



## 05 – Public Defense Questionnaire

(Single Award of \$25,000 or more)

Recipient:

Award Number:

Reporting Period:

Completed By:

Date:

### INSTRUCTIONS

The following pages outline the performance achievements for recipients of a single award of \$25,000 or more under the **JAG Public Defense Program Area**. The data collected from this form is used by OCJG members to report performance data BJA's Performance Management Tool (PMT) system, as required by the state's federal JAG award.

**FAILURE TO SUBMIT THE APPROPRIATE PERFORMANCE QUESTIONNAIRE(S) BY YOUR AGENCY'S REPORTING DEADLINE WILL RESULT IN THE WITHHOLDING OF FUNDS ON YOUR AWARD.**

Please contact the Office of Criminal Justice Grants at (850) 617-1250 for any questions pertaining to this report.

### GENERAL AGENCY INFORMATION

**This section collects information on the state of your award and your organization in general. It should be completed by all recipients for EACH reporting period the award is active.**

1. How many employees did your office have on staff as of the last day of the reporting period? Please count both full- and part-time employees. JAG-funded employees are those who receive any portion of their salary/pay from JAG funds, regardless of the amount.

Type of Employee	Total Personnel	Total Jag Funded
Public defenders		
Support Staff		

2. What is your office's standard operating procedure for the use of vertical defense? Vertical defense is the practice of having one attorney represent the client from the beginning to the completion of the case.

We use vertical defense in all cases except when a specialist is necessary

We use vertical defense as time and manpower permit

We do not commonly use vertical defense.

Other (please explain):



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3. During the reporting period, did you have a specific public defense program that was partially or fully funded by JAG? Programs are considered continuous initiatives, processes, or other focused efforts defined by goals and objectives. If Yes, continue to next section. If No, this form is complete.

### PROGRAMS

4. Was this program operational during the reporting period? A program is considered operational when the grantee has obligated, expended, or drawn down grant funds to implement or execute the program's objectives. If No, please explain:
5. Please complete the following table with the percentage of your program's funding that comes from each funding source. Estimate the percentages, rounded to the nearest whole number, based on your program's budget for the fiscal year.

**Calculation:** To calculate the amount for "This JAG award," take the amount of this JAG award's funding going toward the program, and divide it by the total amount of funding for the program. For example, if your program has a budget of \$50,000 for the year and \$15,000 of that comes from this JAG award, "This JAG award" equals 15,000/50,000, or 30 percent.

To calculate the amount for "All other sources," divide the remaining funds by the total budget. In the above example, this would be 35,000/50,000, or 70 percent.

Funding Source	Percent of overall program funding
This JAG award	%
All other sources	%
<b>Total</b>	%

6. What is the name of this program?
7. What was the initiation year of this program, regardless of when it received JAG funding?
8. Please describe your program, including its focus, target population, and target location if applicable:



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9. Are you or a partner conducting an evaluation of this program?

If Yes, please describe the purpose of the evaluation, current status of the evaluation (e.g., planning stage, completed), who is conducting the evaluation (e.g., internal research staff, external research partner), and evaluation results if applicable.

10. Did the program receive any assistance from a BJA-funded training and technical assistance (TTA) provider during the reporting period? A list of TTA providers can be found at <https://www.bjatrain.org>.

If Yes, please provide the name of the TTA provider:

If Yes, how satisfied were you with the services provided:

11. Does your public defense program focus efforts around any of the following models?

Check all that apply.

Holistic defense

Family-integrated defense/fatherhood program

Mediation/restorative justice

Guardianship

Reentry

We do not follow a specific model

Other (describe):

12. During the reporting period, did your program have any partnerships with outside entities, groups, organizations, or programs? If no, skip to question 14.

13. How would you rate the following partners based on this statement: "This partner is actively involved in the program." (Please rate your partners on a scale: N/A, 1-Strongly Disagree, 2-Disagree, 3-Neutral; 4-Agree, or 5-Strongly Agree.)

State leadership (e.g., governor's office)

Tribal leadership

Local leadership (e.g., mayor's office)

Federal law enforcement agencies

State law enforcement agencies

Local law enforcement agencies

Victim services



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Pretrial service organizations  
U.S. Attorney's Office  
Prosecution  
Public defense  
Courts  
Community corrections (probation/parole)  
Corrections  
Health care providers  
Mental health care providers  
Substance use disorder treatment providers  
Child protective services  
Community-based service providers (e.g., housing, employment)  
Community groups (e.g., neighborhood watch, community center)  
Lived experience mentors  
Faith-based organizations  
Subject-matter experts  
Foundations/philanthropic organizations  
Researcher, evaluator, or statistical analysis center  
Training and technical assistance providers  
Tribal criminal justice agencies  
Businesses  
K-12 schools  
Public services (e.g., trash collection, public works)  
Other (describe):

14. How often did your program conduct the following activities during the reporting period?

Tracked activity, progress, or performance using a database or spreadsheet  
Conducted analysis to better understand a problem or program progress or to inform decision making in regard to your program/service  
Administered client/community satisfaction survey(s)  
Other (please explain):



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15. For the following metrics tracked at least quarterly, please indicate if it increased, stayed the same, or decreased during the reporting period as compared with the previous 3-month quarter. Please only provide responses for measures that are tracked as part of this program. If it is not tracked, please select "N/A".

Reliance on outside counsel

Caseload

Time to appointment of counsel

Time to first contact with client

Cases diverted

Pretrial motions

Time spent on case preparation

Time spent on case investigations

Other metrics (describe):

16. Please fill out the following table with the number of criminal cases handled as part of your public defense program during the reporting period, regardless of JAG funding.

Measure	Number of cases
Total NEW Cases	
Total Cases Disposed	



**This completes your "Over \$25K" questionnaire reporting requirements. Please ensure you have also completed the JAG General Performance Questionnaire.**