement of funds for the grant is made, the board shall provide with the submission a letter certifying that it has reviewed the expenditures for the grant and that they have been expended in compliance with the grant requirements.

### Section 3. Grant Award Modification.

(1) A grant award modification request shall require approval by the commission prior to the expenditure of funds by the recipient. A budget modification that significantly changes a project's goals or objectives shall not be approved.

(2) A budget modification and justification for the grant award modification shall be submitted to the administrator fifteen (15) days prior to the end of the month for which it is being requested. After review, the administrator shall direct the grantee to submit the grant award modification request within the cabinet's electronic grants management system. The chair of the commission may approve a grant modification between commission meetings. A budget modification request and action shall be reported to the commission.

(3) Any deviation from the approved budget without prior approval may result in the disallowance of the expenditure and deobligation of the remaining funds. A grant award modification shall not be retroactive without specific approval from the commission.

(19 Ky.R. 1022; Am. 1366; eff. 12-9-1992; 2128, 2632; eff. 6-30-2020; 49 Ky.R. 894; eff. 4-4-2023.)

*The Kentucky State Corrections Commission reviewed and approved this administrative regulation on August 25, 2022 prior to its filing by the Justice and Public Safety Cabinet as required by KRS 13A.120(3), 13A.220(6)(a), and 196.704(8).*

APPROVED BY AGENCY: September 14, 2022

FILED WITH LRC: September 15, 2022 at 11:45 a.m.

PUBLIC HEARING AND COMMENT PERIOD: A public hearing on this administrative regulation shall be held on November 30, 2022 at 9:00 a.m. at the Justice and Public Safety Cabinet, 125 Holmes Street, Frankfort, Kentucky 40601. Individuals interested in being heard at this hearing shall notify this agency in writing by five workdays prior to the hearing, of their intent to attend. If no notification of intent to attend the hearing was received by that date, the hearing may be cancelled. A transcript of the public hearing will not be made unless a written request for a transcript is made. If you do not wish to be heard at the public hearing, you may submit written comments on the proposed administrative regulation. Written comments shall be accepted through November 30, 2022. Send written notification of intent to be heard at the public hearing or written comments on the proposed administrative regulation to the contact person.

CONTACT PERSON: Amy V. Barker, Assistant General Counsel, Justice and Public Safety Cabinet, 125 Holmes Street, Frankfort, Kentucky 40601, phone (502) 564-8207, fax (502) 564-6686, email [Justice.RegContact@ky.gov](mailto:Justice.RegContact@ky.gov).