

Restorative Justice Grant Program

Application Instructions Webinar

February 18, 2022



Criminal Justice Commission (CJC) overview

Oregon CJC:

- Salem-based state agency
- Seven-member body of appointed commissioners
- ~20-person agency administering:
 - Research projects,
 - Policy groups, and
 - Grant programs regarding Oregon's criminal legal system and associated systems
- Agency statutory purpose:
 - To “improve the effectiveness and efficiency of state and local criminal justice systems by providing a centralized and impartial forum for statewide policy development and planning.” ORS 137.656(1)



Today's meeting overview: February 18, 2022

- Overview of the Restorative Justice Grant Program (RJGP) (~25 minutes)
- Walk-through of Restorative Justice Grant Online Application Format (~15 minutes)
- Questions and answers (~20 minutes)



Restorative Justice Grant Program (RJGP) contacts:

- CJC's RJGP [webpage](#)
- Bridget Budbill:
bridget.budbill@cjc.oregon.gov or
503-302-8780
- Kaysea Dahlstrom:
kaysea.dahlstrom@cjc.oregon.gov or
503-302-0640
- Rachel McArthur:
rachel.mcarthur@cjc.oregon.gov or
503-507-4561

→ We are a team – don't worry about emailing the "right" person



RJGP: Operating guidelines:

- [Administrative Rules](#) are the guidelines the agency has adopted to operate the grant program
 - Complete program rules available at [OAR 213 Division 40](#)
 - Please review these and contact staff with questions
- [Grant Management Handbook](#)
 - Agency's general rules for all grants
- [Request for Grant Proposals \(RFGP\)](#)
 - Details specific to the RJGP application and evaluation process
- [Online application form](#)
 - Where to input and submit your application materials



RJGP: Program's definition of restorative justice

Restorative justice is:

“[a] community-based alternative to the criminal and juvenile legal systems that aims to center the needs of the harmed party and foster accountability within the responsible party **without resorting to incarceration or criminal conviction.**”

[OAR 213-040-0030\(8\)](#)



RJGP: Eligible applicants

Eligible applicants include:

- **Public entities =**

- Any tribe: Tribes means one of the nine federally recognized Indian Tribes in Oregon
- Any public body: state government bodies, local government bodies, and special government bodies

- **Private entities =**

- Any corporation, trust, association, cooperative or other organization that is not a public entity or a system partner

→ **Public and private entities may apply *jointly***



RJGP: Grant program statutory requirements

[House Bill 2204](#) (2021 Regular Session) requires that any program selected for RJGP funding must demonstrate the following:

- **Centering** the **experiences** of those **harmed**;
- **Encouraging** those who have **caused harm** to **take responsibility** and **repair the harm**;
- **Supporting persons who have been harmed**, impacted community members and responsible parties in identifying **solutions that promote healing**, including **promoting dialogue and mutual agreement**;
- **Coordinating with community-based organizations**; and have
- An ability to work **collaboratively with system partners**, including but not limited to local law enforcement entities, courts, district attorneys and defense attorneys.
 - Collaborating with system partners may be shown by demonstrating a willingness to communicate with or involve system partners in an applicant's program and does not necessarily require *involvement* of system partners in the restorative justice program.

RJGP: Grant program preference components

Preference may be given to programs that feature one or more of the following components:

- Offering services that engage/serve **rural** or **historically underserved regions** or areas in Oregon;
- Offering services that engage/provide **culturally appropriate services** to socially disadvantaged individual(s);
- **Partnering with a research entity** to track and report on any program outcome measures;
- Addressing cases involving **person felonies or misdemeanors**;
- Addressing **case types** that carry a **presumptive prison** sentence;
- Prioritizing funding for **direct services to party harmed and person who committed harm**; or
- **Not disqualifying participants** based on **prior criminal history**.

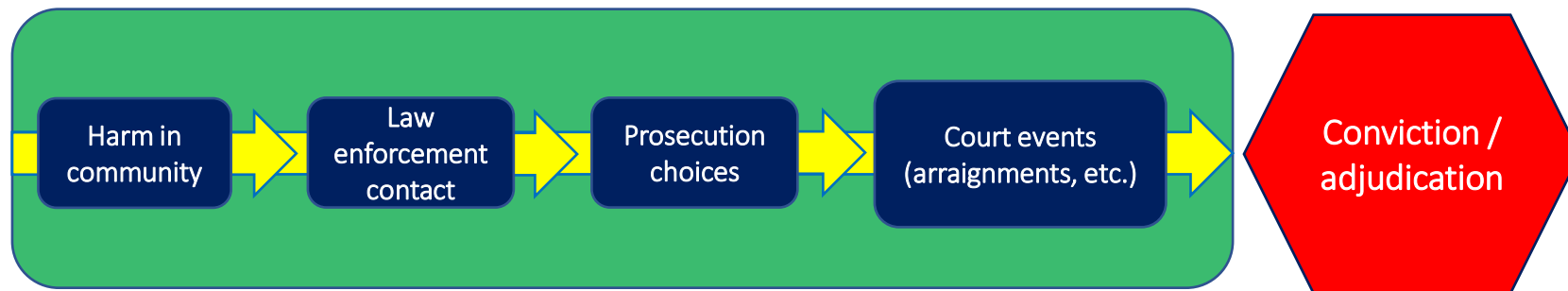


RJGP: Program design requirements

Applicants may design programs to suit goals and desired outcomes, within the following parameters:

- Must serve the definition of restorative justice established in the program rules
- Must be a “front-end” program design = pre-conviction, pre-adjudication of the **criminal legal** or **juvenile legal** adjudication systems
 - May not cover programs that offer downward durational departure and/or downward dispositional departure sentences
 - No post-conviction or re-entry programs

Green zone is where grant programs may operate



RJGP: Types of programs

When you open the online application, you'll be asked whether your program type is:

- (1) Established; or
- (2) Implementation

SELECT **ESTABLISHED**
PROGRAM IF:

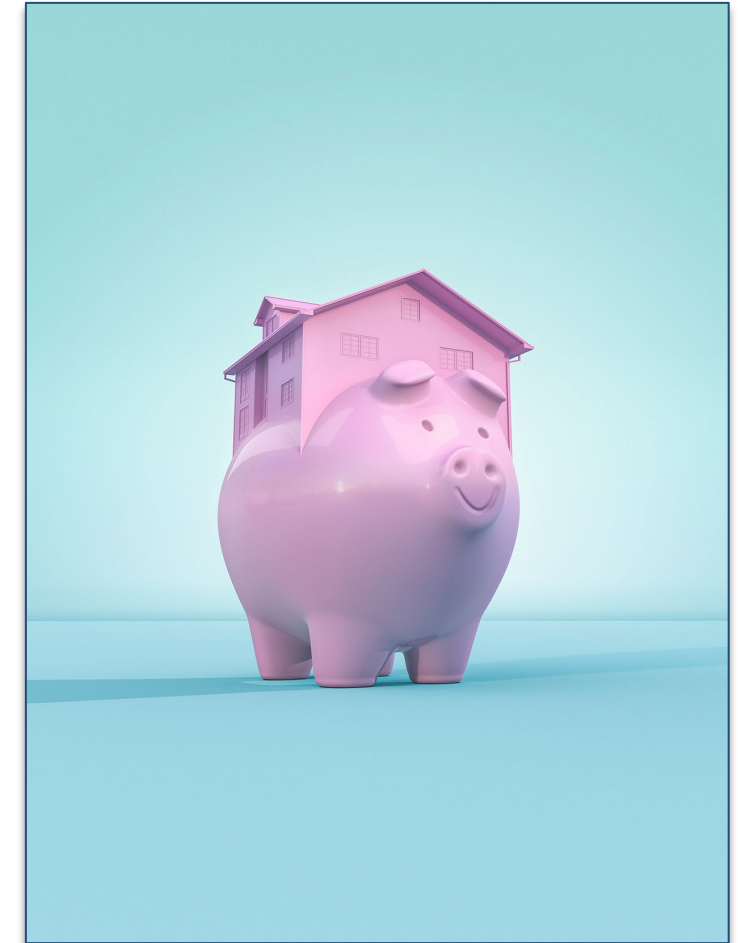
Applicant program has an existing restorative justice program and funds are requested to **build upon what exists**

SELECT **IMPLEMENTATION**
PROGRAM IF:

Applicant program has never operated a restorative justice program and funds are requested for **building something new**

RJGP: How much funding is available and for how long

- How much money is available?
 - \$4 million in competitive funds
- How long will funds be dispersed by the agency?
 - CJC may disburse funds from now through June 30, 2023 (when we can give out money)
- How long do programs awarded funds have to spend funds?
 - Project period is January 1, 2022 – December 31, 2023
 - This means awarded programs may bill for any costs associated with approved program costs back to January 1, 2022
 - Possibility of an additional one-year extension if a grantee needs more time to use all funds
- How much money should we ask for?
 - The amount of funding you can justify within the grant rules and goals
- What about funding after this grant cycle?
 - CJC has the current \$4 million appropriation and will work to get more funds for this program next biennium



RJGP: Funding categories

- **Personnel** – salaries, wages and fringe benefits
- **Contractual** – contracted services
- **Equipment** – permanent items over \$5K in value or that are used more than two years
- **Supplies** – expendable materials
- **Travel/Training** – specific to grant purposes
- **Rent/Utilities** – workspace and related utilities
- **Administrative Costs** – accounting, staff services
 - No more than 15% of total of other categories will be awarded without Commission approval
 - CJC understands that tribal governments often have admin rates greater than 15%
- **Other Financial Considerations** – any current or anticipated program funds, or donations (in-kind or otherwise)



RJGP: Allowable and unallowable uses of funds

Allowable uses of funds:

- Any program design that meets rules, statutory requirements, are designed to be pre-conviction/pre-adjudication, and follow all program guidelines
- Programs may serve as alternatives to **criminal legal** or **juvenile adjudication** systems

Examples of allowable uses of funds:

- Restorative justice program staff salaries and fringe benefits
- Partnerships with researchers to design to data collection or program outcome measure(s)
- Community-based mental health or substance use disorder treatment programs
- Victim/survivor services
- Trainings and/or technical assistance services

Unallowable uses:

- List is available on page nine of the [Grant Management Handbook](#) and on page six of the [RFGP](#)
- Exceptions are *possible* but must be pre-approved upon sufficient justification

Examples of unallowable uses:

- Supplanting existing funding for programs, services
- Employee bonuses
- Marketing or branding*

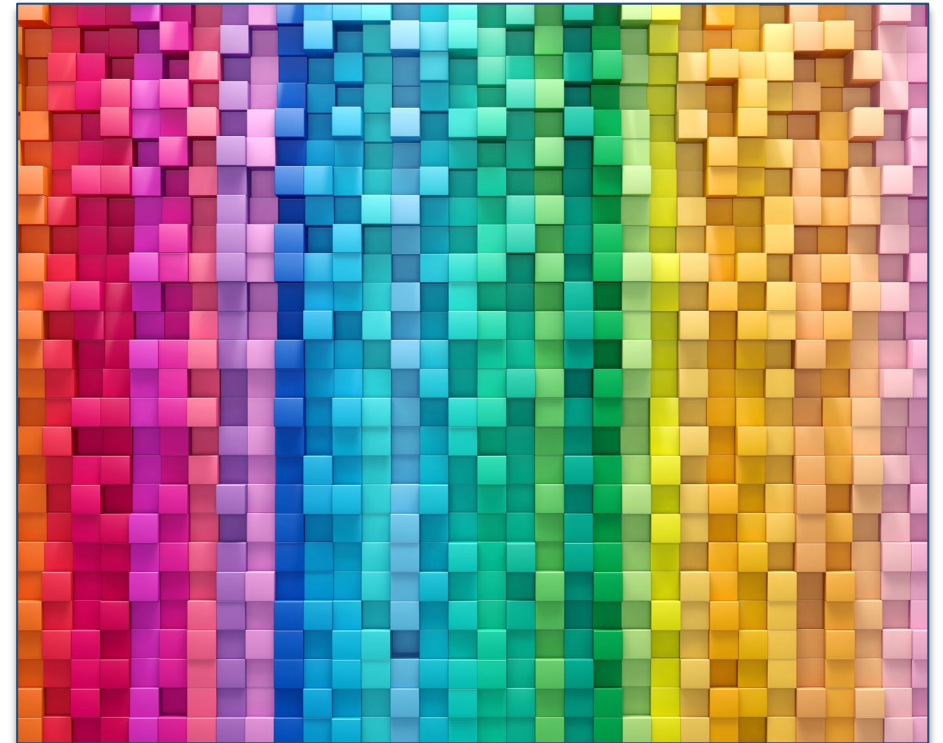
RJGP: Application evaluation process

- Applications will be reviewed by staff, grant review committee, and Commission members
 - **Staff review** for **completeness** and **adherence** to **program rules** and guidelines
 - **Grant review committee** members review based on rules and guidelines, **employ scoring rubric**, and **assess preference areas to approve applications** for Commission review for award authorization
 - **Commission reviews** grant review committee-approved applications **for final awards**, assessing basis for application approval and disapproval, determines **which applications are funded**

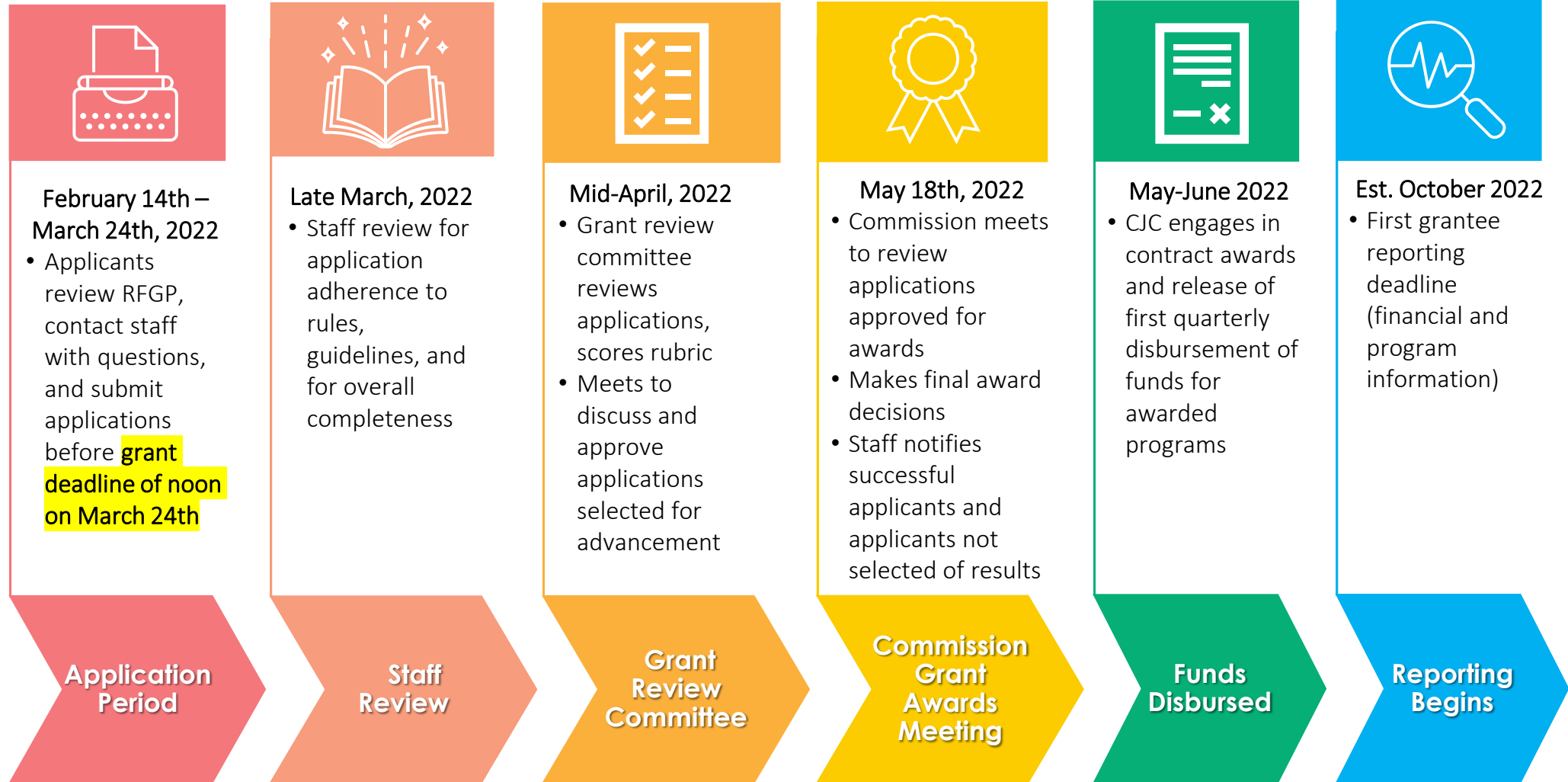


RJGP: Application contents

- Here is what you'll find in your online application:
 - **Cover sheet** (required)
 - **Narrative questions** (required)
 - Program overview
 - Program activities description
 - Program outcome evaluation and data collection
 - **Budget expense sheet** (required)
 - **Evidence of commitment** from community-based organizations, system partners, and/or referral sources (**optional, but scored on rubric**)
 - Demonstrating collaborations between referral sources, community-based organizations, and/or criminal/juvenile systems entities
 - Some examples of “evidence” of commitment (not exclusive list) from referral sources:
 - ❖ Letters of support from collaborating entities
 - ❖ Memoranda of understanding between collaborating entities



RJGP: Application review / awardee disbursement timeline



RJGP: Things to remember in preparing to apply

- Online application has word limits
 - Most questions are limited to 300 words
 - Be focused and direct in your answers
- Review all materials
 - See slide 5 for list and links
- Carefully review the scoring rubric
 - Pages 12-14 of the [RFGP](#)
- Ask staff questions!
 - We **can** help with you with things like:
 - How program rules apply
 - How outcome evaluations work
 - What a program requirement means
 - Troubleshoot access to the online application, etc.
 - We **can't** help with you with things like:
 - Can you review this answer and see if it is good?
 - Who is the best contractor for “X” service?
 - Who else is applying and how much money do they want?



Questions so far?



RJGP: Application website virtual walk-through

- Visit the CJC's grant application website, [SMApply](https://cjc-grants.smapply.io/) → <https://cjc-grants.smapply.io/>

The image displays two screenshots from the Oregon Criminal Justice Commission Grants website. The left screenshot shows the main homepage with the state seal and a grid of four grant programs: Justice Reinvestment (JRI) 21-23, Specialty Court 21-23, Illegal Marijuana Market Enforcement Gra..., and 21-23 Restorative Justice Grant Program. Each program card includes a 'MORE >' button. A blue arrow points from the 'Register' button in the top right corner of the homepage to a zoomed-in view of the login/register interface on the right. This interface features the 'Apply' logo, social media login options for Facebook, Twitter, and Google, an 'OR' separator, and fields for Email and Password, with a 'LOG IN' button and a 'Forgot your password?' link.