

# Restorative Justice Grant Program

*2023 – 2025 Application Instructions Webinar*

September 26, 2024



# Agenda

- Criminal Justice Commission (CJC) Overview
- Restorative Justice (RJ) Grant Program Background
- RJ Operating Guidelines
- Overview of RJ RFGP
- Questions?



# Criminal Justice Commission (CJC) Overview

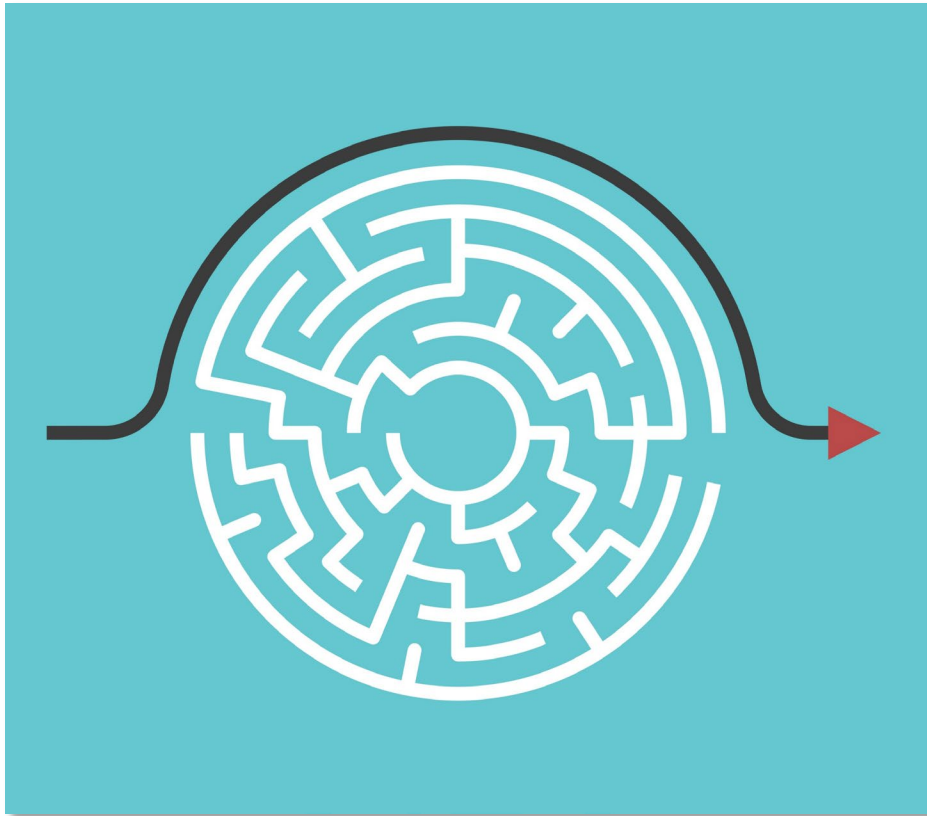
Welcome to the CJC!

- Salem-based state agency under the executive branch
- Seven-member body of appointed commissioners
- ~30-person agency administering:
  - Research projects,
  - Policy groups, and
  - Grant programs regarding Oregon's criminal legal system and associated systems
- Agency's 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)

Website: <https://www.oregon.gov/cjc/>



# The Restorative Justice Grant



- Established by HB 2204 (2021)
  - "Restorative justice" means 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](#))
- \$4 million appropriated in 2021
- HB 5204 (2024) appropriated an additional \$4 million to the Restorative Justice Grant Program for use in the 2023-2025 biennium
- **\$1,312,344 of the 2023 – 2025 funds are available through this Request for Grant Proposals (RFGP)**

# Program Operating Guidelines

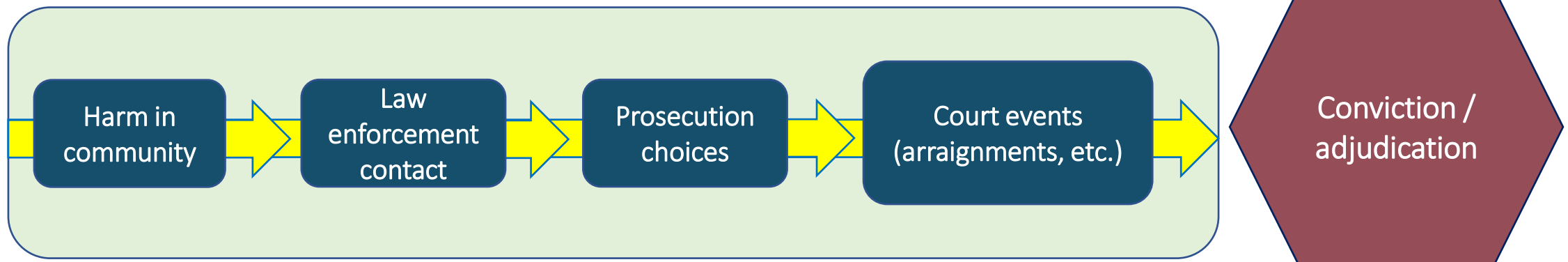
- [Administrative Rules](#) are the guidelines the agency has adopted to operate the grant program
  - Complete program rules available at [OAR 213 Division 40](#)
  - Please review these and contact staff with questions
- [Grant Administration Guide](#)
  - Agency's general rules for all grants
- [Request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



# Grant Program Requirements

- 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

*Green zone is where grant programs may operate*



# Grant Program Requirements

**HB 2204 (2021 Regular Session) requires funded programs 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.

# Grant Program Requirements

## Eligible applicants

- Public or private entities (may apply separately or jointly)

## Program types

- Established → Funds requested to **build upon an existing restorative justice program**
- Implementation → Funds requested to **build a new program**



# Eligible Applicant Definitions

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**



# Grant Program Preferences

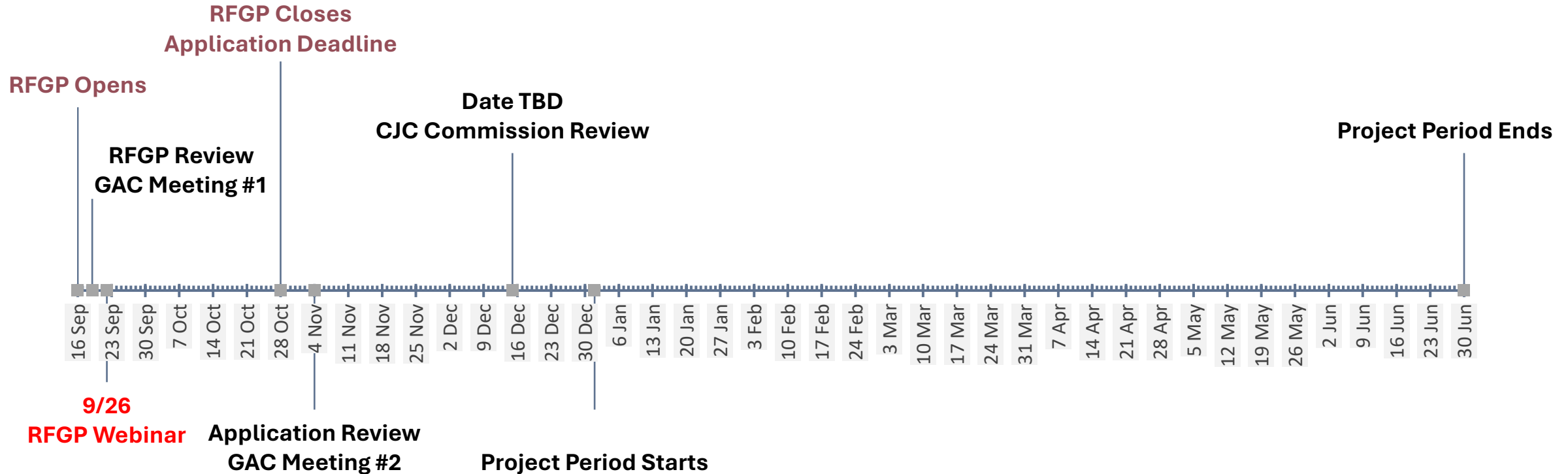
Preference may be given to programs that feature one or more of the following:

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



# **Overview of Request for Grant Proposals (RFGP)**

# RFGP & Project Timeline



# RFGP Eligible Applicants

Available Funding: \$1,312,344

Project Period: January 1, 2025 – June 30, 2025

## Current Grantees

Supplemental funds for capacity building of existing RJ-funded program ONLY

Application available as part of standard quarterly reporting process

Streamlined application questions and submission of budget form

## New Applicants

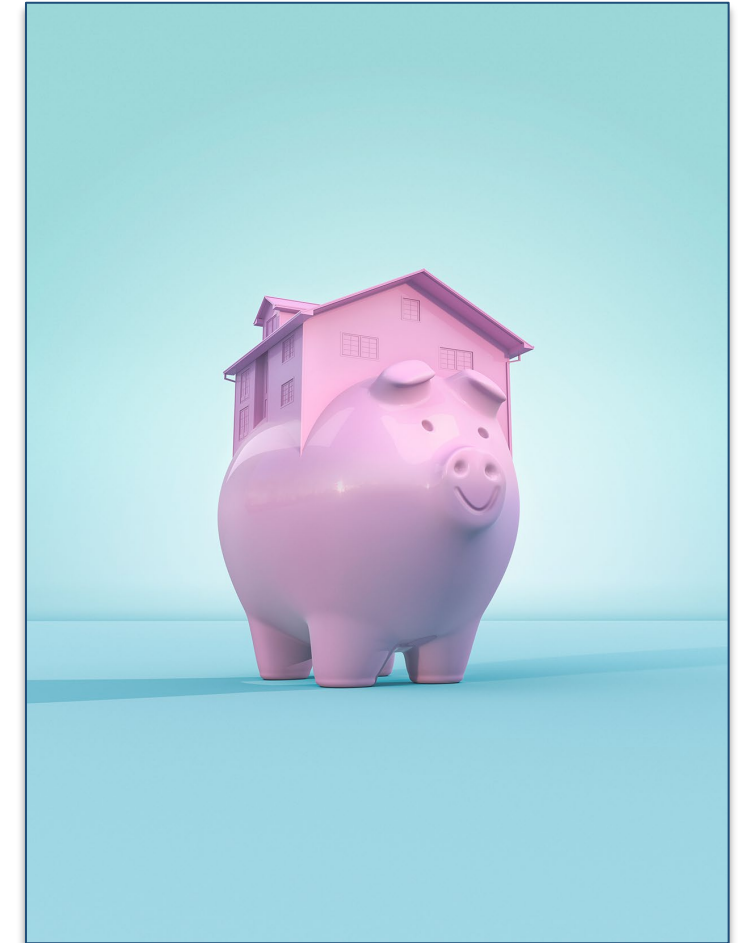
Planning funds for new (not currently funded RJ programs) ONLY

Anticipated product is plan of action to implement new RJ program

Program plan must align with 213-040-0060 grant application review criteria

# Funds Availability and Duration

- **How much money is available?**
  - \$1,312,344
- **When will funds be dispersed by the agency?**
  - CJC will disburse funds starting January 2025
- **How long do programs awarded funds have to spend funds?**
  - Project period is six months: January 1 – June 30, 2025
    - Project period is the time frame in which grantees must spend awarded funds
    - Design your budget to your project period
- **How much money should we ask for?**
  - Amount of funding you can justify within the grant rules and priorities
- **What about funding after this grant cycle?**
  - TBD



# 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



# Allowable and Unallowable Uses of Funds

## Allowable uses of funds:

- Any program design that meets rules, statutory requirements, and follow all program guidelines
- Programs may serve as alternatives to criminal legal or juvenile adjudication systems

## Examples of allowable uses of funds:

- Agency or organization staff salaries and fringe benefits
- Contracts for specialized professional services
- Partnerships with researchers to design to data collection or program outcome measure(s)
- Victim/survivor services
- Trainings and/or technical assistance services related to grant program goals

## Unallowable uses:

- List is available on page five of the Grant Administration Guide
- Exceptions are *possible* but must be pre-approved upon sufficient showing of justification

## Examples of unallowable uses:

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



# Application Evaluation Process

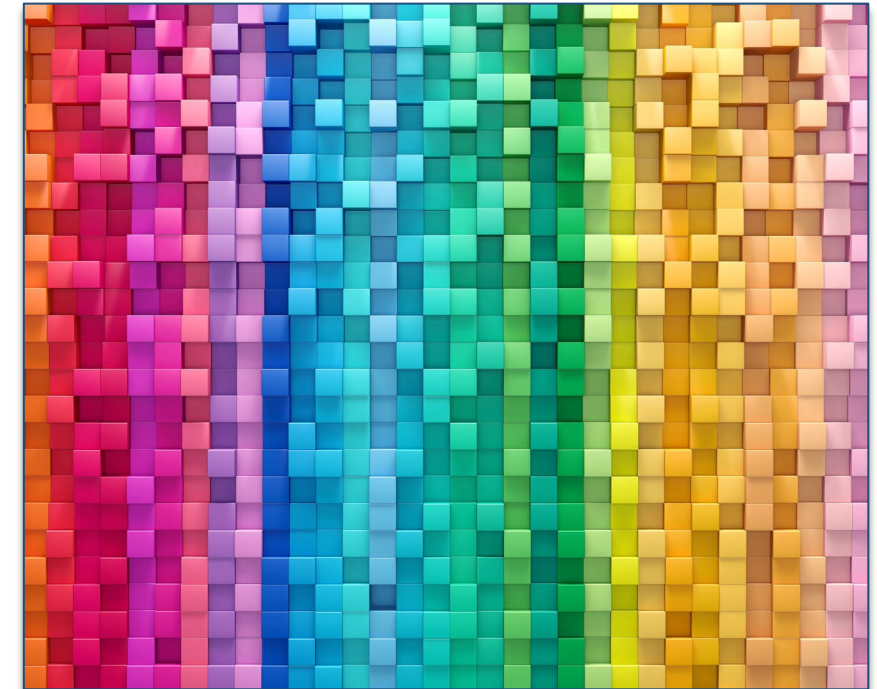
- Applications will be reviewed by staff, grant review committee, and Commission members
  - **Staff review** for **completeness** and **adherence** to **program rules** and guidelines, and will **employ scoring rubric**
  - **Grant advisory committee** members review based on rules and guidelines and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



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# Application Contents

- **Current Grantees**
  - Cover sheet (**required**)
  - Applicant Eligibility Questions(**required**)
    - Program proposal (1 question; 500 words)
    - Program priorities (7 questions; 150 words each)
  - Budget projection sheet (**required**)
  - **Eligible for capacity building funds only**
- **New Applicants**
  - Cover sheet (**required**)
  - Applicant Eligibility Questions(**required**)
    - Program proposal (9 questions; 250 – 500 words each)
    - Program priorities (7 questions; 150 words each)
  - Budget projection sheet (**required**)
  - **Eligible for planning funds only**



# **Application Walk- Through for New Applicants**



Log In

Register

## Restorative Justice Grant Program: Planning Grants

The purpose of the Restorative Justice Grant Program is to provide public and private entities with financial support for restorative justice programs.

*A restorative justice program* is defined in OAR 213-040-0030(8) as 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.

APPLY

Opens

**Sep 16 2024 09:00 AM (PDT)**

Deadline

**Oct 28 2024 01:00 PM (PDT)**

0 of 3 tasks complete

Last edited: Sep 26 2024 09:04 AM (PDT)

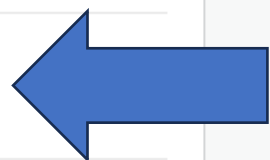
REVIEW

SUBMIT

Deadline: Oct 28 2024 01:00 PM (PDT)

**RA** Rima Ah Toong (Owner)  
Rima.Ahtoong@cjc.oregon.gov

Add collaborator



[Restorative Justice Grant Progra...](#)

[Preview](#)

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
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APPLICATION

ACTIVITY

Your tasks

[Instructions](#)

-  Cover Sheet >
-  Application Questions >
-  Budget Projection Sheet >



## Collaborators

Add collaborators to view or contribute to your application

**Email address of collaborators** Separate addresses by commas

**Type of access**

- View & edit
- View only

**Message (optional)**

**SEND INVITE**

0 of 3 tasks complete

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REVIEW

SUBMIT

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**RA** Rima Ah Toong (Owner)  
Rima.Ahtoong@cjc.oregon.gov

Add collaborator

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APPLICATION

ACTIVITY

Your tasks

[Instructions](#)

-  Cover Sheet >
-  Application Questions >
-  Budget Projection Sheet >



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Cover Sheet

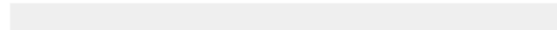


Application Questions



Budget Projection Sheet

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SUBMIT

Deadline: Oct 28 2024 01:00 PM (PDT)

## Cover Sheet

**Application Due Date:** October 28, 2024, at 1:00 PM PDT

Applicants may apply for a planning grant: Funds will primarily be used to plan and develop a new restorative justice program (not currently funded by CJC). For more information, refer to the solicitation on the CJC webpage, [linked here](#).

Are you a private entity, public entity, or consortium that provides or seeks to provide restorative justice services within the State of Oregon as defined in OAR 213-040-0030(8)?

- Private entity
- Public entity
- Consortium (please specify):

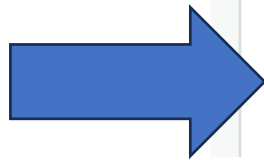
Legal name of entity applying



Are you a new applicant for the 2023-25 biennium that intends to plan a restorative justice program to provide restorative justice services within the State of Oregon as defined in OAR 213-040-0030(8)?

**You must select "yes" to be eligible.**

Yes



[← Back to application](#)

[Restorative Justice Grant Program: PL...](#)

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Cover Sheet



Application Questions



Budget Projection Sheet

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Deadline: Oct 28 2024 01:00 PM (PDT)

## Primary Applicant Contact

Name:

Webinar application

Organization:

Webinar application

Title:

Webinar application

Street Address:

123 Street

City:

City

Zip Code:

123456789

E-mail:

example@gmail.com

Phone:

123-456-7891

**SAVE & CONTINUE EDITING**

**MARK AS COMPLETE**

[← Back to application](#)

[Restorative Justice Grant Program: PL...](#)

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Cover Sheet



Application Questions



Budget Projection Sheet

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Deadline: Oct 28 2024 01:00 PM (PDT)



Cover Sheet

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## Cover Sheet

Application Due Date: October 28, 2024, at 1:00 PM PDT

Applicants may apply for a planning grant: Funds will primarily be used to plan and develop a new restorative justice program (not currently funded by CJC). For more information, refer to the solicitation on the CJC webpage, [linked here](#).

Are you a private entity, public entity, or consortium that provides or seeks to provide restorative justice services within the State of Oregon as defined in OAR 213-040-0030(8)?

Private entity

Legal name of entity applying

Name of CBO

Are you a new applicant for the 2023-25 biennium that intends to plan a restorative justice program to provide restorative justice services within the State of Oregon as defined in OAR 213-040-0030(8)?

You must select "yes" to be eligible.

Yes

Primary Applicant Contact



< Back to application

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Cover Sheet

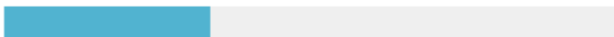


Application Questions



Budget Projection Sheet

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Deadline: Oct 28 2024 01:00 PM (PDT)



Cover Sheet

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### Cover Sheet

Application Due Date: October 28, 2024, at 1:00 PM PDT

Applicants may apply for a planning grant: Funds will primarily be used to plan and develop a program (not currently funded by CJC). For more information, refer to the solicitation on 3 C

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Private entity

Legal name of entity applying

Name of CBO

Are you a new applicant for the 2023-25 biennium that intends to plan a restorative justice program to provide restorative justice services within the State of Oregon as defined in OAR 213-040-0030(8)?

You must select "yes" to be eligible.

Yes

Primary Applicant Contact

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1 of 3 tasks complete



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RA

Rima Ah Toong (Owner)  
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Add collaborator

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APPLICATION

ACTIVITY

Your tasks

[Instructions](#)



Cover Sheet

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Application Questions



Budget Projection Sheet



## A. Program Proposal

1. Describe your proposed restorative justice program or your organization's goals and plans for creating a program (e.g. program activities, service area, participant referral sources, projected capacity, intended outcomes, etc.).

**Word Limit: 500**

2. Describe who will be eligible to participate in your program. If no participant eligibility criteria have been established yet, describe the process for how the criteria will be determined. *You may include referral sources, service area, projected operational capacity, etc.*

**Word Limit: 250**

## B. Program Priorities

1. Does your program offer services or intend to offer services that engage in and serve rural or other historically underserved regions or areas in Oregon?

Yes

No

Clear

**1.a. If yes, please briefly explain:**

*Word Limit: 150*

# Budget Projection Sheet Upload

- Include:
  - Itemized requests listed by category
  - Narrative for each request that ties back to the priorities
  
- Refer to the [Grant Administration Guide](#) for allowable and unallowable expenses

BUDGET PROJECTION SHEET									
CIC Grant Program:		Restorative Justice							
Applicant Name:									
<b>Personnel: Salaries, wages and fringe benefits costs for all grant-funded personnel (in whole or in part)</b>									
<b>Directions:</b>									
In the "Program Supported" field, identify the specific program/project the position supports.									
In the "% Time per Month" field, use whole numbers to show percentage of position's time dedicated to grant-related work. Example: a half-time case manager = 50									
In the "Monthly Rate" field, combine salary/wages and fringe benefits for a single month at full time, regardless of the value included in the "% Time per Month" field.									
In the "# Months Employed" field, indicate the number of months the position is expected to be funded during the grant period.									
Position Title	Program Supported	Organization Served	New or Existing	% Time per Month	Monthly Rate (wages+fringe)	# Months Employed	Total Amount Requested	Personnel Narrative:	
1			Select Option				0.00	1.)	
2			Select Option				0.00	2.)	
3			Select Option				0.00	3.)	
4			Select Option				0.00	4.)	
5			Select Option				0.00	5.)	
6			Select Option				0.00	6.)	
7			Select Option				0.00	7.)	
8			Select Option				0.00	8.)	
9			Select Option				0.00	9.)	
10			Select Option				0.00	10.)	
							Personnel Total:	\$	-
<b>Contractual Services: An individual or organization providing a service or programmatic aspect of the work that is not provided directly by the grant recipient</b>									
<b>Directions:</b>									
In the "Contract Title & Purpose" field, identify the contractor and what services the contract covers (generally).									
In the "Program Supported" field, identify the specific program/project the contracted services supports.									
In the "Organization Served" field, identify the entity that is contracting for the services.									
Contract Title & Purpose	Program Supported	Organization Served	New or Existing	Contract Category	Unit Type	Price per Unit	# Units Required	Total Amount Requested	Contractual Services Narrative:
1			Select Option	Select Option	Monthly			0.00	1.)
2			Select Option	Select Option	Select Option			0.00	2.)
3			Select Option	Select Option	Select Option			0.00	3.)
4			Select Option	Select Option	Select Option			0.00	4.)
5			Select Option	Select Option	Select Option			0.00	5.)





[← Back to application](#)



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  Cover Sheet

  Application Questions 

  Budget Projection Sheet

3 of 3 tasks complete



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**SUBMIT**

Deadline: Oct 28, 2024 1:00 PM (PDT)



## Application Questions

Completed Sep 26 2024 09:26 AM (PDT)



### Application Questions

Application Due Date: October 28, 2024, at 1:00 PM PDT

Applicants may apply for a planning grant: Funds will primarily be used to plan and develop a new restorative justice program (not currently funded by CJC). For more information, refer to the solicitation on the CJC webpage, [linked here](#).

The anticipated final product for recipients of a planning grant is a plan of action to implement a new restorative justice program. The questions and considerations below will provide the CJC with important details on the direction and feasibility of the program you are seeking funds to plan. Please include as much information as you have currently, and if you do not yet have some of the information requested, please state so in your response.

#### A. Program Proposal

1. Describe your proposed restorative justice program or your organization's goals and plans for creating a program (e.g. program activities, service area, participant referral sources, projected capacity, intended outcomes, etc.).

Word Limit: 500

blah blah

2. Describe who will be eligible to participate in your program. If no participant eligibility criteria have been established yet, describe the process for how the criteria will be determined. *You may include referral sources, service area, projected operational capacity, etc.*

Word Limit: 250

blah blah

# Application Timeline

September 16, 2024	Grant solicitation released
<b>October 28, 2024</b>	<b>Grant applications due</b>
Early November 2024	Grant Advisory Committee makes award recommendations
November - December 2024	Commission authorizes award decisions
January 2024	Grant contracts will be distributed to award recipients for signature

# Things to Remember

- Online application has word limits
  - Questions are limited to 250 -500 words
  - Be focused and direct in your answers
- Review all materials
  - See slide 5 for list and links
- Ask staff questions!
  - We **can** help with you on things like:
    - How program rules apply
    - What a program requirement means
    - Better understanding RFGP contents
    - Troubleshooting access to the online application, etc.
  - We **can't** help with you on 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?



# Restorative Justice Grant Program Contacts:

Rima Ah Toong:

[rima.ahtoong@cjc.Oregon.gov](mailto:rima.ahtoong@cjc.Oregon.gov) or

503-983-0480

Avery Sorensen:

[avery.sorensen@cjc.Oregon.gov](mailto:avery.sorensen@cjc.Oregon.gov) or

503-507-2752

Email to join the RJ Interested Parties List!





**Questions?**