



Department of Public Safety  
Minnesota Office of Justice Programs

## 2025 Restorative Practices Initiatives Grant Program

GRANT REQUEST FOR PROPOSALS (RFP) **December 2, 2024**

- *RFP originally published 10/01/24 with deadline for applications of 11/01/24.*
- *RFP revised 10/09/24 to:*
  - *Extend deadline for applications to 12/06/24.*
  - *Add RFP Part 3A detailing Restorative Practices Advisory Committees.*
  - *Modifications to this RFP noted in red font. Strikethrough text is not in effect, underlined text is newly modified.*
- *RFP revised December 2, 2024 to:*
  - *Clarify grant period of 18 months starting on or around June 1, 2025, ending on or around November 30, 2025 in sections 1.4 and 4.3.*
  - *Update previously set application due date of December 6, 2025 in section 3.1.*
  - *Add tentative scoring rubric to Appendix B.*

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## Request for Proposals (RFP) Part 1: Overview

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### 1.1 General Information

- Grant Name: 2025 Restorative Practices Initiatives (RPI) Grant Program
- [Minnesota Office of Justice Programs \(OJP\) Website](#)
- Open for Applications: October 1, 2024
- Application Due Date: ~~November 1, 2024~~ December 6, 2024

### 1.2 Program Description

The purpose of this request for proposals is to fund restorative practices initiatives through the Restorative Practices Initiatives Grant Program. This program is intended to promote initiatives statewide that are creating new restorative practice programs or have current programs in place.

Restorative Practices focus on restoring relationships, community harmony, and individual well-being through collaborative and inclusive approaches. Restorative practices refer to a practice within a program or policy that incorporates core restorative principles, including voluntariness, prioritization of agreement by the people closest to the harm on what is needed to repair the harm, reintegration into the community, honesty, and respect. Restorative practices can involve victim-offender conferences, family group conferences, circles, community conferences, and other similar victim-centered practices. Restorative practices funded under this statute may be used at any point, before court involvement, after court involvement, to prevent court involvement, or in conjunction with court involvement. Restorative practices are rooted in community values and create meaningful outcomes such as:

- Establishing and meeting goals related to increasing connection to community, restoring relationships, and increasing empathy; considering all perspectives involved; and taking responsibility for impact of actions by all parties involved
- Addressing the needs of those who have been harmed
- Recognizing and addressing the underlying issues of behavior
- Engaging with those most directly affected by an incident and including community members that reflect the diversity of the individual's environment
- Determining the appropriate responses to specific incidents through the use of a collaborative process
- Providing solutions and approaches that affirm and are tailored to specific cultures
- Implementing policies and procedures that are informed by the science of the social, emotional, and cognitive development of children.

In conjunction with a Restorative Practices Initiative grant, up to 15% of an applicant's proposed budget can be allocated to the Restorative Practices Restitution Program. Restorative practices restitution funds must be used to reimburse victims for economic losses or other harm resulting from

an act that would constitute a juvenile offense, juvenile petty offense, or major traffic offense committed by a child or youth who participates in a restorative process to address the harm.

### **1.3 Minnesota's Commitment to Equity, Diversity, and Inclusion**

It is State of Minnesota policy to ensure equity, diversity, and inclusion in making competitive grant awards. See Executive Order [19.01](#).

The Policy on Rating Criteria for Competitive Grant Review establishes the expectation that grant programs intentionally identify how the grant serves diverse populations, especially populations experiencing inequities and/or disparities. See [OGM Policy 08-02](#).

### **1.4 Funding and Project Dates**

#### ***Funding***

Up to \$8,000,000 is available for grants to establish and support restorative practices initiatives pursuant to [Minnesota Statutes, section 299A.95](#), subdivision 6, and for a restitution grant program under [Minnesota Laws of 2024, Chapter 123, article 9](#).

Applicants may propose funding up to \$500,000. Up to 15% of an applicant's budget may be requested for restitution grants.

#### ***Project Dates***

The grant period for the awarded grants will be approximately ~~18~~ ~~16~~ 18 months, beginning on or around ~~January~~ March June 1, 2025 ~~through June~~ ending on or around November 30, 2026.

#### ***Minimum Number Applications***

Minnesota Statute 299A.95 requires the Office of Restorative Practices to establish a minimum number of applications that must be received during the application process. If the minimum number of applications is not received, the office must reopen the application process. For the purposes of this RFP, the minimum number of applications is 5.

### **1.5 Eligible Applicants**

Grants will be awarded to private and public nonprofit agencies; local units of government, including cities, counties, and townships; local educational agencies; and Tribal governments. A restorative practices advisory committee may support multiple entities applying for grants based on community needs, the number of youth and families in the jurisdiction, and the number of restorative practices available to the community.

## 1.6 Questions, Technical Assistance, and Information Sessions

### **Contact**

Please submit any questions regarding this RFP by email to Kendall Hughes, Office of Restorative Practices Director, at [kendall.hughes@state.mn.us](mailto:kendall.hughes@state.mn.us). A Question/Answer document on the grants page of the [OJP website](#) will be updated regularly while the RFP is open.

### **Information Sessions**

OJP will offer 2 online information sessions where staff will provide brief background on the 2024 Restorative Practices Initiatives grant program, provide an overview of the RFP and application requirements, provide an overview of the application review process, and answer questions. Prospective applicants are strongly encouraged to participate in the information session. Questions and answers from the information sessions will be posted on the Restorative Practices Initiatives Grant Program RFP Question/Answer document on the grants page of the [OJP website](#).

- **Info Session I: Thursday, October 9, 2024, 9:00am-10:30am**
  - Register Here: [Info Session 1 Registration](#)
- **Info Session II: Tuesday, October 15, 2024, 2:00pm-3:30pm**
  - Register Here: [Info Session 2 Registration](#)

## RFP Part 2: Requirements & Resources

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### **2.1 Background Information**

The Restorative Practices Initiatives grant program is intended to support programs that are grounded in the following core principles of Restorative Practices:

- **Relationship:** This principle is directed toward a relationship that has been harmed in some way. The aim is to help repair this harm, giving the person who harmed a safe space to take responsibility and make amends. Those directly affected by harm (those harmed those who caused harm, and their families) collaborate to determine what is needed to repair the harm.
- **Respect:** This principle refers to how respect allows for a safe experience for everyone involved in the restorative process. This includes listening to the other person's perspective, setting aside one's own opinion and behaving in a way that allows the restorative process to play out safely for everyone.
- **Accountability:** This principle requires five key elements: (1) acknowledging responsibility for one's actions; (2) acknowledging the impact of one's actions on others; (3) expressing genuine

remorse; (4) taking actions to repair the harm to the degree possible, and guided when feasible by the people harmed, or “doing sorry”; and (5) no longer committing similar harm.

- **Reintegration:** This principle refers to how the community should allow the person who harmed and who has demonstrated the five elements of accountability to reintegrate back into that community with trust.

Restorative practices enable both young people and adults to strengthen their sense of connection with each other, bolster their social and emotional skills, increase their cultural awareness, develop skills to resolve conflicts and problem-solve, and repair harm in restorative ways rather than impose punishment. They can encompass various methods that include but are not limited to: Restorative Conferences, Family Group Conferences, Circles, Community Conferences and Victim Impact Panels. They can be implemented at different stages: prior to, in lieu of, during or after court involvement.

**Restitution Funds:** When a restorative process is used with those involved in a harm, grantees can use these funds to reimburse victims for economic loss and harm resulting from offenses committed by juveniles. The restitution grant should be focused on the following:

- to verify that a person is a victim of a juvenile offense, juvenile petty offense, or major traffic offense committed by a juvenile.
- to establish the amount of loss sustained by the victim.
- for the payment of reimbursement to victims and to record the amount paid. Restitution policies must be approved by the jurisdictional restorative practices advisory committee.

## 2.2 Resources

- [University of Minnesota Healthy Youth Development - Prevention Research Center](#)
- [Minnesota Department of Corrections – Restorative Justice](#)
- [Minnesota Restorative Services Directory \(mn.gov\)](#)
- [Minnesota Department of Education- Restorative Justice](#)
- [UMD Center for Restorative Justice and Peacemaking](#)

## 2.3 Grant Activity Requirements

### ***Commitment to Accessibility, Diversity, Equity, and Inclusion***

Organizations funded under this grant must have a commitment to conduct activities or provide services in an accessible, welcoming, and respectful manner. Activities must be conducted in a culturally sensitive and respectful way that honors and values diverse life experiences for those seeking services, and for program staff, leadership, and advisory boards. OJP asks organizations to make efforts to ensure their leadership and staff are representative of the diversity of Minnesotans and the communities served.

### ***Cultural Competence***

Organizations funded under this grant must have a commitment to cultural competence. Cultural competence within organizations emerges from an ethical commitment to fairness and equity in service to all participants, partners, and stakeholders. Cultural competence requires staff representing the organization to have an awareness of self, a reflection on one's own cultural position, an awareness of other cultures and a person's cultural position, and the ability to interact genuinely and respectfully with others of differing cultures and communities.

### ***Program Evaluation***

Program evaluation is an important component of this grant program, it can help grantees understand, verify, or increase the effectiveness of the activities funded under this grant. Program evaluation can also provide data to highlight the impact of the activities funded in this grant and can show how the grantee is meeting the goals set in this application. Grantees may use funds for staff to work on evaluation or may subcontract with external evaluation partners. Evaluation may include, but is not limited to, developing an evaluation plan, developing data collection tools, collecting, and analyzing evaluation data and attending in-state evaluation training and technical assistance events.

## **RFP Part 3: Application Process and Instructions**

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### **3.1 Application Deadline**

Applications must be submitted using the [e-grants](#) web-based system by 4:00 p.m. on ~~November 1,~~ [December 6](#), 2024. Applications cannot be submitted after this time. No paper submissions will be accepted.

### **3.2 Application Submission Instructions**

Applications must be submitted via e-grants, the Office of Justice Programs (OJP) online grants management system. [e-grants](#) can also be accessed via the [Office of Justice Programs](#) website.

If you have never applied for a grant with the Office of Justice Programs, create a user account by clicking on the purple "New User" option in the login box in the upper right corner of the e-grants website and follow instructions to fill out the profile. Contact the e-grants Helpdesk at 1-800-820-1890 if you have login issues.

### **3.3 Terms and Conditions, Grant Program Guidelines, OJP Grant Manual**

As part of submitting this application in e-grants the applicant agency agrees to the Terms and Conditions of OJP Grantees for applicants as well as the Restorative Practices Initiatives Grant

Program Guidelines 2024. Applicants are encouraged to print and review these documents with the appropriate agency staff prior to submitting the application in e-grants. If selected for funding, the grantee will need to submit required certifications. Grantees agree to follow the OJP [Grant Manual](#), which provides basic information on policies and procedures for grant administration. These documents become, by reference, part of the formal grant contract agreement.

## RFP Part 3A: Restorative Practices Advisory Committees

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### **3A.1. Restorative Practices Advisory Committees, Generally**

- Each Restorative Practices Initiative/applicant's proposal is required to include a letter of support from the local county or jurisdiction Restorative Practices Advisory Committee.
- There should only be one Restorative Practices Advisory Committee per county/jurisdiction.
- If a county or jurisdiction does not have a Restorative Practices Advisory Committee, the Restorative Practices Initiative/applicant must form the committee.

### **3A.2. Required Membership**

Restorative practices advisory committees must include the following members.

- A judge of the judicial district that will be served by the restorative practices initiative.
- The county attorney of a county that will be served by the restorative practices initiative or a designee.
- The chief district public defender in the district that will be served by the local restorative justice program or a designee.
- A representative from the children's unit of a county social services agency assigned to the area that will be served by the restorative practices initiative.
- A representative from the local probation department or community corrections agency that works with youth in the area that will be served by the restorative practices initiative.
- A representative from a local law enforcement agency that operates in the area that will be served by the restorative practices initiative.
- A school administrator or designee from a school or schools that operate in the area that will be served by the restorative practices initiative.
- Multiple community members that reflect the racial, socioeconomic, and other diversity of the population of a county that will be served by the local restorative justice program and the individuals most frequently involved in the truancy, juvenile offender, and juvenile safety and placement systems. Community members must make up at least one third of the advisory committee.

- Restorative practitioners, including restorative practitioners from within the community if available and, if not, from nearby communities.
- Parents, youth, and justice-impacted participants.
- At least one representative from a victims advocacy group.

### **3A.3. Restorative Practices Advisory Committee Meetings**

- The county or jurisdiction's Restorative Practices Advisory Committee must meet in November to consider requests from Restorative Practices Initiatives for letters of support.
- Restorative Practices Advisory Committees must give equitable consideration to all initiatives submitting a proposal.
- Restorative Practices Advisory Committees meetings to consider letters of support must provide a virtual attendance option so more members and a representative from the Office of RP can participate.
- Restorative Practices Advisory Committees meetings must use a restorative practice decision making process and come to consensus about which initiatives to support.

### **3A.4. Application Requirements**

- As noted below in section 4.4, applicants are required to submit a letter of support from the Restorative Practices Advisory Committee and a list of the Restorative Practices Advisory Committee members.
- To fulfill this requirement, a Restorative Practices Advisory Committee may send an email to the Restorative Practices Initiative/applicant stating the committee's consensus, including the names and positions/roles of attendees. This email or letter of support must be provided to the Restorative Practices Initiative/applicant as soon as possible, but no later than December 2, 2024.
- The Restorative Practices Initiative/applicant must upload a copy of this email or letter to e-grants with their application by the RFP deadline of December 6, 2024.

### **3A.5. Advisory Committee Meetings Information Available to All Interested Restorative Practices Initiative/Applicants**

- The Office of Restorative Practices seeks to ensure any interested Restorative Practices Initiative/applicant is aware of the November Restorative Practices Advisory Committee meeting to discuss Advisory Committee support of Restorative Practices Initiatives/applicants.
- To do so, the Office of Restorative Practices is collecting county/jurisdiction Restorative Practices Advisory Committee meeting information for any Advisory Committee meeting in November to consider letters of support for Restorative Practices Initiatives/applicants.

## 2025 RESTORATIVE PRACTICES INITIATIVES GRANT PROGRAM RFP

- This information must be submitted by Advisory Committees or by Restorative Practices Initiatives/applicants by completing [this online form](#) by 10/31/2024.
- The Office of Restorative Practices will publish the list of Advisory Committee meeting dates and times so all interested Restorative Practices Initiatives/applicants are aware of where to seek Advisory Committee support.

### **3A.6. Advisory Committee Meetings Timeline**

- **October 1 – October 31**
  - Restorative Practices Initiatives/applicants must determine if there is an existing Restorative Practices Advisory Committee in their county/jurisdiction.
  - If not, the Restorative Practices Initiative/applicant must form a committee with the required membership.
  - The Restorative Practices Initiative/applicant must encourage the county/jurisdiction Restorative Practices Advisory Committee to set a meeting between 11/10/24 and 11/23/24 where the Advisory Committee will hear from any Restorative Practices Initiative/applicant seeking support from the Advisory Committee.
  - The Restorative Practices Initiative/applicant must obtain the following information from the Restorative Practices Advisory Committee and submit to the Office of Restorative Practices by 10/31/24, 4:00pm using [this online form](#).
- **November 4:** The Office of Restorative Practices will publish details of all the Advisory Committee November meetings and Advisory Committee contacts so any interested Restorative Practices Initiatives/applicants can be considered. This information will be posted on the [Office of Restorative Practices website](#).
- **November 10 – November 23:** County/jurisdiction Restorative Practices Advisory Committees hold meetings to consider all Restorative Practices Initiatives/applicants seeking support from the Advisory Committee.
- **November 23 – December 2:** County/jurisdiction Restorative Practices Advisory Committees send letters of support either by letter or by email to Restorative Practices Initiatives/applicants.
- **December 6:** Restorative Practices Initiatives/applicants complete applications in egrants including uploading letters of support/advisory committee rosters.

## RFP Part 4: Application Components

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The following components are required for submission and review.

### **4.1 Narrative**

For the application narrative, please address the following items in a Word document: maximum 4 pages, ¾" margins, single-spaced, 12-point font size. Organize your proposal by labeling and numbering responses, providing an answer for each topic and answer in the order they are asked. Proposals are scored based on your responses to these questions. Any additional pages or supplemental materials (including links to websites) will not be included in the application packet provided to reviewers. When ready to submit, upload the narrative as an attachment in e-grants.

#### **4.1.1 Organizational Overview**

- Provide a description of the agency and its relationship to the advisory committee, local community (including target population) and relevant experience with restorative practices.
- Share your agency's experience with past grant management.

#### **4.1.2 Planning Process**

- Provide a description of the origins of the initiative, including how the community provided input, and whether/why you are proposing to expand an existing initiative or begin a new approach.
- Include relevant information such as how harmed parties' needs have or have not been met, rate of disruptive behavior in schools, neighborhood crime data, truancy rates, percentage of students doing online education due to interpersonal conflicts, etc.
- Describe how the grant will serve diverse populations, especially populations experiencing inequities and/or disparities.

#### **4.1.3 Project Description**

Describe and justify the proposed activities, including, as relevant:

- The alignment with restorative principles, practices, and values.
- Their engagement with the intervention stage (prevention, prior to court referrals)
- Training and collaboration plans
- Referral/outreach and admissions processes, program participation, completion, and termination.
- An estimated number of participants you expect to serve.
- Demographics and need of the participants you expect to serve.
- Describe roles and responsibilities of volunteers, community members and initiative's staff.

- Identification of key justice and educational system partners, including a summary of the roles and responsibilities of those partners.
- A description of how the initiative meets the minimum eligibility requirements of the grant.
- **Initiatives proposing to use restitution grant funds** must include how they will comply with restitution program requirements outlined in subdivisions 3, 4, and 5 of [Minnesota Laws of 2024, Chapter 123, article 9](#) (also listed in Appendix A.)

#### **4.1.4 Cultural Competence**

- Describe your agency's commitment to conduct activities or provide services in an accessible, welcoming, and respectful manner that is culturally sensitive and honors and values diverse life experiences.
- Describe how the ethnic, racial, economic, cultural, and geographic diversity of your agency's leadership staff, board of directors, and staff reflects the participants you intend to work with.
- Describe how the lived experience of your agency's leadership staff, board of directors, and staff is reflective of the participants you intend to work with.
- Describe your agency's relevant experience working with the target population.

#### **4.1.5 Evaluation**

Program evaluation can help you understand, verify, or increase the effect of your program. It can also provide you data to highlight your program's impact. In addition, it will build your capacity to evaluate your own programs and/or projects in the future.

Please describe how you will know the initiative is successful. Please note resources or capacities you have internally to track that success, and/or what support would seek externally. If this is a proposal to expand an existing initiative, describe any existing evaluation results, practices, or data collection tools.

Measured results may include:

- Exposure to restorative practices, relationships,
- Satisfaction of harmed parties,
- Empathy of people who caused harm,
- Engagement of those most affected by an incident,
- Increased collaborative processes,
- Approaches that are tailored to specific cultures knowledge, attitudes, behaviors, skills

#### **4.2 Workplan/Outcomes**

Applicants must complete a work plan. The work plan will be used as a roadmap throughout the life of the grant and used as the basis for reporting. The work plan allows you to describe the day-to-day activities. The work plan should align with the project description, budget, and evaluation plan. The plan should outline specific activities to achieve the goal, frequency of the activities, a timeline, and

who will be responsible to carry out the activities. You will also include intended outcomes and how you will measure the success of the each.

Download the work plan template from the Work Plan form in e-grants and make a copy of the template to complete a separate page for each of the planned project activities. Upload the completed work plan into the Work Plan form within the e-grants application.

### 4.3 Budget

Applicants must complete a budget. Your budget should be consistent with your narrative and work plan, making it clear how each of the activities will be funded. Enter the budget directly into e-grants. Directions for entering the budget are available in the [Application Guide](#).

#### ***Budget Preparation Instructions***

- The budget will cover an 18-month period effective on or around June 1, 2025 ending on or around November 30, 2026.
- All expenses must be itemized and directly chargeable to the grant.
- Budgets supported by grant funds can include contracts with partner agencies.
- Items must support program activities listed in the work plan.
- When estimating costs, please show your calculations by including quantities, unit costs and other details. Only include grant funded expenses in the budget descriptions.
- Budget line items may include personnel, payroll taxes and fringe, contract services, travel, training, program expenses, and other expenses. Not all line items need to be used.
- Calculations should be provided for all budget amounts.
- Funding must supplement, not supplant state and local government funds.
- Staff positions identified in budget must be clearly linked to activities in the work plan.
- Grant staff funded at less than 100% FTE with Restorative Practices Initiatives funds must keep detailed time tracking records of hours worked on grant activities.

#### ***Budget: Indirect Costs and Documentation***

Indirect costs, often referred to as overhead, are costs shared by the organization as a whole and most often are not able to be broken down within each program of the organization. Indirect costs can be requested in one of the following ways:

1. Budget expenses directly in the applicable budget categories.
2. Use the federally allowed de minimus rate of 10% of Modified Total Direct Costs (MTDC). MTDC calculation **excludes** equipment, rental costs, participant support costs (Direct Client Assistance), and the portion of each subcontract in excess of \$25,000.
3. Use your federally approved indirect cost rate. If the federally approved indirect cost rate has expired, then indirect costs must be directly charged in appropriate budget categories.

Using the Indirect Rate Documentation form in the application, you will calculate and request the indirect costs amount entered in your application's budget. Complete either the Modified Total Direct Costs (MTDC) or federal rate request form and if using a federally approved rate upload a current copy of your indirect costs agreement.

#### 4.4 Attachments

All applications must include the following. Please upload to e-grants with your application.

- A list of restorative practices advisory committee members. See [MS 299A.95, subdivision 6](#) for required members of this committee.
- Letter of support from the restorative practices advisory committee for the jurisdiction in which the initiative is located.
  - If the initiative's jurisdiction restorative practices advisory committee has not yet held a meeting to approve proposals for this grant, applicants may include a list of willing advisory committee members and letters of support from those members must be included.
- Applications requesting restitution funding must include an additional letter of support from the restorative practices advisory committee in the jurisdiction where the applicant will operate outlining support for the restitution program. If the restorative practices advisory committee has not been established, at least two letters of support from potential restorative practices advisory committee members are required, one of whom must be a:
  - judge of the judicial district served by the restorative practices initiative
  - county attorney or designee of a county served by the restorative practices initiative
  - representative from the local probation department or community corrections agency that works with youth in the area that will be served by the restorative practices initiative.

#### 4.5 Project Information Form

All applications must include the following information. You will input this information directly into the form in e-grants and it will be used as the cover sheet for the application. You will need:

- Contact information for the fiscal agent, including federal and state identification numbers.
- Authorized representative information (the person/s responsible for signing the grant agreement)
- Contact information for agency representative designated as project contact
- Project information

## 4.6 Organizational Financial Information Form

This information will be entered into e-grants form.

- Grantee Information (entity type)
- Fiscal Information (accounting basis, fiscal year)
- Financial Documentation (based on annual revenue amount)
- Administrative Systems & Internal Controls (upload organizational chart)
- Grant Management Experience

## RFP Part 5: Application Review Process

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This is a competitive application process. A copy of the review form and scoring is available on the OJP grants website. A review committee will read and rate applications. The reviewers will meet and discuss the proposals and then put forth their recommendations. A final staff review will consider geographic locations, coordination with other federal, state, and local funding, and past grantee performance if applicable. Timeliness and completeness of past grant financial and progress reporting is also considered. The Commissioner of Public Safety will make the final funding decisions and award notification will be by email to applicants.

### 5.1 Application Checklist

Please note, applications will not be submitted for review if any of following are missing.

- **4.1 Narrative** addressing questions listed above must be uploaded
- **4.2 Workplan** must be uploaded
- **4.3 Budget** with calculations included
- **4.4 Attachments** must be uploaded
  - List of advisory committee members
  - Letters of support
  - Additional letters of support, if requesting restitution grant funding
- **4.5 Project Information form** must be completed in e-grants
- **4.6 Organization Financial Information form** must be completed, including current financial documents (2022 or newer.)

### 5.2 Call for Reviewers

OJP is recruiting grant reviewers for this review and for other RFPs coming from OJP. Reviewers who fully participate in the process are eligible for a \$100 honorarium. OJP is interested in a broad range of individuals for grant reviews, however reviewers should have knowledge, expertise, or lived experience with restorative practices and/or restorative talking circles such as community restorative

practice facilitators, community members with justice system experience, survivors of crime, crime victim service providers, youth service providers, county attorney staff, social service workers, evaluators, and educators. For more information on what is required, the time commitment, and to apply, please visit the [OJP grants website](#)

## RFP Part 6: Post Award Requirements

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- **Pre-Award Risk Assessment and Financial Review.** In accordance with state and federal grant management policies it is required to consider a grant applicant's past performance before awarding subsequent grants to them.
- **Minnesota's Commitment to Diversity and Inclusion in Procurement**  
The State of Minnesota is committed to diversity and inclusion in its public procurement process. The goal is to ensure that those providing goods and services to the State are representative of our Minnesota communities and include businesses owned by minorities, women, veterans, and those with substantial physical disabilities. Creating broader opportunities for historically under-represented groups provides for additional options and greater competition in the marketplace, creates stronger relationships and engagement within our communities, and fosters economic development and equality.  
To further this commitment, the Department of Administration operates a program for Minnesota-based small businesses owned by minorities, women, veterans, and those with substantial physical disabilities. For additional information on this program, or to determine eligibility, please call 651-296- 2600 or go to the [OEP website](#).
- **Grant Contract Process.** After being selected for funding, OJP staff will work with the applicant to negotiate a final budget. The formal grant contract consists of the Grant Agreement, the Terms and Conditions, the Program Guidelines, and budget. The Grant Agreement will be initiated, signed by grantee and OJP, and once fully executed it is then a legally binding agreement. Grant agreements not signed within 30 days of receipt may be canceled.
- **Progress Reporting.** Grantees will be required to submit quarterly progress and expense reports with supporting reimbursement documentation and one final report with the POST number for each candidate and any outstanding supporting reimbursement documentation.
- **Grant Payments.** This is a cost reimbursement grant. Grantees will only be paid for eligible expenses that are incurred and are consistent with the negotiated budget.
- **OJP Grant Manual.** Grantees, grantee subgrants and contracts agree to follow the OJP Grant Manual as part of the application process. The manual is a resource for how our office manages grants and covers topics such as grant administration policies, program modification policies, general accounting requirements, etc. [OJP Grant Manual](#)

## RIGHT OF CANCELLATION

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The State reserves the right to cancel this solicitation if it is considered to be in its best interest. The State reserves the right to negotiate modifications to the application or to reject any and all applications received as a result of this Request for Proposals. The State does not intend to award a grant contract solely on the basis of any response made to this request or pay for information solicited or obtained.

## Appendix A: Minnesota Statute and Session Law

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### Restorative Practices Initiatives Grants Program

<https://www.revisor.mn.gov/statutes/cite/299A.95>.

- (a) Within available appropriations, the director shall award grants to establish and support restorative practices initiatives and for the restitution program described 142.19 in section 299A.955. An approved applicant must receive a grant of up to \$500,000 each year.
- (b) On an annual basis, the Office of Restorative Practices shall establish a minimum number of applications that must be received during the application process. If the minimum number of applications is not received, the office must reopen the application process.
- (c) Grants may be awarded to private and public nonprofit agencies; local units of government, including cities, counties, and townships; local educational agencies; and Tribal governments. A restorative practices advisory committee may support multiple entities applying for grants based on community needs, the number of youth and families in the jurisdiction, and the number of restorative practices available to the community. Budgets supported by grant funds can include contracts with partner agencies.
- (d) Applications must include the following:
  - a list of willing restorative practices advisory committee members;
  - letters of support from potential restorative practices advisory committee members;
  - a description of the planning process that includes:
    - a description of the origins of the initiative, including how the community provided input; and
    - an estimated number of participants to be served; and
  - a formal document containing a project description that outlines the proposed goals, activities, and outcomes of the initiative including, at a minimum:
    - a description of how the initiative meets the minimum eligibility requirements of the grant;
    - the roles and responsibilities of key staff assigned to the initiative;
    - identification of any key partners, including a summary of the roles and responsibilities of those partners;
    - for evaluation and data collection.
- In determining the appropriate amount of each grant, the Office of Restorative Practices shall consider the number of individuals likely to be served by the local restorative practices initiative.

## Restorative Practices Restitution Program

### [Minnesota Laws of 2024, Chapter 123, Article 9, Section 2.](#)

- Subdivision 1. Definitions.
  - (a) As used in this section, the following terms have the meanings given.
  - (b) "Juvenile" has the same meaning as given to the term "child" in section 260B.007, subdivision 3.
  - (c) "Juvenile offense" means a violation of local, state, Tribal, or federal law, other than a juvenile petty offense or a major traffic offense, committed by a juvenile within the boundaries of the state of Minnesota.
  - (d) "Juvenile petty offense" has the meaning given in section 260B.007, subdivision 16.
  - (e) "Major traffic offense" has the meaning given in section 260B.225, subdivision 1, paragraph (b).
  - (f) "Victim" has the meaning given in section 611A.01, paragraph (b).
- Subd. 2. Establishment; purpose. The Office of Restorative Practices must establish a restorative practices restitution grant program. Restorative practices restitution grants must be used to reimburse victims for economic losses or other harm resulting from an act that would constitute a juvenile offense, juvenile petty offense, or major traffic offense committed by a juvenile if the juvenile participates in a restorative process to address the harm.
- Subd. 3. Eligibility; application; amount.
  - (a) A restorative practices initiative is eligible for a grant under this section in any fiscal year in which the Office of Restorative Practices awards the restorative practices initiative a grant under section 299A.95, subdivision 5. A restorative practices initiative may submit an application under this section before the Office of Restorative Practices acts on an application submitted pursuant to section 299A.95, subdivision 5.
  - (b) Applicants must submit an application in the form and manner established by the Office of Restorative Practices. Applications must include a letter of support from the restorative practices advisory committee in the jurisdiction where the applicant will operate or, if the restorative practices advisory committee has not been established, at least two letters of support from potential restorative practices advisory committee members, one of whom must be a member described in section 299A.95, subdivision 6, paragraph (a), clause (1), (2), or (5).
  - (c) A grant issued under this section may be in an amount of up to 15 percent of the amount awarded to the restorative practices initiative under section 299A.95, subdivision 5.
- Subd. 4. Reimbursement procedures.
  - (a) A grant recipient must establish policies and procedures to verify that a person is a victim of an act that would constitute a juvenile offense, juvenile petty offense, or

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- major traffic offense committed by a juvenile and the amount of economic loss or other harm sustained by the victim.
- (b) A grant recipient must establish policies and procedures for the payment of reimbursement to victims and to record the amount paid. Payment may be made directly to a victim or, if applicable, to a court administrator or probation officer.
  - (c) Policies and procedures established under this subdivision must be approved by the restorative practices advisory committee in the jurisdiction where the restorative practices initiative operates.
- Subd. 5. Data practices.
    - (a) Personal history information and other information collected, used, and maintained by a restorative practices initiative operating a restorative practices restitution program under this section are private data on individuals as defined in section 13.02, subdivision 12, and the grantee shall maintain the data in accordance with the provisions of chapter 13, if:
      - (1) the identity and location of any crime victim may be determined from the data; or
      - (2) the identity and location of any juvenile who committed an act that would constitute a juvenile offense, juvenile petty offense, or major traffic offense committed by a juvenile may be determined from the data.
    - (b) Personal history data and other information collected, used, and maintained by the Office of Restorative Practices are private data on individuals as defined in section 13.02, subdivision 12, if:
      - (1) the identity and location of any crime victim may be determined from the data; or
      - (2) the identity and location of any juvenile who committed an act that would constitute a juvenile offense, juvenile petty offense, or major traffic offense committed by a juvenile may be determined from the data.
    - (c) The Office of Restorative Practices must establish written procedures to ensure that only individuals authorized by law may enter, update, or access data classified as nonpublic or private data on individuals. An authorized individual's ability to enter, update, or access not public data must correspond to the official duties or training level of the individual and to the statutory authorization granting access for that purpose. All queries and responses, and all actions in which not public data are entered, updated, accessed, shared, or disseminated, must be recorded in a data audit trail. Data contained in the audit trail have the same classification as the underlying data tracked by the audit trail.

## Restorative Practices Advisory Committees

<https://www.revisor.mn.gov/statutes/cite/299A.95>.

Subd. 6. Restorative practices advisory committees; membership and duties.

- (a) Restorative practices advisory committees must include:
  - (1) a judge of the judicial district that will be served by the restorative practices initiative;
  - (2) the county attorney of a county that will be served by the restorative practices initiative or a designee;
  - (3) the chief district public defender in the district that will be served by the local restorative justice program or a designee;
  - (4) a representative from the children's unit of a county social services agency assigned to the area that will be served by the restorative practices initiative;
  - (5) a representative from the local probation department or community corrections agency that works with youth in the area that will be served by the restorative practices initiative;
  - (6) a representative from a local law enforcement agency that operates in the area that will be served by the restorative practices initiative;
  - (7) a school administrator or designee from a school or schools that operate in the area that will be served by the restorative practices initiative;
  - (8) multiple community members that reflect the racial, socioeconomic, and other diversity of the population of a county that will be served by the local restorative justice program and the individuals most frequently involved in the truancy, juvenile offender, and juvenile safety and placement systems;
  - (9) restorative practitioners, including restorative practitioners from within the community if available and, if not, from nearby communities;
  - (10) parents, youth, and justice-impacted participants; and
  - (11) at least one representative from a victims advocacy group.
- (b) Community members described in paragraph (a), clause (8), must make up at least one-third of the restorative practices advisory committee.
- (c) Community members, parents, youth, and justice-impacted participants participating in the advisory committee may receive a per diem from grant funds in the amount determined by the General Services Administration.
- (d) The restorative practices advisory committees must utilize restorative practices in their decision-making process and come to consensus when developing, expanding, and maintaining restorative practices criteria and referral processes for their communities.
- (e) Restorative practices advisory committees shall be responsible for establishing eligibility requirements for referrals to the local restorative practices initiative. Once restorative

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practices criteria and referral processes are developed, children, families, and cases, depending upon the point of prevention or intervention, must be referred to the local restorative practices initiatives or programs that serve the county, local community, or Tribal community where the child and family reside.

- (f) Referrals may be made under circumstances, including but not limited to:
  - (1) as an alternative to arrest as outlined in section [260B.1755](#);
  - (2) for a juvenile petty offense;
  - (3) for a juvenile traffic offense;
  - (4) for a juvenile delinquency offense, including before and after a delinquency petition has been filed;
  - (5) for a child protection case, including before and after adjudication;
  - (6) for a children's mental health case;
  - (7) for a juvenile status offense, including but not limited to truancy or running away;
  - (8) for substance use issues;
  - (9) for situations involving transition to or from the community; and
  - (10) through self-referral.

## Appendix B: Tentative Scoring Rubric

This is a tentative scoring rubric for community review as of November 27, 2024. Changes may be made prior to community Review

### Scoring Guide

- Excellent (5): Outstanding quality; exceeds all aspects of the minimum requirements; no significant weaknesses.
- Very strong (4): Strong, could have included more detail but meets requirements well.
- Good (3): Good Response, meets requirements; some weaknesses, but correctable.
- Weak (2): Lack of essential information; significant weaknesses.
- Unsatisfactory (1): Fails to meet minimum requirements.
- Missing information (0): Missing information or didn't answer the question(s).

### Scoring Rubric

ORGANIZATIONAL OVERVIEW			
<i>Organizational Overview Scoring</i>	<i>Points Awarded (0-5)</i>	<i>Weight</i>	<i>Total Points</i>
Does the application provide a description of: <ul style="list-style-type: none"> <li>• The agency (1pt)</li> <li>• Its relationship to the advisory committee (1 pt)</li> <li>• Local community (including target population) (1 pt)</li> <li>• Relevant experience with restorative practices (1 pt)</li> <li>• Experience with past grant management (1 pt)</li> </ul>	5	1	5
<b><i>Organizational Overview Scoring Subtotal</i></b>			<b>5</b>
<i>Organizational Overview Comments</i>			
<b><i>Strengths:</i></b> <i>If you felt this section was strong, what specifically would you share was persuasive to you about the proposed project?</i>			
<b><i>Weaknesses/Concerns:</i></b> <i>If you felt this section was weak, what specifically would you share for how to improve the proposed project?</i>			

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<b>PLANNING PROCESS</b>			
<b><i>Planning Process Scoring</i></b>	<b><i>Points Awarded (0-5)</i></b>	<b><i>Weight</i></b>	<b><i>Total Points</i></b>
Does the application: <ul style="list-style-type: none"> <li>• Provide a description of the origins of the initiative, including how the community provided input (3 pts)</li> <li>• Describe whether/why they are proposing to expand an existing initiative or begin a new approach (2 pts)</li> </ul>	5	2	10
Does the applicant include relevant information such as: <ul style="list-style-type: none"> <li>• How harmed party's needs have or have not been met (1 pt)</li> <li>• Rate of disruptive behavior in schools (1pt)</li> <li>• Neighborhood crime data and/or truancy rates (1pt)</li> <li>• Percentage of students doing online education due to interpersonal conflicts (1 pt)</li> <li>• How it will serve diverse communities (1pt)</li> </ul>	5	1	5
<ul style="list-style-type: none"> <li>• How strong is the recommendation letter(s) of the Advisory Committee for this proposal? (2 pts)</li> <li>• How well does the list of Advisory Committee members supporting this proposal demonstrate authentic engagement with community members? (2 pts)</li> <li>• To what degree are the Advisory Committee members listed in statute reflected in the Committee members listed on the letter of support (1 pt)</li> </ul>	5	2	10
<b><i>Planning Process Scoring Subtotal</i></b>			<b><i>25</i></b>
<b><i>Planning Process Comments</i></b>			
<b><i>Strengths:</i></b> <i>If you felt this section was strong, what specifically would you share was persuasive to you about the proposed project?</i>			
<b><i>Weaknesses/Concerns:</i></b> <i>If you felt this section was weak, what specifically would you share for how to improve the proposed project?</i>			

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PROJECT ACTIVITIES AND WORKPLAN			
<i>Project Activities and Workplan Scoring</i>	<i>Points Awarded (0-5)</i>	<i>Weight</i>	<i>Total Points</i>
<p>Does the application describe and justify the proposed activities, including, as relevant:</p> <ul style="list-style-type: none"> <li>• The alignment with restorative principles, practices, and values (2 pts)</li> <li>• Their engagement with the intervention stage (prevention, prior to court referrals) (1 pt)</li> <li>• Training and collaboration plans (1 pt)</li> <li>• Referral/outreach and admissions processes, program participation, completion, and termination (1 pt)</li> </ul>	5	2	10
<p>Does the application:</p> <ul style="list-style-type: none"> <li>• Provide an estimated number of participants to be served (1 pt)</li> <li>• Describe participants to be served (4 pts)</li> </ul>	5	1	5
<p>Does the application define roles and responsibilities of:</p> <ul style="list-style-type: none"> <li>• Key staff assigned to the project from applicant agency and key partner agencies (2 pts)</li> <li>• Justice system and educational partners and their contributions (2 pts)</li> <li>• Volunteers &amp; community members (1 pt)</li> </ul>	5	1	5
<p>Does the workplan:</p> <ul style="list-style-type: none"> <li>• Align with the project description (1 pt)</li> <li>• Specifies objectives and related activities, purpose, frequency &amp; outputs, timeline (1 pt)</li> <li>• Identify person/s responsible (including external partners) (1 pt)</li> <li>• Align with the budget (1 pt)</li> </ul> <p>Is the workplan:</p> <ul style="list-style-type: none"> <li>• Feasible and clear (1 pt)</li> </ul>	5	1	5
<b><i>Project Activities and Workplan Scoring Subtotal</i></b>			<b>25</b>
<b><i>Project Activities and Workplan Comments</i></b>			
<b><i>Strengths:</i></b> <i>If you felt this section was strong, what specifically would you share was persuasive to you about the proposed project?</i>			

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<b>Weaknesses/Concerns:</b> <i>If you felt this section was weak, what specifically would you share for how to improve the proposed project?</i>	
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CULTURAL COMPETENCY			
Cultural Competency Scoring	Points Awarded (0-5)	Weight	Total Points
Does the application: <ul style="list-style-type: none"> <li>• Demonstrate that it is culturally sensitive and honors and values diverse life experiences (2 pts)</li> <li>• Describe the agency’s relevant experience working with the target population (2 pts)</li> <li>• Describe the agency’s commitment to conduct activities or provide services in an accessible, welcoming, and respectful manner (1 pt)</li> </ul>	5	1	5
Does the application describe: <ul style="list-style-type: none"> <li>• How the grant will serve diverse populations, especially populations experiencing inequities and/or disparities (2 pts)</li> <li>• How the ethnic, racial, economic, cultural, and geographic diversity of the agency’s leadership staff, board of directors, and staff reflects the participants they intend to work with (2 pts)</li> <li>• How the lived experience of the agency’s leadership staff, board of directors, and staff is reflective of the participants they intend to work with (1 pt)</li> </ul>	5	1	5
<b>Cultural Competency Scoring Subtotal</b>			<b>10</b>
Cultural Competency Comments			
<b>Strengths:</b> <i>If you felt this section was strong, what specifically would you share was persuasive to you about the proposed project?</i>			
<b>Weaknesses/Concerns:</b> <i>If you felt this section was weak, what specifically would you share for how to improve the proposed project?</i>			

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EVALUATION			
<i><b>Evaluation Scoring</b></i>	<i><b>Points Awarded (0-5)</b></i>	<i><b>Weight</b></i>	<i><b>Total Points</b></i>
<ul style="list-style-type: none"> <li>• Did the application include resources or capacities they have internally to track success and/or supports they will/would seek externally (2 pts)</li> <li>• Were measured results included (2 pts)</li> <li>• Does the evaluation align with the workplan (1 pt)</li> </ul>	5	1	5
<i><b>Evaluation Scoring Subtotal</b></i>			<b>5</b>
<i><b>Evaluation Comments</b></i>			
<i><b>Strengths:</b> If you felt this section was strong, what specifically would you share was persuasive to you about the proposed project?</i>			
<i><b>Weaknesses/Concerns:</b> If you felt this section was weak, what specifically would you share for how to improve the proposed project?</i>			

BUDGET			
<i><b>Budget Scoring</b></i>	<i><b>Points Awarded (0-5)</b></i>	<i><b>Weight</b></i>	<i><b>Total Points</b></i>
Does the budget reflect reasonable and necessary expenses?	5	1	5
The budget requests an appropriate amount based on number served and activities proposed	5	1	5
<i><b>Budget Scoring Subtotal</b></i>			<b>10</b>
<i><b>Budget Comments</b></i>			
<i><b>Strengths:</b> If you felt this section was strong, what specifically would you share was persuasive to you about the proposed project?</i>			
<i><b>Weaknesses/Concerns:</b> If you felt this section was weak, what specifically would you share for how to improve the proposed project?</i>			

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TOTAL SCORE/OVERALL COMMENTS	
	<b>Total Score</b> <i>(Out of 80 possible points)</i>
	<b>80</b>
<b>Overall Strengths</b>	
<b>Overall Concerns</b>	

RESTITUTION PROGRAM, if applicable (Juvenile-Based Applications Only)		
Criteria	Y/N	Y/N
<b>Does the application reflect:</b> <ul style="list-style-type: none"> <li>• An initiative for juvenile offenders (adult not eligible)</li> <li>• Approval process of listed policies &amp; procedures by the Restorative Practices Advisory Committee</li> </ul>		
<b>Does the application reflect:</b> <ul style="list-style-type: none"> <li>• Policies &amp; procedures verifying a person was a victim of a qualifying offense</li> <li>• Policies &amp; procedures verifying the economic loss or other harm sustained by the victim</li> <li>• Policies &amp; procedures around appropriate data maintenance of private data</li> <li>• Policies &amp; procedures verifying payment of the reimbursement paid to the victim and record of its payment</li> </ul>		