

**Criminal Justice Section's  
RACIAL JUSTICE IMPROVEMENT PROJECT  
February 15, 2014 Task Force Report**  
*Funded by the Bureau of Justice Assistance*

The ABA Criminal Justice Section, the Bureau of Justice Assistance, The American Bar Association Enterprise Fund, and the Public Welfare Foundation would like to thank you for your continued cooperation and dedication to the Racial Justice Improvement Project. We are now embarking on an exciting time in our project, commencing reform projects and developing evaluation plans! *For this project, you will have only two other reporting requirements (due on June 15 2015 and another report within three weeks of completing your RJIP reform).* This document serves as your reporting template for the February 15, 2014 Report. Please submit this completed document in word format (not PDF) to [S.Safiedine@Spartnerslaw.com](mailto:S.Safiedine@Spartnerslaw.com) by no later than close of business **February 16, 2015**. Please type your answers in the spaces below and title/save the document as “[your jurisdiction] February 15 Report”. As one of the last reporting measures, please be as thorough as possible in this report, even if it requires repeating information from other reports, documents, or conversations. Please include as an attachment to your email submission, any relevant documents that are referenced or requested and your accounting ledgers and current budget ledger. We thank you for your great efforts and look forward to hearing from you in the New Year!

<b>Jurisdiction:</b> _____
<b>Name of Pilot Project</b> _____
<b>Date of Last Task Force Meeting:</b> _____
<b>Date of Upcoming Task Force Meeting:</b> _____
<b>Projected Project Completion Date:</b> _____
<b>Projected Evaluation Completion Date:</b> _____

1. **Please list the name and title of each RJIP task force member in your jurisdiction and also include their email address.** We will update our website with the names you list below. If you would like to remove a task force member that is currently listed or make a change, please also state that below. *You can find the list of your jurisdiction's task force members by visiting the project's website and finding "Task Force Information" in the top menu, then by clicking on your jurisdiction in the drop-down menu.*
  
2. **Visit your Task Force webpage on our project site and please provide below or attached any project updates, pictures, or change in contact information.** Please also provide below an updated brief paragraph summarizing your site's reform if different than what is currently on the site.

- 3. Please explain the specific goal of your reform initiative and define measurable success of your reform.** What specific problem is your reform seeking to address? (Please attach relevant data accumulated to identify the problem even if previously submitted.) How will you measure whether or not your proposed reform addresses the problem identified? What are your outcome measures? How do you define a successful project?
- 4. Have you remained consistent with your policy reform and implementation plan?** Please explain if you have deviated from your original project plan.
- 5. Have you commenced your actual pilot reform project? What is the commencement date? If you have not commenced your pilot reform project, why not?**
- 6. Have you determined the requirements of completion and eligibility of the pilot, please describe below.** How will you determine the length of your pilot program? Please explain the logistics and administration of the pilot. Please attach the relevant signed copies of the memorandum of understanding, project outlines, agreements, contracts or plans of action.
- 7. How many individuals will participate or are projected to benefit from the pilot?**
- 8. How will individuals become aware of the option to participate in the pilot program?** Please attach all necessary brochures, outlines, and information.
- 9. How do you plan to track participants involved in the pilot program? Who will be in charge of obtaining and tracking this information?** Do you plan to create a tracking system using Access or Excel? Does your jurisdiction have a specific data tracking system that you can utilize? Have you hired a data analyst or evaluator?

- 10. Have you identified mechanisms to track and measure the effectiveness of your reform? Have you met with the Project Evaluator, Inga James? How are you tracking the success of your reform overall and specific projects or programs that you have since carried out? Do you have a formalized evaluation plan for your pilot project?** If so, please attach your evaluation plan to this report and briefly describe the process below. If you are still working on your evaluation plan, when do you hope to have it completed? How are you implementing the reform and producing outcome measures?
- 11. What are your key milestone dates/deadlines leading up to the conclusion of your sites reform and evaluation?** Please include upcoming specific task force meeting dates, launch dates, evaluation commencement dates, promotion of project activities (including press, luncheons, launches), dissemination plans, pilot conclusion dates, and post-data collection processes and plans. Please explain your current status in completing your reform initiative and detailing your project timeline.
- 12. Have you gotten other criminal justice stakeholders to buy in to your reform and assist with the implementation process, or have you collaborated with existing projects and initiatives in your jurisdiction or in other jurisdictions doing similar work?** If so, please list who and how they have contributed. Please also include any consulting services you have sought or received from entities or individuals both within and outside your jurisdiction. Please also include whether you have requested or added any entity representatives to serve on your task force.
- 13. Have you met any new challenges in accomplishing your task force goals or project deliverables?** If so, have they been overcome? What were the lessons learned?
- 14. At this point in the project, do you have any recommendations for eliminating or modifying any steps in the project's replication?**

- 15. To date, what amount of grant funds (if any) do you have remaining? Do you have plans to spend the remaining grant funds? Please explain. *Please also attach a simplified version of your project budget upon submission of this report.***
- 16. Please identify supplemental funding and technical assistance needs below. If requesting additional funds, please be very specific about your needs.**