

2021-2023 REQUEST for GRANT PROPOSALS
APPLICATION INSTRUCTIONS AND REQUIREMENTS

RESTORATIVE JUSTICE GRANT PROGRAM

CRIMINAL JUSTICE COMMISSION
885 Summer St NE
Salem, OR 97301

RELEASE DATE:
FEBRUARY 7, 2022

ONLINE APPLICATION OPEN DATE:
FEBRUARY 14, 2022 at 8:00 a.m.

ONLINE APPLICATION DUE DATE:
MARCH 24, 2022 at 12:00 p.m.



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1. Overview

A. Grant Origins

During the 2021 Regular Session, the Oregon Legislature established the Restorative Justice grant program and appropriated \$4.0 million for restorative justice programs operated by public or private entities.¹ The underlying legislation was conceptualized by the Racial Justice Council within the Office of the Governor and contemplated to be an alternative approach to Oregon’s traditional criminal and juvenile legal system processes.

Of note, the legislation establishing this program expressly requires applicants to demonstrate the following:²

1. Coordination with community-based organizations;
2. An ability to work collaboratively with system partners, including local law enforcement entities, courts, district attorneys, and defense attorneys; and
3. How the applicant will center the experiences of those harmed, encourage those who have caused harm to take responsibility and repair the harm, and support persons who have been harmed, impacted community members, and responsible parties in identifying solutions that promote healing, including promoting dialogue and mutual agreement.

B. Criminal Justice Commission

The Oregon Criminal Justice Commission (“CJC”) is the administering agency of the Restorative Justice grant program. The mission of the CJC is 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.³ This agency is also tasked with developing and maintaining a state criminal justice policy and a comprehensive long-range plan for a coordinated state criminal justice system that encompasses public safety, responsible party accountability, crime reduction and prevention, and responsible party treatment and rehabilitation.⁴

2. Availability and Duration of Funding

The Oregon Legislature appropriated \$4.0 million in program funding to the Restorative Justice grant program for the 2021-2023 biennium. The Restorative Justice grant is a competitive grant program. Applicants awarded grant funds will receive all grant award disbursements during the biennium, ending June 30, 2023. Applicants may allocate award funding for costs incurred at any point during the project period, which will be established in the grant contract, so long as those funds meet all program rules and requirements, including no supplanting of existing sources of funding.

¹ See [House Bill 2204](#) (2021 Regular Session); see also [House Bill 5006, § 166](#) (2021 Regular Session).

² See [House Bill 2204, § 1\(2\)\(b\)](#) (2021 Regular Session).

³ See [ORS 137.656\(1\)](#).

⁴ See [ORS 137.656\(2\)](#).

3. Grant Program Goals

The goal of the Restorative Justice grant program is to award grants to public and private entities for restorative justice programs offering an alternative to the criminal and juvenile legal systems. In addition, this grant seeks to fund programs that:

- Center the experiences of those harmed;
- Encourage those who have caused harm to take responsibility and repair the harm;
- Support persons who have been harmed, impacted community members and responsible parties in identifying solutions that promote healing, including promoting dialogue and mutual agreement;
- Coordinate 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.

Furthermore, the CJC and the advisory committee *may* give preference to programs that include one or more of the following:

- Offer services that engage in and serve rural or other historically underserved regions or areas in Oregon;
- Offer services that engage and provide culturally appropriate services to socially disadvantaged individual(s);
- Partners with a researcher or research entity to track and report on any outcome measures associated with the applicant's program;
- Address case types as defined in [OAR 213-003-0001\(14\)](#) and [OAR 213-003-001\(15\)](#) (definitions describing person felonies and person misdemeanors);
- Address case types that carry a presumptive sentence of prison pursuant to the criteria in [OAR 213-004-0001 through OAR 213-004-0013](#) (describing the sentencing guidelines grid);
- Prioritize funding for direct services to the party harmed and the person who committed the harm; or
- Do not disqualify program participants based on prior criminal history.

4. Eligible Applications and Programs

Eligible applicants include the following:

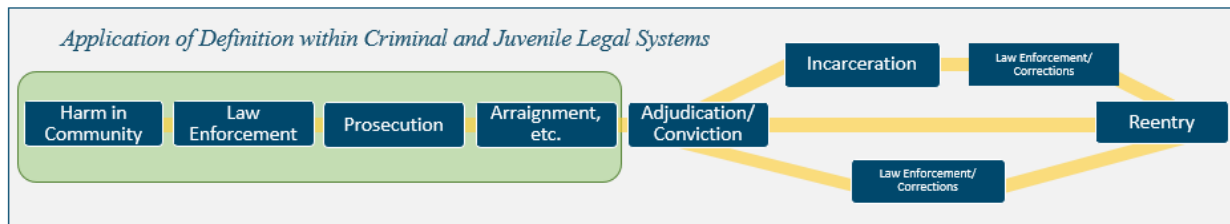
- Private entities
 - Private entities mean any corporation, trust, association, cooperative or other organization that is not a public entity or a system partner, such as local law enforcement entities, courts, district attorneys and defense attorneys.
- Public entities
 - Public entities mean any “public body” as defined in [ORS 174.109](#) and any of the nine federally recognized Indian tribes in Oregon.

- Joint application from private and/public entities
 - Eligible applicants may apply jointly (e.g., public and private entities partnership, private and private entity partnership, public and public entity partnership, multiple entities as a regional consortia, etc.).

For the purposes of grant eligibility, applicant programs must meet the CJC’s definition of “restorative justice,” which 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.”

The CJC’s Restorative Justice grant program’s scope is focused on the “front-end” of the criminal and/or juvenile legal systems (e.g., pre-conviction or pre-adjudication). Please note that the CJC’s definition is intended to also preclude programs that offer downward durational departure and/or downward dispositional departure sentences. A visual representation of the program’s scope is shown in green.



5. Award Funds

Funding distributed to Restorative Justice grant program awardees must be spent on costs associated with restorative justice programs. As the CJC is the administering agency for this grant, the use of grant funds must comply with the [CJC’s Grant Management Handbook](#).

Restorative Justice grant program funds may be spent within the following budget categories:

- Personnel
- Contractual Services
- Rent/Utilities
- Travel/Training
- Equipment
- Supplies
- Administrative – up to 15% of grant funds limitation⁵

⁵ Exceptions to this limitation may be granted by the CJC upon sufficient showing by the applicant.

A. Allowable Uses

Examples of allowable uses of Restorative Justice grant program funds include, but are not limited to:

- Restorative justice facilitator salaries and fringe benefits
- Partnership with a researcher or research entity relating to data collection or program outcome measure(s) including, but not limited to, program evaluation, demographic information pertaining to eligible and enrolled participants, satisfaction metrics for both the responsible and harmed parties, and data
- Community-based mental health or substance use disorder treatment programs
- Victim/survivor services⁶
- Compensation for harm caused⁷
- Trainings and/or technical assistance services

B. Unallowable Uses*

Examples of unallowable uses of Restorative Justice grant program funds include, but are not limited to:

- Supplanting existing funding for programs, services, or supports already in operation
- Compensation of federal employees including salary, consulting fees, travel, or other compensation
- Land acquisition, including renting, leasing, or construction of buildings or other physical facilities except with the prior written approval of the CJC
- Physical facility improvements, restoration, or remodeling—except with the prior written approval of the CJC
- Employee bonuses
- Firearms, tactical equipment, polygraphs
- Marketing or branding
- Lobbying, membership to lobbying organizations, or political activities, including political contributions
- Fundraising or donations
- Taxes
- Entertainment, including amusement, diversion, social activities, and any associated costs (i.e., tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities)
- Fines and penalties
- Home office workspace and related utilities
- Passport charges

⁶ Services must be pursuant to the purposes of the grant and cannot be applied toward an unallowable use.

⁷ Funds cannot be applied to the payment or purchase of items or uses identified as an unallowable.

- Food and drinks, except as allowed per diem in accordance with state and federal travel policies
- Alcohol
- Pets and pet care
- Tip lines/rewards and survey distribution/awards

** Exceptions may be granted by the Commission upon written request and sufficient showing by grant program awardees.*

6. Application Submission Requirements

Applications are due on March 24, 2022, by 12:00pm. Applicants are encouraged to contact the CJC’s program staff with questions about application requirements, application website questions, and other technical assistance inquiries. See pg. 11 for staff contact information.

Applications must be submitted to the CJC via its grant management web portal: <https://cjc-grants.smapply.io>.⁸

7. Application Content Requirements

Applicants must submit the following information in their grant applications (Please note: each narrative question has a 300 word limit).

A. Cover Sheet

1. *Primary applicant’s contact information*
2. *Program’s fiscal contact information*
3. *Indication of ACH/direct deposit preference*
4. *Identification of program type*
 - a. Established Program:
 - i. Applicant and/or its associated entity(ies) has an existing restorative justice program (e.g., request includes expanding collaboration, increasing program capacity, or making other program improvements or changes).
 - b. Implementation:
 - i. Applicant and/or its associated entity(ies) has never operated a restorative justice program (i.e., there is no programmatic framework in place and requires complete buildup of program).

B. Program Proposal and Budget Narrative, including the following:

1. *Program overview*
 - a. Description of the applicant program’s theory of change. A program’s theory of change should explain the applicant program’s core values

⁸ Exceptions to the requirement for application submission via the grant management web portal may be granted should an applicant demonstrate an inability to access internet services.

and principles, desired and actual outcomes, and the forms in which those outcomes will be achieved. A theory of change should contemplate the applicant program's:

- i. Impact: The systemic and/or long-term changes expected;
 - ii. Outcomes: The intended and unintended changes that are expected to occur due to the program's work;
 - iii. Outputs: The immediate results of the program's activities that are necessary to achieve outcomes;
 - iv. Activities: The activities needed to achieve outputs; and
 - v. Inputs: Resources or investments needed to ensure activities can occur.
- b. Description of the program's participant eligibility criteria.
 - c. The program's referral source(s).
 - d. Description of the program's service area.
 - e. Overview of the program's existing, or projected, operation and capacity, and the anticipated needs to build capacity.

2. *Programmatic activities*

- a. Description of the program's work to center the experiences of those harmed and support those harmed in identifying solutions that promote healing.
- b. Description of the program's work to encourage those who caused harm to take responsibility and repair the harm and support those who caused the harm in identifying solutions that promote healing.
- c. Description of the program's work to support impacted community members in identifying solutions that promote healing.
- d. Description of the program's coordination with community-based organizations.
- e. Description of the program's ability to work collaboratively with system partners, such as local law enforcement entities, district attorney offices, and criminal defense attorneys, law firms, or consortia.

3. *Evaluation and data collection*

- a. Description of the program's outcome evaluation.
- b. Description of the program's method(s), ability, and mean(s) for collecting data.

4. *OPTIONAL: Evidence of commitment*

- a. Submission of letters of support, Memoranda of Understanding, etc. specific to collaborations with referral sources, community-based organizations, or system partners. (NOT REQUIRED)

5. *Proposed budget*

- a. Justification as to how each budget request meets or fulfills the purpose/intent of the program.

8. **Application Review and Award Decisions**

The CJC's program staff will conduct the initial review of all applications received. Each application will be examined for general responsiveness outlined in the guidelines provided in this request for grant proposals. If the CJC's program staff determines that modifications are required to an application before advancing the application to the advisory committee, the CJC's program staff will contact the identified program contact and request that revisions be made within a specified time frame.

Applications that meet the request for grant proposals content requirements will be provided to the advisory committee, which is convened by the CJC to review and provide initial approval of grant awards.⁹ The applications approved by the advisory committee are then provided to the CJC to determine whether to authorize grant awards to the approved applicants.

A. **Application Scoring**

The advisory committee, which is convened by the CJC, reviews and evaluates each grant application. When reviewing and evaluating applications, the advisory committee is provided a scoring rubric (see Appendix A).

The scoring rubric is based on a *Likert* scale, which scores an applicant's responses using a range from exceptional (highest score) to nonresponsive (lowest score). The composition of the scoring rubric is based on the sections as outlined in Section 7 in this request for grant proposals. Each section also includes subsections with specific scoring categories to quantify the program goals outlined in Section 3 in this request for grant proposals.¹⁰ The traditional way to calculate a Likert scale is to sum the values of each selected option and create a score for each response. The total sum or score for each section will then be divided by the total number of sections scored. Each of those totals will then be added up to produce an overall score for each applicant.

The preference areas outlined in Section 3 will be evaluated independently by the advisory committee based on any related responses provided by applicants in their application.

⁹ See [House Bill 2204, § 1\(3\)](#) (2021 Regular Session) (The CJC may convene the advisory committee in advance of application review and evaluation).

¹⁰ Sections, subsections, and scoring categories are established by the CJC's program staff, which is informed by several sources, including but not limited to key stakeholders, restorative justice practitioners, advisory committee members, and the CJC's internal evaluation and analysis of empirical research, program evaluation, and programmatic best practices relating to restorative justice and grant administration.

B. Application Awards

The advisory committee, following review, evaluation, and scoring of the applications, will formulate and submit award approvals for the CJC's review to determine whether to authorize grant awards to the approved applicants. The CJC may authorize the grant awards in whole or in part. Program staff will then issue Intent to Award Notices, Award Letters, and Grant Award Agreements accordingly.

C. Award Protests

An applicant may protest an award decision if able to articulate specific reasons the advisory committee's solicitation process or decision was in error based on applicable law or rule or based on specific language of the request for grant proposals.

The affected applicant shall have seven (7) calendar days from the date of the Intent to Award Notice to file a written protest. Protests must meet all following requirements:

1. Delivered to the CJC via email or hard copy;
 - Email: cjc.grants@cj.oregon.gov
 - Fax: 503.378.4861, Attn: Restorative Justice Grant Program
 - Mail: Attn: Restorative Justice Grant Program, Criminal Justice Commission, 885 Summer St NE, Salem, OR 97301
2. Reference the request for proposal name;
3. Identify applicant's name and contact information;
4. Signed by an authorized representative(s);
5. Specify the grounds for the protest; and
6. Be received by the CJC within seven (7) calendar days of the Intent to Award Notice.

The CJC will address all timely submitted protests within 30 days and issue a written decision to any respective applicants. The CJC will not consider protests that do not include the required information.

9. Award Terms and Conditions

Applicants receiving awards must agree to the grant award terms and conditions, including monitoring and reporting addressed in Section 10. The CJC may negotiate the terms of the grant award agreement. In the event that mutually agreeable terms cannot be reached within a reasonable time period, as judged by the CJC, the CJC reserves the right to cancel the award to the applicant.

10. Award Monitoring and Reporting

The CJC will monitor whether applicants receiving awards are operating their programs as described in their approved applications in addition to progress toward the program performance objectives. Applicants receiving awards will be required to:

1. Submit a financial report on a quarterly basis detailing expenditure of grant funds during the prior quarter; and
2. Collect and submit program information to the CJC upon request which may include, but is not limited to, outcome measures, program evaluation, demographic information pertaining to eligible and enrolled participants, satisfaction metrics for both the responsible and harmed parties, and data collected in partnership with a researcher or research entity.

11. Grant Suspension or Termination

It is the CJC's role as grant administrator to ensure that grant funds as awarded comply with state and local statutes and rules, as well as the goals of the grant program. Following reasonable notice to applicants receiving awards and attempts to resolve problems informally, the CJC may suspend funding in whole or in part, terminate funding, or impose another sanction for reasons including, but not limited to, the following:

- Failure of the program to comply substantially with the requirements or statutory objectives of the Restorative Justice grant program, or other provisions of state law.
- Failure of the program to make satisfactory progress toward its approved goals and objectives.
- Failure of the program to adhere to the terms and conditions of the grant award and/or the grant monitoring and reporting conditions.
- The program proposes or implements substantial changes that result in a program that would not have been selected if it had been subjected to the original review of applications.
- Failure of the program to comply substantially with any other applicable federal or state statute, regulation, or guideline.

12. Contact Information for Technical Assistance and Questions

For questions or technical assistance concerning the grant program, request for grant proposals, and/or application, please contact Rachel McArthur at 503.507.4561 or at rachel.mcarthur@cjc.oregon.gov.

Appendix A. Scoring Rubric

Cover Sheet						
Entry	Included	Not Included	Notes			
Primary applicant's contact information						
Program's fiscal contact information						
Indication of ACH/direct deposit preference						
Identification of program type:						
Established Program: Applicant and/or its associated entity(ies) has an existing restorative justice program (e.g. request includes expanding collaboration, increasing program capacity, or making other program improvements or changes).						
Implementation: Applicant and/or its associated entity(ies) has never operated a restorative justice program (i.e. there is no programmatic framework in place and requires complete buildup of program).						
Program Overview						
1. Program's theory of change	5 Exceptional Response	4 Detailed Response	3 Adequate Response	2 Some Response	1 Minimal Response	0 No Response
Identifies program's core values/principles and explains how they are incorporated into program activities						
Identifies program's desired/actual outcomes and explains how they will be achieved						
Identifies evidence-based practices supporting program's theory of change (e.g. indicators of effectiveness)						
2. Program's participant eligibility criteria	5 Exceptional Response	4 Detailed Response	3 Adequate Response	2 Some Response	1 Minimal Response	0 No Response
Identifies participant eligibility criteria and explains screening processes used for harmed party and/or person who caused the harm						
Explains how participant eligibility is impacted if one party does not wish to engage in the program (e.g. victim/survivor, harmed party, victim/survivor veto, etc.)						
3. Source(s) of program referrals	5 Exceptional Response	4 Detailed Response	3 Adequate Response	2 Some Response	1 Minimal Response	0 No Response
Identifies referral source(s) and explains at which stage in the criminal and/or juvenile legal system process referral occurs						
Provides evidence of commitment from referral source(s) (e.g. letter of support, Memoranda of Understanding, etc.)						
4. Program service area	5 Exceptional Response	4 Detailed Response	3 Adequate Response	2 Some Response	1 Minimal Response	0 No Response
Identifies program service area						

5. Program operation and capacity	5 Exceptional Response	4 Detailed Response	3 Adequate Response	2 Some Response	1 Minimal Response	0 No Response
Explains program's current framework (or lack thereof), case types, and capacity						
Explains the current role and use of facilitators (e.g. facilitator caseload, number of facilitators assigned to a case, facilitator experience level, etc.)						
Explains evaluation of the program's specific needs to build/increase program capacity						
Programmatic Activities						
1. Centers the experience of those harmed, and supports those harmed in identifying solutions that promote healing	5 Exceptional Response	4 Detailed Response	3 Adequate Response	2 Some Response	1 Minimal Response	0 No Response
Describes the use of trauma-informed practices when engaging and communicating with the person harmed						
Describes program's plan for engagement with the harmed party throughout the process and its ability to execute that plan						
Describes programmatic flexibility and processes designed to meet the needs of the harmed party (e.g. not necessarily limited to face-to-face dialogue, harmed party veto, etc)						
Identifies and describes services, or referrals for services, for the harmed party to engage with and seek support from						
Describes program's ongoing efforts to keep victim/survivor organizations engaged and informed, and allow avenues for feedback						
Explains program's post-process engagement with the harmed party						
2. Encourages those who caused harm to take responsibility and repair the harm, and supports responsible parties in identifying solutions that promote healing	5 Exceptional Response	4 Detailed Response	3 Adequate Response	2 Some Response	1 Minimal Response	0 No Response
Describes the use of trauma-informed practices when engaging and communicating with the person who caused the harm						
Explains how the program will support adherence to and delivery of the repair to harm (e.g. accountability plan, etc.) to the harmed party						
Describes program's pre-charge agreement not to file charges or post-plea dismissal process if participant successfully completes the program, and the outcome if a person does not successfully complete the program						
Identifies and describes services, or referrals for services, for the responsible party to engage with and seek support from						
3. Supports impacted community members in identifying solutions that promote healing	5 Exceptional Response	4 Detailed Response	3 Adequate Response	2 Some Response	1 Minimal Response	0 No Response
Describes program's ongoing engagement with impacted community members, including avenues for community member feedback						
Describes program's engagement with socially disadvantaged community members when developing and/or operating the program						

4. Coordination with community-based organizations	5 Exceptional Response	4 Detailed Response	3 Adequate Response	2 Some Response	1 Minimal Response	0 No Response
Describes the utilization and role of community-based organization(s) in the program (e.g. services, training, whether program activities occur at CBO facilities, etc.)						
Provides evidence of commitment from community-based organization(s) (e.g. letter of support, Memoranda of Understanding, etc.)						
Describes the program's outreach efforts to the community regarding program availability and providing avenues for community feedback						
5. Ability to work collaboratively with system partners	5 Exceptional Response	4 Detailed Response	3 Adequate Response	2 Some Response	1 Minimal Response	0 No Response
Explains the role(s) of system partner(s) in the program						
Identifies and describes efforts to minimize the role(s) of system partner(s) in the program						
Provides evidence of commitment from system partner(s) (e.g. letter of support, Memoranda of Understanding, etc.)						
Evaluation and Data Collection						
1. Program outcome evaluation	5 Exceptional Response	4 Detailed Response	3 Adequate Response	2 Some Response	1 Minimal Response	0 No Response
Describes the program's outcome evaluation. Outcomes should include, but not be limited to, safety, satisfaction, feelings about responsibility, and dialogue experience.						
Describes how the program will plausibly impact the outcomes outlined in the program evaluation.						
2. Data collection	5 Exceptional Response	4 Detailed Response	3 Adequate Response	2 Some Response	1 Minimal Response	0 No Response
Identifies and describes the program's method(s), ability, and mean(s) for collecting data (e.g. satisfaction/feelings of safety surveys, recidivism rates, etc.). This should include, but not be limited to, participant and staff surveys both pre- and post-RJ dialogues.						
Proposed Budget						
Applicant's explanation of the requested budget	5 Exceptional Response	4 Detailed Response	3 Adequate Response	2 Some Response	1 Minimal Response	0 No Response
Articulates how each budget request meets or fulfills the purpose/intent of the program						