

American Bar Association  
Criminal Justice Section  
Racial Justice Improvement Project  
**Semi-Annual Report: December 2013**

Twice each year during the two-year period of the Racial Justice Improvement Project, grant recipients are required to file a report with the ABA that will be incorporated into a report that is required to be filed with the Bureau of Justice Assistance (BJA), the grantor. This report must contain detailed information that will justify the continued funding of this project and explain the productivity of the grant recipient. Please prepare an electronic (typewritten) response to each of the questions below. Please be as detailed as possible. The content of the report should be distributed to other task force members prior to submission to the ABA to ensure thorough and accurate reporting of information. ***The final report must be received on or before December 1, 2013.*** The report should be submitted in a WORD document (not a PDF) to Salma Safiedine at [S.Safiedine@Spartnerslaw.com](mailto:S.Safiedine@Spartnerslaw.com)

There are several goals of the Racial Justice Improvement Project for the first year. Discuss below the progress of your task force in meeting these goals during the time period of June 7, 2013 and December 1, 2013. Please provide a thorough answer to the seven questions below.

1. **TASK FORCE MEETINGS**: Discuss whether the Task Force met regularly (at least every 30 days) and the extent to which the Task Force engaged in collaborative, thoughtful, productive discussions of racial disparities and the steps towards reform. *Specifically, discuss how many times have you met since June 7 2013 (list the date, time and location of each meeting); was an agenda distributed to the group prior to each meeting? Was a report prepared following each meeting? Was there input and active participation from entire group? Was there regular attendance by the core members of task force? Did your task force receive adequate and appropriate guidance and assistance from the ABA on what was expected and resources available?*

2. **INITIAL “WORKING HYPOTHESIS”**: Discuss the specific problem in your criminal justice system that will be the focus of your reform and what you believe is the cause of the disparity. *Specifically, how did your task force identify this problem; why you decided to focus on this problem; was there unanimous agreement among the task force members; if not, why not; why you believed the problem could be effectively addressed by changing a policy or practice in your criminal justice system without a change in law? Also, discuss whether other stakeholders in your criminal justice system were added to your task force to assist with this reform? If so, who? What expertise did these new members add to the group?*

3. **DATA COLLECTION and ANALYSIS**: Discuss the efforts of the task force to collect current, relevant data to document the existence and extent of the racial disparity? *Specifically, discuss the ability of the task force to determine the existence, location and form of the data, as well as the key person(s) needed to access the data. Where is your task force in the data collection phase? Was an outside expert or consultant hired to compile and/or analyze the data, if so, who? How was the expert selected? Has the expert met with the group? How many times? (List dates) Will the expert prepare a preliminary report? When is the final report due? How much will the expert be paid? When do you expect your data efforts to conclude?*

4. **RACIAL DISPARITY**: What specific racial disparity or disparities have been documented as a result of your data collection efforts? If no specific racial disparity has been documented at

this point, please explain in detail what steps the task force will take to advance racial justice reform in your jurisdiction?

5. **OTHER PROGRAMS/ACTIVITIES**: Beyond task force meetings, group discussions, and hiring an expert to collect and analyze data, did the group engage in any other activities (i.e., attending trainings, go to site visits, bring in guest speakers, conduct surveys). If so, did your group receive additional financial assistance and/or ABA technical assistance to complete these activities? If so, describe in detail. *PLEASE NOTE: The group was not required to engage in these other activities and the specific reform in your jurisdiction might not have warranted such action.*

6. **FINANCIAL REPORTING**: Provide a report on how much of the \$12,000 grant funds have been spent by the task force, how much remains, and whether there are outstanding or earmarked expenditures that will be utilized prior to June 7, 2014. If you have not submitted the required financial reports, please submit all outstanding reports now.

7. **PLAN FOR YEAR TWO**: The major goals of the second year of the grant is for each task force to: (1) develop a specific policy-based reform to address an identified racial disparity; (2) identify key stakeholders needed to institute the reform; (3) develop a plan on how to effectively test/implement the reform; (4) develop a mechanism to track and measure effectiveness of reform; and (5) Define what will constitute “success” of the reform measure. Please discuss current plans of the task force to address these critical goals starting in June 7, 2013