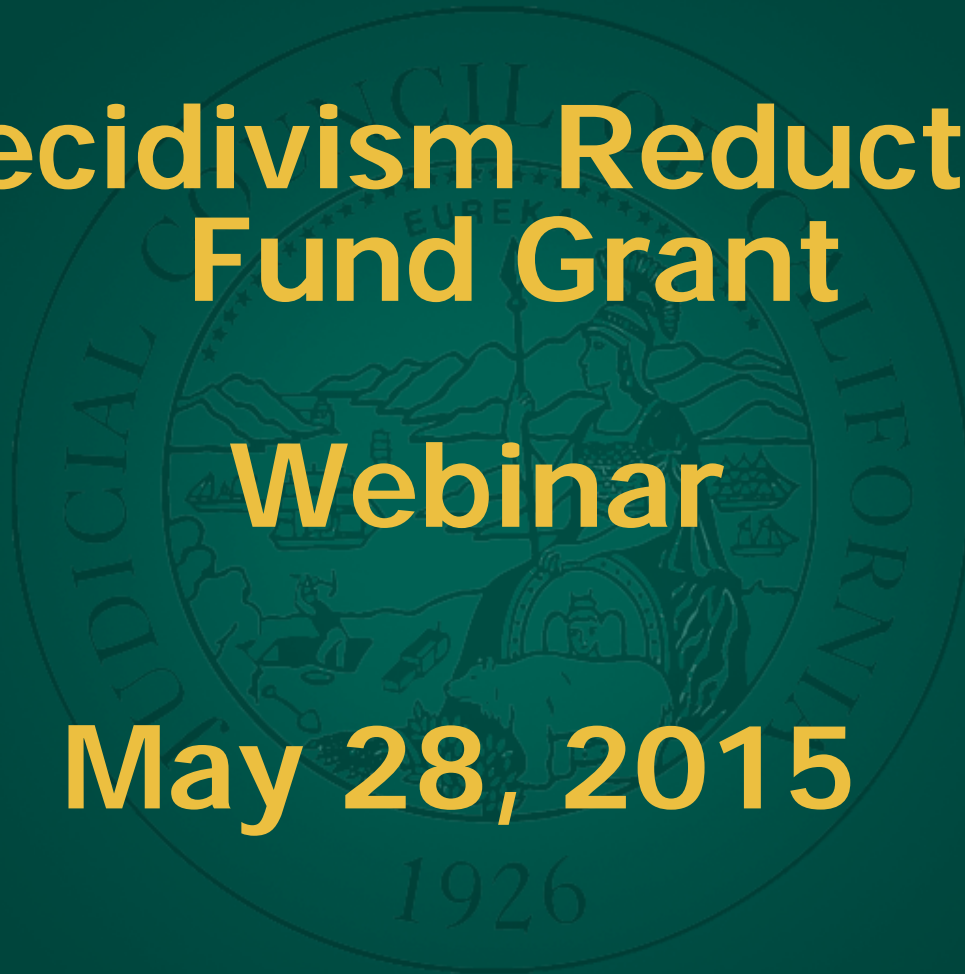


# Recidivism Reduction Fund Grant

## Webinar

### May 28, 2015



# Criminal Justice Services/RRF Staff

- Martha Wright, Senior Court Services Analyst, RRF Project Manager
- Francine Byrne, Supervising Research Analyst
- Robert Lower, Research Analyst, RRF Data Collection Point of Contact

# Webinar Topics

- Contract Overview
- Fiscal Reporting
- Program Reporting
- Data Collection and Reporting

# Overview

In Budget Act of 2014, the Legislature directed the Judicial Council to develop and administer a grant program for trial courts implementing practices known to reduce adult offender recidivism.

# Overview

On February 19, 2015, the Judicial Council approved the allocation of approximately \$13.65 million to 27 superior courts from the RRF

Both Pretrial and Collaborative Court programs awarded.

# Structure of RRF Contracts

3 year Judicial Council contracts executed in April 2015 with expiration April 30, 2017.

- Year 1 = Firm fixed allocation provided at beginning of contract execution.
- Year 2 = Reimbursable funding. Begins with contract amendment including any approved budget revision necessary.
- Year 3 = Reimbursable funding. Begins with contract amendment including any approved budget revision necessary.

# Program “Years”

## Year 1 Program Start-Up

Fiscal Year 2014 – 2015

(3 months: April 1, 2015 through June 30, 2015)

## Year 2 Ongoing Operations

Fiscal Year 2015 – 2016

(12 months: July 1, 2015 through June 30, 2016)

## Year 3 Ongoing Operations

Fiscal Year 2016 – 2017

(10 months: July 1, 2016 through April 30, 2017)

# Year 1 Program Start-Up

Fiscal Year 2014 – 2015  
(April 1, 2015 through June 30, 2015)

- Firm-Fixed Payment
- Consistent with pre-approved budget
- All courts submitted their invoice for the agreed amount and payments are being processed now
- Contract Attachment 8: "Y1 Initial Term Expense Report" verifies *completion* of Year 1 expenditure.
- Year 1 can extend beyond July 1, 2015 if necessary to allow complete expenditure of initial allocation



# Year 2 Ongoing Operations

Fiscal Year 2015 – 2016  
(July 1, 2015 through June 30, 2016)

- Funds reimbursement can begin only after Completion of Year 1 allocation expenditure as verified by Contract Attachment 8: “Y1 Initial Term Expense Report”
- Funds reimbursement consistent with *Budget Details and Narrative/Justification*
- Invoice for reimbursement per Contract Attachment 5 on the 20th of each month after expense
- \*Final invoices for Year 2 due by July 20, 2016

# Year 3 Ongoing Operations

Fiscal Year 2016 – 2017  
(July 1, 2016 through April 30, 2017)

- Funds Reimbursement conditioned on alignment with *Budget Details and Narrative/Justification*
- Invoice for reimbursement per Contract Attachment 5 on the 20th of each month after expense
- \*Final invoices for Year 3 by May 20, 2017

# Executing Years 2 and 3

- Year 2 starts with a signed contract amendment
- Only what is *changing* will be noted in the amendment
- Amendment in place around July 1, 2015 but Year 2 does not officially begin until expenditure of Year 1 allocation is complete.

# Budget Modifications

- Budget modifications can be made when contract amendment is drafted to start Years 2 and 3.
- Consider how Year 1 expenditure is proceeding and decide whether a modification is needed. If so, call the Project Manager.

# Fiscal Administration Notes

- Travel – Court (the lead grantee) reimburses travelers in amounts consistent with the budget. Then court submits for reimbursement under grant. Make sure travel/training for participants is specific to work on the RRF project.
- Timesheets – A reminder that all court staff funded by this grant will be submitting timesheets accounting for their full position. Some staff may have time allocated to multiple projects.

# Quarterly Program Reporting

- Year 1 – Contract Attachment 8: “Initial Term Expense Report” will serve as first report
- For Years 2 and 3, use Attachment 9: Quarterly Grant Administration and Tracking Report which can be completed by on-line survey.
- Year 2 – October 31, 2015; January 31, 2016; April 30, 2016; July 31, 2016
- Year 3 – October 31, 2016; January 31, 2017; April 30, 2017; May 31, 2017

# Quarterly Program Reporting

## Quarterly Grant Administration and Tracking Report

- Use the template on the website to draft information necessary
- Summary of activities and challenges and funds expended to date
- Surveys will be available during the month due
- Follow survey link on RRF site to complete report and submit on-line

# Reporting Summary

- Look for a new tool, available on the RRF website, summarizing key dates and the specific forms identified for:
  - Contracting
  - Fiscal Reporting
  - Program reporting
  - Data reporting



# RRF Website

All forms needed are on the RRF web page:  
<http://www.courts.ca.gov/RecidivismReduction.htm>

The screenshot displays a web browser window with the URL [www.courts.ca.gov/RecidivismReduction.htm](http://www.courts.ca.gov/RecidivismReduction.htm). The page is titled "CALIFORNIA COURTS THE JUDICIAL BRANCH OF CALIFORNIA". The navigation menu includes "Courts", "Self-Help", "Forms & Rules", "Opinions", "Programs", "Policy & Administration", and "News & Reference". The "Programs" menu is expanded, showing "Criminal Justice Programs" and "Recidivism Reduction Fund Court Grant Program".

The main content area is titled "Recidivism Reduction Fund Court Grant Program" and includes a "Print" button. The "Program Overview and Purpose" section states: "As part of the Budget Act of 2014, the Legislature allocated \$15 million from the Recidivism Reduction Fund (RRF) for a competitive grant program to be administered by the Judicial Council of California. The funds are designated for courts to use in the administration and operation of programs and practices known to reduce offender recidivism and enhance public safety, including the use of validated risk and needs assessments, other evidence-based practices, and programs that specifically address the needs of mentally ill and drug-addicted offenders. Because these funds are specifically designated for court programs, judicial leadership is critical for all funded programs."

The "CONTACT INFORMATION" box provides the following details:

- Criminal Justice Services
- 455 Golden Gate Avenue
- San Francisco, CA 94102
- Phone: 415-865-8994
- Fax: 415-865-8795
- [crimjusticeoffice@jud.ca.gov](mailto:crimjusticeoffice@jud.ca.gov)

The left sidebar lists various programs, with "Recidivism Reduction Fund Court Grant Program" highlighted. The bottom of the page shows the date "Grant Period: April 4, 2015 - April 30, 2017".

# RRF Website

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www.courts.ca.gov/RecidivismReduction.htm

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Grant Period: April 1, 2015 – April 30, 2017

Recidivism Reduction fund grantees have been selected and they will begin their projects April of 2015. Grantees can find current versions of forms, tools and resources for administering their grant awards below.

Access forms, tools, and resources for Recidivism Reduction Fund grantees using the link below

Recidivism Reduction Fund Resources

From Contract, Exhibit E:

Attachment 1:  
[Year-1 Program Start-Up Costs Report](#)  
[Year-2 Ongoing Program Operations Costs](#)  
[Year-3 Ongoing Program Operations Costs](#)

Attachment 4: [Invoice-Form # 1 – Program Start-Up Costs](#)

Attachment 5: [Invoice-Form # 2 – Ongoing Program Operations Costs](#)

Attachment 6: [Invoice-Form # 3-A – Request for Advance Payment of Program Funds](#)

Attachment 7: [Invoice-Form # 3-B – Court Reconciliation of Advance Payment](#)

Attachment 8: [Year-1/Initial Term Itemized Expense Report](#)

Attachment 9: [Quarterly Grant Administration & Tracking Report](#)

Attachment 10: Quarterly Program Evaluation, Data and Data Collection Report  
The list of [required data elements](#) are for reference only. Additional information/instructions and the tool to be used for reporting are forthcoming.

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# Data Requirements Background

The Judicial Council Shall:

- Establish outcome measures appropriate for each program.
  - Participating courts shall provide the required data, including individual offender level data, on a quarterly basis to the Judicial Council.
- Annually report aggregate data to DOF and JLBC
- Report on the effectiveness of the programs to enhance public safety and improve offenders outcomes 4 years after grant awards

# Data Timeframe

- If services provided in Year 1 summary information required with Attachment 8
- Early June: First Monthly Data Trainings
  - Court data contacts identified prior to this
  - June 5 Pretrial Grants
  - June 8 Collaborative Justice Grants
- July 1: Begin collecting individual-level data
- October 31: First quarterly (July-September) data reported (see attachment 10, on-line)

# Data Reporting Outline

- Quarterly (beginning 7/1/15)
- Individual level as well as aggregate
- Separate Excel templates, data trainings for Pretrial and Collaborative Court programs

# Judicial Council Staff Contacts

## Program Office

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