

**Commonwealth of Massachusetts  
Executive Office of Public Safety and Security  
Office of Grants and Research  
Notice of Availability of Grant Funds**



**FY2023 Commonwealth Restorative Justice Community  
Grant  
Availability of Grant Funds**

**AGF Reposting: November 29, 2022  
Application Extension: Due December 14, 2022**

**Charles D. Baker  
Governor**

**Terrence M. Reidy  
Secretary**

**Karyn E. Polito  
Lieutenant Governor**

**Kevin J. Stanton  
Executive Director**

**Office of Grants & Research**  
**FY23 Commonwealth Restorative Justice Community Grant**  
**Availability of Grant Funds**  
Applications Due: Wednesday December 14, 2022

**Overview:**

Governor Charles D. Baker, the Massachusetts State Legislature, the Secretary of Public Safety and Security, Terrence Reidy, and the Restorative Justice Advisory Committee (RJAC) are pleased to announce the FY2023 Commonwealth Restorative Justice Community Grant Program. The Executive Office of Public Safety and Security (EOPSS) and the Office of Grants & Research (OGR), which is responsible for administering this Availability of Grant Funds (AGF), is inviting eligible applicants to submit proposals for grant funds under the FY2023 Commonwealth Restorative Justice Community Grant.

**State Legislation governing these funds-*Fiscal Year 2023 General Appropriation Act, Chapter 276B of the Acts of 2022***

8100-0112 For a grant program to be administered by the executive office of public safety and security, in consultation with the restorative justice advisory committee established in section of 5 of chapter 276B of the General Laws, for community-based restorative justice programs; provided, that funds shall be prioritized for community-based restorative justice groups in low-income communities

## SECTION 1 - IMPORTANT HIGHLIGHTS

### 1.1 Key Dates

Activity Dates	
AGF Posted	November 29, 2022
Deadline for Questions**	December 7, 2022
Application Due	Wednesday, December 14, 2022 @ 4:00 p.m.
Award Notification	December 2022
Performance Period	January--June 30, 2023

\*\* Please email all questions relating to this AGF to Program Coordinator, Dan Hudson, at [Daniel.hudson@mass.gov](mailto:Daniel.hudson@mass.gov). Questions will be answered weekly with responses posted on our webpage here: <https://www.mass.gov/service-details/justice-and-prevention-grants>

### 1.2 Funding Overview

**A total of \$130,000 is being made available for this application extension opportunity.** This is a competitive grant process; OGR may award full funding, partial funding, or no funding.

Preference will be given to organizations that have adopted and understand restorative justice philosophy, are active in low-income communities, are implementing restorative justice programming and wish to expand capacity and/or seek training. OGR encourages

collaborative applications to strengthen and build partnerships in furtherance of providing restorative justice services to communities.

### 1.3 Applicant Eligibility

An **applicant must be a nonprofit 501(c)(3) organization** and provide community-based restorative justice programs working with low-income communities within the Commonwealth of Massachusetts.

### 1.4 Funding Parameters

Applicants may apply for either the **Individual Option** or the **Group Option**, but not both.

- The **Individual Option** allows for one individual non-profit 501(c)(3) organization to apply for a single community-based restorative justice grant; **maximum award amount of up to \$20,000.**
- The **Group Option** allows for two or more organizations to collaborate on a community-based restorative justice award and apply for a **maximum award amount of up to \$50,000.** Only one joint application is needed for all organizations involved. The primary applicant must be a non-profit 501(c)(3) organization and all partner organizations must be an established community-based restorative justice organization/ working group in existence for greater than one-year (partners don't need to be a nonprofit 501c3) to be considered subawardees, and must each be listed on the application and also complete **Attachment D.** Authorized signatures from each participating organization will need to be included in the submitted application, and the primary applicant organization will serve as the fiscal agent for all partners.

### 1.5 Definitions of Key Terms and Supported Use of Funds

For this purpose of this AGF, the following terms will be defined in the manner as follows.

***Section 202 of the Criminal Justice Reform Act defined Restorative Justice as:***  
*"a voluntary process whereby offenders, victims and members of the community collectively identify and address harms, needs and obligations resulting from an offense, in order to understand the impact of that offense; provided, however, that an offender shall accept responsibility for their actions and the process shall support the offender as the offender makes reparation to the victim or to the community in which the harm occurred."*

***Section 202 of the Criminal Justice Reform Act de-fines a Community-based Restorative Justice Programs as:***  
*"a voluntary program established on restorative justice principles that engages parties to a crime or members of the community in order to develop a plan of repair that addresses the needs of the parties and the community. Programs may include the parties to a case, their supporters and community members or 1-on-1 dialogues between a victim and an offender."*

### Supported Grant Activities and Services:

A. **Planning:** costs associated with meetings, coordination and future implementation of restorative justice programs (e.g., finding community spaces for facilitation, consultations with experienced restorative justice facilitators, holding educational community forums, etc.).

*Note: Reasonable costs associated with providing food and beverage while hosting community forums or training will be permitted with prior approval from OGR.*

B. **Training:** costs associated with hiring restorative justice experts to train staff and participants in such techniques and programming (e.g., hiring experienced restorative justice trainers, etc.).

*Note: Reasonable costs associated with providing food and beverage while hosting community forums or training will be permitted with prior approval from OGR.*

C. **Programming:** costs associated with initiating or expanding restorative justice program capacity, circle participation and the like (e.g., program materials, centerpiece, providing a stipend/fee for speakers such as survivors who are working behind the prison walls to tell their story).

D. **Equipment/Technology:** costs associated with the purchasing of technology and equipment that will be used to support staff in community-based restorative justice programs (e.g., laptops, IT support, virtual meeting platforms (e.g., Zoom), etc.).

## SECTION 2 - GRANT COMPLIANCE DETAILS

### 2.1 Fund Disbursement

Successful applicants selected for funding will receive more details upon awarding. This is a reimbursement grant. Funds will be disbursed quarterly with the submission of quarterly financial and programmatic reports.

### 2.2 Project Duration

Applicants may apply for up to approximately **6 months** of funding. If awarded, projects are expected to start **January 2023 and end on June 30, 2023.**

*These are state funds and no extensions will be permitted. These funds are “use or lose” by June 30, 2023.*

### 2.3 Grant Funding Requirements

Applicant must be a community-based nonprofit 501(c)(3) organization and may submit proposal(s) for the Restorative Justice Community Grant which meets the following criteria:

1. Applicants clearly understand restorative justice philosophy.
2. Is an established 501(c)(3) nonprofit organization within the community being served.
3. Has established proven need for training and/or program implementation/expansion.

Applicants should be selecting programs and activities that are “promising” programs and practices meaning such services have a strong likelihood of success and derived from a reputable institution or organization with expertise in restorative justice. A “promising” program means a program that is based on statistical analyses or a well-established theory of

change, shows potential for meeting the “evidence-based” or “research-based” criteria, and could include the use of a program that is evidence-based for outcomes other than the alternative use.

## **2.4 Grant Recipient Requirements**

Recipients must abide by the grant requirements below and the OGR Subrecipient Grant Conditions which will be provided at the time of contracting.

### *Grants Management*

- Submission of satisfactory and timely quarterly progress reports and quarterly financial reports with all required back-up documentation.
  - Cooperation during OGR monitoring endeavors, including site visits and desk reviews.
  - All costs paid with grant funds must be direct and specific to the execution of the funded program.
  - No consultant or trainer may be paid more than \$650 for an eight-hour workday or \$81.25/hour without the prior written approval from OGR. Requests for a waiver of this requirement with documented justification must be made in writing at the time of application.
  - In addition to the requirements set forth above, subrecipients will be required to agree to and abide by all state rules, regulations, and conditions pertaining to the receipt, administration, and management of grant funding.
  - OGR subgrant conditions must be signed by an authorized official and dated at the time of award.
  - Assurance that funds for projects and services provided through this grant supplement, not supplant, other state or local funding sources.
- Supplanting of funds is strictly prohibited.**

### *Program Monitoring Requirements*

#### **Progress Reporting and Performance and Outcome Measures**

- Subrecipients will be required to demonstrate progress toward meeting proposed goals and objectives through quarterly financial and programmatic reports submitted to OGR.

#### **Program Fidelity**

- Grant recipients will be required to demonstrate efforts to ensure program fidelity. Program fidelity is defined as staying true to the original program design, and not changing or adapting evidence-based programs or practices during implementation.

#### **Implementation Oversight and Fidelity Monitoring**

To ensure proper implementation, grant recipients should establish strong monitoring systems for all funded programs, including those administered by vendors. This monitoring should ensure that evidence-based programs or practices:

- Are carried out with fidelity to their design;
- Incorporate the elements that are critical to their effectiveness; and

- Use information gathered through monitoring to make any necessary adjustments.

#### *Equipment and Technology*

- Equipment costs are allowable. Equipment having a useful life of more than one year or a current per-unit fair market value of \$5,000 or more must be tracked. In addition, during the period of the contract with OGR, insurance on the equipment is allowable. A subrecipient shall use and manage equipment in accordance with their own procedures if the equipment is used for restorative justice for the targeted program participants only.
- Subrecipients are responsible for replacing or repairing the property, which is willfully or negligently lost, stolen, damaged, or destroyed. Any loss, damage, or theft of the property must be investigated and fully documented and made part of the official project records. A copy of the report must be forwarded to the OGR.

#### *Procurement*

- Procurement of services, equipment and supplies must follow M.G.L. Ch. 30B for local units of government and non-profit entities, and the Operational Services Division (OSD) Purchasing Guide for state agencies. Local units of government must ensure that subcontracts with private organizations have provisions ensuring any goods and services provided by the subcontractor are consistent with M.G.L. Ch. 30B procedures.
- It is the responsibility of the recipient to report alleged waste, fraud or abuse including any alleged violations, serious irregularities, sensitive issues or overt or covert acts involving the use of public funds in a manner not consistent with related laws and regulations or appropriate guidelines for purposes of the grant. Reports should be made to the Offices of the Massachusetts Inspector General or State Auditor:

Office of the Inspector General  
John W. McCormack State Office Building  
One Ashburton Place, Room 1311  
Boston, MA 02108  
800-322-1323  
[IGO-FightFraud@state.ma.us](mailto:IGO-FightFraud@state.ma.us)

Office of the State Auditor  
Massachusetts State House, Room 230  
Boston, MA 02133  
617-727-2075  
[Auditor@SAO.state.ma.us](mailto:Auditor@SAO.state.ma.us)  
<https://www.mass.gov/how-to/report-waste-and-abuse>

## SECTION 3 - APPLICATION PROCESS

### 3.1 Application Questions and Instructions

#### Application Questions

OGR will accept written questions regarding this AGF until **December 7, 2022**. Submit questions via email to Program Manager, Dan Hudson at [Daniel.hudson@mass.gov](mailto:Daniel.hudson@mass.gov).

Responses to all questions will be posted no later than **December 9, 2022** at:

<https://www.mass.gov/service-details/justice-and-prevention-grants>. *Responses will not be provided for questions submitted after December 7, 2022.*

### 3.2 Required Sections

#### 3.2.1 Application Template (Attachment A)

To provide OGR the best opportunity to fairly evaluate requests for funding, applicants are encouraged to be clear and concise in their application. Priority will be given to proposals that propose restorative justice training, programming and work collaboratively with community members to build capacity to support community-based restorative justice practices.

The **Application Template** (Attachment A), must be completed and submitted as outlined. Applications will be considered invalid (not considered for funding) unless an official from the primary applicant organization and all partnering organizations (subawardees) has signed and dated the cover page. Below is an overview of information requested in the template.

If applying as a “**Group**” the primary applicant must complete the **Application Template** (Attachment A). Partner organizational information will be included on (Attachment D) **Partner Selection Workbook**.

#### Section I. Applicant Information

- A. Applicant, agency official, grant and fiscal contact information
- B. Sub award organization information and Agency Official Signature(s): agency representative, must sign and date. (If applying as a “Group”, Agency Official Signatures will be required for each partner organization.)
- C. Describe your agency’s qualifications in implementing successful projects. Include a summary of relevant prior experience in your application.
- D. Provide information about personnel, resources and capacity that qualify the applicant to conduct the proposed activities.

## Section II. Program Information

- **Program Name**
- **Program Type:** Identify the program or practice on which your application is based.
- **Program Abstract:** not to exceed 250 words summarizing the program activities.

## Section III. Program Narrative

### A. *Statement of the Problem/Needs Assessment (3-page limit)*

This section should describe the problem and the need for the proposed program or activity.

1. Describe the need, nature and extent of the problem within the community to be served and the problem's effect or consequences for the community.
2. Describe your organization's mission, experience in providing restorative justice services, location in the community. If applying as a "Group", please describe the partnering organization (s) too. Don't assume the reviewers know your organization and services provided.
3. Describe the target population and geographic area to be served by the program or practice.
4. Identify how the proposed program or practice is supported by research that demonstrates its level of effectiveness as a promising program or practice (cite references).
5. Identify the risk/needs assessment tool and protocol you will use to select participants for the proposed program or practice. Please include who will be responsible for screening, the elements to be included in the screening instrument, where in the process it will take place, and how the results of the assessment will be used.
6. Explain how fidelity to the promising program or practice is measured.
7. Provide an estimate of the number of participants expected to be served by the proposed program or practice and how you arrived at, or why you are using that particular number.

### B. *Program Description (3-page limit)*

This section should address both the scope and intent of the program and how it will address the problem or need.

1. Clearly describe the restorative justice program or practice you intend to either implement or expand. If expanding, please describe any previous success implementing the model thus far.
2. Describe the activities to be conducted **and how they will address the needs/gaps stated in Section A: Statement of the Problem/Needs Assessment.** Specify the program model or design of the program. Include meeting information, frequency, length, projected attendance, and meeting content and desired outcome.
3. Describe collaborations with contractors, consultants and partner organizations that may receive subawards and the services they will be providing.

### C. *Program Goals and Objectives, Activities, Timeline, Performance Measures*



Applicants must clearly state goals and objectives of what will be achieved with this funding by including 3 to 4 Goals, with Objectives, Activities and Performance Measures in the template provided in Attachment A.

Goals: Goals are broad statements that describe the program's intentions and desired outcomes. They suggest the desired end to which the program is directed. The goals of your program should be clearly stated, realistic, and must be attainable and measurable. *In stating your goals, be careful to describe the desired end and not the means to the end.*

Objectives: Objectives describe the activities that support the program's goal(s). They describe intermediate results or accomplishments to be achieved by the program in pursuing its goal(s). The objectives must be measurable and "SMART":

- Specific (what will be done?)
- Measurable (how will we know it's done?)
- Achievable (can we do it?)
- Relevant (why should it be done?)
- Time-oriented (when will it be done?)

The more specific your objectives are, the easier it will be to determine if your program has achieved them. Use numbers wherever possible.

Activities and Timeline: List the programmatic activities to be carried out within the proposed program period. Please include:

- Start and end dates and list of major tasks/activities for implementing your program;
- When and where program components will take place;
- Who will carry out the activities and a description of how long it will take to complete each activity;
- Who the program will serve.

Performance Measures: In this section, applicants are expected to explain their plans to collect data and measure their program's progress. List the performance measures that will demonstrate progress toward achieving each of your goals. Performance measures provide program administrators with answers to critical questions regarding the operation of their programs. The purpose of developing performance measures is to determine the extent to which the program's funded activities have achieved the program's goals. Specifically, by collecting data and measuring progress, program administrators will be able to identify and document:

- The program's success/failure at meeting its goals and objectives;
- Whether the program is serving the intended target population (e.g., number of program participants who completed the services offered);
- Whether the volume of program participants is what was originally intended;
- Whether the program components were implemented as originally planned;
- Problems encountered in implementing the program; and
- Whether the program is achieving its desired impact.

Clearly explain data collection methodology, frequency, and analysis in relation to your program's performance measures, and how this strategy will be integrated into your overall program operations.

### 3.2.2 Budget Narrative and Budget Excel Workbook (*Attachment B*)

- This section should reflect the budget necessary to implement the proposed program and achieve its goals and objectives.
- Applicants may submit a budget for *up to approximately 6 months of funding*.
- See Table below for Allowable and Unallowable Cost Category Definitions

*For Individual Applicants:*

- Individual applicants must complete a Budget Excel Workbook (Refer to **Attachment B**). Please be sure to complete both the summary sheet and detail worksheets when submitting your application response.

*For Group applicants:*

- Group applicants must complete a Budget Excel Workbook (Refer to **Attachment B, including partner/subawardee budgets**). Please be sure to complete both the summary sheet and detail worksheets for the primary applicant when submitting your application response.
- Allowable and unallowable costs apply to both the primary applicant and partner organizations.
- The primary applicant budget on the first tab includes only the primary applicant expenses. Separate tabs for each subawardee will detail the budgets of the individual partner organizations.

#### Unallowable Costs

No grant funds may be spent for the following:

- Prizes/rewards/trinkets, gift cards (or any type of monetary incentive) and
- Construction, real estate, luxury items and vehicles, including insurance or leasing.

#### Allowable Cost Category Definitions

Allowable Budget Cost Categories	Definitions and Documentation Requirements
Personnel Costs	Full or part-time regular salaried employees working on the grant. A copy of staff resume(s) and/or job descriptions must be included in the applicant's response. Overtime is not permitted with these funds.

Fringe Benefit Costs	<p>Eligible costs include the <u>employer share</u> of the following:</p> <ul style="list-style-type: none"> <li>• Life insurance</li> <li>• Health insurance</li> <li>• Social security costs</li> <li>• Pension costs</li> <li>• Unemployment insurance costs</li> <li>• Workers compensation insurance</li> </ul> <p>Cost amounts for direct fringe benefits can be either actual costs or rates per employee calculated by the fiscal or human resource unit in your organization (rate computations must be included). Include copy of approved rate agreement with your application.</p>
Indirect Costs	Federally negotiated and approved rate for costs that are not readily assignable to a particular project, but are necessary to the operation, maintenance of the organization and performance of the project. Include copy of federally approved rate or if you do not have one, you can use the de minimis rate of 10%.
Consultants	Consultants are individuals hired to provide a service and possess expertise (restorative justice trainer, speakers, etc. The maximum rate for consultants is \$650 for an eight-hour day or \$81.25 per hour (excluding travel and subsistence costs
Contracts/Subawards	List subawards such as contracts to partnering agencies/organizations.
Equipment/Technology	Tangible non-expendable personal property directly supporting the program and having a useful life of more than one year; cost based on classification of equipment.
Travel	Costs associated with attending meetings from your base to community forums, training, etc. .62 per mile is the maximum rate allowed for mileage reimbursement. No out of state travel is permitted.
Supplies	Supplies required for program (e.g., postage, training materials, copying paper, center piece, talking piece, and other expendable items such as books, ink, etc.).
Other Costs	<p>Items (e.g., rent costs, telephone costs, etc.)</p> <p>Reasonable food and beverage costs for meetings is permitted. Food costs will need to be preapproved by OGR prior to purchase.</p>

### 3.2.3 Risk Assessment Form (*Attachment C*)

Complete this form for the primary applicant by following the instructions within the attachment.

### 3.2.4 Partner Selection Workbook (*Attachment D*) -only needed if applying as a group application

Complete this form by including information regarding partnering organizations

## 3.3 Submission Process and Deadline

Please read submission instructions below carefully to submit your application **BOTH** with a hard copy and electronically.

### **Hard Copy Submission**

Mail hard copy applications and attachments to the address below. Applications must be postmarked by **Wednesday, December 14, 2022**.

Justice and Prevention Division  
Office of Grants and Research  
Executive Office of Public Safety and Security  
**Attention: Dan Hudson**  
10 Park Plaza, Suite 3720-A  
Boston, MA 02116

### **Electronic Submission**

Email the following documents, in the listed format, to [daniel.hudson@mass.gov](mailto:daniel.hudson@mass.gov) **no later than Wednesday, December 14, 2022 at 4:00 p.m.**

- Attachment A: Application Template
  - Entire Attachment A as a fillable PDF (not as a scan) **and**
  - Scanned copy of p. 3 of Attachment A (Signature Page)-unless signed digitally
- Attachment B: Budget Excel Workbook (in Excel format, not PDF)
- Attachment C: Subrecipient Risk Assessment Form –Signed digitally or signed and scanned
- Attachment D: Partner Selection Workbook (if needed)
- Additional Attachments: 501(c)(3) as proof of non-profit status (for primary applicant)

**\*\*Adobe Reader version 9.5 or higher is necessary to open, complete, and save the Application Template as a PDF. Adobe may be downloaded at <http://get.adobe.com>.\*\***

Please refer to our [OGR Signature Policy](#) for accepted forms of signatures.

## **3.4 Proposal Review Process**

Applications will be subject to a competitive peer review process by a review team consisting of members of OGR, EOPSS and the Restorative Justice Advisory Committee. Applications will be reviewed by three reviewers, scored and assessed for completeness, clarity, and reasonableness of all required components. OGR will make best efforts, to the extent possible, to award funds that can benefit all areas of the Commonwealth but that will be contingent upon number of proposals received, and the quality and location of services to be rendered.

Each application will be evaluated based on the following:

- **Relevancy of applicant qualifications and experience.**  
The applicant's demonstrated knowledge of and past professional experience providing restorative justice services.
- **Consistency between the proposed budget and strategy.**  
The proposed Budget will be evaluated to ensure that the approved cost categories are comprised of items which ensure proper implementation and maximum effectiveness of the proposed strategy.

## SECTION 4 - AWARD DETERMINATION AND NOTIFICATION

Award amounts will be determined based on total amount requested, availability of funds, applicant's compliance with application process, and satisfactory review and approval of proposed projects and requested budgets. All final funding decisions are at the discretion of the Secretary of Public Safety and Security and Executive Director of OGR. It is anticipated that grant awards will be announced in **December 2022**.

Grant applications will be numerically assessed based on the following factors:

- **Project Narrative** including statement of the problem, needs assessment, applicant experience/capability, and strength of program description: (30 points)
- Realistic, thorough, and achievable **goals, objectives, timelines, and activities**: (15 points)
- Description of proposed **performance measures** and **data collection methods** used for quarterly reporting of progress and performance metrics: (15 points)
- Reasonable and cost effective **budget** demonstrating allowable costs, compliance with state rules and direct support of proposed strategy/activities: (30 points)
- Ability to follow **Submission Procedures** (adherence to rules and guidelines for submitting this grant such as blue ink signatures, submitting required attachments, not exceeding page limits, completed **Applicant Information** and **Program Information** sections, etc.): (10 points)