

# REQUESTS FOR PROPOSALS

*on behalf of the*  
**North Dakota Juvenile Justice State Advisory Group**

## Purpose

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The North Dakota Juvenile Justice State Advisory Group (SAG) is requesting proposals from organizations with demonstrated experience to establish and convene a North Dakota Restorative Practices Council.

## Background

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The SAG was established pursuant to the Juvenile Justice and Delinquency Prevention (JJDP) Act, one of the most successful standard-setting statutes that recognizes the value of citizen-driven efforts to prevent delinquency. Membership of the SAG is appointed by the Governor based on composition requirements set by the Act. The SAG is responsible for advocating for at-risk youth and delinquency prevention.

## Description of Project

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The applicant would form a statewide Restorative Practices Council (Council) with diverse membership including state and local public agencies, restorative justice practice providers, youth-serving agencies, and organizations and community members that reflect North Dakota's black, indigenous and other people of color (BIPOC) population. The goals of the Council would be to: 1) Ensure fidelity in the way restorative justice services are provided throughout the state; and 2) Advocate for restorative principles and practices across systems and communities.

The following deliverables would be part of the Council work:

- **Strategic Plan** – develop a statewide strategy aimed at increasing fidelity to restorative justice services through clear standards, expand awareness of the benefits of restorative practices, and improve access to restorative methods in communities, schools and the juvenile justice system. The plan should be developed in partnership with the BIPOC community in order to expand the use of restorative practices delivered by BIPOC individuals and organizations.

- **Online Best Practices Guide** – create and disseminate an online resource guide for restorative justice practices in North Dakota that includes consensus principles, best practices standards, and cultural competence practices, as well as available services and providers.
- **Training and Technical Assistance** – provide and/or coordinate ongoing training and technical assistance on restorative justice best practice standards in order to increase fidelity to services, recruit and build capacity (particularly with BIPOC organizations), and encourage collaboration and service referral among youth-serving agencies. Host an annual training and capacity-building event on restorative justice services for adolescents.
- **Advocacy and Information Sharing** – serve as a statewide coordinator for restorative service practices, including advocating for restorative services and sharing information about best practice models, relevant policies, training opportunities and available resources and services. Information provided should take into account the research on restorative justice practices.

The Council should meet at least bi-monthly to work on the key deliverables and next steps, and to encourage ongoing participation and buy-in. A brief report of activities and outcomes that could be shared statewide with applicable parties should be developed. Ideally, a plan for sustainability would also be created in order to continue the work of the Council beyond the period of grant funding.

## BIPOC Representation and Priorities

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There must be a particular focus on ensuring equal access to services, creating cultural competence, and community connection and support for BIPOC participants. Thus, BIPOC leaders and representatives must be a partner in leading the work of the Council and developing the key deliverables. Listening sessions should be held with members of the BIPOC community to guide decisions on Council membership and to ensure that the BIPOC community and organizations have input and buy-in.

## Funding and Project Period

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Approximately \$160,000 in grant funding is available for planning and implementation of the Council. The proposed timeline and budget should be based on a 24-month project period, July 1, 2024 – June 30, 2026. Grant continuations are possible and will be considered based on project progress and output/outcome data.

# Proposal Specifications

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A complete proposal consists of the following documents. The SAG will score applications using the percentage allocations indicated.

## 1. Application Cover Page

Applicants should complete and submit the application cover page found at: [www.ndaco.org/jifunding](http://www.ndaco.org/jifunding). All applicants must have an active registration in the System for Award Management (Sam.gov). Registration must be renewed and validated every 12 months. Applicants will need to confirm their authorized organization representative and confirm the organization's unique entity identifier, legal name, and address. The page must be signed by a person duly authorized to execute and legally bind the organization to contractual obligations.

## 2. Program Narrative (70%)

The program narrative should be submitted as an attachment. The attached document should be single-spaced, using a 12-point Arial font, have no more than 1-inch margins, and not exceed seven pages. The document should include the following items numbered correspondingly.

### a. Description of the Project (15%)

Applicants should provide a description of how the Council will be established, including potential membership, structure, and administration. Specifics on membership of the BIPOC community and their role as partners must be included.

### b. Project Planning, Design and Implementation (35%)

Applicants should detail the process for planning and implementation of the key deliverables of the Council, including ensuring that the work of the Council reflects the priorities of the BIPOC community. Strategies used to build partnerships should be discussed. A timeline of activities that will ensure the deliverables are met should be included.

This section should include details regarding other sources of funding to support the project if applicable.

### c. Capabilities and Competencies (10%)

This section should describe the experience and capability of the applicant organization and how the Council fits within their mission. Applicants should describe the roles and responsibilities of project staff, including maintaining BIPOC representation. Grant management experience should be discussed.

**d. Plan for Collecting Performance Data and How it will be Used for Continuous Quality Improvement (10%)**

Describe the process for measuring project performance. Identify how the data will be collected and how the information will be used to evaluate the impact of the project and guide changes if necessary.

**3. Budget Worksheet and Narrative (30%)**

Applicants are required to provide a budget breakdown and budget narrative using the Excel template found at [www.ndaco.org/jjfunding](http://www.ndaco.org/jjfunding). The project budget should detail all expenses to be covered by grant funds and be complete, allowable, and cost effective (reasonable, allocable, and necessary for project activities) in relation to the proposed activities. A brief narrative should be included for each budget item explaining the purpose for the item. *Funds must be used to supplement existing funds for program activities and cannot replace or supplant funds that have been appropriated for the same purpose.* Matching funds are not required but applicants should document other funds to be used. Detailed cost calculations should be shown to demonstrate how the applicant arrived at the amounts being requested.

Expenses included in the budget need to be allowable (refer to the OJP Financial Guide found at: <https://www.ojp.gov/funding/financialguidedojo/overview>). Any travel expenses (mileage/meals/hotel) should be based on state per diem rates.

## Submission Process and Award Information

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**Proposals should be emailed no later than 5:00 pm on Tuesday, May 7th to:** [jjisag@ndaco.org](mailto:jjisag@ndaco.org), and include the following attachments:

- Application Cover Page (Word form)
- Program Narrative (Word doc)
- Budget Detail Worksheet and Narrative (Excel workbook)

The SAG will score proposals using the criteria specified above. Notification of awards will be made no later than May 30<sup>th</sup>.

Applicants awarded funding will be required to submit financial and progress reports within fifteen days following the end of each quarterly period. In addition, reporting on required performance measures must be submitted semi-annually.

Any questions should be directed to Lisa Jahner at (701) 425-0821 or via email at [ljahner@ndaco.org](mailto:ljahner@ndaco.org).