

Administration for Children and Families

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

Alaska Native Tribal Resource Center on Domestic Violence
HHS-2023-ACF-ACYF-EV-0043
Application Due Date: 07/31/2023

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Funding Opportunity Title:
Alaska Native Tribal Resource Center on Domestic Violence
Announcement Type:
Initial
Funding Opportunity Number:
HHS-2023-ACF-ACYF-EV-0043
Primary CFDA Number:
93.592
Due Date for Applications:
07/31/2023

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.

The Administration for Children and Families (ACF), Office of Family Violence Prevention and Services (OFVPS) will award one cooperative agreement through the Family Violence Prevention and Services Discretionary Grant Program to support an Alaska Native Tribal Resource Center on Domestic Violence (ANTRC). The ANTRC will focus on the intervention and prevention of family violence, domestic violence, and dating violence by offering statewide information, training, and technical assistance specifically designed to reduce tribal disparities within Alaska Native (AN) communities and villages. The purpose of this project is to enhance the capacity of AN tribes and tribal organizations to respond to family violence, domestic violence and dating violence in a culturally sensitive, relevant, and effective manner.

ANTRC will be a member of a nationwide network composed of national and special issue resource centers and culturally specific special issue resource centers, known as the Domestic Violence Resource Network (DVRN). DVRN provides information, resources, research, training, and technical assistance on a national level to improve the capacity of individuals, organizations, governmental agencies, local communities, tribes, and tribal organizations to prevent domestic violence and dating violence, and to ensure domestic violence programs are better able to provide effective intervention and prevention services.
The statutory authority for this NOFO is 42 U.S.C. 10410(b)(3) of the Family Violence Prevention and Services Act (FVPSA).

Notice: Applicants are strongly encouraged to read the entire 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.

I. Program Description

Statutory Authority

The statutory authority for this NOFO announcement is 42 U.S.C. 10410(b)(3) of the FVPSA.

Description

History and Purpose of the FVPSA

The FVPSA provides the primary federal funding stream dedicated to the support of emergency shelter and supportive services for victims of domestic violence, as well as their dependents. First authorized as part of the Child Abuse Amendments of 1984 (Public Law 98-457), FVPSA became the first federal commitment to creating a pathway to safety for survivors of domestic violence and their children. FVPSA has been amended eight times and most recently was reauthorized in December 2010 for 5 years by the Child Abuse and Treatment Act (CAPTA) Reauthorization Act of 2010 (42 U.S.C. 10401 - 10414). Since 1984, Congress has continued to make its intent clear that FVPSA funds are to be used to raise awareness of domestic violence, prevent its occurrence, provide services to victims and their children, and support domestic violence providers to enhance their responses through training and technical assistance. Specifically, FVPSA's statutory purposes are to:

1. Assist states and Indian tribes in efforts to increase public awareness about, and primary and secondary prevention of family violence, domestic violence, and dating violence;
2. Assist states and Indian tribes in efforts to provide immediate shelter and supportive services for victims of domestic violence and their dependents;
3. Provide for a national domestic violence hotline; and
4. Provide for technical assistance and training relating to domestic violence programs to states and Indian tribes, local public agencies (including law enforcement agencies; courts; and legal, social service, and health care professionals), non-profit private organizations (including faith- based and charitable organizations, community-based organizations, and voluntary associations), tribal organizations, and other persons seeking such assistance and training.

FVPSA is administered by OFVPS. OFVPS administers mandatory FVPSA formula grants to states, territories, tribes, and state domestic violence coalitions. FVPSA awards grants to every state and territory and over 200 tribes. Funds awarded to states, territories, and tribes reach more than 1,600 local public, private, nonprofit, and faith-based organizations and programs demonstrating effectiveness their response to family violence, domestic violence, and dating violence. These programs provide victims of domestic violence, and their children with emergency shelter, safety planning, crisis counseling, information and referral, legal advocacy, and additional support services.

The FVPSA Program also administers funding for the National Domestic Violence Hotline (1-800-799-SAFE) to operate a confidential 24-hour national, toll-free telephone hotline to provide information and assistance to adult and youth victims of family violence, domestic violence or dating violence, their family, and others affected by the violence in an effort to build healthy, safe, and supportive communities. In addition, FVPSA funding supports Stronghearts Native

Helpline, the first national Native helpline (1-844-7NATIVE) for native victims of domestic violence. The Native helpline provides specialized supportive services to address the unique barriers often faced by Native survivors of intimate partner abuse including culturally specific and tribally based resources for American Indians and Alaska Natives.
In order to ensure the safety of adult, youth, and child victims of family violence, domestic violence, or dating violence, and their families. FVPSA grant recipients and subgrant recipients shall protect the confidentiality and privacy of such victims and their families (45 CFR § 1370.4). FVPSA grant recipients and subgrant recipients shall not do the following:

1. Disclose any personally identifying information (as defined in 45 CFR § 1370.2) collected in connection with services requested (including services utilized or denied) through grant recipients' and subgrant recipients' programs;
2. Reveal any personally identifying information without informed, written, reasonably time- limited consent by the person about whom information is sought, whether for this program or any other federal, tribal, or state grant program, including whether to comply with federal, tribal, or state reporting, evaluation, or data collection requirements; or
3. Require an adult, youth, or child victim of family violence, domestic violence, or dating violence to provide a consent to release his or her personally identifying information as a condition of eligibility for the services provided by the grant recipient or subgrant recipient.

ANTRC on Domestic Violence

In 2022, FVPSA awarded 144 tribal grants supporting over 240 tribes. FVPSA authorizes a state resource center to end tribal disparities that will provide statewide information, training, and technical assistance to Indian tribes, tribal organizations, and local domestic violence service organizations serving Indians and Alaska Natives.

The ANTRC will support family violence, domestic violence, and dating violence prevention and intervention efforts in Alaska to enhance the capacity of the tribes, tribal organizations, tribal leaders, domestic violence advocates, community members, and other professionals who assist in addressing intersecting issues of domestic violence prevention and response efforts.

Through this grant program, OFVPS will fund one cooperative agreement to enhance the capacity of AN tribes and tribal organizations to respond to family violence, domestic violence, and dating violence in a culturally sensitive, relevant, and effective manner. The previous award was issued in 2020 under NOFO HHS-2020-ACF-ACYF-EV-1802.

In accordance with 42 U.S.C. 10410(b)(3), ANTRC expectations are as follows:

- To offer a comprehensive array of technical assistance and training resources to AN, specifically designed to enhance the capacity of the tribes, organizations, and providers to respond to domestic violence, including offering the resources in states in which the population of Indians (including AN) exceeds 2.5 percent of the total population of the state;
- To coordinate all projects and activities with the National Indian Resource Center Addressing Domestic Violence and Safety for Indian Women, including projects and

activities that involve working with nontribal state and local governments to enhance their capacity to understand the unique needs of Indians, including AN; and

- To provide comprehensive community education and domestic violence prevention initiatives in a culturally sensitive and relevant manner.

Definitions - (for the purposes of the NOFO)

- Alaska Native: The term “Alaska Native” has the meaning given the term “Native” in section 1602 of title 43(43 U.S.C. 1602(b)).
- Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship (42 U.S.C. 13925(a)).
- Domestic Violence: Felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws or jurisdiction receiving grant monies; or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction (42 U.S.C. 13925(a)).
- Family Violence: Any act or threatened act of violence, including any forceful detention of an individual, which: (a) results in or threatens to result in physical injury, and (b) is committed by a person against another individual (including an elderly person) to whom such person is, or was, related by blood or marriage, or otherwise legally related, or with whom such person is, or was, lawfully residing (42 U.S.C. 10402(4)).
- Intimate Partner Violence: A term used interchangeably with “domestic violence, or dating violence.” (For the purposes of the NOFO)
- Technical Assistance: Specific, detailed guidance, that can include the following: phone calls or emails on a specific topic; provision of written materials, referrals, review and feedback/comments/advice on materials prepared by individuals or organizations, or onsite visits involving intensive assistance and an exchange of information and resources. (For the purposes of the NOFO)
- Trainings and Presentations: Pre-scheduled and in-depth information on a particular topic(s) in person, in a targeted geographic area, over the phone, or online. (For the purposes of the NOFO)

Program Goals

This funding opportunity will support the operation of a statewide technical assistance provider to enhance the capacity of AN tribes and tribal organizations to respond to family violence, domestic violence, and dating violence in a culturally sensitive and effective manner. The applicant must have the organizational capacity, leadership, and experience in serving AN from geographically diverse locations as well as experience providing training and technical assistance to programs, communities and other entities to address disparities faced by AN communities in addressing domestic violence.

This ANTRC will assist in building the statewide capacity to engage AN communities and programs including those in geographically isolated villages where community-level involvement is necessary. The applicant is required to directly support the provision of prevention programming including meetings and gatherings to work collaboratively with community members, tribal leaders, domestic violence advocates, and other relevant response systems, to develop policies and protocols and to improve prevention and response skills.

There is a critical need to provide additional support to AN victims of domestic violence to address the barriers faced by victims, the children who witness such violence, responders, and their communities. Forty percent (229) of the 574 federally recognized tribes are located in Alaska. For the entire State of Alaska there are more than 200 AN villages, and only two Native domestic violence shelters. Many of the AN tribes are located in isolated villages where the only way in or out is by boat, plane, and in the winter, snow mobiles. There are also very limited or no resources to support local responses to crisis caused by domestic violence or dating violence. When domestic violence occurs, community members such as teachers, elders, nurses, or domestic violence advocates may be called upon for support because law enforcement is unavailable for an immediate response. To reach the nearest shelter, many AN victims of domestic violence are often faced with traveling long distances away from their villages and families.

A 2016, National Institute of Justice study indicated that more than four in five American Indian and AN women (84.3 percent) have experienced violence in their lifetime. This includes 56.1 percent who have experienced sexual violence, 55.5 percent who have experienced physical violence by an intimate partner, 48.8 percent who have experienced stalking, and 66.4 percent who have experienced psychological aggression by an intimate partner. Overall, more than 1.5 million American Indian and AN women have experienced violence in their lifetime.

Due to the many challenges victims of domestic violence face when trying to access criminal and civil justice, and receive shelter and other supportive services, many incidents of domestic violence and dating violence go unaddressed and unreported.

- Note: for the purposes of this NOFO, evidence-informed practices bring together the best available research, professional expertise, and input from communities to identify and deliver services that show promise to achieve positive outcomes for AN populations.

Program Requirements

The ANTRC grant recipient shall provide technical assistance to AN tribes and tribal organizations in carrying out all activities.
The ANTRC grant recipient must do the following:

- Provide statewide technical assistance to expand the capacity of AN domestic violence programs, non-native domestic violence programs, and other responders to provide survivor- and culturally centered domestic violence prevention and intervention services.
- Create community-level involvement and develop programmatic resources and training tools to assist AN organizations, community-based supports, and non-native programs.

- Increase emergency/safety responses, access to shelter or safe homes and other supportive services such as legal assistance and transportation, for AN victims of domestic violence.
- Enhance public awareness through the development and promotion of the following: new and/or existing resources, including emerging issues and prevention/intervention strategies that are both broadly relevant and community specific; model program policies; sheltering policies; screening tools; and promising practices to support AN victims of domestic violence, families, and communities impacted by intimate partner violence.
- Synthesize research literature and conduct studies to inform development of frameworks that take into account the unique needs of AN victims of intimate partner violence with special emphasis on the populations that are geographically removed from accessible services.
- Develop partnerships and build innovative collaborations between entities such as: AN and non-native domestic violence providers, AN-specific organizations, the National Indigenous Women's Resource Center (NIWRC), Stronghearts Native Helpline, the FVPSA Formula Grantees Capacity Building Center operated by National Network to End Domestic Violence (NNEDV), the DVRN, school teachers, community members, transportation providers, public health organizations, and social service agencies.
- Provide coordinated and topic-specific training and technical assistance to FVPSA AN program through onsite visits; presenting at statewide, regional, and national 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 learning. The grant recipient will participate in ongoing coordination and collaboration with the FVPSA-funded resource centers especially NIWRC, Stronghearts Native Helpline, and the FVPSA Formula Grantees Capacity Building Center operated by NNEDV.
- Address emerging issues related to family violence, domestic violence, and dating violence through the provision of training and technical assistance that is comprehensive and national in scope. Emerging topics of relevance may include violence prevention for children and youth, the co-occurrence of human trafficking and domestic violence, family/youth homelessness, services for male victims, services for children of all ages who witness violence, and meeting the needs of survivors with substance use histories.
- Conduct needs assessments to address emerging trends, gaps, and accessibility barriers that domestic violence victims may face when accessing health and social services in Alaska.
- Evaluate program performance that will contribute to continuous quality improvement. The program performance evaluation must monitor activities and the project's progress.
- All FVPSA grant recipients are expected to implement evidence-based, evidence-informed, and or promising strategies that regularly engage input and feedback from people with lived experience that are survivors of family violence, domestic violence, dating violence, and sexual assault and their children into their needs assessments. FVPSA grant recipients will ensure that these activities are meaningful, trauma-informed and grounded in the lived experiences of survivors and their children. The applicant will encourage survivor voice(s) and lead in partnership with survivors in program selection, program design, program improvement, and/or other recommendations.

- All FVPSA grant recipients are expected to ensure that products and activities are appropriately survivor-centered by regularly incorporating input and feedback from people with lived experience as survivors of domestic violence, dating violence, or sexual assault and their children into grant activities at multiple points in the development process.
- Coordinate with NNEDV in their efforts to assure the capacity of the states, domestic violence coalitions, and tribes to carry out the FVPSA grant program requirements with best practices and in adherence to FVPSA guidance, including legislation and regulations.
- Plan meetings, events and site visits in conjunction with OFVPS to allow for participation of OFVPS staff. The selected grant recipient will also assist FVPSA project officers with site visits and provide necessary technical assistance to grant recipients as part of follow-up to a site visit.

DVRN Activities

The DVRN is currently comprised of the following members:

- National Resource Center on Domestic Violence
- National Indian Resource Center Addressing Domestic Violence and Safety for Indian Women: National Indigenous Women's Resource Center
- Special Issue Resource Center on Domestic Violence and Criminal and Civil Justice
- 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 and Native Hawaiians
- 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
- Lesbian, Gay, Bisexual, Transgender Questioning (LGBTQ) Institute on Intimate Partner Violence
- Culturally Specific Sexual Assault Resource Centers for: Asian/Pacific Islanders, Native American/American Indian/Indigenous, and LatinX communities.

The ANTRC will be expected to participate in the DVRN, including twice-yearly meetings, training/webinars, technical assistance coordination, research, reporting, and resource development as needed. The ANTRC will coordinate with other DVRN members and work collaboratively to coordinate national training, technical assistance, public awareness, and research initiatives.

OFVPS expects the ANTRC to plan travel expenses for at least one representative to participate in two DVRN meetings each project period and no fewer than two OFVPS sponsored meetings each project period. For information on the DVRN, go to: https://www.nrcdv.org/collaboration.

Please note: Members of the DVRN will maintain independent governance of their own organizations but are expected to share their expertise with other DVRN members; actively participate in the coordination of technical assistance; attend semi-annual DVRN meetings; and work collaboratively to develop training, resources, research, or initiatives.

II. Federal Award Information

Funding Instrument Type:
CA (Cooperative Agreement)

Estimated Total Funding:
$1,000,000

Expected Number of Awards:
1

Award Ceiling:
$1,000,000
Per Budget Period

Award Floor:
$500,000
Per Budget Period

Average Projected Award Amount:
$1,000,000
Per Budget Period

Anticipated Project Start Date:
09/30/2023

Length of Project Periods:
36-month project period with three 12-month budget periods

Additional Information on Project Periods and Explanation of 'Other'

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.*

The grant recipient will receive noncompeting continuation awards in years 2 and 3. Awards are subject to the satisfactory progress by the recipient, a determination that continued funding would be in the best interest of the federal government, and the availability of federal funds. The Grant Management Specialist and Federal Project Officer will use the recipient's semi-annual performance progress and financial reports, site visits, audit reports, and other supporting documentation to determine, in accordance with requirements in the NOFO and statute, if satisfactory progress is being made in the following areas: 1) accomplishing the project goals, objectives, and activities; 2) completing proposed activities; and 3) documenting allowable expenses that support project goals, objectives, and the approved budget. Please refer to *Section V1.3.* Reporting for more information on required reports.

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

This 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 grant recipient during performance of the contemplated project and extends beyond normal oversight and stewardship responsibilities and functions.

Through the cooperative agreement, OFVPS shall be involved as follows:

1. Provide significant guidance and consultation on project design and implementation to the primary grant recipient throughout the project period to ensure the successful implementation of the project and to improve the outcomes of the program
2. Review, provide feedback on, and approve the project scope, activities, and work plan, as well as the structure and integrity of the resource center, in conjunction with the grant recipient. This includes any changes to key personnel on the project.
3. Propose and approve significant changes to project scope, activities, and work plans.
4. Review and approve final drafts of all updated and new materials, articles, major publications, and research reports that are developed or distributed with resources made available under this cooperative agreement.
5. Be involved in the development of strategies for the implementation of the project.
6. Participate in major project activities, such as advisory or other leadership committee meetings, conference, topical meetings, training, or major project meetings.
7. Keep grant recipients informed about ACF/OFVPS/FVPSA priorities.
8. Organize frequent consultations, meetings, briefings, teleconferences, webinars, and other forums necessary to review current and planned activities, to share information and to promote national coordination.

The respective responsibilities of OFVPS and the successful application will be identified and incorporated into the cooperative agreement of the award during the pre-award negotiations. It is anticipated that the cooperative agreement will not change the project requirements for the grant recipients under this announcement.

The FVPSA Program will collaborate with the grant recipient in the following ways:

1. Provide consultation on, and approval for, enhancements and changes to the work plan and budget during the project period.
2. Be actively involved in the development of long-term strategies for the implementation of the project including activities with the National Indian Resource Center Addressing Domestic Violence and Safety for Indian Women, including projects and activities that involve working with nontribal state and local governments to enhance their capacity to understand the unique needs of Indians, including AN and Native Hawaiians.
3. Participate in grant recipient-hosted or grant recipient-sponsored meetings and conferences
4. Provide partner participation, and victim/survivor input/feedback as appropriate.
5. Communicate changes to expectations for performance or changes in OFVPS policies and provide appropriate technical assistance to implement the changes.
6. Review and approve significant project documents such as national and statewide services reports, focus survey reports, and grant recipient policy and procedure manuals.
7. Consult on current and proposed new data collection elements.

III. Eligibility Information

III.1. Eligible Applicants

According to FVPSA, 42 U.S.C. 10410(c)(4), ANTRC eligible entities shall demonstrate the ability to serve all regions in Alaska, including underdeveloped areas and areas that are geographically distant from population centers and:

1. be located in a state in which the population of Indians (including Alaska Natives) exceeds 10 percent of the total population of the state; or
2. be an Indian tribe or tribal organization that focuses primarily on issues of domestic violence among Alaska Natives, or be an institution of higher education

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

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: ANTRC NOFO
1401 Mercantile Lane
Suite 401
Largo
MD
20774
1-855-792-6551
TechAssist@fysb.net

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:

*The **Project Description** (File One) is limited to **50** pages and must include the following:*

- Table of Contents
- Project Summary/Abstract (one page)
- Objectives and Need for Assistance
- Expected Outcomes
- Approach
- Timeline and Narrative
- Logic Model
- Program Performance and Evaluation Plan
- Organizational Capacity
- Dissemination Plan
- Protection of Sensitive and/or Confidential Information
- Project Sustainability Plan
- Line-Item Budget and Budget Justification (**exempt from page limitations**)

***Appendices** (File Two) (**exempt from the page limitations**) must include:*

- Staff Position Information (e.g., resumes of key staff, job descriptions, organizational chart)
- List of Board Directors or other governing body members (as applicable)
- Financial Statements (as applicable)
- Third-Party Agreements/Memoranda of Understanding (MOUs) (as applicable)
- Letters of Support
- Required Forms, Certifications and Assurances
- Proof of Legal Status
- Indirect Cost Rate Letter (as applicable)
- Other Eligibility Documents (as applicable)

Please note again that *Staff Position Information and OMB-approved forms do not count toward the page limit.*

Remember that shorter applications are often easier for reviewers to fully comprehend. OFVPS suggests that applicants use headings, subheadings, bullet points, extra spaces, and formatting such as bold or underline to help grant reviewers easily locate each aspect of your grant application and determine that each point has been addressed in your application.

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
Certificate of Good Standing	Submission is required for all **for-profit organizations**.	Sole proprietorships are not eligible applicants. The submission of the Certificate of Good Standing, along with the current list of board members, and organizational documents that require the establishment and maintenance of a Board of Directors, provide proof of eligibility for for-profit organizations.
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.	See *Section IV.3. Unique Entity Identifier (UEI) and System for Award Management (SAM)* for more information.

Forms/Assurances/Certifications	Submission Requirement	Notes/Description
	Obtain a UEI and SAM registration at: http://www.sam.gov .	
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 with the application package. If it is not submitted with the application package, it must be submitted prior to the award of a grant.	Submission of the certification is required for all applicants.
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.

Forms/Assurances/Certifications	Submission Requirement	Notes/Description
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 submitted prior to the award of a grant.	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 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.

Please email your letter of intent to Shena.Williams@acf.hhs.gov at:

Shena Williams

Department of Health and Human Services

Administration for Children and Families

OFVPS/ Family Violence Prevention and Services Program

Switzer Building, 3rd Floor

330 C Street, SW.

Washington, DC 20201

202-205-5932

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.

Geographic Location
Describe the precise physical location of the project and boundaries of the area to be served by the proposed project.

Legal Status of Applicant Entity
Applicants must provide the following documentation:

Non-Profit Organizations

Proof of Non-Profit Status Options:

Option 2: Only 501(c)(3) organizations are eligible
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 application submission.

Additional Eligibility Documentation
Applicants must provide the additional, required documentation, or required credentials, to

support eligibility for an award, as described in *Section III. Eligibility Information* of this funding opportunity.

If proposing to serve a marginalized or underserved community, the applicant must describe in detail: 1) a demonstrated history of working with/in that population; 2) significant program staff, evaluators, and/or board demographics that are reflective of said population; 3) an understanding of the unique issues facing said population; 4) how the program or service is has been adapted or is uniquely culturally responsive; and 5) how the program or service addresses gaps that are specific to the population.

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.

Expected Outcomes
Identify the outcomes to be achieved from the project. Outcomes should relate to the overall program as described in *Section I. Program Description*. If research is part of the proposed work, outcomes must include hypothesized results and implications of the proposed research.

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 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 as demonstrated by a signed and established MOU. The MOUs must be detailed, include the roles and responsibilities of both parties, and describe fair and appropriate compensation to be provided. If the applicant has a primary purpose other than the provision of domestic violence services and supports, a formal partnership and signed MOU with a primary purpose domestic violence service provider is required.

Applications must include the following:

1. A description of a statewide and comprehensive plan for providing technical assistance and training to expand the capacity of AN domestic violence programs and other relevant entities and organizations to address intimate partner violence and prevention.
2. A description of how the entity will create statewide and community-specific improvements in systemic intimate partner violence intervention and prevention response.
3. A description of how the entity will engage AN communities including those who are geographically isolated, public/private systems, informal community-based responders, and local domestic violence providers.
4. A description of how the entity will coordinate with AN villages and communities to assist in advancing programmatic outcomes related to AN specific intimate partner violence intervention and prevention programs.
5. In developing their approach, applicants should consider program goals, requirements, and allowable activities as described in *Section I. Program Description*.

Accomplishments

Provide quantitative monthly or quarterly projections 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. For example, each project task could be assigned to a row in the first column of a grid. Then, a unit of time could be assigned to each subsequent column, beginning with the first unit (i.e., week, month, quarter) of the project and ending with the last. Shading, arrows, or other markings could be used across the applicable grid boxes or cells, representing units of time, to indicate the approximate duration and/or frequency of each task and its start and end dates within 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.

Equity Plan

All grant recipients are expected to ensure that the grant implementation 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 recipient will provide a comprehensive community equity plan (or other similar documentation within the application) that demonstrates the processes and policies the recipient 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. 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 and Two-Spirit survivors and their children. Also ensure that

technical assistance and training in conducted in alignment with FVPSA regulations at 45 CFR part 1370.5(a) and (c) requiring ensuring 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.

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.
- List of Board of Directors.

Plan for Oversight of Federal Award Funds and Activities
Recipients are required to ensure proper oversight in accordance with 45 CFR Part 75 Subpart D.

These regulations set forth the following standards for effective oversight:

- Financial and Program Management
- Property (if applicable by program legislation)
- Procurement
- Performance and Financial Monitoring and Reporting
- Subrecipient Monitoring and Management
- Record Retention and Access
- Remedies for Noncompliance

Describe the framework (e.g., governance, policies and procedures, risk management, systems) in place to ensure proper oversight of federal funds and activities in accordance with 45 CFR Part 75 Subpart D. The description must include: system(s) for record-keeping and financial management; procedures to identify and mitigate risks and issues (e.g., audit findings, continuous program performance assessment findings, program monitoring); and those key staff that will be responsible for maintaining oversight of program activities staff, and, if applicable, partner(s) and/or subrecipient(s).

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.

The plan must be supported by a logic model and must also include a risk mitigation plan.

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).

Applicants must submit a logic model for designing and managing their project. A logic model is a one-page diagram that presents the conceptual framework for a proposed project and explains the links among program elements. While there are many versions of logic models, for the purposes of this announcement, the logic model should summarize the following items:

-
    - Goals of the project (objectives, reasons for proposing the interventions, if applicable);
    - Assumptions (beliefs about how the program will work based on research, best practices, experience and supporting resources;

- Inputs (organizational profile, collaborative partners, key staff, budget);
- Target population (individuals to be served);
- Activities (approach and/or key intervention, if applicable);
- Outputs (direct products or deliverables of program activities); and
- Outcomes (results of a program, typically describing a change in people or systems).

Project Sustainability Plan
Applicants must propose a plan for project sustainability after the period of federal funding ends. Recipients are expected to sustain key elements of their grant projects, e.g., strategies or services and interventions, which have been effective in improving practices and outcomes.

Describe the approach to project sustainability that will be most effective and feasible. Provide a description of key individuals and/or organizations whose support will be required. Address the types of alternative support that will be required to maintain the program. If the proposed project involves key project partners, describe how their cooperation and/or collaboration will be maintained after the end of federal funding.

Protection of Sensitive and/or Confidential Information
Provide a description of how protected personally identifiable information and other information that is considered sensitive, consistent with applicable federal, state, local and tribal laws regarding privacy and obligations of confidentiality, will be collected and safeguarded. The applicant must provide the methods and/or systems that will be used to ensure that confidential and/or sensitive information is properly handled and if applicable, address the process for subrecipient(s) and/or contractors. Also, provide a plan for the disposition of such information at the end of the project period.

Dissemination Plan
Applicants must propose a plan to disseminate reports, products, and/or grant project outputs so that project information is provided to key target audiences. Dissemination plans must include:

- Dissemination goals and objectives;
- Strategies to identify and engage with target audiences;
- Allocation of sufficient staff time and budget for dissemination purposes;
- A preliminary plan to evaluate the extent to which target audiences have received project information and have used it as intended, and
- The timeline for dissemination.

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.

Applicants must provide Letters of Commitment or MOUs between recipients and third-parties (i.e., subrecipients, contractors, or other cooperating entities).

Applicants must provide Letters of Commitment or MOUs between recipients and third-parties (i.e., subrecipients, contractors, or other cooperating entities). In addition to clearly describing the roles and responsibilities for project activities and support and/or resources that the third-party is committing, these agreements must detail work schedules and estimated remuneration with an understanding that a finalized agreement will be negotiated once the successful applicant is awarded the grant.

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.

The budget must also include expenses for travel to conferences, meetings, site visits, and in-person training and technical assistance.

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.

Program Income
Description: The estimated amount of gross income, if any, expected to be directly generated

by or earned from this project. Program income includes but is not limited to, income from fees for services performed, the use or rental of real or personal property acquired under federally-funded projects, the sale of commodities or items fabricated under an award, license fees and royalties on patents and copyrights, and interest on loans made with award funds. See 45 CFR §75.307 for more information.

Justification: Describe the nature, source and anticipated use of program income in the budget or refer to the pages in the application that contain this information.

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

Due Date for Letter of Intent

Number of Days from Publication 30

The LOI date will generate once the Synopsis is published if Days or a Date are entered.
Number of Days from Publication 60

Due Date for Applications

07/31/2023

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 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.

ACF does not fund awards where the role of the applicant is primarily to serve as a conduit of funds to other organizations, unless that arrangement is authorized by statute. In the absence of such statutory authority, each prime recipient’s primary role must be to ensure the delivery of the statutorily authorized services, whether provided directly or through collaborative involvement with their subrecipient(s).

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
Attention: FVPSA/ANTRC on Domestic Violence
1401 Mercantile Lane
Suite 410
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.

ORGANIZATIONAL PROFILES **Maximum Points:** 25
Applications will be scored according to the extent to which the following criteria are met:

1. The application demonstrates the organization's documented experience in the areas of domestic and dating violence specifically relevant to AN individuals and communities as described in *Section I. Program Description*. The applicant shall submit a staffing plan that demonstrates the capacity to address the disparities for the identified people of color and other underserved populations that were identified in the equity plan described in *Section IV. 2. Content and Form of Application Submission, The Project Description, Organizational Capacity,* and the relationship between staff position descriptions and resumes or biographical sketches of key staff, including consultants. "Key Staff" are staff members responsible for direct oversight, management, or implementation of the proposed project.
2. The application demonstrates the organizational capacity necessary to undertake a statewide project providing training and technical assistance activities, public awareness activities, community response, needs assessments, research and knowledge development, and policy development and systems engagement activities. In addition, the expertise of proposed staff are described including the administrative and organizational structure and the operational and programmatic relationship to other tribal, domestic violence, and AN service providers at the local, regional, state, and national level. *Section I., Program Description and Section IV.2. Content and Form of Application Submission, The Project Description, Approach.*
3. The application includes position descriptions of proposed staff and steering committee members that are reflective of the communities to be served and demonstrate a depth of experience living within, or actively engaging remote AN villages that are seeking to prevent and respond to domestic and dating violence.
4. The application describes a strong, meaningful, and realistic plan for the training project. The plan includes program staff with subject matter experience that demonstrates how the applicant will safely and successfully carry out the grant and handle the issues they will encounter in both a culturally competent manner and a manner that appropriately responds to the ethnicity, age, gender identity, cultural practices, sexual orientation, socioeconomic status, educational background, and language of the targeted children, youth, and their families.
5. The application includes documentation of expertise in all required areas as described in *Section IV.2. Content and Form of Application Submission, The Project Description, Organizational Capacity, including the Equity Plan.*
6. The application includes letters of support or MOUs demonstrating the organizational knowledge and professional relationships with the network of local, state, and tribal domestic violence programs; AN domestic violence-specific organizations; and national experts. The letters alone, or in combination, must include stakeholders that are working to address domestic violence, advocate on behalf of or provide age-appropriate services to children or youth, and represent the communities that the applicant intends to serve as described in *Section IV.2. Content and Form of Application Submission, The Project Description, Objectives and Need For Assistance.*
7. For applications that propose MOUs, the application includes MOUs that are detailed, include the roles and responsibilities of both parties, and describe fair and appropriate compensation to be provided, as described in *Section IV.2. Content and Form of Application Submission, The Project Description, Third-Party Agreements.*

OBJECTIVES AND NEED FOR ASSISTANCE **Maximum Points:** 10

Applications will be scored according to extent to which they meet the following criteria:

1. The application describes clear and appropriate program objectives that will fulfill the program goals, requirements, and allowable activities as described in *Section I. Program Description*. Please ensure the project addresses the needs, including the following: barriers to services and systems, challenges faced by domestic violence service providers assisting AN survivors of domestic violence with complex needs; need for culturally relevant services and support; recognition of and coordination with the efforts of local or native domestic violence programs, the state, the state domestic violence coalition, the Alaska coalition, and AN-specific organizations to address these challenges; related training and technical assistance gaps; service gaps; and relevant data and analysis.
2. The application describes a clear need for the proposed project, including a plan for ongoing needs assessments addressing the scope of the problem or problems identified and the types of assistance that are needed, and an assessment of how the proposed project objectives will address the identified areas of need.
3. The application provides documentation on the state(s), AN tribe(s), organization(s) and/or community(ies) to be impacted and served.
4. The application demonstrates a clear commitment to expanding the capacity of AN communities serving victims of domestic violence and domestic violence programs, including remote and under-resourced communities, and engaging communities as discussed throughout *Section I. Program Description*.

EXPECTED OUTCOMES **Maximum Points:** 10

Applications will be scored according to extent to which the following criteria are met:

1. The application identifies quantitative and qualitative outcomes and outputs for the proposed project that are related to the program goals, requirements, and allowable activities as described in *Section I. Program Description.*
2. The application demonstrates a sound relationship between planned project activities and intended quantitative and qualitative outcomes and outputs.
3. The application includes a logic model that explains how the inputs, processes, and outcomes will be measured, including reflection of the realities and challenges faced by AN villages responding to domestic violence.

APPROACH **Maximum Points:** 35

Applications will be scored according to the extent to which the following criteria are met:

1. The application responds to each aspect of the "Approach" and demonstrates a statewide and comprehensive plan for providing technical assistance and training to expand the capacity of AN domestic violence programs and other relevant entities and organizations. The plan describes how the applicant will assist such organizations to address intimate partner violence intervention and prevention including addressing training and technical assistance, public awareness, assessments, research and knowledge development, and policy development and system engagement.

2. The application describes how the applicant will engage AN communities, including communities that are geographically isolated, public/private systems, informal community-based responders, and local domestic violence providers, as described in *Section IV.2. The Project Description, Approach* and the feasibility of the proposed means of accomplishing these elements.
3. The application proposes project activities that address the program goals, requirements and allowable activities as described in *Section I. Program Description, Program Goals* and required by *Section IV. 2. Content and Form of Application Submission, The Project Description, Approach*.
4. The application relates project tasks to the objectives, provides a feasible and realistic timetable for the accomplishment of significant project activities and products, and selects appropriate project activities to achieve project goals and objectives to meet identified needs.
5. The application describes a strong plan for how the applicant will undertake collaborations and manage and relationships with project partners.
6. The application describes a viable plan to ensure that confidentiality will be maintained.
7. 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.
8. Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function, or activity, in such terms as the number of people being served and the number of activities accomplished.
9. Provide a comprehensive community equity plan (or other similar documentation within the application) that demonstrates the processes and policies the recipient 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.

BUDGET AND BUDGET JUSTIFICATION **Maximum Points:** 10

Applications will be scored according to the extent to which the following criteria are met:

1. A detailed line-item budget of project costs is included 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, The Project Budget and Budget Justification.

2. The proposed budget and budget justification are feasible for the proposed approach, logical, reasonable, and appropriate.
3. The proposed budget demonstrates sufficient funds to provide support to local programs such as stipends for focus groups, survey rewards, etc.
4. The proposed budget and budget justification are free of errors (mathematical, project activities not reflected in budget, etc.).
5. The application demonstrates how the funds requested are necessary and essential to accomplish the program goals as described in *Section I. Program Description.*
6. The budget delineates fair compensation for all project partners.
7. The proposed budget assumes reasonable cost estimates to provide training and technical assistance in remote geographical locations and to provide support costs for community participation in training and technical assistance activities.

EVALUATION **Maximum Points:** 10

Applications will be scored according to the extent to which the following criteria are met:

1. The application demonstrates a sound plan for measuring the broad base of organizations reached by services, programming, and technical assistance.
2. The application demonstrates a sound plan for assessing and measuring the change in knowledge and skills of professionals and communities/community members serving AN survivors of intimate partner violence.
3. The application demonstrates a sound plan for measuring the outcomes of domestic violence policy change strategies specific to AN organizations, in addition to measuring how the practices change overtime.
4. The application describes the frequency of data collection and utilization of program data to make program adjustments. The organization will continue to make ongoing program adjustments that will improve performance.
5. The application describes feasible, measurable qualitative and quantitative outputs and outcomes meeting the criteria described in *Section I. Program Description.*
6. The application describes what types of support and technical assistance would be needed as described in *Section I. Program Description.*

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.

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.

Non-Federal Reviewers Reference
Please refer to *Section IV.2. Required Forms, Assurances, and Certifications* of this funding opportunity for information on non-federal reviewers in the review process.

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

Shena
Williams
Department of Health and Human Services
Administration for Children and Families
Office of Family Violence Prevention and Services
330 C Street, SW.
Switzer Building
Washington
DC
20201
202-205-5932
shena.williams@acf.hhs.gov

Office of Grants Management Contact

Katrina
Morgan
Department of Health and Human Services
Administration for Children and Families
Office of Grants Management
330 C Street, SW.
Switzer Building
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.

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
Certificate of Good Standing	See *Section IV.2. Required Forms, Assurances and Certifications* and *The Project Description, Legal Status of Applicant Entity*.	Submission is required with the application by the Application Due Date in the *Overview* and in *Section IV.4. Submission Dates and Times*.
SF-424 - Application for Federal Assistance	Referenced in *Section IV.2.Required Forms, Assurances, and Certifications.* 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 *Overview* and in *Section IV.4. Submission Dates and Times.*
Unique Entity Identifier (UEI) and System for Award Management (SAM) registration.	Referenced in *Section IV.3. Unique Entity Identifier (UEI) and System for Award Management (SAM)* 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 application and project award period.
SF-424 Key Contact Form	Referenced in *Section IV.2. Required Forms, Assurances, and Certifications.*	Submission is due with the application by the application due date found in the *Overview* and in *Section IV.4.*

What to Submit	Where Found	When to Submit
	This form is available in the NOFO's forms package at www.Grants.gov.	*Submission Dates and Times.*
Certification Regarding Lobbying (Grants.gov Lobbying Form)	Referenced in *Section IV.2. Required Forms, Assurances, and Certifications.* 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 *Section IV.2. Required Forms, Assurances, and Certifications.* 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 *Overview* and in *Section IV.4. Submission Dates and Times.*
SF-Project/Performance Site Location(s) (SF-P/PSL)	Referenced in *Section IV.2.Required Forms, Assurances, and Certifications.* 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 *Overview* and in *Section IV.4. Submission Dates and Times.*
SF-LLL - Disclosure of Lobbying Activities	"Disclosure Form to Report Lobbying" is referenced in *Section IV.2. Required Forms, Assurances, and Certifications.* 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 *Section IV.2. Project Description.*	Submission is due by the Letter of Intent due date found in the

What to Submit	Where Found	When to Submit
		Overview and in *Section IV.4.*
Table of Contents	Referenced in *Section IV.2. The Project Description*.	Submit with the application by the due date found in the *Overview* and in *Section IV.4. Submission Dates and Times*.
Project Summary	Referenced in *Section IV.2. The Project Description.* The Project Summary is limited to one single-spaced page.	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times*.
Proof of Non-Profit Status	Referenced in *Section IV.2. The Project Description, Legal Status of Applicant Entity*.	Proof of non-profit status should be submitted with the application package by the application due date and time listed in the *Overview* and *Section IV.4.* 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.
Executive Order 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities"	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	Submission of application materials is due to SPOC by the application due date listed in the *Overview* and in *Section IV.4. Submission Dates and Times*.

What to Submit	Where Found	When to Submit
Mandatory Grant Disclosure	Requirement, submission instructions, and mailing addresses are found in the "Mandatory Grant Disclosure" in *Section IV.2. Required Forms, Assurances and Certifications*.	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 *Section IV.2. The Project Budget and Budget Justification*.	Submission is required in addition to submission of SF-424A and / or SF-424C. Submission is required with the application package by the due date in the *Overview* and in *Section IV.4. Submission Dates and Times*.
The Project Description	Referenced in *Section IV.2. The Project Description*.	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times*.

Appendix

LGBTQ Accessibility Policy Family Violence Prevention and Services Discretionary Grant: ANTRC on Domestic Violence
HHS-2023-ACF-ACYF-EV-0043

All applicants submitting an application under this NOFO must sign and submit the following LGBTQ Accessibility Policy with their application package. Print the document. It must be signed and dated by the applicant organization's AOR. Scan the document into PDF format and submit it with the application at www.Grants.gov *. See Section IV.2. Content and Form of Application Submission.*

AOR signing this application on behalf of [Insert full, formal name of applicant organization],

I hereby attest and certify that:

The needs of LGBTQ individuals are taken into consideration in applicants program design. The applicant must consider how their program will be inclusive of and non-stigmatizing toward such participants. If not already in place, the applicant and, if applicable, sub-recipient(s) should establish and publicize policies prohibiting harassment based on race, sexual orientation, gender, gender identity (or expression), religion, and national origin. The submission of an application for this funding opportunity reflects that the applicant has or will have such policies in place prior to receiving the award. Award recipients should ensure that all staff members are trained to prevent and respond to harassment or bullying in all forms. Funded programs should be prepared to monitor claims, address them seriously, and document their corrective action(s) so that all participants are assured that programs are safe, inclusive, and non-stigmatizing by design and in operation.

Additionally, any sub-recipients are required to:

- Have in place, or establish, within 30 days of award of the subaward, policies prohibiting harassment based on race, sexual orientation, gender, gender identity (or expression), religion, and national origin;
- Enforce these policies;
- Ensure that all staff will be trained prior to program implementation on how to prevent and respond to harassment or bullying in all forms; and
- Have in place, or establish, within 30 days of grant award, a plan to monitor claims, address them seriously, and document their corrective action(s).

Insert Date of Signature:

Print Name and Title of the AOR: Signature of AOR: