



Administration for Children and Families

Administration on Children, Youth, and Families-Family and Youth Services Bureau

**Family Violence Prevention and Services Discretionary Grants: Capacity Building and Program
Technical Assistance for Family Violence Prevention and Services Act Formula Grantees**

HHS-2022-ACF-ACYF-EV-0112

Application Due Date: 09/06/2022

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Funding Opportunity Title:

Family Violence Prevention and Services Discretionary Grants: Capacity Building and Program Technical Assistance for Family Violence Prevention and Services Act Formula Grantees

Announcement Type:

Initial

Funding Opportunity Number:

HHS-2022-ACF-ACYF-EV-0112

Primary CFDA Number:

93.592

Due Date for Applications:

09/06/2022

Executive Summary**Notice:**

- **Applicants are strongly encouraged to read the entire notice of funding opportunity (NOFO) carefully and observe the application formatting requirements listed in *Section IV.2. Content and Form of Application Submission*. For more information on applying for grants, please visit "How to Apply for a Grant" on the ACF Grants & Funding Page at <https://www.acf.hhs.gov/grants/how-apply-grant>.**

This NOFO announces the availability of funds for the award of one cooperative agreement on a competitive basis to provide organizational capacity building training and technical assistance at a national level to states, tribes, and coalitions. The training and technical assistance will be provided to Family Violence Prevention and Services Act (FVPSA) State Administering Agencies, State and Territorial Domestic Violence Coalitions (SDVC) and FVPSA Tribal Grantees (collectively known as Formula Grantees) to build the organizational, programmatic and administrative functions of the FVPSA Formula Grantees and the FVPSA subrecipients (local domestic violence programs). The FVPSA Formula Grantees Capacity Building Consortium is tasked with building and maintaining organizational capacity in multiple domains of organizational development and operations and must have the following:

- Include one consortium partner with demonstrated expertise in working with, and providing technical assistance to, FVPSA Administrators in administering subgrants, monitoring subrecipients, providing technical assistance, and coordinating accessible domestic violence and dating violence services in their states. This includes the engagement of tribes and community-based organizations that primarily serve underserved populations, including culturally and linguistically specific populations, in the state planning process when determining how such populations can assist the states in serving unmet needs.
- Include one consortium partner with demonstrated expertise providing organizational capacity in building technical assistance and training resources to Indian tribes and tribal organizations to enhance their capacity to respond to domestic violence, to enhance the intervention and prevention efforts of Indian tribes and tribal organizations to increase the

safety of Indian women, and to coordinate activities with other federal agencies, offices, and grantees that address the needs of Indians (including Alaska Natives) and Native Hawaiians who experience domestic violence.

- Include one consortium partner with demonstrated expertise providing technical assistance to state and territorial coalition directors and board members ensuring the organizational capacity to provide training and technical assistance, needs assessment, and advocacy services, among other activities with local domestic violence programs, and to encourage appropriate responses to domestic violence within the states. This includes providing technical assistance to coalitions and board members about creating and implementing programming that is reflective of the communities and populations residing within their states or territories. The applicant and project partners must demonstrate, as a collective, extensive expertise working with, and providing technical assistance to, domestic violence coalitions, dual coalitions, and board members regarding the organizational capacity of the coalitions and leadership development.
- The FVPSA Formula Grantee Capacity Building Consortium must focus on organizational capacity building which includes a focus on FVPSA State Administering Agencies', SDVC and FVPSA Tribal Grantees organizational resources, which includes workforce capacity building; organizational infrastructure, including confidentiality policies, organizational financial grants management procedures/policies, organizational knowledge, and organizational relationships; and partnerships with FVPSA formula grantees and subrecipients.
- Additionally, the FVPSA Formula Grantees Capacity Building Consortium must include organizations and individuals that serve or have expertise working with diverse populations and multiple geographic areas.

The current FVPSA formula capacity building grantee responded to 450 requests for technical assistance in 2021. Some of the requests for technical assistance and training included additional help understanding programmatic guidance to ensure compliance with FVPSA legislative (42 U.S.C. 10401 et seq.) and regulatory requirements pertaining to confidentiality (45 CFR § 1370.4), accessibility and anti-discrimination (45 CFR § 1370.5), voluntary services (45 CFR § 1370.10(b)(10)), statewide planning (45 CFR § 1370.10(b)(6)(i)), and needs assessments. Additionally, many FVPSA State Administering Agencies, SDVC, FVPSA Tribal Grantees, and subrecipients are non-profit organizations that must ensure proper use of federal funds and need technical assistance and guidance on maintaining boards of directors and/or membership structures, understanding the Board of Directors' roles in financial and human resources management and leadership development, and ensuring financial management systems are accurate, current, and able to provide complete disclosure of the financial results of each federal award or program.

FVPSA grantees are required to adhere to statutory and regulatory requirements laid out in 42 U.S.C. 10401 et seq. and 45 CFR § 1370, including non-discrimination provisions (45 CFR § 1370.5), non-disclosure of confidential information (45 CFR § 1370.4), provision of culturally and linguistically appropriate services (45 CFR § 1370.5(e)(1-2)), and must use funds for approved activities in accordance with 42 U.S.C. 10408(b)(1). In order to support subrecipients' ability to meet these requirements, some of the capacity building activities provided by this grantee will include assisting FVPSA State Administering Agencies, SDVC, FVPSA Tribal Grantees, and their subrecipients in complying with FVPSA legislation and regulations, understanding roles and responsibilities of the state administering agency and coalition,

incorporating best practices at the state and local levels, building the management capacity of organizations, and building meaningful partnerships and collaborations within the state or territory. The grantee will provide the technical assistance through such methods as providing on-site training and technical assistance; presenting at national or regional meetings and conferences; developing on-line, self-paced learning modules; presenting webinars; developing written materials; and coordinating small group meetings, such as in-person, conference calls, and video technology, to encourage peer-to-peer learning. The grantee will participate in ongoing coordination and collaboration with the FVPSA-funded resource centers, collectively known as the Domestic Violence Resource Network (DVRN).

This funding opportunity will make one grant award for a consortium of technical assistance providers that must be made up of three organizations, each dedicated to providing specific technical assistance for state/territory administrators, tribes/tribal organizations, and coalitions. The FVPSA Formula Grantees Capacity Building Consortium technical assistance providers must individually provide targeted training and technical assistance and leverage their collective expertise to build connections and collaborations across FVPSA-funded states, territories, tribes, and coalitions.

I. Program Description

Statutory Authority

The statutory authority for this funding opportunity announcement is 42 U.S.C. 10410(a)(2)(B)(ii) of the Family Violence Prevention and Services Act.

Description

Program Background and Purpose

Within the Administration on Children, Youth and Families (ACYF) is the Family and Youth Services Bureau's (FYSB) Division of Family Violence Prevention and Services (FVPSA Program), which administers FVPSA. Ninety percent of FVPSA's Congressional appropriation funds formula grants to states, territories, and Indian tribes by serving as the primary federal funding stream dedicated to grants for immediate shelter and supportive services for victims of domestic violence and dating violence, and their dependents. To provide these services, FVPSA dollars fund an average of 13 percent of the budgets for almost 1,500 local domestic violence programs, along with over 144 tribal victim programs. These programs work tirelessly to address the overwhelming need in almost every community. In 2021, local programs provided services to over 1.28 million survivors, including women, men, children, and youth. In 2021, FVPSA funded local domestic violence programs provided 7,218,471 shelter nights and responded to 2,564,242 crisis calls. There were 181,346 documented requests for shelter that were unmet by the local programs due to shelter capacity or limited resources. The number of unmet requests decreased by 10,946 as compared to unmet requests from FY 2020.

For FY 2021, FVPSA made 52 awards totaling \$114,887,550 in FVPSA appropriations with awards ranging from \$601,920 to \$10,135,726 for states via subgrants for approximately 1,507 domestic violence shelter programs and domestic violence non-shelter programs. Each of the 252 federal tribes that applied for FVPSA funds in 2021 received awards between \$55,000 and \$2,039,910 dollars for a total of \$23,412,500. The FVPSA Program also provided \$16,412,500 (territories received less) in formula grants to the U.S. Department of Health and Human

Services (HHS) designated **SDVC** in each state and territory to work with providers of domestic and dating violence services, and other community-based programs, to encourage appropriate and comprehensive responses to domestic violence and dating violence, including providing training and technical assistance.

For FY 2021, 298 awards were made with the \$200 million in FVPSA American Rescue Plan (ARP) supplemental appropriations to ensure the continuity of domestic violence services funding an average award of \$146,563 to \$10,206,485 for states and territories. The average ARP domestic violence award for tribes ranged from \$97,980 to \$2,355,205.

In addition to formula grants, the FVPSA Program provides discretionary funds for national resource centers, special-issue and culturally specific training and technical assistance centers, collectively known as the DVRN. The FVPSA Formula Grantees Capacity Building Consortium grantee will be a part of FYSB's DVRN. The DVRN will provide information, resources, training, and technical assistance to improve the capacity of individuals, organizations, governmental agencies, local communities, tribes, and tribal organizations, to prevent family violence, domestic violence, and dating violence; and to provide evidence-based and evidence-informed intervention services. As part of the DVRN, the FVPSA Formula Grantees Capacity Building Consortium will work collaboratively to share its expertise and best practices working with formula grantees, including state administrators, coalitions and tribal organizations. While the grant recipient will be a member of the DVRN, it will maintain independent governance of its own organization, but will be required to share its expertise with other DVRN members, actively participate in the coordination of technical assistance, attend semi-annual DVRN meetings, and work collaboratively to develop resources as needed. The DVRN is currently comprised of the following FVPSA-funded resource centers and training and technical assistance grants:

- National Resource Center on Domestic Violence
- National Indian Resource Center Addressing Domestic Violence and Safety for Indian Women
- Special Issue Resource Center on Domestic Violence and Criminal and Civil Justice
- Special Issue Resource Center on Domestic Violence, Child Protection and Custody
- Special Issue Resource Center on Health and Domestic Violence
- Special Issue Resource Center on Domestic Violence, Trauma, and Mental Health
- Special Issue Resource Center on Domestic Violence and Asian and Pacific Islanders
- Special Issue Resource Center on Domestic Violence in the African American Community
- Special Issue Resource Center on Domestic Violence in the Latino Community
- National Domestic Violence Hotline
- LGBTQ Institute on Intimate Partner Violence
- Alaska Native Resource Center

Purpose

The purpose of this funding is to provide direct training and technical assistance to build the

capacity for state, tribes, and coalitions to successfully manage their formula grants and meet the goals of the FVPSA . This funding opportunity will support a consortium of three unique and separate capacity building centers that will each develop unique supports for FVPSA State Administering Agencies, SDVAs, and FVPSA Tribal Grantees. Additionally, the consortium will collaborate to build capacity and alignment for these three entities' formula grantees to work together to meet FVPSA goals including, but not limited to, developing needs assessments, state funds distribution, and monitoring plans. The work of the consortium will be rooted in the experiences of survivors and will support equity in all aspects of FVPSA-funded grant activities. The FVPSA Formula Grantees Capacity Building Consortium must provide the following:

- Comprehensive technical assistance and training to FVPSA Administrators in administering subgrants, monitoring subrecipients, providing technical assistance, and coordinating accessible domestic violence and dating violence services in their states. This includes the engagement of tribes and community-based organizations that primarily serve underserved populations, including culturally and linguistically specific populations, in the state planning process when determining how such populations can assist the states in serving unmet needs.
- Comprehensive technical assistance and training to Indian tribes and tribal organizations to enhance their capacity to respond to domestic violence, enhance the intervention and prevention efforts of Indian tribes and tribal organizations to increase the safety of Indian women, and coordinate activities with other federal agencies, offices, and grantees that address the needs of Indians (including Alaska Natives) and Native Hawaiians who experience domestic violence.
- Comprehensive technical assistance to state and territorial coalition directors and board members ensuring the organizational capacity to provide training and technical assistance, needs assessment, and advocacy services, among other activities with local domestic violence programs, and to encourage appropriate responses to domestic violence within the states. This includes providing technical assistance to coalitions and board members about creating and implementing programming that is reflective of the communities and populations residing within their states or territories. The applicant and project partners must demonstrate, as a collective, extensive expertise working with, and providing technical assistance to, domestic violence coalitions, dual coalitions, and board members regarding the organizational capacity of the coalitions and leadership development.
- The FVPSA Formula Grantee Capacity Building Consortium must focus on organizational capacity building that includes a focus on FVPSA State Administering Agencies, SDVAs, and FVPSA Tribal Grantees.
- Provide organizational resources to include workforce capacity building; organizational infrastructure, including confidentiality policies; organizational financial grants management procedures/policies; organizational knowledge; and organizational relationships and partnerships with FVPSA formula grantees and subrecipients.
- Include organizations and individuals that serve or have expertise working with diverse populations and multiple geographic areas.
- Provide training and technical assistance to improve the subrecipients' organizational capacity, organizational accessibility, board leadership, workforce capacity, and staff

development. Applicants must identify specific topic areas on which the project proposes to provide training and technical assistance and have expertise in adult learning techniques.

State Administrators, Tribal Programs, and SDVCs must have access to technical assistance that ensures they have the capacity to carry out the FVPSA grant program with best practices and in adherence to FVPSA guidance, including legislation and regulations. Recently, state administrators and coalition staff have experienced a strain on their capacity due to the COVID-19 pandemic and increased retirements. High staff turnover and decreased staffing capacity results in a loss of knowledge of administering FVPSA funding and supporting subgrantees. This has required the need for support navigating the rules and requirements of FVPSA funding including monitoring subrecipients, engaging culturally specific communities, best practices on confidentiality (45 CFR § 1370.4), voluntary services (45 CFR § 1370.10(b)(10)), accessibility and anti-discrimination (45 CFR § 1370.5), distribution (45 CFR § 1370.10(b)(5)) and use of FVPSA funds (42 U.S.C. 10408(b)), state planning (45 CFR § 1370.10(b)(6)(i)), state needs assessment (42 U.S.C. 10411(d)(1)), etc. Additionally, many FVPSA grantees and subrecipients are non-profit organizations responsible for complying with proper management of federal funds (45 CFR § 1370.3(a)(6)). During the COVID-19 pandemic, FVPSA grantees reported high turnover within local programs impacting service delivery. Capacity issues have resulted from the inability to maintain staffing and decreased retention, executive leadership turnover, burnout, low pay, and a significant decrease in volunteers. This has resulted in state administrators and coalitions requesting technical assistance and best practices to support state administrators and coalitions. Requests included employee retention and recruitment, compensation, safety, and benefits to help organizations support and maintain service delivery.

Grantees and subrecipients also sought technical assistance from the FVPSA Office and the Capacity Building Grantee related to maintaining boards of directors and/or membership structures, understanding the Board of Directors' roles in financial and human resources management as well as leadership development, and ensuring financial management systems provide accurate, current, and complete disclosure of the financial results of each federal award or program. Technical assistance is also necessary to assist tribes and tribal organizations in addressing the needs of tribal communities through the development of partnerships with state administrators and SDVC's, participation in the state planning process (45 CFR § 1370.10(b)(6)(v)), expansion of organizational capacity and workforce, and compliance with FVPSA rules and regulations.

Consortium Model for Capacity Building

The FVPSA Formula Grantee Capacity Building Consortium will be a co-leadership model made up of three entities each and will be dedicated to increasing the capacity of FVPSA State Administering Agencies, SDVAs, and FVPSA Tribal Grantees. This structure is designed to help meet the individual capacity building needs of each of the unique types of formula grantees while leveraging collective expertise to increase collaboration of and strong connections between formula grantees.

Eligible entities for this funding opportunity include national, tribal, statewide, or other nonprofit organizations. Eligible applicants must have the capacity to provide training and technical assistance and develop and distribute capacity building resources on a national level. Each entity

in the consortium must have a demonstrated history of providing capacity building, extensive expertise working with and providing technical assistance to state, tribes, tribal organizations, or coalitions.

The capacity building efforts will be designed to identify strengths and weaknesses of FVPSA State Administering Agencies, SDVAs, and FVPSA Tribal Grantees and build a community of practice where participants implement their learning and strengthen their efforts by interacting regularly with peers and subject matter experts.

Capacity Building

Successful capacity-building enhances knowledge, promotes changes to practices or policies when necessary, strengthens management and governance, and ensures compliance with required FVPSA regulations. The capacity building for this solicitation will result in increased knowledge related to adherence to statutory and regulatory requirements laid out in 42 U.S.C. 10401 et seq. and 45 CFR §1370, including non-discrimination provisions (45 CFR § 1370.5), non-disclosure of confidential information (45 CFR § 1370.4), provision of culturally and linguistically appropriate services (45 CFR § 1370.5(e)(1-2), and use of funds for approved activities in accordance with 42 U.S.C. 10408(b)(1). In order to support subrecipients' ability to meet these requirements, the consortium will utilize adult learning techniques to design activities that build or enhance the subrecipients' programmatic and administrative functions including:

1. Deliver state-of-the art national training and technical assistance to build and enhance organizational capacity of FVPSA state administrators and their subrecipients, including Indian tribal governments, tribal organizations, and state domestic violence coalitions to provide understanding and compliance with FVPSA Statute (42 U.S.C. 10401 et seq.) and Regulations (45 CFR §1370); understand roles and responsibilities of the state administering agency, tribal program, and coalition; incorporate best practices at the state, tribal, and local levels; build the organizational, staffing, and management capacity of organizations; increase fiscal internal controls and administrative capacity; ensure compliance with statutory and regulatory requirements and provide resources and guidance on the implementation of recommended practices to include confidentiality, voluntary services, accessibility, anti-discrimination, and other FVPSA-related issues to ensure programmatic integrity.
2. Develop or utilize existing trainings to assist states, domestic violence coalitions, tribes, tribal organizations, and government agencies to better understand how to administer FVPSA grants; define best practices for maintaining financial controls and administrative capacity; comply with FVPSA statute and regulations, including state planning and conducting needs assessments; and engaging tribes and community-based organizations that primarily serve underserved populations, including culturally and linguistically specific populations, in the state planning process when determining how such populations can assist the states in serving unmet needs.
3. Develop and/or utilize existing trainings to assist states, domestic violence coalitions, tribes, tribal organizations, and government agencies to increase the awareness of the need to provide culturally relevant, survivor-centered programming; trauma-informed services; racial equity; and other relevant and emerging issues that affect survivors and their families.

4. Develop partnerships and build innovative collaborations between domestic violence providers, LGBTQ-specific organizations, social services agencies, faith-based organizations, racially and ethnically specific organizations, and public health organizations.
5. Provide virtual training to a range of audiences and audience sizes, including, but not limited to, securing the necessary technical tools/platforms and ensuring staff or consultant subject matter expertise on adult learning, instructional design, and learning management systems best practices.
6. Support and assist the development of partnerships and collaborations between state administrators, Indian tribal governments, tribal organizations, and state domestic violence coalitions to support the implementation of FVPSA requirements and efforts.
7. Implementation of periodic needs assessments of state administrator, tribal organizations, and SDVC to identify unmet training and technical assistance needs, including the identification of unaddressed or under-addressed topic areas and audiences.
8. Plan to assist FYSB with technical and logistical support of grantee meetings and conferences, including providing insight from first-hand knowledge and experience that can inform planning, analysis, and implementation as related to identified training and technical assistance topics; identifying meeting/conference venues; subcontracting with quality presenters, facilitators, and consultants; working with stakeholders to develop an agenda; arranging travel; providing onsite support; and following up on conference evaluations.
9. Participate actively in the coordination of nationwide technical assistance and training with the members of the DVRN to work collaboratively to provide referrals to DVRN members for additional technical assistance and resources and to develop research and best practices for the field.
10. Reporting—preparing an end of performance progress report that documents services provided, unmet needs, trends, and technical assistance needs.
11. Provide ongoing opportunities for discussion, solicitation of input or needs, promotion of best practices, and communication throughout the duration of the grant.

Capacity building activities specific for each of the three categories of formula-funded grantees must include:

FVPSA State Administering Agencies

- Develop a State Administrator orientation including, but not limited to, updating manuals, small group calls, and webinars.
- Provide technical assistance and support to state administrators with their state planning process. This should include engaging tribes and community-based organizations that primarily serve underserved populations, including culturally and linguistically specific populations, to determine how such populations can assist the state in serving unmet needs. Support state administrators in the administering and monitoring of FVPSA funds and operating within the requirements of federal and FVPSA rules and regulations.
- Support state administrators' training and technical assistance of FVPSA subrecipients to implement inclusive and accessible domestic violence shelter and supportive services.

- Facilitate and support the development of partnerships between state administrators, tribes, and tribal organizations.
- Strengthen the workforce capacity building technical assistance provided by state agencies to FVPSA subrecipients to support the implementation of domestic violence services and supports in local communities.

FVPSA Tribal Grantees

- Develop Tribal Administrator Orientation - an orientation program for FVPSA Tribal Administrators including, but not limited to, updating manuals, small group calls, and webinars.
- Create and implement a plan to maintain up-to-date expertise on the tribal populations/communities.
- Conduct needs assessments of the tribal domestic violence field and related system to identify unmet training and technical assistance needs, including the identification of unaddressed or under-addressed topic areas and audiences.
- Support the growth and strengthen the organizational capacity of FVPSA-funded tribes and tribal organizations to develop partnerships with state administrators' and SDVCs; workforce expansion and compliance with FVPSA rules and regulations.
- Facilitate and support partnerships with state administrators to ensure tribal participation in the state planning process (45 CFR § 1370.10(b)(6) (v)) and supporting the needs of tribal communities.
- Strengthen the workforce capacity building of tribes and tribal organizations to support the implementation of FVPSA grants.

State and Territorial Domestic Violence Coalitions

- Assist SDVCs in maintaining their capacity to fulfill the FVPSA requirements to receive and maintain designation from HHS per 45 CFR § 1370.20(b). Some of the capacity building activities may support building coalition membership (45 CFR § 1370.20(b)(1)); developing and strengthening the board (45 CFR § 1370.20(b)(2)); strengthening financial sustainability and internal controls (45 CFR § 1370.20(b)(3)) through policies, systems, and funding strategies; and supporting the coalition in its role as a technical assistance provider and information clearinghouse (45 CFR § 1370.20(b)(4)).
- Support SDVCs to conduct needs assessments that include member and non-member programs that provide direct services to encourage appropriate and comprehensive responses.
- Guide SDVCs to complete a needs assessment to identify unmet training needs or under addressed topic areas.
- Support SDVC's to work with state administrators in the planning and monitoring of the distribution of FVPSA state subgrants and subgrant funds and the administration of FVPSA state-funded grant programs and projects (42 U.S.C. 10411(d)(2)).
- Provide technical assistance and support for conducting statewide needs assessments (42 U.S.C. 10411(d)(1)).

- Strengthen the workforce capacity building of SDVAs to support the implementation of FVPSA grants.

Capacity Building Consortium Program Expectations

Ensure that the grant approach, workplans, and deliverables are consistent with a comprehensive approach to advancing equity for all, including people of color and others who have been historically underserved, marginalized, and adversely affected by persistent poverty and inequality. The grantee will provide a comprehensive community equity plan (or other similar documentation within the application) that demonstrates the processes and policies the grantee has in place to ensure the proactive identification of systemic barriers to opportunities and benefits for people of color and other underserved populations and strategic incorporation of activities to redress such barriers in ongoing workplans. This plan (or other similar documentation within the application) will also address policies and practices that are in place to ensure that the grant staffing plan supports the capacity to address those disparities in an ongoing, strategic, and culturally responsive manner, especially for particular underserved populations with documented history of long-standing, significant disparities related to the topic of the grant.

“Underserved” definition: For purposes of this NOFO, “underserved population”, “underserved communities” or “people who have been historically underserved” should be read to be consistent with FVPSA statutory and regulatory definitions (at 42 U.S.C. 10402(14) and 45 CFR part 1370.2). For reference, the definition at 45 CFR part 1370.2 is given here: “Underserved populations means populations who face barriers in accessing and using victim services, and includes populations underserved because of geographic location, religion, sexual orientation, gender identity, underserved racial and ethnic populations, and populations underserved because of special needs including language barriers, disabilities, immigration status, and age. Individuals with criminal histories due to victimization and individuals with substance use disorders and mental health issues are also included in this definition. The reference to racial and ethnic populations is primarily directed toward racial and ethnic minority groups (as defined in section 1707(g) of the Public Health Service Act (42 U.S.C. 300(u–6)(g)), which means American Indians (including Alaska Natives, Eskimos, and Aleuts); Asian American; Native Hawaiians and other Pacific Islanders; Blacks and Hispanics. The term “Hispanic” or “Latino” means individuals whose origin is Mexican, Puerto Rican, Cuban, Central or South American, or any other Spanish speaking country. This underserved populations’ definition also includes other population categories determined by the Secretary [of Health and Human Services] or the Secretary’s designee to be underserved.”

Ensure that the grant approach, workplans, and deliverables are consistent with prohibitions on discrimination on the basis of gender identity or sexual orientation and proactively support access and redress barriers for Lesbian, Gay, Bisexual, Transgender, Questioning (LGBTQ) and Two-Spirit survivors and their children, and that technical assistance and training is conducted in alignment with FVPSA regulations at 45 CFR § 1370.5 (a) and (c) requiring that no person shall, on the basis of actual or perceived gender identity or sexual orientation, be excluded from participation in, be denied the benefits of, or be subject to discrimination under, any program or activity funded in whole or in part through FVPSA.

Five bonus points will be given to applicants that have not received FVPSA funding to provide training and technical assistance nationally prior to submitting this application.

Additionally, up to 15 bonus points will be awarded for applicants that include a tribal coalition as one of their three partner organizations that have demonstrated experience providing technical assistance and maintaining meaningful relationships with tribes, state administrators, and state domestic violence coalitions as part of the state planning process as required by the FVPSA statute and regulations.

II. Federal Award Information

Funding Instrument Type:

CA (Cooperative Agreement)

Estimated Total Funding:

\$1,500,000

Expected Number of Awards:

1

Award Ceiling:

\$1,500,000

Per Budget Period

Award Floor:

\$800,000

Per Budget Period

Average Projected Award Amount:

\$1,000,000

Per Budget Period

Anticipated Project Start Date:

09/30/2022

Length of Project Periods:

36-month project period with three 12-month budget periods

Additional Information on Project Periods and Explanation of 'Other'

N/A

Additional Information on Awards:

Awards made under this funding opportunity are subject to the availability of federal funds.

Applications requesting an award amount that exceeds the *Award Ceiling* per budget period, or per project period, as stated in this section, will be disqualified from competitive review and funding under this funding opportunity. This disqualification applies only to the *Award Ceiling* listed for the first 12-month budget period for projects with multiple budget periods. If the project and budget period are the same, the disqualification applies to the *Award Ceiling* listed for the project period. Please see *Section III.3. Other, Application Disqualification Factors*.

Note: For those programs that require matching or cost sharing, recipients will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period or by project period for fully funded awards, even if the projected commitment exceeds the required amount of match or cost share. **A recipient's failure to provide the required matching amount may result in the disallowance of federal funds.** For more information on these requirements, see *Section III.2. Cost Sharing or Matching*.

Description of ACF's Anticipated Substantial Involvement Under the Cooperative Agreement Award

The grant award will be a cooperative agreement. A cooperative agreement is an award instrument used when substantial involvement is anticipated between the awarding office and the recipient during performance of the contemplated project. FYSB will collaborate with the grantee throughout the project period.

- FYSB will provide consultation and will review and approve the work plan for the project, as well as the structure and integrity of the approved project as needed.
- FYSB will also approve any revisions to the work plan or structure of the approved project during each budget period. Additionally, FYSB will approve significant project activities and changes to project plans.
- FYSB will review and approve final drafts of all updated or new materials, articles, major publications, and research reports that are developed or distributed with resources made available under the cooperative agreement.
- FYSB will be involved in the development of long-term strategies for the implementation of the project and will participate in major project activities, such as conferences, topical meetings, or major project meetings.
- As FYSB determines appropriate, FYSB will make changes to the grantee's detailed plan for project implementation including its work plan, trainings/events schedule, and evaluation schedule, in consultation with the grantee.
- FYSB will organize periodic consultations, meetings, briefings, teleconferences, webinars, and other forums necessary to review current and planned activities, to share information, and to promote coordination.
- FYSB will keep the grantee informed about expectations for performance, current FYSB policy, and FYSB's vision for addressing domestic violence and dating violence.

III. Eligibility Information

III.1. Eligible Applicants

To be eligible to receive a grant under the FVPSA 42 U.S.C. 10410(c)(1), "...an entity shall be a nonprofit private organization that focuses primarily on domestic violence and that - "(A) Provides documentation to the Secretary demonstrating experience working directly on issues of domestic violence, and (in the case of an entity seeking a grant under subsection (b)(2)) demonstrating experience working to provide technical assistance to state administrators, tribal organizations, and coalitions area described in subsection (b)(2); "(B) Includes on the entity's advisory board representatives who are from domestic violence service programs and who are geographically and culturally diverse; and "(C) Demonstrates the strong support of domestic violence service programs from across the Nation for the entity's designation as a national

technical assistance provider for formula grantees, as appropriate."

Eligible entities for the Family Violence Prevention and Services Discretionary Grants: Capacity Building and Program Technical Assistance for FVPSA Formula Grantees are national, tribal, statewide, or other nonprofit organizations. Eligible applicants must have the capacity to provide training and technical assistance and develop resources on a national level. Each entity in the consortium must have a demonstrated history of providing capacity building to state, tribes, and/or domestic violence coalitions.

Eligible entities to receive this discretionary grant under 42 U.S.C. 10410 are private, nonprofit 501 (c)(3) organizations (including faith-based, charitable, or community-based organizations), a tribal organization with 501 (c)(3) status, or a public or private nonprofit educational institution.

Applications from individuals (including sole proprietorships) and foreign entities are not eligible and will be disqualified from competitive review and funding under this funding opportunity. See *Section III.3. Other, Application Disqualification Factors*.

Faith-based and community organizations that meet the eligibility requirements are eligible to receive awards under this funding opportunity. Faith-based organizations may apply for this award on the same basis as any other organization, as set forth at and, subject to the protections and requirements of 45 CFR Part 87 and 42 U.S.C. 2000bb *et seq.*, ACF will not, in the selection of recipients, discriminate against an organization on the basis of the organization's religious character, affiliation, or exercise.

Reference to Legal Status

See *Section IV.2. Legal Status of Applicant Entity* for documentation required to support eligibility.

III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement:

No

For all federal awards, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part of the recipient's cost sharing or matching when such contributions meet all criteria listed in 45 CFR § 75.306.

For awards that require matching by statute, recipients will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period, or by project period for fully funded awards, even if the projected commitment exceeds the amount required by the statutory match. **A recipient's failure to provide the statutorily required matching amount may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

For awards that do not require matching or cost sharing by statute, where "cost sharing" refers to any situation in which the recipient voluntarily shares in the costs of a project other than as statutorily required matching, recipients will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period, or by project period for fully funded awards. These include situations in which contributions are voluntarily proposed by a recipient or subrecipient and are accepted by ACF. Non-federal cost sharing will be included in the approved project budget so that the recipient will be held

accountable for proposed non-federal cost sharing funds as shown in the Notice of Award (NoA). **A recipient's failure to provide voluntary cost sharing of non-federal resources that have been accepted by ACF as part of the approved project costs and that have been shown as part of the approved project budget in the NoA, may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

III.3. Other

Application Disqualification Factors

Applications from individuals (including sole proprietorships) and foreign entities are not eligible and will be disqualified from competitive review and funding under this funding opportunity.

Award Ceiling Disqualification

Applications that request an award amount that exceeds the *Award Ceiling* per budget period or per project period ("per project period" refers only to fully funded awards), as stated in *Section II. Federal Award Information*, will be disqualified from competitive review and funding under this funding opportunity. This disqualification applies only to the *Award Ceiling* listed for the first 12-month budget period for projects with multiple budget periods. If the project and budget period are the same, the disqualification applies to the *Award Ceiling* listed for the project period.

Required Electronic Application Submission

ACF requires electronic submission of applications at Grants.gov. **Paper applications received from applicants that have not been approved for an exemption from required electronic submission will be disqualified from competitive review and funding under this funding opportunity.**

Applicants that do not have an internet connection or sufficient computing capacity to upload large documents to the internet may contact ACF for an exemption that will allow the applicant to submit applications in paper format. Information and the requirements for requesting an exemption from required electronic application submission are found in "[ACF Policy for Requesting an Exemption from Electronic Application Submission](#)."

Missing the Application Deadline (Late Applications)

The deadline for electronic application submission is 11:59 pm ET on the due date listed in the Overview and in Section IV.4. Submission Dates and Times. Electronic applications submitted to Grants.gov after 11:59 pm ET on the due date, as indicated by a dated and time-stamped email from Grants.gov, will be disqualified from competitive review and funding under this funding opportunity. That is, applications submitted to Grants.gov, on or after 12:00 am ET on the day after the due date will be disqualified from competitive review and funding under this funding opportunity.

Applications submitted to Grants.gov at any time during the open application period, and prior to the due date and time, which fail the Grants.gov validation check, will not be received at, or acknowledged by ACF.

Each time an application is submitted via Grants.gov, the submission will generate a new date and time-stamp email notification. Only those applications with on-time date and time stamps that result in a validated application, which is transmitted to ACF will be acknowledged.

The deadline for receipt of paper applications is 4:30 pm ET on the due date listed in the *Overview* and in *Section IV.4. Submission Dates and Times*. Paper applications received after 4:30 pm ET on the due date will be disqualified from competitive review and funding under this funding opportunity. **Paper applications received from applicants that have not received approval of an exemption from required electronic submission will be disqualified from competitive review and funding under this funding opportunity.**

Notification of Application Disqualification

Applicants will be notified of a disqualification determination by email or by USPS postal mail within 30 federal business days from the closing date of this NOFO.

IV. Application and Submission Information

IV.1. Address to Request Application Package

FYSB Operations Center
c/o F2 Solutions
Attn: FVPSA/Capacity Building for Formula Grantees
1401 Mercantile Lane
Suite 401
Largo
MD
20774

Application Packages

Electronic Application Submission:

The electronic application submission package is available in the NOFO's listing at Grants.gov.

Applications in Paper Format:

For applicants that have received an exemption to submit applications in paper format, Standard Forms (SFs), assurances, and certifications are available in the "Select Grant Opportunity Package" available in the NOFO's Grants.gov Synopsis under the Package tab at Grants.gov. See *Section IV.2. Request an Exemption from Required Electronic Application Submission* if applicants do not have an Internet connection or sufficient computing capacity to upload large documents (files) to Grants.gov.

Federal Relay Service:

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service (FedRelay) for assistance at www.gsa.gov/fedrelay.

IV.2. Content and Form of Application Submission

FORMATTING APPLICATION SUBMISSIONS

Each applicant applying electronically via Grants.gov is required to upload only two electronic files, excluding SFs and Office of Management and Budget (OMB)-approved forms. No more than two files will be accepted for the review, and additional files will be removed. SFs and OMB-approved forms will not be considered additional files.

FOR ALL APPLICATIONS:

Authorized Organization Representative (AOR)

AOR is the designated representative of the applicant/recipient organization with authority to act on the organization's behalf in matters related to the award and administration of grants. In signing a grant application, this individual agrees that the organization will assume the obligations imposed by applicable Federal statutes and regulations and other terms and conditions of the award, including any assurances, if a grant is awarded.

Point of Contact

In addition to the AOR, a point of contact on matters involving the application must also be identified. The point of contact, known as the Project Director or Principal Investigator, should not be identical to the person identified as the AOR. The point of contact must be available to answer any questions pertaining to the application.

Application Checklist

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials.

Accepted Font Style

Applications must be in Times New Roman (TNR), 12-point font, except for footnotes, which may be TNR 10-point font. Pages that contain blurred text, or text that is too small to read comfortably, will be removed.

English Language

Applications must be submitted in the English language and must be in the terms of United States (U.S.) dollars. If applications are submitted using another currency, ACF will convert the foreign currency to U.S. currency using the date of receipt of the application to determine the rate of exchange.

Page Limitations

Applicants must observe the page limitation(s) listed under "PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:." Page limitation(s) do not include SFs and OMB-approved forms.

All applications must be double-spaced. An application that exceeds the cited page limitation for double-spaced pages in the Project Description file or the Appendices file will have extra pages removed, and those pages will not be reviewed.

Application Elements Exempted from Double-Spacing Requirements

The following elements of the application submission are exempt from the double-spacing requirements and may be single-spaced: the table of contents, the one-page Project Summary, required Assurances and Certifications, required SFs, required OMB-approved forms, resumes, logic models, proof of legal status/non-profit status, third-party agreements, letters of support, footnotes, tables, the line-item budget and/or the budget justification.

Adherence to NOFO Formatting, Font, and Page Limitation Requirements

Applications that fail to adhere to ACF's NOFO formatting, font, and page limitation requirements will be adjusted by the removal of page(s) from the application. Pages will be removed before the objective review and will not be made available to reviewers.

Applications that have more than one scanned page of a document on a single page will have the page(s) removed from the review.

For applicants that submit paper applications, double-sided pages will be counted as two pages. When the maximum allowed number of pages is reached, excess pages will be removed and will not be made available to reviewers.

NOTE: Applicants failing to adhere to ACF's NOFO formatting, font, and page limitation requirements will receive a letter from ACF notifying them that their application was amended. The letter will be sent after awards have been issued and will specify the reason(s) for removal of page(s).

Corrections/Updates to Submitted Applications

When applicants make revisions to a previously submitted application, ACF will accept only the last on-time application for pre-review under the Application Disqualification Factors. The Application Disqualification Factors determine the application's acceptance for competitive review. See *Section III.3. Other, Application Disqualification Factors* and *Section IV.2. Application Submission Options*.

Copies Required

Applicants must submit one complete copy of the application package electronically. Applicants submitting electronic applications need not provide additional copies of their application package.

Applicants submitting applications in paper format must submit one original and two copies of the complete application, including all SFs and OMB-approved forms. The original copy must have original signatures.

Signatures

Applicants submitting electronic applications must follow the registration and application

submission instructions provided at Grants.gov.

The original of a paper format application must include original signatures of the authorized representatives.

Accepted Application Format

With the exception of the required SFs and OMB-approved forms, all application materials must be formatted so that they are 8 ½" x 11" white paper with 1-inch margins all around.

If possible, applicants are encouraged to include page numbers for each page within the application.

ACF generally does not encourage submission of scanned documents as they tend to have reduced clarity and readability. If documents must be scanned, the font size on any scanned documents must be large enough so that it is readable. Documents must be scanned page-for-page, meaning that applicants may not scan more than one page of a document onto a single page. Pages with blurred text will be removed from the application.

PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:

1. The Project Description file (File One) is limited to **100** pages and must include the following:
2. Table of Contents
3. Project Summary/Abstract (one page)
4. Objectives and Need for Assistance
5. Approach
6. Evaluation Plan
7. Organizational Capacity and Profiles
8. Budget and Budget Justification

The Appendices file (File Two) is limited to **60** pages and must include:

1. Staff Position Information (e.g., resumes of key staff, job descriptions, organizational chart)
2. List of Board of Directors or other governing body members (as applicable)
3. Third-Party Agreements (as applicable)
4. Letters of Support
5. Certifications and Assurances
6. Proof of Legal Status
7. Indirect Cost Rate Letter (as applicable)

ELECTRONIC APPLICATION SUBMISSION INSTRUCTIONS

Applicants are required to submit their applications electronically unless they have received an exemption that will allow submission in paper format. See *Section IV.2. Application Submission Options* for information about requesting an exemption.

Electronic applications will only be accepted via Grants.gov. **ACF will not accept applications submitted via email or via facsimile.**

Each applicant is required to upload ONLY two electronic files, excluding SFs and OMB-approved forms.

File One: Must contain the entire Project Description, and the Budget and Budget Justification (including a line-item budget and a budget narrative).

File Two: Must contain all documents required in the Appendices.

Adherence to the Two-File Requirement

No more than two files will be accepted for the review. Applications with additional files will be amended and files will be removed from the review. SFs and OMB-approved forms will not be considered additional files.

Application Upload Requirements

ACF strongly recommends that electronic applications be uploaded as Portable Document Files (PDFs). One file must contain the entire Project Description and Budget Justification; the other file must contain all documents required in the Appendices. Details on the content of each of the two files, as well as page limitations, are listed earlier in this section.

To adhere to the two-file requirement, applicants may need to convert and/or merge documents together using a PDF converter software. Many recent versions of Microsoft Office include the ability to save documents to the PDF format without need of additional software. Applicants using the Adobe Acrobat Reader software will be able to merge these documents together. ACF recommends merging documents electronically rather than scanning multiple documents into one document manually, as scanned documents may have reduced clarity and readability.

Applicants must ensure that the version of Adobe Acrobat Reader they are using is compatible with Grants.gov. To verify Adobe software compatibility please go to Grants.gov and click on “Applicants” at the top bar menu and select “Adobe Software Compatibility”, which is listed under “Applicant Resources.” The Adobe verification process allows applicants to test their version of the software by opening a test Workspace PDF form. Grants.gov also includes guidance on how to download a supported version of Adobe, as well as troubleshooting instructions for use, if an applicant is unable to open the test form.

The Adobe Software Compatibility page located on Grants.gov also provides guidance for applicants on filling out a Workspace PDF form. In addition, it addresses local network and/or computer security settings and the impact this has on use of Adobe software.

Required SFs and OMB-approved Forms

SFs and OMB-approved forms are uploaded separately at Grants.gov. These forms are submitted separately from the Project Description and Appendices files. See *Section IV.2. Required Forms, Assurances, and Certifications* for the listing of required SFs, OMB-approved forms, and

required assurances and certifications.

Naming Application Submission Files

Carefully observe the file naming conventions required by Grants.gov. Limit file names to 50 characters (characters and spaces). Please also see

<https://www.grants.gov/web/grants/applicants/submitting-utf-8-special-characters.html>.

Use only file formats supported by ACF

Applicants must submit applications using only the supported file formats listed here. While ACF supports all of the following file formats, **we strongly recommend that the two application submission files (Project Description and Appendices) are uploaded as PDFs in order to comply with the two-file upload limitation.** Documents in file formats that are not supported by ACF will be removed from the application and will not be used in the competitive review. This may make the application incomplete, and ACF will not make any awards based on an incomplete application.

ACF supports the following file formats:

- Adobe PDF – Portable Document Format (.pdf)
- Microsoft Word (.doc or .docx)
- Microsoft Excel (.xls or .xlsx)
- Microsoft PowerPoint (.ppt)
- Image Formats (.JPG, .GIF, .TIFF, or .BMP only)

Do Not Encrypt or Password-Protect the Electronic Application Files

If ACF cannot access submitted electronic files because they are encrypted or password protected, the affected file will be removed from the application and will not be reviewed. This removal may make the application incomplete, and ACF will not make awards based on an incomplete application.

FORMATTING FOR PAPER APPLICATION SUBMISSIONS:

The following requirements are only applicable to applications submitted in paper format. Applicants must receive an exemption from ACF in order for a paper format application to be accepted for review. For more information on the exemption, see "*ACF Policy for Requesting an Exemption from Required Electronic Application Submission*" at www.acf.hhs.gov/grants/howto#chapter-6.

Format Requirements for Paper Applications

All copies of mailed or hand-delivered paper applications must be submitted in a single package. If an applicant is submitting multiple applications under a single NOFO, or multiple applications under separate NOFOs, each application submission must be packaged separately. The package(s) must be clearly labeled with the NOFO title and Funding Opportunity Number.

Applicants using paper format should download the application forms package associated with the NOFO's Synopsis on Grants.gov under the Package tab.

Applicants are advised that the copies of the application submitted, not the original, will be reproduced by the federal government for review. **All application materials must be one-sided for duplication purposes. All pages in the application submission must be sequentially numbered.**

Addresses for Submission of Paper Applications

See *Section IV.7. Other Submission Requirements* for addresses for paper format application submissions.

Required Forms, Assurances, and Certifications

Applicants seeking an award under this funding opportunity must submit the listed SFs, assurances, and certifications with the application. All required SFs, assurances, and certifications are available in the Application Package posted for this NOFO at Grants.gov.

Forms/Assurances/Certifications	Submission Requirement	Notes/Description
SF-424 - Application for Federal Assistance	Submission is required for all applicants by the application due date.	Required for all applications.
Unique Entity Identifier (UEI) and System for Award Management (SAM) registration.	Required of all applicants. Applicants must have a UEI and maintain an active SAM registration throughout the application and project award period. Obtain a UEI and SAM registration at: http://www.sam.gov .	See <i>Section IV.3. Unique Entity Identifier (UEI) and System for Award Management (SAM)</i> for more information.
SF-424 Key Contact Form	Submission is required for all applicants by the application due date.	Required for all applications.
Certification Regarding Lobbying (Grants.gov Lobbying Form)	Submission required of all applicants	Submission of the certification is required for all applicants.

Forms/Assurances/Certifications	Submission Requirement	Notes/Description
	with the application package. If it is not submitted with the application package, it must be submitted prior to the award of a grant.	
SF-424A - Budget Information - Non- Construction Programs and SF-424B - Assurances - Non- Construction Programs	Submission is required for all applicants when applying for a non-construction project. SFs must be used. Forms must be submitted by the application due date. By signing and submitting the SF-424B, applicants are making the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination.	Required for all applications when applying for a non-construction project.
SF-Project/Performance Site Location(s) (SF-P/PSL)	Submission is required for all applicants by the application due date.	Required for all applications. In the SF-P/PSL, applicants must cite their primary location and up to 29 additional performance sites.
SF-LLL - Disclosure of Lobbying Activities	If submission of this form is applicable, it is due at the time of application. If it is not available at the time of application, it may also be	If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in

Forms/Assurances/Certifications	Submission Requirement	Notes/Description
	submitted prior to the award of a grant.	connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

Additional Required Assurances and Certifications

Mandatory Grant Disclosure

All applicants and recipients are required to submit, in writing, to the awarding agency and to the HHS Office of the Inspector General (OIG), all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. (Mandatory Disclosures, 45 CFR § 75.113)

Disclosures must be sent in writing to:

The Administration for Children and Families, U.S. Department of Health and Human Services, Office of Grants Management, ATTN: Grants Management Specialist, 330 C Street, SW., Switzer Building, Corridor 3200, Washington, DC 20201

And to:

U.S. Department of Health and Human Services, Office of Inspector General, ATTN: Mandatory Grant Disclosures, Intake Coordinator, 330 Independence Avenue, SW., Cohen Building, Room 5527, Washington, DC 20201

Fax: (202) 205-0604 (Include "Mandatory Grant Disclosures" in subject line) or

Email: grantdisclosures@oig.hhs.gov

Non-Federal Reviewers

Since ACF will be using non-federal reviewers in the review process, applicants have the option of omitting from the application copies (not the original) specific salary rates or amounts for individuals specified in the application budget as well as Social Security Numbers, if otherwise required for individuals. The copies may include summary salary information. If applications are submitted electronically, ACF will omit the same specific salary rate information from copies made for use during the review process.

The Project Description

The Project Description Overview

General Expectations and Instructions

The Project Description provides the information by which an application is evaluated and ranked in competition with other applications for financial assistance. It must address all

activities for which federal funds are being requested and all application requirements as stated in this section. The Project Description must explain how the project will meet the purpose of the NOFO, as described in *Section I. Program Description*. As a reminder, reviewers will be evaluating this section in accordance with *Section V.1. Criteria*.

The Project Description must be clear, concise, and complete. ACF is particularly interested in Project Descriptions that convey strategies for achieving intended performance. Project Descriptions are evaluated on the basis of substance and measurable outcomes, not length.

Cross-referencing should be used rather than repetition. Supporting documents designated as required must be included in the Appendix of the application.

Letter of Intent

Applicants are strongly encouraged to notify ACF of their intention to submit an application under this funding opportunity. Please submit a letter of intent by the deadline date listed in *Section IV.4. Submission Dates and Times*. The letter of intent should include the following information: number and title of this funding opportunity; the name and address of the applicant organization; and the name, phone number, fax number and email address of a contact person.

Letter of intent information will be used to determine the number of expert reviewers needed to evaluate applications. **The letter of intent is optional.** Failure to submit a letter of intent **will not** impact eligibility to submit an application and **will not** disqualify an application from competitive review.

Submit letters of intent to: FYSB Operations Center c/o F2 Solutions
Attn: FVPSA/Capacity Building for Formula Grantees FOA 1401 Mercantile Lane
Suite 401
Largo, MD 20774

Table of Contents

List the contents of the application including corresponding page numbers. The table of contents may be single spaced.

Project Summary

Provide a summary of the application project description. It must be clear, accurate, concise, and without cross-references to other parts of the application. The summary must include a brief description of the proposed grant project including the needs to be addressed, the proposed services, and the population group(s) to be served.

Please place the following at the top of the Project Summary:

- Project Title
- Applicant Name
- Address
- Contact Phone Numbers (Voice, Fax, Cell)
- Email Address
- Website Address, if applicable

The Project Summary must be single-spaced, Times New Roman 12-point font, and limited to one page in length. Additional pages will be removed and will not be reviewed.

Legal Status of Applicant Entity

Applicants must provide the following documentation:

Non-profit 501(c)(3) organizations applying for funding are required to submit proof of their non-profit status. Proof of 501(c)(3) non-profit status is any one of the following:

- A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt 501(c)(3) organizations described in the IRS Code.
- A copy of a currently valid IRS 501(c)(3) tax-exemption certificate.

Unless directed otherwise, applicants must include proof of non-profit status in the *Appendices* file of the electronic application submission.

Need for Assistance

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance, including the nature and scope of the problem, must be demonstrated. Supporting documentation, such as letters of support and testimonials from concerned parties, may be included in the Appendix. Any relevant data based on planning studies or needs assessments should be included or referred to in the endnotes or footnotes. Incorporate demographic data and participant/beneficiary information, as available.

Objectives

Clearly state the principal and subordinate objectives of the project. Applicants must address how the objectives stated relate to the overall purpose of the program and describe how objectives will be achieved.

When appropriate, a literature review should be used to support the objectives and needs described in this section.

Approach

Outline a plan of action that describes the scope and detail of how the proposed project will be accomplished. Applicants must account for all functions or activities identified in the application.

Cite potential obstacles and challenges to accomplishing project goals and explain strategies that will be used to address these challenges.

Describe any design or technological innovations, reductions in cost or time, or extraordinary social and/or community involvement in the project. Provide a list of members of the consortium, organizations, cooperating entities, consultants, or other key individuals that will work on the project, along with a short description of the nature of their effort or contribution.

Describe in a narrative format how the applicant would approach each of the activities (a)–(k)

described in *Section I. Program Description*. It is not expected that all of the activities will be conducted each year with all of the FVPSA Formula Grantees. This section should show how the awardee would accomplish the activity if FVPSA monitoring, grantee needs assessments, and the grantee workplan identified it to be conducted. It is not expected that the awardee currently understands the needs of each of the individual FVPSA State Administering Agencies, SDVAs, and FVPSA Tribal Grantees.

The grantee should be able to show flexibility and responsiveness to changing priorities. If any confidential or sensitive information will be collected during the course of the project, whether from staff (e.g., background investigations) or project participants and/or project beneficiaries, provide a description of the methods that will be used to ensure that confidential and/or sensitive information is properly handled and safeguarded. Also provide a plan for the disposition of such information at the end of the project period.

Project Timeline and Milestones

Provide quantitative monthly or quarterly projections (for the entire project period) of the accomplishments to be achieved for each function or activity, in such terms as the number of people to be served and the number of activities accomplished. Data may be organized and presented as project tasks and subtasks with their corresponding timelines during the project period. When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

Organizational Capacity

Provide the following information on the applicant organization and, if applicable, on any cooperating partners:

- Organizational charts.
- Resumes.
- Biographical Sketches (short narrative description).
- Evidence that the applicant organization, and any partnering organizations, have relevant experience and expertise with administration, development, implementation, management, and evaluation of programs similar to that offered under this funding opportunity.
- Evidence that each participating organization, including partners, contractors and/or subrecipients, possess the organizational capability to fulfill their role(s) and function(s) effectively.

Program Performance Evaluation Plan

Applicants must describe a plan for the program performance evaluation that will contribute to continuous quality improvement. The program performance evaluation must monitor ongoing activities and the progress towards the goals and objectives of the project. Include descriptions of the inputs (e.g., organizational profile, collaborative partners, key staff, budget, and other resources), key activities, and expected outcomes of the funded activities. The plan must explain how the inputs, activities, and outcomes will be measured; how the resulting information will be used to inform improvement of funded activities; and any processes that support the overall data quality of the performance outcomes.

Applicants must describe the organizational systems and processes that will effectively track performance outcomes, including a description of how the organization will collect and manage data (e.g., assign skilled staff, data management software, data integrity, etc.) in a way that allows for accurate and timely reporting of performance outcomes. Applicants must describe any potential obstacles for implementing the program performance evaluation and how those obstacles will be addressed. Applicants must include a timeline for how information from the quality improvement evaluation will be reviewed and applied to the ongoing project.

Logic Model

Applicants must submit a logic model for designing and managing their projects. A logic model is a diagram that presents the conceptual framework for a proposed project and explains the links among program elements. Logic models must target the identified objectives and goals of the grant program. While there are many versions of logic models, for the purposes of this funding opportunity, the logic model may include connections between the following items:

- Inputs (e.g., additional resources, organizational profile, collaborative partner(s), key staff, budget);
- Target population (e.g., the individuals to be served, identified needs);
- Activities, Mechanisms, Processes (e.g., evidence-based practices, best practices, approach, key intervention and evaluation components, continuous quality improvement efforts);
- Outputs (i.e., the immediate and direct results of program activities);
- Outcomes (i.e., the expected short and long-term results the project is designed to achieve, typically described as changes in people or systems), and
- Goals of the project (e.g., overarching objectives, reasons for proposing the project).

Third-Party Agreements

Third-party agreements include Memoranda of Understanding (MOU) and Letters of Commitment. Letters of Commitment and MOUs must both clearly describe the roles and responsibilities for project activities and the support and/or resources that the third-party (i.e., subrecipient, contractor, or other cooperating entity) is committing. The Letters of Commitment and MOUs must be signed by the person in the third-party organization with the authority to make such commitments on behalf of their organization. General letters of support are **not** considered to be third-party agreements.

Collaboration/consortia applicants must provide Letters of Commitment or MOUs identifying the primary applicant and all collaborators that are responsible for project activities.

Letters of Support

Provide statements from community, public, and/or commercial leaders that support the project proposed for funding. All submissions must be included in the application package. At minimum, each letter of support must identify the individual writing the letter, the organization they represent, the date, and reason(s) for supporting the project.

The Project Budget and Budget Justification

All applicants are required to submit a project budget and budget justification with their application. The project budget is entered on the Budget Information SF, either SF- 424A or SF-

424C. Applicants are encouraged to review the form instructions in addition to the guidance in this section. The budget justification consists of a budget narrative and a line-item budget detail that includes detailed calculations for "object class categories" identified on the Budget Information Standard Form. Applicants must indicate the method they are selecting for their indirect cost rate. See Indirect Charges for further information.

Project budget calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If cost sharing or matching is a requirement, applicants must include a detailed listing of any funding sources identified in Block 18 of the SF-424 (Application for Federal Assistance). See the table in *Section IV.2. Required Forms, Assurances, and Certifications* listing the appropriate budget forms to use in this application.

Special Note: *The Departments of Labor, Health and Human Services, and Education, and Related Agencies Appropriations Act, 2022 and Consolidated Appropriations Act, 2022, (Division H, Title II, Sec. 202), limits the salary amount that may be awarded and charged to ACF grants and cooperative agreements. Award funds issued under this funding opportunity may not be used to pay the salary of an individual at a rate in excess of Executive Level II. For the Executive Level II salary, please see "Executive & Senior Level Employee Pay Tables" under <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/>. The salary limitation reflects an individual's base salary exclusive of fringe benefits, indirect costs and any income that an individual may be permitted to earn outside of the duties of the applicant organization. This salary limitation also applies to subawards and subcontracts under an ACF grant or cooperative agreement.*

Provide a budget for the initial budget period only (typically the first 12 months of the project) using the SF-424A and/or SF-424C, as applicable. Provide a budget justification, which includes a budget narrative and a line-item detail, for only the first budget period of the proposed project. The budget narrative should describe how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

Applicants must include travel expenses to attend annually at least two meetings of the DVRN (assume 2-3 days per trip to the District of Columbia) and travel to the Annual State Administrators and SDVCs Meeting (assume either the East or West Coast for 2-3 days). The budget should reflect adequate compensation for identified partners.

General

Use the following guidelines for preparing the project budget and budget justification. The budget justification includes a budget narrative and a line-item detail. Applications should only include allowable costs in accordance with 45 CFR Part 75 Subpart E.

Personnel

Description: Costs of employee salaries and wages. See 45 CFR § 75.430 for more information on allowable personnel costs. Do not include the personnel costs of consultants, contractors and subrecipients under this category.

Justification: For each position, provide: the name of the individual (if known), their title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent; annual salary; grant salary; wage rates; etc. Identify the project director or principal investigator, if known at the time of application.

Fringe Benefits

Description: Costs of employee fringe benefits are allowances and services provided by employers to their employees in addition to regular salaries and wages. For more information on Fringe Benefits please refer to 45 CFR § 75.431. Do not include the fringe benefits of consultants, contractors, and subrecipients.

Typically, fringe benefit amounts are determined by applying a calculated rate for a particular class of employee (full-time or part-time) to the salary and wages requested. Fringe rates are often specified in the approved indirect cost rate agreement. Fringe benefits may be treated as a direct cost or indirect cost in accordance with the applicant's accounting practices. Only fringe benefits as a direct cost should be entered under this category.

Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, Federal Insurance Contributions Act taxes, retirement, taxes, etc.

Travel

Description: Costs of project-related travel (i.e., transportation, lodging, subsistence) by employees of the applicant organization who are in travel status on official business. Travel by non-employees such as consultants, contractors or subrecipients should be included under the Contractual line item. Local travel for employees in non-travel status should be listed on the Other line. Travel costs should be developed in accordance with the applicant's travel policies and 45 CFR § 75.474.

Justification: For each trip show: the total number of travelers; travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used to travel out of town; and other transportation costs and subsistence allowances. If appropriate for this project, travel costs for key project staff to attend ACF-sponsored workshops/conferences/recipient orientations should be detailed in the budget justification.

Equipment

Description: "Equipment" means an article of nonexpendable, tangible personal property (including information technology systems) having a useful life of more than one year and a per unit acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) \$5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for

which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation, shall be included in, or excluded from, acquisition cost in accordance with the organization's regular written accounting practices.) See 45 CFR §75.439 for more information.

Justification: For each type of equipment requested provide: a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use on the project; as well as use and/or disposition of the equipment after the project ends.

Supplies

Description: Costs of all tangible personal property, other than included under the Equipment category. This includes office and other consumable supplies with a per-unit cost of less than \$5,000. See 45 CFR § 75.453 for more information.

Justification: Specify general categories of supplies and their costs. Show computations and provide other information that supports the amount requested.

Contractual

Description: Cost of all contracts and subawards except for those that belong under other categories such as equipment, supplies, construction, etc. Include third-party evaluation contracts, if applicable, and contract or subawards with secondary recipient organizations (with budget detail), including delegate agencies and specific project(s) and/or businesses to be financed by the applicant. Costs related to individual consultants should be listed on the Other line. Recipients are required to use 45 CFR §§ 75.326-.340 procurement procedures, and subawards are subject to the requirements at 45 CFR §§ 75.351-.353.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open, and free competition. Applicants must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold stated in 48 CFR § 2.101(b). Recipients may be required to make pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc., available to ACF.

Indicate whether the proposed agreement qualifies as a subaward or contract in accordance with 45 CFR § 75.351. Provide the name of the contractor/subrecipient (if known), a description of anticipated services, a justification for why they are necessary, a breakdown of estimated costs, and an explanation of the selection process. In addition, for subawards, the applicant must provide a detailed budget and budget narrative for each subaward, by entity name, along with the same justifications referred to in these budget and budget justification instructions.

Other

Description: Enter the total of all other costs. Such costs, where applicable and appropriate, may include, but are not limited to: consultant costs, local travel, insurance, food (when allowable), medical and dental costs (non-personnel), professional service costs (including audit charges), space and equipment rentals, printing and publications, computer use, training costs (such as

tuition and stipends), staff development costs, and administrative costs. Please note costs must be allowable per 45 CFR Part 75 Subpart E.

Justification: Provide a breakdown of costs, computations, a narrative description, and a justification for each cost under this category.

Indirect Charges

Description: Total amount of indirect costs. This category has one of two methods that an applicant can select. An applicant may only select one.

1. The applicant currently has an indirect cost rate approved by HHS or another cognizant federal agency.

Justification: An applicant must enclose a copy of the current approved rate agreement. If the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed. Choosing to charge a lower rate will not be considered during the objective review or award selection process.

2. Per 45 CFR § 75.414(f) Indirect (F&A) costs, "any non-Federal entity [i.e., applicant] that has never received a negotiated indirect cost rate, ... may elect to charge a *de minimis* rate of 10% of modified total direct costs (MTDC) which may be used indefinitely. As described in Section 75.403, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. If chosen, this methodology once elected must be used consistently for all Federal awards until such time as the non-Federal entity chooses to negotiate for a rate, which the non-Federal entity may apply to do at any time."

Justification: This method only applies to applicants that have never received an approved negotiated indirect cost rate from HHS or another cognizant federal agency. Applicants awaiting approval of their indirect cost proposal may request the 10 percent *de minimis* rate. When the applicant chooses this method, costs included in the indirect cost pool must not be charged as direct costs to the grant.

Commitment of Non-Federal Resources

Description: Amounts of non-federal resources that will be used to support the project as identified in Block 18 of the SF-424. This line should be used to indicate required and/or voluntary committed cost sharing or matching, if applicable.

For all federal awards, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part of the recipient's cost sharing or matching when such contributions meet all of the criteria listed in 45 CFR § 75.306.

For awards that require matching or cost sharing by statute, recipients will be held accountable for projected commitments of non-federal resources (at or above the statutory requirement) in their application budgets and budget justifications by budget period, or by

project period for fully funded awards. **A recipient's failure to provide the statutorily required matching or cost sharing amount (and any voluntary committed amount in excess) may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

For awards that do not require matching or cost sharing by statute, recipients are not expected to provide cost sharing or matching. However, recipients are allowed to voluntarily propose a commitment of non-federal resources. If an applicant decides to voluntarily contribute non-federal resources towards project costs and the costs are accepted by ACF, the non-federal resources will be included in the approved project budget. The applicant will be held accountable for all proposed non-federal resources as shown in the Notice of Award (NoA). **A recipient's failure to meet the voluntary amount of non-federal resources that was accepted by ACF as part of the approved project costs and that was identified in the approved budget in the NoA, may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

Justification: If an applicant is relying on cost share or match from a third-party, then a firm commitment of these resources (letter(s) or other documentation) is required to be submitted with the application. Detailed budget information must be provided for every funding source identified in Item 18. "Estimated Funding (\$)" on the SF-424.

Applicants are required to fully identify and document in their applications the specific costs or contributions they propose in order to meet a matching requirement. Applicants are also required to provide documentation in their applications on the sources of funding or contribution(s). In-kind contributions must be accompanied by a justification of how the stated valuation was determined. Matching or cost sharing must be documented by budget period (or by project period for fully funded awards).

Applications that lack the required supporting documentation will not be disqualified from competitive review; however, it may impact an application's scoring under the evaluation criteria in *Section V.1. Criteria* of this funding opportunity.

Paperwork Reduction Act Disclaimer

As required by the Paperwork Reduction Act, 44 U.S.C. 3501-3521, the public reporting burden for the Project Description is estimated to average 60 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. The Project Description information collection is approved under OMB control number 0970-0139, which expires 03/31/2025. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Application Submission Options

Electronic Submission via Grants.gov

This section provides the application submission and receipt instructions for ACF program applications. Please read the following instructions carefully and completely.

Electronic Delivery

ACF is participating in the Grants.gov initiative to provide the grant community with a single site to find and apply for funding opportunities. ACF applicants are required to submit their applications online through Grants.gov.

How to Register and Apply through Grants.gov

Read the following instructions about registering to apply for ACF funds. Applicants should read the registration instructions carefully and prepare the information requested before beginning the registration process. Reviewing and assembling the required information before beginning the registration process will alleviate last-minute searches for required information.

Organizations must have an active System for Award (SAM) registration which provides a Unique Entity Identifier (UEI), and Grants.gov account to apply for grants.

Creating a Grants.gov account can be completed online in minutes, but SAM registration may take several weeks. Therefore, an organization's registration should be done in sufficient time to ensure it does not impact the entities ability to meet required application submission deadlines.

Organization applicants can find complete instructions

here: <https://www.grants.gov/web/grants/applicants/organization-registration.html>

Register with SAM: All organizations (entities) applying online through Grants.gov must register with SAM. Failure to register with SAM will prevent your organization from applying through Grants.gov. SAM registration must be renewed annually. For detailed instructions for registering with SAM, refer

to: <https://www.grants.gov/web/grants/applicants/organization-registration.html>

Create a Grants.gov Account: The next step in the registration process is to create an account with Grants.gov. Follow the on-screen instructions provided on the registration page.

Add a Profile to a Grants.gov Account: A profile in Grants.gov corresponds to a single applicant organization the user represents (i.e., an applicant). If you work for or consult with multiple organizations, you can have a profile for each organization under one Grants.gov account. In such cases, you may log in to one Grants.gov account to access all your grant profiles. To add an organizational profile to your Grants.gov account, enter the UEI for the organization in the UEI field. For detailed instructions about creating a profile on Grants.gov, refer to: <https://www.grants.gov/web/grants/applicants/registration/add-profile.html>

EBiz POC Authorized Profile Roles: After you register with Grants.gov and create an Organization Applicant Profile, the applicant's request for Grants.gov roles and access is sent to the EBiz POC. The EBiz POC is then expected to log in to Grants.gov and authorize the appropriate roles, which may include the AOR role, thereby giving you permission to complete and submit applications on behalf of the organization. You will be able to submit your application online any time after you have been assigned the AOR role. For detailed instructions about creating a profile on Grants.gov, refer

to: <https://www.grants.gov/web/grants/applicants/registration/authorize-roles.html>

Track Role Status: To track your role request, refer to:

<https://www.grants.gov/web/grants/applicants/registration/track-role-status.html>

When applications are submitted through Grants.gov, the name of the organization's AOR that submitted the application is inserted into the signature line of the application, serving as the electronic signature. The EBiz POC must authorize individuals who are able to make legally binding commitments on behalf of the organization as a user with the AOR role; this step is often missed and is crucial for valid and timely submissions.

How to Submit an Application to ACF via Grants.gov

Grants.gov applicants can apply online using Workspace. Workspace is a shared, online environment where members of a grant team may simultaneously access and edit different webforms within an application. For each NOFO, you can create individual instances of a workspace.

For an overview of applying on Grants.gov using Workspaces, refer to: <https://www.grants.gov/web/grants/applicants/workspace-overview.html>

Create a Workspace: Creating a workspace allows you to complete an application online and route it through your organization for review before submitting.

Complete a Workspace: Add participants to the workspace to work on the application together, complete all the required forms online or by downloading PDF versions, and check for errors before submission. The Workspace progress bar will display the state of your application process as you apply. As you apply using Workspace, you may click the blue question mark icon near the upper-right corner of each page to access context-sensitive help.

Adobe Reader: If you decide not to apply by filling out webforms you can download individual PDF forms in Workspace. The individual PDF forms can be downloaded and saved to your local device storage, network drive(s), or external drive(s), then accessed through Adobe Reader.

NOTE: Visit the Adobe Software Compatibility page on Grants.gov to download the appropriate version of the software at:

<https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html>

Mandatory Fields in Forms: In the forms, you will note fields marked with an asterisk and a different background color. These fields are mandatory fields that must be completed to successfully submit your application.

Complete SF-424 Fields First: These forms are designed to fill in common required fields across other forms, such as the applicant name, address, and SAM UEI. Once it is completed, the information will transfer to the other forms.

Submit a Workspace: An application may be submitted through Workspace by clicking the Sign and Submit button on the Manage Workspace page, under the Forms tab. Grants.gov recommends submitting your application **at least 24-48 hours prior to the close date** to provide you with time to correct any potential technical issues that may disrupt the application submission.

Track a Workspace: After successfully submitting a Workspace application, a Grants.gov Tracking Number (GRANTXXXXXXXX) is automatically assigned to the application. The number will be listed on the Confirmation page that is generated after submission. Using the

tracking number, access the Track My Application page under the Applicants tab or the Details tab in the submitted workspace.

For additional training resources, including video tutorials, refer to:
<https://www.grants.gov/web/grants/applicants/applicant-training.html>

Grants.gov provides applicants 24/7 support via the toll-free number 1-800-518-4726 and email at support@grants.gov. For questions related to the specific funding opportunity, contact the number listed in the application package of the grant you are applying for.

If you are experiencing difficulties with your submission, it is best to call the Grants.gov Support Center and get a ticket number. The Support Center ticket number will assist ACF with tracking and understanding background information on the issue.

Timely Receipt Requirements and Proof of Timely Submission

All applications must be received by 11:59 pm ET on the due date established for each program. Proof of timely submission is automatically recorded by Grants.gov. An electronic date/time stamp is generated within the system when the application is successfully received by Grants.gov. The applicant AOR will receive an acknowledgment of receipt and a tracking number (GRANTXXXXXXXX) from Grants.gov with the successful transmission of their application. Applicant AORs will also receive the official date/stamp and Grants.gov Tracking number in an email serving as proof of their timely submission.

When ACF successfully retrieves the application from Grants.gov, and acknowledges the download of submission, Grants.gov will provide an electronic acknowledgment of receipt of the application to the email address of the applicant with the AOR role. Again, proof of timely submission shall be the official date and time that Grants.gov receives your application.

Applications received by Grants.gov after the established due date for the program will be considered late and will not be considered for funding by ACF.

Applicants with slow internet connections should be aware that transmission can take some time before Grants.gov receives your application. Therefore, applicants should allow enough time to prepare and submit the application before the package closing date.

Grants.gov will provide either an error or a successfully received submission message in the form of an email sent to the applicant with the AOR role.

Issues with Federal Systems

For any systems issues experienced with Grants.gov or SAM.gov, please refer to ACF's "[Policy for Applicants Experiencing Federal Systems Issues](#)" document for complete guidance.

Request an Exemption from Required Electronic Application Submission

To request an exemption from required electronic submission, please refer to ACF's "[Policy for Requesting an Exemption from Required Electronic Application Submission](#)" document for complete guidance.

Paper Format Application Submission

An exemption is required for the submission of paper applications. See the preceding section on "*Request an Exemption from Required Electronic Application Submission.*"

Applicants with exemptions that submit their applications in paper format, by mail or delivery, must submit one original and two copies of the complete application with all attachments. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by the AOR, and be unbound. The original copy of the application must have original signature(s). See *Section IV.7. Other Submission Requirements* of this funding opportunity for address information for paper format application submissions. Applications submitted in paper format must be received by 4:30 pm ET on the due date.

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.4. Submission Dates and Times* in this funding opportunity.

IV.3. Unique Entity Identifier (UEI) and System for Award Management (SAM)

All applicants must have a UEI and an active registration with SAM (<https://www.sam.gov>) prior to applying to a funding opportunity.

All applicants are required to maintain an active SAM registration until the application process is complete. If a grant is awarded, the SAM registration must be active throughout the life of the award. Your SAM registration must be renewed every 365 days to keep it active.

Plan ahead. Allow at least 10 business days after you submit your registration for it to become active in SAM and at least an additional 24 hours before that registration information is available in other government systems, i.e., Grants.gov.

This action should allow you time to resolve any issues that may arise. Failure to comply with these requirements may result in your inability to submit your application through Grants.gov or prevent the award of a grant. Applicants should maintain documentation (with dates) of their efforts to request a UEI, register for, or renew a registration, at SAM.

Please see the “Help” tab at <https://sam.gov/content/help> for more information and assistance with this process.

HHS requires all entities that plan to apply for, and ultimately receive, federal grant funds from any HHS Agency to:

- Be registered in SAM prior to submitting an application or plan;
- Maintain an active SAM registration with current information at all times during which it has an active award or an application or plan under consideration by an OPDIV;
- Provide its UEI in each application or plan it submits to the OPDIV; and
- Ensure any proposed subrecipient(s) have obtained and provided to the recipient their UEI(s) prior to making any subawards (**Note:** Subrecipients are not required to complete full SAM registration.).

ACF is prohibited from making an award until an applicant has complied with these requirements. At the time an award is ready to be made, if the intended recipient has not complied with these requirements, ACF:

- May determine that the applicant is not qualified to receive an award; and
- May use that determination as a basis for making an award to another applicant.

IV.4. Submission Dates and Times

08/12/2022

Due Dates for Applications

Due Date for Applications 09/06/2022

09/06/2022

Application Due Date can be determined once Number of Days or Due Date for Applications is selected and specified

Explanation of Due Dates

The due date for receipt of applications is listed in the *Overview* section and in this section. See *Section III.3. Other, Application Disqualification Factors*.

Electronic Applications

The deadline for submission of electronic applications via Grants.gov is 11:59 pm ET on the due date. Electronic applications submitted at 12:00 am ET on the day after the due date will be considered late and will be disqualified from competitive review and funding under this funding opportunity.

Applicants are required to submit their applications electronically via Grants.gov unless they received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

ACF does not accommodate transmission of applications by email or facsimile.

Instructions for electronic submission via Grants.gov are available at:
www.grants.gov/web/grants/applicants/apply-for-grants.html.

Applications submitted to Grants.gov at any time during the open application period prior to the due date and time that fail the Grants.gov validation check will not be received at ACF. These applications will not be acknowledged.

Mailed Paper Format Applications

The deadline for receipt of mailed, paper applications is 4:30 pm ET on the due date. Mailed paper applications received after the due date and deadline time will be considered late and will be disqualified from competitive review and funding under this funding opportunity.

Paper format application submissions will be disqualified if the applicant organization has not received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

Hand-Delivered Paper Format Applications

Hand-delivered applications must be received on, or before, the due date listed in the *Overview* and in this section. These applications must be delivered between the hours of 8:00 am ET and 4:30 pm ET Monday through Friday (excluding federal holidays).

Applications should be delivered to the address provided in *Section IV.7. Other Submission Requirements*.

Hand-delivered paper applications received after the due date and deadline time will be considered late and will be disqualified from competitive review and funding under this funding opportunity.

Hand-delivered paper format application submissions will be disqualified if the applicant organization has not received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

No appeals will be considered for applications classified as late under the following circumstances:

- Applications submitted electronically via Grants.gov are considered late when they are dated and time-stamped after the deadline of 11:59 pm ET on the due date.
- Paper format applications received by mail or hand-delivery after 4:30 pm ET on the due date will be classified as late and will be disqualified.
- Paper format applications received from applicant organizations that were not approved for an exemption from required electronic application submission under the process described in *Section IV.2. Request an Exemption from Required Electronic Submission* will be disqualified.

Emergency Extensions

ACF may extend an application due date when circumstances make it impossible for an applicant to submit their applications on time. Only events such as documented natural disasters (floods, hurricanes, tornados, etc.), or a verifiable widespread disruption of electrical service, or mail service, will be considered. The determination to extend or waive the due date, and/or receipt time, requirements in an emergency situation rests with the Grants Management Officer listed as the Office of Grants Management Contact in *Section VII. HHS Awarding Agency Contact(s)*.

Acknowledgement of Received Application

Acknowledgement from Grants.gov

Applicants will receive an initial email upon submission of their application to Grants.gov. This email will provide a **Grants.gov Tracking Number**. Applicants should refer to this tracking number in all communication with Grants.gov. The email will also provide a **date and time stamp**, which serves as the official record of the application's submission. Receipt of this email does not indicate that the application is accepted or that it has passed the validation check.

Applicants will also receive an email acknowledging that the received application is in the **Grants.gov validation process**, after which a third email is sent with the information that the submitted application package has passed, or failed, the series of checks and validations.

Applications that are submitted on time that fail the validation check will not be transmitted to ACF and will not be acknowledged by ACF.

Acknowledgement from ACF of an electronic application's submission:

Applicants will be sent additional email(s) from ACF acknowledging that the application has been retrieved from Grants.gov by ACF. Receipt of these emails is not an indication that the application is accepted for competition.

Acknowledgement from ACF of receipt of a paper format application:

ACF will not provide acknowledgement of receipt of hard copy application packages submitted via mail or courier services.

IV.5. Intergovernmental Review

This program is covered under Executive Order (E.O.) 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." Under the Executive Order, States may design their own processes for reviewing and commenting on proposed Federal assistance under covered programs.

Applicants should go to the following URL for the official list of the jurisdictions that have elected to participate in E.O. 12372 <https://www.whitehouse.gov/wp-content/uploads/2020/04/SPOC-4-13-20.pdf>.

Applicants from participating jurisdictions should contact their SPOC, as soon as possible, to alert them of their prospective applications and to receive instructions on their jurisdiction's procedures. Applicants must submit all required application materials to the SPOC and indicate the date of submission on the SF-424 at item 19.

Under 45 CFR § 100.8(a)(2), a SPOC has 60 days from the application due date to comment on proposed new awards.

SPOC comments may be submitted directly to ACF at: U.S. Department of Health and Human Services, Administration for Children and Families, Office of Grants Management, 330 C St. SW, 3rd Floor, Washington, DC 20201.

Entities that meet the eligibility requirements of this funding opportunity are still eligible to apply for a grant even if a State, Territory or Commonwealth, etc., does not have a SPOC or has chosen not to participate in the process. Applicants from non-participating jurisdictions need take no action with regard to E.O. 12372. Applications from Federally-recognized Indian Tribal governments are not subject to E.O. 12372.

IV.6. Funding Restrictions

Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred to raise capital or obtain contributions are unallowable. Fund raising costs for the purposes of meeting the Federal program objectives are allowable with prior written approval from the Federal awarding agency. (45 CFR § 75.442)

Proposal costs are the costs of preparing bids, proposals, or applications on potential Federal and non-Federal awards or projects, including the development of data necessary to support the non-Federal entity's bids or proposals. Proposal costs of the current accounting period of both successful and unsuccessful bids and proposals normally should be treated as indirect (F&A) costs and allocated currently to all activities of the non-Federal entity. No proposal costs of past accounting periods will be allocable to the current period. (45 CFR § 75.460)

Pre-award costs are not allowable.

Construction is not an allowable activity or expenditure under this award.

Purchase of real property is not an allowable activity or expenditure under this award.

IV.7. Other Submission Requirements

Submit paper applications to one of the following addresses. Also see *ACF Policy for Requesting an Exemption from Required Electronic Application Submission* at www.acf.hhs.gov/grants/howto#chapter-6.

Submission by Mail

FYSB Operations Center

c/o F2 Solutions

Attn: FVPSA/Capacity Building for Formula Grantees NOFO

1401 Mercantile Lane

Largo

MD

20774

Hand Delivery

Same as Above

Electronic Submission

See *Section IV.2.* for application requirements and for guidance when submitting applications electronically via Grants.gov.

For all submissions, see *Section IV.4. Submission Dates and Times.*

V. Application Review Information

V.1. Criteria

Please note: With the exception of the notice of funding opportunity and relevant statutes and regulations, reviewers must not access, or review, any materials that are not part of the application documents. This includes information accessible on websites via hyperlinks that are referenced, or embedded, in the application. Though an application may include web links, or embedded hyperlinks, reviewers must not review this information as it is not considered to be part of the application documents. Nor will the information on websites be taken into consideration in scoring of evaluation criteria presented in this section. Reviewers must evaluate and score an application based on the documents that are presented in the application and must not refer to, or access, external links during the objective review.

Applications competing for financial assistance will be reviewed and evaluated using the criteria described in this section. The corresponding point values indicate the relative importance placed on each review criterion. Points will be allocated based on the extent to which the application proposal addresses each of the criteria listed. Applicants should address these criteria in their application materials, particularly in the project description and budget justification, as they are the basis upon which competing applications will be judged during the objective review. The required elements of the project description and budget justification may be found in *Section IV.2. The Project Description* of this funding opportunity.

Objectives and Need for Assistance**Maximum Points: 5**

In reviewing this section, reviewers will consider the extent to which:

1. The applicant demonstrates a detailed understanding of the need for the project including barriers to services and systems; challenges faced by FVPSA State Administering Agencies, SDVAs, and FVPSA Tribal Grantees; current landscape of available technical assistance resources; related training and technical assistance gaps; and relevant data and analysis.
2. Letters of support from FVPSA State Administering Agencies, SDVAs, FVPSA Tribal Grantees, and other stakeholders supporting this application are included.
3. The applicant identifies relevant systemic barriers to opportunities and benefits for people of color and other underserved groups, and identifies opportunities for advancing equity within domestic violence services and related systems throughout the project plan.

Approach**Maximum Points: 40**

In reviewing the approach, reviewers will consider the extent to which:

1. The applicant describes a sound plan to address activities (1) through (11) and all three categories for capacity building described in *Section I. Program Description, Program Activities* that demonstrates a clear understanding of each of the activities and shows the role of the applicant in achieving the activities.
2. The applicant includes a description of how each member of the consortium would provide technical assistance and training to multiple FVPSA State Administering Agencies, SDVAs, and FVPSA Tribal Grantees and/or individual FVPSA Formula Grantees for each of the activities described in *Section I. Program Description, Program Activities*. Each activity does not need to have a plan to provide to all FVPSA State Administering Agencies, SDVAs, and FVPSA Tribal Grantees distinctly, but the submitted plan should be sure that not all activities are for multiple grantees and that some of the activities show a plan for an individual FVPSA Formula Grantees.
3. The applicant describes a sound plan to use a variety of the methods listed in in *Section I. Program Description, Program Activities* that matches the different learning needs of the state/territory administrators, tribes, and coalitions.
4. The applicant develops a project timeline and milestones work plan with a reasonable schedule of accomplishments, target dates, and key people responsible for the activities. This does not have to address every activity listed in *Section I. Program Description, Program Activities*, but the plan should demonstrate a comprehensive approach.
5. Provides a comprehensive equity plan (or other similar documentation within the application) that demonstrates the processes and policies the grantee will have in place to ensure the proactive identification of systemic barriers to opportunities and benefits for people of color and other underserved populations and strategic incorporation of activities to redress such barriers in ongoing workplans.
6. The applicant shows the ability to be flexible and responsive to changing priorities.
7. The applicant identifies potential obstacles and challenges and explains strategies to be used to address the challenges.

8. The applicant ensures that confidential and sensitive information is properly handled and safeguarded.

Evaluation Plan

Maximum Points: 10

In reviewing the evaluation plan, reviewers will consider the extent to which:

1. The applicant describes a feasible plan to evaluate success in achieving the goals and objectives set forth in the application.
2. The applicant demonstrates a sound plan that addresses both short and longer-term outcomes, e.g., changes in knowledge, attitude, and behaviors.
3. The applicant describes their systems and processes and how the applicant will collect and manage data. The applicant describes a process that includes a program performance evaluation plan and shows how data will be used for continuous quality improvement.
4. The application describes a logic model that explains the linkages among the project's elements and contains a clearly demonstrated connection among the inputs, activities, outputs and outcomes.

Organizational Capacity and Profiles

Maximum Points: 35

In reviewing the organizational profile, reviewers will consider the extent to which:

1. The application clearly identifies three separate entities with the demonstrated history of providing technical assistance to FVPSA state administrators, tribes/tribal organizations, and coalitions.
2. The applicant describes a consortium that will collaborate in the coordination of training and technical assistance; submits MOU agreements and plans that details the roles, responsibilities, and structure to work together to address program activities.
3. The applicant documents a solid history of working to address domestic and dating violence with FVPSA State Administering Agencies, SDVAs, and FVPSA Tribal Grantees, as listed in *Section I. Program Description, Program Activities*.
4. The applicant provides documentation and budget for one consortium partner with a solid history of providing training and technical assistance to FVPSA state/territory administrators as listed in *Section I. Program Description, Program Activities*.
5. The applicant provides documentation and budget for one consortium partner with a solid history of providing training and technical assistance to tribes and tribal organizations as listed in *Section I. Program Description, Program Activities*.
6. The applicant provides documentation and budget for one consortium partner with a solid history of providing training and technical assistance to state and territory domestic violence coalitions as listed in *Section I. Program Description, Program Activities*.
7. The applicant provides strong evidence of sufficient experience and expertise in the provision of the range of activities described in *Section I. Program Description*.
8. The application demonstrates sufficient capacity to address the needs of all three categories: state administrators, tribes and tribal organizations, and SDVC's.
9. The application describes the expertise of the proposed staff; the administrative and organizational structure of the applicant organizations, including the management plan

and the operational and programmatic relationships to other national organizations and domestic violence service providers at the local, state, and national levels.

10. The application provides a staffing plan that demonstrates a sound relationship between the proposed responsibilities of program staff and the educational and professional experience required for staff positions through a discussion of position descriptions and resumes or biographical sketches of key staff, including consultants. "Key Staff" are defined as those staff members responsible for direct oversight, management, or implementation of the proposed project.
11. The application describes a staffing plan that demonstrates sufficient capacity to address, in an ongoing, strategic, and culturally responsive manner, the identified disparities for people of color and others who have been historically underserved, marginalized, and adversely affected by persistent poverty and inequality in an ongoing, strategic, and culturally responsive manner.
12. The applicant demonstrates strong evidence that the organization and its partners have the fiscal, administrative, and performance management capacity to administer federal grant funds.
13. The application describes a plan for training project staff in the appropriate topics to carry out the project safely and effectively and handle the issues they will encounter in a culturally competent manner that effectively responds to the ethnicity, age, gender identity, cultural practices, sexual orientation, socioeconomic status, educational background, and language of the targeted population.
14. The applicant shows demonstrated success in administration, development, implementation, management, and evaluation of similar projects.
15. The applicant demonstrates strong evidence that the organization and its partners have the fiscal, administrative, and performance management capacity to administer federal grant funds.

Budget and Budget Justification

Maximum Points: 10

In reviewing the budget, reviewers will consider the extent to which:

1. The applicant describes a detailed line item budget of project costs and demonstrates how cost estimates were derived. Detailed calculations must include estimation of methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. The budget must include all the information required and described in *Section IV.2. Content and Form of Application Submission, Project Description*.
2. The applicant's proposed budget and budget justification are feasible, logical, reasonable, and appropriate for the proposed approach.
3. The applicant's proposed budget and budget justification are free of errors.
4. The applicant demonstrates how the funds requested are necessary and essential to accomplish the Approach as described in *Section IV.2. Content and Form of Application Submission, Project Description*.
5. The applicant's budget delineates fair compensation for project partners.

The applicant budgeted to attend two DVRN meetings per year as well as the annual FVPSA State Administrator and SDVC grantee meeting.

Bonus Points**Maximum Points: 20**

Five bonus points will be given to applicants that have not received FVPSA funding to provide training and technical assistance nationally prior to submitting this application.

Additionally, up to 15 bonus points will be awarded for applicants that includes a tribal coalition as one of their three partner organizations that have demonstrated experience providing technical assistance and maintaining meaningful relationships with tribes, state administrators and state domestic violence coalitions as part of the state planning process as required by the FVPSA statute and regulations.

V.2. Review and Selection Process

No grant award will be made under this funding opportunity on the basis of an incomplete application. No grant award will be made to an applicant that does not have a UEI and an active SAM registration. See *Section IV.3. Unique Entity Identifier (UEI) and System for Award Management (SAM)*.

Initial ACF Screening

Each application will be screened to determine whether it meets any of the disqualification factors described in *Section III.3. Other, Application Disqualification Factors*.

Disqualified applications are considered to be “non-responsive” and are excluded from the competitive review process. Applicants will be notified of a disqualification determination by email or by USPS postal mail within 30 federal business days from the closing date of this NOFO.

Objective Review and Results

Applications competing for financial assistance will be reviewed and evaluated by objective review panels using only the criteria described in *Section V.1. Criteria* of this funding opportunity. Each panel is composed of experts with knowledge and experience in the area under review. Generally, review panels include three reviewers and one chairperson.

Results of the competitive objective review are taken into consideration by ACF in the selection of projects for funding; however, objective review scores and rankings are not binding. Scores and rankings are only one element used in the award decision-making process. If identified in *Section I. Program Description*, ACF reserves the right to consider preferences to fund organizations serving emerging, unserved, or under-served populations, including those populations located in pockets of poverty. In addition, ACF reserves the right to evaluate applications in the larger context of the overall portfolio by considering geographic distribution of federal funds (e.g., ensuring coverage of states, counties, or service areas) in its pre-award decisions.

ACF may elect not to fund applicants with management or financial problems that would indicate an inability to successfully complete the proposed project. In addition, ACF may elect to not allow a prime recipient to subaward if there is any indication that they are unable to properly monitor and manage subrecipients.

Applications may be funded in whole or in part. Successful applicants may be funded at an amount lower than that requested.

Applications that contain partnerships with tribal coalitions with previous experience providing technical assistance and existing relationships with tribes, state administrators and state domestic violence coalitions or applicants that have never received FVPSA funding are eligible for up to 20 additional bonus points.

Federal Awarding Agency Review of Risk Posed by Applicants

ACF is required to review and consider any information about the applicant that is in the Federal Awardee Performance and Integrity Information System (FAPIIS), www.fapiis.gov/, before making any award in excess of the simplified acquisition threshold over the period of performance. An applicant may review and comment on any information about itself that a federal awarding agency has previously entered into FAPIIS. ACF will consider any comments by the applicant, in addition to other information in FAPIIS, in making a judgment about the applicant's integrity, business ethics, and record of performance under federal awards when completing the review of risk posed by applicants as described in [45 CFR § 75.205\(a\)\(2\) Federal Awarding Agency Review of Risk Posed by Applicants](#).

Approved but Unfunded Applications

Applications recommended for approval in the objective review process, but not selected for award may receive funding if additional funds become available in the current Fiscal Year. For those applications determined as “approved but unfunded,” notice will be given of the determination by email.

V.3. Anticipated Announcement and Federal Award Dates

Announcement of awards and the disposition of applications will be provided to applicants at a later date. ACF staff cannot respond to requests for information regarding funding decisions prior to the official applicant notification.

VI. Federal Award Administration Information

VI.1. Federal Award Notices

Successful applicants will be notified through the issuance of a NoA that sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-federal share to be provided (if applicable), and the total project period for which support is contemplated. The NoA will be signed by the Grants Officer and transmitted via email or by GrantSolutions, or the Head Start Enterprise System (HSES), whichever is relevant.

Following the finalization of funding decisions, organizations whose applications will not be funded will be notified by letter signed by the cognizant Program Office head. Any other correspondence that announces to a Principal Investigator, or a Project Director, that an application was selected is not an authorization to begin performance.

Information on allowable pre-award costs and the time period under which they may be incurred is available in *Section IV.6. Funding Restrictions*, if applicable. Project costs that are incurred prior to the receipt of the NoA are at the recipient's risk.

Recipients may translate the Federal award and other documents into another language. In the event of inconsistency between any terms and conditions of the Federal award and any translation into another language, the English language meaning will control. Where a significant portion of the recipient's employees who are working on the Federal award are not fluent in English, the recipient must provide the Federal award in English and in the language(s) with which employees are more familiar.

VI.2. Administrative and National Policy Requirements

Awards issued under this funding opportunity are subject to 45 CFR Part 75 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards currently in effect or implemented during the period of award, other Department regulations and policies in effect at the time of award, and applicable statutory provisions. The Code of Federal Regulations (CFR) is available at www.ecfr.gov. Unless otherwise noted in this section, administrative and national policy requirements that are applicable to discretionary grants are available at: www.acf.hhs.gov/administrative-and-national-policy-requirements.

An application funded with the release of federal funds through a grant award does not constitute or imply compliance with federal regulations. Funded organizations are responsible for ensuring that their activities comply with all applicable federal regulations.

Please review all HHS regulatory provisions for Termination at 2 CFR § 200.340.

HHS Grants Policy Statement

The HHS Grants Policy Statement (HHS GPS) is the Department of Health and Human Services' single policy guide for discretionary grants and cooperative agreements. ACF grant awards are subject to the requirements of the HHS GPS, which covers basic grants processes, standard terms and conditions, and points of contact, as well as important agency-specific requirements. The general terms and conditions in the HHS GPS will apply as indicated unless there are statutory, regulatory, or award-specific requirements to the contrary that are specified in the NoA. The HHS GPS is available at https://www.acf.hhs.gov/grants/discretionary-post-award-requirements#book_content_0.

Equal Treatment of Faith-Based Organizations

A faith-based organization that participates in this program will retain its independence from the federal government and may continue to carry out its mission consistent with religious freedom, nondiscrimination, and conscience protections in federal law, including the Free Speech and Free Exercise Clauses of the First Amendment of the U.S. Constitution, the Religious Freedom Restoration Act (42 U.S.C. 2000bb *et seq.*), the Coats-Snowe Amendment (42 U.S.C. 238n), Title VII of the Civil Rights Act of 1964 (42 U.S.C. 2000e–1(a) and 2000e–2(e)), Americans with Disabilities Act, 42 U.S.C. 12113(d)(2), section 1553 of the Patient Protection and Affordable Care Act (42 U.S.C. 18113), the Weldon Amendment (e.g., Further Consolidated Appropriations Act, 2020, Public Law 116–94, 133 Stat. 2534, 2607, div. A, sec. 507(d) (Dec. 20, 2019)), or any related or similar federal laws or regulations. Religious accommodations may

also be sought under many of these religious freedom and conscience protection laws.

Consistent with 45 CFR § 87.3(b), a faith-based organization that receives direct financial assistance from HHS may not engage in any explicitly religious activities (including activities that involve overt religious content such as worship, religious instruction, or proselytization) as part of the programs or services funded with direct financial assistance from the HHS awarding agency. Such an organization, whether faith-based or not, also shall not, in providing services funded by HHS, discriminate against a program beneficiary or prospective program beneficiary on the basis of religion, a religious belief, a refusal to hold a religious belief, or a refusal to attend or participate in a religious practice, as provided in 45 CFR § 87.3(d).

VI.3. Reporting

Performance Progress Reports:

Semi-Annually

Reporting Requirements

Recipients under this funding opportunity will be required to submit performance progress and financial reports periodically throughout the project period. Information on reporting requirements is available on the ACF website at www.acf.hhs.gov/discretionary-post-award-requirements#chapter-2.

For planning purposes, the frequency of required reporting for awards made under this funding opportunity are as follows:

Financial Reports:

Semi-Annually

VII. HHS Award Agency Contact(s)

Program Office Contact

Brian

Pinero

Division of Family Violence Prevention and Service

Family and Youth Services Bureau

Administration for Children and Families

Mary E. Switzer Building 330 C Street, SW.

Washington

DC

20201

(202) 401-5524

Brian.Pinero@acf.hhs.gov

Office of Grants Management Contact

Katrina

Morgan

Administration for Children and Families

Office of Grants Management

Family Protection and Resilience Grant

Mary E. Switzer Building 330 C Street, SW.

Washington
DC
20201
(202) 401-5127
katrina.morgan@acf.hhs.gov

Federal Relay Service:

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service (FedRelay) at www.gsa.gov/fedrelay.

VIII. Other Information

Reference Websites

U.S. Department of Health and Human Services (HHS) www.hhs.gov/.

Administration for Children and Families (ACF) www.acf.hhs.gov/.

ACF Funding Opportunities Forecasts and NOFOs www.grants.gov/.

ACF "How To Apply For A Grant" <https://www.acf.hhs.gov/grants/how-apply-grant>.

ACF Property Guidance <https://www.acf.hhs.gov/grants/real-property-and-tangible-personal-property>

Grants.gov Accessibility Information [www.grants.gov/ web/grants/accessibility-compliance.html](http://www.grants.gov/web/grants/accessibility-compliance.html).

Code of Federal Regulations (CFR) <http://www.ecfr.gov/>.

United States Code (U.S.C.) <http://uscode.house.gov/>.

Application Checklist

Applicants may use this checklist as a guide when preparing an application package.

What to Submit	Where Found	When to Submit
SF-424 - Application for Federal Assistance	Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i> . This form is available in the NOFO's forms package at www.Grants.gov in the Mandatory section.	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .
Unique Entity Identifier (UEI) and System for Award Management (SAM) registration.	Referenced in <i>Section IV.3. Unique Entity Identifier (UEI) and System for Award Management (SAM)</i> in the funding opportunity. To obtain a UEI and SAM registration, go to http://www.sam.gov .	A UEI and registration at SAM.gov are required for all applicants. Active registration at SAM must be maintained throughout the

What to Submit	Where Found	When to Submit
		application and project award period.
SF-424 Key Contact Form	Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i> . This form is available in the NOFO's forms package at www.Grants.gov .	Submission is due with the application by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .
Certification Regarding Lobbying (Grants.gov Lobbying Form)	Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i> . This form is available in the NOFO's forms package at www.Grants.gov .	Submission is due with the application package or prior to the award of a grant.
SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non-Construction Programs	Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i> . These forms are available in the NOFO's forms package at www.Grants.gov in the Mandatory section. They are required for applications that include only non-construction activities.	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .
SF-Project/Performance Site Location(s) (SF-P/PSL)	Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i> . This form is available in the NOFO's forms package at www.Grants.gov .	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .
SF-LLL - Disclosure of Lobbying Activities	"Disclosure Form to Report Lobbying" is referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i> . This form is available in the NOFO's forms package at www.Grants.gov .	If submission of this form is applicable, it is due at the time of application. If not available at the time of application, it may also be submitted prior to the award of a grant.
Letter of Intent	Referenced in <i>Section IV.2. Project Description</i> .	Submission is due by the Letter of Intent due date

What to Submit	Where Found	When to Submit
		found in the <i>Overview</i> and in <i>Section IV.4.</i>
Table of Contents	Referenced in <i>Section IV.2. The Project Description.</i>	Submit with the application by the due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i>
Project Summary	Referenced in <i>Section IV.2. The Project Description.</i> The Project Summary is limited to one single-spaced page.	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i>
Proof of Non-Profit Status	Referenced in <i>Section IV.2. The Project Description, Legal Status of Applicant Entity.</i>	Proof of non-profit status should be submitted with the application package by the application due date and time listed in the <i>Overview</i> and <i>Section IV.4.</i> of the NOFO. If it is not available at the time of application submission, it must be submitted prior to the award of a grant.
Mandatory Grant Disclosure	Requirement, submission instructions, and mailing addresses are found in the "Mandatory Grant Disclosure" in <i>Section IV.2. Required Forms, Assurances and Certifications.</i>	If applicable, concurrent submission to the Administration for Children and Families and to the Office of the Inspector General is required.
The Project Budget and Budget Justification	Referenced in <i>Section IV.2. The Project Budget and Budget Justification.</i>	Submission is required in addition to submission of SF-424A and / or SF-424C.

What to Submit	Where Found	When to Submit
		Submission is required with the application package by the due date in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .
The Project Description	Referenced in <i>Section IV.2. The Project Description</i> .	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .

Appendix

None