

ATTACHMENT A

SCOPE OF WORK TO BE PERFORMED

In conjunction with the State, the Grantee will utilize restorative justice approaches, that strive to enhance community safety, improve quality of life and increase volunteer participation in the criminal justice process. The services and activities provided by the Grantee are expected to be consistent with the intent of State Restorative Justice Policy as specified in V.S.A Title 28, Section 2a, the Agency of Human Services Outcomes and Key Practices, the Department of Corrections Outcomes and Principles, and the Community Justice Center Performance Measures. Services provided under this agreement should be consistent with the State's interest in promoting relational approaches that seek to prevent incarceration or re-incarceration while addressing the needs of victims and community members.

Concomitant with this goal is a collective obligation to develop and deepen understanding of our respective roles within the larger structure of racism and injustice. In addressing matters referred to the Community Justice Center, the Grantee and State are committed to working in partnership to provide support and accountability to all parties, including surfacing and making ongoing efforts to address underlying conditions that contributed to the circumstances. By attending to both situational and structural considerations through restorative processes, we seek to promote shared responsibility for community well-being and co-create a justice system that offers dignity, safety, equity and healing for all.

Goals:

The overall goal of the Grantee's work shall focus on those services and programs that will enhance community safety. Program design should include approaches that are best practice and cost effective in reducing recidivism. In providing its programs and services, the Grantee will champion and incorporate the following restorative principles into its design and methods of service delivery:

- Give choice and opportunity to speak and be heard, especially for victims
- Place those who are harmed/affected at the center of the resolution process
- Reduce the risk of victimization of community members
- Improve responsible party accountability
- Seek to understand the harm done
- Work to repair the damage
- Recognize that community partners participation is voluntary
- Re-build relationships, to the degree possible, with all people involved
- Recognize the solution as a shared responsibility between the State and the community
- Use collaborative methodologies to resolve conflict and crime
- Expand community partners collaboration and involvement in the Grantee's activities

The Grantee is expected to provide restorative services and activities that utilize community volunteers to deal with and address a wide range of issues – crime, conflicts and disputes, both criminal and civil in nature, with youth and adults. Using restorative methodologies such as citizen panels, group conferencing, circle processes, mediated dialogues, and Circles of Support and Accountability (COSA), the Grantee will engage and mobilize community volunteers to solve problems locally in a manner that seeks to provide more timely, less costly services with greater effectiveness and efficiency.

The Grantee is expected to engage, empower and support community members to address issues of preventing crime, resolving conflict and rendering justice that are most important to them. Based upon the aforementioned restorative principles, the Grantee will facilitate processes that seek to include everyone affected. In responding to crime and delinquency, these processes offer accountability and support for the responsible party while addressing the needs of the victim and the community. Although paid staff is expected to coordinate, manage and provide administrative support to the programs and services delivered by the Grantee, it is expected that the majority of services will be provided by trained volunteers who have connections to the host community. These community members serve to take responsibility for the betterment of their community; they should be aware and responsive to societal and community structures that contribute to the behaviors of those they serve, and work to promote justice and equity. Accordingly, the Grantee will recruit, train, support and supervise the volunteers who serve its community justice programs. All volunteers must be approved by the State as State volunteers and be trained by the State prior to interacting with anyone under VTDOC supervision as a volunteer. The Grantee is expected to include community volunteers in guiding the development of services and overall directions of its center. Crucial to the success of this undertaking is the development and maintenance of a vigorous Community Advisory Board/Committee. The Grantee will make efforts to diversify staff and volunteers at all levels of the organization to provide a broad range of perspectives and lived experiences. The Grantee will provide its programs and services within the categories of:

- **Restorative Intervention**
- **Restorative Reintegration**
- **Restorative Engagement**

INTERVENTION:

Direct Referral – The Grantee will provide restorative processes that allow criminal and civil authorities such as police departments and school administrators to refer cases of crime, conflict and dispute directly to a local resource. Services can target both youth and adults.

Post-Conviction– The Grantee will locally administer statewide restorative programs such as Reparative Probation and Reparative Without Probation and establish other restorative programs and services to handle adult and youth post-conviction/adjudication cases. The Grantee will also work closely with the local P&P office and TH grantees to provide restorative solutions to prevent re-incarceration.

Reparative Probation

The Reparative Probation program provides a sentencing option for responsible parties to make reparation to victims and the community. It will provide the responsible party with a reparative experience without expending needed correctional services that can more effectively be used for more serious criminal offenses. By design, the Reparative Probation program will bring members of the community and victims into the justice process.

Reparative Probation provides an alternative to traditional probation in that the program focuses mainly on issues related to the crime and repairing injuries to victims and the community. The emphasis of programs and services, which are traditionally targeted to the responsible party, is now focused on victims and the community. Here, the responsible party accepts responsibility and becomes the “means” to make victims and the community whole. Where appropriate, the Court may also impose a Reparative condition as part of a Standard Probation Warrant.

Reparative Without Probation (Direct Reparative)

Responsible parties can be referred to a community reparative panel without being placed on some form of probation. In these types of cases the case processing transactions occur between the community reparative panel and the Court; the local Probation and Parole office is not involved. Although administrative requirements will slightly differ between Reparative Probation and Reparative Without Probation because the primary relationship of the community reparative panel will be with Corrections for Reparative Probation cases and with the Court for Reparative Without Probation, the restorative process steps should be the same for both.

The Reparative Panels are “restorative” in nature. The central activity in the program is the very act of “responsible party meeting Panel”. The Panel, in this capacity, represents the community which extends to specific “victims of crime”. The interaction is designed to get the responsible party to realize the impact of their behavior. The very “process” of this meeting, (in and of itself), is a reparative activity where the responsible party is required to face representatives of the community and is offered the opportunity to accept responsibility and make amends. This meeting may be all that is required of the responsible party in fulfilling the program requirements. Decisions around additional activities resulting from the meeting must focus on the responsible party restoring the harm caused by a specific criminal act.

Target Population:

The primary target population is responsible parties who have committed non-violent misdemeanor offenses. Reparative (restorative justice) panels may handle some simple assault cases and unique felony cases if both the Court and the Panel agree. Other violent offenses, including sexual and domestic violence cases, are ineligible for reparative panel services. When mutually agreed upon between the Grantee and the local P&P Office, the

reparative panel may handle responsible party referrals who have not been sentenced to Reparative Probation but who otherwise may benefit from the restorative process the Panel administers. Otherwise, the Grantee will consider any and all referrals from Probation & Parole of individuals who have not been sentenced to Reparative Probation, but who may otherwise benefit from the restorative process.

Community Process Goal Areas:

In addition to the Panel meeting, Reparative activities assigned to the responsible party shall address each of the following goal areas:

- To learn about the impact of the crime on victims and the community.
- To make amends to the victim for the harm when possible.
- To make amends to the community for the harm done.
- To learn ways to avoid re-offense and understand community responsibility and obligations.

Process Steps of a Reparative Panel/Circle Meeting:

- Panel/Circle Establishes Common Ground
- All Understand the Impact of the Harm
- Responsible Party Accepts Responsibility
- All Develop a Collective Plan to Address the Harm
- If the victim agrees to participate, the Reparative panel coordinator may elect to use a restorative conference script to ensure meeting participant (victim, community member and responsible party), safety or enhance restorative opportunity

Restorative Agreements:

- Fairness – Agreed upon activities should consider the responsible party's basic responsibility to work and provide for family, and not unduly interfere with these responsibilities.
- Equity – Agreed upon activities should reflect the severity and impact of the offense committed and applied consistently to all responsible parties, and responsive to the needs of the BIPOC community.
- Relevance – Agreed upon activities should be based on the nature of the act itself and relevant, to be closely associated to and right the specific harm caused. (e.g., offense: illegal dumping, activity: 16 hours cleaning up illegal dump site).
- Trauma Informed and Healing Centered
- Gender Responsive

Program Completion:

The goal is to complete the activities within a 90-day period after the Panel sees the responsible party. When necessary, a 120-day period for completion is acceptable.

REINTEGRATION:

Post Incarceration - Grantee is expected to partner with local Probation and Parole offices to partner with the State's release plans that increase a formerly incarcerated individual's accountability and provide greater reentry support, leading to improved community safety.

Public safety is greatly enhanced when the formal authority of Correctional supervision is complimented with the informal, but highly effective, authority derived from pro-social personal relationships. Such relationships engage the formerly incarcerated individual on an intrinsic level, helping them to understand that the community is not only concerned about the damage they've done or could do, but also in their well-being. These relationships provide a structured social environment that better enables formerly incarcerated individuals to make things right.

Grantee will provide restorative reintegration services that balance accountability and support for moderate to high-risk/high-need formerly incarcerated individuals returning to the community on conditional release. Restorative reintegration services; target formerly incarcerated individual needs; address community and victim concerns; engage citizen volunteers; and emphasize recidivism reduction.

Grantee should work to maximize the use of volunteers in order to promote skill development and sustained community connections. The volunteers are recruited, trained, supported, and supervised by Grantee and VTDOC Volunteer Services Coordinator. All volunteers must also be approved by the State as State volunteers.

The following restorative reintegration services will be offered:

- **Circles of Support and Accountability (COSA)**
- **Reentry Navigation**

Target Population:

Formerly incarcerated individuals eligible for reentry during the grant period who are reentering the community and are considered to be at moderate to high risk to reoffend based on their Ohio Risk Assessment System (ORAS) score and/or additional risk assessments will constitute the broad pool from which restorative reintegration referrals are chosen. COSAs should be reserved for those with the highest risk/need. Priority consideration is given to high-risk person that committed a sex offense, then other people that committed a sex offense, then high-risk felony formerly incarcerated individuals, and then all others.

COSA

COSA Methodology:

When a case is referred, Community Justice Center staff members meet with prospective candidates to determine whether to accept the case or not. Participation by the potential core member is voluntary.

If the case is accepted, a broad assessment of the candidate's strengths and needs is completed. CJC staff members also meet with State staff to identify supervision requirements and concerns, victim's needs, community issues and other concerns that need to be considered.

CJC staff members recruit volunteers to serve as the core member's COSA. The COSA includes at least three volunteers who commit to work with the core member for at least one year. Volunteers are required to attend State approved COSA volunteer training prior to meeting with the core member.

Once established, the COSA volunteers receive targeted training that reflects the specific needs and strengths of the core member, and if possible, meet with the potential core member at the correctional facility or video conference prior to their release.

The basic COSA operating structure is comprised of weekly team meetings with the core member and periodic larger group meetings to ensure the core member's progress with reintegration, compliance with reentry conditions and other expectations, to deal with changing conditions and new opportunities, and to keep community partners adequately informed. It is expected that the CJC Reintegration Specialists communicate with the local P&P office at a minimum of once per week to provide and receive relevant case information. Any violations of release conditions, and any concerns regarding the behavior and/or attitudes of the core member are to be brought to the immediate attention of P&P.

Although each circle is unique, the goal is the same: to develop consistent relationships based upon mutual trust, honesty, and respect in direct support of having no more victims.

In addition to the weekly meetings, the volunteers also provide informal outreach to their core member. This may take the form of a ride, assistance looking for work, meeting for coffee, etc.

Reentry Navigation:

Reentry Navigation consists of providing enhanced community connections for the formerly incarcerated individuals. This may include referrals to relevant service agencies, and resource identification within a community. It is intended to serve individuals for a short-term period with the greatest intensity during the first three months following the release from incarceration. Reentry navigation should not duplicate or supplant the case management services of the State. CJC staff should apply effective relational approaches, integrate citizen volunteers, as appropriate, to assist with issues such as transportation and a variety of life skills. Navigation services to participating formerly incarcerated individuals may last up to one year.

ENGAGEMENT:

Community Dialogue/Awareness – The Grantee will develop restorative justice strategies and programs that promote community awareness, improve citizen understanding and enhance public safety. An important aspect of this undertaking is the development of alternative dispute resolution processes that enable the Grantee to effectively deal with the wide range of disputes and conflicts that beset its community. Also, the Grantee will assist citizens in identifying the issues regarding crime and community conflict that are important to them and help the community address these issues using restorative methodologies including public forums and educational events; for example, racial justice, equity, and other relevant issues present the community.

Grantee Services Provided:

- The Grantee will provide restorative justice panels/circles to handle Reparative Probation, Reparative Without Probation (Reparative Direct), criminal direct, P&P, and school cases as referred. Grantee will offer restorative justice panels/circles for a minimum of 121 cases annually.
- The Grantee will initiate and maintain outreach efforts with community partners as necessary in striving to ensure adequate support for its work.
- The Grantee will inform and engage local citizens and pertinent community partners by holding at least two community engagement/awareness annually that pertain to quality of life and community safety.
- The Grantee will provide formerly incarcerated individual reentry resource navigation as needed and as referred by the Probation and Parole Office for formerly incarcerated individuals reentering the community.
- The Grantee will provide new CoSAs referred by Probation and Parole Office for a minimum of 8 formerly incarcerated individuals annually, reentering the community.

Quality Assurance Reporting Requirements Schedule:

For all Reparative Probation, Reparative Without Probation, Criminal Direct, Civil, School, P&P/TH and other crime, conflict and dispute resolution cases, the Grantee will report the following measure monthly by the 15th of each month for the preceding month:

- Number of open cases on the 1st of the month
- Number of new referrals during the month
- Number of total cases (sum of open and new cases)
- Number of referrals rejected due to case conditions
- Number of negative closures due to failure to appear
- Number of other negative closures (fail to complete)
- Number positive closures
- Number other closures (transfer, withdrawal)
- Number open cases at the end of the month

For all individuals under State custody and supervision who receive services from the Grantee, including Reparative and reentry cases, the Grantee will obtain a Personal Identification Number (PID) from the State. The Grantee will report the following information monthly by the 15th of each month for the preceding month:

- PID Number
- Date of case acceptance by Grantee for some level of service
- Type of service received (e.g., Reparative Panel, COSA, reentry navigation, COSA, reintegration panels or circles, etc.)

- Date of case closure when applicable
- Reason for case closure

Within 30 days of the grant award or a new fiscal year, the Grantee is required to prepare an annual operating plan and budget that serves to achieve the intended results specified in this Attachment. The operating plan is expected to generally address the three categories of service and the specific services identified in this section of this Attachment, but in accordance with local needs and available resources. The operating plan must be approved by the State Grant Administrator.

New Grantees will provide a copy of the following documents within 45 days of the start of the fiscal year, current and past grantees will provide updates when changed:

- The written agreement (protocol, procedure, etc.) that describes the process and responsibilities for handling criminal cases referred directly by law enforcement and/or the State's Attorney.
- The written agreement (protocol, procedure, etc.) between the Grantee and the Court, and other community partners as appropriate, for handling Reparative Without Probation cases.
- The written program description describing how civil referrals are handled. If the Grantee does not receive civil referrals, then the Grantee will provide a written explanation for why this restorative practice is not being used.
- The written program description describing how school restorative justice panel/circle referrals are handled.
- The current mission or purpose statement.
- The current strategic plan for prioritizing the Grantee's work, promoting its growth and advancing restorative principles.
- A list and brief description of its collaborative relationships with pertinent community partners such as the community, referring agencies, etc.
- The Citizens Advisory Board/Board of Directors By-Laws or governance rules.

Program-Specific Monitoring and Reporting

The following table identifies how performance measures and other data will be reported, monitored, and improved. This section meets State of Vermont Bulletin 5.0 requirements for grant monitoring.

Monitoring Activities	Format	Frequency/ Due Date	Recipient/ Attendees	Purpose / Information Required
Performance measure reporting	Electronic Report	Monthly	DOC Restorative Systems Administrator	Performance monitoring
Site Visit	In person or virtual meeting	Bi-Annually	DOC Community & Restorative Justice Executive or DOC Restorative Systems	Review of general program operations

			<i>Administrator, P&P and Program Staff</i>	
<i>Financial Reports</i>	<i>Electronic</i>	<i>Quarterly*</i>	<i>DOC Community & Restorative Justice Executive or DOC Restorative Systems Administrator</i>	<i>Performance monitoring</i>
<i>Annual Report</i>	<i>Electronic Report</i>	<i>Annually</i>	<i>DOC Restorative Systems Administrator</i>	<i>Performance monitoring</i>

Reporting Period

July 1 - September 30
October 1 - December 31
January 1 – March 31
April 1 – June 30

Report Due Date

October 15
January 15
April 15
July 15

Payment Provisions:

Payment Provisions are specified in Attachment B. The grant will be paid in four installments, each consisting of 25% of the total grant. After the initial payment, future payments will be dependent upon the Grantee successfully completing quarterly quality assurance progress reviews.

Other Requirements and Provisions:

The Grantee's operating plan, budget, other quality assurance reporting requirements as specified above and any additional pertinent information will serve as a basis reviewing the Grantee's operating status, performance and progress.

Grantee is required to attend all Community Justice Center Director meetings convened by the State.

The State will assume responsibility for scheduling the bi-annual quality assurance progress review meetings.

Upon assessing performance and progress at the bi-annual quality assurance review meetings, failure by the grantee to achieve the stipulated level of performance as specified in the Requirements and Services Provided and in the Quality Assurance Reporting Requirements sections of this Attachment may result in a penalty being imposed (loss of funding). The penalty for each infraction of inadequate performance or non-compliance will be a \$100.00 reduction in the total grant amount or participate in a restorative process. The State will provide written notice of the penalty assessment. Penalties are due to the State as specified in Attachment B of this grant.

The Grantee is required to provide a 10% match in cash and/or in-kind services.

Changes in the work to be completed by the Grantee require State Grant Administrator approval and will require the grant to be amended.

It is understood that the proposed budget may change during the grant time period. Changes totaling more than five (5) % of the total grant budget require State Grant Administrator approval.

The Grantee will cooperate with the State to establish and follow procedures and protocols to evaluate the effectiveness of its restorative initiatives, to include keeping files, data collection and sharing of such data.

Grantees must submit an accounting for the use of grant funds within 30 days of the end of the fiscal year or end of the grant.

All work products, reports, and invoices should be sent to Grant Administrator:

Chris Barton
Vermont Department of Corrections
NOB2 South
280 State Drive
Waterbury, VT 05671-2000

Or as e-mail attachments to:

chris.barton@vermont.gov

Reporting Misconduct

Grantee will require all staff, contractors and volunteers to report immediately any knowledge, suspicion or information of any grantee staff, contractor or volunteer misconduct. Grantee shall give notice of the requirement to report misconduct to all staff, contractors and volunteers in a form and manner approved by DOC. The Grantee shall document all reports of misconduct and shall immediately notify the DOC Central Office of any reported misconduct. Grantee shall not retaliate against residents, staff, contractors or volunteers who report such misconduct or any neglect or violation of responsibilities that may have contributed to an incident.

Misconduct is defined as the following: Any conduct that discredits the Grantee and/or the DOC. Examples include, but not limited to, violations of any state or federal law, violations of any VTDOC Work Rules, any activity that endangers the safety or well-being of another person, and any verbal or physical behavior that is malicious, demeaning, harassing or insulting.

Prison Rape Elimination Act (PREA)

Grantee will comply with the Prison Rape Elimination Act of 2003 (28 C.F.R. Part 115, Docket No.

OAG-131, R1N1005-AB34- Dated May 17, 2012), and with all applicable PREA Standards, VTDOC Policies and Directives related to PREA for preventing, detecting, monitoring, investigating, and eradicating any form of sexual abuse within VTDOC. Grantee acknowledges that, in addition to “self-monitoring requirements” VT State staff will conduct announced or unannounced, compliance monitoring to include “on-site” monitoring. Failure to comply with PREA, including PREA Standards and VTDOC Directives and Policies may result in termination of the grant.

Link to the Final PREA Standards:

<http://www.prearesourcecenter.org/library/488/standards/departments-of-justice-national-prea-standards>

Additionally, grantee performance shall align with the DOC principles:

- That people can change.
- That community participation and support are essential for the successful delivery of correctional services.
- In the inherent worth and dignity of all individuals.
- In treating people with respect and dignity.
- In teamwork and the process of continuous improvement.
- In professional self-improvement.
- In the placement of offenders in the least restrictive environment consistent with public safety and offense severity.
- In fairness throughout decision making.
- In respect for the liberty interests, rights and entitlements of the individual.
- In individual empowerment.
- In non-violent conflict resolution.
- In maintaining a safe and secure environment.
- In the value of individual, cultural and racial diversity.
- That victims have the right to have an active role in determining how their needs can best be met.
- That offenders are responsible, to the extent possible, to repair harm done to victims and the community.

DOC will provide guidance and technical assistance to Grantee as necessary and desirable. Financial or programmatic questions related to the grant should be directed to the grant manager.