

# 2025-2027 Grant Solicitation: Restorative Justice Grant Program

**Preliminary Application Due Date:** May 13, 2025, at 1 PM

**Final Application Due Date:** July 22, 2025, at 1 PM

## Purpose:

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.

## Eligible Applicants:

Eligible applicants include:

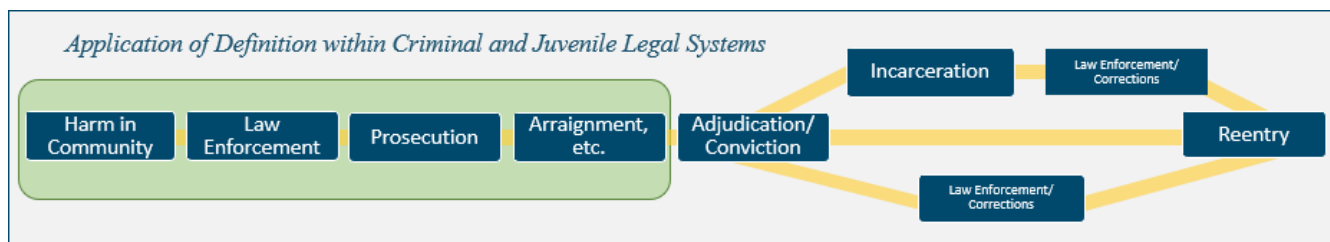
- Private entities: any corporation, trust, association, cooperative or other organization that is not a public entity or a system partner, such as local law enforcement entities, courts, district attorneys and defense attorneys.
- Public entities: any “public body” as defined in [ORS 174.109](#) and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

An applicant may apply individually or jointly with other eligible applicants.

## Program Goals and Priorities:

The goal of the Restorative Justice Grant Program is to support the implementation and expansion of restorative justice programs that serve individuals engaged in the “front end” of the criminal and/or juvenile legal systems (e.g. pre-conviction or pre-adjudication).

A visual representation of the grant program’s scope is shown in green below:



In order to be eligible for grant funding, an applicant’s program must provide, or seek to provide, restorative justice services within the State of Oregon as defined in [OAR 213-040-0030\(8\)](#). This definition is intended to preclude programs that offer downward durational departure and/or downward dispositional departure sentences.

Additional requirements, review criteria and preferences for grant applications are further defined in [OAR 213-040-0050](#) and [OAR 213-040-0060](#).

In accordance with [OAR 213-040-0060\(1\)](#), applications will be evaluated for all criteria outlined in the 2025 Restorative Justice Grant Proposal Scoring Rubric (attached and available online).

# 2025-2027 Grant Solicitation: Restorative Justice Grant Program

## Availability and Duration of Funding:

This is a one-time solicitation offering financial support for the grant period beginning July 1, 2025, and ending August 31, 2027.

Available funding will be determined at the conclusion of the 2025 Regular Session of the Oregon State Legislative. Grant funds will be awarded through a competitive application process.

Two types of programs may apply:

- **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 Program:** Applicant and/or its associated entity(ies) has never operated a restorative justice program (i.e., there is no programmatic framework in place or there is a framework in place and the program is ready to begin implementation).

## Application Timeline:

April 1, 2025	Grant solicitation released
<b>May 13, 2025, at 1 PM</b>	<b>Preliminary Application due</b>
June 16, 2025	Grant Advisory Committee evaluates Preliminary Applications
June 2025	Feedback provided to applicants; Final application opened
<b>July 22, 2025, at 1 PM</b>	<b>Final Application due</b>
August 2025	Grant Advisory Committee develops funding recommendations
September 16, 2025	Commission authorizes final award decisions

## Application Requirements:

1. Applicants must review the [CJC Grant Administration Guide](#) for specific policies and procedures related to allowable uses of grant funds, review processes, and compliance regulations.
2. Applicants must complete both the Preliminary Application and Final Application on the due dates provided, along with the corresponding materials listed below.

**Preliminary Applications** must include the following:

- a. Responses to all Preliminary Application questions (list of questions attached).

**Final Applications** must include the following:

- a. Any responses to requests by the Grant Advisory Committee and/or changes to the Preliminary Application; and
  - b. A budget projection sheet with all tabs completed (spreadsheet available online). Requested funding must align with the purpose, goals and priorities of the grant program, and adhere to any specific feedback provided by the Grant Advisory Committee.
3. Successful applicants will be required to execute a grant agreement substantially in the form of the sample attached to this document.

## How to Apply:

Applications must be submitted online through CJC's grant management system:

<https://cjc-grants.smapply.io/>

For questions regarding this grant solicitation please contact Rima Ah Toong at [rima.ahtoong@cjc.oregon.gov](mailto:rima.ahtoong@cjc.oregon.gov).

# Restorative Justice Grant Program 25-27: Application Questions for Planning Grants

**Application Due Date:** May 13, 2025, at 1:00 PM PDT

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.

The goal of the Restorative Justice Grant Program is to support the implementation and expansion of restorative justice programs that serve individuals engaged in the “front end” of the criminal and/or juvenile legal systems (e.g. pre-conviction or pre-adjudication).

Funding for this grant program is limited, and it is anticipated to be a competitive award process. Please provide a detailed response to each question, including providing data where appropriate. Information in the sample scoring sheet (Attachment A) will be used to determine applicants’ responsiveness to the application questions. It is strongly recommended that the applicant first read through all questions before composing a response.

## **Cover Sheet**

**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)?**

*[check box]*

**Legal name of entity applying:**

*[text field]*

Is your organization a non-profit registered in the state of Oregon?

☐ Yes

☐ No

**Are you an established or implementation program applicant for the 2025-27 biennium that provides restorative justice services within the State of Oregon as defined in OAR 213-040-0030(8)?**

*Established /Implementation*

**Primary Applicant Contact**

Name:

Organization:

Title:

Street Address:

City:

Zip Code:

E-mail:

Phone:

**Fiscal Contact**

Name:

Legal Name of Organization for Payment:

State EIN:

Payment Remittance Street Address:

City:

Zip Code:

E-mail:

Phone:

Would you like ACH payment processing (direct deposit)?

☐ Yes

☐ No

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**Preliminary Application Questions**

**A. Program Description and Staffing**

1. Describe your program's goals and objectives, including the long-term impact you are attempting to facilitate. *[500 words or less]*
2. Does your program design use evidence-based practices, or a program model that is known to be effective? *[100 words or less]*
3. How will your program operate? Include a description of what services will be available, and how restorative practices, such as restorative dialogues will be utilized. *[500 words or less]*
4. What training will staff and Restorative Justice facilitators receive? *[250 words or less]*

5. On average, how many staff hours do you anticipate needing for each participant/case? *[250 words or less]*
6. Provide a timeline of when program milestones and activities are anticipated to be completed. *[250 words or less]*

## **B. Engagement and Referrals**

1. What is your service area? *[50 words or less]*
2. Who are your community and system referral partners, and at what stage in the criminal legal or juvenile system do they occur? *[500 words or less]*
3. Who is eligible for service, how will they be screened, and what onboarding steps do new participants need to complete? Include type of cases (felony, misdemeanor, person crimes, non-person crimes), and other eligibility criteria. *[500 words or less]*
4. How will your program engage harmed parties, and what supports will be available to them? *[250 words or less]*
5. How many clients were referred to you or do you anticipate being referred to you during the last biennium (2023 – 2025)?
  - a. Of those, how many were served by your program, or do you anticipate serving?
  - b. How many successfully completed the program or do you anticipate completing?
  - c. How many are still receiving services from the program?
6. In the previous biennium, did you encounter any challenges or barriers that impacted the number of clients you served? For implementation applicants, do you anticipate any challenges or barriers that may impact your ability to meet enrollment goals? *[500 words or less]*
  - a. If so, what steps are you taking to address those barriers and meet enrollment goals? *[250 words or less]*

## **C. Program data and outcomes**

1. What does successful completion look like for your program? *[500 words or less]*
2. Are clients offered support services after they “graduate”? *Yes/no*
3. What data will you collect to demonstrate your program’s success? Methods may include participant and staff pre- and post- surveys, service data, recidivism rates, etc. *[500 words or less]*
4. Explain what data on outcomes you have gathered/achieved in the last biennium. *[250 words or less]*
5. Is there anything else you would like to share about the proposed program, including any information that is important to include that was not addressed above? *[500 words or less]*

#### **D. 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?

[check box with text response if yes – If yes, please provide details 150 words or less]

2. Does your program offer services or intend to offer services that engage and provide culturally appropriate services to socially disadvantaged individual(s)?

[check box with text response if yes – If yes, please provide details in 150 words or less]

3. Does your program currently partner or intend to partner with a researcher or research entity to track and report on any outcome measures associated with the applicant's program?

[check box with text response if yes – If yes, please provide details in 150 words or less]

4. Does your program address or intend to address case types as defined in OAR 213-003-0001(14) and OAR 213-003-001(15) (definitions describing person felonies and person misdemeanors)?

[check box with text response if yes – If yes, please provide details in 150 words or less]

5. Does your program address or intend to 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)?

[check box with text response if yes – If yes, please provide details in 150 words or less]

6. Does your program prioritize funding for direct services to the party harmed and the person who committed the harm?

[check box with text response if yes – If yes, please provide details in 150 words or less]

7. Does your program disqualify program participants based on prior criminal history?

[check box with text response if no– If no, please provide details in 150 words or less]

**Data Attestation**

Collect and submit to CJC program information, including but not limited to expenditures, outcome measures, program evaluations, 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.”

**Memorandum(s) of Understanding (MOU)**

[OPTIONAL] Optionally upload a copy of any Memorandum(s) of Understanding (MOU) in use with participating partners

**Letters of Support**

[OPTIONAL] Optionally upload a copy of any Letters of Support provided by community and law enforcement partners to demonstrate their commitment to the proposed project

**Final Application:**

Edits to Preliminary Application

Would you like to edit any of the responses to the Preliminary Application? Note: You may want to update this information because plans have changed, or the Grant Advisory Committee recommended a change. Be sure to include a reason for the change in your response.

**Budget Projection Sheet Upload (Final Application)**

Please download the Budget Projection Sheet ([click here](#)) and then upload your completed Budget Projection Sheet below.

Include details and justification as to how each requested line item meets or fulfills the purpose/intent of the program.

2025 Restorative Justice Grant Proposal Scoring Rubric							
<b>Cover Sheet</b>							
Name of Reviewer:							
Application Reviewed:							
	Included	Not Included	Notes				
Identification of Program Type			<input type="checkbox"/> Established <input type="checkbox"/> Implementation				
Primary applicant contact							
Type of Entity & Non-profit status (if applicable)			<input type="checkbox"/> Yes <input type="checkbox"/> No				
<b>Program Overview</b>							
1. Program Description and Staffing	5 Exceptional Response	4 Detailed Response	3 Adequate Response	2 Some Response	1 Minimal Response	0 No Response	Notes
Identifies program's goals and objectives							
Identifies evidence-based practices supporting program's design (e.g. indicators of effectiveness)							
Identifies activities and services, including how evidence-based and restorative practices are incorporated into proposed activities and services							
Describes staff and RJ facilitator training, training is related to proposed services and clients, and increases expertise in RJ							
Average staff hours per client/case are provided. Hours align with types and seriousness of cases program is targeting							
2. Engagement and Referrals	5 Exceptional Response	4 Detailed Response	3 Adequate Response	2 Some Response	1 Minimal Response	0 No Response	
Identifies program service area							
Includes referral source and stage in the criminal and/or juvenile legal system where referrals occur							
Provides evidence of commitment from referral source(s) (e.g. letter of support, Memoranda of Understanding, etc.)							
<b>This item is associated with the following ELIGIBILITY REQUIREMENTS:</b>							
<b>Must be PRE-ADJUDICATION "(8) "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." (Scoring - pre-adjudication Y or N)</b>							
<b>Must demonstrate coordination with community-based organizations (Scoring - see eligibility requirements detail)</b>							
<b>Must demonstrate the ability to work collaboratively with system partners; (Scoring - see eligibility requirements detail)</b>							
Identifies participant eligibility criteria, types of cases, and explains screening processes used for harmed party and/or person who caused the harm							
Explains onboarding process							
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.)							
<b>This item is associated with the following ELIGIBILITY REQUIREMENTS:</b>							
<b>Must demonstrate how the applicant's program will:</b> <b>(A) Center the experiences of those harmed;</b> <b>(B) Encourage those who have caused harm to take responsibility and repair the harm;</b> <b>and</b> <b>(C) 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> <b>(Scoring - see eligibility requirements detail)</b>							
Includes all requested data and numbers are appropriate for type of participant/cases served and/or explanation is provided							
Answers "y" if above numbers are low compared to type of participant/case served and provides exp explanation of barriers							
Provides concrete and actionable steps for addressing barriers and meeting enrollment goals							
3. Program data and outcomes	5 Exceptional Response	4 Detailed Response	3 Adequate Response	2 Some Response	1 Minimal Response	0 No Response	



Describes the program's outcomes. 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.							
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.							
Provides data on outcomes							
4. Timeline	5 Exceptional Response	4 Detailed Response	3 Adequate Response	2 Some Response	1 Minimal Response	0 No Response	
Includes a timeline of when program activities and milestones are anticipated to be completed							
Program Overview Subtotal	0						out of 65
<b>Eligibility Requirements - Detail</b>							
1. Centers the experience of those harmed, and supports those harmed in identifying solutions that promote healing	1 Meets requirement		0 Does not meet requirement				
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							
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	1 Meets requirement		0 Does not meet requirement				
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	1 Meets requirement		0 Does not meet requirement				
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	1 Meets requirement		0 Does not meet requirement				
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. Plan to develop coordination with criminal justice system partners	1 Meets requirement		0 Does not meet requirement				
Includes program's coordination or plan to develop coordination with criminal justice system partners.							
[Optional] Provides evidence of commitment from system partner(s) (e.g. letter of support, Memoranda of Understanding, etc.)							
6. Ability to work collaboratively with system partners	1 Meets requirement		0 Does not meet requirement				
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							
Subtotal Program Eligibility Requirements	0						Eligibility criteria must be met for applicant to be eligible for RJ funds

Program Priorities	1 Meets priority	0 Does not meet priority	
1. Program offer services or intends to offer services that engage in and serve rural or other historically underserved regions or areas in Oregon			
2. Program offers services or intends to offer services that engage and provide culturally appropriate services to socially disadvantaged individual(s)?			
3. Program currently partner or intends to partner with a researcher or research entity to track and report on any outcome measures associated with the applicant's program			
4. Program addresses or intends to address case types as defined in OAR 213-003-0001(14) and OAR 213-003-001(15) (definitions describing person felonies and person misdemeanors)			
5. Program addresses or intends to 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)?			
6. Program prioritizes funding for direct services to the party harmed and the person who committed the harm			
7. Program does not disqualify program participants based on prior criminal history			
Count program priorities met	0		Up to 7 bonus points
Total Preliminary application	0		
Final Application			
Edits to Preliminary Application	+5 max Responded to GAC feedback	Additional points up to prelim max for answering all GAC questions	
Subtotal Edits to preliminary application	0		out of 5 for completion + rescore/additional points for sections that were edited based on GAC feedback
Proposed Budget			
	10 max Exceptional Response	8 max Detailed Response	6 max Adequate Response
Applicant's explanation of the requested budget			
Articulates how each budget request meets or fulfills the purpose/intent of the program and any GAC preferences			
Budget aligns with proposed project description/scope of work			
Costs are reasonable and allowable under GAG and RJ program rules and guidelines, calculations are included			
Subtotal Program Eligibility Requirements	0		out of 30
Total Final application	0		out of 100 + 7 bonus points for priorities

BUDGET PROJECTION SHEET

CJC Grant Program:

RJ

Applicant Name:

Personnel: Salaries, wages and fringe benefits costs for all grant-funded personnel (in whole or in part) employed by the grant recipient

Directions:

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	Employing Agency	Is this a new or existing position, and how is it funded?	% Time per Month	Monthly Rate (wages+fringe)	# Months Employed	Total Amount Requested	Personnel Narrative: For each requested item to the left, provide a <b>brief (1-3 sentences)</b> justification as to how it meets or fulfills the purpose/intent of the program.
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: \$							-	

Contractual Services: An individual or organization providing a service or programmatic aspect of the work that is not provided directly by the grant recipient

Directions:

In the "Contracted Agency/Organization" field, identify the contractor.

In the "Program Supported" field, identify the specific program/project the contracted services support.

In the "Type" field, there is not an option for administrative costs. Any contracted administrative costs should be included in the "Administrative Costs" category.

In the "Price per Unit/FTE per Month" field, as relevant, enter the price per unit or combine salary/wages and fringe benefits for a single month at full time for FTE.

In the "# of Units/FTE Required" field, as relevant, indicate the number of individual items to be purchased or the number of FTEs associated with the line item.

Contracted Agency/Organization	Program Supported	Type	Unit Type	Price per Unit/FTE per Month	# Units/FTE Required	Total Amount Requested	Contractual Services Narrative: For each requested item to the left, provide a <b>brief (1-3 sentences)</b> justification as to how it meets or fulfills the purpose/intent of the program.
1		Select Option	Select Option			0.00	1.)
2		Select Option	Select Option			0.00	2.)
3		Select Option	Select Option			0.00	3.)
4		Select Option	Select Option			0.00	4.)
5		Select Option	Select Option			0.00	5.)
6		Select Option	Select Option			0.00	6.)
7		Select Option	Select Option			0.00	7.)
8		Select Option	Select Option			0.00	8.)
9		Select Option	Select Option			0.00	9.)
10		Select Option	Select Option			0.00	10.)
Contractual Services Total: \$						-	

Rent/Utilities: Office space and related utilities necessary to provide grant-funded personnel space to complete program work

Directions:

In the "Item Description" field, identify the space/utilities covered.

In the "Program Supported" field, identify the specific program/project that will use the space/utilities.

In the "Organization Served" field, identify the entity that will use the space/utilities.

In the "# of Months Required" field, identify the number of months that the entity will use the space/utilities.

Item Description	Program Supported	Organization Served	Unit Type	Price per Month	# Months Required	Total Amount Requested	Rent/Utilities Narrative: For each requested item to the left, provide a <b>brief (1-3 sentences)</b> justification as to how it meets or fulfills the purpose/intent of the program.
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.)
Rent/Utilities Total: \$						-	

Equipment: Permanent or non-expendable equipment with a purchase price of \$5,000 or more, or a useable life of two or more years, for a single item

Directions:

In the "Item Description" field, identify the name/type of equipment to be purchased.

In the "Program Supported" field, identify the specific program/project the equipment supports.

In the "Organization Served" field, identify the entity that will own and operate the equipment.

In the "# of Units Required" field, indicate the number of individual items to be purchased.

Item Description	Program Supported	Organization Served	Price per Unit	# Units Required	Total Amount Requested	Equipment Narrative: For each requested item to the left, provide a <b>brief (1-3 sentences)</b> justification as to how it meets or fulfills the purpose/intent of the program.
1					0.00	1.)
2					0.00	2.)
3					0.00	3.)
4					0.00	4.)
5					0.00	5.)
6					0.00	6.)
7					0.00	7.)
8					0.00	8.)
9					0.00	9.)
10					0.00	10.)

							Equipment Total: \$	-
<b>Supplies: Consumable materials or supplies, including the cost of small items of equipment that do not meet the threshold for the "Equipment" category</b>								
<b>Directions:</b> In the "Item Description" field, identify the name/type of supplies to be purchased. In the "Program Supported" field, identify the specific program/project the supplies supports. In the "Organization Served" field, identify the entity that will use the supplies. In the "# of Units Required" field, indicate the number of individual items to be purchased.								
Item Description	Program Supported	Organization Served		Price per Unit	# Units Required	Total Amount Requested	<b>Supplies Narrative:</b> For each requested item to the left, provide a <b>brief (1-3 sentences)</b> justification as to how it meets or fulfills the purpose/intent of the program.	
1						0.00	1.)	
2						0.00	2.)	
3						0.00	3.)	
4						0.00	4.)	
5						0.00	5.)	
6						0.00	6.)	
7						0.00	7.)	
8						0.00	8.)	
9						0.00	9.)	
10						0.00	10.)	
Supplies Total: \$						-		
<b>Training/Associated Travel: Eligible expenses for transportation, lodging, per diem, and registrations for trainings that support grant purposes</b>								
<b>Directions:</b> Each line item should be dedicated to a single training cost or travel cost. All travel expenses must follow state DAS and federal GSA regulations; luxury expenses are not allowed (e.g. first-class seating). In the "Program Supported" field, identify the specific program/project the training supports. In the "Organization(s) Served" field, list the entity(ies) that will have personnel attending training. In the "Is this a Training or Travel Cost?" field, select to which this line item relates from the dropdown menu. In the "Training or Travel Costs (Per Individual)" field, input the estimated individual travel cost or registration cost for <u>one</u> attendee.								
Training Title	Program Supported	Organization Served	Location of Training	Is this a Training or Travel Cost?	Training or Travel Costs (Per Individual)	# of Individuals Attending	Total Amount Requested	<b>Training/Associated Travel Narrative:</b> For each requested item to the left, provide a <b>brief (1-3 sentences)</b> justification as to how it meets or fulfills the purpose/intent of the program. <b>For travel line items, please indicate with which training it is associated.</b>
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.)
Training/Travel Total: \$						-		
<b>Administrative Costs: Activities associated with administering the grant such as purchasing, budgeting, payroll, accounting and staff services</b>								
<b>Directions:</b> Total Administrative Costs may not exceed 10% of total funds requested, unless an exception is granted by the Commission. In the "Item Description" field, identify the specific activities to be conducted. In the "Program Supported" field, identify the specific program/project the expense supports. In the "Organization" field, identify the entity that will be conducting the administrative activities.								
Item Description	Program Supported	Organization Served					Total Amount Requested	<b>Administrative Costs Narrative:</b> For each requested item to the left, provide a <b>brief (1-3 sentences)</b> justification as to how it meets or fulfills the purpose/intent of the program.
1								1.)
2								2.)
3								3.)
4								4.)
5								5.)
6								6.)
7								7.)
8								8.)
9								9.)
10								10.)
Administrative Total: \$						-		

Budget Request Totals: This section will be automatically calculated based on the information provided above			
Budget Categories		Category Totals	
Personnel	\$	-	
Contractual Services	\$	-	
Rent/Utilities	\$	-	
Equipment	\$	-	
Supplies	\$	-	
Training/Travel	\$	-	
Subtotal		\$	-
Administrative Costs		Total	% of Total Request
All Items	\$	-	#DIV/0! *No more than 15%, without exception request
Total Budget Request:		\$	-

**RJ-27-XX GRANT AGREEMENT**  
**CRIMINAL JUSTICE COMMISSION**  
**RESTORATIVE JUSTICE GRANT PROGRAM**

**Agreement Number:** RJ-27-XX

This grant agreement (“Agreement”), dated as of the date the Agreement is fully executed, is between the State of Oregon, acting through its Oregon Criminal Justice Commission (“CJC” or “State”), and **Grantee Name** (“Recipient”). This Agreement becomes effective only when fully signed and approved as required by applicable law (“Effective Date”). Unless extended or terminated earlier in accordance with its terms, this Agreement shall expire **November 30, 2027**.

This Agreement consists of this document and the following documents, all of which are attached hereto and incorporated herein by reference:

**Exhibit A:** Contact Information, Project Description and Reporting Requirements

In the event of a conflict between two or more of the documents comprising this Agreement, the language in the document with the highest precedent shall control. The precedence each of the following documents comprising this Agreement is as follows, listed from highest precedence to lowest precedence: this Agreement without Exhibits; Exhibit A.

**SECTION 1: KEY GRANT TERMS**

The following capitalized terms have the meanings assigned below.

**Grant Amount:** \$XXX,XXX,XXX

**Completion Deadline:** August 31, 2027

**SECTION 2: FINANCIAL ASSISTANCE**

CJC shall provide Recipient, and Recipient shall accept from CJC, a grant (the “Grant”) in an aggregate amount not to exceed the Grant Amount.

CJC’s obligations are subject to the receipt of the following items, in form and substance satisfactory to CJC and its Counsel:

- (1) This Agreement duly signed by an authorized officer of Recipient; and
- (2) Such other certificates, documents, and information as CJC may reasonably require.

**SECTION 3: DISBURSEMENT**

A. Disbursement. Upon execution of this Agreement and satisfaction of all conditions precedent, CJC shall disburse Grant funds to Recipient in installments as listed:

- (1) \$XXX,XXX by October 31, 2025;
- (2) \$XXX,XXX by March 31, 2026;
- (3) \$XXX,XXX by September 30, 2026; and
- (4) \$XXX,XXX by March 31, 2027.

**B. Conditions to Disbursements.**

- (1) CJC has no obligation to disburse Grant funds unless:
  - i. CJC has sufficient funds currently available for this Agreement;
  - ii. CJC has received appropriations, limitations, allotments or other expenditure authority sufficient to allow CJC, in the exercise of its reasonable administrative discretion, to make payment. Notwithstanding any other provision of this Agreement, CJC's determination not to disburse funds due to lack of appropriations, allotments, or expenditure authority will not constitute an Event of Default; and
  - iii. Recipient is in compliance with the terms of this Agreement.
- (2) CJC may amend this Agreement to remove the final disbursement of Grant funds in subsection A of this section if Recipient has not expended at least 60 percent of the Grant Amount by December 31, 2026. Notwithstanding any other provision of this Agreement, CJC's determination not to disburse funds under this subsection will not constitute an Event of Default.

**SECTION 4: USE OF GRANT**

As more particularly described in Exhibit A, Recipient will use the Grant to fund Restorative Justice programs (the "Project"). Recipient may only use Grant funds to cover reasonable and necessary Project costs incurred by Recipient during the period beginning July 1, 2025, and ending on the Completion Deadline, and that are allocable thereto and that are not excluded by CJC as set forth in the *Grant Administration Guide* published by CJC ("Eligible Costs"). Recipient must expend the entire Grant Amount on Eligible Costs. Such expenditure must occur no later than the Completion Deadline.

**SECTION 5: REPRESENTATIONS AND WARRANTIES OF RECIPIENT**

Recipient represents and warrants to CJC as follows:

**A. Organization and Authority.**

- (1) Recipient is validly organized and existing under the laws of the State of Oregon.
- (2) Recipient has all necessary right, power and authority under its organizational documents and applicable Oregon law to execute and deliver this Agreement and incur and perform its obligations under this Agreement.
- (3) This Agreement has been authorized by an ordinance, order or resolution of Recipient's governing body if required by its organizational documents or applicable law.
- (4) This Agreement has been duly executed by Recipient, and when executed by CJC, is legal, valid and binding, and enforceable in accordance with this Agreement's terms.

**B. Full Disclosure.** Recipient has disclosed in writing to CJC all facts that materially adversely affect the Grant, or the ability of Recipient to perform all obligations required by this Agreement. Recipient has made no false statements of fact, nor omitted information necessary to prevent any statements from being misleading. The information contained in this Agreement, including Exhibit A, is true and accurate in all respects.

- C. Pending Litigation. Recipient has disclosed in writing to CJC all proceedings pending (or to the knowledge of Recipient, threatened) against or affecting Recipient, in any court or before any governmental authority or arbitration board or tribunal, that, if adversely determined, would materially adversely affect the Grant or the ability of Recipient to perform all obligations required by this Agreement.

## SECTION 6: COVENANTS OF RECIPIENT

Recipient covenants as follows:

- A. Notice of Adverse Change. Recipient shall promptly notify CJC of any adverse change in the activities, prospects or condition (financial or otherwise) of Recipient related to the ability of Recipient to perform all obligations required by this Agreement.
- B. Compliance with Laws.
- (1) Recipient will comply with the requirements of all applicable federal, state and local laws, rules, regulations, and orders of any governmental authority, except to the extent an order of a governmental authority is contested in good faith and by proper proceedings.
  - (2) Recipient is responsible for all federal or state tax laws applicable to its implementation of the Project and its use of the Grant or compensation or payments paid with the Grant.
- C. Worker's Compensation Insurance. All employers, including Recipient, that employ subject workers who provide services in the State of Oregon shall comply with ORS 656.017 and provide the required Workers' Compensation coverage, unless such employers are exempt under ORS 656.126. Employer's liability insurance with coverage limits of not less than \$500,000 must be included. Recipient shall ensure that each of its subcontractors and subrecipients complies with these requirements.
- D. Return of Unexpended Grant Funds. Any Grant funds disbursed to Recipient under this Agreement that remain unexpended on the earlier of termination of this Agreement, completion of the Project, or the Completion Deadline, must be returned to CJC. Recipient shall return all Grant funds not expended to CJC within 30 days after the earlier of termination of this Agreement, completion of the Project, or the Completion Deadline.
- E. Financial Records. Recipient will cooperate with CJC to provide all necessary financial information and records to comply with reporting required in Exhibit A. Recipient will keep proper books of account and records on all activities associated with the Grant, including, but not limited to, invoices, cancelled checks, payroll records, instruments, agreements and other supporting financial records documenting the use of the Grant. Recipient will maintain these books of account and records in accordance with generally accepted accounting principles. Recipient will retain these books of account and records until six years after the Completion Deadline or the date that all disputes, if any, arising under this Agreement have been resolved, whichever is later.
- F. Inspection. Recipient shall permit CJC, and any party designated by CJC, the Oregon Secretary of State's Office, and their duly authorized representatives, at any reasonable time, to inspect and make copies of any accounts, books and records related to the administration of this Agreement. Recipient shall supply any Agreement-related information as CJC may reasonably require, with the exception of materials protected by attorney-client privilege or the attorney work product doctrine. Further, Recipient shall neither supply, nor permit inspection of, (1) any



information protected by HIPAA, ORS 192.553, or related regulations or rules, or (2) the personnel files of Recipient's employees, absent appropriate confidentiality protections, including exemption from disclosure under the Public Records Law, ORS ch. 192.

G. Notice of Event of Default. Recipient shall give CJC prompt written notice of any Event of Default, or any circumstance that with notice or the lapse of time, or both, may become an Event of Default, as soon as Recipient becomes aware of its existence or reasonably believes an Event of Default is likely.

H. Recipient Subagreements, Insurance and Procurements.

(1) Subagreements. Recipient may enter into agreements with subcontractors and subrecipients ("Subagreements") for implementation of portions of the Project. Recipient shall notify CJC of each Subagreement and provide CJC with a copy of a Subagreement upon request by CJC. Any material breach of a term or condition of a Subagreement relating to Grant funds provided under this Agreement must be reported by Recipient to CJC within ten (10) days of its discovery.

(2) Subagreement indemnity.

***Each Recipient Subagreement shall require each other party to such Subagreement, that is not a unit of local government as defined in ORS 190.003, or a unit of state government as defined in ORS 174.111, to indemnify, defend, save and hold harmless the CJC and its officers, employees and agents from and against any and all claims, actions, liabilities, damages, losses, or expenses, including attorneys' fees, arising from a tort, as now or hereafter defined in ORS 30.260, caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of the other party to the Subagreement or any of such party's officers, agents, employees or contractors ("Claims"). It is the specific intention of the Parties that CJC shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the CJC, be indemnified by the other party to the Subagreement from and against any and all Claims.***

Any such indemnification shall also provide that neither the other party to such Subagreement nor any attorney engaged by such party shall defend a Claim in the name of the State of Oregon or an agency of the State of Oregon, nor purport to act as legal representative of the State of Oregon or any of its agencies, without the prior written consent of the Oregon Attorney General. The State may, at any time at its election, assume its own defense and settlement in the event that it determines that the other party to such Subagreement is prohibited from defending State or that such other party is not adequately defending State's interests, or that an important governmental principle is at issue or that it is in the best interests of State to do so. State reserves all rights to pursue claims it may have against the other party to such Subagreement if State elects to assume its own defense.

(3) Insurance.

Any Recipient shall maintain, or cause to be maintained, insurance policies with responsible insurers or self-insurance programs, insuring against liability and risk of direct physical loss, damage or destruction of the Project, at least to the extent that similar insurance is customarily carried by similar entities engaged in similar activities. Upon

request, Recipient shall provide to CJC a Certificate(s) of Insurance required under this Agreement or, as applicable, require each subrecipient to, upon request, provide to CJC a Certificate(s) of Insurance required under this Agreement. Nothing in this provision precludes Recipient from exerting a defense against any party other than CJC, including a defense of immunity.

(4) Procurements.

Recipient shall make purchases of any equipment, materials, or services for the Project under procedures that comply with Oregon law, including all applicable provisions of the Oregon Public Contracting Code, ORS chapters 279A, 279B and 279C.

## **SECTION 7: DEFAULT**

A. Recipient Default. Any of the following constitutes an “Event of Default” of Recipient:

- (1) Misleading Statement. Any materially false or misleading representation is made by Recipient or a person authorized to speak on its behalf, in this Agreement or in any document provided by Recipient related to this Grant.
- (2) Failure to Perform. Recipient fails to perform, observe or discharge any of its covenants, agreements, or obligations under this Agreement, other than those referred to in subsection (1) of this section, and that failure continues for a period of 30 calendar days after written notice specifying such failure is given to Recipient by CJC. CJC may agree in writing to an extension of time if it determines Recipient instituted and has diligently pursued corrective action. Acts or omissions of subgrantees shall not constitute an Event of Default unless ratified or knowingly induced by Recipient.

B. CJC Default. CJC will be in default under this Agreement if it fails to perform, observe or discharge any of its covenants, agreements, or obligations under this Agreement.

## **SECTION 8: REMEDIES**

A. CJC Remedies. Upon the occurrence of an Event of Default, CJC may pursue any remedies available under this Agreement, at law or in equity. Such remedies include, but are not limited to, termination of CJC’s obligations to make the Grant or further disbursements, return of all or a portion of the Grant Amount, payment of interest earned on the Grant Amount, and declaration of ineligibility for the receipt of future awards from CJC. If, because of an Event of Default, CJC demands return of all or a portion of the Grant Amount or payment of interest earned on the Grant Amount, Recipient shall pay the amount upon CJC’s demand.

CJC may also recover all or a portion of any amount due from Recipient by deducting that amount from any payment due to Recipient from the State of Oregon under any other contract or agreement, present or future, unless prohibited by state or federal law.

CJC reserves the right to turn over any unpaid debt under this Section 8 to the Oregon Department of Revenue or a collection agency and may publicly report any delinquency or default. These remedies are cumulative and not exclusive of any other remedies provided by law.

- B. Recipient Remedies. In the event of default by CJC, Recipient's sole remedy will be for disbursement of Grant funds for Eligible Costs of the Project, not to exceed the total Grant Amount, less any claims CJC has against Recipient.

## SECTION 9: TERMINATION

- A. Mutual Termination. This Agreement may be terminated at any time by mutual written consent of the parties.
- B. Termination by CJC. In addition to terminating this Agreement upon an Event of Default as provided in Section 8, CJC may terminate this Agreement with notice to Recipient under any of the following circumstances:
- (1) If CJC anticipates a shortfall in applicable revenues or CJC fails to receive sufficient funding, appropriations or other expenditure authorizations to allow CJC, in its reasonable discretion, to continue making payments under this Agreement.
  - (2) There is a change in federal or state laws, rules, regulations or guidelines so that the uses of the Grant are no longer eligible for funding.
- C. Termination by Recipient. Recipient may terminate this Agreement with notice to CJC under any of the following circumstances:
- (1) After conferring with CJC, Recipient has determined that the requisite local funding to continue the Project is unavailable to Recipient or Recipient is unable to continue implementation of the Project as a result of circumstances not reasonably anticipated by Recipient at the time it executed this Agreement and that are beyond Recipient's reasonable control.
  - (2) There is a change in federal or state laws, rules, regulations or guidelines so that the uses of the Grant are no longer eligible for funding.

## SECTION 10: MISCELLANEOUS

- A. Contribution.
- (1) If any third party makes any claim or brings any action, suit or proceeding alleging a tort as now or hereafter defined in ORS 30.260 ("Third Party Claim") against CJC or Recipient relating to this Agreement or the Project and with respect to which the other Party may have liability, the notified Party must promptly notify the other Party in writing of the Third Party Claim and deliver to the other Party a copy of the claim, process, and all legal pleadings with respect to the Third Party Claim. Each Party is entitled to participate in the defense of a Third Party Claim, and to defend a Third Party Claim with counsel of its own choosing. Receipt by a Party of the notice and copies required in this paragraph and meaningful opportunity for the Party to participate in the investigation, defense and settlement of the Third Party Claim with counsel of its own choosing are conditions precedent to that Party's contribution obligation with respect to the Third Party Claim.
  - (2) With respect to a Third Party Claim for which CJC is jointly liable with Recipient (or would be if joined in the Third Party Claim ), CJC shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by Recipient in such proportion as is appropriate

to reflect the relative fault of the CJC on the one hand and of Recipient on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of CJC on the one hand and of Recipient on the other hand shall be determined by reference to, among other things, the Parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. CJC's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law, including the Oregon Tort Claims Act, ORS 30.260 to 30.300, if CJC had sole liability in the proceeding.

- (3) With respect to a Third Party Claim for which Recipient is jointly liable with CJC (or would be if joined in the Third Party Claim), Recipient shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by CJC in such proportion as is appropriate to reflect the relative fault of Recipient on the one hand and of CJC on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of Recipient on the one hand and of CJC on the other hand shall be determined by reference to, among other things, the Parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. Recipient's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law, including the Oregon Tort Claims Act, ORS 30.260 to 30.300, if it had sole liability in the proceeding.

#### A. Indemnification.

- (1) Recipient shall indemnify, defend, save and hold harmless, the State of Oregon, The Oregon Criminal Justice Commission, and their respective officers, members, employees and agents from and against all claims, suits, actions, losses, damages, liabilities, costs (including attorney's fees) and expenses of any nature whatsoever resulting from, arising out of, or relating to the intentional misconduct, or reckless or negligent acts or omissions of Recipient or its officers, employees, subcontractors, or agents under this Agreement.
- (2) State shall reasonably cooperate in good faith, at Recipient's reasonable expense, in the defense of a covered claim. Recipient shall select counsel reasonably acceptable to the Oregon Attorney General to defend such claim and all costs of such counsel shall be borne by Recipient. Counsel must accept appointment as a Special Assistant Attorney General under ORS Chapter 180 before such counsel may act in the name of, or represent the interests of, State, its officers, employees or agents. State may elect to assume its own defense with an attorney of its own choice and its own expense at any time State determines important governmental interests are at stake. State agrees to promptly provide Recipient with notice of any claim that may result in an indemnification obligation hereunder. Subject to the limitations noted above, Recipient may defend such claim with counsel of its own choosing provided that no settlement or compromise of any such claim shall occur without the consent of the State, which consent shall not be unreasonably withheld, conditioned or delayed.

- B. No Implied Waiver. No failure or delay on the part of CJC to exercise any right, power, or privilege under this Agreement will operate as a waiver thereof, nor will any single or partial exercise of any right, power, or privilege under this Agreement preclude any other or further exercise thereof or the exercise of any other such right, power, or privilege.
- C. Choice of Law; Designation of Forum: Federal Forum. The laws of the State of Oregon (without giving effect to its conflicts of law principles) govern all matters arising out of or relating to this Agreement, including, without limitation, its validity, interpretation, construction, performance, and enforcement.

Any party bringing a legal action or proceeding against any other party arising out of or relating to this Agreement shall bring the legal action or proceeding in the Circuit Court of the State of Oregon for Marion County (unless Oregon law requires that it be brought and conducted in another county). Each party hereby consents to the exclusive jurisdiction of such court, waives any objection to venue, and waives any claim that such forum is an inconvenient forum.

Notwithstanding the prior paragraph, if a claim must be brought in a federal forum, then it must be brought and adjudicated solely and exclusively within the United States District Court for the District of Oregon. This paragraph applies to a claim brought against the State of Oregon only to the extent Congress has appropriately abrogated the State of Oregon's sovereign immunity and is not consent by the State of Oregon to be sued in federal court. This paragraph is also not a waiver by the State of Oregon of any form of defense or immunity, including but not limited to sovereign immunity and immunity based on the Eleventh Amendment to the Constitution of the United States.

- D. Notices and Communication. Except as otherwise expressly provided in this Agreement, any communication between the parties or notices required or permitted must be given in writing by personal delivery, email, or by mailing the same, postage prepaid, to Recipient or CJC at the addresses listed in Exhibit A, or to such other persons or addresses that either party may subsequently indicate pursuant to this Section.

Any communication or notice by personal delivery will be deemed effective when actually delivered to the addressee. Any communication or notice so addressed and mailed will be deemed to be received and effective five days after mailing. Any communication or notice given by email becomes effective 1) upon the sender's receipt of confirmation generated by the recipient's email system that the notice has been received by the recipient's email system or 2) the recipient's confirmation of receipt, whichever is earlier. Notwithstanding this provision, the following notices may not be given by email: notice of default or notice of termination.

- E. Amendments. This Agreement may not be altered, modified, supplemented, or amended in any manner except by written instrument signed by both parties.
- F. Work Product. To the extent it has the necessary rights, Recipient hereby grants to CJC a non-exclusive, irrevocable, perpetual, royalty-free, license to use, reproduce, prepare derivative works based upon, distribute copies of, perform and display for governmental purposes, all documents, reports and works of authorship created, produced or obtained as part of or in connection with the Project ("Work Product"). Recipient shall deliver copies of Work Product to CJC upon request. In addition, if applicable law requires that CJC own such intellectual property, then Recipient shall execute such further documents and instruments as CJC may reasonably request in order to assign ownership in the intellectual property to CJC.

- G. Independent Contractor. Recipient shall implement the Project as an independent contractor and not as an agent or employee of CJC. Recipient has no right or authority to incur or create any obligation for or legally bind CJC in any way. CJC cannot and will not control the means or manner by which Recipient implements the Project, except as specifically set forth in this Agreement. Recipient is responsible for determining the appropriate means and manner of implementing the Project. Recipient acknowledges and agrees that Recipient is not an “officer”, “employee”, or “agent” of CJC, as those terms are used in ORS 30.265, and shall not make representations to third parties to the contrary.
- H. Severability. If any provision of this Agreement will be held invalid or unenforceable by any court of competent jurisdiction, such holding will not invalidate or render unenforceable any other provision.
- I. Successors and Assigns. This Agreement will be binding upon and inure to the benefit of CJC, Recipient, and their respective successors and assigns, except that Recipient may not assign or transfer its rights, obligations or any interest without the prior written consent of CJC.
- J. Counterparts. This Agreement may be signed in several counterparts, each of which is an original and all of which constitute one and the same instrument.
- K. Integration. This Agreement (including all exhibits, schedules or attachments) constitutes the entire agreement between the parties on the subject matter. There are no unspecified understandings, agreements or representations, oral or written, regarding this Agreement.
- L. No Third-Party Beneficiaries. CJC and Recipient are the only parties to this Agreement and are the only parties entitled to enforce the terms of this Agreement. Nothing in this Agreement gives or provides, or is intended to give or provide, to third persons any benefit or right not held by or made generally available to the public, whether directly, indirectly or otherwise, unless such third persons are individually identified by name herein and expressly described as intended beneficiaries of the terms of this Agreement. Notwithstanding the foregoing, CJC acknowledges, agrees, and intends that Recipient will expend the Grant consistent with the Project.
- M. Survival. The following provisions, including this one, survive expiration or termination of this Agreement: Sections 6.D through 6.F, 7, 8, 10.A, 10.C, 10.D, and 10.O.
- N. Time is of the Essence. The parties agree that time is of the essence under this Agreement.
- O. Public Records. CJC’s obligations under this Agreement are subject to the Oregon Public Records Laws.

***The signatures of the parties follow on the next page.***

Recipient, by its signature below, acknowledges that it has read this Agreement, understands it, and agrees to be bound by its terms and conditions.



**STATE OF OREGON**  
acting by and through its  
Criminal Justice Commission

**GRANTEE NAME**

By: \_\_\_\_\_  
Ken Sanchagrin, Executive Director

By: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Approved as to Legal Sufficiency in accordance with ORS 291.047:

*Approved by email dated* **DATE**  
\_\_\_\_\_  
Nina Englander, Senior Assistant Attorney General

<b>EXHIBIT A:</b> <b>CONTACT INFORMATION, PROJECT DESCRIPTION AND REPORTING REQUIREMENTS</b>
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**Contact Information:****CJC**

State of Oregon, acting by and through its  
Criminal Justice Commission

**Grant Administrator:** Lindsey Cullins

**Telephone:** 503-302-1990

**Email:** lindsey.cullins@cjc.oregon.gov

**Recipient**

**Grantee Name**

**Mailing Address**

**City State Zip**

**Contact: Name**

**Telephone: Number**

**Email: Email**

**Project Description:**

Pursuant to House Bill 2204 (2021), the purpose of the Restorative Justice Grant Program is to financially support public and private entities offering 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.

This Grant requires the Recipient to:

- Coordinate with a community-based organization(s);
- Demonstrate the ability to work collaboratively with system partners, including local law enforcement entities, courts, district attorneys and defense attorneys;
- 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; and
- Collect and submit to CJC program information, including but not limited to expenditures, outcome measures, program evaluations, 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.

Recipient shall use Grant funds to support the following program(s), to work toward the goals stated above: **INSERT FROM SPREADSHEET**

**Project Period:**

**Start Date:** July 1, 2025

**End Date:** August 31, 2027



## **Reporting Requirements:**

### Schedule

Recipient must submit to CJC quarterly expenditure reports, beginning January 25, 2026, until the earlier of thirty (30) days after Grant funds are fully expended or thirty (30) days after the Completion Date.

Recipient must submit to CJC quarterly progress reports, beginning January 25, 2026, until the earlier of thirty (30) days after Grant funds are fully expended or thirty (30) days after the Completion Date.

Recipient must submit to CJC semi-annual progress reports on January 25 and July 25 of each year of the Project Period.

Recipient must receive prior approval from CJC to submit any required report after its due date.

### Report Contents

Required reports must be submitted through CJC's grant administration system and contain all the requested information.

1. CJC Quarterly Expenditure Report (<https://cjc-grants.smapply.io>)
  - a. Grant funds spend during the prior calendar quarter, with brief description.
2. CJC Quarterly Progress Report (<https://cjc-grants.smapply.io>)
  - a. Data and information related to the Recipient's provision of restorative justice services during the prior calendar quarter; and
  - b. Any other Project information as CJC may reasonably request.
3. CJC Semi-Annual Progress Report (<https://cjc-grants.smapply.io>)
  - a. In a narrative fashion, Recipient's progress in meeting the Project's objectives during the six-month period preceding the report date, and remedial actions necessary if those objectives have not been met in any respect.