



Department of Public Safety
Minnesota Office of Justice Programs

2025 Restorative Practices Advisory Committee Planning Grant

GRANT REQUEST FOR PROPOSALS (RFP)

January 7, 2025

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Request for Proposals (RFP) Part 1: Overview

1.1 General Information

- Grant Name: 2025 Restorative Practices Advisory Committee (RPAC) Planning Grant
- [Minnesota Office of Justice Programs \(OJP\) Website](#)
- Open for Applications: January 7, 2025
- Application Due Date: 12:00pm/noon on February 10, 2025

1.2 Program Description

The purpose of this request for proposals is to fund the creation of the statutorily required Restorative Practices Advisory Committees. Restorative Practice Advisory Committees (RPAC) are a collaborative group of community members and system partners. RPACs will meet regularly and 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 county, Tribal Nation, or collaborative of Tribal Nations and/or counties. Once these criteria are developed, cases must be referred to the local restorative practices initiatives. The advisory committees make recommendations to the Office of Restorative Practices (ORP) regarding initiatives that are requesting grant funding, they can also request grant funding for the functions of the RPAC itself and for per diem for the community members listed in the statute.

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.

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 \$500,000 is available for planning grants to establish Restorative Practices Advisory Committees pursuant to [Minnesota Statute 142A.76](#). Applicants may propose funding up to \$40,000.

Project Dates

The grant period for the awarded grants will be approximately June 1, 2025, through May 31, 2026.

Minimum Number Applications

Minnesota Statute 142A.76 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 1.

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 Nations.

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.

Information Sessions

OJP will offer an online information session where staff will provide brief background on the 2025 Restorative Practices Advisory Committee Planning Grants, 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, January 16, 2025, 11:00 am-12:00pm/noon**
 - Register Here: [Info Session for RPAC Planning Grant RFP](#)

RFP Part 2: Requirements & Resources

2.1 Statutory Requirements for Restorative Practices Advisory Committees

There should normally be one Restorative Practices Advisory Committee per Tribal Nation or county. An RPAC can also include a consortium of counties and/or Tribal Nations.

Required Membership

Restorative practices advisory committees must include the following members.

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. Community members must make up at least one third of the advisory committee.
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.
11. At least one representative from a victims advocacy group.

RPAC members described in paragraphs (8) and (10) above are eligible for per diems with grant funds.

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.

RFP Part 3: Application Process and Instructions

3.1 Application Deadline

Applications must be submitted using the [e-grants](#) web-based system by 12:00 p.m. on February 10, 2025. 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. 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 4: Application Components

The following components are required for submission and review. An organization can apply for the creation of their county’s or Tribal Nation’s Restorative Practices Advisory Committee.

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 Service Area

- What is your County, Tribal Nation, or consortium of Tribal Nations and/or Counties that the RPAC will cover?
- Include population level data as you are able.

4.1.2 Lead Organization

- The lead organization will be the catalyst for the RPAC formation but will not accomplish the goal alone. The organization serves as the convener to bring together the other key community members that need to be part of the RPAC. The organization can hold the vision, call the meetings, maintain communication, keep accountability, and maintain momentum on behalf of the people in the community.
- Why is this organization in this community the right organization to lead the work?
- How does this organization in the community hold trust and accountability?

- Does this organization have experience mobilizing cross sector stakeholders for efforts centering on young people?

4.1.3 Staff Capacity

- The work will be short-term, intensive planning time, both within your community and within the grantee network. It will be critical that the lead organization is able to devote a key staff member, at an appropriate decision-making capacity, to participate in the work. The staff lead can expect to do one-on-one meetings with community members/organizations (depending on the size of your community, this could mean 10-20 meetings), build RPAC (likely meeting monthly) and attend monthly coaching or statewide advisory committee meetings with other counties. This role may also create a communication strategy to keep community members engaged in the work.
 - Name/Role of who will lead the work and a short professional bio of experiences that connect to this work.
 - How will this fit into their role or the goals of their position?
 - How many hours (weekly) will they be able to devote to this work?
 - Given that person's salary, how much time would that mean per month?

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.

4.2 Budget

Applicants must complete a budget. Your budget should be consistent with your narrative making it clear how the work 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 a 12-month period effective on or around June 1, 2025, ending on or around May 31, 2026.
- All expenses must be itemized and directly chargeable to the grant.
- Budgets supported by grant funds can include contracts with partner agencies.

- 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, mileage, per diem 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 the work in the proposal.
- Grant staff funded at less than 100% FTE with Restorative Practices Advisory Committee planning grant 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 15% 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.

4.3 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

4.4 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

This is a competitive application process. 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, type or organization, 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 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 Budget** with calculations included
- **4.3 Project Information form** must be completed in e-grants
- **4.4 Organization Financial Information form** must be completed. Financial documents from the applicant's most recent accounting fiscal year must be complete and submitted.

RFP Part 6: Post Award Requirements

- **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.
- **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

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.