

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



**FY2024 Commonwealth Restorative Justice Community Grant  
Availability of Grant Funds**

**September 15, 2023  
Application Deadline: October 13, 2023**

**Maura T. Healey  
Governor**

**Terrence M. Reidy  
Secretary**

**Kimberley Driscoll  
Lieutenant Governor**

**Kevin J. Stanton  
Executive Director**

**Office of Grants & Research  
FY24 Commonwealth Restorative Justice Community Grant  
Availability of Grant Funds**

Applications Due: October 13, 2023

**Overview:**

Governor Maura T. Healey, 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 FY2024 Commonwealth Restorative Justice Community Grant Program. The Executive Office of Public Safety and Security (EOPSS) and the Office of Grants and Research (OGR), which is responsible for administering this Availability of Grant Funds (AGF), invite eligible applicants to submit proposals for grant funds under the FY2024 Commonwealth Restorative Justice Community Grant. Priority will be given to FY2023 awardees.

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

*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 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	September 15, 2023
Deadline for Questions*	September 29, 2023
Application Due	October 13, 2023 @ 4:00 p.m.
Award Notification	November 2023
Performance Period	December 2023--June 30, 2024

\* Please email all questions relating to this AGF to Emily Haines, at [Emily.fontaine@mass.gov](mailto:Emily.fontaine@mass.gov). Responses will be posted on our webpage here: <https://www.mass.gov/info-details/commonwealth-restorative-justice-community-grant-program>

### 1.2 Funding Overview

**A total of \$380,000 is being made available for this application.** This is a competitive grant process; OGR may award full funding, partial funding, or no funding.

Priority will be given to FY2023 awardees. Due to level funding, we are encouraging applicants to apply for between \$20,000.00 and \$40,000.00.

Preference will also 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 to advance the goal 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 Definitions of Key Terms and Supported Use of Funds

For the purposes of this AGF, the following terms will be defined in the manner as follows:

*Section 202 of the Criminal Justice Reform Act defines **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 defines 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:

- **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.*
- **Training:** costs associated with hiring/providing restorative justice experts to train organization 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.*
- **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).
- **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 award notification. 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 **7 months** of funding. If awarded, projects are expected to start in **December 2023 and end on June 30, 2024.**

***These are state funds and no extensions will be permitted. These funds are “use or lose” by June 30, 2024.***

### **2.3 Grant Funding Requirements**

Applicants must be a community-based nonprofit 501(c)(3) organization. Proposals must indicate that the applicant meets the following criteria:

- Clearly understands restorative justice philosophy.
- Is an established 501(c)(3) nonprofit organization within the community being served.
- Has established proven need for training and/or program implementation/expansion.

Applicants should select programs and activities that are “promising” programs and practices, meaning such services have a strong likelihood of success and are derived from a reputable institution or organization with expertise in restorative justice. A “promising” program refers to 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, recipients 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.

**Please note: As grant administration can be challenging for smaller nonprofits, grant funds may be allocated for a third-party grant administration contract or internal grant administrating personnel. Please reach out to [Emily.fontaine@mass.gov](mailto:Emily.fontaine@mass.gov) for more information.**

#### *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 programming for the targeted program participants only.
- Subrecipients are responsible for replacing or repairing the property that 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 OGR.

#### *Procurement*

- Procurement of services, equipment, and supplies must follow M.G.L. Ch. 30B for local units of government and nonprofit 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

## SECTION 3 - APPLICATION PROCESS

### 3.1 Application Questions

#### Application Questions

OGR will accept written questions regarding this AGF until **September 29, 2023**. Submit questions via email to Program Manager, Emily Haines at [emily.fontaine@mass.gov](mailto:emily.fontaine@mass.gov). Responses to all questions will be posted at: <https://www.mass.gov/service-details/justice-and-prevention-grants>. *Responses will not be provided for questions submitted after September 29, 2023.*

### 3.2 Required Sections

#### 3.2.1 [Online Application Form](#)

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 prior restorative justice grant recipients, proposals that propose restorative justice training, programming and work collaboratively with community members in low-income communities to build capacity to support community-based restorative justice practices.

**All applicants will be required to submit an online Application and hard copy version of their proposal.**

The [Online Application Form](#) must be completed and submitted as outlined.

#### Applicant Information

- Applicant, agency official, grant and fiscal contact information
- Describe your agency's qualifications in implementing successful projects. Include a summary of relevant prior experience in your application.
- Provide information about personnel, resources and capacity that qualify the applicant to conduct the proposed activities.

#### 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.

#### Program Narrative

A. *Statement of the Problem/Needs Assessment (about 3000 characters, approximately 1 double-spaced page/size 12 font)*

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, and location in the community. 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 screening 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 (3000 characters, approximately 1 double-spaced page/size 12 font)**

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, 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.
4. *Previous Applicants:* describe any major success and what areas of programming will be built upon with this funding.

**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 Goals, with Objectives, Activities and Performance Measures.

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 A*)

- 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 7 months of funding***.
- See Table below for Allowable and Unallowable Cost Category Definitions
- Applicants must complete a Budget Excel Workbook (Refer to **Attachment A**). Please be sure to complete both the summary sheet and detail worksheets when submitting your application response. This will be uploaded at the end of the online application form.

#### **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 description(s) 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 or maintenance of the organization and performance of the project. Include copy of federally-approved rate or, if the organization does not have one, an applicant 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. The maximum allowable rate for mileage reimbursement is .62 per mile. No out of state travel is permitted.
Supplies	Supplies required for the program (e.g., postage, training materials, copying paper, centerpiece, 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 circle group meetings is permitted Food costs will be strictly scrutinized and need to be preapproved by OGR prior to purchase.</p>

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

Complete this form for the primary applicant by following the instructions within the attachment. This will be uploaded at the end of the online application form.

### 3.3 Submission Process and Deadline

Please review the following instructions carefully as there are *two* separate steps involved in submitting the Application, Budget, and other documents: (**Online Submission and Hard Copy Submission**)

**Please Note: The application and attachments are to be submitted electronically via the online application form. Emailed submissions will NOT be accepted.**

*\*This AGF and all other required documents can also be found on our website:*

<https://www.mass.gov/info-details/commonwealth-restorative-justice-community-grant-program>

#### Step 1: Electronic Submission

##### Online Application Form

Submit your [online application form](#) no later than **Friday, October 13, 2023 at 4:00 p.m.**

The online application must be completed and submitted with the following required attachments uploaded:

- Attachment A: Budget Excel Workbook (in Excel format, not PDF) uploaded to online application form
- Attachment B: Subrecipient Risk Assessment Form –Signed digitally or signed and scanned and uploaded to online application form
- Additional Attachments: 501(c)(3) as proof of non-profit status
- Federally Approved Indirect Cost Rate Agreement (if applicable)

Submission of the online form alone will not be accepted as an application submission. All applicants are required to also submit a signed hard copy of the complete application.

#### Step 2: Hard Copy Submission

Upon submission of your online application, the grant contact will receive an email confirmation with the PDF attachments of the online submission. Please print these attachments, and obtain the signature of the Senior Agency Official on the hard copy application.

Applicants must submit by mail:

- The complete, printed, signed application
- Budget Worksheet (Summary and Detail sheets)
- Attachment B: Subrecipient Risk Assessment Form
- Additional Attachments: 501(c)(3) as proof of non-profit status

Online applications must be submitted **no later than 4:00 p.m. on Friday, October 13, 2023** and hard copy of application and documents must be postmarked on or before this date and mailed or hand delivered to:

Office of Grants and Research  
35 Braintree Hill Office Park, Suite 302  
Braintree, MA 02184  
Attention: Emily Haines, Program Coordinator  
[Emily.fontaine@mass.gov](mailto:Emily.fontaine@mass.gov)

### 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 who will score and assess applications 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. This will be contingent upon the number of proposals received and the quality and location of services to be rendered as outlined in each application.

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 composed of items that 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 **November 2023**.

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 acceptable signatures, submitting required attachments, **Applicant Information** and **Program Abstract** sections, etc. (10 points)

## Proposal Check List

Application Elements and Required Attachments:

- Submitted [Online Application](#) – *Please notify OGR immediately if applicant is unable to utilize the online application.*
- Hard copy application signed and dated by the Senior Agency Official submitted via mail.
- Budget Excel Worksheet (**Attachment A**) (both the **Summary** and **Detail sheets** must be uploaded to the online application and a printed hard copy mailed).
- Subrecipient Risk Assessment Form (Attachment B)
- 501(c)(3) as proof of non-profit status
- If applicable, Federally Approved Indirect Cost Rate Agreement