

**KENTUCKY**

**JUSTICE AND PUBLIC SAFETY**

**CABINET**

**State Annual Report**

Edward Byrne Memorial  
Justice Assistance Grants  
Program

Fiscal Year July 1, 2011 – June 30, 2012

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**SECTION I**  
**EXECUTIVE SUMMARY**

This is the FY 2011-2012 State Annual Report for the Edward Byrne Memorial Justice Assistance Grant to the United States Department of Justice, Bureau of Justice Assistance. This report is a reflection of the progress of programs across the Commonwealth of Kentucky which have been implemented, either wholly or in part, with JAG grant funding.

Within this report, information is provided about the evaluative techniques used by the Grants Management Branch in the monitoring and oversight of federally funded programs. In Section II, Overview and Evaluation Activities, detailed information gathered by Grants Management Branch staff regarding program operations and achievements reflects the Cabinet's level of dedication in providing the best criminal justice services to the Commonwealth. In Section III, Summary of Programs and Achievements, an overview of programs supported by JAG grant funding in Kentucky is given. In Section IV, Funding Allocation Summary, data is provided on the allocation of federal funds to programs, including amounts dedicated to each program area and total percentage of funding allocated as well as program areas categorized by JAG funding source. And finally, in Section V, Attachments, sample program monitoring and quarterly program report forms are provided.

The Kentucky Justice and Public Safety Cabinet, Grants Management Branch, serves as the State Administering Agency for JAG grant funding in Kentucky. Grants Management Branch staff are responsible for all aspects of the execution of the grant, from distribution of subgrant applications, through submission of funding recommendations to the Justice and Public Safety Cabinet's Secretary and Executive Staff, and subsequent monitoring of subgrant awardees. It is the responsibility of the Grants Management Branch staff to ensure that all funding is aligned with the initiatives and priorities of the administration.

Feedback from local and state lawmakers, treatment and prevention professionals, law enforcement, and concerned citizens of Kentucky continue to show an overwhelming need for programs to be developed and implemented which will address substance abuse across the Commonwealth.

As a result, special emphasis continued to be given to multi-jurisdictional drug task force agencies' projects in FY 2011-2012. Other priority funding areas included: education and prevention concerning drug and alcohol use; treatment and alternatives to incarceration; and enforcement and prosecution improvement projects. Awards made reflected these priorities with over seventy-five percent (75%) of funds awarded to Kentucky's multi-jurisdictional drug task force agencies.

Due to limited available JAG funds, Kentucky used the bulk of its JAG FFY 2011 award to support the multi-jurisdictional drug task force agencies and relied on previous year JAG deobligated funds to subsidize other priority areas. This has resulted in the near depletion of past year JAG funds. In addition due to the continued decrease in available JAG funds, Kentucky funded 13 fewer programs in FY 2011-12 than in FY 2010-11. Also, in order to stretch limited funds, Kentucky only set aside 5% in administrative funds for FFY 2011.

**SECTION II**  
**OVERVIEW OF EVALUATION ACTIVITIES**

One of the more vital roles of the Grants Management Branch (GMB) is the monitoring and evaluation of all programs and initiatives that receive funding through federal programs. All programs receiving Justice Assistance Grant (JAG) funding through the GMB are subject to this monitoring, regardless of agency size or nature. Program monitoring is essential not only for determining compliance with federal guidelines and contractual obligations, but for the purpose of building better programs and more effective practices in combating crime within Kentucky.

The responsibility for program monitoring and evaluation falls mainly on the JAG Program and Financial Managers. Program monitoring is generally carried out in one of two methods: desk monitoring and on-site program review.

- **Desk Monitoring:** From a programmatic standpoint, all programs receiving JAG grant funding undergo continuous desk monitoring throughout the grant year. As dictated in the special conditions set forth in the subgrantee requirements, all programs are required to submit GMB quarterly program reports, and as applicable, Bureau of Justice Assistance, Performance Measurement Tool quarterly program reports, that reflect the progress and activities of the grant period. These reports are designed to allow GMB to capture evaluative data and information. Upon receipt of these reports, the Program Managers review and process information submitted from each program and compare the results and activities to the individual goals and performance indicators set forth by the subrecipient. This allows for constant oversight of the implementation of federally funded programs, as well as allowing a proactive stance to finding and correcting deficiencies. In addition, this allows for a process evaluation to be conducted for all grant recipients. A copy of the GMB quarterly program report form is located in Section V of this report. Desk monitoring also allows similar year-round evaluation of programs as the Financial Managers also receive quarterly reports and, as required, detailed documentation of expenditures and financial transactions. This allows for better supervision for the dispersal of federal funds and enforcing compliance to all federal and state financial standards.

- **On-Site Monitoring:** On-site monitoring allows the Program and Finance Managers the opportunity to go out and meet one-on-one with the subgrantee to discuss and evaluate the funded program. This type of monitoring allows staff the opportunity to see first-hand the implementation of the program, day-to-day functioning and gain better insight into the program. Through this type of visit, Grants Management Branch staff can better make recommendations for future funding and help with future strategic planning. GMB conducts financial and program on-site monitoring on a periodic and as needed basis. Every subrecipient receives an on-site visit no less often than every three years and certain subrecipients receive more frequent visits if circumstances warrant. After the completion of the on-site visit, a copy of the Program or Financial Monitoring Tool is submitted to the Grants Branch Manager for review, and also to the agency so that they may use findings and suggestions to further enhance program functioning and capabilities. A copy of the program monitoring tool is located in Section V of this report.

**SECTION III**  
**Summary of Programs and Achievements**

**Drug Task Force** grant recipients are those programs that are made up of multi-jurisdictional police agencies to combat drugs in a given area. These programs are required to provide additional detailed information in their applications and quarterly reports and are monitored more strictly and frequently than other program categories.

**Federal Funding Awarded to Drug Task Forces:** \$2,291,365

### **Goals**

Through the cooperative efforts of multi-jurisdictional DTF and local law enforcement agencies, eliminate illegal drug sources and suppliers through enhanced enforcement.

### **Project Objectives**

While the objectives may vary in the individual projects listed within this program area, there will remain some constants. These include:

- Locate and eradicate local, mid-level, and high level dealers
- Deploy officers in high risk areas targeting drug trafficking
- Work with other law enforcement entities and federal agencies in collaborative efforts
- Increase public awareness of program activities
- Attend trainings to assist officers in education on latest drug production trends
- Purchase equipment for undercover/surveillance work

### **Project Activities**

Project activities may include drug busts, undercover/surveillance operations, attending trainings to enhance skills and knowledge, eradication, and media related activities to increase awareness of program effectiveness.

### **Performance Measures and Evaluation Methods**

All projects complete quarterly program reports that quantifiably assess performance and process measures. These reports allow GMB staff the opportunity to measure performance against determined goals and objectives. DTF subrecipients are also required to report drug task force activities quarterly through the Bureau of Justice Assistance (BJA), Performance Measurement Tool (PMT) reporting system. Detailed information regarding each drug task force's program numbers is available through BJA's PMT reporting system.

### **Federal Funding Source**

For the FY 2011-2012 grant cycle, GMB provided funding totaling \$2,291,365 out of the JAG FFY 2011 grant to the thirteen multi-jurisdictional drug task force agencies listed below:

1. Barren-Edmonson Counties DTF
2. Bowling Green-Warren County DTF
3. Buffalo Trace/Gateway DTF
4. Central Kentucky DTF
5. FADE DTF
6. Greater Hardin County DTF
7. Kentucky State Police (KSP) DTF
8. Lake Cumberland Drug Task Force
9. Lexington Street Sales DTF
10. Louisville Metro DTF
11. Northern Kentucky DTF
12. Pennyrile DTF
13. South Central DTF

**Unrestricted** funds are awarded to organizations applying for over \$10,000 in total project costs that did not fall into the category of a multi-jurisdictional drug task force program. Projects in this area fall into several categories such as: treatment, prevention, law enforcement, prosecution, corrections, and other criminal justice activities. The following is a break down of the unrestricted grants funded during the FY 2011-2012 grant period including the grant number, project title, amount, funding source, and brief synopsis of each program.

**Federal Funding Awarded to Unrestricted grants: \$688,106**

**Agency:** Administrative Office of the Courts

**Grant Number:** 2011-JAG-00842

**Project:** National Association of Pretrial Services Agencies (NAPSA) Staff Training

**Federal Funding Amount:** \$67,661

**Funding Source:** JAG FFY 2010

**Overview:** JAG funds were used to provide funding to send 75 pretrial field staff to the 2011 Annual Conference and Training Institute of the National Association of Pretrial Services Agencies (NAPSA) which was held in Kentucky. This was a unique opportunity for pretrial staff to benefit from this significant educational event. Funds from this grant also provided a train the trainer component to this project. A training committee consisting of attendees developed and implemented evidence-based training curriculum for the 185 pretrial staff that were unable to attend and any newly hired staff. As a result of this grant, all 260 pretrial staff throughout Kentucky received training.

**Agency:** Administrative Office of the Courts

**Grant Number:** 2011-JAG-00898

**Project:** Drug Court/Scram Bracelets

**Federal Funding Amount:** \$32,339

**Funding Source:** JAG FFY 2009

**Overview:** This grant provided funding for KY Drug Courts to utilize SCRAM devices for participants with a history of alcohol addiction, those who test positive for alcohol on a urine drug screen, or those in the early phase of the program in an effort to deter the tendency to want to abuse alcohol in lieu of other drugs with longer windows of detection. The SCRAM device is an effective tool that continuously monitors for alcohol consumption.

**Agency:** Family and Children's Place

**Grant Number:** 2011-JAG-00789

**Project:** Collaborative After School Program (CLASP) for Middle School Youth

**Federal Funding Amount:** \$65,000

**Funding Source:** JAG FFY 2010

**Overview:** This project is a continuation program, which serves at-risk students at Meyzeek Middle School from Smoketown and Shelby Park in Louisville, Kentucky. This JAG award was used to fund the salaries of program and instructional staff. Qualified staff offer direct services designed to decrease/prevent juvenile delinquency and alcohol/drug use. Family and Children's Place adhered to the original program integrity by maintaining goals and basic structure, while enhancing it by adding a summer component and the evidence-based programs to increase parent engagement and prevent risk behaviors.

**Agency:** Father Maloney's Boys' Haven, Inc.

**Grant Number:** 2011-JAG-00861

**Project:** Equine Employment Training Program

**Federal Funding Amount:** \$52,257

**Funding Source:** JAG FFY 2010

**Overview:** With funding received from this grant, the Boys and Girls Haven Equine Employment Training Program continued to provide job training, substance abuse treatment and counseling, medical and psychological counseling (including equine therapy), and ultimately job placement in the equine industry as well as permanent housing to homeless young adults.

**Agency:** Harlan County Boys and Girls Club

**Grant Number:** 2011-JAG-00847

**Project:** SMART Moves Prevention Program

**Federal Funding Amount:** \$30,000

**Funding Source:** JAG FFY 2010

**Overview:** Developed by the Boys and Girls Club of America, SMART Moves (Skills Mastery and Resistance Training) is a drug prevention program that confronts young people in a positive way, equipping them with basic life skills, problem solving, decision-making abilities and communication skills, all designed to boost self-confidence and self-esteem. JAG funding was used to continue the support of the salary of the program coordinator and a part-time instructor. This program serves approximately 500 students annually in this depressed area of Eastern Kentucky. In relation to pre/post-tests comparison, participant scores increased an average of 25% in skills and knowledge necessary to avoid alcohol, tobacco, and other drugs.

**Agency:** Kentucky Council on Child Abuse, Inc. (dba, Prevent Child Abuse Kentucky)

**Grant Number:** 2011-JAG-00813

**Project:** Annual Kids are Worth It! Conference

**Federal Funding Amount:** \$14,745

**Funding Source:** JAG FFY 2007

**Overview:** Funds from this grant provided a large portion of a law enforcement track to the 2011 Kids are Worth It! Conference. Free conference scholarships to this conference were provided to 50 law enforcement personnel across Kentucky. Prevent Child Abuse Kentucky seeks participant input and feedback and this data drives decision making and guides improvements to conference workshops.

**Agency:** Kentucky Department of Corrections

**Grant Number:** 2011-JAG-00906

**Project:** Female Reentry Program

**Federal Funding Amount:** \$131,400

**Funding Source:** JAG FFY 2010

**Overview:** Funding provided continued support to the Female Reentry Program which is designed to maintain approximately 18-20 halfway house beds to provide aftercare treatment to substance-dependent females upon release from prison. The Kentucky Department of Corrections anticipates program participants will: 1) abstain or decrease use of drugs/alcohol; 2) comply with laws and the stipulations of their parole to avoid revocation; 3) seek/earn gainful employment placements; and 4) transition into an independent living situation. As a result of the program, individuals will be able to cope with the daily stresses of life and avoid substance use and criminal activity. The overall goal of this program is to increase public safety and reduce the long-term costs associated with recidivism.

**Agency:** Kentucky Department of Corrections

**Grant Number:** 2011-JAG-00900

**Project:** Probation and Parole Radio Communication Project

**Federal Funding Amount:** \$150,000

**Funding Source:** JAG FFY 2008

**Overview:** Funding was provided to purchase radio equipment for Kentucky Department of Corrections (KyDOC) probation and parole staff. In order for the KyDOC to effectively manage a growing probation and

parole population, the use of effective radio communications equipment is vitally important. Kentucky's probation and parole staff often work alone with some of our most dangerous offenders. By providing updated standardized radio communications, during critical incidents, staff can effectively manage a situation and have the ability to reliably contact law enforcement personnel in emergency situations. This equipment is vital in protecting the citizens of the Commonwealth and providing a safe, secure and humane environment for probation and parole staff as well as offenders.

**Agency:** Nelson County Jail

**Grant Number:** 2011-JAG-00859

**Project:** Surveillance Equipment

**Federal Funding Amount:** \$29,752

**Funding Source:** JAG FFY 2008

**Overview:** JAG funds were provided to the Nelson County Jail for the installation of a new camera system which replaced a practically nonexistent system. This new camera system allowed the jail to provide a safer work environment for staff, and a safer more secure environment for the inmates housed there and the end result of improved protection for the community in general.

**Agency:** Operation Unite

**Grant Number:** 2011-JAG-00853

**Project:** Residential Substance Abuse Treatment Counselor for Reentry Program

**Federal Funding Amount:** \$28,739

**Funding Source:** JAG FFY 2010

**Overview:** Funds were used to support an additional direct primary care counselor for the West Care residential substance abuse treatment facility located in Eastern Kentucky. This facility has been able to increase its service capacity by 15 beds with the continued funding of this counselor. Funding of this project has brought increased treatment services to an area of Kentucky which is severely underserved.

**Agency:** Prodigal Ministries

**Grant Number:** 2011-JAG-00845

**Project:** Faith Based Reentry Program

**Federal Funding Amount:** \$31,488

**Funding Source:** JAG FFY 2010

**Overview:** Prodigal Ministries is a faith-based agency located in the Louisville, Kentucky, area offering transitional services to both male and female clients upon release from incarceration from Kentucky correctional facilities. This agency has three transitional centers—two male and one female and can serve up to 30 clients at any given time. Funding was continued for two part-time positions--a program director and case manager--who serve clients located at these three facilities. The additional staff funded through this grant has made a significant difference in the number of clients served as well as the quality of services provided.

**Agency:** Transitions, Incorporated

**Grant Number:** 2011-JAG-00792

**Project:** Offender Re-Entry Initiative

**Federal Funding Amount:** \$27,853

**Funding Source:** JAG FFY 2010

**Overview:** Through this project, chemically dependent adult males on pre-release status residing at Transitions' Two Rivers Treatment Center located in Northern Kentucky participate in chemical dependency treatment followed by employment readiness classes, community service, and ongoing participation in family counseling services. Through continued JAG funding, Transitions was able to provide services to over 100 male offenders.

**Agency:** West Care Kentucky, Inc.

**Grant Number:** 2011-JAG-00838

**Project:** West Care Kentucky Treatment Facility

**Federal Funding Amount:** \$26,872

**Funding Source:** JAG FFY 2010

**Overview:** West Care Kentucky's decision to locate a residential drug and alcohol treatment facility in Eastern Kentucky was in response to insufficient treatment resources available as a result of the growing drug dependency and drug abuse in this area of Kentucky. It is estimated that this district has less than 10% of the residential capacity considered necessary to meet treatment needs for persons with substance use disorders. Grant funds were used to continue funding of a case specialist to manage the clients which come from Kentucky's criminal justice system to West Care. The services provided are vital to sustain successful, long-term recovery outcomes for these clients.

**Restricted** grant funds are awarded to organizations applying for projects totaling under \$10,000 in project costs. Activities funded out of this category were primarily law enforcement projects. The following is a break down of the restricted grants funded during the FY 2011-2012 grant period, including grant number, agency, project title, federal award, and funding source.

**Federal Funding Awarded to Restricted grants: \$ 86,752**

| <b>Grant Number</b> | <b>Agency</b>                              | <b>Project Title</b>                        | <b>Federal</b> | <b>Funding Source JAG FFY</b> |
|---------------------|--|---|----------------|-------------------------------|
| 2011-JAG-00797      | Carrollton Police Dept.                    | Personal Video Recording Project            | \$1,214        | 2009                          |
| 2011-JAG-00798      | Erlanger Police Dept.                      | Police Defensive Tactics Program            | \$6,904        | 2009                          |
| 2011-JAG-00815      | Ferguson Police Dept.                      | Equipment                                   | \$7,065        | 2009                          |
| 2011-JAG-00837      | Ft. Thomas Police Dept.                    | Tasers for Patrol (Phase 2)                 | \$5,076        | 2009                          |
| 2011-JAG-00834      | Somerset Police Dept.                      | MDT Grant                                   | \$7,007        | 2009                          |
| 2011-JAG-00835      | Simpsonville Police Dept.                  | Technology Project                          | \$6,434        | 2009                          |
| 2011-JAG-00837      | Ft. Mitchell Police Dept.                  | Digital In Car Camera Program               | \$7,406        | 2009                          |
| 2011-JAG-00843      | University of Kentucky Police Dept.        | Narcotics K-9 Grant                         | \$6,375        | 2008                          |
| 2011-JAG-00849      | Bracken County Sheriff Office              | Radio Interoperability Project              | \$5,980        | 2008                          |
| 2011-JAG-00869      | Lakeside Park/Crestview Hills Police Dept. | Taser Acquisition                           | \$1,941        | 2009                          |
| 2011-JAG-00871      | Versailles Police Dept.                    | Air Cards for MDTs                          | \$7,500        | 2009                          |
| 2011-JAG-00876      | Dayton Police Dept.                        | Improving Police Services for our Community | \$3,548        | 2009                          |
| 2011-JAG-00877      | Fulton Police Dept.                        | Law Enforcement Program                     | \$6,705        | 2009                          |
| 2011-JAG-00890      | Shelbyville Police Dept.                   | Forensic Mapping Program                    | \$7,496        | 2009                          |
| 2011-JAG-00897      | Dept. of Juvenile Justice                  | Limited English Proficiency Project         | \$6,101        | 2009                          |

**Section IV**  
**Funding Allocation Summary**

## FY 2011-2012 Awards Programs Categorized by Program Area

| Program Area   | Number of Programs | Award Totals | Percentage Estimate |
|--|--------------------|--------------|---------------------|
| Multi-jurisdictional Drug Task Force Programs<br>(Programs made up of police agencies in a given area to combat illegal drug sources and suppliers through enhanced enforcement.)              | 13                 | \$2,291,365  | 75%                 |
| Unrestricted Programs<br>(Total projects \$10,000 and above, which included funding for treatment, prevention, corrections, law enforcement and general criminal justice improvement projects) | 13                 | \$688,106    | 22%                 |
| Restricted Programs<br>(Total projects under \$10,000 which included funding primarily for law enforcement projects and other general criminal justice improvement projects)                   | 15                 | \$86,752     | 3%                  |
| Totals   | 41                 | \$3,066,223  | 100%                |

## FY 2011-2012 Awards Programs Categorized by Funding Source

| Program Area                                  | Number of Programs | Award Totals | Funding Source |
|---|--------------------|--------------|----------------|
| Multi-jurisdictional Drug Task Force Programs | 13                 | \$2,291,365  | JAG FFY 2011   |
| Unrestricted Programs                         | 9                  | \$461,270    | JAG FFY 2010   |
| Unrestricted and Restricted Programs          | 14                 | \$106,736    | JAG FFY 2009   |
| Unrestricted and Restricted Programs          | 4                  | \$192,107    | JAG FFY 2008   |
| Unrestricted Programs                         | 1                  | \$14,745     | JAG FFY 2007   |
| Totals  | 41                 | \$3,066,223  |                |

**SECTION V  
ATTACHMENTS**

**GRANTS MANAGEMENT BRANCH**  
**KENTUCKY JUSTICE AND PUBLIC SAFETY CABINET**  
**PROGRAMMATIC REVIEW OF SUBGRANTEE**

|                |  |               |    |
|----------------|--|---------------|----|
| Subgrantee:    |  | Grant Number: |    |
| Grant Period:  |  | Budget:       |    |
| Project Title: |  | Federal       | \$ |
| Reviewed By:   |  | Match         | \$ |
| Review Date:   |  | Total         | \$ |

**A. GENERAL INFORMATION**

|  |            |           |            |
|--|------------|-----------|------------|
| Did monitor examine facility?  | <b>Yes</b> | <b>No</b> | <b>N/A</b> |
| Staff/Board Members/Others interviewed (Note names, titles):               |            |           |            |
| Have there been any changes in grant staff or officials since award? List: |            |           |            |
| <b>NOTES:</b>  |            |           |            |

**B. CLIENT SERVICES\***

|  |            |           |            |
|--|------------|-----------|------------|
| # Clients interviewed:   |            |           | <b>N/A</b> |
| # Client files reviewed:   |            |           | <b>N/A</b> |
| Does the project have procedures for referral for individuals that cannot be served and/or in emergency situations?  | <b>Yes</b> | <b>No</b> | <b>N/A</b> |
| Does the project maintain documentation demonstrating that client/victim services are being coordinated with other community agencies in the area?           | <b>Yes</b> | <b>No</b> | <b>N/A</b> |
| List contacts with civic groups, law enforcement, social service agencies, court systems:  |            |           |            |
| Are services offered easily accessible to clients/crime victims?   | <b>Yes</b> | <b>No</b> | <b>N/A</b> |
| Is there evidence of non-discriminatory practices in serving clients/victims of crime? How is this done?   | <b>Yes</b> | <b>No</b> | <b>N/A</b> |
| Is there written documentation of appropriate follow-up services?  | <b>Yes</b> | <b>No</b> | <b>N/A</b> |
| Is there adequate staff coverage, including emergency situations, during all hours of operations?  | <b>Yes</b> | <b>No</b> | <b>N/A</b> |
| Were sufficient client release form(s) signed to allow monitor to review client files?   | <b>Yes</b> | <b>No</b> | <b>N/A</b> |
| Are client records maintained in a systematic manner?  | <b>Yes</b> | <b>No</b> | <b>N/A</b> |
| Are client records maintained in a secure manner to assure confidentiality?  | <b>Yes</b> | <b>No</b> | <b>N/A</b> |
| Does the project have written documentation of referrals given and received from other agencies, particularly law enforcement and criminal justice agencies? | <b>Yes</b> | <b>No</b> | <b>N/A</b> |
| List services offered to agency/project clients (internal/external):   |            |           |            |

|   |            |           |            |
|---|------------|-----------|------------|
| Do staff/community believe program is assisting clients/victims in the community? Describe: | <b>Yes</b> | <b>No</b> | <b>N/A</b> |
| <b>NOTES:</b>   |            |           |            |
| <b>*Responses required for all VOCA/VAWA grantees</b>                                       |            |           |            |

**C. PROJECT ACTIVITIES**

|   |            |           |            |
|---|------------|-----------|------------|
| List services provided by this project:   |            |           |            |
| List areas served by project, noting any changes:   |            |           |            |
| Have all project activities described in application been completed? If not, which ones are incomplete?     | <b>Yes</b> | <b>No</b> | <b>N/A</b> |
| Are changes in project's scope or period anticipated? Has/will a GAN be initiated: If so, please describe:  | <b>Yes</b> | <b>No</b> | <b>N/A</b> |
| Are grant project files maintained in an orderly and systematic manner, including supporting documentation? | <b>Yes</b> | <b>No</b> | <b>N/A</b> |
| Does agency collaborate with other organizations in delivery of grant services? Describe.                   | <b>Yes</b> | <b>No</b> | <b>N/A</b> |
| Please describe community involvement/perception of program:  |            |           |            |
| What type of work is done in the course of a typical day or week?   |            |           |            |
| How does agency/project conduct outreach into the community?  |            |           |            |
| What obstacles are encountered?   |            |           |            |
| Has agency developed a region-wide prevention plan?*  | <b>Yes</b> | <b>No</b> | <b>N/A</b> |
| Does agency have current needs/resource document for each project?*   | <b>Yes</b> | <b>No</b> | <b>N/A</b> |
| Has the RPC conducted annual evaluations of the community process and outcomes?*                            | <b>Yes</b> | <b>No</b> | <b>N/A</b> |
| Does RPC staff attend coalition meetings/monitor progress?*   | <b>Yes</b> | <b>No</b> | <b>N/A</b> |
| <b>NOTES:</b>   |            |           |            |
| <b>*Responses required for all Champions grantees</b>   |            |           |            |

**D. GOAL/OBJECTIVE ACHIEVEMENT & PERFORMANCE MEASURES**

|   |            |           |            |
|---|------------|-----------|------------|
| Have all goals stated in the application been completed? If not, which ones remain incomplete?              | <b>Yes</b> | <b>No</b> | <b>N/A</b> |
| Discuss progress towards achieving the goal(s)/objective(s) of this project. Are modifications anticipated? |            |           |            |
| Have any objectives been abandoned? If so, why and how does/will that                                       | <b>Yes</b> | <b>No</b> | <b>N/A</b> |

|   |            |           |            |
|---|------------|-----------|------------|
| action affect achievement of goal?                |            |           |            |
| Is this project internally monitored for success  | <b>Yes</b> | <b>No</b> | <b>N/A</b> |
| Are records maintained on project data? Describe: | <b>Yes</b> | <b>No</b> | <b>N/A</b> |
| Is performance being achieved as expected?        | <b>Yes</b> | <b>No</b> | <b>N/A</b> |
| What problem(s) preclude achievement, if any?     |            |           |            |
| Are revisions necessary?                          | <b>Yes</b> | <b>No</b> | <b>N/A</b> |
| <b>NOTES:</b>                                     |            |           |            |
|   |            |           |            |

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**E. TRAINING AND TECHNICAL ASSISTANCE**

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|   |            |           |            |
|---|------------|-----------|------------|
| List training and technical assistance needs identified by project personnel:                                       |            |           |            |
| Have project personnel received any special training or technical assistance as a result of this project? Describe: | <b>Yes</b> | <b>No</b> | <b>N/A</b> |
| Does the project/agency provide training to unpaid and paid staff?*   | <b>Yes</b> | <b>No</b> | <b>N/A</b> |
| Do personnel receive training on assisting victims in applying for victim compensation?*                            | <b>Yes</b> | <b>No</b> | <b>N/A</b> |
| Are training and technical assistance needs budgeted in grant adequate?*  | <b>Yes</b> | <b>No</b> | <b>N/A</b> |
| What training has been completed or planned to meet the 24 hour VOCA/VAWA requirement?*                             |            |           |            |
| <b>NOTES:</b>   |            |           |            |
|   |            |           |            |
| <b>*Responses required for all VOCA/VAWA grantees</b>   |            |           |            |

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**F. ADMINISTRATIVE**

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**FUND CONTROL**

|   |            |           |            |
|---|------------|-----------|------------|
| Are expenditures commensurate with project progress and budget categories? (Ex. If visit occurs six months into project, is there more or less than half the granted amount left?)                | <b>Yes</b> | <b>No</b> | <b>N/A</b> |
| Does agency anticipate that any grant award funds will be deobligated? Estimated amount:  | <b>Yes</b> | <b>No</b> | <b>N/A</b> |
| Have steps been taken to insure that personnel costs and/or other expenses associated with fund raising are not financed with federal or match funds?   | <b>Yes</b> | <b>No</b> | <b>N/A</b> |
| Have steps been taken to insure that federal or match funds for personnel costs (direct or indirect) will not be used for lobbying of any law, regulation, or policy, at any level of government? | <b>Yes</b> | <b>No</b> | <b>N/A</b> |
| If examined (i.e., LSF, CHMP grants), does agency have an established accounting system sufficient to track expenses and avoid commingling of funds?  | <b>Yes</b> | <b>No</b> | <b>N/A</b> |
| If examined (i.e., LSF, CHMP grants), do all transactions appear to be properly approved by program and fiscal administration?  | <b>Yes</b> | <b>No</b> | <b>N/A</b> |

|   |            |           |            |
|---|------------|-----------|------------|
| If examined (i.e., LSF, CHMP grants), does the agency generate internal reports to show assignment of expenditures and receipts?    | <b>Yes</b> | <b>No</b> | <b>N/A</b> |
| Is all program income (including asset seizures and forfeitures) earned as a direct result of this grant currently reported to GMB? | <b>Yes</b> | <b>No</b> | <b>N/A</b> |
| Is GMB prior approval sought for all projects/expenditures funded with program income earned as a direct result of this grant?      | <b>Yes</b> | <b>No</b> | <b>N/A</b> |

**NOTES:**

**See Financial On-Site Visit Questionnaire for further details.**

**PERSONNEL**

|  |            |           |            |
|--|------------|-----------|------------|
| Are personnel costs included in the project?   | <b>Yes</b> | <b>No</b> | <b>N/A</b> |
| Have all project staff been employed? Where applicable, are positions backfilled to avoid supplanting? | <b>Yes</b> | <b>No</b> | <b>N/A</b> |
| Is there documentation of time and attendance, with signatures of staff/volunteer and supervisor?      | <b>Yes</b> | <b>No</b> | <b>N/A</b> |
| Were completed grant personnel timesheets examined?  | <b>Yes</b> | <b>No</b> | <b>N/A</b> |
| Were completed grant volunteer timesheets examined?  | <b>Yes</b> | <b>No</b> | <b>N/A</b> |
| Do timesheets properly reflect time and activities designated to project?                              | <b>Yes</b> | <b>No</b> | <b>N/A</b> |
| If 100% of time not designated to project activities, is time designated correctly?                    | <b>Yes</b> | <b>No</b> | <b>N/A</b> |
| Is there evidence that staff credentials meet the criteria for professional positions?*                | <b>Yes</b> | <b>No</b> | <b>N/A</b> |
| Does the project have an active volunteer program?*  | <b>Yes</b> | <b>No</b> | <b>N/A</b> |
| Does the project provide appropriate supervision to direct service providers of the project?*          | <b>Yes</b> | <b>No</b> | <b>N/A</b> |
| Does the agency routinely notify GMB of personnel changes during the grant year?                       | <b>Yes</b> | <b>No</b> | <b>N/A</b> |

**NOTES:**

**\*Responses required for all VOCA/VAWA grantees**

**EQUIPMENT**

|   |            |           |            |
|---|------------|-----------|------------|
| Have all requested equipment items been purchased within required period?                         | <b>Yes</b> | <b>No</b> | <b>N/A</b> |
| Has all equipment been properly inventoried (inventory tags, documentation, recorded in database) | <b>Yes</b> | <b>No</b> | <b>N/A</b> |
| Is equipment being used as indicated by the grant?  | <b>Yes</b> | <b>No</b> | <b>N/A</b> |

**NOTES:**

**TRAVEL**

|  |            |           |            |
|--|------------|-----------|------------|
| Are budgeted travel funds sufficient for program activities?               | <b>Yes</b> | <b>No</b> | <b>N/A</b> |
| Have travel funds been expended to date, with GMB approval, if applicable? | <b>Yes</b> | <b>No</b> | <b>N/A</b> |
| Are expenditures for travel substantiated by adequate documentation?       | <b>Yes</b> | <b>No</b> | <b>N/A</b> |
| <b>NOTES:</b>  |            |           |            |

**REPORTING**

|   |            |           |            |
|---|------------|-----------|------------|
| Are Program Reports submitted in a timely manner?   | <b>Yes</b> | <b>No</b> | <b>N/A</b> |
| Are Program Reports completed to GMB's guidelines? List changes that may improve the information currently being submitted:   | <b>Yes</b> | <b>No</b> | <b>N/A</b> |
| If examined (i.e., LSF, CHMP grants), are Financial Reports submitted in a timely manner?   | <b>Yes</b> | <b>No</b> | <b>N/A</b> |
| If examined (i.e., LSF, CHMP grants), are Financial Reports completed to GMB's guidelines? List changes that may improve the information currently being submitted: | <b>Yes</b> | <b>No</b> | <b>N/A</b> |
| Does agency require/request any assistance with reporting?  | <b>Yes</b> | <b>No</b> | <b>N/A</b> |
| Has agency submitted supporting documentation as requested?   | <b>Yes</b> | <b>No</b> | <b>N/A</b> |
| <b>NOTES:</b>   |            |           |            |

**AWARD CONDITIONS**

|  |            |           |            |
|--|------------|-----------|------------|
| Was award made with Special Conditions? If yes are conditions/issues satisfied?              | <b>Yes</b> | <b>No</b> | <b>N/A</b> |
| Is agency required to complete an EEO Plan?  | <b>Yes</b> | <b>No</b> | <b>N/A</b> |
| Is a copy of the plan available?   | <b>Yes</b> | <b>No</b> | <b>N/A</b> |
| Does agency provide meaningful access to individuals with limited English proficiency (LEP)? | <b>Yes</b> | <b>No</b> | <b>N/A</b> |
| Is a copy of the LEP plan available?   | <b>Yes</b> | <b>No</b> | <b>N/A</b> |
| <b>NOTES:</b>  |            |           |            |

**OTHER**

|   |            |           |            |
|---|------------|-----------|------------|
| Have any findings of discrimination been entered against your agency? Describe findings or pending investigations:  | <b>Yes</b> | <b>No</b> | <b>N/A</b> |
| Are any incidences of fraud known or suspected to have occurred within the agency or subcontractors? Describe pending investigations or known incidences: | <b>Yes</b> | <b>No</b> | <b>N/A</b> |
| Does the agency have sufficient policies and procedures in place to administer grant funded and other agency programs? Was agency Policy &                | <b>Yes</b> | <b>No</b> | <b>N/A</b> |

|  |            |           |            |
|--|------------|-----------|------------|
| Procedures Manual, or comparable, available for review?  |            |           |            |
| Does the agency routinely notify GMB of changes during the grant year?   | <b>Yes</b> | <b>No</b> | <b>N/A</b> |
| Does the agency have any other issues of concern related to its grant program staff, operations, etc?          | <b>Yes</b> | <b>No</b> | <b>N/A</b> |
| Agency supervised by:<br>Governmental Agency (Specify):<br>Administrative Board (Specify):<br>Other (Specify): |            |           |            |
| Does agency have an Advisory Board?  | <b>Yes</b> | <b>No</b> | <b>N/A</b> |
| <b>NOTES:</b>  |            |           |            |

-----  
**G. ACTION ISSUES/PLAN**  
 -----

List deficiencies/problems identified and date to complete revision(s).

| <b>Action Issues</b>                   | <b>Completion Date</b> |
|--|------------------------|
|  |                        |
|  |                        |
|  |                        |
|  |                        |
|  |                        |
|  |                        |
| <i>May add more rows as necessary.</i> |                        |
| <b>NOTES:</b>                          |                        |

**H. MONITOR'S COMMENTS AND RECOMMENDATIONS**

Monitor's Signature:

Date:

# **QUARTERLY PROGRAM REPORT**

You are here:

## **PART A - GENERAL PROJECT INFORMATION**

### **Instructions**

- Required fields are marked with an \*.
- When you are finished filling out this page, please click SAVE. You must SAVE before proceeding or you will lose data.

The Kentucky Justice & Public Safety Cabinet's Grants Management Branch will submit data from this report to the Bureau of Justice Assistance at the end of each grant year or the termination of a subgrant project, whichever occurs first. The report's purpose is to collect performance information on subgrant recipients and projects. This data is used by BJA for program activity reports to the Administration, the Congress, and the States.

### **Project Title:**

### **Reported By:**

**Contact Person:**

**Title:**

**Phone:**

**Email:**

Describe the progress the subgrantee has made toward obtaining state or local funds to continue this project.

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Please describe any collaborative efforts made with outside agencies to accomplish project goals.

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During the reported quarter, have there been changes or alterations to original program goals and objectives?

**Yes**  **No**

If Yes, Please Explain:

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## Created By:

You are here:

## PART B - PERFORMANCE ASSESSMENT

### Instructions

- Required fields are marked with an \*.
- When you are finished filling out this page, please click SAVE. You must SAVE before proceeding or you will lose data.

**Project Description:** Provide a concise narrative description of the project from available application documents incorporating the goal statement. The description should not deviate from the description provided in the approved application.



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**Project Objectives:** List the specific objectives - those stated in the approved application:



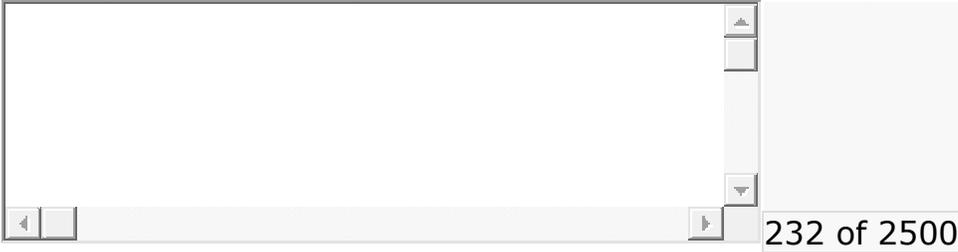
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**Project Activities:** Report project activities put in place to implement the project. Discuss only those activities occurring during the period for which this report is provided. The project activities should be linked to the specific objectives of the project. *This is the most important piece of the Progress Report.*



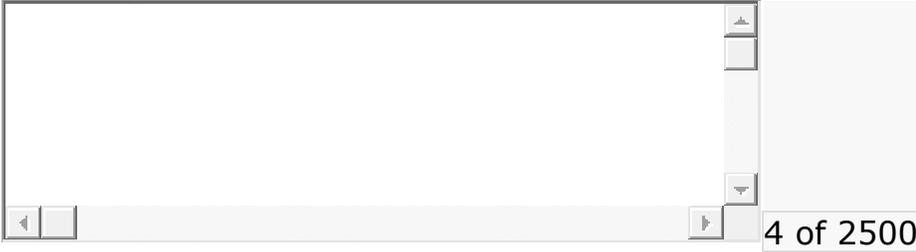
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**Outcome/Impact Indicators:** Report performance indicators that document the accomplishment of objectives for the current reporting period.



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**Problems Encountered:** Report any problems, how they affected the project and how they were handled.



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***Related Pages***