



Department of Public Safety
Minnesota Office of Justice Programs

2024 – 2025 HMONG COMMUNITY MEDIATION AND RESTORATIVE JUSTICE GRANT PROGRAM

GRANT PROGRAM REQUEST FOR PROPOSALS (RFP)

- *RFP originally published September 4, 2024 with deadline for applications of September 17, 2024.*
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Request for Proposals (RFP) Part 1: Overview

1.1 General Information

- Grant Name: Hmong Community Mediation and Restorative Justice Grant Program
- [Minnesota Office of Justice Programs \(OJP\) Website](#)
- Open for Applications: September 4, 2024
- ~~Application Due Date: September 17, 2024, 4:00 p.m.~~
- ~~Application Due Date: September 24, 2024, 4:00 p.m.~~

1.2 Program Description

The purpose of this request for proposals is to fund one grantee to provide community mediation and restorative justice services in the Hmong community.

1.3 Minnesota's Commitment to 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 Program Dates

Funding

Funds are authorized under MN Laws of 2024, Chapter 123, Art 1. Section 4. Subd. 4.

Up to \$50,000 per year is available to award to one grantee.

Program Dates

The grant period is 12-months, from July 1, 2024 through June 30, 2025.

1.5 Eligible Applicants

Eligible applicants are nonprofit organizations and must be registered with the Minnesota Secretary of State. Eligible applicants must be Minnesota-based and Minnesota-serving and provide mediation and dispute resolution services in the Hmong community.

1.6 Questions, Technical Assistance, and FAQ

Please submit any questions regarding this RFP by email to casey.cashman@state.mn.us Answers will be posted on the Hmong Community Mediation and Restorative Justice Grant Program Frequently Asked Questions (FAQ) on the [OJP website](#) within 7 days of receipt.

RFP Part 2: Grant Activities and Requirements

2.1 Grant Activities

Provision of mediation and restorative justice services in the Hmong community.

2.2 Grant Activity Requirements

Commitment to Accessibility, Diversity, Equity, and Inclusion

Organizations funded under this grant must uphold a commitment to conducting activities or providing services in an accessible, welcoming, and respectful manner. Activities must be implemented in a culturally sensitive and respectful manner 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, staff, and board membership are representative of the diversity of Minnesotans and the communities served.

Cultural Responsiveness

Activities conducted under this grant must be culturally responsive. Cultural responsiveness within organizations emerges from an ethical commitment to fairness and equity in service to all customers, clients, and stakeholders. Cultural responsiveness requires staff representing the organization to demonstrate 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.

Commitment to Using a Trauma-informed Approach

Direct services provided under this grant must be provided in a way that recognizes, understands, and responds to the effects of trauma experienced by survivors. A trauma-informed approach emphasizes physical, mental, and emotional health and safety, and helps survivors rebuild a sense of control and empowerment. Services need to be flexible to respond to the impact of different types of traumas and on meeting survivors' self-defined needs toward recovery and healing. More [information](#) on using a trauma informed approach.

Program Evaluation

Program evaluation is an important component of this grant program, it can help organizations 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.

Confidentiality

Organizations are prohibited from disclosing, revealing, or releasing personally identifying information or information collection in connection with services utilized, requested, or denied unless: (1) the service participant has signed a release of information, (2) a law mandates disclosure, or (3) a court has ordered disclosure. Releases must be unique to the individual receiving services and circumstances, be voluntary, and cannot be presented as routine practice.

RFP Part 3: Application Process and Instructions

3.1 Application Deadline

Applications must be submitted using the [e-grants](#) web-based system by Tuesday, September 24, 2024, 4:00 p.m. 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, which can be accessed via the [Office of Justice Programs](#) website. See the [e-grants Application Guide](#) for assistance navigating e-grants.

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 applicable Terms and Conditions of OJP Grantees for applicants as well as the Grant Program Guidelines. These address federal and state requirements such as worker’s compensation, civil rights, affirmative action, and data privacy. By agreeing to these in e-grants the applicant is confirming that they can make these commitments. 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.

3.4 Application Content

The application consists of the following required parts; any missing part will prevent the application from submission. Applications that do not answer all questions will not score well in the review process.

Project Information Form

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. (This is the agency named in the grant contract and responsible for the administration of the grant.)
- The fiscal agent's federal and state identification numbers.
- Contact information for the person/s responsible for programming, financials, and contracts.
- Brief program description and geographic information.

Narrative (30 points)

The narrative must address the following questions in a Word or PDF document.

Narrative considerations:

- The maximum length of the narrative document is 5 pages, with 1" margins, single spaced, and with 12-point font size.
- Answer each item in the order they are listed below, labeling and numbering responses accordingly.
- Proposals are scored based on your responses to these questions. Narrative documents that do not follow this format do not score well in the grant application review process. Do not include any additional pages or supplemental materials; these will not be provided to reviewers.
- When ready to submit, upload the narrative as an attachment in e-grants.

1. Agency Overview (5 Points)

- a) Provide a brief description of agency including mission, history, geographic location, and current services provided.
- b) Describe your agency's experience managing grants. If you do not have past experience managing grants – how will you ensure you successfully manage this grant?

2. Program Description and Design (20 Points)

- a) State the need for your project and describe the problem your project aims to address.
- b) Explain the proposed activities and approach for your project. What are the services that will be provided? How will participants be referred? What activities will take place and where?
- c) Describe key project partners and staff, their contributions, including roles and responsibilities.
- d) Describe the goals and projected outcomes of your proposal.

3. Evaluation (5 Points)

- a) What is your plan to evaluate the project and what are the anticipated outcomes?
- b) If this is a current or expanding project - what have been some past participant outcomes?
How do these outcomes support the continuation or expansion of the proposed project?
What is the evaluation plan moving forward?

Work Plan/Outcomes (15 Points)

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. Download the work plan template from the Work Plan form in e-grants and make a copy of the template for each goal.

The plan will outline specific activities to achieve the goal, frequency of the activities, participants/clients served, a timeline, and who will be responsible to carry out the activities. You will also include intended outcomes and how you will measure these outcomes. Upload the completed work plan into the Work Plan form within the e-grants application.

Budget (5 Points):

The budget will cover a 12-month grant period should be consistent with your narrative and work plan, making it clear how each of the activities will be funded.

Enter budget information directly into e-grants. Directions to enter your budget are in the [e-grants Application Guide](#).

Budget line items may include: Personnel, Payroll Taxes and Fringe, Contract Services, Travel, Training, Office and Program Expenses, Indirect costs, and Direct Client Assistance. Not all line items need to be used.

Budget considerations:

- All expenses must be itemized and directly chargeable to the grant. Only include grant funded expenses in the budget.
- Provide calculations including quantities, unit costs, hourly wage rates, and other details for all budget amounts.
- Staff positions and other budget items must support program activities and be clearly linked to activities in the work plan and narrative.
- Staff funded at less than 100% FTE with grant funds must keep detailed time tracking records of hours worked on grant activities.

Organizational Financial Information Form

This information will be entered into e-grants form.

1. *Organization Entity Type*
2. *Fiscal Information*
3. *Financial Documents*
4. *Administrative Systems*
5. *Grant Management Experience*

Application Checklist

An application must include the following to be reviewed:

(e-grants will not let the application be submitted if any of these are missing)

1. **Project Information form**
2. **Narrative** – The narrative document answering questions listed above must be uploaded.
3. **Work Plan** – The work plan document addressing the items requested must be uploaded.
4. **Budget** - Calculations must be included
5. **Indirect Documentation Form** (if including indirect costs in budget)
6. **Organization Financial Information**

RFP Part 4: Application Review Process

This is a competitive application process. A review committee will read and rate applications using a 50-point scale. 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. 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.

RFP Part 5: 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. State policy requires states to conduct a financial review prior to a grant award made of \$25,000 and higher to any organization. The necessary information for these is provided in the financial information form in the application.
- **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, as well as the work plan 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 data and regular narrative reports in a prescribed manner.
- **Grant Payments.** This is a cost reimbursement grant. Grantees will only be paid for eligible expenses (after the grant contract is fully executed) 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](#)
- **Expiring Grant Funds.** A portion of the total grant award will expire on June 30, 2025. See the Special Conditions page of the grant contract for details.
- **Grantee Orientation.** Grant award recipients will be required to have a representative, or representatives of the organization receiving the award, attend a future OJP grantee orientation session.

RFP Part 6: 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.