

**Office of Juvenile Justice and Delinquency Prevention  
State Relations and Assistance Division  
Title II, Category 2 Webinar  
February 12, 2020**

**Welcome and Roll Call**

**Katie Penkoff, Senior TA Consultant, Center for Coordinated Assistance to States (CCAS)**

Good day everyone, we would like to welcome you to the Office of Juvenile Justice and Delinquency Prevention (OJJDP) FY20 Title II, Category 2 Webinar. We're going to go over a few housekeeping slides and information before turning it over to OJJDP Leadership to kick off the webinar today. All participants have entered in listen only mode and this is to help us ensure the quality of the webinar experience and the information that is shared.

As you can see, the roll call instructions are to let us know in the general chat box, your full name, the state or territory you represent, and the full names of anyone viewing or listening with you today. If you've joined the audio only portion of the call, you maybe perhaps could not join via computer, please email us at [CCAS@air.org](mailto:CCAS@air.org) and let us know if you are in attendance, your full name of course, your state or territory and anyone who is listening in with you. That way we can be sure to provide OJJDP a full list of everybody who was present for the webinar or call portion today.

So, thank you so much. And again, I have an example here to show you the information that we're looking for there in the general chat. We are also hoping that you will post any questions that you have for our presenters today in the general chat box. And your questions will be answered during designated question and answer periods within today's presentation. So again, please use that chat for any challenges you might be having in terms of technical issues or to pose any questions that you may have based on the information that you are learning today.

We are closely monitoring the CCAS inbox. Again, please let us know either in the general chat or in the email at [CCAS@air.org](mailto:CCAS@air.org) if you are experiencing any issues and we will do our best in real time to assist you in addressing any issue that you might be having. I am now going to turn the meeting over to OJJDP Leadership to provide a welcome and to get the presentation started today. Thanks so much.

<b>Organization</b>	<b>Attendee</b>
<b>OJJDP</b>	TeNeane Bradford
	Julie Herr
	Tina Borner
	Kathy Manning
	Ashley Washington
<b>CCAS</b>	Okori Christopher
	Katie Penkoff
	Cassy Blakely
	Kia Jackson
	Kenya Roy

State/Territory	Attendees
1. Alabama	Jennifer Pembrook Brian Forster Letta Gorman
2. Alaska	Ellen Hackenmueller
3. American Samoa	
4. Arizona	
5. Arkansas	Natalie Snow Ocie Hunter Jr. Ricky Gaston Sheila Foster Marq Golden
6. California	Eloisa Tuitama Timothy Polasik
7. Colorado	Kelly Abbott Anna Lopez Mona Barnes
8. Connecticut	
9. Delaware	
10. District of Columbia	Melissa Milchman
11. Florida	Minnora Bishop Dionne Anderson Jackie Helm-Singleton Alice Sims Eugene Morris
12. Georgia	Keima Davis Haley Dunn McKinney Stephanie Mikkelsen
13. Guam	Danielle Camacho Gregorio Artero
14. Hawaii	Shannessy Ahu Josue Osegueda John Paekuku
15. Idaho	
16. Illinois	
17. Indiana	Renee White Adam Winkler Michael Ross
18. Iowa	
19. Kansas	Brock Landwehr
20. Kentucky	Marjorie Stanek
21. Louisiana	
22. Maine	

<b>State/Territory</b>	<b>Attendees</b>
23. Maryland	Bill Harper William Jernigan
24. Massachusetts	Patricia Bergin
25. Michigan	Paul Elam Melinda Fandel Robb Burroughs
26. Minnesota	
27. Mississippi	Jackie Ledger
28. Missouri	Jake Garrison
29. Montana	Mark Thatcher
30. Nebraska	
31. Nevada	
32. New Hampshire	
33. New Jersey	Kelly Hourigan Jilliam Dunyak Shaniqua McRae
34. New Mexico	Steven Brooks Samantha Lucas Bill Kearney
35. New York	
36. North Carolina	Marty Brown Diane Barber-Whitaker
37. North Dakota	
38. Northern Marianas Islands	Joylynn Atalig
39. Ohio	Danny Turek
40. Oklahoma	Laura Broyles
41. Oregon	Anya Sekino Ryan Shands Sonji Moore Lindsey Schoonover
42. Pennsylvania	Lenore Wyant Marcy Szumanski
43. Puerto Rico	Natalia Rios
44. Rhode Island	Gina Tocco
45. South Carolina	Trevon Fordham
46. South Dakota	Heather Van Hunnik
47. Tennessee	Zanira Whitfield Vicki Taylor Craig Hargrow
48. Texas	
49. Utah	

<b>State/Territory</b>	<b>Attendees</b>
50. Vermont	Elizabeth Morris RJ Vallie
51. Virgin Islands	
52. Virginia	Greg Hopkins Ken Stables Laurel Marks
53. Washington	
54. West Virginia	
55. Wisconsin	Sabrina Gentile Allison Budzinski Justin Wolff
56. Wyoming	Brandon Schimelpfenig

**Welcome from Dr. TeNeane Bradford**

**Dr. TeNeane Bradford, Association Administrator, OJJDP, State Relations & Assistance Division (SRAD)**

Good afternoon everyone, we are so excited to join you today and engage in this webinar. I know many of you have anticipated having discussion and hearing information about Category II for this fiscal year submission. You will have your seasoned players in SRAD to help give you that information today. We are excited to also talk a little bit about, in their welcome and introduction, the State Advisory Group (SAG) calls we will start having. We will be positively and proactively engaging SAG members now as we do with the Juvenile Justice (JJ) Specialist, Compliance Monitor, and RED Coordinator calls. So, we are excited about that.

We will also be helping to get you the save the date and hotel information about the conference coming up hopefully. We are looking at October, but we cannot promise that. But of course, in Caren's absence, I try to be as transparent as possible and let you know that we have a few hiccups, but we are still planning to definitely have a national conference and we are hoping it is right there in the October area. But as soon as we know, we will let you know. We will get letters out, we will follow those procedures. And we are hoping to, by late winter, early spring, also kind of have some dates and a place in mind for the following year's conference. I have asked the POC (point of contact) that works with our wonderful CCAS (Center for Coordinated Assistance to States) provider, to begin working on that as well.

Many of you have been in touch with us around having Program Managers in this division come and speak to your State Advisory Groups, provide (JJRA) Juvenile Justice Reform Act updates or explain some more in detail about things that we're in our [2018 JJRA Fact Sheet](#). And so, we are listing those, figuring out how to make sure that we meet all of your needs. We will partner with CCAS in some of those situations to provide those updates. But we will be making sure that every single request gets met as soon as possible. So, we are excited about that engagement and continue to build relationships.

Please also be reminded that TTA (training and technical assistance) is available and if you reach out to your Program Manager and/or Keisha Kersey who is now the POC for technical assistance under CCAS. We will arrange to try to make sure your needs are met. So, I am not going to take up too much time

stealing the air. I'm going to pass the next portion of the webinar to Kathy.

## **FY20 Title II, Category 2 Webinar**

### **Kathy Manning, Program Manager, OJJDP, SRAD**

Great. Thanks very much, TeNeane. Good afternoon everyone, this is Kathy Manning and once again, welcome to the FY20 Title II, Category 2 Webinar. Let me just pull up my screen to share while I am introducing what we are going to talk about here. Okay, thank you. So again, this webinar is specific to the Category 2 deadline. Many of you were able to join us for the call that we had on December 18th, that was the Category 1 Webinar. And if you were not able to join us or you would like a refresher, we did send out, or CCAS sent out, over the listserv, an email on January 15th, with the transcript and recording of the Category 1 Webinar with instructions on how to submit for Category 1.

And one of the reasons why I am emphasizing that right now is because hopefully you are intimately familiar with the fact that this Friday, February 14th, is the Category 1 deadline. I want to make note of these deadlines. Category 1 again, is due this Friday, February 14th. Category 2, which we will be discussing on this call, is due March 30th. To be clear, that is March 30th, not the 31st, the last day of the month, March 30th. And both of these deadlines, February 14th and March 30th, you may note on page two, the deadline is actually 8 PM Eastern Time. So, there is a specific time to submit your applications by. I see that a number of states have been submitting their applications for Category 1 already. Thank you very much. And there are a number more yet to be submitted. So, we are tracking that. I look forward to receiving the rest of your applications this Friday by 8 PM Eastern.

### **Category 2 Requirements – Programmatic Portion**

But today, as said, we are going to focus on the Category 2 requirements, the March 30th deadline. I will be speaking a bit about the programmatic portion, Tina Borner will talk about the RED portions, racial and ethnic disparities, and Julie Herr will be discussing compliance. So I want to move right ahead to the cheat sheet that I often refer to on pages four and five of [the solicitation](#). And I'm specifically going to go to page five because that is where we talk about what's due under Category 2.

So one moment, let me flip over to this other screen where you can see all of the solicitation files for FY20. So the [program announcement](#) is the body of the solicitation and that is what I will be using for my comments today. But you see here in this [list of links](#), you see all of the related links, forms, certifications that we refer to throughout the solicitation. So I am going back to the program announcement, which is the first item in that list of links and I am specifically on [page five](#). And I actually am going to focus here on the section of what is due via GMS (Grants Management System). Tina and Julie will be talking about things that are due outside of GMS but everything that I am discussing are the things that will be submitted in GMS.

What I want to do first is just walk through this bulleted list of items and then I am going to circle back and come back in a little more detail on a few of them. But just pretty briefly, some of them are fairly straightforward. You will see here under "via GMS," the first bullet point says, "Project Abstract." [On page nine of the solicitation](#), there is a little description there of what we are looking for in the project abstract. This is just a summary of your project and it is something that will be used for public consumption whenever we need to describe what you are doing with your application. So, we are asking

you to refer to page nine to see what is needed in that project abstract.

The next two items on this bulleted list I am going to come back to. This is about more of the narrative information that is due in Category 2. So, I am going to circle back to those in just a minute. The next bullet point, "state agency contact information," again, this is our list we need you to fill out. You see the link on that other page, fill out who is currently filling various positions in your state agency at this moment. We use this for the listservs. For example, TeNeane just talked about being in contact with your State Advisory Group chairs and so on. We use it on our website, we use it for listservs. So, we need your current state agency contact information.

Disclosure of Lobbying Activities Form, this is one of the standard requirements to be submitted with an application. Again, I know you are not lobbying with your Title II funds, so please fill out the form and submit it indicating that you are not. And [on page 15](#), there is additional guidance about this. I want to pause for a second and give my disclaimer that I gave again in the Category 1 call that we did. We are really focusing on highlights and the key areas that we think people might have questions about, but please do not let this conversation substitute for reading the solicitation and all the related documents in its entirety.

We do not cover every single point that is included in the solicitation. So, it is important for you to be sure to do that on your own, to read through the solicitation in its entirety and let us know what questions you may have when you have done so.

The next bullet point, "Disclosure of pending applications," again, this is a standard part of an application submission and there is additional guidance about that on [page 15](#). The bullet point about, "Request for waiver of pass-through requirement, if applicable," this is not applicable to all, but this is for those states who may be eligible for a [waiver of the 66 and 2/3 pass-through requirement](#). If your state operates in such a way that the state bears the burden for JJ (juvenile justice) services and if you meet that eligibility requirement, and you are able to demonstrate that to us, it may result in a reduction or a waiver of that requirement.

So if you have been approved in the past for a waiver of the pass-through, that waiver applied to the year that you requested it for and were approved for, so you would need to request a renewal, even when you have been approved in the past. Each year, you need to request a renewal of it. So, there is guidance on that page about it if nothing has changed since you previously demonstrated that your state bears the burden and therefore the waiver could be approved. You do not need to prove your case all over again if it is the exact same case. You simply submit a letter requesting approval for renewal of the waiver.

And then the final bullet point, I think frankly tends not to apply to anyone. There are some specific rules and requirements if you are using Title II funds for something that meets the OJP (Office of Justice Programs) definition of research. In recent years, this has not applied to anyone based on what you have told us. There are many additional requirements, privacy certificates, IRB (Institutional Review Board) approval, if you were in fact using Title II funds but I think you all have found it is easier not to use Title II funds for anything that meets the definition of research. So I think very few to none of you would need to provide that information.

So, having done a quick run through of that list, I want to focus in on the narrative portion and specifically what is a little bit different this year with the FY20 solicitation. So, most of you are very familiar with the fact that this solicitation is the first one in which narrative requirement changes that came about as a result of the reauthorization are now being incorporated into this solicitation. This is the first one where those narratives are being incorporated.

So, this year, all states and territories, every single state and territory, will need to provide an addendum to your previous 3-year plan. That addendum is the document that will address the new narratives required under the reauthorization. On [pages 9 and 10](#), there is a list of what is to be addressed in that addendum. I am not going to read every single one, but it is the narrative such as, "Describe how the state plan is supported by or takes into account, adolescent development. Contain a plan to provide alternatives to detention for status offenders, survivors of commercial sexual exploitation, etc." You see the bulleted list there that begins in the middle of page 9 under, "Program Narrative."

Most of you were able to join us when we had a call back in August with Administrator Harp and she spoke at length about the expectations around this narrative. These are points that say, "Describe how the state is doing or will do blah, blah, blah." As Administrator Harp talked about in that call in August, she said, "We are not looking for a 40 page plan on each of these items." Some of these are things you are already doing and have been doing for quite some time probably. Others are new. We are looking for a brief narrative around, "Are you already doing this? If so, what?" Or, you are not doing this yet. Okay, but now you are thinking, "Okay, it is time to start developing a plan around this." Tell us what you're thinking that you will develop in terms of a plan around it.

It is okay that you do not have a plan yet for all of these things. We are looking for you to tell us how you are going to develop, how you are going to move forward with developing a plan. So again, this should not be overly burdensome because we are not looking for lengthy, extensive demonstration of how you have already been doing these things. Tell us what you have, tell us what you do not have, tell us what you are thinking about to put in place moving forward based on these new requirements. So again, that is what we are considering to be the addendum that every state and territory will submit this year.

Now, going back to sort of the regular, "What do we do in an update year?," this FY20 solicitation is year three of your current 3-year plan. FY18 was the first year of your current 3-year plan, so this is the third and final year of this 3-year plan. If you have no other changes to your currently approved plan, other than this addendum which you are going to submit, then we want you to submit an attachment that simply says, "We have no other changes to our previously approved 3-year plan."

Sometimes I get questions around, "How do I know what my previously approved... How do I know if my plan was approved?" Your award is evidence of your plan having been approved. So if you have a Title II award, then your 3-year plan was approved. So other than the new narrative and the addendum, if you have nothing else new to add for the plan that we already have for you, you can simply submit an attachment that says, "We have no changes to our currently approved 3-year plan."

If you do have other changes, for example, maybe you have a new governor in your state who has new priorities. Maybe something in the juvenile crime analysis in your state has changed and you have a new area that has become a big problem, is a big focus area for you all now, something that you were not working on before. If you do have changes to the plan that we are familiar with for you, then you would go ahead and submit the narrative related to that. And by that, I mean the things starting [on page 11](#)

where it talks about description of the issue, analysis of the problems and the needs, goals and objectives. This is to give us the background of, "We used to be doing this one program area, we are not going to be doing it any more for the following reasons. Here is why this program area is a problem and a need in our state." And then goals and objectives, "Here's what we are going to be doing about it." So, the narrative that supports what it is you are changing.

Again, if you are not changing anything, you just submit that simple statement, "We have no changes to our 3-year plan." Sometimes in these update years, year two or year three, I am asked, "Do we need to submit a whole new crime analysis?" No, you do not. Only if you are changing something about your plan, you are working in a new area and a new direction and you have not sort of documented for us why that is a need, then you would tell us why that is a need, but you do not submit a new juvenile crime analysis in an update year.

So I am going to pause for a moment and see if any questions have come in through the chat. And while I am looking for that, let me offer the commercial. So, as I am about to, in a moment, turn the mic over to Tina, but as each of us do our portions of the presentation, I want to encourage you to be typing questions into the chat box. And each of us will pause at the end of our sections and address any questions that have come in so far for each one of us so that we can handle them in the moment. But throughout, if you have questions at any point, go ahead and type them into the chat box and we can move back at the end of our presentation to make sure we have captured any questions.

But so far, it looks like for me, we have no questions on those particular bullet points that I covered. So, I am going to turn it over to my colleague Tina and then again, I will loop back at the end and see if any questions came in for me. But with that, I am going to turn it over to Tina.

### **Category 2 Requirements – Racial and Ethnic Disparities**

#### **Tina Borner, Program Manager, OJJDP, SRAD**

Good afternoon everyone. I am going to talk about the requirements for the racial and ethnic disparities (RED) that is going to be required. And I am not going to talk and go completely in depth on this because on February 8th we had a large webinar where we talked about everything racial and ethnic disparities and in the email, January 8th, that you received yesterday from CCAS. The information and the notes from that call and the slides were all included. So, if you need some more in depth information, please take a look at that document. And you can always give a call and ask your SRAD Program Manager for any clarifying questions.

But [this document](#) that is showing right now, just talks about the RED plans and what is required and needed for your RED submissions this year. If you look at the bottom, the phase one, what we are calling phase one, is a data collection point. So, there are five data collection points that need to be developed. Also, I want to just highlight and reiterate here that the Relative Rate Index, the RRI data, cannot be used in lieu of the data that we are requesting. So just be aware of that. We are not saying that you cannot use RRI data, but that is something that, as a state, you are wanting to do, please feel free and do that, but for our purposes for RED submissions, that is not going to be an acceptable data source.

So on phase two, "Develop an action plan," there are six questions that are listed there that need to be answered. And just like what Kathy was saying, they are succinct answers. They do not have to be anything long or drawn out, but we are really focusing on what it is you as a state are going to be doing



for racial and ethnic disparities in the coming year. What is new for this year is phase three where it says, "Conduct an outcome-based evaluation." There are six questions there. Last year, this is an evaluation of what happened in FY19. So those questions are based on, "What happened? Did you make the goals that you had talked about? Or had let us know that you were going to do? If not, were there any barriers, etc.?"

So I have included this document as a downloadable file on this webinar as well as both of the data guides, the Racial and Ethnic Disparity Guides, that are good examples or documents that can be used for states and territories in order to provide us with the data and the information for those five collected contact points. You will see there are two on there. There is one that has the regular race categories on there and then there is another one where we are having the territories talk to us and provide us information by ethnicity. So the second one is where the territories are able to make changes to the document and put the ethnicities instead of the race category for their territory.

### **Questions from States & Territories**

**Tina Borner, OJJDP** – I think that is all that I have right now. I am sorry, I am looking at a question.

**Question:** "If we are modifying a RED plan, do we need to address this in the addendum for the changes to state plan?"

**Response:** No, the RED plan is separate from your state plan. So, the RED plan gets uploaded and submitted separately from your overall state plan. So, the RED submission will be going into the compliance monitoring tool or the CMT, not into GMS with the state plan.

**Kathy Manning, OJJDP** – Can I add one extra piece on that? That made me think a little bit further in saying that, this is Kathy again. The points that I talked about where every state will submit an addendum that includes the new narrative required by the re-authorization, that addendum should include only the information requested in those bullet points that start on [page nine](#). "Describe how the state plans to do this, describe how the state plans to do that." We want that addendum to be specific to the narrative that is new, that is required in the re-authorization.

Secondly, every state will submit another piece of paper, and for most of you it will be very brief, and it will say, "We have no changes." But please put that on a separate piece of paper, so that these are clearly two different documents. Everybody will submit the narrative, the new narrative info in one document, everybody will submit a second, separate document which probably will say, "We have no changes to our previously approved plan." But if you do have changes, put that in that separate document that is about changes that is distinct from the new narrative required by the reauthorization. I hope I made that clear. Thank you.

**Tina Borner, OJJDP** – Okay, I see a question here from Shannessy and that is a question that we are going to have to talk about offline and so I will be getting back to you on that one.

## **A Note about Requests for Extensions**

**Tina Borner, Program Manager, OJJDP, SRAD**

Okay, so before I pass the baton to Julie who is going to get really into the meat of all the great compliance information, I want to let everybody know, because it was in the listserv message that went out yesterday and another listserv message that went out at the beginning of the month in regards to states who may need to apply for an extension of the reporting of the compliance and RED plan materials, so just like every year, if a state has a good reason and good cause and they would like to apply for an extension, you have the ability to make that request to Administrator Harp and she has the ability to grant that extension.

Now, know that if it is granted, those materials will be extended until April 29th, not the 30th, April 29th. And these requests need to be into the Office no later than 5 PM Eastern Time on Friday, March 13th. So, if you need an extension or you think you are going to need an extension, then please feel free to send the information or the request. And there is a specific email address that those requests need to be sent to. They need to be on agency letterhead, they can be signed by the JJ Specialist or your agency head, but we want to make sure that it is understood that this extension is only for the compliance and the RED submission.

This does not apply to the programmatic and other application requirements that are due March 30th. Those are still due in GMS on March 30th. So, I wanted to put a plug in for that and let you know that that is available. And if you have any questions, please feel free to reach out to your Program Manager.

## **Questions from States & Territories, cont.**

**Kathy Manning, OJJDP** – While Tina is reviewing a couple of questions that have come in, this is Kathy again, I see a question that came in that I can address.

**Question:** There is a question, "Because of the 75% rule now being enforced, we will have substantial changes. How should we approach that situation?"

**Response:** So this question is asking about the requirement that is in the JJDPA that you send 75% of your Title II funds, other than your SAG allocation, on [specific program areas that are named in the act](#).

We allow you to spend on additional project categories that are allowable in your budget, but there are some program areas specifically named in the act that you must spend at least 75% of your budget on. So, it is a good question, I appreciate the person who raised it. So, if you are going to be changing which program areas you are working on, we would want you to submit that in that narrative that I talked about. In this case, you would not say, "We have no changes." You would say, "We have the following changes." And you would describe what programs or areas you are going to be working in and why.

It is quite possible that you are actually still doing the same thing that you were already doing just you were calling it under one program area, but it actually also sits under a different program area. So, it is quite possible that you already have the information about goals, objectives, need, if that is the scenario that you are still going to be doing the same thing but now it fits under a different program area. So, tell us that. If that is not what the case is and you truly are entirely changing what you are doing then again, we would want you to spell out that need for us and what your goals and objectives are.

So in either of those cases, you would not say, "We have no changes." You would spell out those changes. So, I hope that helps.

**Tina Borner, OJJDP** – Okay. I see a question here regarding if a new plan has to be developed...

**Question:** "With a Category 2 dealing with RED plan, do we have to develop a new action plan along with outcome-based evaluation from FY19?"

**Response:** No. Phase one deals with the current year, so FY20. We want to know in FY20 what it is that you are going to do and answer those six questions around racial and ethnic disparities and what the state is going to do to address that.

So the outcome-based evaluation portion is you are evaluating what you did last year, what happened last year. So phase one will talk about what you are going to be doing moving forward in FY20 and phase three talks about what you found in your evaluation of what you had said you were going to do in FY19.

**Tina Borner, OJJDP** – This question is more for Julie but I'm going to go ahead and answer it and she will go more in depth on it.

**Question:** "Excel reporting sheet for compliance monitoring data be provided?"

**Response:** No. We have moved away from a Excel spreadsheet. We have moved to a survey inside the compliance monitoring tool. And Julie is going to go in depth on that information for you so you will know. That's how you're going to submit your compliance data.

**Kathy Manning, OJJDP** – This next question is for me.

**Question:** Someone's asking, "Where do we find the list of programs that fall under the 75% rule?"

**Response:** So if you go to the [budget detail worksheet page](#) which again, you do not know your real allocations because you have not sent in your real budget yet, but you do want to know what your plan is going to be, if you go to the actual budget detail worksheet, at the very top of it, it talks about the 75% rule and it includes the citation in the act where that can be found. So I will refer you to looking at the budget detail worksheet and the very top of that page names the specific program areas.

Again, you will see in the budget detail worksheet, we do allow other categories to spend money on as well, but 75% has to be among those listed there. With that, I know it is complicated and it is a little hard to speak about it very broadly. So I will say, if anybody has follow-up questions about that 75% rule and the budget, I would refer you to your Program Manager and we are happy to talk through it in more detail with you because it helps to be specific with the state on that.

**Tina Borner, OJJDP**

Okay. So, I am done speaking about racial and ethnic disparities. If you still have questions, please feel free to type them in the general chat box. And so now I will be sending it over to Julie.

## Category 2 Requirements – Compliance

**Julie Herr, Program Manager, OJJDP, SRAD**

Great. Thank you very much, Tina. And if you all will give me just one minute, I am getting ready to share my screen. And we are going to go ahead and continue talking about the compliance portion of the solicitation. So, I am looking at Kathy's computer, it looks like this is up on everyone's screen now. So much like Kathy, what I am going to do is I am going to start on [page five](#) of the solicitation. This is that handy-dandy list that Kathy referenced earlier that talks about all of the items, has a bulleted list of all the items that are due under Category 2.

So we are sort of working in reverse order today. I am now going to be talking about the items that are due to the [OJJDP compliance reporting tool](#) beginning with this first bullet which is of course, your state compliance data. So, as we had a question about a few minutes ago, we are not going to be using the Excel spreadsheet as a submission tool for the compliance data anymore. We talked a little bit about this at the conference in Kansas City this fall. We have actually, finally, figured out how to take that entire Excel reporting tool that you used last year and we have integrated it into the Compliance Monitoring Tool (CMT) where you have been uploading your information for the past several years.

So in just a few minutes, when I am done walking through this list, what I am going to do is I am going to pull up the compliance monitoring tool and I am going to show you exactly where that is and what that looks like. So, I will be talking more about that in just a few minutes. But as Kathy and Tina both mentioned, before I go any further, just do keep in mind that all of your compliance materials are due to OJJDP by March 30th and that is at 8 PM. Again, I spoke with someone the other day who was, I think, confused with thinking the deadline here was March 31st because of course that is the last day of the month. It is not March 31st, it is actually March 30th.

One other note about the Compliance Monitoring Tool, when you are uploading your materials, again, it is 8PM Eastern Time. The tool is not actually going to lock you out. So if you happen to be one of those last minute type folks who is online still typing at 7:59 PM on March 30th, which I do not recommend by the way, and you notice that the clock is switched over to 8:00 PM and you have not been locked out, that does not mean that you are good to go. Your submissions are all going to be date and time stamped. So even though you are actually not locked out of the system, we do go through and look at the submissions, and if we see anyone who submitted after 8:00 PM on March 30th, then that submission is disqualified. So please make sure that you keep that in mind and that you do your work early.

So the second item you will see here on the list is the training policy certification. And I am going to flip over here real quick and show you, this is the [list of FY2020 Solicitation files](#) that Kathy shared with you earlier. This is the link that was also shared in the CCAS email that provided your login information for today's webinar. This is where you will find links to all of the forms that I am going to be talking about. I am looking now at [the Training Certification form](#) right here where my cursor is and I actually already have that up in my screen, I believe. So, you should be looking at that form now. There has just been very, very minor changes in this form from prior years. So, nothing really new. Basically you are just certifying with this form that your state has in effect a policy that requires individuals who work with both juveniles and adult inmates to have training and certification to work with juveniles.

I believe all of our participating states and territories certified both last year and the year before and

maybe even the year before that that they had such a policy in place. So, unless there have been major changes in your state since that time, we are anticipating that no one should have any issues with this policy. It does need to be signed by the head of your designated state agency (DSA) or management official designee. So, keep that in mind. That does not mean that you, as the Compliance Monitor or you as the Juvenile Justice Specialist, can sign this form. Unless it just so happens that your DSA had designated you as acting for the day, maybe they are out of town on travel or something, but in general, this is going to be the agency head who has to sign this form. You are not required to submit any detail about how you fulfill this requirement, but do keep in mind that this is something that we may ask you to see when we come out to do your compliance audit.

Okay, so you will see the next item here on the list is the [Compliance Monitoring Data Certification](#). I am going to bring that up now. Again, only a few very, very minor changes in this form from what you have seen in prior years. Primarily, we just looked at changing the dates. You will see here that this form relates to your FY19 compliance data. So that is the data that you collected between October 1st of 2018 and September 30th of 2019. So, this is the data period that your DSA head, your agency head is going to be certifying is true, accurate and complete. And again, you will see here on the last page, it says very specifically that this form must be signed by that agency head or his or her management official. So again, please do not sign this form yourself if you are the Compliance Monitor or the JJ Specialist unless you are somehow acting in an official acting capacity on that day. Every year we have a few states who have the wrong person sign this form and if that happens, there will be a change request.

So I think that is everything about the data certification form. And I am going to show you where all of these forms go here in just a few minutes. So I am going back now to the [list](#) again. The last thing that I am going to talk about is the [Rural Removal Exception Certification Form](#). If applicable, again, if you are in a state where you do not use the rural exception, then this is not something that is going to be applicable to you. If you are a state like Alaska or Montana for example, who happens to use the rural exception, this is the same form that you fill out essentially every year where you are certifying that all of your rural exception facilities that OJJDP has previously provided approval for continue to meet the statutory requirements. This means that for all those rural exception facilities, you have inspected them, and you are certifying that they do not allow for sight or sound contact between juveniles and adult inmates, that you have that training policy in effect that I talked about with you earlier, and that all of those facilities are located outside of a metropolitan statistical area.

So again, very straightforward. I will tell you, you can see at the bottom here, that this is the one example where if you are the Juvenile Justice Specialist, you can sign this form yourself. You do not have to have this one signed by your agency head. So with that, I am going to go ahead and show you, hopefully, the [Compliance Monitoring Tool](#). And we are going to talk a little bit about where all of this information goes.

So what I have done is, so that I can make sure that you all are seeing the same thing that you are going to see when you actually log in for yourselves, I have logged in and am impersonating a state. So for today, I am pretending that I am Julie Herr who works for the District of Columbia. And this is the view that you all should have when you first log in to the Compliance Monitoring Tool, and there is a link to this tool by the way, in the solicitation. So if it just so happens that have lost your bookmark to the tool since you submitted last year, you can go to the solicitation and there is a [hyperlink](#) that will take you to the same spot.

So the first thing you are going to do is you are going to click on the Data Selection Tab and you will see a series of tabs here that are the designated spots to upload the various pieces of information that I just talked about. One other quick note before I forget, if you have not logged into the tool in a long time, please do not wait until the last minute to log in and make sure that you still have your password and all that. There is a function built into the tool where it automatically will do a password reset for you if you have forgotten your password, so hopefully it will not be a problem. But we do not want to have any issues where someone does not try to log into the CMT until the day of the deadline and suddenly realizes that they cannot get in at the last minute. So please make sure you test out your CMT access well in advance of the deadline.

So the first tab here that I am going to click on is the Compliance Data Tab and you will note that this looks a little bit different than it did last year. And again, we did a demo of this in Kansas City. So, for those of you who were there, hopefully this is looking familiar. This is that integrated questionnaire that Tina referenced earlier. And you will see, this should look exactly the same as the questionnaire, the Excel questionnaire that you have been using for the last year or so. You have your State Profile section on this page. You have your DSO (deinstitutionalization of status offenders) section here and Separation and Jail Removal. So, I am not going to go through all of these questions with you, none of the questions have changed. Everything is exactly the same as it was in prior years.

If, as you are going through these questions, if you have anything that for whatever reason you are confused with or you are not sure how to answer, please give us a call here, call your assigned grant manager and we will try to work through issue for you or with you. But again, there should not be any surprises here. All of these questions are pretty much exactly the same as they were last year.

I will note, you do need to be a little bit careful, as we talked about in Kansas City, and make sure you are saving your work on a regular basis. You will see the save button right here. It does have a timeout feature. So, if you start to enter your data and then you get distracted with a phone call or something, there is a possibility that you could get timed out. And if you have not hit the save button, then you will lose that data that you have already entered. So just something to be wary of.

A couple things around the data. Just keep in mind, I think there have been one or two people who were a little confused about whether or not the JJRA applied to this data. Again, we are talking about FY19 data here. This is data that you collected last year. The JJRA does not apply. So, if you are worried about the seven day limit for VCOs, or the new definition of adult inmates, none of those issues apply to this data that you are getting ready to enter and submit. So just something important to keep in mind as you are going through and filling this out.

Okay, so I am going to go ahead and click on the next tab here and that is the Facilities tab. You will have noted in the solicitation it talks about the need to upload your compliance data and associated attachments. You will see some of these attachments here are listed out on the name and the address of any non-reporting facilities, a list of all secure detention or secure juvenile correctional facilities that are co-located with an adult jail or an adult lockup, and then it also talks about if your compliance monitoring universe has changed at all since you submitted that document to us in GMS under Category 1, you can go ahead and provide us with an updated version here. Sometimes people just want to go ahead and upload it again anyway. If you want to do that, you are more than welcome to. But this would be the place where that information would go.

The next tab you'll see is the Exceptions tab. So again, if you happen to be a state that uses the Valid

Court Order exception, you may recall that in previous years we have always asked you to upload an explanation of how your state verifies that the VCO criteria have been satisfied. You would upload that explanation here. And that Rural Exception Certification Form that I showed you just a few minutes ago would go underneath the Exceptions for Jail Removal. And you will see where that is referenced as well.

The next tab is going to be the Training Policy tab, and this is pretty simple. This is where that certification goes that I talked about earlier about that your state has a policy for training individuals who work with both juveniles and adult inmates. This is where you upload that training form. I mean, I am sorry, that certification form. And you will see here that the tab for other documentation, this is new. This was not here last year. This is just in case there is something else that you want to provide for us that there is not some other clear place to put it. To be honest with you, we just had an extra tab and we made some modifications to the tool and the programmer told us it was easier to leave this tab here than it was to take it out. So, if you have anything extra that you want to upload, you can put it here. Otherwise, do not worry about it.

And then I will just briefly show you as well, the Racial and Ethnic Disparities tab. This is the spot where the information that Tina was talking about a few minutes ago, related to your RED plan, would be uploaded.

So a couple last things to show you in the tool. When you are finished uploading all of your information, you have entered all of your data under the Compliance Data tab, you are still going to go to this Review Action tab. And you will see, there is a link here on this form, actually in two different places, one on this side of the page and the other one over here on this side of the page, to the Compliance Data Certification Form. And if I click on that link, it brings up a little dialogue box and here is your link to that exact same form that I showed you earlier. So, you can get this form, it is the exact same version, in multiple, different places.

And then right here, where I am showing you with the cursor right now, it says, "Upload signed Compliance Data Certification Form." This is where you are going to upload the signed version of that form when you are ready to submit your data. So please do make sure that it is the current version of the form. I noticed the other day when I was looking at the tool that we have some early birds out there who have been already working on their data. I think D.C. may even be one of them. If you started early, just make sure that you did not download this Data Compliance Certification Form from the tool early to get your DSA head to sign it early because Tina and I just went in and uploaded the most recent, current year's version of the Compliance Data Certification Form a few days ago.

So if you downloaded that form from this particular spot last month, you might have an old version of the form. So just something to keep in mind. All that has now been updated so it should not be a problem, but just double check before you have that signed. I know it can be a pain to get it done, that you have the most current version.

And then finally, down at the bottom you will see there is a radial button that says, "Submit certified data." Please do not forget to hit that button when you are done with everything. Every year, we have had one state so far, every year, that forgets to hit that submit certified data button. Until you hit that button, your data, does not matter what you have uploaded, it does not matter if you are all done entering everything, we will not receive it here at OJJDP, and it is not counted as having been received until you hit that button. So very, very, very, very important that you go in and you hit that button prior

to 8 PM on March the 30<sup>th</sup>.

### **Questions from States**

**Julie Herr, OJJDP** – So it looks like there's a question.

**Question:** It says, "I'm assuming some of the questions may change next year due to the JJRA?"

**Response:** Yes, there is the potential that some of the questions may change for next year and that is something we are looking at now. So, we will let you know.

**Question:** I see another question, "When can states start to enter data in the CMT?"

**Response:** You all could go ahead and do that now. As I mentioned a few minutes ago, some people have actually already been doing it. I think there are about maybe 10 states out there that so far have started already to enter their data. So anytime between now and the deadline, you are welcome to go ahead and start working on that.

So one last thing, you will see that I returned back here to the main page of the CMT. I just want to show you over here, there is a help button in case you are not familiar with this. There are some really good resources here. We have actually updated the help button with all of those required certification forms that I just talked about a few minutes ago. So, here is another spot where you can get that Compliance Data Certification Form. Your rural exception form is here, your training policy form is here. There is an information and guidance link which takes you to the Core Requirements page for OJJDP. So as you know, lot of resources there.

If it just so happens that you have been asked by OJJDP, and I do not think there is anyone out there like this right now, but who have been asked to resubmit last year's data and you need last year's data certification form, that is what this form is right here. Please do not use that unless you are in that very special category and I do not think there is anyone right now. And then you will see also there are some links to some training and to a State User Guide. So before you try to call the helpline because you are having problems with the CMT, you just might want to make sure that you have checked the training and the State User Guide in particular because there is a very good chance that your questions may be answered there.

I am going to go ahead and try to take a few questions.

**Question:** This one says, "Previously we have submitted a memo stating that we do not use the rural exception. Do we no longer need to submit that?"

**Response:** No, you do not need to affirmatively state to us that you do not use the rural exception. If you want to do that, that is fine, but you do not have to specifically state that.

**Question:** Okay, and someone else is asking, "After we upload and submit our compliance monitoring data, is there a feature on the tool where we can download a copy in PDF?"



**Response:** That is a really good question. I would have to check on that myself and let you know. I will look into that. But you might actually be able to tell that by looking at the State User Guide. So, I would suggest that you look there, and I will do that as well when this call is over. But I believe there is a way to do it, it is just something that I would need to research.

**Kathy Manning, OJJDP** – There is a question that has come in for Tina. Tina, I'll turn that question to you.

**Tina Borner, OJJDP** – Yes.

**Question:** The question asks, "Our new statewide numbers won't be released for 2019 until after March 30th. Can we use 2018 data to answer the outcome evaluation questions?"

**Response:** Well, the outcome evaluation question should be based on the numbers that you submitted last year. So, if you submitted FY18 data in your RED plan last year, then that is what you are going to be talking about in phase three under your outcome-based evaluation. So, I am not sure if there is another question in there may be about whether or not you want to do phase one. Phase one is really where you should be talking about the FY19 data, the brand new data that you have. And I would suggest that if it is not going to be ready until after March 30th, that you may want to consider submitting an extension request.

### **Final Thoughts**

**Julie Herr, Program Manager, OJJDP, SRAD**

Thank you, Tina. And this is Julie. I am just thinking of one last, final point that I really wanted to emphasize with everyone. Please, please, please as always, keep in mind the 85% data reporting requirement. I have not heard of anyone out there who has specifically told us that they have concerns that they may not be able to meet that requirement that 85% of your facilities who are required to report data have actually done so for FY19. But if you are thinking that you may fall into that boat where you are going to have a problem, I would strongly urge you to reach out to your OJJDP grant manager and talk with us about that prior to the deadline.

We may be able to help walk you through ways that you might still be able to meet that requirement. And of course, if you do not meet that requirement, we are not able to make an award to you for FY20. So, it is a really critical issue. So please, please, if you are at all concerned about that issue, that you may not be able to meet that 85%, do not wait until the last minute. Please let us know.

**Kathy Manning, State Program Manager, OJJDP, SRAD**

This is Kathy again. With that, it looks like we are coming right to three o'clock and it also looks like we have addressed all of the questions that have come into the chat box. So that is great, but I do want to offer two commercials to repeat what Julie just said and others have said throughout. As you have questions on any of this content that we have discussed, please do reach out to your individual Program Manager in SRAD to talk through things if you have questions.

Again, there is a variety of resources that have been provided over the listserv, so also refer back to that. We can send those out again if needed. Again, this call has been focused on the Category 2 submission,

but I want to give a commercial once again for the deadline this Friday to submit your applications for the Category 1 deadline. And for those who have not submitted yet, if you are having any issues submitting, please reach out to the [GMS Help Desk](#). GMS Help Desk, not the grants.gov Help Desk. Reach out to the help desk if there is some issue, be sure to get a ticket number from them so we have documentation from them that you had trouble submitting and there was some technical issues.

Reach out to the GMS Help Desk. Also let your state Program Manager know. So that if there is some reason, technical issue, why you were not able to submit by the deadline, that we are aware and that GMS has a record of that technical issue.

With that, I'm going to look around the room and see if anybody else had any last burning commercial that they wanted to offer and then I'll turned it back to Dr. TeNeane Bradford to close us out.

### **Closing**

#### **TeNeane Bradford, Associate Administrator, OJJDP, SRAD**

Thanks so much, incredible team, you guys. I do not know what I would do without you. So, I appreciate you on the call. I have encouraged them to make sure that you all know in the field that we will be aggressive in trying to make sure your questions are answered. Again, this is just the highlights kind of webinar. But you are assigned Program Managers, so please give them a call, send them an email if you find that some of your questions were not answered. As I have noticed, there was one specific to a territory that Tina will make sure an answer gets to or more than that technical assistance to make sure that your questions get answered.

Just one last announcement that I forgot to mention in my opening and welcome, and that is, we are adding new staff to SRAD. We have a new staff person that started almost two weeks ago and another one that is starting on Monday. And we are waiting for clearance on two more. So, we are excited about that and while I know it drives all of us crazy to shuffle the deck in terms of state assignments, that will allow us to better respond to your customer service needs and things that you may need. We will be actually reassigning states so that all the staff will have smaller number of states on their caseload. And I know that is quite annoying since we just recently had to shuffle the deck a little bit for those who were impacted because we had one of our amazing staff members go on a detail that will help, not just the OJJDP but the Office of Justice Programs.

With that said, unless there is anything that we call, "life that happens," we will certainly make sure that this state assignment that we will issue for the new staff and that will impact all of you or most of you no doubt, will be the last one for the year. But I did want to give you a heads up. We will send that out if necessary, in the listserv, definitely to those states that are impacted by those new assignments.

We will definitely be coming out again to SAG meetings. Fourteen of your states and territories are assigned a compliance audit. Many of those are scheduled. We will be coming out for that. We have a detail lead that is helping us improve our internal controls, helping us to ensure that we have an updated SOP (standard operating procedure) so that we are not hypocrites and that what we ask you to do, we are constantly on top of. And so, you will see us come out. We will also be thinking about ways to provide technical assistance and leverage technical assistance during those visits that are non-related to your compliance audit.

So, we will get more information out to you. Thanks for all you do in the field to keep our youth safe and communities protected. We are excited about the future engagement we will have with you. Have a wonderful, wonderful afternoon.