



**DEPARTMENT OF CHILDREN,  
YOUTH, AND FAMILIES**

**2026-2027 Restorative Practices Initiative Grant RFP  
RFP Overview and Q&A**

## **Department of Children, Youth, and Families**

The Department of Children, Youth, and Families puts children at the center of state government, creating a permanent state agency and commissioner focused on elevating children and families in policy and budget decisions.

This realigns state government to advance equitable outcomes for children, youth, and families through transformative, partnership-driven policies, programs and practices.

## **Office of Restorative Practices**

Office of Restorative Practices (ORP) strengthens solutions that already exist to repair harm, rebuild trust, and help Minnesota's children, youth, and families thrive.

ORP advances the use of restorative practices across a range of partnerships with community partners and systems including:

- pretrial diversion programs
- delinquency and criminal justice
- child welfare, education, and
- community violence prevention.

The purpose of this request for proposals is to promote initiatives statewide that create new restorative practice programs or have current programs in place. Current grantees can apply.

[Grant RFP Programs | Minnesota Department of Children, Youth, and Families](#)

**The activities funded through this RFP are:**

- Intended to benefit individuals (youth and adults) and communities impacted by harm, including those who have caused harm, those who have been harmed, their families, and the broader communities connected to them.
- Include work across a range of systems, including pretrial diversion programs, delinquency and criminal justice, child welfare, education, and community violence prevention.
- The Restorative Practices Initiatives grant program is intended to support programs that are grounded in the core principles of Restorative Practices.

# Grant Details



- The **grant period** is expected to be 15 months starting on or around March 1, 2026, through June 30, 2027
- The **maximum amount** an applicant can propose is \$500,000 for the grant period
- **Competitive** Request for Proposal Process
- This is a **reimbursement only grant**, with no funds being advanced to the grantee at time of award
- Apply individually or as a partnership with another organization!

# Restitution

## Restitution Program

In conjunction with the Restorative Practices Initiative grant program, up to 15% of a proposal's 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 **committed by a child or youth who participates in a restorative process to address a harm** that would constitute any of the following:
  - Juvenile offense
  - Juvenile petty offense
  - Major traffic offense

See statute [142A.765 RESTORATIVE PRACTICES; RESTITUTION PROGRAM.](#)

# Proposal Requirements

RFP Pg.4-5



## Eligible Applicants

- 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.



## Applications must be emailed to [megan.heisz@state.mn.us](mailto:megan.heisz@state.mn.us)

- Applications will not be accepted after 4:00 p.m. Friday, December 19, 2025



## Proposal Contents

- Proposal Cover Page and Table of Contents
- Executive Summary
- Description of the Applicant Organization
- Description of Target Population
- Project Goals and Objectives
- Project Activities and Work Plan
- Evaluation Plan
- Budget Proposal – *Calculations must be included. Your budget should be consistent with your narrative and work plan*
- Professional Responsibility and Data Privacy
- Required Statements and Forms

# Application – Proposal Cover Page and TOC

RFP Pg. 5

- Complete the Proposal Cover Page in Appendix B. List each section and the accompanying page number.
  - RFP to promote restorative practice programs | Minnesota Department of Children, Youth, and Families

# Application – Executive Summary

RFP Pg. 5

- The Executive Summary should include the following elements:
  - The Executive Summary should show the Responder's overall design of the project in response to achieving the tasks and deliverables as defined in this RFP.
  - The Executive Summary should demonstrate the organization's familiarity with the project elements, its solutions to the problems presented and knowledge of the requested services.
  - Distinguish if the proposal is to support new programming or proposing an expansion to existing programming. If you are expanding, please provide justification for the expansion (e.g. unable to meet current levels of demand, looking to expand to a new service area etc.).

# Application – Description of the Applicant Organization

RFP Pg. 5-6

**This section must include information on:**

1. The programs and activities of the organization,
2. The number of people served,
3. Geographic area served, and
4. Staff experience, and/or programmatic accomplishments.
5. Applicants should include reasons why the organization is capable of effectively delivering the services outlined in the RFP.
6. Include a brief history of the organization and all strengths that are considered an asset to the program.
7. Demonstrate the length, depth, and applicability of all prior experience in providing the requested services, the skill and experience of lead staff, and designate a project manager with experience in planning and providing the proposed services.
8. *Optional:* Explain how the organization staff and leadership are reflective of the community, culturally competent, and responsive to the population(s) being served (see next section).
9. Identify the plan, including that related to staff recruitment and retention, for improving community ties, rapport, and engagement.

# Application – RPAC Requirements

RFP Pg. 6

**A letter of support from the restorative practices advisory committee (RPAC) for the jurisdiction in which the initiative is located is *required*.**

- A list of RPAC's is available at <https://dcyf.mn.gov/restorative-practices-1>.
- If you don't see your county listed, please contact [restorativepractices.dcyf@state.mn.us](mailto:restorativepractices.dcyf@state.mn.us)
  - Existing RPAC's are open to review applications outside their jurisdiction if needed
- Include a list of restorative practices advisory committee members.
- **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.

# Application – Description of Target Population

RFP Pg. 6-7

It is the policy of the State of Minnesota to ensure fairness, precision, equity and consistency in competitive grant awards. This includes implementing diversity and inclusion in grant-making. Policy 08-02 establishes the expectation that grant programs intentionally identify how the grant serves diverse populations, especially populations experiencing inequities or disparities.

1. Describe the level of need for services in the community and what group or groups of individuals will be targeted for services by your organization's program.
2. Describe how your program will serve diverse populations, and especially populations experiencing inequities and/or disparities in this area.
3. Discuss whether the program and activities will have a local, regional or statewide impact, and whether they will serve low- and moderate-income individuals and families.
4. Describe the services provided and outreach methods that will be used to effectively reach the target population.
5. Include a description of referral systems, staff experience, and other methodologies to reach the target population.
6. Discuss how the programs and activities will positively impact the target population;
7. Responder may provide examples, performance measures, and desired outcomes.

# Application – Project Goals and Objectives

RFP Pg. 7

Clearly define and discuss the goals and objectives of the project.

1. GOALS – should be broad, overarching statements. What will this project or program do?
2. OBJECTIVES – should be specific and measurable

Propose and describe specific milestones and outcomes that will be used to demonstrate the program's effectiveness.

# Application – Project Activities and Work Plan

RFP Pg. 7

- Responders should use the Work Plan Template in [Appendix C](#).

All proposals submitted under this RFP must address, in sufficient detail:

1. How the Responder will fulfill the expected outcomes and features set forth above. Simply repeating the outcomes and features and asserting that they will be performed is not an acceptable response.
2. Detail how the project will be carried out in an effective and efficient manner, including:
  - who will be involved,
  - what resources are required,
  - target dates for project activities,
  - and the timeframe for completion.
3. Provide a description of the program design you propose to implement.

# Application – Evaluation Plan

RFP Pg. 7-8

The STATE is committed to funding services that produce a measurable result for the people of Minnesota. Responder must develop indicators of the success and effectiveness of the program and be able to measure and evaluate them to determine outcomes.

This section should describe the methods and criteria that will be used to measure whether the project goals and objectives have been achieved.

1. In accordance with Minnesota Statutes, section 142A.76, subdivision 8, grantees are required to report the program's 1) impact on recidivism, public safety, and local financial investments in restorative practices; and (2) summary data on the amount of grant funds paid to restorative practice participants, as defined in Minnesota Statutes, section 595.02, subdivision 1b,(a)(2), and the purpose of the payment.
2. Additional measured results may include:
  - Exposure to restorative practices, relationships established, etc.
  - Satisfaction of harmed parties.
  - Empathy of people who caused harm.
  - Engagement of those most affected by an incident.
  - Increased collaborative processes.

# Application – Budget

RFP Pg. 8

Submit the budget proposal using the Budget and Narrative Template in [Appendix D](#).

This section should specify the grant amount requested and detail all expenses for the proposed project. Describe and explain the proposed use of the grant funds and any applicable matching funds.

1. Identify supporting services, associated costs and which components are essential to delivering minimum quality services.
2. Include a budget narrative for the applicant and each subcontracting entity. The explanation should provide sufficient detail to justify the total amount budgeted in each category.
3. The program budget must be complete and reasonable, must correspond to the proposed program activities, and must specify how the amounts for each budget item were determined.

# Application – Budget Allowability Guide

Use this Budget Allowability Guide as a tool to develop your budget and identify where certain expenses should be listed in the budget:

Office of Restorative Practice (ORP) Grants 2026-2027 Budget Allowability Guide (BAG)	
This guide should be used by responders as a tool to develop their proposal materials for the ORP grant funds.	
<b>Personnel</b>	<b>Requirements</b> <ul style="list-style-type: none"><li>A <a href="#">daily time tracking log</a> is required for any position being paid with multiple sources of funding (Federal, State, and/or non-OJP funding).</li><li>List all staff positions charged to the grant on a separate line item. Budget the gross pay for each position.</li><li>Include each position's job title, current FTE, % billed to the grant, and hourly rate calculation for the entire grant period.</li><li>Wages includes overtime pay, holiday pay, paid leave time, and staff bonuses in accordance with agency policy, and must be billed in proportion to the actual hours worked on the project.</li></ul> <b>Allowable Expenses</b> <p>Staff hours related to the program – (e.g. <i>includes providing direct services, conducting outreach, completing program documentation, reports and statistics, conducting program evaluation, partnerships and collaboration, etc.</i>)</p> <p>Supervision hours of program staff/volunteers</p> <p>Paid internships <i>(if contracted, budget under Contract services category)</i></p> <p>Executive leadership, administrative, facility, and support staff hours directly related to the project - <i>Note that these positions cannot also be included in agency's indirects (if applicable, see indirects section below).</i></p>
<b>Payroll Taxes &amp; Fringe</b>	<b>Requirements</b> <ul style="list-style-type: none"><li>Must be billed to the grant based on the percentage of actual hours worked on the program.</li></ul> <b>Allowable Expenses</b> <p>Payroll taxes includes employer-paid federal/state payroll taxes, FICA, Medicare, worker's compensation, unemployment insurance</p> <p>Fringe benefits include employer-paid health/dental/vision insurance, pension, disability insurance, etc.</p> <p>Retirement contribution match for grant-funded positions <i>(based on actual hours worked on the grant)</i></p>

## Professional Responsibility and Data Privacy

- Professional Responsibility and Data Privacy information must be disclosed in the application (examples below)
  - Complaints filed within the past six (6) years against your organization or employees relating to the provision of services.
  - Information about litigation, pending and/or resolved, within the past two (2) years that relate to the provision of services by your organization and/or its employees.
  - Any breach or loss of personal, financial or other data considered private or confidential
- Information which demonstrates recognition of professional responsibility, including references and/or letters of recommendation can also be included with application

# Proposal Requirements – Required Statements and Forms

RFP Pages 10-11

## Required Statements and Forms

- Complete all applicable required forms and submit with Proposal
  - a. Responder Information and Declarations (DHS-7020-ENG)
  - b. Exceptions to Sample Contract and RFP Terms (DHS-7019-ENG)
  - c. Disclosure of Funding Form (DHS-7018-ENG)
  - d. Documentation to Establish Financial Stability (DHS-7896-ENG)
- Search for the form numbers referenced here: <https://mn.gov/dhs/general-public/publications-forms-resources/edocs/>
- Failure to submit all Required Statements or to use the most current forms may result in disqualification of the Proposal

# Application –Timeline & Important Dates

RFP pages 11-13

November 10th, 2025

- RFP released

November 20th, 2025

- Responders' Conference

Up to December 3rd, 2025; 4:00 p.m.

- Responders' questions regarding this RFP are submitted to [kari.gonzalez@state.mn.us](mailto:kari.gonzalez@state.mn.us)

December 5th, 2025

- Answers to responders' questions will be posted on the [DCYF RFP Page](#)

December 19th, 2025; 4:00 p.m.

- Proposals must be submitted electronically to [megan.heisz@state.mn.us](mailto:megan.heisz@state.mn.us)

After December 19th...

- Evaluation of applications begins

Evaluation Phases 1-2

- Required Statements and Forms Review
- Evaluation of Proposal Requirements by Community and DCYF staff reviews

During Evaluation Phases

- Applicants may be contacted for clarification

Evaluation Phase 3

- Selection of Successful Responders
- Contract negotiation begins

March 1st, 2026 – June 30th, 2027

- Grants awarded

# Application – TIPS



- Be clear and concise
- Use headers and answer all questions
- Make sure your narrative, workplans and budget match
- Make sure budget does not exceed the \$500,000 maximum
- Be realistic when projecting budget items
- Provide accurate information about partnerships.
- Review, Review, Review

# Q&A – Contacts – THANK YOU!

- This webinar recording and the questions and answers will be posted on the [DCYF Grant RFP Programs](#) webpage

- **Kari Gonzalez, *Office of Restorative Practices, Grant Coordinator***  
[kari.gonzalez@state.mn.us](mailto:kari.gonzalez@state.mn.us)
- **Alicia Nichols, *Office of Restorative Practices, Director***  
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