

## DESCHUTES COUNTY DOCUMENT SUMMARY

(NOTE: This form is required to be submitted with ALL contracts and other agreements, regardless of whether the document is to be on a Board agenda or can be signed by the County Administrator or Department Director. If the document is to be on a Board agenda, the Agenda Request Form is also required. If this form is not included with the document, the document will be returned to the Department. Please submit documents to the Board Secretary for tracking purposes, and not directly to Legal Counsel, the County Administrator or the Commissioners. In addition to submitting this form with your documents, please submit this form electronically to the Board Secretary.)

Please complete all sections **above** the Official Review line.

**Date:** 12/8/2022

**Department:** District Attorney

**Contractor/Supplier/Consultant Name:** Community Solutions of Central Oregon  
**Contractor Contact:** Katharine Dalton

**Type of Document:** Contract under a state funded grant award

**Goods and/or Services:** 1. Staffing, coordination and support to train program staff and community facilitators in restorative justice methodologies and facilitation practices; coordination, management, and implementation of restorative circles for 25 criminal cases that involve young adults and their victims; and oversight of the community facilitators. (\$262,286.56)

2. Restorative Funds - management and distribution of the payment related to approved restitution assistance to victims on specified young adult criminal cases. (\$40,894)

3. Volunteer Payments – management and distribution of the payment of wages and/or stipends to the programs community facilitators. (\$28,750)

**Background & History:** A Restorative Justice Grant to support the DA Office's Emerging Adult Program (EAP). Involves partnerships with subawardees Thrive Central Oregon and Community Solutions of Central Oregon (CSCO) to provide the needed additional services to ensure the program's success.

CSCO provided training and assisted with the development of the EAP pilot, and is the local non-profit with the expertise needed to serve in the capacity outlined above. CSCO participated in the development of the grant proposal that resulted in the award that is allowing us to implement the second phase of the EAP.

Since funding was not secured until fall 2022, it is expected that this grant will receive a no-cost extension that will extended it until December 31, 2024.

**Agreement Starting Date:** July 1, 2022

**Ending Date:** December 31, 2023

**Annual Value or Total Payment:** \$331,930.56

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Insurance Certificate Received (check box)  
Insurance Expiration Date: 9/5/2023

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Check all that apply:

RFP, Solicitation or Bid Process

12/12/2022

- Informal quotes (<\$150K)
- Exempt from RFP, Solicitation or Bid Process (specify – see DCC §2.37)

**Funding Source:** (Included in current budget?  Yes  No)

If **No**, has budget amendment been submitted?  Yes  No

**Is this a Grant Agreement providing revenue to the County?**  Yes  No

Special conditions attached to this grant: More than half the funding will be provided to two subcontractors.

In implementing this Project, Grantee must demonstrate: (i) coordination with community-based organizations; (ii) the ability to work collaboratively with system partners, including local law enforcement entities, courts, district attorneys and defense attorneys; and (iii) center the experiences of those harmed, encourage those who have caused harm to take responsibility and repair the harm, and support persons who have been harmed, impacted community members and responsible parties in identifying solutions that promote healing, including promoting dialogue and mutual agreement. Grantee shall use the Grant Funds to operate the Emerging Adults Program in Deschutes County, which redirects young adults/responsible parties and harmed parties out of the criminal justice system and into a restorative justice alternative.

Deadlines for reporting to the grantor: Reporting due quarterly – Jan 15, Apr 15, Jul 25, Oct 15 each year of the grant.

If a new FTE will be hired with grant funds, confirm that Personnel has been notified that it is a grant-funded position so that this will be noted in the offer letter:  Yes  No

Contact information for the person responsible for grant compliance:  
Name: Katharine Dalton, Executor Director, Community Solutions of Central Oregon  
Phone #: 541-383-0187

**Departmental Contact and Title:** Kathleen Meehan Coop, Management Analyst  
**Phone #:** 541-317-3175

**Department Director Approval:**  \_\_\_\_\_  
Signature Date 12/12/22

**Distribution of Document:** Who gets the original document and/or copies after it has been signed? Include complete information if the document is to be mailed.

Department contact – Kathleen Meehan Coop

**Official Review:**

County Signature Required (check one):

- BOCC (if \$150,000 or more) – BOARD AGENDA Item
- County Administrator (if \$25,000 but under \$150,000)

12/12/2022

- Department Director - Health (if under \$50,000)
- Department Head/Director (if under \$25,000)

Legal Review \_\_\_\_\_ Date \_\_\_\_\_

Document Number 2022-795