

FY 2025 Restorative Practices Pilot Sites Program

Pre-Application Webinar

Kara Moller: On behalf of the Office on Violence Against Women which is also referred to as OVW, welcome to the Pre-Application Information Session webinar for the Restorative Practices Pilot Sites Program, which I'll refer to as the RP Program for short.

The purpose of this session is to provide information regarding the RP program and Notice of Funding Opportunity, or NOFO for short. We will highlight a few key points in this presentation; however, it is not the intent, nor is there sufficient time, to go over every aspect of the NOFO and the RP Program.

All applicants are responsible for reading the FY 2025 Restorative Practices NOFO, and the OVW Application Companion Guide, to ensure that a complete application is submitted.

Restorative Practices staff cannot provide any feedback to applicants about the quality of an applicant's proposal or provide any information outside of what is presented in the NOFO. However, we will be available throughout the period that the funding opportunity is open to respond to any questions about application requirements. Please feel free to send questions to OVW.RestorativeJustice@usdoj.gov or call our main line at 202.307.6026.

Please know this presentation will be posted to the OVW website and will contain the referenced contact information.

We have a lot of information to cover and I will start with sharing information on the RP Program. Next, we will talk about key Award Information, following with Requirements around Eligibility and Partnerships and the Program. We will cover the Application Components, then go over information from our Grants and Financial Management Division about budgets. The webinar finish by reminding everyone about registering and updating sam.gov and JustGrants accounts, as there is a 2-step process to apply for this funding. Lastly, I will cover Application Submission, Resources, and Tips, and what may be expected after applications are submitted and reviewed, including calls or meetings with Technical Assistance Providers.

Restorative Practices Pilot Sites Program

The RP Program is authorized by 34 U.S.C. 12514 and through this program, OVW 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). This means that OVW is specifically interested in supporting communities that are already offer restorative practices and those who are interested in building evidence for victim centered, trauma-informed, and culturally responsive restorative practices addressing these harms.

As such, the purpose of RP is 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.

As mentioned, with heavy emphasis, OVW is interested in supporting communities to enhance or expand current efforts, of the intersection of domestic violence, dating violence, sexual assault, stalking, and restorative practices.

OVW will award 48-month cooperative agreements to eligible applicants that form a partnership of two or more entities that have (1) a demonstrated history of comprehensive training and experience in working with victims of domestic violence, dating violence, sexual assault, or stalking; and (2) demonstrated experience in implementing restorative practices.

OVW seeks to support and fund a range of pilot sites, including, sites in various geographic locations with different demographic characteristics; focused on different culturally specific and underserved populations; addressing different Violence Against Women Act subject areas (i.e., domestic violence, dating violence, sexual assault, and/or stalking), and 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.

Recipients under this program will receive Training and Technical Assistance 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.

Please note that throughout the funding opportunity and this presentation, you may notice that we reference people harmed, people who caused harm, harm-doers, victim, survivor, and offender, and you might wonder why the terms are not consistently used. The reason for that is because we want to use terminology used by practitioners and the statutory language that authorizes this program, 34 U.S.C. § 12514.

In the next slide, we will cover the award period, amount, type of application, and type of award.

All successful applicants of the FY RP Program will implement a 4 year-, or 48-month, award period.

OVW estimates that it will make around 20 cooperative agreement awards of up to \$1 million per award.

OVW has the discretion to make awards for greater or lesser amounts than requested and to negotiate the scope of work and budget with applicants before making an award or after an award is made but prior to access to funds.

It's important to emphasize that the type of award will be cooperative agreements, and not grants. With Cooperative Agreement awards, OVW and TA providers are more involved in shaping the project with Cooperative Agreement awards and recipients will work closely with OVW and TA providers.

This also means that OVW must approve activities before recipients are able to do them, which will be captured in the terms and conditions of the award.

Now let's talk about eligibility and see if you are eligible to apply. Or, if you are not eligible how you may be able to partner with an eligible entity, as we will also discuss the required partnerships.

There are 6 categories of eligible applicants including, units of local government, Tribal governments, tribal organizations, victim service providers, institutions of higher education, 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 NOFO.

Having a required partnership for this program means that an applicant cannot be doing this work alone, even if an applicant has expertise in direct victim services and advocacy and restorative practices. This means that applicants must identify its primary expertise and have a partner to address the other category. For example, if an applicant identifies their organization as having direct victim services and advocacy expertise in working with people harmed by domestic violence, dating violence, sexual assault and/or stalking, it must partner with an organization that has expertise in implementing restorative practices. Similarly, if an applicant identifies their organization as having restorative practices expertise, the applicant must partner with a victim service provider with expertise providing direct victim services and advocacy to people harmed by domestic violence, dating violence, sexual assault, or stalking.

Each application must include formal partnerships, as evidenced in the signed Memorandum of Understanding or MOU. Later in this presentation, we will talk about an exception which is limited to Tribal governments, where Tribal governments may elect to submit Letters of Commitment from each external partner rather than an MOU at the time of the application submission and will need to submit the MOU within 6 months of the award.

In the MOU, these 5 elements must be demonstrated:

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

Next, we'll talk about program requirements.

Applicants receiving funding under this program will be required to engage in the following activities:

1. Engage in a planning period to work with OVW and TTA Providers.

Prior to implementing restorative practices, grantees will be required to engage in a planning period to assess current organizational structure, capacity, and practices; determine which restorative practices they want to enhance; identify additional training and technical assistance they may need; and hire or designate a Site Coordinator.

It is anticipated that the planning period will be for 12 months, but the timeframe may vary by site and will depend on the site's ability to meet the project activities determined by OVW. During the planning period, the pilot sites will have access to limited funding until all planning activities have been completed and OVW approves required deliverables. At that time, pilot sites can access the remaining funding for the implementation period.

2. 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.

Additionally, applicants receiving funding under this program will be required to:

1. Ensure that any restorative practices program funded under this grant program includes individuals with knowledge and experience in conducting risk assessments and referring victims to additional services and resources and with respect to the evidence-based risk assessment, if the applicant or subrecipient determines that a victim or a dependent of a victim is at significant risk of subsequent serious injury, sexual assault, or death, the applicant or subrecipient, shall refer the victim or dependent to other victim services, instead of restorative practices.
2. Designate a full-time Site Coordinator to oversee and implement project activities.
3. Participate in at least one All Sites meeting per year with 5-7 people from each of the pilot program sites, with dates and locations to be determined.
4. Participate in OVW-sponsored TTA throughout the duration of the project period. In addition to participating in a New Grantee Orientation, grantees will work with OVW and TTA providers to: identify additional training and technical assistance needs; participate in customized training and technical assistance; identify community resources, including community-based organizations that the grantee can partner with to enhance partnerships and collaborations.
5. Collect and report on performance indicators, in which OVW will provide forms, instructions, training, and related tools on performance reporting.

Throughout this next section, we will go over the required application components including the Proposal Abstract, Proposal Narrative, Job Descriptions, Budget Detail Worksheet and Narrative, Memorandum of Understanding/Letters of Commitment, and Certification Letter to Implement Statutorily Defined Restorative Practices. We will also touch on the Summary Data Sheet.

While we will be going through each of these items, this slide includes point values for the Proposal Narrative which has a total of 70 points in which the Purpose of the Proposal will be scored up to 20 points, the What Will be Done section will be scored up to 25 points, the Who Will Implement section will be scored up to 25 points, the Budget Detail Worksheet and Narrative will be scored up to 10 points, and the MOU/LOC will be scored up to 20 points.

Please note that OVW will not be making award selections solely based on scores. OVW seeks to fund a range of pilot sites, including sites in various geographic locations with different demographic characteristics; culturally specific, and/or underserved populations; and different VAWA subject areas to be addressed, i.e., domestic violence, dating violence, sexual assault, and/or stalking. OVW is interested in supporting projects that implement a diverse range of restorative practices, including 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.

The Summary Data Sheet provides a brief snapshot of your project and is used in the initial review of your application. While this document is not scored and doesn't count towards the 20-page limit, it is important to capture key information about your agency and the proposed project in the Summary Data Sheet.

The Proposal Narrative has 3 significant areas including the Purpose of the Proposal, What Will Be Done, and Who Will Implement.

The Purpose of the Proposal highlights the needs of your community using data and educates peer reviewers about your community and target population, the What Will Be Done section explains the activities proposed to address the needs identified in the Purpose of the Proposal section, and the Who Will Implement section describes the professional qualifications and demonstrates capacity of the lead applicant and project partners who are responsible for implementing the project.

Be sure to include a header and respond to each of the questions asked in the NOFO and note that the Proposal Narrative section is limited to 20 pages.

Describe the need for the project and help reviewers understand your specific community needs by answering each of the questions identified in the NOFO. In short, the information you include here tells reviewers about the dynamics of domestic violence, dating violence, sexual assault, and stalking, including any unique cultural context within the community to be served by the project, challenges of implementing existing restorative practices, how the proposed project will enhance existing or expand restorative practices that address domestic violence, dating violence, sexual assault, and/or stalking. This section is also where you have an opportunity to describe the available resources within the community, the referral process, to include situations when restorative practices are not a suitable option.

The What Will be Done section is where you explain what you will do with the grant funds. Be sure to provide detailed information that clearly describes the activities and strategies to support your proposed project. Information provided in this section should be clear and thorough so that reviewers understand how the project will fully address the components listed.

In this section, describe how the experience and needs of each person harmed will be centered in the program design as well as how the needs of the people harmed will be balanced while working on accountability with the people who have caused the harmed.

Also, describe the evidence-based risk assessment tool, process that will be used, and explain the screening practices and procedures for determining the suitability of any individual who committed a harm to participate in restorative practices.

Describe how the restorative practice model(s) that will be used will meet the needs of the target population; and

Please ensure you describe how the proposed project will improve accessibility for

people with disabilities and people who are Deaf or hard of hearing and people with limited English proficiency.

In this section, identify the key individuals and partners involved in the proposed project and demonstrate that they can address the stated need and successfully implement the proposed project activities throughout the 48-month project period. Providing details on their expertise and experience is critical here. Additionally, this section is where you demonstrate that either you or your partner(s) have a comprehensive training as well as experience in working with victims of domestic violence, dating violence, sexual assault, or stalking.

Similarly, explain the history of the applicant and/or partner(s) 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, and how trust has been built within the community, including people who have been harmed, people who have caused harm, and how perceptions of partiality has been addressed.

Related to the Who Will Implement section of the Proposal Narrative, in demonstrating that the people and organizations identified have the capacity and commitment to address the stated need and can successfully implement the proposed project activities throughout the project period, job descriptions of all key personnel must be attached and will not count toward the page limit.

Applicants will be required to submit a detailed budget covering the 48 months of the award period.

Be sure to incorporate the costs for activities described in the proposal narrative. Be sure to include detailed calculations illustrating how costs were determined. Please remember to include funds to support, or describe in-kind resources for, victims who are disabled, Deaf or hard of hearing, and for victims with Limited English Proficiency.

Also include the costs for the full-time Site Coordinator.

Include costs to attend mandatory OVW sponsored Training and Technical Assistance in the amount of \$50,000 (or \$60,000 for Alaska, Hawaii, and the US Territories),

Include a \$300,000 planning period budget for Year 1

And remember to attach the budget worksheet and budget narrative in JustGrants.

The Memorandum of Understanding (or "MOU") is a document containing the terms of the partnership and the allocation of roles and responsibilities between two or more parties, and it must be included as an attachment to the application in JustGrants.

The MOU must be a single document and must be signed and dated by the Authorized Representative of each proposed partner organization during the development of the application. OVW will accept electronic signatures.

If a Tribal government is unable to submit a signed MOU, the Tribal government may submit a signed LOC from each project partner. If selected for funding, the Tribal government must submit a signed MOU as a deliverable within six (6) months of the award.

All applicants must upload and attach the required Certification to Implement Statutorily Defined Restorative Practices signed by the highest authorizing official on the organization's letterhead, and uploaded in JustGrants. At a minimum, an applicant that doesn't include the required certification letter will be required to submit that certification letter prior to receiving an award.

OVW does not fund activities that jeopardize victim safety, deter or prevent physical or emotional healing for victims, or allow offenders to avoid responsibility for their actions. Applications that propose any such activities may receive a deduction in points during the application review process or may be eliminated from consideration.

OVW may support survivor-centered alternative pathways to justice and non-criminal approaches to accountability that fall within the statutory scope of this program and do not compromise victim safety. You will find more information on this topic in the OVW Application Companion Guide.

The activities listed on page 13-14 of the NOFO as out-of-scope activities, will not be funded under this program. Out-of-scope activities also include 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 of the NOFO.

The next few slides are provided by the Grants Financial Management Division (also known as GFMD) in OVW, which provides additional information on the NOFO financial requirements.

We are going to focus on aspects of your application that relate to the documents that our financial team, the Grants Financial Management Division (GFMD), reviews. More specifically, we'll discuss some items that GFMD has identified from prior years' applications that could help with expediting our review process.

So for today, we're going to highlight certain aspects of the pre-award risk assessment and provide you with a link to a detailed webinar on how to develop the budget that will be included in your application.

First, we'll highlight the items identified in the Summary Data Sheet, which is completed by all applicants.

Specifically, two items that we would like to discuss are the Single Audit response and the IRS three step safe harbor procedure.

OVW requests that all applicants provide a statement as to whether they have expended \$750,000 or more in federal funds during their last fiscal year. If they have, then they indicate that and also specify the end date of their last fiscal year. However, GFMD is finding that applicants do not always include all of this information. Please ensure that this question is answered in its entirety on the Summary Data Sheet (Question #3).

Another item that we'd like to highlight from the NOFO is specifically for nonprofit organizations. If you use the IRS three step safe harbor procedure to determine your executives' compensation, you are required to provide a disclosure letter. Please refer to the

NOFO for further details and a link to a sample letter. Note that there are 4 required parts of this disclosure letter. The sample letter provided outlines all 4 parts of the disclosure, so please be sure to follow the sample and provide a response to each of the four pieces.

The next item that we'd like to discuss is the pre-award risk assessment questions, which assists GFMD during their pre award risk assessment review for all applications. Each applicant must prepare a response to ALL ELEVEN QUESTIONS, and each question has MULTIPLE PARTS.

We've noticed from prior years that applicants do not always fully answer all parts of the questions, which in turn, requires GFMD to reach out to the applicant and which may delay funding decisions. Some of the most common issues that we've encountered have been, for example, question #2, where the applicant indicates that they do indeed have internal policies, but they don't provide a brief list of topics covered in the policies and procedures. On question #3, some applicants fail to provide a brief summary of the organization's process for tracking expenditures, and more specifically whether or not it tracks budgeted versus actual expenditures.

These are just a few examples, but in general, please make sure that you read each piece of each question and provide a full and comprehensive response.

This next slide will quickly highlight some resources that are available as you're creating the budget to be submitted with your application.

Over the last couple of years, GFMD has developed a detailed webinar presentation on how to develop a budget to be submitted with OVW applications. This presentation addresses some of the challenges that you may face with your budgets and provides some insight on OVW's budget review process. This webinar can be found at the link on this slide.

Next up is the uniform guidance, which can be found at 2 CFR 200 (use your favorite search engine for this one). Other resources include the DOJ Financial Guide and the NOFO itself.

We know this can be a lot of information to process, so if you have any questions about the GFMD information discussed, please feel free to contact the GFMD helpdesk at 888-514-8556 or by email at OVW.GFMD@usdoj.gov.

Next we will go over How To Apply

I want to stress the importance of registering and/or updating your System for Award Management or SAM.gov, grants.gov, and JustGrants accounts. To apply for this funding, an applicant must have a registered or updated account with each of these systems.

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.

We strongly encourage you to register or update your accounts by September 30th or as soon as possible. You can find this funding opportunity in grants.gov by using the Assistance Listing Number 16.052, grants.gov Opportunity Number or the title of this NOFO.

In case you are wondering why you need to register and ensure your accounts for sam.gov, grants.gov, and JustGrants are updated; it is because there is a two-step submission process. A complete application has components of the application that will be submitted in both Grants.gov and JustGrants.

Please mark your calendars for these critical dates.

There are two deadlines. The grants.gov deadline is Tuesday, October 14th at 11:59 PM ET, where you must submit the SF-424, the Application for Federal Assistance standard form and the SF-LLL, the Disclosure of Lobbying Activities form.

If you don't submit these documents in Grants.gov, then you will not be able to submit the rest of the application in JustGrants. It is important to submit the Grants.gov documents sooner rather than later.

The JustGrants deadline is Thursday, October 16th at 8:59 PM ET, which is where you submit the full application.

Please note that applications must adhere to the following technical requirements. They must be double-spaced (however, charts may be single-spaced). Pages should be set up as 8½ x 11 inch pages with one-inch margins.

The document should use Arial font, which is a minor change this year; times new roman should no longer be used. Also use type no smaller than 11 point, except for footnotes, which may be 9 point. There should be page numbers and no more than 20 pages are permissible for the Proposal Narrative. Application reviewers will be instructed to stop reading anything beyond 20 pages of the Proposal Narrative.

Only documents in the following formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt) are accepted.

Finally, please include headings and sub-headings that correspond to the sections identified in this section of the NOFO. Including these helps application reviewers to read, follow, and score your applications.

First, let's talk about 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 NOFO carefully for all requirements.

Applicants must also complete and submit the Disclosure of Lobbying Activities (SF-LLL) in Grants.gov. As a reminder, if you do not submit these documents in Grants.gov by the deadline, you won't be able to submit the remaining components of the application. This deadline will not be extended so make sure that you submit these initial documents as soon as you can. It is a critical step to completing your application submission.

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.

Applicants will then submit the full application in JustGrants. The Proposal Abstract is entered into a text box, the Pre-Award Risk Assessment is an online survey, and the Summary Data Sheet is uploaded as an attachment.

The Proposal Narrative, Job Descriptions, Budget Detail Worksheet and Budget Narrative, Memorandum of Understanding/Letter of Commitment (Tribal governments only), and Certification Letter will need to be uploaded in JustGrants.

Please read the NOFO carefully for other documentation required.

As we want to maximize our time together, rather than going through each of the steps of applying through JustGrants, we want to provide you information for you to access self-guided training resources, including training and a Virtual Q&A session on Application Submission, available through the link on this slide.

Here are some application submission tips and resources.

Read the notice of funding opportunity carefully, early, and often!

Some steps, such as registering with the System for Award Management (or SAM.gov) or Grants.gov, may take several days to complete, so please start with those as soon as possible as you cannot apply without them – even if you have a fully completed application package ready for upload.

We recommend that applicants begin these processes as soon as possible, but no later than the dates suggested in the NOFO

Review the Application Checklist in the NOFO, and make sure your application is complete.

As a reminder of the deadlines,

- The Grants.gov deadline is 11:59pm ET on Tuesday, October 14, 2025
- Applications are due in JustGrants by 8:59pm ET on Thursday, October 16, 2025
- Another reason to submit early, by 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.

What happens after the application is submitted and reviewed? Just to let you know what can be expected, this fall, TA Providers may contact applicants to discuss their applications and proposed projects, before OVW makes funding recommendations and decisions.

If you have questions that come up as you're working on or submitting your application, here is contact information for each group that can help with your application 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 1-800-518-4726
- OVW JustGrants Support: email OVW.JustGrantsSupport@usdoj.gov or call 866-655-4482

Thank you for joining today's Pre-Application webinar. Good luck on your applications and please feel free to reach out to us with any questions that may come up for you.