

Restorative Practices Pilot Sites Program

FY 2024 Pre-application Information Session

May 30, 2024



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Office on Violence Against Women
Working Together to End the Violence

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Agenda

- Restorative Practices Pilot Sites Program Description
- Registration and Updating SAM.gov, Grants.gov, and JustGrants Accounts
- Priority Areas
- Award Information
- Eligibility and Partnership Requirements
- Program Requirements
- Application Components
- Questions and Answers Session
- Grants & Financial Management Division on Budgets
- Application Submission, Resources, and Tips
- Calls/meetings with Technical Assistance Providers
- Questions and Answers Session



About the Restorative Practices Pilot Sites Program



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Restorative Practices Pilot Sites Program Description

Authorized by 34 U.S.C. §12514

The Restorative Practices Pilot Sites Program seeks to support, strengthen, enhance, and expand existing restorative practice programs that prevent or address domestic violence, dating violence, sexual assault, or stalking, in accordance with the “restorative practices” definition at 34 U.S.C. § 12514(a)(3), and build evidence for victim centered, trauma-informed, and culturally responsive restorative practices addressing these harms.



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Purpose

To implement a program for restorative practices focused on preventing or addressing domestic violence, dating violence, sexual assault, or stalking, in collaboration with the designated Training and Technical Assistance providers and evaluator(s).



Restorative Practices Pilot Sites Program (1 of 3)

OVW is interested in supporting communities to enhance or expand current efforts, including an evaluation of the intersection of domestic violence, dating violence, sexual assault, stalking and restorative practices

OVW will award 60-month cooperative agreements to eligible entities that form a partnership of two or more entities that have:

- A demonstrated history of comprehensive training and experience in working with victims of domestic violence, dating violence, sexual assault, or stalking; and
- Demonstrated experience in implementing restorative practices



Restorative Practices Pilot Sites Program (2 of 3)

OVW seeks to support and fund a range of pilot sites, including:

- Sites in various geographic locations with different demographic characteristics
- Culturally specific, and/or underserved populations
- Different VAWA subject areas to be addressed (i.e., domestic violence, dating violence, sexual assault, and/or stalking)
- Projects that may have a connection to the criminal justice system, as long as the program is not housed within or administered by a court, prosecutor's office, law enforcement agency, or any other component of the civil or criminal justice system.



Restorative Practices Pilot Sites Program (3 of 3)

Recipients under this program will receive training and technical assistance (TTA) for the duration of their awards that is tailored to the recipients' distinct approach to restorative practices in domestic violence, dating violence, sexual assault, and stalking cases.

Recipients will be required to collaborate with the evaluator(s) to help develop an understanding of establishing, implementing, and using restorative practices to redress the harm caused by domestic violence, dating violence, sexual assault, and stalking.



Register or Update SAM.gov, Grants.gov, and JustGrants Accounts

Strongly encouraged by June 5,
2024.

Organizations that have applied for funding previously must ensure that their accounts with SAM.gov, Grants.gov, and JustGrants are active and up to date.

- SAM.gov registration requires an average of 2-3 weeks
- Grants.gov registration takes an average of one week
- Register or update both soon



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Grants.gov and JustGrants

- Applicants may find this funding opportunity on Grants.gov by:
 - using the Assistance Listing number 16.052;
 - Grants.gov Opportunity number O-OVW-2024-171935; or
 - the title of this solicitation, all of which can be found on the cover page
- The FY 2024 application submission process is a **two-step process**.
 - Application documents will be started in Grants.gov and fully submitted in JustGrants.



Application Deadlines

Accounts must be registered or updated to submit an application.

The Grants.gov deadline is June 25, 2024 at 11:59PM ET; which includes:

- SF-424, the Application for Federal Assistance standard form and
- SF-LLL, the Disclosure of Lobbying Activities form

The JustGrants deadline for the full application is June 27, 2024 at 8:59PM ET.

Funding decisions are anticipated by October 1, 2024.



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Letter of Intent

Non-binding, optional Letter of Intent is strongly encouraged to be submitted by June 10, 2024 via email to OVW.RestorativeJustice@usdoj.gov

A sample Letter of Intent can be found on our website, [Sample Letter of Intent \(justice.gov\)](https://www.justice.gov/d9/2023-09/Sample-Letter-of-Intent.pdf)

<https://www.justice.gov/d9/2023-09/Sample-Letter-of-Intent.pdf>



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Priority Areas



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Advance equity and tribal sovereignty as essential components of ending sexual assault, domestic violence, dating violence, and stalking by improving outreach, services, civil and criminal justice responses, prevention, and support for survivors from historically marginalized and underserved communities, particularly those facing disproportionate rates or impacts of violence and multiple barriers to services, justice, and safety.

”

FY 2024 Priority Area 1



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Priority Area 1

- To receive special consideration under this priority area, an applicant must identify the historically marginalized and/or underserved population(s) the project proposes to serve and describe how the restorative practices project proposed will be tailored to meet the needs of the identified population(s).
- The applicant must also either be or partner with a community-based organization with expertise in providing services to the identified population(s), including allocating budgetary resources to the partner organization(s).



“

Strengthen efforts to prevent and end sexual assault, including victim services and civil and criminal justice responses.

”

FY 2024 Priority Area 2



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Priority Area 2

- To receive consideration under this priority area, applications must propose to implement a primarily sexual assault focused project, in which at least 75% of project activities are intentionally designed for people harmed by sexual assault and includes a partnership with a community-based victim services provider with sexual assault expertise.



Award Information



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Award Period, Amount, Type of Application, Type of Award

Award Period: 60 months

Award Amounts: up to \$1,500,000

Estimated Number of Awards: Up to 15 awards

Type of Award: Cooperative Agreement

- OVW and TA providers are more involved in shaping the project with Cooperative Agreement awards.
- Recipients will work closely with OVW and TA providers.
- OVW must approve activities before recipients are able to do them.
- Recipients will have specific terms and conditions outlined in their award.



Eligibility & Partnership Requirements



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Eligible Applicants

1. Units of local government
2. Tribal governments
3. Tribal organizations
4. Victim service providers
5. Institutions of higher education (as defined in section 1001(a) of Title 20)
6. Private or public nonprofit organizations, including Tribal nonprofit organizations; and faith-based nonprofit organizations

For more information, please see the Eligibility Information section of this solicitation.



Required Partnerships (1 of 3)

Direct victim services and advocacy expertise: An applicant that has direct victim services and advocacy expertise working with survivors of domestic violence, dating violence, sexual assault, and stalking must partner with a community-based organization that has expertise implementing restorative practices.

Restorative practices expertise: An applicant that has expertise in implementing restorative practices must partner with a community-based victim service provider with expertise providing direct victim services and advocacy to survivors of domestic violence, dating violence, sexual assault, or stalking.



Required Partnerships (2 of 3)

An applicant cannot serve in both partner categories. Distinct expertise must be noted in the application and evidenced in the Memorandum of Understanding (MOU).

Even if an applicant has both types of expertise, it still must identify its primary expertise and have a partner to address the other category.



Required Partnerships (3 of 3)

All applications, must include formal partnerships, as evidenced in the signed MOU with the application, demonstrating all of the following:

1. Experience implementing restorative practices;
2. History of collaborating with community-led or community-driven efforts to address domestic violence, dating violence, sexual assault, or stalking;
3. History of advocating for survivors of domestic violence, dating violence, sexual assault, or stalking;
4. Experience in screening the suitability of individual(s) who caused harm;
5. Experience in working with individual(s) who caused harm; and
6. Willingness to engage with the researcher(s) conducting a program evaluation.



Program Requirements



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Program Requirements (1 of 2)

- Engage in a planning period for approximately 12 months to work with OVW and TTA Providers
- Participate in an evaluation funded by OVW, in partnership with an external evaluator(s)
- Designate an Evaluation Liaison
- Upon successful completion and approval, implement the provision of restorative practice only within the definition of restorative practice outlined in 34 U.S.C. § 12514



Program Requirements (2 of 2)

- Ensure the project includes individuals with knowledge and experience in conducting risk assessments and referring victims to additional services and resources.
- Designate a full-time Site Coordinator to oversee and implement project activities
- Participate in at least 1 All-Sites meeting per year
- Participate in OVW-sponsored training and technical assistance
- Collect and report on performance indicators via a semi-annual reporting tool



Application Components



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Required Application Components

- Proposal Narrative (70 points)
 - Purpose of the Proposal (20 points)
 - What Will Be Done (25 points)
 - Who Will Implement (25 points)
- Job Descriptions
- Project Management Structure Illustration
- Budget Detail Worksheet and Narrative (10 points)
- Signed Memorandum of Understanding (MOU)/Letters of Commitment (Tribal government applicants only) (20 points)
- Certification Letter to Implement Statutorily Defined Restorative practices



Summary Data Sheet

- Quick synopsis of key aspects of the proposal.
- Answer each criterion included.
- Data is used in the initial review of the application.



Proposal Narrative

- Answer all questions within the Proposal Narrative section and limit your proposal narrative to no more than 20 pages.
- Be sure to include all three sections: Purpose of the Proposal, What Will be Done, and Who Will Implement.
- Please ensure that each section contains a header and responds to the questions asked in that section of the solicitation.



Purpose of the Proposal

Describe the need for the project and help reviewers understand your specific community needs:

- Describe the community(ies) in the service area, target population(s) to be served in this project, dynamics of domestic violence, dating violence, sexual assault, and stalking, including any unique cultural context within the community to be served by the project.
- Describe the challenges of implementing existing restorative practices and how the proposed project will enhance existing or expand restorative practices that address domestic violence, dating violence, sexual assault, and/or stalking.
- Describe the available resources within the community and referral process, including situations when it is determined that the person harmed or a dependent of the person harmed is at risk of subsequent serious injury, sexual assault, or death, such that restorative practices are not a suitable option.



What Will be Done (1 of 4)

- Provide detailed information that clearly describes the activities and strategies to support your proposed project.
- Information should be clear and detailed so that reviewers understand how the proposed activities will meet the needs identified in the purpose section and the program requirements listed in the solicitation.



What Will be Done (2 of 4)

- Describe how the experience and needs of each person harmed will be centered in the program design, including safety planning, safety monitoring process, and victim safety prioritization, with an emphasis on ongoing voluntary participation by the person harmed.
- Explain how the needs of people harmed will be balanced with working on accountability with the people who have caused the harmed.
- Describe the evidence-based risk assessment tool and process that will be used, including at which point(s) the risk assessment will be administered and explain the screening practices and procedures for determining the suitability of any individual who committed a harm to participate in restorative practices.
- Describe the needs of the target population and how the restorative practice model(s) that will be used will meet those needs.



What Will be Done (3 of 4)

- Describe how survivors and other people with relevant lived experiences have helped formulate and/or will be involved in shaping and implementing the project.
- Describe how the proposed project will improve accessibility for people with disabilities and people who are Deaf or hard of hearing.
- Describe how the proposed project will improve accessibility for people with limited English proficiency.
- Describe how the applicant and project partners will collaborate with the evaluator(s) for the confidential and ethical collection of useful data.
- Identify any products (e.g., flyers, brochures, videos, outreach materials, etc.) (if applicable) that will be developed.



What Will be Done (4 of 4)

- If proposing to address the OVW priority area 1, identify the historically marginalized population(s), including the culturally specific population(s) and/or underserved population(s), to be served by the project, and describe how the proposed project is tailored to meet the unique needs of the identified population(s).
- If proposing to address the OVW priority area 2, describe how at least 75% of the proposed project activities are intentionally designed for people harmed by sexual assault.



Who Will Implement (1 of 3)

- Identify the key individuals and partners involved in the proposed project.
- Demonstrate that the individuals and partners identified have the capacity to address the stated need and can successfully implement the proposed project activities throughout the 60-month project period. Providing details on their expertise and experience is critical here.
- Demonstrate that the applicant and/or project partners have a history of comprehensive training as well as experience in working with victims of domestic violence, dating violence, sexual assault, or stalking.



Who Will Implement (2 of 3)

- Explain the history of the applicant and/or project partners of implementing restorative practices, including the number of years of experience in restorative practices, a list of the types of crimes or incidents addressed, and populations served.
- Describe how the applicant and/or its partners has built trust within the community, among people who have been harmed, and among people who have caused harm, including how the applicant and/or its partners has addressed perceptions of partiality to either people who have been harmed or people who have caused harm.
- Describe how the applicant, and the Evaluation Liaison specifically, will work with the evaluator(s) and create opportunities to learn from interim research findings.



Who Will Implement (3 of 3)

- If proposing to address priority area 1, identify which organization, whether it is the applicant and/or project partner(s), that has expertise working with the identified historically marginalized population(s), including the culturally specific population(s) and/or underserved population(s), and the services they provide to address the needs of this population.
- If proposing to address priority area 2, identify which organization, whether it is the applicant and/or project partner(s), that represents the community victim service provider(s) with sexual assault expertise and the breadth of services provided to sexual assault survivors.



Job Descriptions

Job descriptions of all key personnel

- Must be attached
- Will not count toward the page limit.



Project Management Structure Illustration

- Include the key people of the project and their roles, including but not limited to key project partners, the Site Coordinator and the Evaluation Liaison
- The project management structure illustration must be attached and does not count against the page limit



Budget Worksheet and Narrative (1 of 2)

- Submit a detailed budget to cover the 60 months of the award period.
- Include sufficient funds to provide meaningful access, or describe other resources available to the applicant to ensure meaningful access for:
 - people with disabilities,
 - those who are deaf/hard of hearing, and
 - persons with Limited English Proficiency
- Include sufficient funds for a Site Coordinator and Evaluation Liaison



Budget Worksheet and Narrative (2 of 2)

- Include sufficient funds for:
 - Costs associated with determining eligibility for any individual(s) who caused a harm to participate in the program (for example, background checks)
 - Support of data collection and evaluation development and coordination within the project.
 - Attendance to OVW-sponsored Training and Technical Assistance (TTA) in the amount of:
 - \$200,000 for applicants located in the 48 contiguous states
 - \$250,000 for applicants located in the U.S. territories, Hawaii, and Alaska
 - Tracking, analyzing, and reporting data for the proposed performance indicators.
- Attach the budget worksheet and narrative in JustGrants.



Memorandum of Understanding (MOU)

Applicants are required to submit an MOU, a document containing the terms of the partnership and the allocation of roles and responsibilities between two or more parties.

The MOU must:

- Be a single document, and
- Be signed and dated by the Authorized Representative of each proposed partner organization during the development of the application
 - MOUs missing signatures may receive a point deduction or be removed from consideration
- [A sample MOU is available on the OVW website.](#)



Letters of Commitment (LOC) – Tribal Government Applicants Only

The Letters of Commitment (LOC) (Tribal governments only) is a letter affirming the intent to commit the specified resources towards the project by one party, and it must be included as an attachment to the application in JustGrants.

If unable to submit a signed MOU, Tribal governments may submit a Letter of Commitment from each partnering organization(s).

If funded, the Tribal applicant will be required to submit a signed MOU as a post award deliverable within 6 months of the award.



Certification to Implement Statutorily Defined Restorative Practices

All applicants must implement this program based on the statutory definition of Restorative Practices. As such, all applicants must include the [Certification Letter](#) to Implement Statutorily Defined Restorative Practices at the time of application submission.



Activities that Compromise Victim Safety

OVW does not fund activities that jeopardize victim safety, deter or prevent physical or emotional healing for victims, or allow offenders to escape responsibility for their actions. Please refer to page 8 of the Solicitation and the OVW Solicitation Companion Guide for additional details.



Out-of-Scope Activities

- Page 8 of the solicitation lists specific activities that are outside the scope of the program and will not be supported by the program's funding.
- Applications that propose activities deemed to be substantially out-of-scope may receive a deduction in points during the review process or may be eliminated from consideration.
- Research projects defined by 28 C.F.R. § 46.102(d) as a systematic investigation designed to develop or contribute to generalizable knowledge.
- Restorative practices that do not meet the definition outlined at 34 U.S.C. § 12514.

Please also see the list of unallowable costs in the Funding Restrictions section.



Questions?



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Grants Financial Management Division (GFMD)



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Grants Financial Management Division (GFMD) (1 of 2)

Summary Data Sheet (questionnaire)

- Single Audit (threshold and fiscal year)
- IRS three-step safe-harbor procedure (Executive Compensation)
- Sample Disclosure Letter
 - Address all four parts



Grants Financial Management Division (GFMD) (2 of 2)

Pre-Award Risk Assessment (questionnaire)

- 11 questions; Multiple parts to each question
- Most Common issues:
 - Brief list of policies and procedures not provided
 - Budgeted vs Actual process not provided
 - Recorded retention policy not provided
 - Knowledge of rules and regulations



Resources (1 of 2)

Training for OVW Applicants:

<https://www.justice.gov/ovw/resources-applicants>

Budget Information and Sample Budget Detail Worksheet:

<https://www.justice.gov/ovw/page/file/1107316/download>

Creating a Budget:

<https://www.justice.gov/ovw/video/creating-budget>



Resources (2 of 2)

Uniform Guidance - 2 CFR Part 200:

<https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200?toc=1>

DOJ Financial Guide:

<https://www.justice.gov/media/1282146/dl?inline=>

Program Specific Solicitation:

<https://www.justice.gov/ovw/open-solicitations>



OVW GFMD Helpdesk:
1-888-514-8556
OVW.GFMD@usdoj.gov



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Application Submission, Resources, and Tips



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Formatting and Technical Requirements

- Double-spaced (charts may be single-spaced)
- 8½ x 11 inch pages
- One-inch margins
- Arial font, type no smaller than 11 point, except for footnotes, which may be 9 point
- Page numbers
- No more than 20 pages for the Proposal Narrative
- Only Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt)
- Headings and sub-headings that correspond to the sections identified in this section of the solicitation



Applying through Grants.gov

- Applicants must complete the Application for Federal Assistance (SF-424) in Grants.gov.
 - Read the “Application for Federal Assistance (SF-424)” section in the solicitation carefully for all requirements.
 - Applicants must complete and submit the Disclosure of Lobbying Activities (SF-LLL) in Grants.gov.
- After submitting these forms, the applicant will receive an email notification to complete the rest of the application in JustGrants. If the applicant is a new user in JustGrants, the email will include instructions on registering with JustGrants.



Applying through JustGrants

• Items completed in JustGrants:

- Proposal Abstract
- Pre-Award Risk Assessment
- Summary Data Sheet
- Applicant Questionnaire

Documents uploaded in JustGrants:

- Proposal Narrative
- Project Management Structure Illustration
- Job Descriptions
- Budget Detail Worksheet and Budget Narrative
- Memorandum of Understanding/Letter of Commitment (Tribal governments only)
- Certification Letter

Read the solicitation carefully for other documentation required for all applications or when applicable.



JustGrants Resources

The Department of Justice has made a collection of self-guided training resources, including training and a Virtual Q&A session on Application Submission, available at <https://justicegrants.usdoj.gov/training-resources/justgrants-training/grants-management-lifecycle>



Tip #1 – Start early!

- Read the Solicitation carefully, early, and often!
- Some steps, such as obtaining a Unique Entity Identifier (UEI) number or registering with the System for Award Management (SAM) or Grants.gov, may take several days to complete.
- Begin these processes as soon as possible but no later than the dates suggested in the solicitation:
 - Remember: SAM.gov registration can take an average of up to 2-3 weeks
 - Grants.gov registration can take an average of up to 1 week.



Tip #2 – Follow the Instructions

- Review, and re-review the Application Checklist.
- Make sure your application is complete.



Tip #3 – Tell a Story

- Assume that your reviewer knows nothing about your organization... because they are prohibited from engaging in external research.
- The best applications:
 - Paint a picture of the needs in their community;
 - Explain what makes them unique; and
 - Detail how the story could be different with additional funding.
- Show reviewers how you will implement your ideas and goals.
- Tell us your story



Tip #4 – What is Feasible?

- If you had \$1.5 million, what would/could you do?
- How can you differentiate your community and project?
- How will people harmed by domestic violence, dating violence, sexual assault and/or stalking, people who caused the harm, and the community benefit from your project?



Tip #5 – Submit your application before the deadline

- Don't wait until the last minute.
- Submit your application early.



Application Deadline Reminders

- Submit in grants.gov by 11:59pm ET on June 25, 2024
- Applications are due in JustGrants by 8:59pm ET on June 27, 2024
- Carefully review the “How to Apply” and “Submission Dates and Time” sections
- Submitting the application components **at least 48 hours** before each deadline (Grants.gov or JustGrants, as applicable) will enable applicants to receive notice of a failed submission and provide an opportunity to correct the error before the applicable deadline.



Calls/Meetings with TA Providers

In early Fall 2024, TA Providers may contact applicants to discuss their applications and proposed projects.



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Questions?



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Have Questions?

- Programmatic Questions:
 - Email OVW.RestorativeJustice@usdoj.gov or call 202-307-6026
- Financial Questions:
 - Email OVW.GFMD@usdoj.gov or call 1-888-514-8556
- Technical Questions
 - **Grants.gov** Applicant Support:
 - Email support@grants.gov or call 800-518-4726
 - **OVW JustGrants Applicant Support:**
 - Email OVW.JustGrantsSupport@usdoj.gov or call 866-655-4482



Thank you!



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