

AMENDMENT #2 TO AGREEMENT**AMENDMENT #2 TO PROFESSIONAL SERVICES AGREEMENT
COUNTY OF MONTEREY & RESTORATIVE JUSTICE PARTNERS, INC.**

THIS AMENDMENT is made to the AGREEMENT for Victim Impact Program and curriculum and in-person victim speakers to the Monterey County Adult Correctional Facility by and between **RESTORATIVE JUSTICE PARTNERS, INC.**, hereinafter "CONTRACTOR", and the County of Monterey, a political subdivision of the State of California, hereinafter referred to as "County".

WHEREAS, the County and CONTRACTOR originally entered into this Agreement on July 1, 2018, with a not to exceed amount of \$44,133.00 and a term ending date of June 30, 2019; and

WHEREAS, the County and CONTRACTOR amended the AGREEMENT with Amendment #1 on June 3, 2019 by adding \$50,594.00 and extending the term one (1) year with a new term ending date of June 30, 2020; and

WHEREAS, the County and CONTRACTOR wish to further amend the AGREEMENT by adding \$68,261.00 and extending the term for one (1) year with a new term ending date of June 30, 2021.

NOW THEREFORE, the County and CONTRACTOR hereby agree to amend the AGREEMENT in the following manner:

1. Section 1., "PAYMENT PROVISIONS" shall be amended by removing, "*The total amount payable by County to CONTRACTOR under this Agreement is not to exceed the sum of \$94,727.00*", and replacing it with, "*The total amount payable by County to CONTRACTOR under this Agreement is not to exceed the sum of \$162,988.00*"
2. Section 3., "TERM OF AGREEMENT" shall be amended by removing, "*The term of this Agreement is from 7/1/2018 to 6/30/2020*" and replacing it with, "*The term of this Agreement is from 7/1/2018 to 6/30/2021*".
3. EXHIBIT A – Scope of Services shall be amended by removing Exhibit A-1 and Exhibit B-1 and replacing them with Exhibit A-2 and Exhibit B-2 attached hereto.
4. Except as provided herein, all remaining terms, conditions and provisions of the AGREEMENT are unchanged and unaffected by this AMENDMENT and shall continue in full force and effect as set forth in the AGREEMENT.
5. A copy of the AMENDMENT shall be attached to the original AGREEMENT executed by the County on July 9, 2018.

Restorative Justice Partners, Inc.
Amount: \$162,988.00
Term: 07/01/2018 to 06/30/2021

AMENDMENT #2 TO AGREEMENT

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IN WITNESS WHEREOF, the parties have executed this AMENDMENT on the day and year written below.

MONTEREY COUNTY

Contracts/Purchasing Officer

Dated:

Approved as to Fiscal Provisions:

Bruno Mousa

Deputy Auditor/Controller

5/8/2020 | 1:22 PM PDT

Approved as to Liability Provisions:

Risk Management

Dated:

Approved as to Form:

Im Grant

Deputy County Counsel

5/6/2020

Dated:

Restorative Justice Partners, Inc.

By: *Jennie Buchanan*

Signature of Chair, President, or Vice-President

Jennie Buchanan, Executive Director

Printed Name and Title

Dated: 4/29/20

By: *Elizabeth Crooks*

(Signature of Secretary, Asst. Secretary, CFO, Treasurer or Asst. Treasurer)*

Elizabeth Crooks, Secretary

Printed Name and Title

Dated: 4/8/2020

*INSTRUCTIONS: If CONTRACTOR is a corporation, including limited liability and non-profit corporations, the full legal name of the corporation shall be set forth above together with the signatures of two specified officers. If CONTRACTOR is a partnership, the name of the partnership shall be set forth above together with the signature of a partner who has authority to execute this Agreement on behalf of the partnership. If CONTRACTOR is contracting in an individual capacity, the individual shall set forth the name of the business, if any, and shall personally sign the Agreement.

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EXHIBIT A-2

EXHIBIT A-2

To Agreement by and between
Monterey County Sheriff's Office, hereinafter referred to as "County"
AND
Restorative Justice Partners, Inc., hereinafter referred to as
"CONTRACTOR"

Scope of Services / Payment Provisions

A. SCOPE OF SERVICES

A.1 CONTRACTOR shall provide services and staff, and otherwise do all things necessary for or incidental to the performance of work, as set forth below:

- A.1.1 Provide 0.13 FTE of Executive Director time, 0.70 FTE of VIP Lead Manager;
- A.1.2 Provide Victim Impact curriculum based class;
- A.1.3 Provide volunteer victim speakers; and
- A.1.4 Develop a full year of course offerings:
 - a. Partner with Jail Program Staff as appropriate;
 - b. Implement an agreed on plan among partners for project;
 - c. Implement VIP course for small group of inmates for up to 4 classes;
 - d. Develop a pilot mechanism for RJ reintegration services for class participants;
 - e. Document results, findings; and
 - f. Seek out funding for an ongoing program.

A.2 County Responsibilities

- A.2.1 Provide space for meetings, coordination, and security clearances as needed for the VOC team to meet with the Programs Team and with inmates;
- A.2.2 Using VOC guidelines, help identify inmates for the VOC program;
- A.2.3 Arrange quarterly coordination meetings with CONTRACTOR; and
- A.2.4 Validate documentation system for the program.

B. PAYMENT PROVISIONS

B.1 COMPENSATION/ PAYMENT

County shall pay an amount not to exceed \$162,988.00 for the performance of all things necessary for or incidental to the performance of work as set forth in the budget listed below:

EXHIBIT A-2

Projection of how the funds will be allocated	2020/21
Expenses	
Payroll	
Executive Director .13 of salary	9,464
VIP Lead Manager .70FTE	33,250
Total Salaries for VIP Programming	\$42,714
Payroll Taxes & Benefits	
Social Security (6.2%)	2,648
Medicare (1.45%)	619
Medical Reimbursement QSEHRA	<u>2,900</u>
Total Salaries, Taxes & Benefits	\$48,881
Program Expenses	
Accounting	1,200
Insurance	1,450
Payroll	480
Volunteer and Partner Development	1,400
Rent/Utilities	4,150
Program Supplies	1,800
Office Equipment	1,200
Mileage/Staff Travel	1,000
Administrative Cost	6,700
Total Program Expenses	\$19,380
Total Expenses	\$68,261

CONTRACTOR shall charge expenses as allocated by line item. Funding may be reallocated between line items upon request and justification by CONTRACTOR and written approval by Jail Captain.

EXHIBIT A-2

ALL TAXABLE ITEMS SHOULD BE CLEARLY IDENTIFIED. It is preferable to state the tax rate applied in parenthesis and all taxes should be listed as a separate line item.

There shall be no travel reimbursement allowed during this Agreement.

CONTRACTOR warrants that the cost charged for services under the terms of this contract are not in excess of those charged any other client for the same services performed by the same individuals.

B.2 CONTRACTORS BILLING PROCEDURES

Invoicing shall occur monthly. It is preferable to submit statements electronically to the County's invoice tracking system at:

MCSOSheriff.Fiscal@co.monterey.ca.us

If CONTRACTOR lacks the ability to use this system, hard copy invoices will be accepted via mail addressed to the following location:

Monterey County Sheriff/Coroner's Office
Attention: Fiscal Unit Accounts Payable
1414 Natividad Road
Salinas, CA 93906

Invoices due for June services each year must be presented July 15th of that same year to facilitate the County's year end close.

County may, in its sole discretion, terminate the contract or withhold payments claimed by CONTRACTOR for services rendered if CONTRACTOR fails to satisfactorily comply with any term or condition of this Agreement.

No payments in advance or in anticipation of services or supplies to be provided under this Agreement shall be made by County.

County shall not pay any claims for payment for services submitted more than twelve (12) months after the calendar month in which the services were completed.

DISALLOWED COSTS: CONTRACTOR is responsible for any audit exceptions or disallowed costs incurred by its own organization or that of its subcontractors.



Restorative Justice Partners, Inc.
Community Corrections Partnership
December 2019

**Restorative Justice Partners, Inc.
Community Corrections Partnership**

ORGANIZATION INFORMATION

1. Organization Name: Restorative Justice Partners, Inc.
AKA: RJP, Inc.
2. Tax status: 501 (c) (3) nonprofit
3. Tax ID # (EIN): 77-0168443
4. Organization's address:
229 Reindollar Ave., Suite B, Marina, CA 93933
5. Telephone: 831.883.4325 office 831.869.7641 cell
6. Organization's website: Restorativejusticepartners.org
7. Executive Director: Jennie Burciaga, MPP
8. Email: restorativejusticepartners@gmail.com
9. Objective: Victim Impact Program (VIP) supports those who have offended to become more aware of the impact that crime has on victims by providing course curriculum and in-person victim speakers to correctional institutions.
10. Request: Restorative Justice Partners, Inc. respectfully requests support to continue Victim Impact classes within the Monterey County Jail.

The mission of Restorative Justice Partners, Inc. is to provide support and education to those affected by conflict to encourage accountability, reparation, and empathy.

Organizational Background

In 1999, a Community Restorative Justice Commission was appointed by the Monterey County Board of Supervisors. Increased interest for restorative justice (RJ) practices led to the incorporation of Restorative Justice Partners, Inc. (RJP, Inc.). The keynote programs of the agency are the Victim Offender Reconciliation Program (VORP) and Victim Impact Program (VIP). These processes offer a restorative justice based dialogue in which victim(s) support the opportunity to meet juvenile offender(s) in a safe and structured setting. VORP practices, in turn, form the basis of the Restorative Justice in the Schools (RJ Schools) program. As these practices have been studied – and found effective – for decades, so RJ Schools is proving its worth in Monterey County K-12 schools. In partnership with local implementers, Monterey County is now arguably a California leader of RJ implementation within juvenile-serving institutions. During the past decade RJP, Inc. has grown stronger with a record of providing consistent services year after year. These successes have laid the groundwork for supporting expansion into the adult arena to support the Community Corrections Partnership investments in:

- *Reducing recidivism*
- *Maintaining and improving public safety*
- *Containing, or eventually reducing, the number of incarceration beds*

RJP, Inc.'s programs are specifically designed with two goals in mind: to keep people from involvement in the already-overburdened criminal justice system and to support systems to transform climate and culture toward improvement of the well-being of people, families and their surrounding communities. It is the objective of RJP, Inc. to ensure that individuals are given the opportunity to learn from their mistake(s), modify their behavior, make different decisions over time, and have more beneficial outcomes when confronted with future challenges. These improved decision-making skills can in turn mitigate recidivism, thus enabling families to thrive in -- and even make significant contributions to -- their communities.

Request

Restorative Justice Partners, Inc. respectfully requests support for a Victim Impact course within the Monterey County Jail. The funds will provide for coordination of a Victim Impact curriculum based class with a restorative justice infusion of materials, which may include exploration of a reintegration circle model with a selected participant from each class, collaboration with Program Unit staff and trained, volunteer victim speakers at the Monterey County Jail, in coordination with the Sheriff's Department.

Victim Impact Program (VIP)

The Victim Impact Program (VIP) educates offenders to become more aware of the impact that crime has on victims by providing a pre-set course curriculum and in-person victim speakers to attend the classes in correctional institutions. This restorative justice infused "Listen & Learn" curriculum (see Appendix 1), or another mutually selected evidenced-based victim focused training, provided by the Office for Victims of Crime (OVC) Training and Technical Assistant Center, focuses on informing offenders of the long term harm caused by their actions. The course builds understanding and relationships between victims of crime and those that have offended in similar ways.

The Victim Impact Program supports offenders to become more aware of the impact that crime has on victims, their families, and the community. RJP, Inc. then provides support and education to victim impact speakers with the goal of assisting them to effectively speak to audiences as specified by the course curriculum. Through this course, offenders develop empathy and make attitudinal changes leading to reduced future harm to the community. VIP offers a safe and structured setting in which an offender's own victimization can be examined to support emotional healing and a reduced tendency toward crime. Through this process, offenders may develop empathy and make attitudinal changes.

Organization need

RJP, Inc. has historically been able to make big strides on a modest budget throughout Monterey County. It gathers support from invested volunteers, community members, foundations, and other partners in order to work with stakeholders, such as those of the Community Restorative Justice Commission. If RJP, Inc. is able to continue to partner with the CCP on this project, funding would be allocated toward a VIP Lead Manager position as well as the research, evaluation, organizational oversight, data collection, volunteer development, and other actions necessary to provide the service.

Objective: Develop a full year of course offerings

- Partner with Jail Program Staff as appropriate
- Implement an agreed on plan among partners for project
- Implement VIP course for small group of inmates for up to 4 classes
- Develop a pilot mechanism for RJ reintegration services for class participants
- Document results, findings, and seek out additional funding sources

Expected Results:

- Maintenance and support of victim speakers
 - Speakers report making a beneficial contribution those served, and supported with training and information
 - Inmates constructively reflect on past crimes and release anti-social attitudes
- Engagement with institution(s) is mutually beneficial with measurable results
 - Coordination meetings held twice per quarter with institution staff
 - Maintain timeline and meet schedule(s)
 - Advanced training held when needed or recommended
 - Jail staff remains capable of supporting curriculum to inmates
- System for data collection both speakers and participants
 - RJP, Inc. will provide outcome and indicator statistics on the project, as well as case study narratives and/or other outcomes as available.

The Victim Impact Program, based in restorative justice framework, is designed to bring understanding, reconciliation, and healing to program participants, offenders and victims alike, so that they can experience more satisfying lives. It is a process that is reasonable in cost, and brings hope to the people being released from custody, their families, and the community.

Projection of how the funds will be allocated	2020/21
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Administrative Cost	6,700
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The fundamental unifying hypothesis of restorative practices is that “human beings are happier, more cooperative and productive, and more likely to make positive changes in their behavior when those in positions of authority do things *with* them, rather than *to* them or *for* them.”

- Ted Wachtel, International Institute of Restorative Practices, President & Founder

Appendix 1

About The VIP Curriculum

Welcome to the Office for Victims of Crime (OVC) TTAC's download center for the Victim Impact: Listen and Learn curriculum. Victim Impact is geared toward helping offenders to become more aware of the impact that crime has on victims and to take responsibility for their actions and begin to make amends. The curriculum makes victims and their rights a central premise. In 1998, the California Youth Authority and Mothers Against Drunk Driving developed the first comprehensive national victim impact curriculum with funding from OVC. Since then, the victim impact program has been replicated in many states, in both juvenile and adult facilities.

OVC recognized the need for a standardized curriculum that could be used with adults and juveniles—one that puts "victims first," and in 2005, it awarded funding to the California Department of Corrections and Rehabilitation to develop one.

In 2016, OVC Training and Technical Assistance Center (OVC TTAC) updated statistics, terminology, and other information throughout the curriculum. In addition, OVC TTAC revised several pre-/post-test questions and added an automatic scoring process.

Victim Impact: Listen and Learn consists of 13 units, built around 10 core crime topics: property crime, assault, robbery, hate and bias, gang violence, sexual assault, child abuse and neglect, domestic violence, drunk and impaired driving, and homicide.

OVC, through OVC TTAC, can help by offering education and tools to the field at no cost, so those who provide services have the skills to reach out to victims of every type of crime, from every background, in every place, and offer them what they need to rebuild their lives.

Source: www.ovcttac.gov/views/HowWeCanHelp/dspHowWeHelp.cfm

Appendix 2

About The Re-integration Circle Curriculum

A Reintegration Circle is a planning process for individual inmates, their families and [institution] staff. The Circle results in a written transition plan for the inmate preparing to leave [a correctional facility]. The plan details needs, which include the need for reconciliation with his loved ones, any non-related victims not present at the Circle, and the inmate himself. Reconciliation is whatever the group determines is needed to repair the harm. It can be as simple as "staying clean and sober" and "forgiving myself." The transition plan also addresses the inmate's other needs, such as housing and employment necessary for him to create a successful life. The plan also details exactly how he will meet these needs, i.e., "By May 5, 2015 Ken will write to the halfway house about getting a referral for living there." A Circle makes it clear to inmates that they are responsible for their lives by the decisions that they make. This is a critical component of an effective reentry model (Taxman, 2004). An inmate who develops a written transition plan has established a blueprint for what he will do during the remaining time [incarcerated], making the time spent in lock up more productive and healthy.

A Circle is not only beneficial when an inmate is exiting prison, but if provided when an inmate is first incarcerated, it can help repair or establish family relationships to make the prison [or jail] experience more successful, since the incentive that a loved one is coming to visit or sending letters can have important impact on an inmate's daily life and his or her ability to be a model prisoner. The Circles are modeled after a transition planning process developed in Hawaii for foster children aging out of state custody (Walker, 2005). The process for emancipating foster youth and the Restorative Circle process for inmates are both based on restorative justice. Loren Walker, J.D., M.P.H., is a public health educator and former practicing lawyer who has represented the State of Hawaii in prison litigation. She regularly develops, implements and evaluates restorative justice programs.