

Recidivism Reduction Fund Grantees: Reporting at a Glance

April 1, 2015-April 30, 2017 contract

Reporting summary as of 5/28/15

Program Contracting: Submit to Contracts per instructions on e-mail transmittal

YEAR	DUE DATE	NOTES
Year 1 - Start Up April 1, 2015-June 30, 2015	<ul style="list-style-type: none"> • April 30, 2015 DONE!	
Year 2 July 1, 2015-June 30, 2016	<ul style="list-style-type: none"> • TBD – Likely mid July 2015 	<ul style="list-style-type: none"> • Year 2 will be executed as an amendment to existing contract.
Year 3 July 1, 2016-April 30, 2017	<ul style="list-style-type: none"> • TBD – Likely mid July 2016 	<ul style="list-style-type: none"> • Year 3 will be executed as an amendment to existing contract.

Financial Reporting: Submit to Sandy Hollandsworth in Grants Accounting (except Attachment 8), sandy.hollandsworth@jud.ca.gov

YEAR	CONTRACT ATTACHMENTS	DUE DATE	NOTES
Year 1 – “Start Up” April 1, 2015-June 30, 2015	<ul style="list-style-type: none"> • Attachment 4: Invoice Form #1 w/ a descriptive “report” • *Attachment 8: Initial Term Itemized Expense Report 	<ul style="list-style-type: none"> • April 30, 2015 DONE! <ul style="list-style-type: none"> • July 15, 2015 <i>(can be sent later if Year 1 expenses aren't complete)</i>	<ul style="list-style-type: none"> • Describe the use of requested funds in a separate document along w/ invoice. • *Attachment 8 must be submitted before any Year 2 expenses can be paid. Send to martha.wright@jud.ca.gov
Year 2 July 1, 2015-June 30, 2016	<ul style="list-style-type: none"> • Attachment 5: Invoice Form #2 • Final Invoice Form #2 	<ul style="list-style-type: none"> • As needed, each 20th of month after expense <ul style="list-style-type: none"> • July 20, 2016 	<ul style="list-style-type: none"> • See RRF website for links to all forms required for reporting and accounting.
Year 3 July 1, 2016-April 30, 2017	<ul style="list-style-type: none"> • Attachment 5: Invoice Form #2 • Final Invoice Form #2 	<ul style="list-style-type: none"> • As needed, 20th of month after expense <ul style="list-style-type: none"> • May 20, 2017 	<ul style="list-style-type: none"> • See RRF website for links to all forms required for reporting and accounting.
<i>If advance is requested...</i>	<ul style="list-style-type: none"> • Attachment 6: Invoice Form #3-A 	<ul style="list-style-type: none"> • September 30, 2015 (Year 2) or Sept 30, 2016 (Year 3) 	<ul style="list-style-type: none"> • Also send a written request referring to and aligning with your approved budget • Any advance funds must be expended and accounted within 90 days and for before remaining approved reimbursements can resume.

For questions, email RRF@jud.ca.gov or martha.wright@jud.ca.gov or robert.lower@jud.ca.gov

Program Progress Reporting: <i>Submit to Martha Wright in Crim Justice, martha.wright@jud.ca.gov</i>			
YEAR	CONTRACT ATTACHMENTS	DUE DATE	NOTES
Year 1 - Start Up April 1, 2015-June 30, 2015			<ul style="list-style-type: none"> Attachment 8: Initial Term Itemized Expense Report serves this purpose
Year 2 July 1, 2015-June 30, 2016	<ul style="list-style-type: none"> Attachment 9: Quarterly Grant Administration & Tracking Report (on line survey) 	<ul style="list-style-type: none"> October 31, 2015 January 31, 2016 April 30, 2016 July 31, 2016 	<ul style="list-style-type: none"> Survey link provided on RRF website
Year 3 July 1, 2016-April 30, 2017	<ul style="list-style-type: none"> Attachment 9: Quarterly Grant Administration & Tracking Report (on line survey) 	<ul style="list-style-type: none"> October 31, 2016 January 31, 2017 April 30, 2017 May 31, 2017 	<ul style="list-style-type: none"> Survey link provided on RRF website

Program Evaluation/Data Reporting: <i>Submit to Rob Lower in Crim Justice</i>			
YEAR	CONTRACT ATTACHMENTS	DUE DATE	NOTES
Year 1 - Start Up April 1, 2015-June 30, 2015	<ul style="list-style-type: none"> Summary of services (if applicable) 	<ul style="list-style-type: none"> Submitted with Attachment 8 	<ul style="list-style-type: none"> If program began serving offenders in first year, complete summary data requested. See RRF website
Year 2 July 1, 2015-June 30, 2016	<ul style="list-style-type: none"> Attachment 10: Quarterly Prog Eval, and Data Collection Report (on line survey) 	<ul style="list-style-type: none"> October 31, 2015 January 31, 2016 April 30, 2016 July 31, 2016 	<ul style="list-style-type: none"> Survey link provided on RRF website
Year 3 July 1, 2016-April 30, 2017	<ul style="list-style-type: none"> Attachment 10: Quarterly Prog Eval, and Data Collection Report (on line survey) 	<ul style="list-style-type: none"> October 31, 2016 January 31, 2017 April 30, 2017 May 31, 2017 	<ul style="list-style-type: none"> Survey link provided on RRF website

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