

## Frequently Asked Questions for

### Juvenile Restorative Justice Diversion Funding Application FY '17

Updated 021816



#### **PLEASE NOTE- NO NEW QUESTIONS WILL BE ANSWERED AFTER MARCH 24<sup>TH</sup>, 2017.**

1. How many organizations will be applying for the \$800,000?
  - a. We have no idea how many applications we will receive for these funds. There are currently six funded programs. Three returning from the pilot phase and three eligible to reapply from FY '17.
2. I missed the regional trainings and webinar. Is there any way for me to learn more about the funding application process?
  - a. Yes. You can access the webinar on [www.rjcolorado.org](http://www.rjcolorado.org).
3. Our program currently provides RJ for 38 kids. 35 were referred to our program by our Juvenile Diversion Program from the courts. If we expand the program for direct referrals from law enforcement and schools, would the MOU be between those entities?
  - a. You will need to provide an MOU (Memorandum Of Understanding) to the RJ Council for each partner/collaborator that you will be working with for referrals, services or other support as a FUNDED program.
  - b. You must include a Letter of Agreement or a Letter of Support from all partner agencies/organizations explaining the planned partnership/collaboration with your application.
4. Do you have a cost per youth benchmark for RJ?
  - a. Not at this time. A Cost Analysis report from the pilot projects is available for reference via [www.rjcolorado.org](http://www.rjcolorado.org). This is the only information currently available on this topic.
  - b. The RJ Council is interested in wise use of the funding so evidence of cost effective service provision is important.
5. If we receive funding from DCJ, does this influence getting funding from you?
  - a. No. DCJ and the RJ Council funding are separate sources.
6. The assessment that we use for offenders is considered evidence based which is the YouthZone assessment tool that measures everything you're asking for. Is this okay?
  - a. Yes, the RJ Council is interested in learning about what evidence-based assessment and screening tools are currently being used. All funded programs/projects will need to use some evidence-based screening tool to assess risk and needs of juveniles served within the scope of the funded program/project.
  - b. More information on these tools is available at: [nicic.gov/library/files/027615.pdf](http://nicic.gov/library/files/027615.pdf)
7. We're the only program listed on the RJ directory in our area. Are there other programs in our area who are applying?
  - a. We do not know who will be applying for funding.
  - b. If you are curious about other RJ Programs in CO that may apply for funding, visit <http://www.rjcolorado.org/rj-directory> and search PROGRAMS, ALL. This will give you a complete list of programs listed in the CO RJ Directory.
  - c. When you list the information about your existing RJ Program and what judicial district (JD), school district etc. you serve, please include all of the districts you will serve.
8. Do Americorps Volunteers qualify as volunteers or staff?
  - a. That depends on how you utilize them. If they are treated like all other volunteers note them that way in your application. If they are treated like staff, note them as staff.
9. What do you mean by supplant?

- a. The wording in the application is, "If this is an existing program, how will this new money help continue RJ services without supplanting existing funds?" The funds cannot be used to replace existing funding for the current RJ services. For instance if you have funding that is currently serving 10 students a month, you cannot use these funds to serve those 10 students. However you could use these funds to serve 25 new students.
10. The application says we need to use the state rates for calculations. What are the rates for mileage?
- The FY '17 mileage rate is \$0.48 per mile.
  - Base rates for per diem is: \$11.00 for breakfast, \$12.00 for lunch and \$23.00 for dinner. Rates vary for different regions. More details can be found on the State of Colorado Judicial Department website on the Administration tab under the Financial Services page under travel reimbursements.  
[https://www.courts.state.co.us/userfiles/file/Administration/Financial\\_Services/FY17%20In-State%20Reimbursement%20Rates%20as%20of%20Jan%201%202016.pdf](https://www.courts.state.co.us/userfiles/file/Administration/Financial_Services/FY17%20In-State%20Reimbursement%20Rates%20as%20of%20Jan%201%202016.pdf)
11. We are ending our fourth year of a CDE grant for restorative practices in schools focused mainly in the alternative ed. programs. As the RJ facilitator I have trained staff and peer mediators to facilitate face to face mediation as well as classroom meetings and conferencing circles. We want to expand this to the entire school district. We have also started family group conferences for truancy and drugs and alcohol which are showing success. We are hoping to continue my position as the district facilitator but waiting on board decision due to budget constraints. We don't want to lose our momentum and are wondering if this is appropriate for the funding your grant offers?
- Yes.
12. Can this project request be renewed for future funding?
- The RJ Council holds Implementation Science up as a map for supporting the development and expansion of RJP in CO. Implementation Science does support the idea of implementation of new projects taking 3-5 years. With that said, the funded programs must show positive results through their grant funded work, must be compliant with all areas of reporting and record keeping and apply for additional funding to be considered for additional funding. There is no guarantee of any kind for additional funding in subsequent years.
13. My question is about defining partnerships in the realm of collaboration. This is not a formal relationship and we might be stalled getting an MOU through the city attorney's office in a timely manner if we are required to do so at this time. Is it the best course not to list the city in Section 2 or is it appropriate?
- You do not have to have an MOU at the time of application. You do need to include a letter of commitment indicating that if the project is funded the partner or collaborator will indeed co-create an MOU with the applicant agency to do the things outlined in the application.
14. Are we eligible to apply for funding as a non-pilot program since we currently receive funding from the DA for the pilot project as a service provider? We will not be getting funding as a part of their program next year but we would like to continue providing services to them if we can get funding.
- There are no guarantees for funding. You are eligible to apply as a non-pilot, existing program working in partnership with the DA's office or in whatever capacity you choose distinguishing yourself from the work of the DA.
15. We were wondering if the funding opportunity for RJ programs will be an annual grant? Specifically, we're looking into the pre-file restorative justice program and wondering if grant opportunities for this category might be available down the line or if this round of RJ Council funding is a one-time opportunity.
- There are no guarantees for funding. It is the RJ Council's intention to have an annual funding application opportunity and to support programs that apply and meet the state requirements, purpose and parameters with their request. For FY '18 requests may be submitted for programs that support restorative justice programs in providing services that will help keep juveniles out of the criminal justice system. Pre-file RJ for juveniles would be appropriate programming for this year's purpose. The RJ Council has not determined the focus for future funding.

16. Since our Diversion Program is post file and charges are dismissed before clients begin Diversion, am I correct in assuming that our office doesn't meet the criteria for funding? The RJ Council is considering PRE-file RJ Programs so that would be a qualifying factor in getting FY '18 RJ Diversion Funding.
17. What do they mean by "victim focused?" Is this the philosophy or an expectation that the victim will be the main client? Victim-centered and "victim focused" refer to the RJ Council's priority to ensure the care and concern of harmed parties is of primary concern. Repair of harm for the harmed parties/victims in an incident that will be addressed with a restorative justice process are a priority consideration when reviewing application for funding for this pre-file, juvenile RJ diversion grant.
18. Since this funding is for "pre-file" incidents, do we need to have an MOU with places like City Market and Target, or with the police districts? No MOUs are required with the application. Letters of Support or Letters of Commitment from those agencies or organizations the applicant will have formal agreements with, if funded, are to be included as attachments to the application.
19. Do ongoing RJ circles dealing with specific issues such as substance use or disciplinary issues count? If these are pre-file juvenile diversion restorative justice practices they will be considered.
20. Where are the functioning links for the information on victim centered practices, etc.? You can learn more about victim-centered practices by reviewing the PDF entitled [Victims Centeredness in RJ March 2015](#) on [www.rjcolorado.org](http://www.rjcolorado.org) , under the Restorative Justice tab on the Resources page.
21. What does quarterly report entail in content and time commitment? The time it takes to complete the required quarterly reports varies based on knowledge and skill of the grantee and the amount of data relative to the database and financial records. Approximately a half day is the average time reported from current grantees. The quarterly financial report requires the grantee provide information on all expenditures for the quarter in each of the four categories funding is allowed. There is a narrative section and a math section of this report. The invoice for reimbursement must reflect the information contained on the report. The quarterly data reporting is completed on a form provided by the RJ Council. It includes information retrievable from the database provided by the RJ Council. This includes data such as; demographics, level of offense, case progress and counts as well as participant information.
22. Is your organization a nonprofit? If it is a state agency (I'm wondering because your email is state and the organization address is .org?), I need to get council approval to even apply if it is a state (government) entity. I'd need to get it on the agenda asap. Are the contracts State contracts?  
Yes. The RJ Council is housed at the CO Judicial branch, a state agency. Yes. The contracts are with State Judicial, State Court Administrators Office.
23. If we received funding would we be able to use grant funds to pay a Partner Organization for services provided to us?  
Yes.
24. We do not currently use an evidence-based risk and needs assessment screening tool for offenders referred to our program. Is this something we need to have in place to apply for the grant or something that we can develop and implement during the funding period? If so, what would the expected deadline be for having something in place?  
You do not need to have the Evidence-based screening tool in place at the time you apply for funding. If funded you would need to acquire that as soon as possible within the grant year. You will need to address your plan to acquire one within the grant period. You will need to begin to utilize an evidence-based risk/needs assessment as soon as possible within the grant cycle.
25. Our organization supports the development of restorative justice programs and practitioners in many schools and communities by providing training, coaching and implementation support that is informed by the direct

services we offer. Do you think that describing how this keeps juveniles out of the justice system is it appropriate to include in the proposal?

The RJ Council funds are intended to support direct services.

26. Can a juvenile under probation supervision be referred to RJ under this grant funding due to a violation of their terms and instead of filing to revoke probation, the probation officer has RJ offered as an alternative diversion from potential jail time and termination of probation? The same question regarding referrals for those post-file diversion cases where they may seek to terminate diversion and refer back to the court, but now with the option of RJ they can still divert the juvenile from the CJ system...is that allowable under the grant?  
Pre-file means cases that have no filing. Therefore, juveniles on probation or otherwise court involved would not qualify.
27. Can our program commingle funding, staff, and resources with those that the grant covers?  
No. These funds must be kept and tracked separately from other funding sources.
28. We received funding last year and included letters of support at that time with the app. do I need to include them again with updated dates?  
It is recommended that you update the letters from your partners so they are fully aware that you are applying for funding again this year.