

Public Defense Pilot Grant Biannual Progress Reports:

*What they are and how to complete
them*

Stephanie Holliday

REVISED: 6/3/22



Justice Policy Program

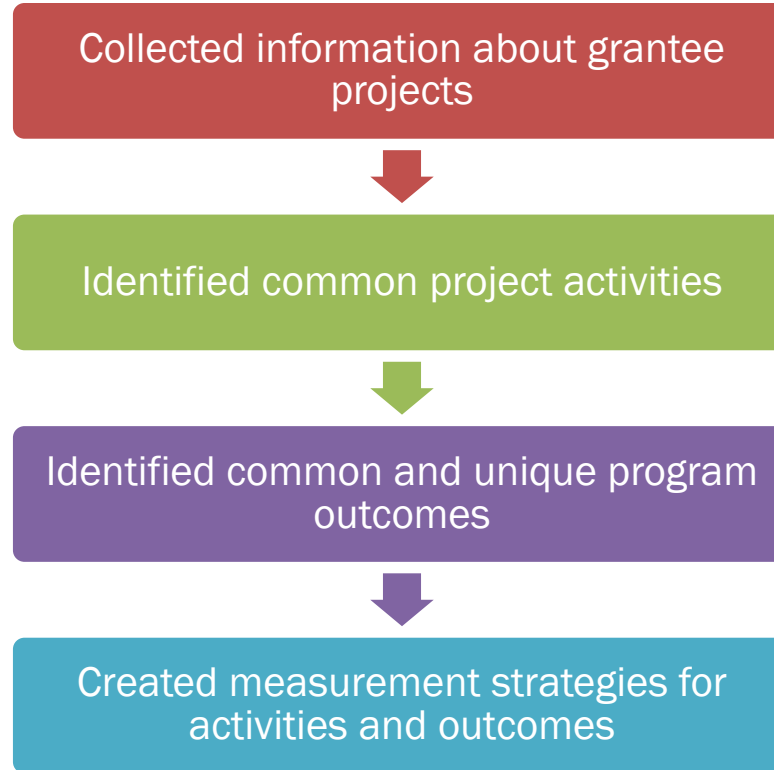


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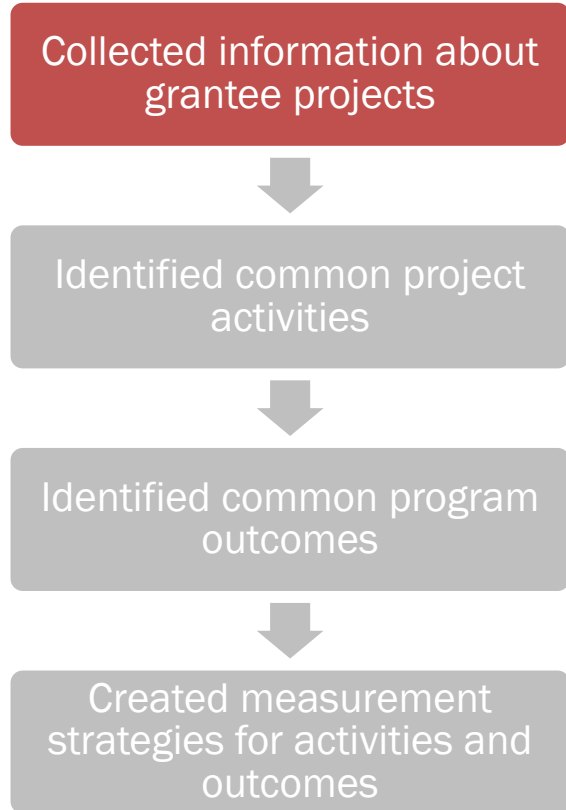
Purpose of the Reports

- Collected as part of a statewide evaluation
 - Examines grant implementation and outcomes of across counties
- Goals:
 - Collect data relevant across multiple grantees
 - Describe grantee activities
 - Identify challenges and successes
 - Explain what the funds accomplished

Progress Report Development Process

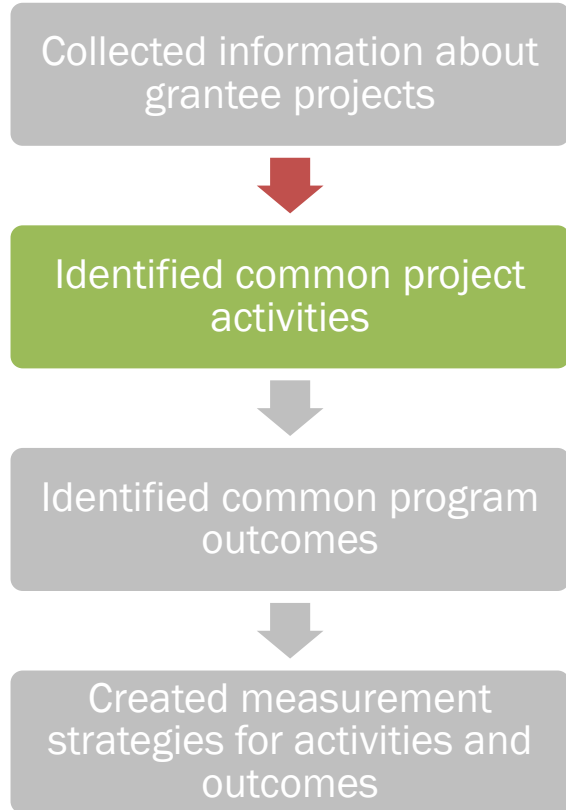


Progress Report Development Process



- Reviewed the RFP and grantee applications
- Met with stakeholders from BSCC and OSPD

Progress Report Development Process



- Four primary activity categories:
 1. *Personnel*
 2. *Attorney and Staff Training*
 3. *Office Supplies, Environment, Expenses, and Infrastructure*
 4. *Client-Focused or Case Support Services*

Progress Report Development Process

Collected information about
grantee projects



Identified common project
activities



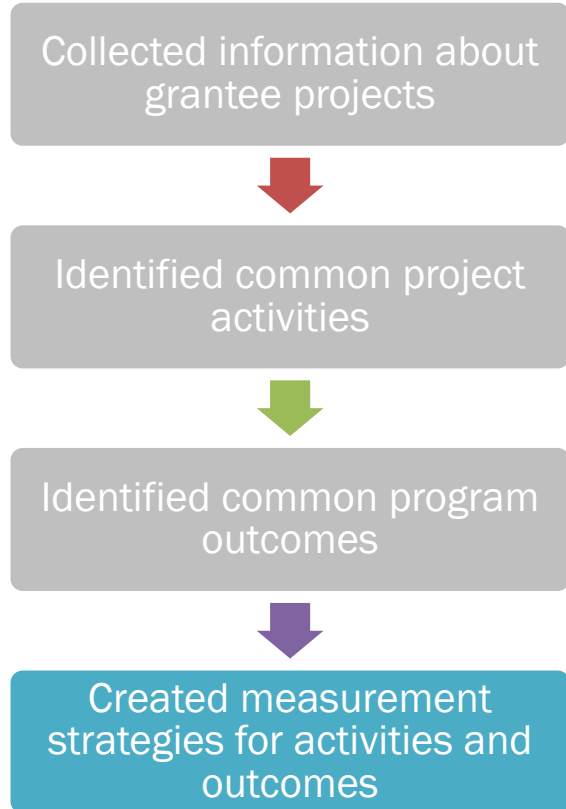
Identified common program
outcomes



Created measurement
strategies for activities and
outcomes

- Reviewed relevant penal code sections to identify relevant outcomes

Progress Report Development Process



- Used a ***mixed-methods approach*** that collects both numeric information and narrative descriptions
- Included a ***one-time baseline report***

Reports Schedule

Report	Period Covered	Due Date
Baseline	Twelve months leading up to grant funding	TBD - ~6/30/2022
Biannual Report 1	Beginning of your grant-funded project to 06/30/2022	8/15/2022
Biannual Report 2	7/1/2022 – 12/31/2022	2/15/2023
Biannual Report 3	1/1/2023 – 6/30/2023	8/15/2023
Biannual Report 4	7/1/2023 – 12/31/2023	2/15/2024
Biannual Report 5	1/1/2024 – 6/30/2024	8/15/2024

Reports Schedule

Report	Period Covered	Due Date
Baseline	Twelve months leading up to grant funding	TBD - ~6/30/2022
Report 1	Beginning of your project	2
Report 2		3
Report 3		3
Report 4	7/1/2023 – 12/31/2023	2/15/2024
Report 5	1/1/2024 – 6/30/2024	8/15/2024

“beginning of your project” refers to **either** the date that funds arrived at your agency or the date you began significant work toward your project activities, *whichever came first*

Who Is Responsible for Completing and Submitting Reports?

County PD/APD Office

- Key contact within the office

County with assigned managed counsel

- Centralized coordinator or other county point of contact

County with individual contract system

- Appointed agency or individual

Technical Assistance Will Be Available Throughout the Project!

- RAND technical assistance will cover questions about
 - How to collect data to fulfill reporting requirements
 - Level of detail needed
 - Definitions of data elements
 - Any other problems you are having

Progress Report Templates

Grantee Report Components

Component	Format	Areas Covered
<i>Reporting Overview</i>	Read-only	<ul style="list-style-type: none">• Overview of biannual reporting requirements• Instructions on how to complete the templates• Data dictionary defining key terms
<i>Baseline Report</i>	Editable Excel spreadsheet	<ul style="list-style-type: none">• One-time baseline report capturing quantitative data about activities before grant period
<i>Narrative Biannual Report Template</i>	Editable Word document	<ul style="list-style-type: none">• Progress toward grantee-defined goals• Narrative report of project activity
<i>Quantitative Biannual Report Template</i>	Editable Excel spreadsheet	<ul style="list-style-type: none">• Quantitative outputs to capture project activities• Quantitative measures to capture project outcomes

The Reporting Overview

Data Dictionary

In this section, we provide definitions for important terms that you will see used often in the reporting templates. If you have questions about any other terms you encounter that do not appear in the data dictionary, please contact the evaluation team for assistance.



Excerpt

<i>Overarching terms</i>	
Post-conviction relief	Activities related to P.C. §1170.03 (formerly §1170(d)(1)), §1170.95, §1473.7, and §3051
Key statutes	P.C. § 1170.03 (formerly §1170(d)(1)), §1170.95, §1473.7, and §3051
Beginning of the project	The date your agency received the grant funds or the date you began work toward your project - whichever date is earlier.
Reporting period	Refers to the timeframe covered by the reporting templates. The first reporting period reflects the time from the beginning of your project to June 30, 2022. Each subsequent reporting period is six months in length (January to June, July to December).
Grant-funded activities	Throughout the reporting templates, you will see references to activities funded through Public Defense Pilot Grant funds. This refers to any of your project activities that were paid for with grant funds, whether partially or in full.

Baseline Report

The Baseline Template

Instructions

Public Defense Pilot (PDP) Grant Program Baseline Report
<p>This baseline report allows us to gather information about the activities implemented by your office in the year leading up to the PDP Grant. Please complete all sections in the Baseline Report worksheet, even if you are not implementing grant-funded activities in a given category. This will allow us to establish a consistent baseline across grantees and will also tell us what resources your office had available prior to this grant program. This information will better enable us to describe the effect that these grant funds had on the agencies and offices who received funding.</p> <p>For purposes of this report, we define the beginning of your project (i.e., project start) as the date your agency received the grant funds or the date you began work toward your project - whichever date is earlier. You will be asked to enter your chosen date into the template. Some sections of the Baseline Report request a numeric response, such as the number of individuals employed by your office before the beginning of your project. Others request a Yes/No response, such as whether upgrades were made to your office's case management system in the year prior to the beginning of your project. For more detail about the Public Defense Pilot Grant, the purpose of the statewide evaluation, an overview of reporting requirements, or definitions of key terms, please see the Public Defense Pilot Grant Program Statewide Evaluation Reporting Overview document.</p> <p>To begin providing this information, please click on the yellow tab below labeled as "Baseline Report"</p>
<p>For questions regarding completion of this template, please contact the statewide evaluation team at RAND Corporation:</p> <p>Stephanie Brooks Holliday, holliday@rand.org, 1-310-393-0411 x7439</p> <p>Nick Pace, nickpace@rand.org, 1-310-393-0411 x6176</p> <p>Mallika Bhandarkar, mbhanda@rand.org, 1-310-393-0411 x6206</p>

Baseline Report

BASELINE REPORT	
<p>In the five sections that follow (Pre-Grant Activity Related to P.C. § 1170.03, 1170.95, 1473.7, and 3051; Personnel; Training; Office Supplies, Environment, Expenses, and Infrastructure; Client-Focused or Case Support Services), please report on office activity in the 12 months prior to the beginning of your project. Some of these sections are focused specifically on activity related to P.C. §§ 1170.03, 1170.95, 1473.7(a)(1)-(3), and 3051 (also referred to as the "key statutes" throughout this template). Others have a broader focus (e.g., the personnel section). Please read the directions for each section carefully before completing each table.</p>	
Project Start Date	
<p>Instructions: For purposes of this baseline report and future reporting, please indicate your project start date. We define this as the date your agency received the grant funds or the date you began work toward your project - whichever date is earlier. We will use the term "project start date" to refer to this date throughout this progress report.</p>	
Project Start Date	MM/DD/YY
Pre-Grant Activity Related to P.C. § 1170.03, 1170.95, 1473.7, and 3051	
<p>Instructions: In this section, we are interested in any work that your office was already doing related to P.C. §§ 1170.03, 1170.95, 1473.7(a)(1)-(3), and 3051 post-conviction relief activities in the 12 months before the start of your project. We understand you may not have been tracking work in these categories. In this section, we are interested in (a) a narrative description of how your office handled cases related to P.C. §§ 1170.03, 1170.95, 1473.7(a)(1)-(3), and 3051 (i.e., the key statutes for this grant program) prior to the start of your project and (b) an estimate of the number of individuals for whom your office did work related to these key statutes during the 12 month period leading up to the beginning of your project.</p>	
<p>How did your office or agency provide services relating to P.C. §§ 1170.03, 1170.95, 1473.7(a)(1)-(3), and 3051 in the 12 months leading up to the start of your project? For example, were cases split among attorneys in your office, or did activity only take place when an issue arose for a current client, or was your office unable to provide services related to these P.C. sections due to a lack of capacity? Provide a brief description in the box below.</p>	
<p>For the table below, please enter your best estimate for the number of individuals for whom your office has been involved in some way in activity related to the key statutes in the 12 months leading up to the beginning of your project. For purposes of this table, an "individual" can include, for example, a current client, a former client, someone informally asking for advice, or a name on a list you have been given for the purposes of reviewing their criminal history. Activity related to the key statutes could include reviewing case files for former clients to determine if they are eligible for relief under one of these statutes; fielding questions from former clients who are interested in learning whether they are eligible; obtaining a list of past clients from CDCR who were convicted under felony murder; and filing petitions or motions on behalf of a current client. If you are unable to provide information for a particular category, please enter Unknown, and you will be able to provide more information about why the detail was not available below.</p>	

Purpose of the Baseline Report

- Assesses your office's activity in the year leading up to the receipt of your grant funds
- Sections in the report correspond to the four project focus areas discussed previously, plus a high-level summary of activity related to each penal code section
 - You will be asked to provide data on each of the four focus areas to provide us with a consistent baseline across grantees and context for understanding the scope of your project

Module 1: Pre-Grant Activity Related to P.C. § 1170.03, 1170.95, 1473.7, and 3051

Instructions: In this section, we are interested in any work that your office was already doing related to P.C. §§ 1170.03, 1170.95, 1473.7(a)(1)-(3), and 3051 post-conviction relief activities in the 12 months before the start of your project. We understand you may not have been tracking work in these categories. In this section, we are interested in (a) a narrative description of how your office handled cases related to P.C. §§ 1170.03, 1170.95, 1473.7(a)(1)-(3), and 3051 (i.e., the key statutes for this grant program) prior to the start of your project and (b) an estimate of the number of individuals for whom your office did work related to these key statutes during the 12 month period leading up to the beginning of your project.

How did your office or agency provide services relating to P.C. §§ 1170.03, 1170.95, 1473.7(a)(1)-(3), and 3051 in the 12 months leading up to the start of your project? For example, were cases split among attorneys in your office, or did activity only take place when an issue arose for a current client, or was your office unable to provide services related to these P.C. sections due to a lack of capacity? Provide a brief description in the box below.

Module 1: Pre-Grant Activity Related to P.C. § 1170.03, 1170.95, 1473.7, and 3051

Subject Area	# of individuals
P.C. § 1170.03 (previously P.C. §1170(d)(1)) – Recall Sentence and Resentencing	
P.C. § 1170.95 –Prior Felony Murder, Felony Attempted Murder, or Felony Manslaughter Resentencing	
P.C. § 1473.7(a)(1) – Vacating a Conviction or Sentence Due to Failure to Explain Immigration Consequences	
P.C. § 1473.7(a)(2) – Vacating a Conviction or Sentence Because of New Exculpatory Evidence	
P.C. § 1473.7(a)(3) – Vacating a Conviction or Sentence Because of California Racial Justice Act Violations	
P.C. § 3051 – Youth Offender Parole Hearings	
P.C. § 3051 – <i>Franklin</i> Hearings	
Note: If "Unknown" was entered for any of the items above, please provide detail in the cell below as to why this information could not be provided:	

Module 2: Baseline Staffing

Number of personnel working in each role just prior to the beginning of the project	# of Full-Time Permanent	# of Part-Time Permanent	# of Full-Time Temporary	# of Part-Time Temporary
Attorneys (includes both staff and managing attorneys)				
Social workers, psychologists, or other clinicians				
Sentencing or mitigation specialists				
Paralegals, legal assistants, law clerks, or legal interns providing direct client or case legal support				
Investigators				
Interpreters				
Data analysts				
IT technical positions				
Administrative personnel (including office managers, administrative officers, administrative assistants, secretaries, legal secretaries, file clerks)				
Other personnel types (enter roles or titles in the boxes below)				
1)				
2)				
3)				
<i>Note: If "Unknown" was entered for any of the items above, please provide detail in the cell below as to why this information could not be provided:</i>				

Module 3: Office Supplies, Environment, Expenses, and Infrastructure

Activity in the 12 months prior to the beginning of the project	Yes or No
Installed, expanded, or upgraded wireless or other internet services	
Made physical changes/improvements to office space (e.g., created new workstations, purchased furniture)	
Purchased legal research subscriptions	
Purchased legal books and publications	
Purchased additional software or computing supports (e.g., evidence.com, cloud storage, licenses)	
Purchased or upgraded case management system or additional licenses	
Purchased cell phones, laptops, or other computing devices for staff use	
Purchased additional technological supports (e.g., printers, scanners) for staff use	
Purchased communication devices, computing equipment, tablets, or other mobile computing devices for use by clients (e.g., to enable them to attend virtual appointments while in jail)	
Other purchases, expenses, or reimbursements not described above	
<i>Note: If "Unknown" was entered for any of the items above, please provide detail in the cell below as to why this information could not be provided:</i>	

Module 4: Training

<i>Training in the 12 months prior to the beginning of the project</i>	<i># of personnel attending training</i>	<i># of training sessions attended</i>	<i># of hours of training attended</i>
Attorneys (includes both staff and managing attorneys)			
Social workers, psychologists, or other clinicians			
Sentencing or mitigation specialists			
Paralegals, legal assistants, law clerks, or legal interns providing direct client or case legal support			
Investigators			
Interpreters			
Data analysts			
IT technical positions			
Administrative staff (including office managers, administrative officers, administrative assistants, secretaries, legal secretaries)			
Training for other staff types (enter roles or titles in the boxes below)			
1)			
2)			
3)			
<i>Note: If "Unknown" was entered for any of the items above, please provide detail in the cell below as to why this information could not be provided:</i>			

Attorney and Staff Training, cont.

of staff
attending training

- Total number of staff who attended training during the reporting period

of training
sessions attended

- Aggregate number of sessions attended across staff members
 - e.g., 3 staff members attended 2 trainings = 6 training sessions

of hours of
training attended

- Aggregate number of hours of training attended across staff members
 - e.g., 3 staff members attended 2 trainings, each lasting 1.5 hours = 9 hours training sessions

Module 5: Client-Focused or Case Support Services

<i>Activity in the 12 months prior to the beginning of the project directly related to P.C. §§ 1170.03, 1170.95, 1473.7(a)(1)-(3), and 3051</i>	<i># of clients for which key statute-related services were provided internally</i>	<i># of clients for which key statute-related services were provided externally</i>
Psychological or psychiatric assessment		
Mitigation or sentencing expert or support		
Case management (e.g., development of a reentry support plan), clinical services, or reentry support services		
Provision of direct client needs (e.g., transportation, clothing, hygiene products, groceries, hotel stay)		
Other expert witness services not covered above		
Immigration support services		
Investigation assistance		
Interpreter services		
Transcription services		
Covered/compensated/reimbursed conflict counsel fees or expenses		
Provision of <i>other</i> client or case support services not described above (specify types below)		
1)		
2)		
3)		
Note: If "Unknown" was entered for any of the items above, please provide detail in the cell below as to why this information could not be provided:		

Client-Focused or Case Support Services, cont.

“Provided
internally”

- By staff of your office or agency or through internal resources

"Provided
externally"

- By staff or experts that your office subcontracts with, or provided by outside entities your office pays for

Biannual Progress Reports

The Narrative Template

Excerpt

Public Defense Pilot Grant Program Narrative Template

Instructions

This narrative reporting template has the following four sections:

Section 1: Reporting Period	In this section, you will indicate the period of time covered by this narrative template.
Section 2: Progress toward Project Goals	In this section, you will be asked to describe progress toward the outcomes your project was intended to achieve, including any challenges you encountered and how those were addressed.
Section 3: PDP Grant-Funded Activities during the Reporting Period	In this section, you will provide details about Public Defense Pilot (PDP) Grant-funded activities that took place during the reporting period, as well as any outcomes observed as a result of those activities.
Section 4: Progress and Accomplishments	In this section, you will provide information about any PDP grant-funded accomplishments and other progress made during the reporting period. This section also has a field in which you can provide any additional information you believe would be helpful to others in understanding your project.

Please edit this Word document as needed to provide the responses requested within each section (typically you will be asked to enter information inside of light yellow text boxes). When completed, save the document and email it as an attachment to Stephanie Brooks Holliday at holliday@rand.org.

For more detail about the Public Defense Pilot Grant, the purpose of the statewide evaluation, an overview of reporting requirements, and definitions of key terms, please see the **Public Defense Pilot Grant Program Statewide Evaluation Reporting Overview**.

For questions regarding completion of this template or if you need technical assistance, please contact the statewide evaluation team at RAND Corporation:

Stephanie Brooks Holliday, holliday@rand.org, 1-310-393-0411 x7439
Nick Pace, nickpace@rand.org, 1-310-393-0411 x6176
Malika Bhandarkar, mhbhanda@rand.org, 1-310-393-0411 x6206

Section 1: Reporting Period

Please indicate the relevant period for this Biannual Progress Report by placing an "X" in the light yellow box to the left of the appropriate date range below. As a reminder, "beginning of project" refers to either the date that funds arrived at your agency or the date you began significant work toward your project activities, *whichever came first*.

- ☐ **Report Period 1:** Beginning of project to 6/30/2022, due August 15, 2022
☐ **Report Period 2:** 7/1/2022 – 12/31/2022, due February 15, 2023
☐ **Report Period 3:** 1/1/2023 – 6/30/2023, due August 15, 2023
☐ **Report Period 4:** 7/1/2023 – 12/31/2023, due February 15, 2024
☐ **Report Period 5:** 1/1/2024 – 6/30/2024, due August 15, 2024

Section 2: Progress Toward Project Goals

In this section, you will be asked to provide descriptions of your progress toward the outcomes that your project was intended to address. These were based on a review of your program application materials and input by the evaluator. Please use as much space as needed within each of the tables to provide detail about your progress (the light yellow reporting boxes will expand as necessary). **NOTE:** *If your program goals have changed because you have amended your project scope or budget since your application was submitted, please reach out to the RAND team for a revised template before completing this version.*

Goal #1: RAND FILL IN	
a) Please describe progress toward this goal during this reporting period in the light yellow box below:	
b) Please describe any challenges you've encountered while working toward this goal, as well as any efforts to address these challenges, in the light yellow boxes below:	
Challenge:	How Addressed:
1)	
2)	
3)	
4)	
5)	

What's in the Narrative Template?

Section	Contents
1: Reporting Period	The period of time covered by the narrative
2: Progress toward Project Goals	Progress toward the outcomes your project was intended to address, including any challenges you encountered and how those were addressed.
3: Grant-Funded Activities during the Reporting Period	Details about BSCC Public Defense Pilot grant-funded activities that took place, as well as any outcomes observed as a result of those activities.
4: Progress and Accomplishments	Information about any grant-funded accomplishments and information about other progress made

Section 1: Reporting Period

Section 1: Reporting Period

Please indicate the relevant period for this Biannual Progress Report by placing an “X” in the light yellow box to the left of the appropriate date range below. As a reminder, “beginning of project” refers to either the date that funds arrived at your agency or the date you began significant work toward your project activities, *whichever came first*.

Report Period 1: Beginning of project to 6/30/2022, due August 15, 2022

Report Period 2: 7/1/2022 – 12/31/2022, due February 15, 2023

Report Period 3: 1/1/2023 – 6/30/2023, due August 15, 2023

Report Period 4: 7/1/2023 – 12/31/2023, due February 15, 2024

Report Period 5: 1/1/2024 – 6/30/2024, due August 15, 2024

Section 2: Progress Toward Project Goals

Goal #1: RAND FILL IN	
a) Please describe progress toward this goal during this reporting period in the light yellow box below:	
b) Please describe any challenges you've encountered while working toward this goal, as well as any efforts to address these challenges, in the light yellow boxes below:	
Challenge:	How Addressed:
1)	
2)	
3)	
4)	
5)	

Sample #1

Goal #1: Hire one full-time Deputy Public Defender to represent clients in proceedings pursuant to Penal Code sections 1170(d)(1), 1437.7, 1170.95.	
<i>a) Please describe progress toward this goal during this reporting period in the light yellow box below:</i>	
During the reporting period, we developed and posted a job listing. We received six applications, interviewed three attorneys with relevant experience, and made an offer to one of them. They accepted the offer and are scheduled to begin work at the beginning of the next reporting period (expected July 2022).	
<i>b) Please describe any challenges you've encountered while working toward this goal, as well as any efforts to address these challenges, in the light yellow boxes below:</i>	
Challenge:	How Addressed:
1) Finding attorneys with the relevant experience.	Circulated job listings among professional networks and regional professional organizations.
2)	
3)	
4)	
5)	

Sample #2

Goal #2: Scan archived files	
a) Please describe progress toward this goal during this reporting period in the light yellow box below:	
Our first goal with grant funds is to scan hard copy files, which will eventually allow us to more quickly review files for potential relief under Penal Code Sections 1170(d)(1), 1170.95, 1437.7 and 3051. During this reporting period, we hired a new office assistant who has started the process of scanning files.	
b) Please describe any challenges you've encountered while working toward this goal, as well as any efforts to address these challenges, in the light yellow boxes below:	
Challenge:	How Addressed:
1) Scanning files can be time consuming, and we have a backlog of hard copy files that need to be entered.	Our office assistant is able to dedicate 60% of their time each week to scanning files, allowing us to progress on this task as quickly as possible.
2)	
3)	
4)	
5)	

Sample #3

Goal #3: Conduct a forensic psychological and criminogenic assessment and evaluation for each inmate based on qualifying criteria under PC 3051

a) Please describe progress toward this goal during this reporting period in the light yellow box below:

Our grant funds provide funding for us to retain external forensic psychologists to conduct psychological assessments of youth relevant to Franklin hearings. Though we have clients who need to be assessed, there are not many forensic psychologists in our county and there can be a waitlist for their services. Therefore, no evaluations were conducted during the reporting period, though we were able to identify clients who are now on a waitlist for assessment.

b) Please describe any challenges you've encountered while working toward this goal, as well as any efforts to address these challenges, in the light yellow boxes below:

Challenge:	How Addressed:
1) Lack of qualified providers in the county	We are frontloading our efforts of identifying clients eligible for an assessment so that we can get in the queue for an assessment now. We anticipate evaluations will take place in the next reporting period.
2)	
3)	
4)	
5)	

Adding Project Goals

Additional Goal "A"	
a) Please provide a brief description of this additional goal in the light yellow box below:	
b) Please describe progress toward this goal during this reporting period in the light yellow box below:	
c) Please describe any challenges you've encountered while working toward this goal, as well as any efforts to address these challenges, in the light yellow boxes below:	
Challenge:	How Addressed:
1)	
2)	
3)	
4)	
5)	

Section 3: Grant-Funded Activities During the Reporting Period

- Four separate modules reflecting the project focus areas
 1. Personnel
 2. Attorney and Staff Training
 3. Office Supplies, Environment, Expenses, and Infrastructure
 4. Client-Focused or Case Support Services

Your office's template has been tailored so that it only includes those sections relevant to your office's project

Confirming Your Project Focus

- You will receive an email from our team to confirm the project focus areas
- We will share our preliminary impressions based on your application narrative and will ask you to confirm the accuracy

For example:

X	Grant-Funded Staff
	Attorney and Staff Training
	Office Supplies, Environment, Expenses, and Infrastructure
X	Client-Focused or Case Support Services

- Please let us know if updates need to be made for your office

Personnel

Project Focus: Personnel

In this section, we are interested in activities performed by personnel supported using **Public Defense Pilot Grant** funds, regardless of whether they are full-time permanent personnel, part-time permanent personnel, full-time temporary personnel, or part-time temporary personnel.

a) *What types of activities have your PDP grant-funded personnel been involved with during the reporting period (e.g., working on Franklin hearing motions, digitizing files)? (please enter into the light yellow box below)*

b) *What outcomes have you observed as a result of the PDP grant-funded personnel who have been hired to date (e.g., reduction in attorney workload, increases in petitions filed for post-conviction relief, too much personnel time spent training new hires). You may also indicate if there have been no observed changes at this point in time (e.g., because there has been limited ability to implement personnel-focused project activities) (please enter into the light yellow box below)*



Sample

Project Focus: Personnel

In this section, we are interested in activities performed by personnel supported using **Public Defense Pilot Grant** funds, regardless of whether they are full-time permanent personnel, part-time permanent personnel, full-time temporary personnel, or part-time temporary personnel.

a) *What types of activities have your PDP grant-funded personnel been involved with during the reporting period (e.g., working on Franklin hearing motions, digitizing files)? (please enter into the light yellow box below)*

Using grant funds, we have hired two new deputy district attorneys and reassigned a supervising attorney from one of our other units. We also reassigned one social worker from our other unit to focus on relief under the relevant penal code sections. To date, most of our effort has been focused on identifying individuals eligible for relief under PC 1170.03, with our social worker preparing clinical mitigation factors and our attorneys requesting initiation by CDCR or the DA.

b) *What outcomes have you observed as a result of the PDP grant-funded personnel who have been hired to date (e.g., reduction in attorney workload, increases in petitions filed for post-conviction relief, too much personnel time spent training new hires). You may also indicate if there have been no observed changes at this point in time (e.g., because there has been limited ability to implement personnel-focused project activities) (please enter into the light yellow box below)*

Our attorneys and social workers have just started this process, and we have had just one case in which CDCR recommended the case be recalled and resentenced.

Attorney and Staff Training

Project Focus: Attorney and Staff Training	
In this section, we are interested in training opportunities provided to personnel through your office by external entities, or training opportunities that your personnel were funded to attend (e.g., external conferences, whether in-person or remote) using Public Defense Pilot Grant funds.	
a) <i>Please provide the names and a brief description of any PDP grant-funded trainings attended by personnel during the reporting period in the light yellow boxes below. You may add more rows if needed.</i>	
Training Name	Description
1)	
2)	
3)	
4)	
b) <i>What outcomes have you observed as a result of the PDP grant-funded trainings attended to date (e.g., improvements in staff knowledge, changes to staff practices)? If there have been no observed outcomes (e.g., because no trainings have been attended), please indicate that here. (please enter into the light yellow box below)</i>	

Sample

Project Focus: Attorney and Staff Training	
In this section, we are interested in training opportunities provided to personnel through your office by external entities, or training opportunities that your personnel were funded to attend (e.g., external conferences, whether in-person or remote) using Public Defense Pilot Grant funds.	
a) <i>Please provide the names and a brief description of any PDP grant-funded trainings attended by personnel during the reporting period in the light yellow boxes below. You may add more rows if needed.</i>	
Training Name	Description
1) Forensic Mental Health Association of California Conference	Staff social workers attended the FMHAC conference, which includes sessions over three days and a focus on the intersection of law and mental health
2)	
3)	
4)	
b) <i>What outcomes have you observed as a result of the PDP grant-funded trainings attended to date (e.g., improvements in staff knowledge, changes to staff practices)? If there have been no observed outcomes (e.g., because no trainings have been attended), please indicate that here. (please enter into the light yellow box below)</i>	
Social workers attended sessions related to forensic assessment relevant to the work they do in the office and reported new knowledge for evaluating youth in particular.	

Office Supplies, Environment, Expenses, and Infrastructure

Project Focus: Office Supplies, Environment, Expenses, and Infrastructure

In this section, we are interested in the activities that have resulted from any investments in office supplies, the physical office space or environment, or office infrastructure using **Public Defense Pilot Grant** funds.

a) *What outcomes have you observed as a result of the PDP grant-funded supply purchases or office improvements made to date (e.g., purchasing new staff cell phones have resulted in closer staff communication and fewer scheduling conflicts)? If there have been no outcomes observed (e.g., because no investments have been made in office supplies, the office environment, or infrastructure), please indicate that here. (please enter into the light yellow box below)*



Sample

Project Focus: Office Supplies, Environment, Expenses, and Infrastructure

In this section, we are interested in the activities that have resulted from any investments in office supplies, the physical office space or environment, or office infrastructure using **Public Defense Pilot Grant** funds.

a) *What outcomes have you observed as a result of the PDP grant-funded supply purchases or office improvements made to date (e.g., purchasing new staff cell phones have resulted in closer staff communication and fewer scheduling conflicts)? If there have been no outcomes observed (e.g., because no investments have been made in office supplies, the office environment, or infrastructure), please indicate that here. (please enter into the light yellow box below)*

We have used grant funds to create workstations for the newly hired attorneys and office assistant, and also installed wireless capability throughout our office. Having dedicated workspaces for these new staff members has made it easier from them to work from the office and collaborate with each other. The wireless capability within the office has also given staff greater flexibility to meet with clients in private conference spaces while still maintaining access to relevant online databases.

Client-Focused or Case Support Services

Project Focus: Client-Focused or Case Support Services

In this section, we are interested in any **Public Defense Pilot Grant** funds spent on client or case support services, such as expert witnesses or interpreter services, as well as paying for or providing client services (e.g., behavioral health treatment) or other client needs (e.g., transportation). This includes services provided internally (e.g., by personnel of your office or agency, through internal resources) and those provided externally (e.g., by personnel or experts that your office subcontracts with, or by services provided by outside entities that your office pays for).

a) *What outcomes have you observed as a result of the PDP grant-funded client-focused or case-focused services provided to date (e.g., more supporting evidence is available for petitions filed, better quality outreach can be done to non-English speaking clients)? If there have been no outcomes observed (e.g., because no client-focused or case support services have been provided), please indicate that here. (please enter into the light yellow box below)*



Sample

Project Focus: Client-Focused or Case Support Services

In this section, we are interested in any **Public Defense Pilot Grant** funds spent on client or case support services, such as expert witnesses or interpreter services, as well as paying for or providing client services (e.g., behavioral health treatment) or other client needs (e.g., transportation). This includes services provided internally (e.g., by personnel of your office or agency, through internal resources) and those provided externally (e.g., by personnel or experts that your office subcontracts with, or by services provided by outside entities that your office pays for).

a) *What outcomes have you observed as a result of the PDP grant-funded client-focused or case-focused services provided to date (e.g., more supporting evidence is available for petitions filed, better quality outreach can be done to non-English speaking clients)? If there have been no outcomes observed (e.g., because no client-focused or case support services have been provided), please indicate that here. (please enter into the light yellow box below)*

We plan to provide immigration support services and interpretation assistance through grant funding. However, our office is currently at the stage of screening files to identify clients potentially eligible for relief under P.C. § 1473.7(a)(1) and therefore we have not used grant funds for this purpose during the reporting period.

Section 4: Progress and Accomplishments

Challenges: <i>Are there any PDP grant-related challenges that you experienced during this reporting period that have not already been described above? If so, please describe them in the light yellow boxes below, along with any efforts to address those challenges. Please add more rows if needed. If there were no additional challenges, please indicate “N/A” in the first row.</i>	
Challenge:	How Addressed:
1)	
2)	
3)	

Section 4: Progress and Accomplishments

Accomplishments: *What are the top one or two PDP grant-funded accomplishments that took place during this reporting period)? (please enter into the light yellow box below)*

Project Modifications: *In the past 6 months, did you request a modification to your PDP grant-funded project? Or do you anticipate requesting a modification to your project in the next 6 months? If the answer to either question is “yes,” please explain the scope of the changes or anticipated changes. (please enter into the light yellow box below)*

Additional Information: *Is there anything else to share about your PDP grant-funded project during this reporting period? (please enter into the light yellow box below)*

The Quantitative Template

Instructions

Output Report

Outcome Report

Public Defense Pilot Grant Program Quarterly Quantitative Template

This quantitative template has two reporting worksheets, each described in more detail below. As a reminder, the term "key statutes" as used in this report refers to post-conviction relief aspects of P.C. § 1170.03 (formerly § 1170(d)(1)), § 1170.95, § 1473.7, and § 3051. For more detail about the Public Defense Pilot (PDP) Grant, the purpose of the statewide evaluation, an overview of reporting requirements, or definitions of key terms, please see the *Public Defense Pilot Grant Program Statewide Evaluation Reporting Overview* document.

Part 1: Output Report

In this reporting worksheet, we will collect information about your office's activities during the reporting period. For the first *Biannual Progress Report*, the reporting period will be the beginning of your project (defined as the date your agency received the grant funds or the date you began work toward your project - *whichever date is earlier*) through 06/30/2022. Subsequent *Biannual Progress Reports* will focus on succeeding six-month periods.

In this report, you will be asked to provide information on both PDP grant-funded activity in each category as well as any other activity that took place using other (i.e., non-PDP-grant) funds. This will allow us to understand the broader context of each of the grantee offices, such as a better understanding of the other types of resources being invested in these categories of activities (e.g., how much hiring is taking place overall in the office?) or where PDP grant funds might be supplemented by additional office resources.

To begin providing this information, please click on the blue tab below labeled as "Output Report."

Part 2: Outcome Report

In this reporting worksheet, we will collect information about outcomes resulting from PDP grant-funded activities during the reporting period. For the first *Biannual Progress Report*, the reporting period will be the beginning of your project (defined as the date your agency received the PDP grant funds or the date you began work toward your project - *whichever date is earlier*) through 06/30/2022. Subsequent *Biannual Progress Reports* will focus on succeeding six-month periods.

We included only a limited number of quantitative outcome measures in this worksheet, which were selected to reflect some of the more common project types that lend themselves to quantitative outcome reporting.

To begin providing this information, please click on the orange tab below labeled as "Outcome Report."

For questions regarding completion of this template, please contact the statewide evaluation team at RAND Corporation:
Stephanie Brooks Holliday, holliday@rand.org, 1-310-393-0411 x7439
Nick Pace, nickpace@rand.org, 1-310-393-0411 x6176
Mallika Bhandarkar, mbandha@rand.org, 1-310-393-0411 x6206

OUTPUT REPORT

In the sections that follow, please report on both PDP grant-funded activity and activity funded through other sources. Note that activity funded by these different sources should be reported separately in the provided tables.

Reporting Period

Instructions: In this section, please indicate the current reporting period with an X.

Report Period 1: Project Start Date to 6/30/2022

Report Period 2: 7/1/2022 – 12/31/2022

Report Period 3: 1/1/2023 – 6/30/2023

Report Period 4: 7/1/2023 – 12/31/2023

Report Period 5: 1/1/2024 – 6/30/2024

Project Focus: Personnel

Instructions: In this section, we are interested in three different categories of activities that could relate to efforts to fund personnel for PDP grant-funded activities:

1) The first subsection focuses on **hiring of additional personnel** (whether full-time permanent, part-time permanent, full-time temporary, or part-time temporary) from two perspectives: a) hires using PDP grant funds and b) non-PDP-grant hires to work on issues related to P.C. § 1170.03 (formerly § 1170(d)(1)), § 1170.95, § 1473.7(a)(1)-(3), and § 3051. Note that this should not include personnel that were reassigned from other parts of the office. These individuals should be reflected in the next subsection.

2) The second subsection focuses on **personnel who were reassigned from within the office and now are receiving PDP grant funds to support key state-related post-conviction relief efforts**. Again, we are interested in whether these individuals are full-time or part-time, and whether they are permanent or temporary.

3) The third subsection tracks **turnover in any PDP grant-funded positions**. This includes a table to report any individuals who were funded with PDP grant funds who left the office during the reporting period. It also includes a table to track any individuals who were re-assigned from PDP grant-funded positions to non-PDP-grant-funded positions.

More instructions related to each of these subsections is provided below.

Subsection 1: Hiring of Additional Personnel

Instructions: In the first table in this subsection, we are interested in **hiring of additional personnel using PDP grant funds**, including full-time permanent, part-time permanent, full-time temporary, or part-time temporary personnel. If you did not hire personnel in a given category, please write "N/A." If you have personnel in a category that does not appear in this section, you can report them in the "other" category, and please specify what types of roles they are in. In the second table of this subsection, we are interested in **personnel hired by your office using other (i.e., non-PDP-grant) funds to support activity directly related to P.C. § 1170.03 (formerly § 1170(d)(1)), § 1170.95, § 1473.7(a)(1)-(3), and § 3051**, which provides a point of comparison for people hired using PDP grant funds. Please complete the second table following the same instructions as the first table.

Personnel <i>hired using PDP grant funds</i> in this reporting period	# of Full-Time Permanent	# of Part-Time Permanent	# of Full-Time Temporary	# of Part-Time Temporary
Attorneys (includes both staff and managing attorneys)				
Social workers, psychologists, or other clinicians				
Sentencing or mitigation specialists				
Paralegals and legal assistants providing direct client or case legal support				
Investigators				
Interviewers				
Data analysts				
If technical positions				
Administrative personnel (including office managers, administrative officers, administrative assistants, secretaries, legal secretaries)				
Other personnel types (enter roles or titles in the boxes below)				

OUTCOME REPORT

Reporting Period

Instructions: In this section, please indicate the current reporting period with an X.

Report Period 1: Project Start Date to 6/30/2022

Report Period 2: 7/1/2022 – 12/31/2022

Report Period 3: 1/1/2023 – 6/30/2023

Report Period 4: 7/1/2023 – 12/31/2023

Report Period 5: 1/1/2024 – 6/30/2024

Outcome Report Instructions

The eight sections that follow are organized around the specific penal codes addressed by the Public Defense Pilot Grant Program. For all such sections, **please report on only activities, events, individuals, or cases served by PDP grant-funded staff or through PDP grant-funded resources** in this reporting period. The first section requests summary numbers regarding individuals for each of the PDP grant program penal codes. The subsequent seven sections request additional detail about each stage of the process of seeking post-conviction relief under these penal codes.

For each item, you should (1) enter the **number of individuals**, proceedings, or other number being requested, if a given outcome is relevant to your project (zero is a valid entry); (2) enter **N/A** if a given outcome is not relevant to your project; or (3) enter **Unknown** if the outcome is relevant to your project but you are unable to provide the requested count. If you enter Unknown for any item, please describe in a few words why the information could not be provided. The evaluation team will follow-up to provide technical assistance for this collecting this type of data in the future if needed.

Summary of Activity Related to P.C. § 1170.03 (formerly § 1170(d)(1)), 1170.95, 1473.7, and 3051

Instructions: In this initial section, we are interested in an overarching summary of the PDP grant-funded work your office has done related to P.C. § 1170.03 (formerly § 1170(d)(1)), 1170.95, 1473.7(a)(1)-(3), and 3051 **during this reporting period**. This section is designed to capture summary numbers of individuals served in some way through these grant funds with respect to each of these penal code sections. Please enter your best estimate for the number of individuals for whom your office has been involved in some way in activities related to these subject areas (an "individual" can include, for example, a current client, a former client, someone informally asking for advice, or a name on a list you have been given for the purposes of reviewing their criminal history). This can include reviewing case files for former clients to determine if they are eligible for relief under one of these statutes; fielding questions from a former client who is interested in whether they are eligible; obtaining a list of past clients from CDCR who were convicted under felony murder; and filing petitions or motions on behalf of a current client. If you are unable to provide information for a particular category, please enter Unknown, and you will be able to provide more information about why the detail was not available below. Following this section, you will be asked to provide more detailed numbers about clients served at different stages of processing related to each penal code; here, we are interested in high level totals.

Subject Area	# of Individuals
P.C. § 1170.03 (formerly P.C. § 1170(d)(1)) – Recall Sentence and Resentencing	
P.C. § 1170.95 – Prior Felony Murder, Felony Attempted Murder, or Felony Manslaughter	
Resentencing	
P.C. § 1473.7(a)(1) – Vacating a Conviction or Sentence Due to Failure to Explain Immigration Consequences	
P.C. § 1473.7(a)(2) – Vacating a Conviction or Sentence Because of New Exculpatory Evidence	
P.C. § 1473.7(a)(3) – Vacating a Conviction or Sentence Because of California Racial Justice Act	

What's in the Quantitative Template?

Section	Contents
Part 1: Output Report	Numerical information about the outputs that result from your project activities.
Part 2: Outcome Report	Numerical information about outcomes resulting from grant-funded activities.

Part 1: Output Report

- Collects information about the outputs of your project activities
- Modules reflect the four project focus areas
- In this report, you'll be asked to report on ***grant-funded activity*** and ***activity funded through other sources***
 - Give us context for the grant-funded activity compared to what your office would be doing otherwise

As with the narrative report, your office's template has been tailored so that it only includes those sections relevant to your office's project

Personnel

Grant-
funded
activity

<i>Personnel <u>hired using PDP grant funds</u> in this reporting period</i>	<i># of Full-Time Permanent</i>	<i># of Part-Time Permanent</i>	<i># of Full-Time Temporary</i>	<i># of Part-Time Temporary</i>
Attorneys (includes both staff and managing attorneys)				
Social workers, psychologists, or other clinicians				
Sentencing or mitigation specialists				
Paralegals and legal assistants providing direct client or case legal support				
Investigators				
Interpreters				
Data analysts				
IT technical positions				
Administrative personnel (including office managers, administrative officers, administrative assistants, secretaries, legal secretaries)				
Other personnel types (enter roles or titles in the boxes below)				
1)				
2)				
3)				

Personnel, cont.

Activity
funded
through
other
sources

<i>Personnel working on activity related to P.C. §§ 1170.03 (formerly §1170(d)(1)), 1170.95, 1473.7(a)(1)-(3), and 3051 who were <u>hired using other funds</u> in this reporting period</i>	<i># of Full-Time Permanent</i>	<i># of Part-Time Permanent</i>	<i># of Full-Time Temporary</i>	<i># of Part-Time Temporary</i>
Attorneys (includes both staff and managing attorneys)				
Social workers, psychologists, or other clinicians				
Sentencing or mitigation specialists				
Paralegals, legal assistants, law clerks, or legal interns providing direct client or case legal support				
Investigators				
Interpreters				
Data analysts				
IT technical positions				
Administrative personnel (including office managers, administrative officers, administrative assistants, secretaries, legal secretaries)				
Other personnel types (enter roles or titles in the boxes below)				
1)				
2)				
3)				

Personnel, cont.

- Personnel section has three subsections:
 - Hiring of additional personnel
 - Reassigning existing personnel
 - Turnover or departures among grant-funded personnel
- Together, these three subsections will provide a complete picture of personnel changes during each period

Attorney and Staff Training

<i><u>PDP grant-supported</u> training in this reporting period</i>	<i># of personnel attending training</i>	<i># of training sessions attended</i>	<i># of hours of training attended</i>
Attorneys (includes both staff and managing attorneys)			
Social workers, psychologists, or other clinicians			
Sentencing or mitigation specialists			
Paralegals, legal assistants, law clerks, or legal interns providing direct client or case legal support			
Investigators			
Interpreters			
Data analysts			
IT technical positions			
Administrative personnel (including office managers, administrative officers, administrative assistants, secretaries, legal secretaries)			
Training for other personnel types (enter roles or titles in the boxes below)			
1)			
2)			

Office Supplies, Environment, Expenses, and Infrastructure

<i>PDP grant-funded activities or investments in this reporting period</i>	<i>Yes or No</i>
Installed, expanded, or upgraded wireless or other internet services	
Please specify:	
Made physical changes/improvements to office space (e.g., created new workstations, purchased furniture)	
Please specify:	
Purchased legal research subscriptions	
Please specify:	
Purchased legal books and publications	
Please specify:	
Purchased additional software or computing supports (e.g., evidence.com, cloud storage, licenses)	
Please specify:	

Purchased or upgraded case management system or additional licenses	
Please specify:	
Purchased cell phones, laptops, or other computing devices for staff use	
Please specify:	
Purchased additional technological supports (e.g., printers, scanners) for staff use	
Please specify:	
Purchased communication devices, computing equipment, tablets, or other mobile computing devices for use by clients (e.g., to enable them to attend virtual appointments while in jail)	
Please specify:	
Other purchases, expenses, or reimbursements not described above	
Please specify:	

Client-Focused or Case Support Services

<i><u>PDP grant-funded activity</u> in this reporting period</i>	<i><u># of clients for which services were provided internally</u></i>	<i><u># of clients for which services were provided externally</u></i>
Psychological or psychiatric assessment		
Mitigation or sentencing expert or support		
Case management (e.g., development of a reentry support plan), clinical services, or reentry support services		
Provision of direct client needs (e.g., transportation, clothing, hygiene products, groceries, hotel stay)		
Other expert witness services not covered above		
Immigration support services		
Investigation assistance		
Interpreter services		
Transcription services		
Covered/compensated/reimbursed conflict counsel fees or expenses		
Provision of <i>other</i> client or case support services not described above (specify types below)		
1)		
2)		
3)		

Part 2: Outcome Report

- Collects information about the outcomes of your project activities.
- Eight modules
 - One summary table plus seven tables specific to penal code sections
- You will be asked to complete all modules, though you'll have the opportunity to indicate if a given outcome measure is “not applicable.”

Summary Table

Subject Area	# of individuals
P.C. § 1170.03 (previously P.C. §1170(d)(1)) – Recall Sentence and Resentencing	
P.C. § 1170.95 –Prior Felony Murder, Felony Attempted Murder, or Felony Manslaughter Resentencing	
P.C. § 1473.7(a)(1) – Vacating a Conviction or Sentence Due to Failure to Explain Immigration Consequences	
P.C. § 1473.7(a)(2) – Vacating a Conviction or Sentence Because of New Exculpatory Evidence	
P.C. § 1473.7(a)(3) – Vacating a Conviction or Sentence Because of California Racial Justice Act Violations	
P.C. § 3051 – Youth Offender Parole Hearings	
P.C. § 3051 – <i>Franklin</i> Hearings	
Note: If " <i>Unknown</i> " was entered for any of the items above, please provide detail in the cell below as to why this information could not be provided:	

P.C. § 1170.03 (previously P.C. §1170(d)(1)) – Recall Sentence and Resentencing

Identification of Individuals Potentially Eligible for P.C. §1170.03 Proceedings	#, N/A, or Unknown
Number of instances in which an individual contacted your agency or office about their potential eligibility	
Number of individuals your agency or office screened (perhaps by reviewing old client files or having identified them previously but being unable to assist with relief prior to the grant funding) to independently identify individuals potentially eligible for P.C. § 1170.03 proceedings	
Number of instances in which your agency or office was notified by the court, an agency, or other external party about an individual being recommended for recall or resentencing under P.C. § 1170.03 and where such notice was the first time your agency or office became aware of potential eligibility for this person	
Case Outcomes	#, N/A, or Unknown
Number of P.C. § 1170.03 proceedings in which your office represented the party of interest where the request for recall and resentencing was granted, with or without a hearing	
Number of P.C. § 1170.03 proceedings in which your office represented the party of interest where the request for recall and resentencing was denied	
Number of P.C. § 1170.03 proceedings where your office is representing the party of interest that are in progress or not yet resolved	
<i>Note: If "Unknown" was entered for any of the items above, please provide detail in the cell below as to why this information could not be provided:</i>	

P.C. § 1170.95 – Prior Felony Murder, Felony Attempted Murder, or Felony Manslaughter Resentencing

Identification of Cases Eligible for Proceedings	#, N/A, or Unknown
Number of individuals identified to your agency or office as being potentially eligible for relief under P.C. § 1170.95, and where such notice was provided by a state agency, other outside process or party, or the individual him or herself.	
Number of individuals your agency or office independently identified as potentially eligible for resentencing under P.C. § 1170.95 (perhaps by reviewing old client files or having identified them previously but being unable to assist with relief prior to the grant funding)	
Number of instances in which your agency or office was appointed counsel to represent an individual in a proceeding for resentencing under P.C. § 1170.95 and where such appointment was the first time your agency or office became aware of the individual's potential eligibility	
Representations	#, N/A, or Unknown
Number of instances in which your agency or office filed a motion to vacate under P.C. § 1170.95	
Number of instances in which your agency or office was appointed counsel only after a motion to vacate under P.C. § 1170.95 was filed	
Case Outcomes	#, N/A, or Unknown
Number of clients your office represented for whom a motion to vacate under P.C. § 1170.95 was granted	
Number of clients your office represented for whom a motion to vacate under P.C. § 1170.95 was denied	
Number of P.C. § 1170.95 proceedings where your office is representing the party of interest that are in progress or not yet resolved	
<i>Note: If "Unknown" was entered for any of the items above, please provide detail in the cell below as to why this information could not be provided:</i>	

P.C. § 1473.7(a)(1) – Vacating a Conviction or Sentence Due to Failure to Explain Immigration Consequences

Identification of Cases Eligible for Proceedings	#, N/A, or Unknown
Number of cases in which your agency or office is notified of a client who may be eligible for relief under P.C. § 1473.7(a)(1) by a client, state agency, or other outside process or party	
Number of cases in which your agency or office independently identified potentially eligible individuals through a review of files screened for eligibility to have a conviction or sentence vacated under P.C. § 1473.7(a)(1)	
Number of cases in which your agency or office is appointed counsel for an individual without prior review of the file, and your agency or office review the case for eligibility to have a conviction or sentence vacated under P.C. § 1473.7(a)(1)	
Representations	#, N/A, or Unknown
Number of cases in which your agency or office files a motion to vacate a prior conviction or sentence under P.C. § 1473.7(a)(1)	
Number of cases in which your agency or office is appointed counsel by the court or independently chooses to represent a client on a motion	
Case Outcomes	#, N/A, or Unknown
Number of instances in which a motion to vacate a conviction or sentence under P.C. § 1473.7(a)(1) was granted	
Number of instances in which a motion to vacate a conviction or sentence under P.C. § 1473.7(a)(1) was denied	
Number of P.C. § 1473.7(a)(1) proceedings where your office is representing the party of interest that are in progress or not yet resolved	

P.C. § 1473.7(a)(2) – Vacating a Conviction or Sentence Because of New Exculpatory Evidence

Identification of Cases Eligible for Proceedings	#, N/A, or Unknown
Number of cases in which your agency or office is notified of a client who may be eligible for relief under P.C. § 1473.7(a)(2) by a client, state agency, or other outside process or party	
Number of cases in which your agency or office independently identified potentially eligible individuals through a review of files screened for eligibility to have a conviction or sentence vacated under P.C. § 1473.7(a)(2)	
Number of cases in which your agency or office is appointed counsel for an individual without prior review of the file, and your agency or office review the case for eligibility to have a conviction or sentence vacated under P.C. § 1473.7(a)(2)	
Representations	#, N/A, or Unknown
Number of cases in which your agency or office files a motion to vacate a prior conviction or sentence under P.C. § 1473.7(a)(2)	
Number of cases in which your agency or office is appointed counsel by the court or independently chooses to represent a client on a motion under P.C. § 1473.7(a)(2)	
Case Outcomes	#, N/A, or Unknown
Number of instances in which a motion to vacate a conviction or sentence under P.C. § 1473.7(a)(2) was granted	
Number of instances in which a motion to vacate a conviction or sentence under P.C. § 1473.7(a)(2) was denied	
Number of P.C. § 1473.7(a)(2) proceedings where your office is representing the party of interest that are in progress or not yet resolved	

P.C. § 1473.7(a)(3) – Vacating a Conviction or Sentence Because of California Racial Justice Act Violations

Identification of Cases Eligible for Proceedings	#, N/A, or Unknown
Number of cases in which your agency or office is notified of a client who may be eligible for relief under P.C. § 1473.7(a)(3) by a client, state agency, or other outside process or party	
Number of cases in which your agency or office independently identified potentially eligible individuals through a review of files screened for eligibility to have a conviction or sentence vacated under P.C. § 1473.7(a)(3)	
Number of cases in which your agency or office is appointed counsel for an individual without prior review of the file, and your agency or office review the case for eligibility to have a conviction or sentence vacated under P.C. § 1473.7(a)(3)	
Representations	#, N/A, or Unknown
Number of cases in which your agency or office files a motion to vacate a prior conviction or sentence under P.C. § 1473.7(a)(3)	
Number of cases in which your agency or office is appointed counsel by the court or independently chooses to represent a client on a motion under P.C. § 1473.7(a)(3)	
Case Outcomes	#, N/A, or Unknown
Number of instances in which a motion to vacate a conviction or sentence under P.C. § 1473.7(a)(3) was granted	
Number of instances in which a motion to vacate a conviction or sentence under P.C. § 1473.7(a)(3) was denied	
Number of P.C. § 1473.7(a)(3) proceedings where your office is representing the party of interest that are in progress or not yet resolved	

P.C. § 3051 – Youth Offender Parole Hearings

<i>Identification of Cases Eligible for Proceedings</i>	<i>#, N/A, or Unknown</i>
Number of instances in which your agency or office is notified of an individual who may be eligible for a Youth Offender Parole Hearing under P.C. § 3051 in the next 12 months, by a state agency, other outside process or party, a former client, or any other person	
Number of individuals in which your agency or office independently identified individuals (perhaps through a review of files) who may be eligible for a Youth Offender Parole Hearing under P.C. § 3051 in the next 12 months	
<i>Representations</i>	<i>#, N/A, or Unknown</i>
Number of instances in which your agency or office filed a motion or submitted materials in support of a youth offender parole hearing under P.C. § 3051	
Number of instances in which your agency or office was appointed counsel by the court or independently chooses to represent an individual at a Youth Offender Parole Hearing under P.C. § 3051	
<i>Case Outcomes</i>	<i>#, N/A, or Unknown</i>
Number of instances in which a Youth Offender Parole Hearing is held for a client your office represented at the hearing	
Number of instances in which your client was granted parole following a Youth Offender Parole Hearing	
Number of instances in which your client was denied parole following a Youth Offender Parole Hearing	
Number of Youth Offender Parole Hearing proceedings where your office is representing the party of interest that are in progress or not yet resolved	

P.C. § 3051 – *Franklin* Hearings

<i>Identification of Cases Eligible for Proceedings</i>	<i>#, N/A, or Unknown</i>
Number of instances in which your agency or office is notified by a state agency, other outside process or party, a former client, or any other person of an individual's potential need to seek a <i>Franklin</i> hearing	
Number of cases in which your agency or office independently identified individuals (perhaps through a review of old case files) potentially in need of a <i>Franklin</i> hearing	
<i>Representations</i>	<i>#, N/A, or Unknown</i>
Number of instances in which your agency or office filed a motion for a <i>Franklin</i> hearing	
Number of instances in which your agency or office was appointed counsel by the court or independently chooses to represent a client in regard to a <i>Franklin</i> hearing	
<i>Case Outcomes</i>	<i>#, N/A, or Unknown</i>
Number of cases in which a <i>Franklin</i> motion is granted and/or relevant materials were made part of the client's "C-file" (master record maintained by CDCR) or entered into the court record	
Number of <i>Franklin</i> Hearing proceedings where your office is representing the party of interest that are in progress or not yet resolved	

Next Steps

- Evaluation team will share baseline report for completion
 - We will offer office hours where you can sign up for real-time technical assistance as you prepare these reports
- Evaluation team will reach out to confirm project focus and develop tailored biannual reporting templates

Evaluation Team Contact Information

- If you have questions, please reach out to the RAND team
 - Stephanie Brooks Holliday holliday@rand.org
 - Nick Pace nickpace@rand.org
 - Mallika Bhandarkar mbhanda@rand.org

Questions?



Justice Policy Program