FY2019 Second Chance Act Innovations in Supervision Initiative:
Building Capacity to Create Safer Communities

Orientation Webinar

December 12, 2019

BJA
Bureau of Justice Assistance
U.S. Department of Justice

the NATIONAL REENTRY
RESOURCE CENTER

CSG | Justice Center

Speakers

Ruby Qazilbash, *Associate Deputy Director, U.S. Department of Justice, Bureau of Justice Assistance*

Tracey Willis, *State Policy Advisor, Bureau of Justice Assistance, U.S. Department of Justice*

Robert Vehock, *Program Manager, Louisiana Department of Public Safety & Corrections, Office of Reentry*

Olivia Koukoui, *Policy Analyst, The Council of State Governments Justice Center, Corrections & Reentry*

The Council of State Governments Justice Center

Mission

We develop research-driven strategies to increase public safety and strengthen communities.

Who We Are

We combine the power of a membership association, representing state officials in all three branches of government, with the expertise of a policy and research team focused on assisting others to attain measurable results.

Agenda

1. **Overview of the Second Chance Act (SCA) Innovations in Supervision Initiative (ISI) and Technical Assistance**

2. **FY2019 ISI Planning Process**

3. **Grantee Experience**

4. **Questions and Answers**

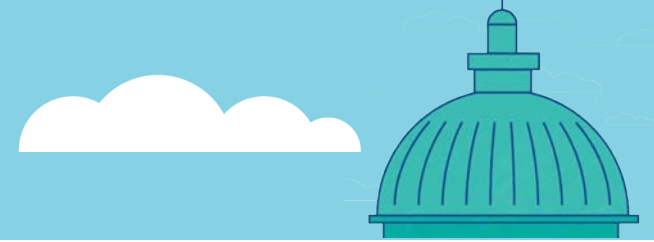# The U.S. Department of Justice Bureau of Justice Assistance

Mission

To provide leadership and services in grant administration and criminal justice policy development to support local, state, and tribal justice strategies to achieve safer communities.

BJA

Bureau of Justice Assistance
U.S. Department of Justice

www.bja.gov

The Second Chance Act

- The Second Chance Act supports state, local, and tribal governments and nonprofit organizations in their work to reduce recidivism and improve outcomes for people leaving incarceration.

- The Second Chance Act has supported over $400 million in reentry investments across the country.

- Passed in 2018, the Second Chance Reauthorization Act builds on and strengthens the initial landmark legislation.

- **Delivers** technical assistance (TA) and training for Second Chance Act grantees

- **Advances** the knowledge base of the reentry field

- **Promotes** what works in reentry and successes of grantees

- **Facilitates** peer networks and information exchange

- **Provides** information for people returning to communities and their families

Transition of the NRRC

The role of the NRRC will remain the same as the work transitions to the American Institutes for Research (AIR)
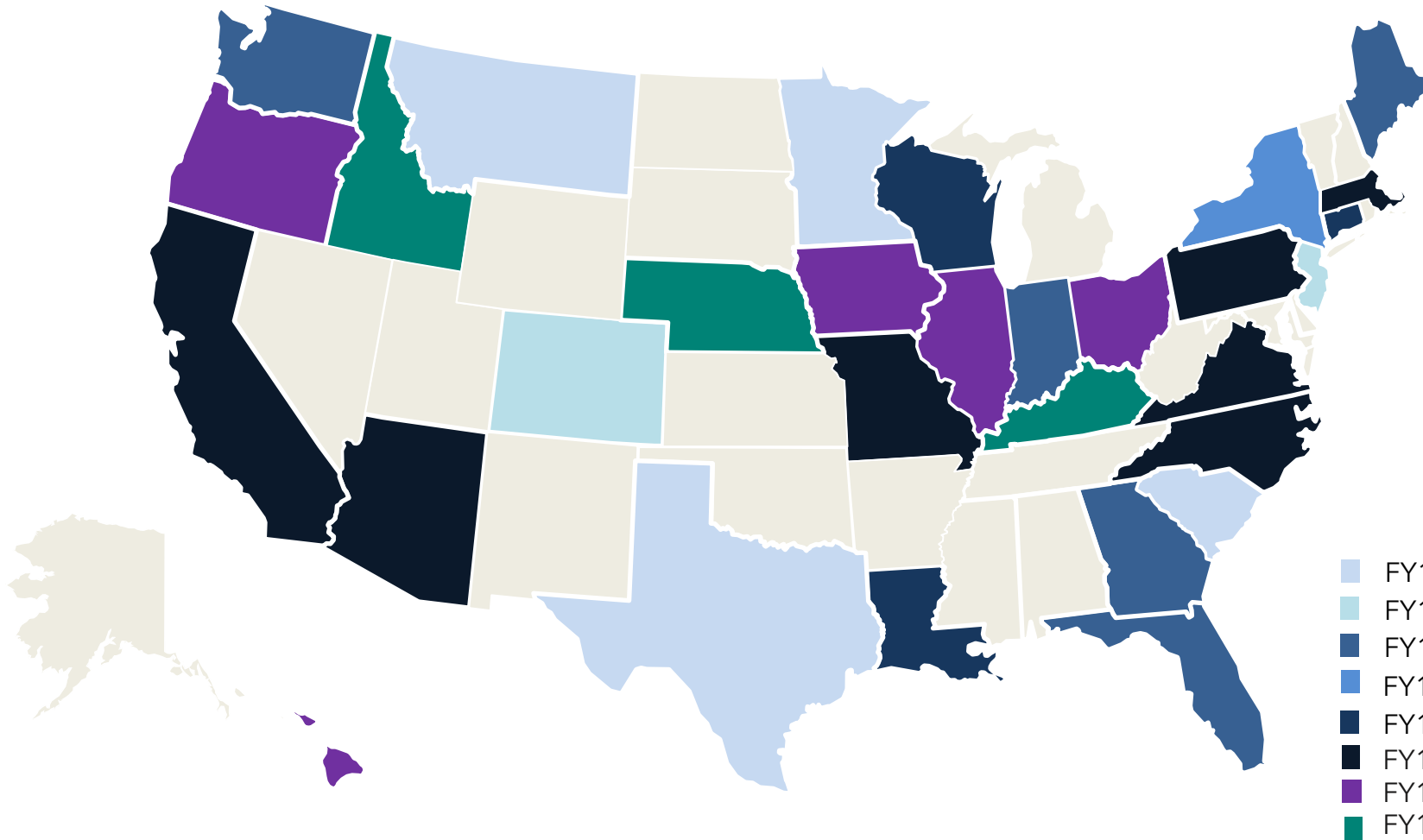
Attendee Poll

- Please let us know if this is your first time being awarded an SCA grant

  - ❑ Yes, this is my agency's first SCA grant award

  - ❑ No, my agency has been awarded a SCA grant in the past

Innovations in Supervision Initiative

55 AWARDS ACROSS THE NATION

21 State Grantees
30 County Grantees
4 City Grantees

FY12
FY13
FY14
FY15
FY16
FY17
FY18
FY19

SCA ISI Grant Program

Total # of Grants Awarded
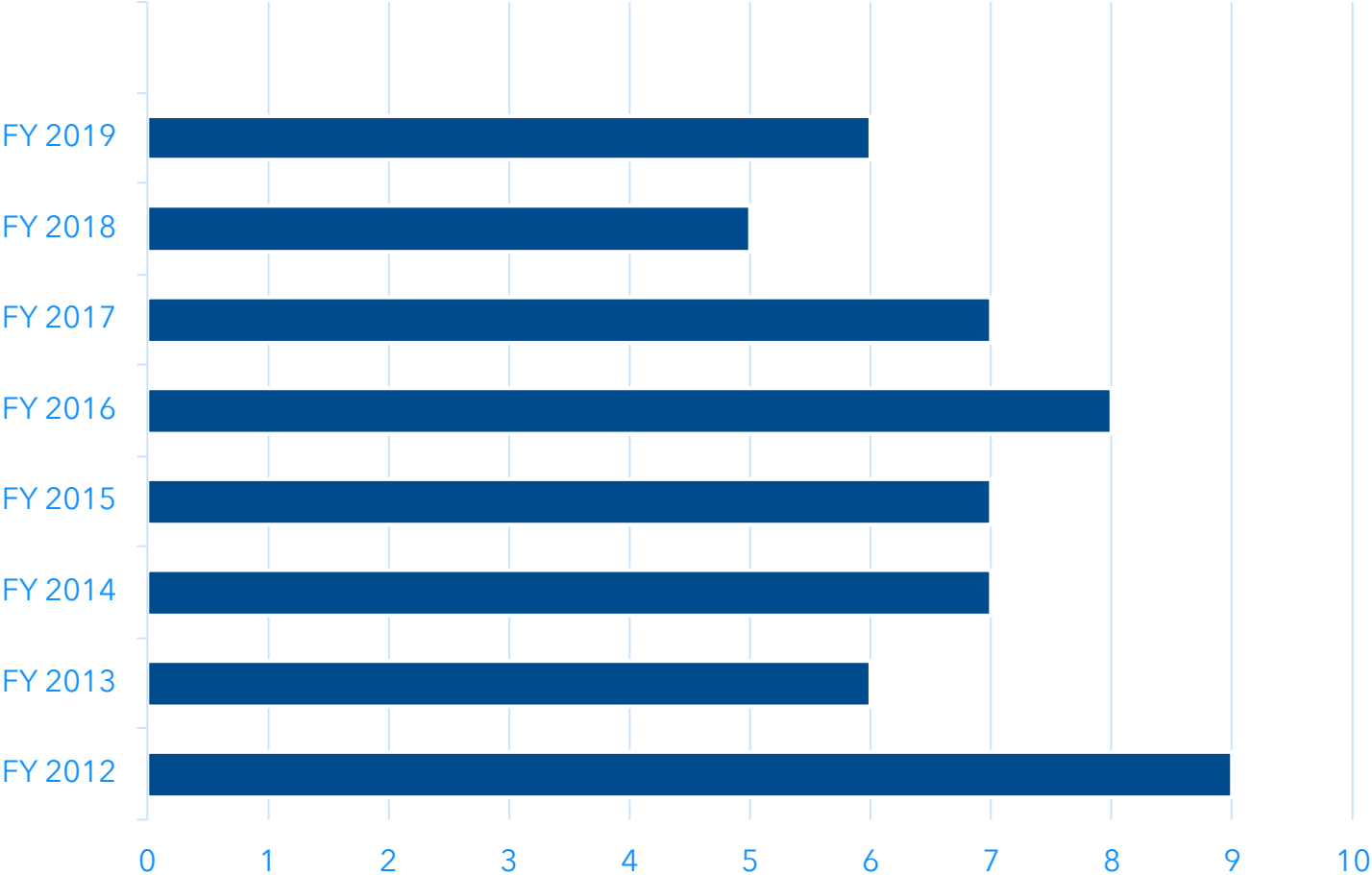
Total Amount Awarded	
FY19	$4,958,588.00
FY18	$3,169,803.00
FY17	$4,997,761.00
FY16	$5,306,912.00
FY15	$4,771,344.00
FY14	$4,558,858.00
FY13	$3,837,793.00
FY12	$3,675,366.00

FY2019 ISI Grant Recipients

1. Cuyahoga County Common Pleas Court (OH)

2. Connecticut Judicial Branch

3. Kentucky Department of Corrections

4. Nebraska Board of Parole

5. Dallas County Community Supervision & Corrections Department (TX)

6. Idaho Department of Correction

CONGRATULATIONS!

ISI Program Objectives

Support capacity building activities

Increase collaboration

Reduce recidivism and violent crime

Align agency practices with EBPs

Develop, implement, and test innovative tools

Assess and document the process and outcomes

✓ Target people with a high risk of recidivating & higher risk of committing violent offenses

✓ Establish quality programs to address criminogenic risk/needs

✓ Position supervision officers to be agents of behavior change

✓ Implement continuous quality improvement (CQI)

ISI Program Deliverables

Action Plan

- Problem analysis
- Program and evaluation logic model
- Summary of strategies and intended outcomes
- Research base for proposed strategies

Implementation

- Midterm analysis and research report at 30 months

Analysis and Research

- Final analysis and research report at 48 months

Grantee Contact Sheet

Bureau of Justice Assistance (BJA)

- Financial and Progress Reports, Grant Adjustment Notices (GAN)

- **BJA State Policy Advisor** –Tracey Willis Tracey.Willis@usdoj.gov

Performance Measurement Tool (PMT)

- Quarterly performance measurement data entry

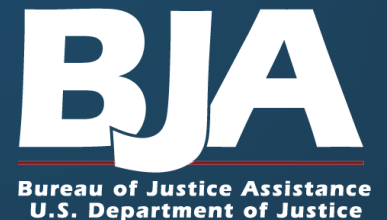- PMT help desk email bjapmt@usdoj.gov or toll-free at 1-888-252-6867

National Reentry Resource Center

- Training and Technical Assistance

Special Conditions

Special conditions are terms and conditions that are included with the award.

- Special conditions are additional requirements covering areas such as programmatic and financial reporting, prohibited uses of Federal funds, consultant rates, changes in key personnel, and proper disposition of program income.

- There are several mandatory special conditions that will be included on any DOJ award. A list of all the mandatory OJP special conditions are available at the following link – https://ojp.gov/funding/Explore/LegalOverview2019/MandatoryTermsConditions.htm

Withholding Special Conditions

Additional withholding special conditions - These conditions place holds on funds for overdue reports and/or pending budget approval, other program requirements including documentation that was missing or incomplete during grant application review.

Planning/Action Plan requirement – Many of your awards have built in a planning period, leading to the development of a Planning and Implementation Guide or Action Plan. This comprehensive project plan is developed with your National Reentry Resource Center (NRRC) technical assistance coach and program partners. Therefore these awards also include a related withholding special condition limiting spending until the required planning documents are submitted and approved.

It is important to work with your State Policy Advisor to remove any active withholding special conditions before your agency can to expend, obligate or draw down award funds.

Progress Reporting Requirements

Quarterly Performance Metric Tool (PMT) Programmatic reports: Submitted in PMT ONLY!

PMT Website - https://bjapmt.ojp.gov/

Reporting Period	Due Date
January 1 – March 31	April 30
April 1 – June 30	July 30
July 1 – September 30	October 30
October 1 – December 31	January 30

Progress Reporting Requirements

Semi-Annual Grants Management System (GMS) Programmatic reports: Submitted in GMS

GMS Website - https://grants.ojp.usdoj.gov

- January 30 and July 30
- Upload PDF versions of your PMT to the report in GMS- **The systems are not linked**
- Requires responses to BJA Seven Narrative Questions
- **FINAL PROGRESS REPORTS: If your grant requires an evaluation as part of the project you must attach the evaluation report under the Final Progress Report in GMS.**

NOTE: GMS automatically freezes grant funds for delinquent reports. It is important to submit reports on time. Late reports also influence how your award is risk assessed by OJP.

Federal Financial Reports SF-425

Reporting Period	Due Date
January 1 – March 31	April 30
April 1 – June 30	July 30
July 1 – September 30	October 30
October 1 – December 31	January 30

- Submitted in GMS: https://grants.ojp.usdoj.gov
- No activity? Enter 0.
- FFR Training and Technical Assistance Guide https://ojp.gov/funding/Implement/Resources/FederalFinancialReportUserGuide.pdf
- For help with Federal Financial Reports, please contact OCFO Customer Service by phone at 1-800-458-0786 (option 2), or by email at ask.ocfo@usdoj.gov.

Grants Financial Management Training

- Completion of this required training (FY 16 and beyond) for award POCs and Financial POCs must be finished within 120 days of award acceptance. Failure to comply will result in a withholding special condition.

- Grants Financial Management Online Training - 24 module training emphasizing the basics of federal grants management. For information on the online training go to: https://onlinegfmt.training.ojp.gov/

- The required training is also offered an in person format. For more information please go to: https://gfmts.training.ojp.gov/index.html

- Recertification is required, to remain in compliance with the financial management training must be successfully completed every (3) three years.

Grant Adjustment Notices (GANs)

- A GAN is used to request project changes and/or corrections.
- Once OJP makes a decision regarding the proposed change, the grantee is notified by GMS via e-mail. This is why you need to have the correct person assigned as Point of Contact in GMS.

- GANs are submitted and approved through GMS. GAN types include:
    - Budget Modifications
    - Change of Scope
    - Project Period
    - Point of Contact Information
    - Removal of Special Conditions
    - Sole Source (Non competitive procurement contract >$250,000)
    - Program Office Approval
    - Costs Requiring Prior Approval (e.g. consultant rates >$650 per day)

- GANs will not be approved if the grantee is delinquent on financial or programmatic reporting.

Important Links

- BJA Grant Writing and Management Academy (five online training modules for the life of the grant including managing federal funds, strategic planning, and budgets): https://www.bja.gov/gwma/index.html

- Grants Management System (GMS): https://grants.ojp.usdoj.gov/
  - GMS FAQs https://grants.ojp.usdoj.gov/gmsexternal/gmsHelp/gms_faq.htm
  - GMS Training Tool: http://www.ojp.gov/gmscbt/
  - GMS Help Desk: 1-888-549-9901

- BJA Performance Tools (PMT): https://bjapmt.ojp.gov/
  - PMT Help Desk: 1-888-252-6867

- OJP award great online resources:
  - OJP Grants 101: http://www.ojp.gov/grants101/
  - OJP Funding Resource Center http://ojp.gov/funding/index.htm
  - Post Award Instructions https://ojp.gov/funding/Implement/Resources/PostAwardInstructions.pdf

- OJP Standard Forms & Instructions: https://ojp.gov/funding/Apply/forms.htm

Thank you.

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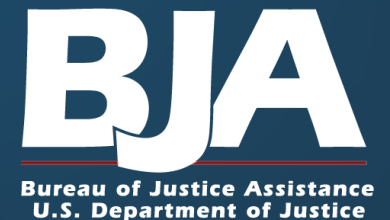
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Planning Process
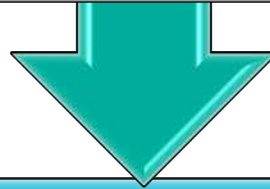
- 12 month planning process guided by technical assistance (TA) coach

- $200,000 of grant funds available for planning activities

- Grant recipients work with TA coach to complete the Planning & Implementation Guide

Planning & Implementation Guide

Section 1

Tell us about your grant project.

Section 2

Tell us about who is involved in your grant project.

Planning & Implementation Guide

Section 3

Tell us about your goals, objectives, and proposed outcomes.

Section 4

Tell us about the assessments utilized and the population impacted by the initiative.

The Logic Model

| Logic Model				
Initiative Goals	**Input/Resources (Existing and Grant-Funded)**	**Activities and Timeline**	**Outputs/Process Measures**	**Outcomes**
Example: Implement risk and/or needs assessment tool	*Example: Grant funds; training funds for correctional staff*	*Example: Integrate tool into intake process and reentry case planning (beginning July 2020)*	*Example: Number of assessments completed*	*Example: 100% of case plans are developed based on prioritized domains identified through risk/needs assessment*

Planning & Implementation Guide

Section 5		
Part A: Staff Training	Part B: Direct Services	Part C: Other Initiative Activities
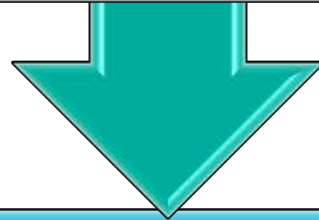
Section 6
Tell us about your evaluation plan.

Part A: Staff Training

Staff Training Opportunities				
Title of Training	**Training Instructor**	**Participants (include anticipated number to be trained)**	**Timeframe for Booster Sessions**	**Continuous Quality Improvement Process**
Example: Motivational Interviewing	*Example: XYZ consulting firm*	*Example: Approximately 25 probation staff*	*Example: Within 12 months of initial training*	*Example: Mid-level managers will conduct direct observation and provide coaching*

Part B: Direct Services Flow Chart

Jail/Prison

- What assessments are completed and by whom?
- What services are provided and by whom?
- Who do jail/prison staff communicate with to ensure a smooth reentry process?

Community Supervision

- When do community supervision officers make initial contact with participants?
- Do probation/parole staff conduct any screenings or assessments? Are participants reassessed?
- What supportive services are provided and by whom?
- Are case plans shared with community-based providers?

Community-Based Providers

- Are additional screenings or assessments completed?
- What services are being provided for this grant initiative?
- Are case plans shared with community supervision?
- How is program participation and non-compliance communicated to probation/parole?

Part C: Other Initiative Activities

| Additional Activities		
Major Activity from Logic Model	**Activity Lead**	**Continuous Quality Improvement Plan**
Example: Assigning supervision officers to specific cities and or counties in the state	*Example: Region 1 Administrator*	*Example: Quarterly progress analyzed and provided to DOC administration*

Project Evaluation

Data Collection Plan					
Outputs/ Outcomes	**What data are needed to evaluate the outputs/ outcomes?**	**Who collects the data?**	**Where are data stored?**	**When are data collected?**	**Do you currently track this data?**
Example: Change in attitude	*Example: COMPAS (before and after tests)*	*Example: Probation officer*	*Example: Case management database*	*Example: At intake and discharge*	*Yes/No*

Planning & Implementation Guide

Section 7
Tells us about sustainability efforts for your initiative.
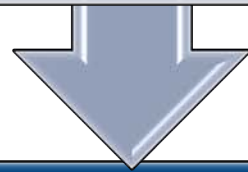
Final draft submitted to BJA for approval
Implementation begins upon approval.

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Louisiana Department of Public Safety & Corrections

Corrections Intensive Probation Supervision Program:

Goals & Objectives

- To implement and evaluate the effectiveness of a swift and certain probation model in Louisiana

- To provide staff with effective tools for responding to positive and negative behaviors

Louisiana Department of Public Safety & Corrections

Accomplishments & Lessons Learned

✓ Developed and implemented a swift and certain model for probation and parole agencies that is grounded in research on what works and tailored for Louisiana

✓ "One size fits all" is never the answer; it's important to understand how to tailor policies and procedures when necessary

✓ It's important to understand "why" something worked

Louisiana Department of Public Safety & Corrections

Benefits of Technical Assistance

- Connected staff with expert consultants to assist with proper implementation of the project activities

- Provided opportunities to engage with other corrections agencies through peer-to-peer learning

- Offered guidance and feedback on areas for improvement and strategies to overcome barriers

Questions and Answers

Thank you!

Join our distribution list to receive National Reentry Resource Center updates!

csgjusticecenter.org/subscribe