

REQUEST FOR PROPOSALS

Probation Policy Scan

THE ANNIE E. CASEY FOUNDATION

The Annie E. Casey Foundation is requesting proposals from organizations with the expertise and capacity to conduct a national scan of state and local juvenile probation policies, expanding on an already completed analysis of state statutes governing juvenile probation. The Foundation seeks to better understand what state and local executive and judicial branch policies exist that define the scope and parameters of juvenile probation and the variations in juvenile justice policies across and within states. Note that the Foundation is issuing a separate request for proposals to conduct an analysis of state and local funding of juvenile justice with a focus on financing of probation services. Depending upon the proposals submitted, the Foundation may select the same organization to conduct both studies or encourage selected organizations to coordinate their efforts.

ELIGIBILITY

The Foundation is seeking an organization with the demonstrated capacity and the relevant expertise and knowledge to carry out this project. The Foundation also seeks to engage organizations that demonstrate commitment to racial equity and inclusion and actively engage affected populations in their work.

DESCRIPTION OF PROJECT

The Annie E. Casey Foundation is a national philanthropy that creates a brighter future for the nation's children and youth by developing solutions to strengthen families, build paths to economic opportunity and transform struggling communities into safer and healthier places to live, work and grow. The Foundation has a long history of seeking to improve the outcomes of youth who become involved in the juvenile justice system. Relevant to this project, the Foundation believes that existing juvenile probation practice is not aligned with what we know works best for youth and has identified an agenda for [Transforming Juvenile Probation](#).

As the Foundation works to improve juvenile probation practice, we seek to better understand the state and local policies that affect and provide direction for practices. For example, the Foundation supported the National Conference of State Legislatures (NCSL) to complete a 50-state scan of statutes that govern juvenile probation, an analysis that will be completed prior to the start of this study. NCSL's analysis examined statutory language related to:

- the expressed purpose of juvenile probation, if codified;
- eligibility for probation, including restrictions or mandates;

- duration or extending the length of probation;
- probation conditions;
- use of sanctions and incentives grids;
- sanctions for non-compliance;
- fees;
- data collection;
- structure and financing of probation; and
- probation officer qualifications, titles and mandatory training.

NCSL's recently completed analysis finds that there are significant differences across states in juvenile probation statutes. At the same time, we recognize that many of the policies that may affect juvenile probation are not in statute but rather in state and local agency administrative code, regulations or agency guidance. In addition, in some localities, judicial branch policies may have a significant impact on juvenile probation.

The current project is intended to fill in the gaps left from the NCSL analysis, though we recognize that the funding available will not permit a similar 50-state analysis of state and local policies. In addition to the topics addressed in the NCSL analysis, we are interested in understanding:

1. What probation practices are driven and regulated by local policy for youth placed on probation and under local supervisory authority?
2. How are local policies and practices influenced by state statute regulations and/or what is the deviation from state statutory regulations?
3. How do state funding policies and guidance affect the level of variation in local policies and practice?

Applicants should include in their proposals a clear discussion of how they will engage key stakeholders, probation administration and other entities that influence regulatory practices in carrying out this project. Applicants should also address how they will produce credible findings through their proposed data sources and methods including how they will identify and recruit states and localities for the study. Proposals should clearly detail the target number of sites to participate in the study given budget constraints.

Project deliverables will include the following:

- a study plan addressing methods, engagement of key stakeholders and probation administration, planned analyses, strengths and limitations of the approach, anticipated risks and plans to mitigate them, planned reporting and timeline;
- draft data collection protocols, revised based on Casey feedback;
- a written memo answering study questions;

- a virtual presentation of findings to Casey staff; and
- monthly email project updates.

AWARD

- The Foundation has allocated \$100,000 for this project but encourages applicants to determine whether the proposed resources are sufficient to meet the project goals and to request additional funds if necessary. If an applicant believes that the allocated budget is insufficient, we request that applicants clearly define the scope of work that can be completed with the allotted funds and submit a separate budget for additional work proposed should supplemental funds become available.
- One grant will be awarded.

TIMELINE FOR COMPLETING THE WORK

The Foundation expects to receive the first draft of the final deliverables within 10 months of the grant's start date to allow time for feedback prior to the end of the 12-month grant period.

PROPOSAL SPECIFICATIONS

- Proposals should not exceed 10 pages in length in 10-point Arial font, single spaced, not including attachments. Attachments must be limited to the budget and resumes.
- Contents of proposal:
 - Understanding of the relevance and scope of the study
 - Organizational capacity and relevant work demonstrating capacity to carry out this project, including experience conducting policy analyses, research on juvenile justice and experience with stakeholder engagement and recruitment of sites to participate in similar studies. Proposals should include links to completed and relevant reports where feasible.
 - Qualifications of the team responsible for the project that demonstrate subject-matter and methodological expertise related to the project
 - Plan that describes in detail proposed project activities including methods, strengths and limitations of the design, study timeline and milestones
 - Three past-performance recommendations, each including a short description and point of contact (name, role, email address, phone number)
 - Partners or subgrantees, if any, and their roles and capacities
 - Budget with total costs by key activity
 - Resumes limited to three pages each
- Key dates

- Questions and notification of intent to apply: Oct. 9, 2020 (We are requesting that you notify us of your intent to apply so that you will receive answers to any questions posed about this RFP.)
- Due date for proposals: Oct. 30, 2020
- Notification date: Nov. 21, 2020
- Start date for work: Dec. 1, 2020
- Projected end date: Nov. 30, 2021

Please submit questions and intent to apply, along with proposals, to: Jeffrey Poirier, Senior Research Associate, jpoirier@aecf.org.

SELECTION CRITERIA

SECTION	POINTS
Understanding of the problem	15
Organizational capacity	15
Content and research expertise	30
Approach and plan for project completion	40
Total	100