

Administration for Children and Families

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

Family Violence Prevention and Services Discretionary Grants: National Capacity Building Center on Safe and Supportive Housing for Domestic Violence Survivors
HHS-2021-ACF-ACYF-EV-1940
Application Due Date: 07/19/2021

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TABLE OF CONTENTS

Overview

Executive Summary

I. Program Description

II. Federal Award Information

III. Eligibility Information
   1. Eligible Applicants
   2. Cost Sharing or Matching
   3. Other

IV. Application and Submission Information
   1. Address to Request Application Package
   2. Content and Form of Application Submission
   3. Unique Entity Identifier and System for Award Management (SAM)
   4. Submission Dates and Times
   5. Intergovernmental Review
   6. Funding Restrictions
   7. Other Submission Requirements

V. Application Review Information
   1. Criteria
   2. Review and Selection Process
   3. Anticipated Announcement and Federal Award Dates

VI. Federal Award Administration Information
   1. Federal Award Notices
   2. Administrative and National Policy Requirements
   3. Reporting

VII. HHS Awarding Agency Contact(s)

VIII. Other Information

Department of Health & Human Services
Administration for Children and Families

Funding Opportunity Title:	Family Violence Prevention and Services Discretionary Grants: National Capacity Building Center on Safe and Supportive Housing for Domestic Violence Survivors
Announcement Type:	Initial
Funding Opportunity Number:	HHS-2021-ACF-ACYF-EV-1940
Primary CFDA Number:	93.592
Due Date for Letter of Intent:	**06/28/2021**
Due Date for Applications:	**07/19/2021**

Executive Summary

Notice:

- **Applicants are strongly encouraged to read the entire funding opportunity announcement (FOA) 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/howto.

The Administration on Children, Youth and Families (ACYF), Family and Youth Services Bureau (FYSB), Family Violence Prevention and Services Act (FVPSA) program announces funding available to award one cooperative agreement to support one National Capacity Building Center on Safe and Supportive Housing for Domestic Violence Survivors (the Center). The primary purpose of the Center is to improve responses to survivors of domestic violence and their families across the continuum of publicly and privately funded homeless services and housing by strengthening coordination between domestic violence, housing, and homeless services providers, including convening, coordinating, and leading a national consortium of federally funded training and technical assistance providers.

Specifically, the grantee will develop training materials, toolkits, and resources for integrating responses to the complex and diverse needs of domestic violence survivors throughout the crisis response system, including coordinated entry/assessment, safety planning, voluntary and flexible supportive services, access to emergency and interim shelter, homelessness prevention, transitional housing, and other affordable and permanent housing options. The grantee will provide technical assistance to enable domestic violence service providers to participate as full partners in local housing and homelessness planning and implementation efforts (e.g., Department of Housing and Urban Development (HUD) funded Continuums of Care (CoC), or other state, local, or private efforts) aimed at delivering survivor-centered, trauma-informed, culturally responsive, and linguistically appropriate services tailored to the individual needs of

victims and their families.

The grantee will promote best practices and lessons learned from the domestic violence field related to victim privacy and confidentiality, especially in connection with the collection and sharing of data among domestic violence, housing, and homeless service providers. The grantee will identify, document, and promote best practices that support the physical and emotional wellbeing, resilience, long-term safety, housing stability, and economic security of survivors of domestic violence and their families, including developing and disseminating resources related to the effect of the opioid epidemic and substance use coercion on access to safe housing, and the capacity of faith communities to help domestic violence survivors achieve and maintain housing stability.

The Center will be part of a network of National, Special Issue, Culturally Specific, and Capacity Building Resource Centers providing leadership, training, technical assistance, resources, and support to programs and systems serving victims of domestic violence and their children.

I. Program Description

Statutory Authority

The statutory authority is Section 310 of the Family Violence Prevention and Services Act, as amended. See 42 U.S.C. 10410 (a)(2)(B)(ii).

Description

History and Purpose of FVPSA

FVPSA provides the primary federal funding stream dedicated to the support of emergency shelter and supportive services for victims of family violence, domestic violence, and dating violence (also known as intimate partner violence or IPV), as well as their dependents.

First authorized as part of the Child Abuse Amendments of 1984 (Pub. L. 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 was most recently reauthorized in December 2010 for 5 years by the Child Abuse Prevention and Treatment Act Reauthorization Act of 2010 (42 U.S.C. 10401 - 10414).

Since 1984, Congress has continued to make its intent clear that FVPSA funds 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 family violence, domestic violence, dating violence, and their dependents;
3. Provide for a national domestic violence hotline; and

4. Provide for technical assistance and training relating to family violence, domestic violence, and dating violence programs to states and Indian tribes, local public agencies (including law enforcement agencies; courts, and legal, social service, and health care professionals), nonprofit 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 the FVPSA program, located in FYSB, a division of ACYF. FYSB administers mandatory FVPSA formula grants to states and territories, tribes, and state domestic violence coalitions. FVPSA grants are awarded to every state and territory, and to over 250 tribes. Funds awarded to states, territories, and tribes reach more than 1,600 local public, private, nonprofit, and faith-based organizations and programs demonstrating outcomes in the field of domestic violence services and prevention. These domestic violence programs provide victims of family, domestic, and dating violence, and their children with shelter, safety planning, crisis counseling, information and referral, legal advocacy, and additional support services.

Background

Domestic violence is a major cause of homelessness, particularly for women with children. Among families currently experiencing homelessness, more than 80 percent had previously experienced domestic violence. In just one day in 2019, according to an annual point-in-time census by the National Network to End Domestic Violence, close to 43,000 adults and children fleeing domestic violence found refuge in an emergency shelter or transitional housing program, with an additional 7,732 requests for shelter or housing that could not be met.

There is a significant need for housing programs that offer voluntary supportive services and resources to survivors of domestic violence and their children in ways that are more comprehensive, survivor-centered, trauma-informed, culturally responsive, and linguistically appropriate. A 2010 study of the impacts of comprehensive domestic violence advocacy services found that women who were homeless or at high risk for homelessness when entering the study reported greater housing stability, higher quality of life, fewer absences from work, greater job stability, higher income, fewer problems with alcohol/drugs, less depression, and less post-traumatic stress over time. Their children missed fewer days of school, had better academic performance and exhibited fewer behavioral problems over time. (Glass & Rollins, 2010). However, existing housing programs often are not adequately equipped with the expertise or capacity to provide appropriate services for survivors and their families that promote physical and emotional safety and sustainability. Moreover, many housing programs have existing policies that prevent survivors from obtaining and sustaining long-term housing, such as financial assistance term limits or other restrictions that prevent funding from being allocated to address a variety of needs that can contribute to household stability. Limitations on allowable costs in many housing programs further reduce flexibility to address domestic violence survivors' myriad needs related to the trauma they have experienced and ongoing safety considerations.

The FVPSA program supports more than 1,600 domestic violence programs that serve over 1.28 million people annually across the United States and within U.S. territories and Native American communities. For the past 36 years, FVPSA has supported community-driven solutions for domestic and dating violence intervention and prevention services. Funding

administered by FVPSA is dedicated to providing access to safe, accessible, trauma-informed, and culturally relevant residential and non-residential supportive services for domestic violence survivors and their children. The range of services available within local communities include confidential safety planning, emergency shelters, crisis hotlines, non-residential supportive services, children's programs, legal advocacy/court accompaniment, and referral to social services, employment, housing, and public benefits programs, among others.

Domestic violence shelters are a life-saving, but often time-limited resource. The demand for emergency and transitional residential services greatly exceeds the capacity of most local and tribal domestic violence programs to respond. This leaves many survivors with no choice but to return to their abusers when they exit programs, especially if they have nowhere else to go. Alternatively, survivors may have to apply for entry into homeless services programs and housing systems of care. However, domestic violence and homeless services and housing programs have historically largely advanced along separate lines, despite the significant overlap in their service populations. This fragmentation has frequently led to ineffective communication and coordination between providers from both fields, often leading to barriers for survivors attempting to achieve housing stability.

In 2016, the FVPSA program began partnering with the Department of Justice (DOJ) Office on Violence Against Women (OVW) and Office for Victims of Crime (OVC), as well as the HUD Special Needs Assistance Programs (SNAPS) office, to identify and analyze key considerations related to capacity, resources, and guidance needed to adequately address the housing needs of domestic violence survivors and their children. Toward that end, the FVPSA program, OVW, SNAPS, and OVC have leveraged federal resources to create a federal Domestic Violence and Housing Technical Assistance Consortium (DVHTAC). The DVHTAC's mission is to implement a federally coordinated approach to providing resources, program guidance, training, and technical assistance to domestic violence, homeless, and housing service providers. In addition to the strategic coordination between the federal partners, the DVHTAC includes a tightly woven collaboration between multiple national technical assistance and training providers from the domestic violence, sexual assault, and homelessness fields to provide both proactive and responsive technical assistance to victim services providers and housing programs nationwide, bridging the gap between the housing and domestic violence/sexual assault fields on federal, state and local levels. The Capacity Building Center on Safe and Supportive Housing takes a leadership role in this collaboration, convening the collaborative partners.

Domestic Violence Resource Network (DVRN)

The Capacity Building Center on Safe and Supportive Housing will be a part of FYSB's Domestic Violence Resource Network (DVRN), a nationwide network composed of National Resource Centers, Special Issues Resource Centers, Culturally Specific Special Issue Resource Centers, and Emerging Issue Capacity Building Centers focused on the intervention and prevention of family violence, domestic violence, and dating violence. The DVRN will provide information, resources, training, and technical assistance to improve the capacity of individuals, organizations, governmental agencies, local communities, tribes, and tribal organizations, to prevent family violence, domestic violence, and dating violence, and to provide evidence-based and evidence-informed intervention services. As part of the DVRN, the Capacity Building Center on Safe and Supportive Housing will work collaboratively to share their national expertise and deliver domestic violence and dating violence related training and technical assistance. While the Capacity Building Center on Safe and Supportive Housing will be a

member of the DVRN, they will maintain independent governance of their own organization, but will be required 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 resources as needed. All DVRN resource centers are expected to conduct their activities in an accessible, linguistically appropriate, culturally responsive, and trauma-informed manner and to proactively focus their activities to address racial inequities that exist for survivors of domestic violence, both within victim services and other systems related to the issue areas of the specific resource center. DVRN resource centers actively work to ensure access to services for Lesbian, Gay, Bisexual, Transgender, Questioning (LGBTQ) and Two-Spirit survivors and their children, and to ensure 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, in accordance with FVPSA regulations at 45 CFR part 1370 (a) and (c).

Capacity Building Center on Safe and Supportive Housing

The goal of the FVPSA-funded Capacity Building Center on Safe and Supportive Housing is to improve responses to survivors of domestic violence and their families across the continuum of publicly and privately funded homeless services and housing programs. The project prioritizes strengthening communication, coordination, and collaboration among domestic violence, housing, and homeless service providers, and increasing access to comprehensive technical assistance, training, evidence-based policy and practice guidance, and research.

Note: For the purposes of this FOA, evidence-informed practices bring together the best available research, professional expertise, and input from special issue and intimate partner violence prevention communities to identify and deliver services that have promise to achieve positive outcomes for victims of family violence, domestic violence, dating violence, and their children.

For information on eligibility, please see Section III.1. Eligible Applicants.

Program Expectations

1. *Leadership, Organizational Capacity, and Expertise*

a. The grantee must demonstrate specialized expertise, organizational capacity, and sustained outcomes working directly on the intersection of domestic violence and housing/homelessness issues.
b. The grantee shall collaborate significantly with the DVHTAC supported by the Department of Health and Human Services (HHS), DOJ, and HUD. The grantee shall convene quarterly status meetings for all designated project partners and coordinate the consolidated reporting of outcomes and trends from the technical assistance provider partners to the federal partners on a regular basis. The grantee shall provide coordination and leadership to the collaboration on an ongoing basis.
c. The grantee shall lead or contribute to domestic violence prevention or intervention efforts, related to housing for victims of domestic violence and their dependents. The grantee shall identify, develop, and enhance domestic violence intervention and prevention strategies by fostering promising, evidence-informed, and evidence-based practice development, adaptation, and implementation throughout the domestic violence

field. Furthermore, the grantee is expected to develop resources and disseminate information related to promising, evidence-based, and evidence-informed intervention/prevention strategies, practice guides, model policies and practices, prevalence statistics, emerging issues, culturally specific populations, lessons learned, and/or special topics.

i. *Prevention Definitions:*

A. *Primary Prevention*: Strategies, policies, and programs to stop first-time perpetration and victimization. Primary prevention is stopping domestic and dating violence before they occur. Primary prevention includes, but is not limited to, the following: school-based violence prevention curricula, programs aimed at mitigating the effects on children of witnessing domestic or dating violence, community campaigns designed to alter norms and values conducive to domestic or dating violence, worksite prevention programs, and training and education in parenting skills and self-esteem enhancement.

B. *Secondary Prevention*: Identifying risk factors or problems that may lead to future family, domestic, or dating violence, and taking the necessary actions to eliminate the risk factors and the potential problem. Actions may include, but are not limited to, healing services for children and youth who have been exposed to domestic or dating violence, home visiting programs for high-risk families, and screening programs in health care settings.

d. The grantee will join and actively participate in the DVRN. The DVRN will work collaboratively to share their national expertise and deliver domestic violence-related training and technical assistance. The grantee must designate at least one person to participate in the DVRN's technical assistance meetings. Grantees must plan travel expenses for at least one representative to participate in the two DVRN technical assistance meetings each project period.

e. Coordinate and collaborate with the FVPSA-funded Capacity Building Center on Safe and Supportive Housing for Domestic Violence Survivors in Tribal Communities and the DVHTAC to enhance the capacity of mainstream domestic violence and housing/homelessness systems to respond to the housing needs of urban Indian survivors and their children.

f. Grantees shall maintain the organizational capacity to implement the capacity building center project, including relevant subject matter expertise (domestic violence, housing/homelessness, and as needed for proposed projects), research and evaluation capacity, administrative capacity, project management capacity, national resource center leadership, and sufficient staffing to meet project goals and deliverables. Grantees shall maintain clear plans for maintaining organizational capacity and continuity of services during emergency, disaster, and/or pandemic situations and transition of key project staff.

g. The grantee shall create and implement a plan to maintain up-to-date expertise on the housing/homelessness and domestic violence, including periodic needs assessments of the domestic violence field and housing/homelessness field in order to identify unmet training and technical assistance needs, including the identification of unaddressed or under-addressed topic areas and audiences. This shall include, but not be limited to,

completion of a national needs assessment in the first 6 months of project Year 1 and Year 4.

h. The grantee shall ensure that grant approach, workplans, and deliverables are consistent with a comprehensive approach to advancing equity for all, including people of color and others who have been historically underserved, marginalized, and adversely affected by persistent poverty and inequality. The grantee will provide a comprehensive community equity plan (or other similar documentation within the application) that demonstrates the processes and policies the grantee has in place to ensure the proactive identification of systemic barriers to opportunities and benefits for people of color and other underserved populations and strategic incorporation of activities to redress such barriers in ongoing workplans. This plan (or other similar documentation within the application) will also address policies and practices that are in place to ensure that the grant staffing plan supports the capacity to address those disparities in an ongoing, strategic, and culturally responsive manner, especially for particular underserved populations with documented history of long-standing significant disparities related to the topic of the grant.
    i. "Underserved" definition: For purposes of this FOA, "underserved population", "underserved communities" or "people who have been historically underserved" should be read to be consistent with FVPSA statutory and regulatory definitions (at 42 U.S.C.10402 (14) and 45 CFR part 1370.2). For reference, the definition at 45 CFR part 1370.2 is given here: "*Underserved populations* means populations who face barriers in accessing and using victim services, and includes populations underserved because of geographic location, religion, sexual orientation, gender identity, underserved racial and ethnic populations, and populations underserved because of special needs including language barriers, disabilities, immigration status, and age. Individuals with criminal histories due to victimization and individuals with substance use disorders and mental health issues are also included in this definition. The reference to racial and ethnic populations is primarily directed toward racial and ethnic minority groups (as defined in section 1707(g) of the Public Health Service Act (42 U.S.C. 300(u–6)(g)), which means American Indians (including Alaska Natives, Eskimos, and Aleuts); Asian American; Native Hawaiians and other Pacific Islanders; Blacks and Hispanics. The term ''Hispanic'' or ''Latino'' means individuals whose origin is Mexican, Puerto Rican, Cuban, Central or South American, or any other Spanish speaking country. This underserved populations definition also includes other population categories determined by the Secretary [of Health and Human Services] or the Secretary's designee to be underserved."

i. The grantee shall ensure that 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 LGBTQ and Two-Spirit survivors and their children and that technical assistance and training is conducted in alignment with FVPSA regulations at 45 CFR part 1370 (a) and (c) requiring that no person shall on the basis of actual or perceived gender identity or sexual orientation be excluded from participation in, be denied the benefits of, or be subject to discrimination under, any program or activity funded in whole or in part through FVPSA.

j. As this is a cooperative agreement that will include substantial involvement from the

FVPSA program in FYSB, the grantee must actively partner with the FVPSA program officers in implementing the capacity building center's deliverables. Grantees shall plan conferences, meetings, or major project meetings in conjunction with FYSB to allow participation of FYSB staff. Grantees shall plan to develop, review, and discuss a detailed plan for project implementation, a workplan, a trainings/events schedule, an evaluation schedule, and a plan for reporting on the effectiveness of the project. The grantee will need to plan to partner with FVPSA program officers in the planning, coordination, and implementation of meetings for FVPSA grantees. More information on how FYSB will be involved is included in *Section II. Federal Award Information: Description of ACF's Anticipated Substantial Involvement Under the Cooperative Agreement*. Grantees must plan travel to participate in at least one FVPSA program/FYSB meeting per budget period. Grantees must plan to assist FYSB with technical and logistical support of grantee meetings and conferences, including providing insight from first-hand knowledge and experience that can inform planning, analysis, and implementation as related to identified training and technical assistance topics, identifying meeting/conference venues, subcontracting with quality presenters, facilitators and consultants, working with stakeholders to develop an agenda, arranging travel, providing onsite support, and following up on conference evaluations.

2. *Training and Technical Assistance*

a. The grantee is required to offer and deliver comprehensive and national scope training and technical assistance in coordination with the DVHTAC to enhance the capacity of domestic violence programs, state domestic violence coalitions, tribes, tribal organizations, government agencies, housing/homelessness programs, community-based organizations, and other related public and private systems/institutions to prevent and respond to domestic violence as related to housing/homelessness.
b. The grantee must identify and address current and 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. Topics of relevance may include the co-occurrence of HIV and domestic violence; human trafficking; youth homelessness; family self-sufficiency; social capital/community-based supports for families; safe access to child support; service needs of girls/women of color; engaging faith communities; needs of elder victims; needs of LGBTQ victims, services for male victims; needs of children of all ages who witness violence; maternal health and maternal mortality; trauma-informed support for formerly incarcerated survivors; meeting the needs of survivors with substance use histories; the intersection of intimate partner violence, gun violence, and community violence prevention; and other topics identified as priorities by FYSB and the FVPSA program.
c. The grantee shall maintain the capacity to provide virtual training to a range of audiences and audience sizes, including, but not limited to securing the necessary technical tools/platforms and ensuring staff or consultant subject matter expertise on adult learning, instructional design, and learning management systems best practices.
d. Training and technical assistance provided by FYSB grantees shall be victim-centered, trauma-informed, culturally relevant, linguistically appropriate, and age-appropriate, and shall be accessible to victims of domestic violence from diverse and underserved communities, including culturally specific (or racial/ethnic) communities; formerly

incarcerated domestic violence victims; victims living with HIV/AIDS; trafficked victims; victims with disabilities; survivors with substance use histories, etc. The grantee shall identify population groups that are documented to have particular barriers in accessing services within the housing/homelessness and domestic violence fields and ensure that training and technical assistance is designed to address and ameliorate those barriers.

e. The grantee shall conduct periodic needs assessments of the domestic violence and housing/homelessness fields in order to identify unmet training and technical assistance needs, including the identification of unaddressed or under-addressed topic areas and audiences.
    i. *Training and Technical Assistance Definitions*
        A. Trainings and presentations are pre-scheduled and provide in-depth information on a particular topic or topics; they can be in person, in a targeted geographic area, over the phone, or online.
        B. Technical assistance is specific, detailed guidance and can include phone calls or e-mails on a specific topic, provision of written materials, referrals, review and feedback/comments/advice on materials prepared by individuals or organizations, or on-site visits involving intensive assistance and an exchange of information and resources.

3. *Community/FYSB Grantee Engagement*

a. In order to identify and respond to current and emerging issues, technical assistance requests, adaptation/implementation of promising practices, and increasing service demands, the grantee shall work in partnership with the DVHTAC, community-based domestic violence programs, state domestic violence coalitions, FVPSA state administrators, government agencies, tribes, tribal organizations, policymakers, culturally specific organizations, LGBTQ organizations, and other entities involved in assisting community-based programs and victims of domestic violence.
b. In order to ensure that products and activities are appropriately survivor-centered, the grantee shall create and implement effective strategies to regularly incorporate input and feedback from people with lived experience as survivors of domestic violence and their children and those with experience of homelessness into grant activities at multiple points in the implementation process.
c. In order to enhance the capacity of communities to meet the housing needs of survivors and their children, the grantee is expected to foster partnerships between organizations that have not traditionally worked together to address domestic violence and safe and supportive housing options, such as public institutions, faith-based organizations, local domestic violence programs, homeless and housing service providers, culturally specific organizations, LGBTQ organizations, and other community-based organizations.

4. *Policy/Systems Improvement*

a. The grantee shall engage public and private systems/institutions in the housing/homelessness field to review, analyze, and improve national, statewide, tribal, or local systemic responses to domestic violence, thus minimizing barriers for victims of domestic violence and their children who need to safely access housing. The grantee will

identify policies and practices that promote positive outcomes, resilience, economic security, and housing stability for families affected by domestic violence.

b. The grantee must coordinate systems improvements and policy development/changes collaboratively with community partners and stakeholders to ensure that responses related to housing/homelessness are informed by domestic violence victims and service providers and take into consideration any unintended consequences, service gaps, and availability of community resources.
c. Grantees shall collaborate with public and private systems in the housing/homelessness field to strengthen and implement policies and institutionalize training to improve accessibility and service outcomes for victims of domestic violence and their children.

5. *Research and Evaluation*

a. The grantee is expected to lead housing and domestic violence research projects, which may include identifying gaps in domestic violence-specific research, publishing best practices in coordinated assessment screening and intake tools, documenting model programming, and assessing/reviewing current housing and domestic violence-specific research. Grantees are expected to integrate the results of research into their training and technical assistance and other activities on an ongoing basis.
b. The grantee shall review the scope of available research and national standards to identify gaps and key questions for future research opportunities or projects. The grantee shall review the areas of research and/or specific research questions that may need to be investigated, initial ideas on how to assess the research questions, and any limitations foreseen. Grantees shall discuss how they will assess the rigor of research identified, and how they will highlight limitations and call attention to future directions for research. Grantees shall discuss the state of the research and the specific research and knowledge areas to which the cooperative agreement's research and knowledge development activities will contribute. The scope of this review may be limited to the specific expertise of the capacity building center.
c. The grantee shall build, assess, and promote evidence-informed and evidence-based approaches that improve responses and outcomes for domestic violence and dating violence victims and their children.
d. The grantee must develop a plan for national distribution of research or findings that integrates the capacity building center’s area of expertise and shares those findings with the domestic violence field and the housing/homelessness field, as well as the general public. The grantee shall maintain and update a website clearinghouse of resources related to domestic violence and housing (safehousingpartnerships.org).
e. The grantee will identify programmatic approaches throughout the domestic violence, homelessness, and housing fields that show significant promise for replication and adaptation and can lead to improved training and technical assistance to domestic violence and housing and homelessness service providers, as well as a broad range of other key stakeholders. The grantee will document promising practices and gather lessons learned from the field regarding, for example, homelessness prevention, mainstream housing programs effectively serving domestic violence survivors, coordinated assessment and entry, transitional housing, progressive engagement/supportive services, and permanent affordable housing options.
f. The grantee must have an evaluation plan to document and assess outputs and outcomes

of training and technical assistance. All grantees must demonstrate outcomes related to the project objectives, completing the activities proposed in their project plan, and documenting overall impact. Measures of outcomes should include success in delivering national scope training and technical assistance that addresses the needs specific to housing/homelessness, as well as documenting changes in knowledge and skills as a result of training and technical assistance efforts. Grantees must have a plan to incorporate the results of evaluation activity to improve future training and technical assistance on an ongoing basis.

g. The grantee will be required to report on outcomes achieved such as:
    i. What is produced because of the project, or the results/outputs.
    ii. What is achieved because of the project, or the benefits/outcomes.
    iii. What is changed because of the project, or the achievements/outcomes.

6. *Public Awareness and Communications*

a. The grantee shall enhance public awareness of domestic violence as related to the relevant special issue area through the development, coordination, and dissemination of campaigns, resources, and information related to intervention/prevention strategies, prevalence statistics, emerging issues, culturally specific populations, or special topics. Wherever appropriate, grantees shall include information on FYSB-funded domestic violence hotlines (The National Domestic Violence Hotline, StrongHearts Native Hotline, Love is Respect) on materials.
b. The grantee must have a plan for communicating and disseminating information, products, and materials with community-based domestic violence programs, state domestic violence coalitions, FVPSA state administrators, government agencies, tribes, tribal organizations, policymakers, culturally specific organizations, LGBTQ organizations, other entities involved in assisting community-based programs and victims of domestic violence, and the public.
c. The grantee must gather and create resources to raise awareness and address a range of family violence, domestic violence, and dating violence intervention and prevention issues, including promising practices, guidelines, and clearinghouse informational materials, and make this information available to the domestic violence field.
d. The grantee shall distribute and develop comprehensive statistics, fact sheets, and specialized resources addressing a range of family violence, domestic violence, and dating violence intervention and prevention issues, including emerging topics.
e. The grantee must distribute and develop materials to support the adaptation of model programs; promising, evidence-informed, and evidence-based practices; and exemplary projects.
f. The grantee must coordinate meetings, conferences, webinars, podcasts, radio shows, campaigns, etc. to share information, resources, and expertise based on the best format for relaying the message or information and reaching the target audience.
g. The grantee shall organize and participate in national domestic violence and related awareness month activities to increase awareness and understanding of domestic violence and how it intersects with housing/homelessness issues and to provide resources and information on how to address related intervention and prevention issues.

II. Federal Award Information

Funding Instrument Type:	Cooperative Agreement
Estimated Total Funding:	$500,000
Expected Number of Awards:	1
Award Ceiling:	$500,000 Per Budget Period
Award Floor:	$500,000 Per Budget Period
Average Projected Award Amount:	$500,000 Per Budget Period
Anticipated Project Start Date:	09/30/2021

Length of Project Periods:

Length of Project Period:	60-month project period with five 12-month budget periods

Additional Information on Awards:
Awards made under this announcement 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 from funding under this announcement. 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.** See *Section III.2.* of this announcement for information on cost-sharing or matching requirements.

Description of ACF's Anticipated Substantial Involvement Under the Cooperative Agreement
FYSB shall:

- Review, provide feedback on, and approve the project scope, activities, and work plan for the project, as well as the structure and integrity of the capacity building center. This includes any changes to key personnel on the project.
- Propose and approve significant changes to project scope, activities, and work plans, at its discretion.
- Review and approve final drafts of all updated or new materials, articles, major

publications, and research reports that are developed or distributed with resources made available under this cooperative agreement.

- Be involved in the development of long-term strategies for the implementation of the project and participate in major project activities, such as advisory or other leadership committee meetings, conferences, topical meetings, or major project meetings.
- Make changes to the project plan in consultation with the grantee, as FYSB determines appropriate.
- Keep grantees informed about expectations for performance, current ACF/FYSB policy, and FYSB's vision for addressing family violence, domestic violence, and dating violence.
- Organize periodic 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 FYSB and the successful applicants will be identified and incorporated into the cooperative agreement during the pre-award negotiations.
- FYSB does not anticipate substantial involvement in the grantee's creation of data collection activities, such as those related to needs assessments, evaluations, and requests for feedback, and grantees are not expected to submit such data collection instruments for program office review and approval. In cases where FYSB is directly involved in the creation of data collection activities under this FOA, data collection will be conducted consistent with the Paperwork Reduction Act (PRA) of 1995, (44 U.S.C. 3501-3521) and display a valid Office of Management and Budget (OMB) control number.

III. Eligibility Information

III.1. Eligible Applicants

To be eligible to receive this discretionary grant, an entity shall be a private, non-profit organization (including a faith-based, charitable, community-based, culturally specific, or voluntary association); a tribal organization; a state, tribal, or local government; a public, private, state-controlled institution of higher education; a for-profit organization other than small businesses; or a small business. The entity shall demonstrate the following:

- expertise in addressing the housing needs of domestic violence survivors; and
- capacity to implement national training, technical assistance, research, and resource development to domestic violence service programs and housing service providers.

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 this part and 42 U.S.C. 2000bb et seq., the Department will not, in the selection of recipients, discriminate against an organization on the basis of the organization's religious character, affiliation, or exercise.

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

announcement. 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 announcement.

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 of the 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

Eligible applicants may also be in a partnership of two or more organizations (aka consortium) that combine expertise in the areas of domestic violence and housing in order to achieve the goal and objectives described in *Section I. Program Description*.

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

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 from funding under this announcement. This disqualification applies only to the *Award Ceiling* listed for 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 www.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 from funding under this announcement.**

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" at www.acf.hhs.gov/grants/howto#chapter-6.

Missing the Application Deadline (Late Applications)
The deadline for electronic application submission is 11:59 p.m., ET, on the due date listed in the *Overview and* in *Section IV.4. Submission Dates and Times.* Electronic applications submitted to www.Grants.gov after 11:59 p.m., ET, on the due date, as indicated by a dated and time-stamped email from www.Grants.gov, will be disqualified from competitive review and from funding under this announcement. That is, applications submitted to www.Grants.gov, on or after 12:00 a.m., ET, on the day after the due date will be disqualified from competitive review and from funding under this announcement.

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

Each time an application is submitted via www.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 p.m., ET, on the due date listed in the *Overview* and *in Section IV.4. Submission Dates and Times*. Paper applications received after 4:30 p.m., ET, on the due date will be disqualified from competitive review and from funding under this announcement. **Paper applications received from applicants that have not received approval of an exemption from required electronic submission will be disqualified from competitive review and from funding under this announcement.**

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 FOA.

IV. Application and Submission Information

IV.1. Address to Request Application Package

Family and Youth Services Bureau Operations Center
c/o F2-Solutions
Attn: Family Violence Prevention and Services Program Funding FON HHS-2021-ACF-ACYF-EV-1940
1401 Mercantile Lane
Suite 401
Largo, MD 20774
Phone: (855) 792-6551
Email: TechAssist@FYSB.net

Electronic Application Submission:
The electronic application submission package is available in the FOA's listing at www.Grants.gov.

Applications in Paper Format:
For applicants that have received an exemption to submit applications in paper format, Standard Forms, assurances, and certifications are available in the "Select Grant Opportunity Package" available in the FOA's Grants.gov Synopsis under the Package tab at www.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 www.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 www.Grants.gov is required to upload only two electronic files, excluding Standard Forms and OMB-approved forms. No more than two files will be accepted for the review, and additional files will be removed. Standard Forms and OMB-approved forms will not be considered additional files.

FOR ALL APPLICATIONS:

Authorized Organizational 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 FOA Formatting, Font, and Page Limitation Requirements
Applications that fail to adhere to ACF's FOA 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. The removed page(s) 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 FOA 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. 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 Standard Forms 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 www.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 Standard Forms (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:

Limit the application to 50 pages, double-spaced. Pages in excess of the 50-page limitation will be removed and not reviewed.

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

1. Table of Contents
2. Project Summary/Abstract (one page)
3. Objectives and Need for Assistance
4. Expected Outcomes
5. Approach
6. Timeline and Narrative
7. Logic Model
8. Program Performance and Evaluation Plan
9. Organizational Capacity
10. Dissemination Plan
11. Protection of Sensitive and/or Confidential Information
12. Project Sustainability Plan
13. Line Item Budget and Budget Justification (**exempt from page limitations**)

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

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

Please note again that SFs and OMB-approved forms are not to be count toward the page limit. To the extent possible, please limit the appendix file to one 50-page PDF submission.

Please remember that shorter applications are often easier for reviewers to fully understand and evaluate. FYSB 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 the grant application and determine that each point has been addressed in the application.

All applicants must clearly indicate this as a Safe Housing Capacity Building Center application.

ELECTRONIC APPLICATION SUBMISSION INSTRUCTIONS
Applicants are required to submit their applications electronically unless they have requested and 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 www.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 Standard Forms (SFs) and OMB-approved Forms
Standard Forms (SFs) and OMB-approved forms, such as the SF-424 application and budget forms and the SF-P/PSL (Project/Performance Site Location), 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 Standard Forms, OMB-approved forms, and required assurances and certifications.

Naming Application Submission Files
Carefully observe the file naming conventions required by www.Grants.gov**. Limit file names to 50 characters (characters and spaces).** Special characters that are allowed under Grants.gov's naming conventions, and are accommodated by ACF's systems, are listed in the instructions available in the "Select Grant Opportunity Package" at Grants.gov. Please also see https://www.grants.gov/web/grants/applicants/submitting-utf-8-special-characters.html.

Use only file formats supported by ACF
It is critical that applicants 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 PDF documents 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 on 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 FOA, or multiple applications under separate FOAs, each application submission must be packaged separately. The package(s) must be clearly labeled for the specific FOA it addresses by FOA title and by Funding Opportunity Number (FON).

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

Because each application will be duplicated, do not use or include separate covers, binders, clips, tabs, plastic inserts, maps, brochures, or any other items that cannot be processed easily on a photocopy machine with an automatic feed. Do not bind, clip, staple, or fasten in any way separate sections of the application. 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 grant or cooperative agreement awards under this announcement must submit the listed Standard Forms (SFs), assurances, and certifications with the application. All required Standard Forms, assurances, and certifications are available in the Application Package posted for this FOA at www.Grants.gov.

Forms / Assurances / Certifications	Submission Requirement	Notes / Description
SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances -	Submission is required for all applicants when applying for a non-construction project. Standard Forms must be used. Forms must be submitted by	Required for all applications when applying for a non-construction project.

Non- Construction Programs	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.	
SF-424 Key Contact Form	Submission is required for all applicants by the application due date.	Required for all applications.
SF-424 - Application for Federal Assistance	Submission is required for all applicants by the application due date.	Required for all applications.
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.
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.
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.
Unique	Required of all applicants. To	See *Section IV.3. Unique Entity*

Entity Identifier (DUNS) and Systems for Award Management (SAM) registration.	obtain a DUNS number, go to http://fedgov.dnb.com/webform. Active registration at the SAM website must be maintained throughout the application and project award period. SAM registration is available at http://www.sam.gov.	*Identifier and System for Award Management (SAM)* for more information.

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:** MandatoryGranteeDisclosures@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 applicants are submitting their application electronically, ACF will omit the same specific salary rate information from copies made for use during the review and selection process.

The Project Description

The Project Description Overview

General Expectations and Instructions

The Project Description provides the majority of 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 FOA, 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 FOA.

Letter of Intent

Applicants are strongly encouraged to notify ACF of their intention to submit an application under this announcement. 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 announcement; 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.

Table of Contents

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

Project Summary

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

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

- Project Title
- Applicant Name
- Address

- Contact Phone Numbers (Voice, Fax, Cell)
- Email Address
- Website Address, if applicable

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

Legal Status of Applicant Entity

Applicants must provide the following documentation:

Non-profit organizations applying for funding are required to submit proof of their non-profit status. Proof of 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 organizations described in the IRS Code.
- A copy of a currently valid IRS tax-exemption certificate.
- A statement from a state taxing body, state attorney general, or other appropriate state official certifying that the applicant organization has non-profit status and that none of the net earnings accrue to any private shareholders or individuals.
- A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status.
- Any of the items in the subparagraphs immediately above for a state or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate

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

For-Profits and Small Businesses

For-profit organizations (including small businesses) applying for funding must submit the following to provide proof of their legal status: Documentation establishing the power granted to the entity to enter into contractual relationships and/or accept awards (i.e. articles of incorporation, bylaws).

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 announcement.

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.

All applicants must detail a plan for addressing the statutory program requirements of FVPSA 42 U.S.C. 10410 and the program goals found in *Section I. Program Description, Program Expectations* of this FOA (*Leadership, Organizational Capacity, and Expertise; Training and Technical Assistance; Community/FYSB Grantee Engagement; Policy/Systems Improvement; Research and Evaluation;* and *Public Awareness and Communications).*

All applicants must describe their organization's current coordination efforts and partnerships with domestic violence programs; homeless and housing service providers; domestic violence coalitions; culturally specific, community-based programs; and national, state, or local organizations, including details of past collaborations and plans for coordination of technical assistance.

By the end of the grant period, applicants are expected to have provided a comprehensive array of training, expertise, problem solving strategies, and other forms of technical assistance to federal, state, and local governmental agencies; Indian tribes and tribal organizations; state domestic violence coalitions; FVPSA state administrators; national, statewide, and local community-based organizations, including domestic violence programs, homeless and housing service providers, culturally specific organizations, and other key stakeholders to enhance access to safe, supportive, and sustainable housing for victims of domestic violence and their

children.

All applicants are expected to have a communication plan and national dissemination strategy for sharing promising practices, research findings, project outcomes, and resources nationwide related to domestic violence and safe and supportive housing. Grant products will be disseminated broadly, including posting on the grantee's website, the FYSB website, the NRCDV grantee's online information clearinghouse, social media, and other platforms to reach a broad audience of individuals and communities addressing domestic violence and housing.

All applicants are required to describe their confidentiality measures within their applications. Confidentiality measures must include a description of policies, procedures, and protocols to ensure the non-disclosure of confidential, private, or personally identifiable information concerning victims of family violence, dating violence, and domestic violence without informed, written, reasonably time-limited consent by the person about whom the information is sought.

Finally, competitive applicants should provide documentation demonstrating expertise in addressing the housing needs of domestic violence survivors as well as the capacity to implement national training and technical assistance. This documentation should detail the staffing expertise, resources, and appropriate partnerships available to provide training and technical assistance to domestic violence programs; domestic violence coalitions; culturally specific, community-based organizations; homeless and housing service providers; and other key stakeholders.

Project Timeline and Milestones

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

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

- Organizational charts;
- Resumes;
- Biographical Sketches (short narrative description);
- List of Board of Directors;
- Copy or description of the applicant organization's fiscal control and accountability procedures;
- Evidence that the applicant organization, and any partnering organizations, have relevant experience and expertise with administration, development, implementation, management, and evaluation of programs similar to that offered under this announcement;
- Evidence that each participating organization, including partners, contractors and/or subrecipients, possess the organizational capability to fulfill their role(s) and function(s)

effectively.
- Job descriptions for each vacant key position.

Applicants must also submit:

- Organizational Emergency/Disaster/Continuity of Operations plan

The Organizational Emergency/Disaster/Continuity of Operations plan must explain how the applicant shall provide and maintain the organizational capacity to implement the Safe Housing Capacity Building Center project, including relevant subject matter expertise (domestic violence, special issue area systems, and as needed for proposed projects); research and evaluation capacity; administrative capacity; project management capacity; national resource center leadership; and sufficient staffing to meet project goals and deliverables, including adult learning, instructional design, and learning management systems skillset and expertise.

If consultants or collaborative partners will provide aspects of the required capacity, provide signed Memoranda of Understanding (MOU) documenting in detail the relevant activities and reasonable compensation.

Program Performance Evaluation Plan

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

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

Logic Model

Applicants must submit a logic model for designing and managing their project. 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 announcement, 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).

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). 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 Standard Form, 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 matching cost sharing 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, 2021 and Consolidated Appropriations Act, 2021, (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 announcement may not be used to pay the salary of an individual at a rate in excess of Executive Level II. The Executive Level II salary of the "Rates of Pay for the Executive Schedule" is $199,300. This amount reflects an individual's base salary exclusive of fringe benefits 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.

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 (FICA) 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/grantee 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 Subpart 2.1. 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 qualified 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 the Department of Health and Human Services (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 announcement.

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 02/28/2022. 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 www.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 grant 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.

The registration process can take up to four weeks to complete. Therefore, registration should be done in sufficient time to ensure it does not impact your ability to meet required application submission deadlines.

Organization applicants can find complete instructions here:
https://www.grants.gov/web/grants/applicants/organization-registration.html

***Obtain a DUNS Number*:** All entities applying for funding, including renewal funding, must have a Data Universal Numbering System (DUNS) number from Dun & Bradstreet (D&B). Applicants must enter the DUNS number in the data entry field labeled "Organizations DUNS" on the SF-424 form.

For more detailed instructions for obtaining a DUNS number, refer to:
https://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html

***Register with SAM*:** In addition to having a DUNS number, organizations applying online through Grants.gov must register with the System for Award Management (SAM). All organizations must register with SAM in order to apply online. Failure to register with SAM will prevent your organization from applying through Grants.gov.

For more detailed instructions for registering with SAM, refer to:
https://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html

***Create a Grants.gov Account*:** The next step in the registration process is to create an account with Grants.gov. Applicants must know their organization's DUNS number to

complete this process. Completing this process automatically triggers an email request for applicant roles to the organization's E-Business Point of Contact (EBiz POC) for review. The EBiz POC is a representative from your organization who is the contact listed for SAM. To apply for grants on behalf of your organization, you will need the AOR role.

For more detailed instructions about creating a profile on Grants.gov, refer to: https://www.grants.gov/web/grants/applicants/registration.html

***Authorize Grants.gov Roles*:** After creating an account on Grants.gov, the EBiz POC receives an email notifying them of your registration and request for roles. The EBiz POC will then 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 your organization. You will be able to submit your application online any time after you have been approved as an AOR.

For more 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 commitment on behalf of the organization as an AOR; this step is often missed and it 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 FOA, you can create individual instances of a workspace.

The following is an overview of applying via Grants.gov. For access to complete instructions on how to apply for opportunities, refer to: https://www.grants.gov/web/grants/applicants/apply-for-grants.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, complete all the required forms, and check for errors before submission.

***Adobe Reader*:** If you decide not to apply by filling out webforms you can download individual PDF forms in Workspace so that they will appear similar to other Standard or ACF forms. 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*:** The forms are designed to fill in common required fields across other forms, such as the applicant name, address, and DUNS number. To trigger this feature, an applicant must complete the SF-424 information first. 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 package, a Grants.gov Tracking Number (GRANTXXXXXXXX) is automatically assigned to the package. The number will be listed on the Confirmation page that is generated after submission.

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 grant 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 your issue and understanding background information on the issue.

Timely Receipt Requirements and Proof of Timely Submission

All applications must be received by 11:59 p.m., 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 acknowledgement 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, such as dial-up connections, should be aware that transmission can take some time before Grants.gov receives your application. Again, Grants.gov will provide either an error or a successfully received transmission in the form of an email sent to the applicant with the AOR role. The Grants.gov Support Center reports that some applicants end the transmission because they think that nothing is occurring during the transmission process. Please be patient and give the system time to process the application.

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 at www.acf.hhs.gov/sites/default/files/documents/systems_issue_policy_final_0.pdff.

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 at:
www.acf.hhs.gov/sites/default/files/documents/acf_policy_for_requesting_an_exemption_from_required_electronic_0.pdf

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*. of this announcement for address information for paper format application submissions. Applications submitted in paper format must be received by 4:30 p.m., 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 announcement.

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

All applicants must have a DUNS Number (http://fedgov.dnb.com/webform) and an active registration with the System for Award Management (SAM.gov/SAM,

https://www.sam.gov).

Obtaining a DUNS Number may take 1 to 2 days.

All applicants are required to maintain an active SAM registration until the application process is complete. If a grant is awarded, registration at SAM must be active throughout the life of the award.

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 register for, or renew a registration, at SAM. User Guides are available under the "Help" tab at https://www.sam.gov.

HHS requires all entities that plan to apply for, and ultimately receive, federal grant funds from any HHS Agency, or receive subawards directly from recipients of those grant funds to:

- Be registered in the 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; and
- Provide its active DUNS number in each application or plan it submits to the OPDIV.

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

Due Date for Letter of Intent: **06/28/2021**

Due Date for Applications: **07/19/2021**

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 www.Grants.gov is 11:59 p.m., ET, on the due date. Electronic applications submitted at 12:00 a.m., ET, on the day after the due date will be considered late and will be disqualified from competitive review and from funding under this announcement.

Applicants are required to submit their applications electronically via www.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 www.Grants.gov are available at: www.grants.gov/web/grants/applicants/apply-for-grants.html.

Applications submitted to www.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 p.m., 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 from funding under this announcement.

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
Applications that are hand-delivered by applicants, applicant couriers, by overnight/express mail couriers, or other representatives of the applicant 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 a.m. and 4:30 p.m., 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 from funding under this announcement.

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 www.Grants.gov are considered late when they are dated and time-stamped after the deadline of 11:59 p.m., ET, on the due date.
- Paper format applications received by mail or hand-delivery after 4:30 p.m., 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 from www.Grants.gov
Applicants will receive an initial email upon submission of their application to www.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 application's submission**.** Receipt of this email does not indicate that the application is accepted or that is 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 www.Grants.gov by ACF. Receipt of these emails is not an indication that the application is accepted for competition.

Acknowledgement from ACF of receipt of a paper format application:
ACF will not provide acknowledgement of receipt of hard copy application packages submitted via mail or courier services.

IV.5. Intergovernmental Review

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

Applicants should go to the following URL for the official list of the jurisdictions that have elected to participate in E.O. 12372 https://obamawhitehouse.archives.gov/omb/grants_spoc. 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 Standard Form (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 to: U.S. Department of Health and Human Services, Administration for Children and Families, Office of Grants Management, Division of Discretionary Grants, 330 C St. SW, 3rd Floor, Washington, DC 20201.

Entities that meet the eligibility requirements of this announcement 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)

Grant awards will not allow reimbursement of pre-award costs.

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

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

IV.7. Other Submission Requirements

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

Submission By Mail

Family and Youth Services Bureau Operations Center
c/o F2-Solutions
Attn: Family Violence Prevention and Services Program Funding FON HHS-2021-ACF-ACYF-EV-1940
1401 Mercantile Lane
Suite 401
Largo, MD 20744

Hand Delivery

Family and Youth Services Bureau Operations Center
c/o F2-Solutions
Attn: Family Violence Prevention and Services Program Funding FON HHS-2021-ACF-ACYF-EV-1940
1401 Mercantile Lane
Suite 401
Largo, MD 20744

Electronic Submission

See *Section IV.2.* for application requirements and for guidance when submitting applications electronically via www.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 funding opportunity announcement and relevant statutes and regulations, reviewers will 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 will 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 will evaluate and score an application based on the documents that are presented in the application and **will 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* of this announcement.

OBJECTIVES AND NEED FOR PROJECT	Maximum Points:5

1. The extent to which the application describes a clear need for the proposed project and clear goals and objectives for how the project will address those needs, including barriers to services and systems, and challenges faced by domestic violence and dating violence victims in accessing safe housing and related supportive services.
2. The extent to which the applicant supplies appropriate objectives for addressing the scope of the problem or problems identified and adequately assesses the type of activities that are needed to conduct thorough and in-depth systematic review.
3. The extent to which the application demonstrates a clear commitment to expanding the capacity of the domestic violence and homelessness/housing fields and engaging housing systems in local communities as discussed throughout *Section I. Program Description.*
4. The extent to which the applicant demonstrates an understanding of the programmatic challenges in the domestic violence and homeless services sectors and state and local housing systems in addressing the housing needs of domestic violence survivors.
5. The extent to which the application identifies relevant systemic barriers to opportunities and benefits for people of color and other underserved groups and identifies opportunities for advancing equity within domestic violence services and related systems throughout the project plan.

OUTCOMES EXPECTED	Maximum Points:10

1. The extent to which the application identifies quantitative and qualitative outcomes and outputs for the proposed project related to the required activities within the domestic violence and homelessness/housing fields as described in *Section I. Program Description, Program Goals*.
2. The extent to which the application identifies a feasible timeline for achieving quantitative and qualitative outcomes and outputs for the proposed project, as required by *Section IV.2. Content and Form of Application, The Project Description, Project Timeline and Milestones.*
3. The extent to which the applications demonstrates a sound relationship between proposed project activities and intended quantitative and qualitative outcomes and outputs, and depicts this connection in the Logic Model.

APPROACH	Maximum Points:35

1. The extent to which the application proposes an approach that addresses each of the program goals in *Section I. The Program Description* that is nationally comprehensive

in scope, and will fulfill the program purpose, goals, and expectations as described in *Section I. The Program Description, Program Goals* and *Section IV.2. Project Description, Outcomes Expected*.

2. The extent to which the application describes how the proposed project will shape the awareness of the domestic violence field, the homelessness/housing field, CoCs, the general public, and public/private entities with regards to emerging issues and effective, evidence-informed, and/or evidence-based domestic violence and dating violence prevention and intervention.
3. The extent to which the application describes how the proposed project will engage diverse communities, including racial, ethnic, and LGBTQ populations; public/private systems; and the domestic violence, homelessness, and housing fields to identify and propose national, statewide, or local improvements in addressing the housing needs of domestic violence and dating violence victims.
4. The extent to which the application describes how the applicant will accomplish each required element described in *Section IV.2. Content and Form of Application, The Project Description, Approach*, and demonstrates the feasibility of the proposed means of accomplishing these elements.
5. The extent to which the application describes a plan for how the applicant will 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 and their children and as people experiencing homelessness into grant activities at multiple points in the development process.
6. The extent to which the application provides a comprehensive community 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.
7. The extent to which the applicant's plan relates project tasks to the objectives, provides a timetable for the accomplishment of significant project activities and products, and selects appropriate project activities to achieve project goals and objectives and meet the identified needs.
8. The extent to which the application describes how collaborations will be undertaken with community and private and public partners to ensure successful project implementation and positive impact on the response to the special issue area.
9. The extent to which the application describes how the applicant will contribute to or assist in advancing the research, evaluation, and programmatic outcomes of domestic violence intervention and prevention efforts.
10. The extent to which the application describes how the applicant will communicate and disseminate information, products, resources, and project outputs in order to increase public awareness.
11. The extent to which the application describes how the applicant will collaborate with DVRN and the Federal Domestic Violence and Housing Technical Assistance Consortium to meet the objectives.

EVALUATION Maximum Points:10

1. The extent to which the application describes the data collection methods and utilization of needs assessments and program data.
2. The extent to which the application includes a description of how the organization will continue to make ongoing adjustments that will improve performance and a description of the data analysis that will lead to such adjustments.
3. The extent to which the applicant demonstrates a sound plan for measuring the broad base of organizations reached or impacted by its collaborative planning, analysis, and proposed solutions.
4. The extent to which the applicant describes success in developing strategic plans, conducting needs assessments, facilitating stakeholders and committees to achieve shared goals and objectives, and effecting long-term policy and systems change.

ORGANIZATIONAL PROFILES Maximum Points:30

1. The extent to which the application demonstrates the organization's documented expertise in addressing the housing needs of domestic violence and dating violence survivors, as well as the capacity to provide national training and technical assistance as described in *Sections I. Program Description; III.1. Eligible Applicants*; and *IV.2. The Project Description, Approach*.
2. The extent to which the applicant's organizational executive leadership and staffing have demonstrated experience addressing the housing needs of domestic violence and dating violence victims, which may also include having an advisory board with representatives from traditionally underserved and historically marginalized communities, community-based organizations, and domestic violence programs that are geographically and culturally diverse as described in *Section III.1. Eligible Applicants*.
3. The extent to which the applicant, through submission of letters of support or MOUs, demonstrates the organizational knowledge and professional relationships with the network of local, state, and tribal domestic violence programs, technical assistance providers, and national resource centers.
4. The extent to which the application describes the expertise of the proposed staff and describes the administrative and organizational structure of the applicant organization, including the management plan and the operational and programmatic relationships to other national organizations and domestic violence and homelessness/housing service providers at the local, state, and national levels.
5. The extent to which the application provides a staffing plan that demonstrates a sound relationship between the proposed responsibilities of program staff and the educational and professional experience required for staff positions through a discussion of position descriptions and resumes or biographical sketches of key staff, including consultants. "Key staff" are defined as those staff members responsible for direct oversight, management, or implementation of the proposed project.
6. The application describes a staffing plan that demonstrates sufficient capacity to address, in an ongoing, strategic, and culturally responsive manner, the identified disparities for people of color and others who have been historically underserved, marginalized, and adversely affected by persistent poverty and inequality in an ongoing, strategic, and culturally responsive manner.

7. The application describes organizational policies and practices to ensure ongoing organizational capacity to address disparities for underserved populations 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.
8. The extent to which the application describes a plan for training project staff in topics so they can safely and effectively carry out the project and handle the issues they will encounter in a culturally competent manner that effectively responds to the ethnicity, age, sex, gender identity, cultural practices, sexual orientation, socioeconomic status, educational background, and languages of the targeted population(s).
9. The extent to which the application includes documentation of expertise regarding domestic violence and dating violence intervention and prevention and the ability to collaborate with a diverse network of organizations as described in *Sections I. Program Description* and *IV.2. The Project Description, Approach*.
10. The extent to which any MOUs are signed, detailed, include the roles and responsibilities of all parties, and describe reasonable and appropriate compensation, including sufficient compensation to allow involvement of advisory committee members.
11. The extent to which the application includes letters of support from advocates and local, state, or tribal organizations and national organizations who are working to address the housing needs of domestic violence and dating violence victims and their children.

BUDGET AND BUDGET JUSTIFICATION Maximum Points:10

1. The extent to which 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 extent to which the proposed budget and budget justification are feasible for the proposed approach, logical, reasonable, and appropriate.
3. The extent to which the proposed budget and budget justification are free of mathematical and other errors.
4. The extent to which the application demonstrates how the funds requested are necessary and essential to accomplish the Approach as described in *Section IV.2. Content and Form of Application, The Project Description*.
5. The extent to which the budget delineates reasonable compensation for project partners that aligns with the proposed activities.

V.2. Review and Selection Process

No grant award will be made under this announcement on the basis of an incomplete application. No grant award will be made to an applicant or subrecipient that does not have a

DUNS number (http://fedgov.dnb.com/webform) and an active registration at SAM (www.sam.gov). See *Section IV.3. Unique Entity Identifier 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 FOA.

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 announcement. 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. 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.

Please refer to *Section IV.2.* of this announcement 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 Notice of Award (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 postal mail, email, or by GrantSolutions.gov 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.

Grantees 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 grantee's employees who are working on the Federal award are not fluent in English, the grantee 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 announcement 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 45 CFR § 75.372.

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 Notice of Award (NOA). The HHS GPS is available at https://www.acf.hhs.gov/discretionary-post-award-requirements#chapter-1.

Equal Treatment for Faith-Based Organizations

The grantee must comply with 45 CFR § Part 87 "Equal Treatment For Faith-Based Organizations," including the requirement that all faith-based or religious organizations are eligible, on the same basis as any other organization, to participate in this and any program for which they are otherwise eligible. Thus, when selecting service providers or subrecipients, it may not discriminate for or against any organization on the basis of the organization's religious character or affiliation as indicated in 45 CFR § 87.3(a).

A faith-based organization that participates in this program will retain its independence from the 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)), the 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 may not use direct financial assistance from the Department to engage in any explicitly religious activities (including activities that involve overt religious content such as worship, religious instruction, or proselytization). Consistent with 45 CFR 87.3 (d), Such an organization also may not, in providing services funded by the Department, 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.

VI.3. Reporting

Performance Progress Reports: Semi-Annually

Recipients under this FOA 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 announcement are as follows:

Financial Reports: Semi-Annually

VII. HHS Awarding Agency Contact(s)

Program Office Contact

Rachel Orsinger
Administration for Children and Families
Family and Youth Services Bureau
Mary E. Switzer Building
330 C Street, SW
Washington, DC 20201
Phone: (202) 205-9814
Email: rachel.orsinger@acf.hhs.gov
URL: http://www.acf.hhs.gov/fvpsa

Office of Grants Management Contact

Katrina Morgan
Administration for Children and Families
Office of Grants Management
Mary E. Switzer Building
330 C Street, SW

Washington, DC 20201
Phone: (202) 401-5127
Email: 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 Forecast www.grants.gov/.

ACF Funding Opportunity Announcements ami.grantsolutions.gov/.

ACF "How To Apply For A Grant" https://www.acf.hhs.gov/grants/howto.

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/.

Family Violence Prevention and Services Program http://www.acf.hhs.gov/fvpsa.

Family and Youth Services Bureau http://www.acf.hhs.gov/fysb.

FVPSA Fact Sheets https://www.acf.hhs.gov/fysb/resource/fvpsa-overview-0.

FVPSA DVRN Fact Sheet https://www.acf.hhs.gov/fysb/resource/dvrn-facts.

Application Checklist

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

What to Submit	Where Found	When to Submit
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 FOA. If it is not available at the time of application submission, it must be submitted prior to the award of a grant.
SF-424 Key Contact Form	Referenced in *Section IV.2. Required Forms, Assurances, and Certifications.* This form is available in the FOA's forms package at www.Grants.gov.	Submission is due with the application 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 FOA's forms package at www.Grants.gov.	If submission of this form is applicable, it is due at the time of application. If it not available at the time of application, it may also be submitted prior to the award of a grant.
Mandatory Grant Disclosure	Requirement, submission instructions, and mailing addresses are found in the "Mandatory Grant Disclosure" in *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.
SF-424 - Application for Federal Assistance	Referenced in *Section IV.2.Required Forms, Assurances, and Certifications.* This form is available in the FOA's forms package at www.Grants.gov in the Mandatory	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times.*

	section.	
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*.
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 FOA'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.*
Letter of Intent	Referenced in *Section IV.2. Project Description*.	Submission is due by the Letter of Intent due date found in the *Overview* and in *Section IV.4.*
Certification Regarding Lobbying (Grants.gov Lobbying Form)	Referenced in *Section IV.2. Required Forms, Assurances, and Certifications.* This form is available in the FOA's forms package at www.Grants.gov.	Submission is due with the application package or prior to the award of a grant.
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 FOA'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.*
LGBTQ Accessibility Policy for Discretionary Grants	Submission is required for all applicants by the application due date.	The LGBTQ Accessibility Policy for Discretionary Grants is available in the Appendix section of the FOA and must be included in the “Appendices” file of the application submission.
Table of Contents	Referenced in *Section IV.2. The*	Submit with the application by

	Project Description.	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*.
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*.
Indirect Cost Rate Agreement (IDR)	Referenced in *Section IV.2. The Project Budget and Budget Justification*. The IDR must be submitted with the application package.	If the IDR is available by the application due date, it must be submitted with the application package. If it is not available by the application due date, listed in the *Overview* and *Section IV.4. Submission Dates and Times*, it may be submitted prior to the award of a grant.
Unique Entity Identifier (DUNS) and Systems for Award Management (SAM) registration.	Referenced in *Section IV.3. Unique Entity Identifier and System for Award Management (SAM)* in the announcement. To obtain a DUNS number (Unique Entity Identifier), go to http://fedgov.dnb.com/webform . To register at SAM, go to http://www.sam.gov.	A DUNS number (Unique Entity Identifier) and registration at SAM.gov are required for all applicants. Active registration at SAM must be maintained throughout the application and project award period.

Appendix

Appendix

Lesbian, Gay, Bisexual, Transgender, and Questioning (LGBTQ) Accessibility Policy

Family Violence Prevention and Services Discretionary Grant:

[Grant Name]

[FOA Number]

Submission Instructions: *All applicants submitting an application under this funding opportunity announcement 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 organizations Authorized Organizational Representative (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, Formatting ACF Applications*, for more information on submission of this document.

As the Authorized Organizational Representative (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. Applicant(s) must consider how their program will be inclusive of and non-stigmatizing toward such participants. If not already in place, the applicant(s) and, if applicable, sub-awardee(s)/subcontractor(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(s) has/have 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-awardees or subcontractors are required to:

- Have in place or will have in place, within 30 days of award of the subgrant/subcontract, 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 or will have, 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: