
AGENCY RECOVERY PLAN

AGENCY: DEPARTMENT OF CORRECTIONS

Senior Accountable Official DENISE DOTY, ASSISTANT SECRETARY, ADMINISTRATIVE SERVICES DIVISION

SECTION 1: AGENCY-WIDE RECOVERY PLAN

A. STRATEGY FOR RECOVERY FUNDS (Add more lines as needed)

The Department of Corrections (DOC) is receiving two sources of federal recovery grants. The largest grant, is the State Fiscal Stabilization Fund – Government Services. It is a formula grant and was appropriated by the Legislature for DOC replacing state General Fund. The source of the grant is the U.S. Department of Education (Catalog of Federal Domestic Assistance Number 84.397) and it can be used for public safety. The strategy for this grant is saving jobs and will be used exclusively for custody staff salaries in prisons. This was selected because of the clear connection to public safety.

The second source of money is the Edward Byrne Memorial Justice Assistance Grant. The source is the U.S. Department of Justice (Catalog of Federal Domestic Assistance 16.803). It is a formula grant and was appropriated to replace jobs and treatment that otherwise would have been eliminated if this funding was not available. In the Division of Prisons, the grant will be used for security threat mitigation. Security threat groups are prison gangs. In re-entry programs, this grant will in part fund chemical dependency drug treatment. This approach was chosen because of the connection both to the Department’s strategic plan and to the purposes of the grant. Strategic plan goals and objectives related to this grant include:

- ✓ Maintain core correctional operations – Protect victims, community, staff, and offenders.
- ✓ Increase successful reentry of offenders to communities – Increase offender readiness for reentry.

B. SUMMARY OF ARRA GRANT PROGRAMS AND FUNDS

ARRA-Funded Program	Funds Expected	Formula or Discretionary/ Competitive?	Agency Program Responsible
State Fiscal Stabilization Fund, Government Services	182,433,000	Formula	BUSINESS SERVICES
Recovery Act – Edward Byrne Memorial Justice Assistance Grant (JAG) Program/Grants to States and Territories	2,336,000	Formula	DIVISION OF PRISONS (\$1,200,000) AND CHEMICAL DEPENDENCY (\$1,168,000)

SECTION 2: ACCOUNTABILITY

A. Transparency and Communication

A. AGENCY RECOVERY TEAM

Position/Function:	Name, phone number and e-mail address:
Senior Accountable Official	Denise Doty 360-753-3415 dhdoty@doc1.wa.gov
Chief Financial Officer	Brian Tinney 360-725-8519 bmtinney@doc1.wa.gov
Internal financial and performance auditing	Kathy Smith 360-725-8581 kesmith@doc1.wa.gov
Risk manager	Kathy Gastreich 360-725-8587 kegastreich@doc1.wa.gov
Communication / Website	Joseph Mitchell 360-725-8696 jlmitchell@doc1.wa.gov
Assistant attorney general for economic recovery	Tim Lang 360-664-3803 TimothyL@ATG.WA.GOV
Accountability and performance measurement	David Daniels 360-725-8257 dddaniels@doc1.wa.gov
Legislative coordination	Clela Steelhammer 360-725-8267 casteelhammer@doc1.wa.gov
Other key position/function	Janet Ensley 360-725-8299 jjensley@doc1.wa.gov Susan Lucas 360-725-8270 sllucas@doc1.wa.gov Margaret Andreas 360-725-8262 mjandreas@doc1.wa.gov

B. AGENCY-WIDE PERFORMANCE TRACKING

Schedule of agency internal performance review session

Performance will be reviewed quarterly at GMAP sessions. The schedule is:

(date, time, place)

October 13, 2009, January 12, 2010, April 13, 2010 and July 13, 2010.
Each session will be held at 8:30, Cascade Conference Room,

DOC Headquarters

7345 Linderson Way SW, Tumwater, WA 98501-6504.

Process for management review and corrective actions (anything in addition to the performance review sessions)

The status of any necessary corrective action will be reviewed with agency leadership at Executive Staff meetings.

C. TRANSPARENCY AND COMMUNICATION

Transparency and accountability information is available at www.doc.wa.gov. The web site includes a page dedicated to the Recovery Act and includes both the U.S. Recovery logo and a link to the Washington State site Recovery.wa.gov. The DOC web page will routinely include federal reports, information on recovery expenditures and performance data.

The communication plan is based upon the use of funds primarily for state salaries. The receipt of the funds will be announced, but there are few opportunities for contractor or vendor participation. In the planning stage, only one contract was identified to be applied to the Edward Byrne grant. That contract is for chemical dependency services and competition for that contract was underway when the money was appropriated.

SECTION 3: RISK MITIGATION

A. AGENCY RECOVERY ACT RISK REGISTER

Goal #1: The agency will implement ARRA programs timely and accurately.						
Risk (Briefly describe)	Risk Mitigation (Check type and briefly describe)		How will we know when we succeed? (What are the 'measures'?)	Target Date	Person Responsible	Current Status of the Mitigation Effort
Insufficient resources (i.e. numbers of trained staff)	<input type="checkbox"/> Avoid <input type="checkbox"/> Accept <input checked="" type="checkbox"/> Reduce <input type="checkbox"/> Transfer	ESTABLISHED A POSITION RESPONSIBLE FOR FEDERAL ACCOUNTING AND REPORTING.	INDIVIDUAL IS ASSIGNED TO THE FEDERAL ACCOUNTING AND REPORTING POSITION	6/30/09 AND ON-GOING	BRIAN TINNEY	COMPLETE, WILL NEED TO ENSURE THE POSITION IS FILLED DURING THE UPCOMING YEAR
Agency staff do not receive sufficient ARRA training	<input type="checkbox"/> Avoid <input type="checkbox"/> Accept <input checked="" type="checkbox"/> Reduce <input type="checkbox"/> Transfer	STAFF ARE ATTENDING TRAINING, REVIEWING STATE AND FEDERAL DIRECTIVES AND REQUESTING ASSISTANCE AS NECESSARY.	TRAINING IS COMPLETED	6/30/09 AND ON-GOING	BRIAN TINNEY	IN PROCESS

Insufficient ARRA guidance from the federal government	<input type="checkbox"/> Avoid <input checked="" type="checkbox"/> Accept <input type="checkbox"/> Reduce <input type="checkbox"/> Transfer	DOC STAFF ARE ON BOTH THE OFFICE OF FINANCIAL MANAGEMENT AND STATE AUDITORS OFFICE DISTRIBUTION LISTS FOR ARRA INFORMATION.	QUARTERLY REPORTS ARE ACCEPTED BY THE FEDERAL GRANTORS . THERE ARE NO AUDIT FINDINGS OR QUESTIONED COSTS	6/30/09 TO 7/31/10	BRIAN TINNEY	IN PROCESS
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Goal #2: The agency will conduct timely and accurate accounting for all ARRA funds it receives.						
Risk (Briefly describe)	Risk Mitigation (Check type and briefly describe)	How will we know when we succeed? (What are the 'measures'?)	Target Date	Person Responsible	Current Status of the Mitigation Effort	
Insufficient resources (i.e. numbers of trained staff)	<input type="checkbox"/> Avoid <input type="checkbox"/> Accept <input checked="" type="checkbox"/> Reduce <input type="checkbox"/> Transfer	ESTABLISHED A POSITION RESPONSIBLE FOR FEDERAL ACCOUNTING AND REPORTING.	QUARTERLY REPORTS ARE ACCEPTED BY THE FEDERAL GRANTORS.	6/30/09 TO 7/31/10	JANET ENSLEY	IN PROCESS
Agency staff do not receive sufficient ARRA training	<input type="checkbox"/> Avoid <input type="checkbox"/> Accept <input checked="" type="checkbox"/> Reduce <input type="checkbox"/> Transfer	STAFF ARE ATTENDING ALL TRAINING OFFERED	QUARTERLY REPORTS ARE ACCEPTED BY THE FEDERAL GRANTORS	8/31/09	JANET ENSLEY	IN PROCESS
Insufficient ARRA guidance from the federal government	<input type="checkbox"/> Avoid <input checked="" type="checkbox"/> Accept <input type="checkbox"/> Reduce <input type="checkbox"/> Transfer	GUIDANCE IS LIMITED. HAVE REVIEWED CATALOG OF	QUARTERLY REPORTS ARE ACCEPTED BY THE	6/30/09 TO 7/31/10	BRIAN TINNEY	IN PROCESS

		FEDERAL DOMESTIC ASSISTANCE.	FEDERAL GRANTORS			
Fund recipients do not receive sufficient training from agency staff	<input type="checkbox"/> Avoid <input type="checkbox"/> Accept <input checked="" type="checkbox"/> Reduce <input type="checkbox"/> Transfer	ENSURE CONTRACTOR IS PROVIDED WITH CLEAR INTRUCTIONS AND A DOC CONTACT FOR QUESTIONS	DOC RECEIVES THE INFORMATION NECESSARY TO PREPARE QUARTERLY REPORTS	6/30/09	BRIAN TINNEY	IN PROCESS

Goal #3: The agency will achieve the anticipated results from using the ARRA funds.						
Risk (Briefly describe)	Risk Mitigation (Check type and briefly describe)		How will we know when we succeed? (What are the 'measures'?)	Target Date	Person Responsible	Current Status of the Mitigation Effort
Insufficient resources (i.e. numbers of trained staff)	<input type="checkbox"/> Avoid <input type="checkbox"/> Accept <input checked="" type="checkbox"/> Reduce <input type="checkbox"/> Transfer	ESTABLISHED A POSITION RESPONSIBLE FOR FEDERAL ACCOUNTING AND REPORTING.				
Agency staff do not receive sufficient ARRA training	<input type="checkbox"/> Avoid <input type="checkbox"/> Accept <input checked="" type="checkbox"/> Reduce <input type="checkbox"/> Transfer	STAFF ARE ATTENDING ALL TRAINING OFFERED				
Insufficient ARRA guidance from the federal government	<input type="checkbox"/> Avoid <input checked="" type="checkbox"/> Accept <input type="checkbox"/> Reduce <input type="checkbox"/> Transfer	GUIDANCE IS LIMITED. HAVE REVIEWED CATALOG OF				

		FEDERAL DOMESTIC ASSISTANCE.				
Fund recipients do not receive sufficient training from agency staff	<input type="checkbox"/> Avoid <input type="checkbox"/> Accept <input checked="" type="checkbox"/> Reduce <input type="checkbox"/> Transfer	ENSURE CONTRACTOR IS PROVIDED WITH CLEAR INSTRUCTIONS AND A DOC CONTACT FOR QUESTIONS				

Goal #4: Fill in other applicable agency goals...						
Risk (Briefly describe)	Risk Mitigation (Check type and briefly describe)	How will we know when we succeed? (What are the 'measures'?)	Target Date	Person Responsible	Current Status of the Mitigation Effort	
<i>Risk identified with achieving this goal</i>	<input type="checkbox"/> Avoid <input type="checkbox"/> Accept <input type="checkbox"/> Reduce <input type="checkbox"/> Transfer					
	<input type="checkbox"/> Avoid <input type="checkbox"/> Accept <input type="checkbox"/> Reduce <input type="checkbox"/> Transfer					

SECTION 4: ARRA GRANT-SPECIFIC RECOVERY PLANS

NAME OF ARRA GRANT PROGRAM: STATE FISCAL STABILIZATION FUND – GOVERNMENT SERVICES, RECOVERY ACT
 84.397

A. CONTACT INFORMATION

Responsible Agency Program	Agency Staff Contact	Phone Email
BUSINESS SERVICES	JANET ENSLEY	360-725-8299 JJENSLEY@DOC1.WA.GOV

B. OBJECTIVES

ARRA Grant / Program Objectives:	TO SUPPORT PUBLIC SAFETY.
Relationship to Agency Strategic Plan:	THE RELATIONSHIP IS DIRECT. DOC IS A PUBLIC SAFETY AGENCY. ONE OF GOALS IN THE STRATEGIC PLAN IS MAINTAIN CORE CORRECTIONAL OPERATIONS. THESE FUNDS WILL BE USED FOR CORRECTIONAL STAFF IN PRISONS.
Expected Public Benefits:	MAINTAINS OPERATIONS OF STATE PRISONS.

C. DESCRIPTION OF PROGRAM AND ACTIVITIES

THE DEPARTMENT OF CORRECTIONS WILL RECEIVE THE ENTIRE ALLOCATION OF STATE FISCAL STABILIZATION FUND GOVERNMENT SERVICES MONEYS FOR WASHINGTON STATE. THE FUNDS REPLACE STATE GENERAL FUND MONIES FOR A ONE YEAR PERIOD, JULY 1, 2009 THROUGH JUNE 30, 2010. DOC WILL BE RECEIVING THE FUNDS AND PROVIDING REPORTS DIRECTLY WITH THE U.S. DEPARTMENT OF EDUCATION. THE DEPARTMENT HAS THE FLEXIBILITY TO DETERMINE HOW THE GRANT WOULD BE USED. THESE FUNDS WILL PAY THE SALARIES, BENEFITS AND TRAVEL EXPENSES FOR CORRECTIONAL STAFF IN PRISONS. THIS WAS CHOSEN BECAUSE IT IS DIRECTLY RELATED TO BOTH PUBLIC SAFETY AND THE STATE GOAL OF SAVING JOBS. USING THE FUNDS IN THIS MANNER ALSO SIMPLIFIES THE ACCOUNTING AND REPORTING.

D. CONTRIBUTION TO STATE CORE RECOVERY PRINCIPLES

THE PURPOSE IS TO SAVE JOBS IN THE NEAR TERM.

E. CHARACTERISTICS OF RECIPIENTS

Targeted recipients or beneficiaries:	NOT APPLICABLE
Estimated number of recipients or beneficiaries, if possible:	NOT APPLICABLE
Method of award:	NOT APPLICABLE
Type of financial award:	NOT APPLICABLE
Amount of financial award: <i>Note: An average or range is acceptable.</i>	NOT APPLICABLE
Estimated amounts of total ARRA funding for in-house activities, such as agency staffing or administrative cost:	ALL OF THE FUNDS WILL BE USED TO PAY FOR DOC CUSTODY STAFF SALARIES AND BENEFITS. THE GRANT WILL NOT PAY FOR ADMINISTRATIVE COSTS.

F. IMPLEMENTATION SCHEDULE

Project Milestone	Description of Activities	Planned Date	Entity Responsible
PLANNING	PLANNING FOR REQUESTING, RECEIVING, ACCOUNTING AND REPORTING OF THE GRANT	6/30/09	ADMINISTRATIVE SERVICES
IMPLEMENTATION	ACCOUNTING CODING WILL BE CHANGED FROM THE STATE GENERAL FUND TO THE GRANT	7/1/09	ADMINISTRATIVE SERVICES
REPORTING	QUARTERLY REPORTS OF JOBS SAVED	10/10/09, 1/10/10, 4/10/10, 7/10/10	ADMINISTRATIVE SERVICES
COMPLETION	ACCOUNTING CODING WILL BE CHANGED TO THE STATE GENERAL FUND	7/10/10	ADMINISTRATIVE SERVICES

G. PERMIT COMPLIANCE

Requirement	Status
National Environmental Policy Act	NOT APPLICABLE
State Environmental Policy Act	NOT APPLICABLE
National Historic Preservation Act	NOT APPLICABLE

H. BARRIERS TO EFFECTIVE IMPLEMENTATION

Barrier	Description	Proposed Solution
NONE		

I. PERFORMANCE MEASURES

For each program-specific measure, please provide the following information:

Measure Title	
Measure Definition <i>(How is the measure calculated? If it is a percentage, what is in the numerator and the denominator?)</i>	NUMBER OF JOBS SAVED CALCULATED AS THE NUMBER OF INDIVIDUALS PAID THAT ARE CODED TO CUSTODY IN PRISONS.
Data Source & Collection <i>(Where will the data come from? How is it collected? How frequently is it updated? How quickly is it available?)</i>	THIS INFORMATION COMES FROM THE STATE HUMAN RESOURCES MANAGEMENT SYSTEM. EMPLOYEES ARE PAID TWICE PER MONTH, ON THE 10TH AND 25TH. THE DATA IS AVAILABLE ON EACH PAYDAY.
Target, if established	NONE

NAME OF ARRA GRANT PROGRAM: RECOVERY ACT – EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT (JAG) PROGRAM/GRANTS TO STATES AND TERRITORIES

16.803

J. CONTACT INFORMATION

Responsible Agency Program	Agency Staff Contact	Phone Email
BUSINESS SERVICES	JANET ENSLEY	360-725-8299 JJENSLEY@DOC1.WA.GOV

K. OBJECTIVES

ARRA Grant / Program Objectives:	PREVENTING AND CONTROLLING CRIME AS WELL AS IMPROVING THE CRIMINAL JUSTICE SYSTEM.
Relationship to Agency Strategic Plan:	DIRECTLY RELATES TO TWO GOALS AND RELATED OBJECTIVES: MAINTAIN CORE CORRECTIONAL OPERATIONS – PROTECT VICTIMS, COMMUNITY, STAFF AND OFFENDERS. INCREASE SUCCESSFUL REENTRY OF OFFENDERS TO COMMUNITIES – INCREASE OFFENDER READINESS FOR REENTRY – PROVIDE THE RIGHT PROGRAM TO THE RIGHT OFFENDER AT THE RIGHT TIME.
Expected Public Benefits:	IMPROVED INTELLIGENCE PROVIDED TO LOCAL LAW ENFORCEMENT ABOUT SECURITY THREAT GROUP (PRISON GANG) ACTIVITY AS WELL AS IMPROVED MANAGEMENT OF SECURITY THREAT GROUP MEMBERS AND INCREASED SAFETY FOR STAFF, VOLUNTEERS AND OFFENDERS. TREATMENT FOR CHEMICALLY DEPENDENT OFFENDERS.

L. DESCRIPTION OF PROGRAM AND ACTIVITIES

IMPROVED INTELLIGENCE ON SECURITY THREAT GROUP ACTIVITY. LAW ENFORCEMENT BELIEVES THAT ONE REASON FOR INCREASED GANG ACTIVITY IS RELEASE OF SECURITY THREAT GROUP MEMBERS FROM PRISON. MANY MEMBERS IN PRISON RECRUIT NEW MEMBERS AND ARE SENDING ORDERS TO OTHERS ON THE OUTSIDE. LAW ENFORCEMENT BELIEVE DOC CAN GENERATE A WEALTH OF POTENTIALLY USEFUL INFORMATION BY LEARNING MORE ABOUT WHAT IS GOING ON IN GANGS IN THE PRISONS AND SHARING THIS INFORMATION WITH LAW ENFORCEMENT. THIS GRANT WILL BE USED TO FUND THREE GANG INVESTIGATOR

POSITIONS.

ADDITIONALLY, CHEMICALLY DEPENDENT OFFENDERS WILL RECEIVE TREATMENT WHICH IS AN EVIDENCE BASED PROGRAM IMPROVING THEIR READINESS FOR REENTRY INTO THE COMMUNITY.

M. CONTRIBUTION TO STATE CORE RECOVERY PRINCIPLES

THIS GRANT SAVES JOBS IN THE NEAR-TERM AS WELL AS CONTINUATION OF THE LOCAL GANG ENFORCEMENT, INTERVENTION AND PREVENTION PROGRAMS TARGETING CONVICTED OFFENDERS WHILE INCARCERATED AND AFTER RELEASE.

N. CHARACTERISTICS OF RECIPIENTS

Targeted recipients or beneficiaries:	DRUG TREATMENT WILL BE PROVIDED TO OFFDENDERS WHO ARE CHEMICALLY DEPENDENT.
Estimated number of recipients or beneficiaries, if possible:	2,350
Method of award:	THE DEPARTMENT WILL CHARGE PART OF ONE CONTRACT TO THE GRANT. THE CONTRACTOR PROVIDES DRUG TREATMENT TO CHEMICAL DEPENDENCY OFFENDERS. AWARDS ARE NOT MADE DIRECTLY TO OFFENDERS.
Type of financial award:	NOT APPLICABLE
Amount of financial award: <i>Note: An average or range is acceptable.</i>	NOT APPLICABLE
Estimated amounts of total ARRA funding for in-house activities, such as agency staffing or administrative cost:	ALL OF THE FUNDS USED IN PRISONS WILL BE FOR STAFF INVOLVED WITH GANG IDENTIFICATION, MANAGEMENT AND TRACKING SALARIES AND BENEFITS. THE GRANT WILL NOT BE USED FOR ADMINISTRATIVE COSTS.

O. IMPLEMENTATION SCHEDULE

Project Milestone	Description of Activities	Planned Date	Entity Responsible
PLANNING	PLANNING FOR REQUESTING, RECEIVING, ACCOUNTING AND REPORTING OF THE GRANT	6/30/09	ADMINISTRATIVE SERVICES

Project Milestone	Description of Activities	Planned Date	Entity Responsible
IMPLEMENTATION	ACCOUNTING CODING WILL BE ESTABLISHED FOR THE GRANT	7/1/09	ADMINISTRATIVE SERVICES
OPERATIONS	COLLECTION, USE AND SHARING OF SECURITY THREAT GROUP INFORMATION. DELIVERY OF CHEMICAL DEPENDENCY TREATMENT.	7/1/09	PRISONS AND CHEMICAL DEPENDENCY
REPORTING	QUARTERLY REPORTS OF JOBS SAVED	10/10/09, 1/10/10, 4/10/10, 7/10/10	ADMINISTRATIVE SERVICES
COMPLETION	FINAL REPORT SUBMITTED	7/10/10	ADMINISTRATIVE SERVICES

P. PERMIT COMPLIANCE

Requirement	Status
National Environmental Policy Act	NOT APPLICABLE
State Environmental Policy Act	NOT APPLICABLE
National Historic Preservation Act	NOT APPLICABLE

Q. BARRIERS TO EFFECTIVE IMPLEMENTATION

Barrier	Description	Proposed Solution
NONE		

R. PERFORMANCE MEASURES

For each program-specific measure, please provide the following information:

Measure Title	
Measure Definition <i>(How is the measure calculated? If it is a percentage, what is in the numerator and the denominator?)</i>	NUMBER OF JOBS SAVED CALCULATED AS THE NUMBER OF INDIVIDUALS PAID THAT ARE CODED TO CUSTODY IN PRISONS.

<p>Data Source & Collection <i>(Where will the data come from? How is it collected? How frequently is it updated? How quickly is it available?)</i></p>	<p>THIS INFORMATION COMES FROM THE STATE HUMAN RESOURCES MANAGEMENT SYSTEM. EMPLOYEES ARE PAID TWICE PER MONTH, ON THE 10TH AND 25TH. THE DATA IS AVAILABLE ON EACH PAYDAY.</p>
<p>Target, if established</p>	<p>NONE</p>
