

**INTERAGENCY SERVICE AGREEMENT
NO. ISA-AC-AOC-090122-01**

Between the

**STATE OF ARIZONA,
THE OFFICE OF THE GOVERNOR**

And the

ARIZONA ADMINISTRATIVE OFFICE OF THE COURTS

WHEREAS, A.R.S. § 41-101.01 authorizes the Office of the Governor to execute and administer contracts and is charged with the responsibility of administering the AmeriCorps State Grant Program. The Catalog of Federal Domestic Assistance (CFDA)/Assistance Listing for all activity pursuant to this agreement is 94.006.

WHEREAS, A.R.S. § 35-148(A) authorizes Interagency Service Agreements between budget units to provide reimbursement for services performed, or for the advancement of funds for services to be performed, and authorizes the funds to be credited to the appropriate account for the budget unit performing the services.

THEREFORE, it is agreed that the Arizona Office of the Governor (“GVA”) shall provide funding to the Arizona Administrative Office of the Courts (“Grantee”) for services under the terms of this Interagency Service Agreement (“Agreement”).

I. PURPOSE OF AGREEMENT

The purpose of this Agreement is to provide funding for and identify the Grantee’s obligations for participation in the AmeriCorps Program.

The Grantee agrees to comply with all applicable state statutes, regulations, policies, guidelines and requirements, including administrative requirements, with the use of this funding. The Governor’s Office of Youth, Faith and Family will provide the financial, programmatic, and administrative guidelines and statutory program purposes for the program. The Grantee agrees to comply with all lawful requirements imposed by the Grantor in the administration of these grant funds.

II. TERM OF AGREEMENT, TERMINATION AND AMENDMENTS

This Agreement shall be effective September 1, 2022 and shall terminate on August 31, 2023, contingent upon funding.

Either party may terminate this Agreement at any earlier time by providing written notice to the other party at least thirty (30) days prior to the termination date. The Arizona Office of the Governor agrees that regardless of its termination date with Grantee, Grantee may use the funds distributed under this Agreement to pay for any unpaid services pursuant to this Agreement obligated prior to the date of termination. This Agreement is subject to cancellation pursuant to A.R.S. § 38-511, the provisions of which are incorporated herein.

Amendments to this Agreement shall be made in writing and signed by both parties. The attached *Summary of Award* is incorporated into this Agreement in its entirety.

III. DESCRIPTION OF SERVICES

Grantee shall:

- A. Administer Adult Probation System services in accordance with Grantee's approved AmeriCorps budget and programming as represented under application ID 22AC248169. *Attachment A – Budget & Scope of Work* is incorporated into the agreement in its entirety.

IV. MANNER OF FINANCING

The Arizona Office of the Governor shall:

- A. Provide to Grantee a total award amount of up to \$123,290 for activities outlined in Section III.
- B. Transfer funding to Grantee upon receipt of valid invoices for reimbursement as the project is executed. Any unused funding pursuant to this agreement at the termination date shall be transferred back to the Office of the Governor and the remaining balance of the award de-obligated.
- C. The CFDA/Assistance Listing is 94.006 for all activity associated with this agreement.
- D. Questions regarding the appropriate use of the funds shall be resolved by mutual written agreement between Grantee and GVA.

Grantee shall:

- A. Your budgetary match is \$91,552 and the minimum required match percentage is 38%.
- B. Submit requests for reimbursement (invoices) for expenses incurred by the program. Grantee shall submit these requests for reimbursement at a minimum of monthly but not more frequently than once per week.
- C. Assure that any expenses reimbursed under this Agreement have not been or will not be reimbursed under any other federal program.
- D. The number of funded Member Service Years (MSY) is 5.82. The cost per MSY is \$21,184.

V. REPORTING REQUIREMENTS

Financial Reporting:

The Grantee shall be paid on a cost-reimbursement basis. The Grantee shall not request reimbursement until the cost has resulted in an actual cash expenditure. The Grantee may request reimbursement on either a monthly or quarterly basis for those items submitted and approved in the budget inclusively. Grantee shall submit a final reimbursement request no more than forty-five (45) days after the Agreement end for expenses incurred prior to the date of Agreement termination. All expenses must be incurred and paid prior to the final reimbursement request. Requests for reimbursement received later than forty-five (45) days after the Agreement termination will not be paid. If awarded an agreement, your organization must have sufficient funds to meet obligations for up to sixty (60) days while awaiting reimbursements from the Governor's Office of Youth, Faith and Family.

The Grantee shall use the forms provided by the Grantor to submit financial expenditure reports. The forms will be sent to the Grantee upon receipt of the signed Agreement.

Programmatic Reporting:

Grantee shall submit programmatic reports to the Office of the Governor for activities performed under this Agreement. The report deadlines are as follows:

- A. Quarter 1: December 31, 2022
- B. Quarter 2: March 31, 2023
- C. Quarter 3: June 30, 2023
- D. Quarter 4: September 30, 2023
- E. Close Out Report: October 15, 2023

Notwithstanding any other payment provision of this Agreement, failure of the Grantee to submit required reports when due, or failure to perform or deliver required work, supplies or services, will result in the withholding of payment under this Agreement unless such failure arises due to causes beyond the control and without the fault of negligence of the Grantee.

All reports shall be submitted to the contact person designated in Section XII, Notices.

VI. DOCUMENTS INCORPORATED BY REFERENCE

By accepting funds under this grant, the recipient agrees to comply with the General Terms and Conditions and the Program Terms and Conditions. Recipient also agrees to comply with assurances and certifications made in the grant application, and applicable federal statutes, regulations and guidelines. Recipient agrees to administer the grant in accordance with the approved grant application, budgets, supporting documents, and all other representations made in support of the approved grant application.

General Terms and Conditions:

<https://americorps.gov/sites/default/files/document/FY2022-General-Terms-Conditions-508-20211119.pdf>

Program Terms and Conditions:

<https://americorps.gov/sites/default/files/document/FY2022 ASN Program-SpecificTermsandConditions Revised June2022%20%28002%29 2.pdf>

VII. APPLICABILITY OF PART 200 UNIFORM REQUIREMENTS

Grantee agrees to comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F. R. Part 200.

VIII. APPLICABLE LAW

In accordance with A.R.S. § 41-2501, *et seq.*, and Arizona Administrative Code R2-7-101, *et seq.*, this Agreement shall be governed and interpreted by the laws of the State of Arizona and the Arizona Procurement Code.

IX. NON-AVAILABILITY OF FUNDS

In accordance with A.R.S. § 35-154, every payment obligation of the Arizona Office of the Governor under the Agreement is conditioned upon the availability of funds appropriated or allocated for payment of such obligation. If funds are not allocated and available for the continuance of this Agreement, this Agreement may be terminated by the Arizona Office of the Governor at the end of the period for which funds are available. No liability shall accrue to the Arizona Office of the Governor in the event this provision is exercised, and the Arizona Office of the Governor shall not be obligated or liable for any future payments or for any damages as a result of termination under this paragraph.

X. AUDIT

In accordance with A.R.S. § 35-214, Grantee shall retain and shall contractually require each contractor and subcontractor to retain all data, books and other records (“records”) relating to this Agreement for a period of five years after completion of the Agreement. All records shall be subject to inspection and audit by the Arizona Office of the Governor at reasonable times. Upon request, Grantee shall produce the original of any or all such records.

XI. CONFLICT OF INTEREST

In accordance with A.R.S. § 38-511, the Arizona Office of the Governor may within three years after execution cancel the Agreement, without penalty or further obligation, if any person significantly involved in initiating, negotiating, securing, drafting or creating the Agreement on behalf of the Arizona Office of the Governor, at any time while the Agreement is in effect, becomes an employee or agent or any other party to the Agreement in any capacity or a consultant to any other party of the Agreement with respect to the matter of the Agreement.

XII. NOTICES

Grantee shall address all notices relative to this Agreement to the Arizona Office of the Governor to:

Ernest Moya
Grants Auditor
Governor's Accounting Office
1700 West Washington Street, Suite 500
Phoenix, Arizona 85007
emoya@az.gov

The Arizona Office of the Governor shall address all notices relative to this Agreement to Grantee:

Jennifer Flannery
AmeriCorps Program Specialist
1501 W Washington
Phoenix, AZ 85007
jflannery@courts.az.gov

IN WITNESS WHEREOF, the parties hereto agree to execute this Agreement.

**ARIZONA ADMINISTRATIVE OFFICE OF
THE COURTS**

**STATE OF ARIZONA,
THE OFFICE OF THE GOVERNOR**

Marcus Reinkensmeyer
Marcus Reinkensmeyer (Oct 24, 2022 09:15 PDT)

10/24/2022

Marcus Reinkensmeyer
Deputy Chief

Date

Maria Fuentes

Maria Fuentes (Oct 24, 2022 10:24 PDT)

10/24/2022

Maria Fuentes
Director
Governor's Office of Youth, Faith and Family

Date

Travis Price

Travis Price (Oct 24, 2022 10:19 PDT)

10/24/2022

Travis Price
Compliance, Finance and Procurement Manager
Governor's Accounting Office

Date



State of Arizona
Governor's Office of Youth, Faith and Family
Summary of Award

1. Type of Agreement Interagency Service Agreement	2. Title of Grant CNCS AmeriCorps State Formula		3. Action Type Initial Agreement	4. Page 1 of 1
5. Contract No. ISA-AC-AOC-090122-01	6. Amendment No. N/A	7. Performance Period 09/01/2022 – 08/31/2023	8. Sponsoring Federal Agency Corporation for National and Community Service	
	9. Effective Date 09/01/2022			
10. Grantee Name Arizona Administrative Office of the Courts 1501 W Washington Phoenix, AZ 85007	11. Grantee ID <i>EIN:</i> 86-6004791 <i>DUNS:</i> 360705321 <i>UEI:</i> GDK9UXYM6LF1	12. Grantee's Program Name Arizona Supreme Court - APSS AmeriCorps	13. CFDA No. 94.006	
	14. FAIN No. 21AFDAZ001			
	15. Award Info			
Grant Funding: \$123,290	16. Agreement Type Cost Reimbursement	17. Program Report Contact Emily Litchfield Program Administrator State of Arizona - GOYFF 1700 W. Washington Suite 230 Phoenix, AZ 85007 elitchfield@az.gov	18. Statutory Authority National & Community Service Act of 1990, as amended by the Edward M. Kennedy Serve America Act (42 U.S.C. §12501 et seq.), and the implementing regulations at 45 C.F.R. Chapter XXV.	
Grantee Match: \$91,552	19. Method of Payment Electronic or Warrant			
Grantee Indirect: N/A	20. Financial Reporting Monthly 20 days after month end			
21. Program Reporting	22. Remittance Address State of Arizona Governor's Accounting Office 1700 W. Washington Suite 500 Phoenix, AZ 85007 grantrfr@az.gov	23. Grantee Program Contact Jennifer Flannery AmeriCorps Program Specialist Arizona Administrative Office of the Courts 1501 W Washington Phoenix, AZ 85007 jflannery@courts.az.gov	24. Grantee Financial Contact Alyce Agostino Finance Specialist Arizona Administrative Office of the Courts 1501 W Washington Phoenix, AZ 85007 aagostin@courts.az.gov	
Final Narrative Report Due Date: October 15, 2023	The Governor's Office of Youth, Faith, and Family shall provide the forms for the quarterly reports and requests for reimbursement.			

25. Special Conditions

(reserved)

Budget Narrative: Arizona Supreme Court, Administrative Office of the Courts for Judiciary Courts of the State of Arizona

Section I. Program Operating Costs

A. Personnel Expenses

Position/Title -Qty -Annual Salary -% Time	CNCS Share	Grantee Share	Total Amount
Program Specialist VI - development, planning and implementation of the AmeriCorps program along with program oversight and compliance.: - 1 person(s) at 67099 each x 100 % usage	0	67,099	67,099
Category Totals	0	67,099	67,099

B. Personnel Fringe Benefits

Purpose -Calculation	CNCS Share	Grantee Share	Total Amount
FICA: 7.65% of wages	0	5,133	5,133
Health and Dental Insurance: 11.56% of wages	0	7,757	7,757
Long-Term Disability: 0.17% of wages	0	114	114
ASRS (Retirement): 12.17% of wages	0	8,166	8,166
Worker's Compensation: 0.64% of wages	0	429	429
Unemployment Insurance: 0.10% of wages	0	67	67
Basic Life Insurance: 0.03% of wages	0	20	20
Accumulated Sick Leave: 0.40% of wages	0	268	268
Technology Charge: 0.43% of wages	0	289	289
Category Totals	0	22,243	22,243

C. Travel

Staff Travel

Purpose -Calculation	CNCS Share	Grantee Share	Total Amount
Travel to CNCS-Sponsored Meetings: 1 trip including airfare (\$1,000), per diem (\$65/day x 4 days = \$260), lodging (\$250/night x 3 nights = \$750) and ground transportation (\$70) = \$2,080 x 2 staff = \$4,160	4,160	0	4,160
Program Site Monitoring and Oversight: 10 trips (2 per site) to APSS host counties (10). 10 trips average x 200 miles round trip x \$0.445/mile = \$890.00 + \$43/day per diem x 10 trips = \$430. Rate est. by state policy.	1,320	0	1,320
Program Outreach/Recruitment Travel: Trips to local and statewide job fairs, Universities and community stakeholders. 10 trips average x200 miles round trip x \$0.445/mile=\$890 + \$43/day per diem x 10 trips = \$430.Rate est. by state policy.	1,320	0	1,320
Site Supervisors Training at AOC: 1 day x 2 trainings. 5 site supervisors x 200 miles round trip x \$0.445/mile x 2 trainings = \$890 + 5 supervisors x \$43/day per diem x 2 days = \$430. Rate est. by state policy.	1,320	0	1,320
Category Totals	8,120	0	8,120

Member Travel

Purpose -Calculation	CNCS Share	Grantee Share	Total Amount
All member & staff training/meeting: (1 day x 16 members x 200 miles round trip x \$0.445/mile=\$1,424) + (16 members x \$43/day per diem x 1 day=\$688). 10 Maricopa members will not need travel expenses, since they are local. Rate est. by state policy. No overnight costs.	2,112	0	2,112
Motivation Interviewing Seminar: (1 day x 16 members x 200 miles round trip x \$0.445/mile=\$1,424) + (16 members x \$43/day per diem x 1 day=\$688). 10 Maricopa members will not need travel expenses, since they are local. Rate est. by state policy. No overnight costs.	2,112	0	2,112
Category Totals	4,224	0	4,224

D. Equipment

Item/Purpose -Qty -Unit Cost	CNCS Share	Grantee Share	Total Amount
Category Totals	0	0	0

E. Supplies

Item -Calculation	CNCS Share	Grantee Share	Total Amount
Office Supplies (paper, printer cartridges, pens, etc.): \$30/month x 12 months = \$360.00	0	360	360
AmeriCorps Member Service Gear w/AmeriCorps Logo: 26 members x \$25/shirt x 4 shirts per member = \$2,600	2,600	0	2,600
Member Supplies/Program Materials (AmeriCorps Logo Pens, Pins, Lanyards, Bags, Water bottles: \$40/member x 26 members = \$1,040	1,040	0	1,040
Member Training Materials (folders, printing, etc.): \$25.00/member x 26 members	0	650	650
Cell phone & Jet Pack (WiFi) for Program Specialist: \$60/month for cell phone service and \$40/month for Jet Pack x 12 months	0	1,200	1,200
Category Totals	3,640	2,210	5,850

F. Contractual and Consultant Services

Purpose -Calculation -Daily Rate	CNCS Share	Grantee Share	Total Amount
Category Totals	0	0	0

G. Training

Staff Training

Purpose -Calculation -Daily Rate	CNCS Share	Grantee Share	Total Amount
Trainer/Facilitator for AmeriCorps focused trainings - web-based: 1 trainer/facilitator for 2 web-based trainings for staff - 2 trainings x \$395/training (Welcome to AmeriCorps for Staff and Coaching and Feedback)- Daily Rate of 395	790	0	790
CNCS-Sponsored Meeting Registration: \$500/person x 2 staff members- Daily	1,000	0	1,000

Rate of 500			
Category Totals	1,790	0	1,790

Member Training

Purpose -Calculation -Daily Rate	CNCS Share	Grantee Share	Total Amount
Motivational Interviewing Seminar: 1 day at ASU - 26 members x \$150 registration costs- Daily Rate of 3900	3,900	0	3,900
Trainer/Facilitator for AmeriCorps focused trainings - web-based: 1 trainer/facilitator for 2 web-based trainings for members - 2 trainings x \$395/training (Welcome to AmeriCorps and Stress Management)- Daily Rate of 395	790	0	790
Trainer/Facilitator for AmeriCorps focused trainings - in-person trainings (topics include diversity and inclusion, prohibited activities, program updates, etc.): 1 trainer/facilitator for in-person all member and staff training event - \$1,000/day x 2 days x 2 trainings = \$4,000- Daily Rate of 1000	4,000	0	4,000
Category Totals	8,690	0	8,690

H. Evaluation

Purpose -Calculation -Daily Rate	CNCS Share	Grantee Share	Total Amount
Category Totals	0	0	0

I. Other Program Operating Costs

Purpose -Calculation	CNCS Share	Grantee Share	Total Amount
National Service Criminal History Checks: (Internal Cost -NSOPW \$0.00/ACJIS/NCIC \$0.00/FBI \$0.00) Fieldprint Costs \$27.75 per check (26 Candidates plus 2 Staff:28 checks x 27.75=\$777.00)	777	0	777
OnCorps Licensing Fee for cloud-based program tracking: \$1,500/year	1,500	0	1,500
Survey Software - pre/post surveys for members, probationers and program staff: Survey Monkey - \$500/year subscription	500	0	500
Registration Fees for Job Fairs and other recruitment events: \$150/event x 20events/year	3,000	0	3,000
Category Totals	5,777	0	5,777
Section Totals	32,241	91,552	123,793
PERCENTAGE	26%	74%	

Section II. Member Costs

A. Living Allowance

Item -# Mbrs w/ Allow -Allowance Rate -# Mbrs w/o Allow	CNCS Share	Grantee Share	Total Amount
Full Time (1700 hrs): Member(s) at a rate of each Members W/O allowance	0	0	0
Three Quarter Time (1200 hours): Member(s) at a rate of each Members W/O allowance	0	0	0

1-Year Half Time (900 hours): Member(s) at a rate of each Members W/O allowance	0	0	0
2-Year Half Time (1st Year): Member(s) at a rate of each Members W/O allowance	0	0	0
2-Year Half Time (2nd Year): Member(s) at a rate of each Members W/O allowance	0	0	0
Reduced Half Time (675 hrs): Member(s) at a rate of each Members W/O allowance	0	0	0
Quarter Time (450 hrs): 6 Member(s) at a rate of 4300 each Members W/O allowance 0	25,800	0	25,800
Minimum Time (300 hrs): 20 Member(s) at a rate of 2900 each Members W/O allowance 0	58,000	0	58,000
Abbreviated Time (100 hrs): Member(s) at a rate of each Members W/O allowance	0	0	0
Category Totals	83,800	0	83,800

B. Member Support Costs

Purpose -Calculation	CNCS Share	Grantee Share	Total Amount
FICA for Members: 7.65% of living allowance	6,411	0	6,411
Worker's Compensation: 1% of living allowance	838	0	838
Health Care:	0	0	0
Category Totals	7,249	0	7,249
Section Totals	91,049	0	91,049
PERCENTAGE	100%	0%	

Section III. Administrative/Indirect Costs

A. Corporation Fixed Percentage

Item -Calculation	CNCS Share	Grantee Share	Total Amount
Corporation Fixed Amount:	0	0	0
Commission Fixed Amount:	0	0	0
Category Totals	0	0	0

B. Federally Approved Indirect Cost Rate

Calculation -Cost Type -Rate -Rate Claimed -Cost Basis	CNCS Share	Grantee Share	Total Amount
Category Totals	0	0	0
Section Totals	0	0	0
PERCENTAGE	0%	0%	

Budget Totals	123,290	91,552	214,842
PERCENTAGE	57%	43%	
Required Match		0%	
Total MSYs	5.82		
Cost/MSY	21,184		

Source of Funds

Section	Match Description	Amount	Classification	Source
Source of Funds	Matching funds come from the Arizona Supreme Court internal operational budget. Funds cover staff and other operational lines in the AmeriCorps budget	91,552	Cash	State/Local
Total Source of Funds		91,552		

Arizona Supreme Court, Administrative Office of the Courts Judiciary Courts of the State of Arizona

Application ID: 22AC248169

Budget Dates:

	Total Amt	CNCS Share	Grantee Share
Section I. Program Operating Costs			
A. Personnel Expenses	67,099	0	67,099
B. Personnel Fringe Benefits	22,243	0	22,243
C. Travel			
Staff Travel	3,960	3,960	0
Travel to CNCS-Sponsored Meetings	4,160	4,160	0
Member Travel	4,224	4,224	0
Total	\$12,344	\$12,344	\$0
D. Equipment			
E. Supplies	5,850	3,640	2,210
F. Contractual and Consultant Services			
G. Training			
Staff Training	1,790	1,790	0
Member Training	8,690	8,690	0
Total	\$10,480	\$10,480	\$0
H. Evaluation			
I. Other Program Operating Costs	5,777	5,777	0
Section I. Subtotal	\$123,793	\$32,241	\$91,552
Section I Percentage		26%	74%
Section II. Member Costs			
A. Living Allowance			
Full Time (1700 hrs)	0	0	0
1-Year Half Time (900 hours)	0	0	0
Reduced Half Time (675 hrs)	0	0	0
Quarter Time (450 hrs)	25,800	25,800	0
Minimum Time (300 hrs)	58,000	58,000	0
2-Year Half Time (2nd Year)	0	0	0
2-Year Half Time (1st Year)	0	0	0
Three Quarter Time (1200 hours)	0	0	0
Abbreviated Time (100 hrs)	0	0	0
Total	\$83,800	\$83,800	\$0
B. Member Support Costs			
FICA for Members	6,411	6,411	0
Worker's Compensation	838	838	0
Health Care	0	0	0
Total	\$7,249	\$7,249	\$0
Section II. Subtotal	\$91,049	\$91,049	\$0
Section II. Percentages		100%	0%
Section III. Administrative/Indirect Costs			
A. Corporation Fixed Percentage			
Corporation Fixed Amount	0	0	0
Commission Fixed Amount	0	0	0
Total	\$0	\$0	\$0
B. Federally Approved Indirect Cost Rate			
Section III. Subtotal	\$0	\$0	\$0
Section III Percentage		0%	0%
Section I + III. Funding Percentages		26%	74%
Budget Totals	\$214,842	\$123,290	\$91,552
Budget Total Percentage		57%	43%
Required Match		38%	

Arizona Supreme Court, Administrative Office of the Courts Judiciary Courts of the State of Arizona

Number of years Receiving CNCS Funds		7		
Total MSYs		5.82		
Cost/MSY		\$21,184		
Budget Totals	Total Amt	CNCS Share	Grantee Share	
Budget Total Percentage	\$0	\$0	\$0	
Required Match		0%	0%	
Number of years Receiving CNCS Funds		38%		
Total MSYs		7		
		5.82		

PART I - FACE SHEET

APPLICATION FOR FEDERAL ASSISTANCE

Modified Standard Form 424 (Rev.02/07 to confirm to the Corporation's eGrants System)

1. TYPE OF SUBMISSION:

Application Non-Construction

2a. DATE SUBMITTED TO CORPORATION OR NATIONAL AND COMMUNITY SERVICE (CNCS):

3. DATE RECEIVED BY STATE:

29-JUN-22

STATE APPLICATION IDENTIFIER:

2b. APPLICATION ID:
22AC248169

4. DATE RECEIVED BY FEDERAL AGENCY:

FEDERAL IDENTIFIER:

5. APPLICATION INFORMATION

LEGAL NAME: Judiciary Courts of the State of Arizona

JEI NUMBER: GDK9UXYM6LF1

UNS NUMBER: 360705321

ADDRESS (give street address, city, state, zip code and county):

1501 W. Washington Street

Phoenix AZ 85007 - 3231

County:

NAME AND CONTACT INFORMATION FOR PROJECT DIRECTOR OR OTHER PERSON TO BE CONTACTED ON MATTERS INVOLVING THIS APPLICATION (give area codes):

NAME: Jennifer J. Flannery

TELEPHONE NUMBER: (602) 452-3177

FAX NUMBER:

INTERNET E-MAIL ADDRESS: jflannery@courts.az.gov

6. EMPLOYER IDENTIFICATION NUMBER (EIN):

866004791

7. TYPE OF APPLICANT:

7a. State Government

7b.

8. TYPE OF APPLICATION (Check appropriate box).

NEW

NEW/PREVIOUS GRANTEE

CONTINUATION

AMENDMENT

If Amendment, enter appropriate letter(s) in box(es):

A. AUGMENTATION

B. BUDGET REVISION

C. NO COST EXTENSION

D. OTHER (specify below):

9. NAME OF FEDERAL AGENCY:

Corporation for National and Community Service

10a. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 94.006

10b. TITLE: AmeriCorps State

11a. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:

Arizona Supreme Court, Administrative Office of the Courts

12. AREAS AFFECTED BY PROJECT (List Cities, Counties, States, etc):

Arizona: Apache, Coconino, Gila, Maricopa, Navajo, Pima, Pinal, Yavapai and Yuma Counties

11b. CNCS PROGRAM INITIATIVE (IF ANY):

13. PROPOSED PROJECT: START DATE: 09/01/22 END DATE: 08/31/23

14. CONGRESSIONAL DISTRICT OF: a.Applicant b.Program

15. ESTIMATED FUNDING: Year #:

a. FEDERAL	\$ 123,290.00
b. APPLICANT	\$ 91,552.00
c. STATE	\$ 0.00
d. LOCAL	\$ 0.00
e. OTHER	\$ 0.00
f. PROGRAM INCOME	\$ 0.00
g. TOTAL	\$ 214,842.00

16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?

YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON:

DATE:

NO. PROGRAM IS NOT COVERED BY E.O. 12372

17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?

YES if "Yes," attach an explanation. NO

18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN FULLY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.

i. TYPED NAME OF AUTHORIZED REPRESENTATIVE:

Jennifer J. Flannery

b. TITLE:

c. TELEPHONE NUMBER:

(602) 452-3177

d. SIGNATURE OF AUTHORIZED REPRESENTATIVE:

e. DATE SIGNED:

06/29/22

Narratives

Executive Summary

The Arizona Supreme Court, Administrative Office of the Courts, in partnership with Superior Court County Adult Probation Departments proposes to have 26 AmeriCorps Members who will serve within the Adult Probation System in the State of Arizona counties of Apache, Gila, Maricopa, Mohave, Navajo, Pima, Pinal, Yavapai and Yuma. At the end of the first program year, the AmeriCorps Members will be responsible for Probationers indicating an intent to change behavior to decrease their risks of reoffending through the use of retrospective surveys. In addition, the AmeriCorps Members will leverage 20 volunteer agencies who will be engaged or recruited to become new partner agencies or service providers in Apache, Gila, Maricopa, Mohave, Navajo, Pima, Pinal, Yavapai and Yuma Counties. This program will focus on the CNCS focus area of Economic Opportunity. The CNCS investment of \$123,290.00 and will be matched with \$91,522.00 in in-kind/public/state funding (43.00%) and \$0 in private funding.

Rationale and Approach/Program Design

B. PROGRAM DESIGN 1. THEORY OF CHANGE AND LOGIC MODEL NEED: As of 2020, there were approximately 86,081 adult probationers on direct community supervision within the Arizona Superior Court Adult Probation Departments and approximately 1,500 Probation Officers and administrative staff to provide rehabilitation services. Due to high caseloads per Probation Officers in Arizona, probationers continue to experience gaps in services and resources. Reasons for these gaps includes a lack of national standardized caseload sizes, lack of funding, high staff turnover and lowered staff retention, which in turn causes an insufficient ratio of Probation Officers and services to Probationers. The need to restore these critical services, including the continuation and use of evidence-based practices is imperative and will be possible with the placement of AmeriCorps Members. **THEORY OF CHANGE AND LOGIC MODEL:** Those who are on probation are at a higher risk for reoffending and are classified as a vulnerable population, due to several risk factors that include: history of risky behaviors, presence of destructive peer influences, substance abuse history, mental illness without support or resources, financial instability, gaining and maintaining stable employment or lack of familial support. Evidence-based practices and interventions strategically used by probation departments to provide support and reduce recidivism are designed to address the restoration of probationers, communities and victims, and they support specific probation rehabilitative programs in all Arizona counties. Through evidence-based policies, assessments, and interventions, probation departments work towards reducing these risk factors and changing

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behaviors, which will in turn lead to the reduction of probationers re-offending. Those evidence-based interventions include restoring and supporting probationer court-ordered community restitution programs, LEARN education centers and other education and job skills, life skills, building self-sufficiency programs in specific counties that have structured adult and youthful offender education programming, peer support services for specialized problem-solving courts and cognitive behavior intervention programming. But, as the Justice Center: The Council of State Governments states, “Without manageable caseload sizes that allow officers to provide tailored supervision, efforts to improve supervision practices will fall short of recidivism-reduction goals.” Adult Probation Support Services (APSS) AmeriCorps Members will assess and provide additional resources and support the evidence-based practices we have detailed for Arizona Probation Departments to assist in improving probationers’ behaviors and attitudes and achieve reduced recidivism. Members’ service, in both rural and urban areas, will include the following: developing and supporting probationer court-ordered community restitution programs and projects with local volunteer agencies; assisting with the increase of self-sufficiency skills, soft skills, work-force development skills; assisting with the facilitation of integrated cognitive behavior change programs; providing links to education resources, such as access to GED prep courses and technical trainings; providing assistance with case management duties; providing court navigation assistance; and providing referral services for both probationers and those who are in the reentry population. A large component of the Member’s service hours includes providing referral services to probationers, which provides a consolidated portfolio of resources for those entering into new probation terms and those transitioning from incarceration to probation, including referrals to housing, employment, childcare, healthcare, behavioral health care and other community services. The APSS AmeriCorps Members will support Probation Officers and other Probation Staff in enhancing critical services and support programmatic capacity and expansion. Members will assist with probationer case management through the delivery of a reentry referral resource packet and a goal-setting session. This APSS AmeriCorps Program and its Members will be the first of its kind to directly assist with completing various tasks, which in turn aid in the increase of frequency of supportive contacts and communication with Probationers, and increasing opportunities for more attentive case management, resource referral, and appropriate interventions addressing the social determinants of health. Member’s activities will include: updating the Probationer database with the Probationer’s progress, assisting in the delivery of assessment tools and intakes, assisting with the development of legal documents including warrants, petitions to revoke probation and updating the terms and conditions for the Probationer. Court ordered terms and

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conditions are the rules and stipulations under which a Probationer must abide by while under community supervision. Members will also deliver a reentry referral resource packet to the Probation population. Reentry, in the Probation field is considered the time in which someone is returning into the community from a term of incarceration. Interviews of those who have been recently released from incarceration stated that this time can be a difficult transition, often lasting from three to six months. During this time, they struggle to connect to community services such as healthcare, education, treatment, housing to name a few. Probationers with these risk/need factors could benefit from targeted interventions of referrals to resources. During a Probationer's time under community supervision, they are often given several referrals to resources that include contact information and location addresses, which are inaccurate and outdated. Members will research, collect, verify and update as needed, all the community partners and services that a Probationer may need. Having these resources readily available, sorted by issue and kept up to date increases the accessibility of the resources and the likelihood that a probationer will follow-through on their case plan. During the referral resource sessions, Members will meet with the Probationer to target their individual resource needs highlighting local community partners and accessible services that will assist the probationer with achieving their case plan goals and personal objectives. To support these services, we request 26 Members (6 Quarter-Time and 20 Minimum-time). We will recruit in three distinct cohorts to start individually in the Fall, Winter and Summer. The cohort structure will allow prospective student applicants to match our service experience with potential academic internship requirements and will also allow them to build new skills that potential employers will find desirable. The cohort system also lends to a more compliant program in regard to training, fiscal and procedural policies outlined by the CNCS. Members will be assigned to at least one of the nine Local County Host sites, who will be located in both rural and urban areas throughout Arizona. It is estimated that at least 30 Members will be recruited in each of the two urban Local County Host Sites and approximately 10 Members will be recruited at the remaining rural Local County Host Sites. The APSS AmeriCorps Program targets performance measurements: O1A - 500 individuals served; and O21 Outcome - 250 individuals reporting improved job readiness (revised measures). Our estimates were determined by knowing that each member is assigned to one Probation Officer Mentor, who typically has approximately 70 individuals on their caseload. On average, each Member should be able to reasonably deliver the services to at least 10 individuals during their service-term. Originally, the potential was projected to serve 20 individuals, each by 26 APSS AmeriCorps Members equals 1000+ individuals served total. Out of those 1000+ individuals served, Members will conduct at least 500 retrospective surveys that

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will provide data potentially demonstrating change in behavior or intent to change behavior of the individuals to better their economic opportunities. The target of 500 individuals completing retrospective surveys is 50% of the individuals participating in the sessions, this is attributed to the many challenges faced, such as missing appointments with Probation, re-incarceration or probation violations and timing of probation terms and Member service terms.

2. EVIDENCE BASE - During this new funding cycle, the APSS AmeriCorps program proposes to renew our intervention efforts that are based on pre-preliminary evidence. The Administrative Office of the Courts (AOC) has previously collected and currently collects data that supports the principal theory that probationers who are adequately supervised by probation supervision staff, who utilize the principles of Evidence Based Practices (EBP), as recommended by a probationer's risk assessment score, are more likely to help change probationer's behaviors, thus reducing recidivism. This renewal of efforts is due to the closure of partner host sites and low enrollment of AmeriCorps Members since March 2020 because of the COVID 19 pandemic, which continues to be a challenge. Since 2003, Arizona probation departments have made significant progress moving to EBP in community supervision. AOC and the County Probation Departments that train staff on EBP interventions have shown to be effective in preventing or reducing recidivism. Between 2008 and 2020, adult probation departments in Arizona had a 32.5% statewide reduction in new felony offenses, and a 35.9% reduction in the number of probationers revoked to prison (Safer Communities Act, 2020). At a cost of \$3.82 per day/\$1,394 per year for standard probation supervision versus \$93.15 per day/\$34,000 per person in prison in 2017, is an increase of 17% from 2007. Continuing to invest in practices that work, such as community supervision is a good investment. Reducing jail populations could curb the need to add jail beds and allow outdated facilities to be decommissioned, potentially saving taxpayers millions of dollars. (The Pew Charitable Trusts, January 2021). This can be directly attributed to the emergence of EBP which include various cognitive interventions, improved probation policies, and focused officer training various probation policies. At this time, the academic research in this area is in the early stages of providing evidence that shows the true impact of reentry programs on recidivism reduction. In a recent article by the Director of the National Institute of Justice (NIJ), David Muhlhausen, he states the high rates of recidivism can have a serious impact both on public safety and on the individual lives of offenders trapped in the revolving doors of America's prisons. Because of these high rates, the NIJ created the Reentry Council to develop recommendations for evidence-based reforms that will prevent crime, facilitate reentry and reduce recidivism. He specifically states that the lack of randomized controlled trials prevents the productive research and evaluation in this area. Currently

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those in the community supervision field take on broad interventions that show to have an initial early impact on probationers in the reduction of their recidivism rates. 3. NOTICE PRIORITY - The APSS AmeriCorps Program focuses its services in the area of Economic Opportunity and targets increased economic mobility for the vulnerable population that it serves. Members will provide unique services that will enhance the community supervision services that probation officers already provide, which focus on recidivism reduction, the protection of the public and rehabilitation of offenders. The proposed Member services will strengthen partnerships with Probation, the local law enforcement agency, and the community in which the probationers will live. Services will indirectly create safer communities by providing probationers essential services and linkages to life changing resources, social determinants of health and programs which will in turn decrease their chances of engaging in risky behaviors. 4. MEMBER EXPERIENCE - Our Members primarily are college students who seek hands-on opportunities to practice what they learn in school. Members are an integral part of the role that Superior Court Adult Probation Departments, AOC and the APSS Program play in the path that probationers take to rehabilitation. Members not only assist in those efforts in recidivism reduction, but also gain valuable skills and experiences that will benefit them in the future. The practical hands-on experience in the field of criminal justice, combined with skills such as communications, teamwork, critical- thinking, problem-solving, and decision-making are what potential employers look for and are valuable to Members first entering the workforce. Through daily service and trainings, APSS AmeriCorps Members gain knowledge on probationers' needs and challenges and how to provide guidance, mentoring and skill development throughout a probationer's term. Throughout their Service Terms, Members are provided the opportunity to attend trainings on diverse Probation and professional development topics. Members will receive a comprehensive orientation training that will include the following: overview of AmeriCorps (specifically AmeriCorps Prohibited Activities and Guidelines), the APSS AmeriCorps Program and the Arizona Supreme Court system; overview of evidence-based practices and how they apply to the field of probation; training on delivery referral services and other direct service responsibilities; Members have the opportunity to receive training through the Local Host County Sites in: CPR, First Aid, Safety Training, Arizona Probation Enterprise Tracking System (APETS), probationer file confidentiality training, and informal peer mentoring and basic motivational interviewing skills, training on internal county procedures; and policies and practical on the job training from Probation Officers and staff. Ongoing training will also be made available in motivational interviewing, cognitive behavioral change programs, personal finance, life after AmeriCorps and career development. Recruitment occurs on a national, state and

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local level for each position and site and the program actively recruits candidates from local and national locations; this ensures that Members represent diverse backgrounds, talents, and capabilities. The Program Specialist attends at least 20 career, college and job fairs (in person and virtually) across the state to recruit new Members into the program. These events are for both rural and urban areas and create program exposure to a wide variety of candidates, not only college students but those who are seeking a mid-career change or re-entering the workforce. The program also posts the position descriptions on a variety of online resources including: americorps.gov, volunteermatch.org, justserve.org, goodwill.org, azjobconnecton.gov and joinhandshake.com to ensure a wide spectrum of diverse candidates have access to our postings. The APSS AmeriCorps Program is an inclusive program and does not discriminate against those who can meet position description requirements, with or without accommodations. The program ensures this through publication of our non-discrimination policies and reasonable accommodation practices during the placement process. The program also includes diversity trainings to Members and staff throughout the year to ensure retention, high morale, and workplace harassment reduction. Our Program adheres to national, state and county policies for non-discrimination and actively encourages the recruitment of former probationers for an APSS AmeriCorps position.

Organizational Capability

C. ORGANIZATIONAL CAPABILITY

1. ORGANIZATIONAL BACKGROUND AND STAFFING - Arizona Supreme Court Chief Justice Robert Brutinel, who oversees the County Superior Courts and Adult Probation Departments across the state, has a strategic agenda that includes protecting children, families and communities. Consistent with public protection and client rehabilitation is the mission and vision of the Adult Probation Services Division (APSD) to, in part, promote and support an effective probation system through the use of EBP that advances the protection of the community and advocates for continuous improvements, advancing technologies, and research driven practices in the field of probation. In his Justice for the Future: Planning for Excellence, strategic plan for 2019-2024, Chief Brutinel states that Arizona will continue our commitment to promoting access to justice, protecting our children, families and communities, strengthening our courts, promoting public confidence in our judiciary, and enhancing professionalism in the legal community. Chief Justice Robert Brutinel's fifth goal of his strategic plan is promoting public trust and confidence in the Arizona Justice System. To make this goal attainable, the Arizona Supreme Court and all its divisions have committed to establishing public service recruitment and recognition programs to further engage community participation in our

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judicial system and to continue efforts to recruit volunteers who reflect the diversity of our communities. It is the APSS AmeriCorps Program's overarching goal to align with the current Chief Justice's new strategic plan. Members do this through the completion of their everyday tasks in case administration, court navigation and out in the field conducting ride along observations. Members also complete this goal by attending outreach events, speaking to the public, family and friends and informing them about the meaningful service they provide to the probation departments, staff and probationers. Members also do this through their elevator speeches they are encouraged to create to tell the public about their service, the agencies and the audience they serve. By engaging with the public about the service they provide and the agencies and population they serve, they are by default educating the public and creating a broader range of awareness surrounding community supervision programs such as probation. The Director of the Adult Probation Services Division of the Administrative Office of the Courts, Ed Gillian, will serve as the Project Director for the APSS AmeriCorps Program. Director Gillian has over 18 years experience in community supervision, probation and corrections and has oversight of the Arizona Adult Probation System. The APSD Program Manager, Shanda Breed, has 21 years experience in probation officer work, training, and probation department development. She will provide financial and programmatic oversight, and strategic planning for the APSS AmeriCorps Program. The APSD Program Manager also oversees the AmeriCorps Program Specialist, Jennifer Flannery, who has 20 years experience in program development and implementation as well as experience in grant writing, grant and program management. The AmeriCorps Program Specialist will directly oversee statewide recruitment, program management and Member management and support the host site supervisors at the nine county Superior Court Local Host Site locations. The AmeriCorps Program Specialist will also recruit at least 2, APSS AmeriCorps Team Leader Members to assist with APSS Program recruitment, teambuilding, mentorship, and supporting project coordination. The addition of the Team Leader Members will increase the sustainability and long-term growth of the program by building program capacity through the creation of additional program resources (curriculum and outreach materials). During this new three-year grant cycle the program plans to add an administrative support position that will be responsible for administrative tasks associated with the program. This position will ensure program compliance and allow for the program to expand to more county host sites across Arizona. 2. COMPLIANCE AND ACCOUNTABILITY - The APSS Program adheres to all CNCS compliance guidelines and has developed program policies and guidelines that are regularly relayed to the Local County Host Sites. The AmeriCorps Program Specialist monitors sites and members throughout the

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program year that consists of at least two site visits per Host Site annually, with one consisting of APSS Member observations. These site visits and observations allow the APSS Program Specialist to observe members in service to ensure program compliance and efficacy. A site observation checklist form is used that incorporates a standardized list of major program topics and includes space for site feedback to help build capacity and focus on future development and improvement. The site observations also assess the level of member support that is provided by the site and support staff and the knowledge and monitoring of prohibited activities for Members. If needed, this level of support is adjusted accordingly, either via further on-site guidance and leadership or additional resources provided from the APSS Program Specialist. APSS places a high importance on compliance to the national service criminal history check requirements and prohibited and unallowable activities. Over the course of the last grant cycle, we have demonstrated strong systems, procedures, and documentation practices to ensure that checks are done right and on time. During this next cycle the program has explored partnering with Fieldprint and Truescreen to strengthen the NSCHCs process and to minimize risk. However, AOC is unable to partner with Truescreen at this time, due inability to alter contracts. At the time of this application the AOC is currently negotiating with Fieldprint to conduct FBI fingerprinting clearances in the future. To ensure Member's compliance with prohibited or unallowable activities, policies are reviewed during member orientation in ongoing program member and staff trainings throughout the program year. The program has also determined that there is no internal cost under the internal line item for the NSCHCs which are covered internally and are not part of our budget. Additionally, our site visits and observations help to ensure Members are engaged in allowable activities and position specific duties. In 2018, the APSS Program Specialist became a Member of America's Service Commission, which provided the opportunity to attend a ten-part ASC 2018 Program StartUp Webinar Series for new Program Directors that focused on the following topics: AmeriCorps 101; Understanding Key Rules and Regulations; Program Management; Financial Management for Program Directors; Member File Management; Member Management; and Site Management. We also attended the regional conferences and attended several trainings on grant management, budget management, performance measurement, and national service criminal history checks. Access to these trainings allow the APSS Program Specialist and the APSS Program Manager to build their knowledge of program best practice and to increase their understanding of CNCS AmeriCorps guidelines and compliance regulations. To date, the trainings have been beneficial in providing the fundamental knowledge on program management and has allowed the APSS Program Specialist to develop more comprehensive program policies and procedures. The opportunity

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has also led to the development of more comprehensive training of Local Host County Site Supervisors. The APSS Program Specialist also continues to engage the assigned Grant Program administrator with the Governor's Office of Youth, Faith and Family (GYOFF) to gain technical assistance and guidance on questions concerning compliance and corrective actions.

3. CULTURE THAT VALUES LEARNING - The AOC and APSS both strive to be inclusive of all stakeholders to ensure they are actively involved in the development, implementation and maintenance of our Program. Internally, the APSS AmeriCorps Program Specialist provides monthly reports to the APSD Division Director on program progress and impact. On a quarterly basis, the APSS AmeriCorps Program also reports to the Committee on Probation (COP), who examines current probation procedures, develops policies and procedures to improve quality, and promotes standardization, consistency and coordination of probation procedures statewide. COP primarily consists of all Arizona County Adult Chief Probation Officers and Juvenile Directors, the Director of APSD, the Director of Juvenile Services, four public members, judges, attorneys, a representative of the United States Federal Probation Office and a representative of the Department of Corrections. The Program also intends to develop an Internal Advisory Committee to aid in the strategic development and expansion of the program. The APSS AmeriCorps Program utilizes the presentations to the COP to not only promote and grow the program, but also to employ the group in an advisory capacity for program feedback and guidance. The APSS AmeriCorps Program Specialist also reports to the GOYFF monthly the statistics on Member recruitment and retention, quarterly on program challenges, corrective actions and performance measure progress. Overall, the reports include APSS Program efforts to gain and maintain additional resources to enhance the evidence-based practices that support recidivism reduction. The reports also provide the internal stakeholders (local county host sites) evidence that raise public awareness of the role the judicial branch and probation departments play in building safer communities.

4. MEMBER SUPERVISION - Members will have an assigned Probation Officer or Staff Mentor as their Site Supervisor. They will meet weekly with Members to provide guidance on evidence-based strategies and interventions, unique needs of the probation population/service location and discuss any challenges or additional training needed. Site Supervisors are available throughout the week, either in-person, via phone or email, to answer questions and provide guidance and support to the Members. AmeriCorps Members will also shadow and assist alongside probation/court staff in their daily duties. Site Supervisors formally meet with Probation Officers and Program Staff at least once per month to discuss Member performance, challenges, and celebrations. Site Supervisors will review progress reports for issues related to Member attendance, tardiness or examples of exemplary

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performance. The Site Supervisor is also responsible for approving and processing weekly timesheets. The key performance indicators are: average number of hours spent in service; submission of evaluation reports on APSS AmeriCorps Member performance; maintaining program compliance standards, such as ensuring APSS Members are wearing at least one piece of AmeriCorps gear while in service, enforcement of CNCS prohibited activities and ensuring the safety of Members by not allowing them to be alone with any Probationers. All performance indicators are provided in writing in the APSS Program Manual, Site Supervisor Handbook and the Site Handbook. The AmeriCorps Program Specialist will conduct training with all Site Supervisors, Probation Officers and Staff Mentors to instruct them on: Member recruitment; organizational management strategies; CNCS and APSS AmeriCorps Program regulations and compliance policies; program priorities; Member evaluation; Member and program expectations; data collection and reporting. The AmeriCorps Program Specialist serves as a resource (technical advisor) for all Members, Site Supervisors, Probation Officers and Staff Mentors and will remain in close contact with all program staff who supervise Members.

Cost Effectiveness and Budget Adequacy

See budget.

Evaluation Summary or Plan

E. EVALUATION PLAN

APSD currently tracks statewide and countywide recidivism rates, annually, through the Adult Probation Enterprise Tracking System (APETS). APETS is the statewide, automated tracking system for adult probation services, designed to provide consistency in delivery, a meaningful reporting structure, and equality in information sharing. All 15 of Arizona's County Adult Probation Departments use APETS which now holds over 524,000 historical client records; more than 73,300 records of probationers with open governing supervision cases; nearly 41 million probationer historical contact records; and approximately 2,150 users statewide. APSD is responsible for statistical reporting, data analysis, operational reviews, and the annual, report preparation and publication of the data gathered from APETS. To ensure that the data is high quality performance measurement data the APSD performs Operational Reviews. The Operational Review Specialists examine the county adult probation programs and activities for efficiency, effectiveness, adherence to and compliance with the Arizona Constitution, statutes, court rules, administrative orders, the Arizona Code of Judicial Administration, funding agreements, contracts, policies and procedures, and protocols. At this time

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APSS Program AmeriCorps Members continues to track their service activities and contacts with Probationers in a spreadsheet developed by the program, however due to partner site closures and low Member enrollment the activity counts are low. This tracking allows Members to capture the month of service provided, the type of service provided, and the number of people served or contacted that month for that service. The tool also allows the APSS AmeriCorps Member to describe the direct service in detail, including how the activities relate and meet program performance measures. The APSS Program will also utilize both pre and post retrospective surveys for Probationers who participate in the reentry referral resources sessions. These will create a comparison group for pre-delivery of services and a retrospective post-service analyses, specifically regarding their pre-established goals for linkages to community services and programs. Data collection at this stage will provide data needed to fulfil the performance measure outputs, the number of individuals served (O1A) and the outcome of the number of individuals reporting a change in behavior or the intent to change behavior to decrease their risks of reoffending. The program output is to deliver the reentry referral resource packet and set goals for at least 200 Probationers within the state of Arizona. The APSS Program will ensure that the data collected in pre and post-test surveys and the use of other data collection tools will be and remain reliable and valid. The APSS Program will safeguard the reliability through the use of a consistent, dependable measurement tool, i.e. the use of the same pre and post surveys for all Probationers. The APSS Program will also ensure that the data collected is valid with the guidance of internal research protocol established with APSD, focusing on the design and approaches of the research methods. This will ensure that the APSS Program is obtaining meaningful and solid results from the interventions delivered by the Members. The APSS Program staff will train Members in data collection and accurate use of the data collection tools. Responsibility for oversight of the data collection, cleaning of data, management of data and analysis of the data will lie with the APSS AmeriCorps Program Specialist and the APSD Researcher. At the time of application, the program will be requesting a timeline extension for our evaluation plan via the AEA form included in the application package. The extension is being requested due to the closure of partner host sites and low Member enrollment that has occurred since March 2020 and still continues to date.

Amendment Justification

NA

Clarification Summary

NA

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Continuation Changes

NA

Grant Characteristics

Performance Measures

MSYs by Focus Area



MSYs by Objective

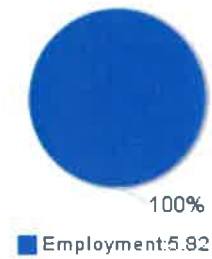


Table1: MSYs by Focus Areas

Focus Area	% MSYs
Economic Opportunity	100%

Table2: MSYs by Objectives

Objectives	%MSYs
Employment	100%

% of MSY NPM VS Applicant VS Not in ANY

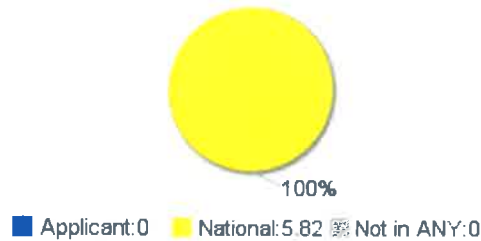


Table3: %MSYs by NPM vs.Applicant vs. Not in ANY

% MSYs	NPM	Applicant	Not in ANY
	100%	0%	0%

Table4: No of MSY and Members by Objective

Objectives	No of MSYs	No of Members
Employment	5.82	26
Total	5.82	26

Primary Focus Area: Economic Opportunity

Primary Intervention: Other Adult Education

Secondary Focus Area:

Secondary Intervention:

Performance Measure: Improved access to referral resources for those under community

Focus Area:	Economic Opportunity	Objective:	Employment	No of MSY's:	4.20	No of Members:	20
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Problem Statement:

There are 86,081 Probationers/Re- Entry individuals within the Arizona Probation system and only 1,500 Probation Officers to provide rehabilitation services for them. Due to these disproportionate numbers, Arizona probation departments continue to face gaps in services and access to resources that support and assist rehabilitation and maintain compliance with community supervision requirements (the terms and conditions of each individual).

APSS AmeriCorps Members will provide access to resources these individuals need to succeed in their terms of Probation. The Member serves the Probationers and Re- Entry individuals that are on that Probation Officer's caseload by creating, maintaining and delivering referral resources packets, setting goals with the beneficiaries, conducting a retrospective survey and tracking the number of individuals that report a change in behavior/intent to change behavior to better their economic opportunities. APSS AmeriCorps Members will provide referral resource sessions and will track the number of attendees. The program goal is to have at least 250 individuals participate in these sessions. Members will also conduct at least 250 retrospective surveys (pre/post) that will provide data demonstrating change in behavior/intent to change behavior of the individuals to better their economic opportunities. Each APSS AmeriCorps Member is assigned to a Probation Officer, who has a caseload of 70 individuals; therefore, each Member should be able to deliver the services to at least 20 individuals resulting in a target of 400 individuals for referral resource sessions and 390 retrospective surveys (pre/post). The outcome target of 250 individuals with a change in behavior/intent to change behavior is based on the instability of the beneficiary population in terms of reincarceration, transiency, and transfers to other probationary units.

Selected Interventions:

Other Adult Education

Describe Interventions:

APSS AmeriCorps Members will deliver referral resource sessions to at least 25 individuals during their service term. Each host site will have a customized, researched and verified referral resource packet created and updated as needed by the AmeriCorps members, with all the community partners and services that are accessible in that area. During their service term APSS AmeriCorps Members will arrange with the Probation Officer to schedule the referral resource packet session with the individual, sessions will last no longer than 60 minutes. APSS AmeriCorps Members will review the individual's probation terms and conditions and risks assessments. Risk assessments are conducted by Probation Officers upon entrance into a community supervision program. Risks assessments allow staff to evaluate any internal/external factors that would place an individual at a higher risk of recidivism such as lack of housing, unemployment, drug dependency, and transportation, etc. Results of the risk assessments are stored in the statewide database that Members will have access to while in service. APSS AmeriCorps Members will then meet with the individual and develop at least 5 goals that fulfill their terms and conditions which is the pre- survey phase. These goals can range from finding housing, employment, linkages to educational/vocational courses, and healthcare. Once goals are established Members will present the referral resource packet and identify specific community partners and services that address the individual's goals. The session will also provide links to community partners and

Performance Measure: Improved access to referral resources for those under community

Problem Statement:

Selected Interventions:

services that will address the identified risks. Thirty days after the referral resource session, the AmeriCorps member will follow- up with the participating individuals (in- person or telephone call) to review the pre- survey phase goals and establish if the individuals can report a change in behavior/intent to change their behavior to decrease their risks of reoffending.

O1A Output:

O1A: Number of individuals served

Target: 400 Individuals

Measured By: Tracking System

Described Instrument: The number of individuals served will be tracked through an attendance sign- in sheet which will track the client number, session date along with start and end time, location, etc. For an individual to be considered served they will need to participate in the referral resource sessions with an APSS AmeriCorps Members who will review and provide them with a referral resource packet, and be an active contributor in establishing goals and the measurement of intent to change their behavior through completion of the established goals. The attendance sign- in sheets will be submitted to the Program Specialist on a monthly basis and a review will be conducted to ensure that they are completed properly and fully by the Members. The tool will be reviewed by the Program Specialist to ensure that individuals have not participated in the sessions more than once by cross- checking sign- in sheets and client numbers for duplicates. The forms will be the same for all host sites and the requirements for completion and submission will be uniform. The Program Specialist will provide the APSS AmeriCorps Members training pertaining to the delivery and use of this sign- in sheet during the referral resource session to ensure that the program information is consistent and accurate

O21 Outcome:

O21: Number of individuals with improved job readiness

Target: 250 Individuals

Measured By: Survey

Described Instrument: Risk assessments which evaluate internal/external factors that place an individual at a higher risk of recidivism such as lack of housing, unemployment, drug dependency, and transportation, etc. are conducted by Probation Officers

Performance Measure: **Improved access to referral resources for those under community**

Problem Statement:

Selected Interventions:
Giver Adult Education

Described Instrument: upon entrance into a community supervision program. Members will review the individual' s probation terms/conditions and risks assessments and then meet with them to develop at least 5 goals that fulfill their terms/conditions. These goals can range from finding housing, employment, linkages to educational/vocational courses, and healthcare. Members will then present the referral resource packet and identify specific community partners/services that address the individual' s goals and identified risks. Thirty days after the referral resource session, the member will follow- up with the individuals (in- person/telephone call) to review the pre- survey goals and establish if the individuals can report a change in behavior/intent to change their behavior to decrease their risks of reoffending. Any indication on the survey in the areas of action, maintenance or termination of goals will indicate a change in behavior.

The pre- survey consists of establishing at least 5 goals that fulfill a probationer' s terms and conditions. The retrospective (post) survey will include client number, date, site, established goals and state of those goals. Member training will highlight the need for protection of probationer' s privacy and the use of probationer' s statewide database ID number to avoid data duplication. The Program Specialist will provide the Members training on the creation, maintenance, delivery and use of the referral resource session and packet to ensure consistency and accuracy in the sessions and data collection. The surveys will be reviewed by the Program Specialist to ensure reliable and correct usage of the forms. The members will have 4 months to complete 20 sessions for 20 individuals and tracking forms will be submitted monthly.

Performance Measure: Improved personal financial literacy for those under community

Focus Area:	Economic Opportunity	Objective:	Employment	No of MSY's:	1.62	No of Members:	6
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Problem Statement:

There are 85,769 Probationers/Re- Entry individuals within the Arizona Probation system and only 1,300 Probation Officers to provide rehabilitation services for them. Due to these disproportionate numbers, Arizona probation departments continue to face gaps in services and access to resources that support and assist rehabilitation and maintain compliance with community supervision requirements (the terms and conditions of each individual).

The Member serves the Probationers and Re- Entry individuals that are on that Probation Officer' s caseload by creating, maintaining and delivering referral resources packets, setting goals with the beneficiaries, conducting a retrospective survey and tracking the number of individuals that report a change in behavior/intent to change behavior to better their economic opportunities. The APSS AmeriCorps Program targets performance measurements: O1A - 120 individuals served; and O21 Outcome - 120 individuals reporting improved job readiness (revised measures). The target of 120 individuals completing retrospective surveys is 50% of the individuals participating in the sessions, this is attributed to the many challenges faced, such as missing appointments with Probation, re- incarceration or probation violations and timing of probation terms and Member service terms.

Selected Interventions:

Other Adult Education

Describe Interventions:

Each APSS AmeriCorps Member will deliver financial literacy resources to at least 4 individuals each during their service term. Each host site with the need for the service will have a customized, researched and verified financial literacy resource created and updated as needed by the AmeriCorps Members. During their service term APSS AmeriCorps Members will arrange with the Probation Officer to schedule a call to deliver the financial literacy resource with the individual who is in need of the resource, session(s) will last no longer than 30 minutes. APSS AmeriCorps Members will then meet with the individual via phone and develop at least 5 goals that fulfill their terms and conditions which is the pre- survey phase. These goals will focus on the improvement of their financial literacy. Once goals are established Members will present the financial literacy resources and identify steps that address the individual' s goals for financial literacy improvement. The session will also provide linkages to community partners and other services that will address the other financial needs. Thirty days after the financial literacy session, the AmeriCorps member will follow- up with the participating individuals (via a telephone call) to review the pre- survey phase goals and establish if the individuals can report a change in behavior/intent to change their behavior to decrease their risks of reoffending or delinquency of court order fines or fees.

O1A Output:

O1A: Number of individuals served

Target: 120 Individuals
Measured By: Tracking System

Performance Measure: Improved personal financial literacy for those under community

Problem Statement:

Selected Interventions:
One Adult Education

Described Instrument: The number of individuals served will be tracked through an attendance tracking sheet, which will track the client number, session date along with start and end time, location, etc. For an individual to be considered served they will need to participate in the financial literacy sessions with an APSS AmeriCorps Members who will review and provide them with the financial literacy resources and be an active contributor in establishing goals and the measurement of intent to change their behavior through completion of the established goals.

The attendance tracking sheets will be submitted to the Program Specialist on a monthly basis and a review will be conducted to ensure that they are completed properly and fully by the Members. The tool will be reviewed by the Program Specialist to ensure that individuals have not participated in the sessions more than once by cross- checking tracking sheets and client numbers for duplicates. The forms will be the same for all host sites and the requirements for completion and submission will be uniform.

The Program Specialist will provide the APSS AmeriCorps Members training pertaining to the delivery and use of this tracking sheets during the financial literacy session to ensure that the program information is consistent and accurate.

OUTCM64050 Outcome:

O9- number of individuals with improved financial knowledge

Target: 120 Retrospective survey (PDF Form)

Measured By: Other

Described Instrument: Members will review the individual' s probation terms/conditions and risks assessments and any outstanding court fines and fees before initial call. During call Members will help the individuals to develop at least 5 goals surrounding the improvement of their financial literacy. Members will then present the financial literacy resources. Thirty days after the session, the member will follow- up with the individuals (via a telephone call) to review the pre- survey goals and establish if the individuals can report a change in behavior/intent to change their behavior to decrease their risks of reoffending or being delinquent on court fines or fees. Any indication on the survey in the areas of action, maintenance or termination of goals will indicate a change in behavior.

The pre- survey consists of establishing at least 5 goals that fulfill a probationer' s personal financial literacy goals. The retrospective (post) survey

Performance Measure: **Improved personal financial literacy for those under community**

Problem Statement:

Selected Interventions:
~~General Adult Education~~

Described Instrument: will include client number, date, site, established goals and state of those goals. Member training will highlight the need for protection of probationer' s privacy and the use of probationer' s statewide database ID number to avoid data duplication. The Program Specialist will provide the Members training on the creation, maintenance, delivery and use of the financial literacy session to ensure consistency and accuracy in the sessions and data collection. The surveys will be reviewed by the Program Specialist to ensure reliable and correct usage of the forms. The members will have 4 months to complete 4 sessions for 4 individuals and tracking forms will be submitted monthly.

Program Information

AmeriCorps Funding Priorities

*Check any priority area(s) that apply to the proposed program. In order to receive priority consideration, applicants must demonstrate that the priority area is a significant part of the program focus, high quality program design, and outcomes.

Educational
opportunity/economic mobility

Grant Characteristics

*Check any characteristics that are a significant part of the proposed program.

None of the above grant
characteristics

Demographics

Other Revenue Funds	0
Number of volunteers generated by AmeriCorps members	20
Percent of disadvantaged youth enrolled	0

Required Documents

<u>Document Name</u>	<u>Status</u>
Evaluation	Sent
Federally Approved Indirect Cost Agreement	Not Applicable
Labor Union Concurrence	Not Applicable
Other Documents	Sent

Logic Model

Problem	Inputs	Activities	Outputs	Short-Term Outcomes	Mid-Term Outcomes	Long-Term Outcomes
<p>The community problem that the program activities (interventions) are designed to address.</p>	<p>Resources that are necessary to deliver the program activities (interventions), including the number of locations/sites and number/type of AmeriCorps members.</p>	<p>The core activities that define the intervention or program model that members will implement or deliver, including duration, dosage and target population.</p>	<p>Direct products from program activities.</p>	<p>Changes in knowledge, skills, attitudes and opinions. These outcomes, if applicable to the program design, will almost always be measurable during the grant year.</p>	<p>Changes in behavior or action. Depending on program design, these outcomes may or may not be measurable during the grant year. Some programs, such as environmental or capacity-building programs, may measure changes in condition over a period as short as one year.</p>	<p>Changes in condition or status in life. Depending on program design, these outcomes may or may not be measurable during the grant year. Some programs, such as environmental or capacity-building programs, may measure changes in condition over a period as short as one year.</p>











AmeriCorps Agreement ISA-AC-AOC-090122-01

Final Audit Report

2022-10-24


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 Signer mfuentes@az.gov entered name at signing as Maria Fuentes

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