

JUVENILE JUSTICE COMMISSION



Restorative and Transformative Justice for Youths and Communities Pilot Program

APPLICATION

November 1, 2022 - October 31, 2024

BACKGROUND & PURPOSE

The Restorative and Transformative Justice for Youths and Communities Pilot Program, P.L. 2021, c.196 (Pilot Program) creates a two-year Pilot Program to develop an innovative restorative and transformative continuum of care in the municipalities of Camden, Newark, Paterson, and Trenton. The Pilot Program is intended to help prevent young people in New Jersey from entering the youth justice system and to support young people being released from a Juvenile Justice Commission (Commission) facility. The Pilot Program will greatly enhance the funding initiatives currently in place to serve youth in their communities. Pursuant to P.L. 2021, c.196 each of the four identified municipalities shall have a restorative justice hub that will provide community-based enhanced diversion and reentry wraparound services. Counties must actively engage communities and properly fund services to divert youth from formal justice system involvement and reintegrate youth back into their communities successfully.

GOALS OF THE PILOT PROGRAM

The goals, as identified in P.L. 2021, c.196, are as follows:

1. To increase participation in education, vocational programming, and employment. Youth participants in the Pilot Program shall receive academic support, depending on personal development goals, and shall be connected to secondary schools, alternative schools, vocational schools, apprenticeship programs and colleges and universities. The program shall collaborate with local community college's admissions and academic support programs, and offer workshops that include financial aid planning. Participants seeking employment shall be linked to vocational or job readiness training. The selected partner-providers participating in the Pilot Program shall be trained in and utilize evidence-based and evidence-informed practices with respect to the provision of their respective services;
2. To increase participation in mental health and well-being programming. The program shall employ trauma-informed practices and connect youth to licensed outpatient mental health care facilities and professionals. The program shall create safe, caring environments to address physical health, mental health and substance use disorder conditions and facilitate healing for youth, families, and communities.
3. To decrease incidents of harmful and unlawful behavior. The program shall work with youth to comply with their probation or parole plan, as applicable. Moreover, the program shall employ trauma-informed practices, violence reduction, and peacemaking supports and tools to address harmful and unlawful behavior;
4. To have restorative justice hubs establish working relationships with local law enforcement agencies, courts, prosecutors, and defense attorneys to support the diversion of youth away from arrests and prosecution and towards participation in restorative justice services provided in the hubs;

5. To improve the socioemotional and behavioral responses of youth within communities through the use of more appropriate, and less punitive, interventions, thereby establishing more restorative interventions; and
6. To increase program participation rates in other restorative and transformative justice programs in the municipalities in which the Pilot Program is established.

TARGET POPULATION

The Pilot Program is established to support young people being released from a Commission facility and to help prevent young people in New Jersey from entering the youth justice system in the first instance. Services provided by each restorative justice hub shall be made available to youth who reside in the pilot municipalities and who are referred by:

- school administrators in lieu of suspension, expulsion, or referral to law enforcement for a school-based incident;
- a local law enforcement official, as part of a stationhouse adjustment or in lieu of formal charging;
- the court, as part of a diversion, detention alternative, deferred disposition, or probation disposition;
- the Commission, for youth transitioning home from a Commission facility;
- a county juvenile detention center, for youth transitioning home from detention; and
- the Children's System of Care (CSOC) within the Department of Children and Families, or other appropriate party, for youth who are aging out of or not eligible for CSOC services.

A funded provider is expected to serve all youth returning from a Juvenile Justice Commission facility, so this could include young adults on parole up to the age of 26.

DEFINITIONS

For the purposes of this Notice of Availability of Funding (NOAF), the following definitions apply:

Restorative Justice Hubs – a physical space within the municipality where youth and families can heal, reconnect, and build healthy relationships in the community. The purpose of restorative justice hubs is to resolve local conflicts through dialogue instead of punitive measures.

Community Conferencing – a practice which addresses conflicts through a collective group session, consensual resolution, and decision-making processes to heal and repair harms. Community conferencing works for multiple types of conflicts involving the community, station house adjustments, juvenile court diversion, and reentry from youth incarceration.

Peace Circles – a technique used to facilitate restorative conversations, conflict resolution strategies, and healing practices between youth, families, and community stakeholders.

APPLICATION REQUIREMENTS

This application provides information to allow each of the four eligible County Youth Services Commissions (YSC) to apply for the Restorative and Transformative Justice for Youths and Communities Pilot Program funding to develop innovative restorative and transformative justice continuums of care.

The information and forms are provided to direct the County/YSC in the development of the application for the Pilot Program funds for project period 11/1/22 to 10/31/24. The application must be received at the Juvenile Justice Commission on or before 5/9/22 **at 3:00 pm**. One original (single sided) application must be emailed to JCYSCGrants@jjc.nj.gov. The application must include a cover letter from the County Youth Services Commission Co-Chairs, on behalf of the County Youth Services Commission, indicating that all sections of this application have been reviewed, discussed, and approved. The submission of the application must also include the County Youth Services Commission meeting minutes indicating approval of the application.

NOTE: Counties should anticipate that failure to submit a completed application that contains all of attachments will affect the timeline for review and approval of the application.

The County/YSC's application will be reviewed by the Commission to ensure it meets all required components. Feedback will be sent to the County/YSC within two to three weeks of the submission of its application. The County/YSC will have two weeks to respond to any feedback received from the Commission. Once all feedback is addressed, the application will be approved, and the County/YSC will receive its award for processing at the County level.

APPLICANT CONFERENCE

In an effort to assist counties in applying for these funds, an Applicant conference will be held via Microsoft Teams on 1/5/22 at 10:00 am. The Applicant conference is mandatory. Please read the NOAF and this Application in its entirety prior to the event and prepare any questions you have in advance. Please note, the information provided during this conference will not be made available in any other form to those who do not attend. Please R.S.V.P. via email to JCYSCGrants@jjc.nj.gov by 1/4/22 at 4:00pm. In addition to the County YSC Administrator, it is strongly recommended that the YSC Chair(s) and YSC voting members, as well as a representative from the target municipality, attend the Applicant conference. If staff implementing this project have been identified, then they must also attend.

EXPECTATIONS

- The application must be developed through an existing subcommittee of the YSC. However, additional members can be added as needed and membership subcommittee membership should be inclusive (see Attachment 1).
- The YSC must minimally receive and review an executive summary of the application, the timeline, and the budget in a timely manner prior to the YSC meeting for vote on the application. The full application must be made available to the YSC members upon request.
- In accordance with P.L. 2021, c.196, the County/YSC must ensure that each funded provider and individual providing services in the hub must receive training in restorative and transformative justice practices prior to the implementation of services.
- The County/YSC must ensure the funded provider meets all requirements as identified in the Required Training section of the application below.
- The YSC and each funded provider shall collect, maintain, and make available to the Commission any data required by the Commission to evaluate the Pilot Program and shall work with Commission staff or any third party the Commission engages to assist with the preparation of reports.
- Due to the potential of this Pilot program expanding statewide, the high public visibility, and the funding level, the County and the YSC must work with the Commission in program implementation, ongoing monitoring, and in the provision of technical assistance to the funded provider(s).
- The lead applicant implementing the hub, in addition to the provision of services, must have the knowledge of resources available in the County and the ability to provide referral services to additional programs and services as needed.
- In preparing for and holding the public meetings required pursuant to P.L. 2021, c.196, the County/YSC must coordinate with the Commission.
- Pursuant to P.L. 2021, c 196, the County/YSC shall engage in a competitive Request for Proposal (RFP) process to identify the provider to implement the Pilot Program.

APPLICATION NARRATIVE

The narrative must be double-spaced using standard 12-point font with 1-inch margins and must not exceed 50 pages (not including required attachments). Use the bold section headers identified below and provide all requested information. The County/YSC must submit a narrative that details the following:

- **Planning Process**

This section will allow the County/YSC to describe how it is making the needed connections with key individuals, sectors, and entities to assist a potential provider in its implementation of this program.

Letters of Support & Timeline

As collaboration is critical to the success of this Pilot Program, counties are encouraged to obtain letters of support (see Attachment 2) from key stakeholders, included but not limited to stakeholders who can serve as a referral source (see Target Population above) and any other stakeholders key to implementation. In addition to the below, submit a Timeline (see Attachment 3) on activities to take place.

Planning, Collaboration, and Coordination with Existing Resources

- a) What discussion/meetings has the County/YSC held in preparation for the implementation of this initiative? Who has been included in those discussions?
- b) Who has the County/YSC worked with at the municipal level to spearhead this initiative? Summarize the discussion/meetings the County/YSC held with the respective municipality representatives to prepare for the implementation of this initiative. Please provide the names and titles of municipal representatives with whom the County/YSC has met. Describe how they will assist in the implementation of the Pilot Program? The Commission encourages the submission of letters of support from the participating municipality.
- c) As per goal #1 above, describe the YSC's existing collaborations with the education, vocational, and employment sectors. Describe the YSC's efforts to engage these sectors in this initiative in order to ensure their collaboration with the selected provider as it works to successfully implement the program. Describe the YSC's efforts to ensure schools are prepared to refer to the hub as a means to prevent suspension, expulsion, or referral to law enforcement. (see Attachment 4)
- d) As per goal #2 above, describe the YSC's existing collaborations with the youth-serving mental/behavioral health sector, and the Children's System of Care in particular. Describe the YSC's efforts to engage this sector in this initiative in order to ensure their collaboration with the selected provider as it works to successfully implement the program. Describe the YSC's efforts to ensure the Children's System of Care (CSOC) is prepared to refer youth to the hub as a resource for youth aging out of or not eligible for CSOC services. (see Attachment 4)
- e) As per goal #3 above, describe the YSC's existing collaborations with juvenile Probation and JJC Parole. Describe the YSC's efforts to engage juvenile Probation and Parole in order to ensure their collaboration with the selected provider as it works to successfully implement the program. (see Attachment 4)
- f) As per goal #4 above, describe the YSC's existing collaborations with local law enforcement agencies, courts, prosecutors, and defense attorneys. Describe the YSC's efforts to engage the local law enforcement agencies, courts, prosecutors, and defense attorneys in order to ensure their collaboration with the selected provider as it works to successfully implement the program. Describe the YSC's efforts to ensure local law enforcement agencies, courts, prosecutors, and defense attorneys are prepared to refer

youth to the hub in order to divert youth away from arrest, prosecution, and formal justice system involvement. (see Attachment 4)

- g) As per goal #6 above, describe other restorative and transformative justice programs within the municipality or otherwise accessible to youth from the municipality. Explain the YSC's efforts to collaborate with these existing programs in order to increase program participation rates in their programs.
- h) Describe the community-based service providers that currently exist within the given municipality that divert youth from the youth justice system. (see Attachment 5)
- i) Describe the community-based service providers that currently exist within the given municipality that support youth returning home from JJC facilities. (see Attachment 5)

- **Public Meeting**

Pursuant to P.L. 2021, c.196, each County YSC participating in the Pilot Program is required to hold a public meeting in its participating municipality, i.e., in Camden (Camden); Newark (Essex); Trenton (Mercer); and Paterson (Passaic), to announce the Pilot Program and inform the public of the rules, regulations, and processes for applying for the grant funds under the program.

- a) Describe the County/YSC's plan in regard to hosting the Public Meeting. This plan must minimally include:
 - Anticipated date and time it will be held.
 - Site of meeting and site address.
 - Facilitator, presenters, and their roles, etc.
 - A draft agenda.
- b) How does this date and time ensure maximized community participation (e.g., held in the evenings, etc.)?
- c) What is the capacity of the site the public meeting will be held? If not known, what is the minimal capacity of attendance the County/YSC will seek?
- d) Will there be a virtual option for participation? If so, will this be recorded and posted on the County's website?
- e) Is, or will, the site be easily accessible to the public (e.g., near public transportation, etc.)?
- f) What strategies will the County/YSC use to encourage the community and potential providers to attend the public meeting (e.g., processes for notification of the event, live streaming, etc.)?

- **Structure of and Services Provided through the Restorative Justice Hub**

Restorative Justice Hubs are defined as a physical space within the municipality where youth and families can heal, reconnect, and build healthy relationships in the community. Services and supports provided in the hub to eligible youth shall include, but are not limited to, the following:

1. Mental health services (e.g., individual, group, and family counseling services);

2. Substance use disorders treatment and recovery (e.g., individual and/or group counseling, education, inpatient, and referrals to more intensive programs and services);
3. Education support (e.g., academic tutoring services, behavioral health services to increase positive educational outcomes, school reintegration advocacy support staff such as parent/student rights, etc.);
4. Employment services (e.g., career readiness and stability, long-term employment preparation, resume writing workshops, and job interview preparation/mock interviews);
5. Housing support (e.g., assist with independent or transitional living, and stabilization services to allow or assist youth to remain in the home);
6. Financial literacy and debt support services (e.g., financial literacy trainings, credit education, dispute and resolution services, and identity theft awareness);
7. Life skills support services (e.g., nutrition/cooking workshops, time management, effective communication, and self-care healthy outlets and boundaries);
8. Social support services (e.g., linking to community services that may include care for children, food and housing subsidies, healthcare, job training, family empowerment);
9. Preventative mentoring services (e.g., mentors paired specific to the youth's need and interests); and
10. Community conferences and/or peace circles to heal and repair harms caused by youth as a result of their behavior (e.g., victim impact and empathy component to program or service provision).

Provision of services should be culturally competent and culturally reflective of the youth population to be served.

- a) What will be the County/YSC's process for identifying the physical location of the hub? For example:
 - Does the County/YSC intend to put in the Request for Proposal that the funded provider must identify and secure the location for the hub within the Pilot Program municipality?
 - Is the County/YSC considering an existing County location/building to serve as the hub? If so, describe why this County building is beneficial and the ideal site for the hub. Also describe the accessibility of the location, square footage, space for individual and group meeting space, etc. If this option is selected, no cost should be charged to the funded provider.
 - Is the County/YSC considering some other approach to identify the location for the hub?
 - Please note: any location identified to serve as a hub must have a Certificate of Occupancy.
- b) Describe the County/YSC's competitive Request for Proposal process and how it will prioritize service providers located in the pilot municipalities and to service providers whose employees are representative of the communities to be served by the Pilot Program.
- c) Is the County/YSC intending to require, in its RFP, additional services beyond the ones

identified above (1-10)? If so, please describe these additional services.

- d) Provide a general description of you would expect of the overall program design, including which services listed in 1-10 and immediately above in b) the County/YSC will require the funded provider to make available to the following groups of youth:
 - o youth presently living in the community;
 - o youth returning to the community from a Commission facility; and
 - o youth in both populations.
- e) What efforts will the County/YSC employ to ensure that supports and services are culturally responsive?
- f) Describe the County/YSC's expectations regarding the operation of the hub (number of days open, operating hours, accessibility to transportation, etc.).
- g) Describe how the County/YSC intends to utilize community conferencing and/or peace circles offered by the hub as a diversion from formal justice system involvement.
- h) Describe any agreements that have been reached with or commitments that have been made by schools, law enforcement, prosecutors, and the courts for implementing restorative justice community conferences/peace circles as alternatives to school suspension, expulsion, or referral to law enforcement; arrest; charging/prosecution; and/or placement on the formal court calendar.
- i) Describe the processes by which referrals will be made to the hub from each of the referral sources, if known.

- **Required Training**

In accordance with P.L. 2021, c.196, each County/YSC must ensure that each service provider participating in the Pilot Program receives training in restorative and transformative justice practices prior to the implementation of services. All grant funded staff must also be trained. The training entity/agency selected should have credible expertise in providing restorative training services to other communities, schools, governments, organizations, non-profits, etc., specific to justice- or court-involved youth. Counties must ensure the applicant selected to operate the hub is sufficiently prepared to implement restorative community conferences and peace circles in accordance with the definitions of those approaches included in this application above.

- a) Describe the County/YSC's plan for ensuring all providers are provided appropriate training in restorative and transformative justice practices (e.g., will the County provide the training, will the lead applicant provide the training to of all service providers, etc.).

NOTE: A service provider may be granted an exemption from this training requirement, with prior approval by the Commission, upon a satisfactory showing of proof of prior training in these practices. For an exemption from this training requirement, an individual must submit a copy of the certification or license(s) received, dates when the training occurred, length of the training, the name of the entity that provided the training, and a summary of the training curriculum.

In order to ensure that relevant County personnel and system stakeholders (e.g., YSC staff, prosecutors, police, judges/court personnel, school administrators, etc.) have an understanding

of restorative and transformative justice and the role they play in the success of the Pilot Program, describe the County/YSC's plan to provide appropriate training in restorative and transformative justice practices

- **Budget with Narrative**

In accordance with P.L. 2021, c.196, no more than fifteen percent of the monies shall be used by the County Youth Services Commissions for administrative purposes. Administrative funds provided are to be used for the overall management and implementation of the Restorative and Transformative Justice for Youths and Communities Pilot Program. This includes, but is not limited to, the hiring of staff responsible for reviewing applications; providing technical assistance to funded programs; reviewing, approving, and processing all programmatic and fiscal reports and any programmatic and budget changes; monitoring overall contract compliance; providing restorative justice training to relevant stakeholders; and collecting required data. Submit Attachment 6

The Commission will provide, as upfront funding to the County for startup costs, an initial disbursement in the amount of twenty-five percent of the award, and the remainder of the funds will be reimbursed on a quarterly basis after the initial disbursement of funds has been expended. Each County shall provide to its funded provider, as upfront funding for startup costs, an initial disbursement of twenty-five percent of the funded provider's total award.

Attachments 1 – 8 are required documents to be returned with the application

- Attachment 1: Subcommittee Membership List
- Attachment 2: Letter of Support
- Attachment 3: Timeline
- Attachment 4: Goals
- Attachment 5: Community-based Service Providers
- Attachment 6: Budget & Budget Narrative
- Attachment 7: Contact Sheet
- Attachment 8: Application Checklist
- Attachment 9: Language for RFP
- Attachment 10: Information of Potential Trainers
- Attachment 11: Allocation of Funds

In addition to the required documents listed above, applicants must also include the following:

- Letters of Support from collaborators (strongly encouraged)
- YSC minutes approving the application
- Draft agenda for the Public Meeting

COUNTY OF _____
Youth Services Commission
Pilot Program
Subcommittee Member List

NAME	AGENCY/TITLE	YSC MEMBER OR COMMUNITY REPRESENTATIVE
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		

Comments:

PLACE ON OFFICIAL LETTERHEAD

SAMPLE LETTER OF SUPPORT

Date

Name
Title
Organization
Address

Dear County YSC:

As the *[enter title]* of the *[enter organization]* I am submitting this letter of support for *[enter county name]* County Youth Services Commission's application for the Restorative and Transformative Justice for Youths and Communities Pilot Program (Pilot Program). The goal of the Pilot Program is to divert youth from formal justice system involvement and reintegrate youth back into their communities successfully. The county will achieve this by establishing a hub in *[enter city name]* to provide community-based enhanced diversion and reentry wraparound services based in restorative practices. Such services include community conferences as a means to divert youth from formal justice system involvement and to repair harm caused by negative behavior.

I understand that local juvenile justice stakeholders will be required to participate in training in restorative justice practices, and my organization looks forward to that training opportunity. I also understand that my or my agency's role in this project is to *[signatory to insert description]* and look forward to assisting this program succeed.

Respectfully submitted,

Name
Title

**RESTORATIVE AND TRANSFORMATIVE JUSTICE FOR YOUTHS AND COMMUNITIES
PILOT PROGRAM**

TIMELINE

County: _____

Original Date: _____

Revised Date: _____

Timeline should include hiring of staff, releasing of RFP, hosting of the Public Meetings, etc.

Month & Year	Description of activity	Person/Entity responsible for activity
	Hire additional staff to oversee the implementation of the pilot program	YSC Administrator and HR

RESTORATIVE AND TRANSFORMATIVE JUSTICE FOR YOUTHS AND COMMUNITIES PILOT PROGRAM

GOALS 1 - 4

Goal	Describe the YSC's existing collaborations with the education, vocational, and employment sectors.	Describe efforts to engage the education, vocational, and employment sectors in order to ensure their collaboration with the selected provider as it works to successfully implement the program.	Describe the efforts to ensure schools are prepared to refer to the hub as a means to prevent suspension, expulsion, or referral to law enforcement	Letter of Support rec'd
<p>1: To increase participation in education, vocational programming, and employment. Youth participants in the Pilot Program shall receive academic support, depending on personal development goals, and shall be connected to secondary schools, alternative schools, vocational schools, apprenticeship programs and colleges and universities.</p>				
Goal	Describe YSC's existing collaborations with the youth-serving mental/behavioral health sector, and the Children's System of Care in particular.	Describe efforts to engage the youth-serving mental/behavioral health sector, and the Children's System of Care in particular in order to ensure their collaboration with the selected provider as it works to successfully implement the program.	Describe the efforts to ensure the Children's System of Care is prepared to refer to the hub as a resource for youth aging out of or not eligible for CSOC services	Letter of Support rec'd
<p>2: To increase participation in mental health and well-being programming. The program shall employ trauma-informed practices and connect youth to licensed outpatient mental health care facilities and professionals. The program shall create safe, caring environments to address physical health, mental health and substance use disorder conditions and facilitate healing for youth, families, and communities.</p>				

Goal	Describe YSC's existing collaborations with juvenile probation and parole.	Describe efforts to engage juvenile probation and parole in order to ensure their collaboration with the selected provider as it works to successfully implement the program.	Describe efforts to ensure juvenile probation and parole are prepared to refer to the hub as a resource.	Letter of Support rec'd
<p>3: To decrease incidents of harmful and unlawful behavior. The program shall work with youth to comply with their probation or parole plan, as applicable. Moreover, the program shall employ trauma-informed practices, violence reduction, and peacemaking supports and tools to address harmful and unlawful behavior.</p>	<p>Probation:</p> <p>Parole:</p>	<p>Probation:</p> <p>Parole:</p>	<p>Probation:</p> <p>Parole:</p>	

Goal	Describe YSC's existing collaborations with local law enforcement agencies, courts, prosecutors, and defense attorneys.	Describe efforts to engage the local law enforcement agencies, courts, prosecutors, and defense attorneys in order to ensure their collaboration with the selected provider as it works to successfully implement the program.	Describe efforts to ensure local law enforcement agencies, courts, prosecutors, and defense attorneys are prepared to refer to the hub in order to divert youth away from arrest, prosecution, and formal justice system involvement.	Letter(s) of Support rec'd
<p>4: To have restorative justice hubs establish working relationships with local law enforcement agencies, courts, prosecutors, and defense attorneys to support the diversion of youth away from arrests and prosecution and towards participation in restorative justice services provided in the hubs.</p>	<p>Law Enforcement:</p> <p>Courts:</p> <p>Prosecutors:</p> <p>Defense Attorneys:</p>	<p>Law Enforcement:</p> <p>Courts:</p> <p>Prosecutors:</p> <p>Defense Attorneys:</p>	<p>Law Enforcement:</p> <p>Courts:</p> <p>Prosecutors:</p> <p>Defense Attorneys:</p>	

County of
Community-Based Service Providers / Resources

List community-based service providers that currently exist within the **given municipality** that divert youth from the youth justice system (Diversion) and or support youth returning home from JJC facilities (Reentry).

Agency and Address	Ward/Section	Services Offered	State if addressing Diversion and or Reentry
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
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10.			
11.			

12.			
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15.			
16.			
17.			
18.			
19.			
20.			

Restorative and Transformative Justice for Youths and Communities

DRAFT - NOT FOR DISTRIBUTION

Pilot Program

Attachment 4

Budget Summary

County: _____

Original Date: _____

Revision Date: _____

BUDGET CATEGORY	Pilot Program Funding	Other Funding	Budget
A. PERSONNEL (SALARIES AND WAGES)			\$0
- FRINGE BENEFITS			\$0
B. CONSULTANTS & PROFESSIONAL FEES			\$0
C. MATERIALS AND SUPPLIES			\$0
D. FACILITY COSTS			\$0
E. TRAVEL & TRANSPORTATION			\$0
F. GENERAL & ADMINISTRATIVE COST			\$0
COUNTY ADMINISTRATION TOTAL			\$0
G. SUBCONTRACT FOR HUB & SERVICES	\$ -		\$0
AWARD TOTAL			\$0

Comments:

**STATE OF NEW JERSEY
JUVENILE JUSTICE COMMISSION**

**RESTORATIVE AND TRANSFORMATIVE JUSTICE FOR YOUTHS AND
COMMUNITIES PILOT PROGRAM**

CONTACT SHEET

County and Municipality: _____

County Chief Executive Officer:

Name: _____

Title: County Commissioner County Executive _____

Mailing Address: _____

Telephone: () _____ Email Address: _____

County Chief Financial Officer:

Name: _____

Title: _____

Mailing Address: _____

Telephone: () _____ Email Address: _____

County Pilot Program Coordinator, if known:

Name: _____

Title: _____

Mailing Address: _____

Telephone: () _____ Email Address: _____

County Youth Services Commission Administrator:

Name: _____

Title: _____

Mailing Address: _____

Telephone: () _____ Email Address: _____

Supervisor of the County Youth Services Commission Administrator:

Name: _____

Title: _____

Mailing Address: _____

Telephone: () _____ Email Address: _____

**RESTORATIVE AND TRANSFORMATIVE JUSTICE FOR YOUTHS AND COMMUNITIES
PILOT PROGRAM**

CHECKLIST

- One original submission via email
- Subcommittee Membership List
- Letter(s) of support from collaborators
- Timeline
- Goals
- Community based service providers
- Budget and Budget Narrative
- Contact Sheet
- YSC Minutes approving Application
- Draft agenda for public meeting
- _____
- _____
- _____

YSC Administrator (Print and Sign)

Date

RESTORATIVE AND TRANSFORMATIVE JUSTICE FOR YOUTHS AND COMMUNITIES PILOT PROGRAM

TEMPLATE LANGUAGE FOR COUNTY RFPS

Notwithstanding existing local public contracting laws, each county must incorporate into their Request for Proposal (RFP) any boiler plate language provided by the Juvenile Justice Commission (Commission) to articulate components of the Pilot Program to which applicants must adhere. Before issuing its RFP, each county must share its draft RFP with the Commission in order to ensure the RFP meets the goals and guidelines of P.L. 2021, c.196 and N.J.A.C. 13:90-4.

Below is information that must be in each county's RFP:

Target Population

The Pilot Program is established to support young people being released from a Commission facility and to help prevent young people in New Jersey from entering the youth justice system in the first instance. Services provided by each restorative justice hub shall be made available to youth who reside in the pilot municipalities and who are referred by:

- school administrators in lieu of suspension, expulsion, or referral to law enforcement for a school-based incident;
- a local law enforcement official, as part of a stationhouse adjustment or in lieu of formal charging;
- the court, as part of a diversion, detention alternative, deferred disposition, or probation disposition;
- the Commission, for youth transitioning home from a Commission facility;
- a county juvenile detention center, for youth transitioning home from detention; and
- the Children's System of Care (CSOC) within the Department of Children and Families, or other appropriate party, for youth who are aging out of or not eligible for CSOC services.

A funded provider is expected to serve all youth returning from a Juvenile Justice Commission facility, so this could include young adults on parole up to the age of 26.

Expectations

- In accordance with P.L. 2021, c.196, the funded provider must ensure that each subcontract and individual providing services in the hub receives training in restorative and transformative justice practices prior to the implementation of services.

- The funded provider must collect, maintain, and make available to the County/YSC and the Commission any data required by the Commission to evaluate the Pilot Program and shall work with Commission staff or any third party the Commission engages to assist with the preparation of reports.
- Due to the potential of this Pilot program expanding statewide, the high public visibility, and the funding level, the successful applicant must work with the County/YSC and the Commission in program implementation and on-going monitoring.
- The funded provider implementing the hub, in addition to the provision of services, must have the knowledge of resources available in the County and the ability to provide referral services to additional programs and services as needed.

Services to be provided through the Restorative Justice Hub

Community-based enhanced reentry wraparound services

- Services and supports provided in the Hub to eligible youth shall include, but are not limited to, the following:
 1. Mental health services (e.g., individual, group, and family counseling services);
 2. Substance use disorders treatment and recovery (e.g., individual and/or group counseling, education, inpatient, and referrals to more intensive programs and services);
 3. Education support (e.g., academic tutoring services, behavioral health services to increase positive educational outcomes, school reintegration advocacy support staff such as parent/student rights, etc.);
 4. Employment services (e.g., career readiness and stability, long-term employment preparation, resume writing workshops, and job interview preparation/mock interviews);
 5. Housing support (e.g., assist with independent or transitional living, and stabilization services to allow or assist youth to remain in the home);
 6. Financial literacy and debt support services (e.g., financial literacy trainings, credit education, dispute and resolution services, and identity theft awareness);
 7. Life skills support services (e.g., nutrition/cooking workshops, time management, effective communication, and self-care healthy outlets and boundaries);
 8. Social support services (e.g., linking to community services that may include care for children, food and housing subsidies, healthcare, job training, family empowerment);
 9. Preventative mentoring services (e.g., mentors paired specific to the youth's need and interests); and
 10. Community conferences and/or peace circles to heal and repair harms caused by youth as a result of their behavior (e.g., victim impact and empathy component to program or service provision).

Provision of services should be culturally competent and culturally reflective of the youth population to be served.

- Provide a detail description of the overall program design and the services identified above (1-10) that will be provided within the restorative justice hub, including a designation as to which services will:
 - be funded to support youth presently living in the community.
 - serve youth returning to the community from a Commission facility; and
 - serve both populations.
- Describe which evidence-based and evidence-informed practices will be utilized with respect to the provision services.
- Describe in detail the efforts that the applicant will employ to ensure that sanctions and services are culturally appropriate.

Data Collection

- The funded provider and its subcontractors shall collect, maintain, and make available to the Commission any data required by the Commission to evaluate the Pilot Program and shall work with Commission staff or any third party the Commission engages to assist with the preparation of reports required pursuant P.L. 2021, c.196.
- Each funded provider shall also use the Juvenile Automated Management System (JAMS) for reporting purposes.

Required Training *(This is only required to be in the county's RFP if the county is not funding the training)*

In accordance with P.L. 2021, c.196, the County must ensure that each service provider participating in the Pilot Program receives intensive training in restorative and transformative justice practices prior to the implementation of services.

Applicant's seeking to provide the required training must meets the following criteria:

- A. The Restorative Justice Training is evidenced-based and replicable.** *Training Provider reports data/evidence to support effectiveness of the identified approach and includes a model for easy replication such as identified processes and a facilitators script.*
- B. The Training Entity/Agency has credible expertise in providing restorative justice training services to other communities, schools, governments, organizations, non-profits,**

etc., specific to justice- or court-involved youth. Must include the training entity's qualifications and experience as a provider of restorative trainings.

C. Training services/components include(ed) role play scenarios and on-site observation/consultation to oversee initial implementation of services.

D. A description of the restorative justice training(s). Must include any issued certifications/licenses, training components/hours, qualifications of trainers and whether any certificates/licenses, CECs are issued.

Note: An individual may request an exemption from this training requirement from the Commission upon a satisfactory showing of proof of prior training on implementing these practices with young people or students. Proof of training must include a copy of the certification or license received, dates when the training occurred, length of the training, the entity that provided the training, and a summary of the training curriculum or agenda.

RESTORATIVE AND TRANSFORMATIVE JUSTICE FOR YOUTHS AND COMMUNITIES PILOT PROGRAM

Please note that the Commission does not endorse any particular organization but provides the below for informational purposes only. The county can choose any provider that meets the following criteria:

- A. The Restorative Justice Training is evidenced-based and replicable.** *Training Provider reports data/evidence to support effectiveness of the identified approach and includes a model for easy replication such as identified processes and a facilitators script.*
- B. The Training Entity/Agency has credible expertise in providing restorative justice training services to other communities, schools, governments, organizations, non-profits, etc., specific to justice- or court-involved youth.** *Must include the training entity's qualifications and experience as a provider of restorative trainings.*
- C. Training services/components include(ed) role play scenarios and on-site observation/consultation to oversee initial implementation of services.**
- D. A description of the restorative justice training(s).** *Must include any issued certifications/licenses, training components/hours, qualifications of trainers and whether any certificates/licenses, CECs are issued.*

Note: An individual may request an exemption from this training requirement from the Commission upon a satisfactory showing of proof of prior training in regard to implementing these practices with young people. Proof of training must include a copy of the certification or license received, dates when the training occurred, length of the training, the entity that provided the training, and a summary of the training curriculum or agenda.

The following list includes organizations that may meet the criteria listed above.

International Institute of Restorative Practices
531 Main Street
Bethlehem, PA 18018
610-807-9221

Graduate School of Applied and Professional Psychology
Rutgers, The State University of New Jersey
152 Frelinghuysen Road
Piscataway, New Jersey 08854-8085
Phone: 848-445-3984

Community Connections for Youth
361 W 125th St
New York, NJ 100025

Crisis Trauma Resource Institute
877-353-3205

New York Peace Institute
Brooklyn Mediation Center
210 Joralemon St., Ste. 618
Brooklyn, NY 11201

Center for Justice & Reconciliation
PO Box 17434
Washington DC 20041
703-481-0000

Restorative Justice Circles
Franklin County Juvenile Court
373 High Street, Fourth Floor
Columbus, Ohio 43215
614-525-3130

Restorative Response Baltimore
1500 Union Ave., Suite 2700
Baltimore, Maryland 21211
410-889-7400

RESOLVE
1237 N Riverside Ave, Suite 25
Medford OR 97501
541-770-2468

Center for Restorative Justice & Peacemaking
Univ of Minnesota, School of Social Work
105 Peters Hall, Saint Paul, MN 55108
612-626-4923

“TRC” The Restorative Center
Circle Keeper Trainings
115 Broadway Newburgh NY
917-310-1764

**Restorative and Transformative Justice for Youths and Communities
Pilot Program**

Allocation

<u>Award</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Total</u>
Juvenile Justice Commission	\$336,000	\$336,000	\$672,000
Camden County	\$966,000	\$966,000	\$1,932,000
Essex County	\$966,000	\$966,000	\$1,932,000
Mercer County	\$966,000	\$966,000	\$1,932,000
Passaic County	\$966,000	\$966,000	\$1,932,000
Total	\$4,200,000	\$4,200,000	\$8,400,000