

Administration for Children and Families

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

Family Violence Prevention and Services Discretionary Grants: Specialized Services for Abused Parents and Their Children (Demonstration Projects)
HHS-2020-ACF-ACYF-EV-1812
Application Due Date: 06/05/2020

Kenya M. Fairley -S

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May 5, 2020

Date

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Department of Health & Human Services
Administration for Children and Families

Funding Opportunity Title:	Family Violence Prevention and Services Discretionary Grants: Specialized Services for Abused Parents and Their Children (Demonstration Projects)
Announcement Type:	Modification
Funding Opportunity Number:	HHS-2020-ACF-ACYF-EV-1812
Primary CFDA Number:	93.592
Due Date for Letter of Intent:	**05/06/2020**
Due Date for Applications:	**06/05/2020**

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.

Modification 2: This FOA has been modified to reflect the following changes:

1. The planning period in *Section IV.2. Content and Form of Application Submission, Project Description, Program Performance Evaluation Plan,* has been corrected to reflect 3 months.
2. *Section IV.2. Content and Form of Application Submission, Project Description*, *Letter of Intent,* the Program Office contact for the Letter of Intent has been changed from mao.yang@acf.hhs.gov to kenya.fairley@acf.hhs.gov.
3. Duplicate text in *Section IV.2. Content and Form of Application Submission, Project Description, Objectives,* has been removed.
4. Duplicate headers for Expected Outcomes and Approach in *Section IV.2. Content and Form of Application Submission, Project Description, Approach,* have been removed.
5. Duplicate instructions for logic model development in *Section IV.2. Content and Form of Application Submission, Project Description, Logic Model,* have been deleted.
6. Duplicate instructions for Third Party Agreements, Letters of Support, and Plan for Oversight of Federal Award Funds, in *Section IV.2. Content and Form of Application Submission, The Project Budget and Budget Justification,* have been deleted.
7. The Program Office contact email address has been corrected to kenya.fairley@acf.hhs.gov in *Section VII. HHS Awarding Agency Contact(s).*

Modification 1: This Forecast has been modified to update eligibility, which now includes county governments, city and township governments, Native American tribal governments (federally recognized) and Native American tribal organizations (other than Federally recognized tribal governments). The Forecast was also modified to provide additional clarification on expected grant activities and use of project funds.

The Family Violence Prevention and Services Discretionary Grants: Specialized Services for Abused Parents and Their Children (Demonstration Projects) will support up to 26 demonstration projects. Funded demonstration projects will focus on expanding their capacity (as family violence, domestic violence, and dating violence coalitions; local programs; tribal communities; and community-based programs) to prevent future domestic violence by addressing, in a developmentally appropriate manner, the needs of children exposed to family violence, domestic violence, or dating violence.

All recipients will provide trauma-informed, developmentally and age-appropriate services, that are culturally relevant and linguistically accessible to victims and children exposed to family violence, domestic violence, and/or dating violence, many of whom have also experienced child abuse and neglect. All recipients will provide services for nonabusing parents to support their role as caregivers and their role in responding to the social, emotional, and developmental needs of their children. Where appropriate, recipients will provide services while working with a nonabusing parent and child together.

The statutory authority for this funding opportunity announcement is 42 U.S.C. §10412 of the FVPSA.

I. Program Description

Statutory Authority

Awards are authorized by Section 312 of the Family Violence Prevention and Services Act (FVPSA), as amended by Section 201 of the Child Abuse Prevention and Treatment Reauthorization Act (CAPTA) of 2010, Pub. L. 111-320. 42 U.S.C. §10412.

Description

History and Purpose of the Family Violence Prevention and Services Act

FVPSA provides the primary federal funding stream dedicated to the support of emergency shelter and supportive services for victims of domestic violence (DV), 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 DV and their children. FVPSA has been amended eight times and was most recently reauthorized in December 2010 for 5 years by the CAPTA 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 DV, prevent its occurrence, provide services to victims and their children, and support DV 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 DV;

(2) Assist states and Indian tribes in efforts to provide immediate shelter and supportive services for victims of DV and their dependents;

(3) Provide for a national DV hotline; and

(4) Provide for technical assistance and training relating to DV 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 the Family and Youth Services Bureau (FYSB), a division of the Administration on Children, Youth and Families (ACYF). FYSB's FVPSA Program administers mandatory FVPSA formula grants to 1) states and territories, 2) tribes, and 3) state DV coalitions. The FVPSA Program awards grants to every state and territory and over 200 tribes. Funds awarded to states, territories, and tribes reach more than 1,600 local public, private, nonprofit, and faith-based organizations and programs demonstrating effectiveness in the field of DV services and prevention. These programs provide victims of DV and their children with shelter, safety planning, crisis counseling, information and referral, legal advocacy, and additional support services. In 2018, FVPSA-funded programs provided emergency shelter and supportive services to 871,271 women, 303,293 children, and 84,719 men.

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

In order to ensure the safety of adult, youth, and child victims, and their families from violence, domestic violence, or dating violence, FVPSA recipients and subrecipients shall protect the confidentiality and privacy of such victims and their families (45 CFR § 1370.4). FVPSA recipients and subrecipients shall not—

1. Disclose any personally identifying information (as defined in 45 CFR § 1370.2) collected in connection with services requested (including services utilized or denied) through recipients' and subrecipients' programs;
2. Reveal any personally identifying information without informed, written, reasonably time-limited consent by the person about whom information is sought, whether for this program or any other federal, tribal or state grant program, including but not limited to whether to comply with federal, tribal, or state reporting, evaluation, or data collection requirements; or
3. Require an adult, youth, or child victim of family violence, domestic violence, and dating violence to provide a consent to release his or her personally identifying information as a condition of eligibility for the services provided by the recipients or subrecipients.

FYSB Priorities

FYSB is one of two Bureaus within ACYF. The mission of FYSB is to support the organizations and communities that work every day to put an end to youth homelessness, adolescent pregnancy, and domestic violence. FYSB achieves this by supporting programs that provide shelter, community services, and prevention education for youth, adults, and families.

In partnership with communities across the nation, FYSB has a leadership role in orchestrating the effective convergence of resources, expertise, and connections into an integrated effort that promotes a future where all of our nation's youth, individuals, and families – no matter what challenges they may face – can live healthy, productive, violence-free lives.

Specialized Services for Abused Parents and Their Children

Section 312 of FVPSA, Specialized Services for Abused Parents and Their Children (SSAPC), authorizes the Secretary to, "establish a grant program to expand the capacity of family violence, domestic violence, and dating violence service programs and community-based programs to prevent future domestic violence by addressing, in an appropriate manner, the needs of children exposed to family violence, domestic violence, or dating violence." This SSAPC funding opportunity announcement (FOA) meets the purpose of 42 U.S.C. § 10412. The first cohort of demonstration projects were awarded in 2016 for a 2 year project period (see grant profiles here: https://www.acf.hhs.gov/fysb/resource/ssapc-escyap-grantees-2016) and renewed for another 2 years via non-competitive application in 2018. These recipients have successfully implemented their demonstration projects and will complete their final year of performance and evaluation in FY 2020. This new FOA presents an opportunity to fund a second cohort of new demonstration grants.

The Bureau of Justice Statistics (see *Section VIII. Other Information* for references) has reported that every year, approximately 20.5 million children or youth under the age of 17 are exposed to family violence. Depending on the frequency, severity, and type of abuse to which a child is exposed, the impact can be immediate and the resulting trauma may affect growth and development. Considerable evidence also points to the fact that DV and child abuse often co-occur. A review by Edleson (1999) of 35 studies on the overlap of DV and child maltreatment in the same family found that in 30 to 60 percent of families in which either child maltreatment or exposure to adult domestic violence is occurring, the other form of violence is also being perpetrated. A retrospective study by Dong, et al. (2004) also found that the prevalence of child abuse was 57.5 percent for adults who were exposed to DV.

Children and youth exposed to DV need culturally relevant, trauma-informed, evidence-informed, and developmentally appropriate services to address the trauma they have experienced and to break the cycle of violence. Research by D'Agostino (2014) shows that a bond with a caring adult can build the resiliency of children exposed to violence. Supporting the mother-child bond through victim advocacy is validated by research, which indicates that the most important protective resource to enable children to cope with exposure to violence is a strong relationship with a competent, caring, positive adult, most often a parent. DV service providers are poised to address the needs of children exposed to DV and support the bond between a child and his or her abused parent. Nationwide, nearly half of all residents of DV shelters are children.

In 2018, FVPSA-funded programs provided emergency shelter and supportive services to nearly

1.3 million victims including 303,293 children. A one-day census of services provided by DV programs on September 13, 2018 found that on a single day, 12,805 children received emergency shelter; 9,328 received transitional housing; and 5,496 children accessed non-residential DV intervention services. The 27,629 children served accompanied their victim parent into supportive services and includes adolescents and teens who have unique needs that must also be addressed. Services children receive through FVPSA-funded community-based domestic violence service providers include victim advocacy (44%), crisis intervention (43%), and individual/group counseling (35%).

In addition to meeting the needs of children and youth, abused parents need support to rebuild their roles as parents, understand how they can best help their children understand DV, and deal with the impact it has had on their lives. Assistance for their children is the most requested service among abused parents who come to FVPSA-funded services. Parents need support with general parenting at various stages of child development; techniques for talking to their children about the abuse; support and structure for contact and engagement with the parent who uses abuse; tools to discuss healthy relationships; resources to obtain counseling and other support to promote healing; and information about developing age appropriate safety plans. Examples of promising practices and programs for children exposed to DV are discussed on these websites, http://promising.futureswithoutviolence.org and https://dvchildwelfare.org/.

Some populations face additional barriers to accessing services and supports. Examples may include tribal communities, persons with disabilities, cultural, or language barriers, age, ethnicity, or sexual orientation. Programs that specifically and appropriately serve these populations in culturally relevant, trauma-informed, and evidence-informed ways are especially needed to address their unique needs.

Through this grant program, FYSB will fund 26 cooperative agreements to build the knowledge base for DV programs and expand our recipients' capacity to address the needs of abused parents and children exposed to DV, many of whom have also experienced child abuse and neglect.

According to 42 U.S.C. §10412:

(1) Grant funds shall be used:

(A) to provide direct counseling, appropriate services consistent with 42 U.S.C. § 10412 (c)(2), or advocacy on behalf of victims of family violence, domestic violence, or dating violence and their children, including coordinating services with services provided by the child welfare system;

(B) to provide services for nonabusing parents to support those parents' roles as caregivers and their roles in responding to the social, emotional, and developmental needs of their children; and

(C) where appropriate, to provide the services described in this subsection while working with such a nonabusing parent and child together; and

(2) Funds may be used:

(A) to provide early childhood development and mental health services;

(B) to coordinate activities with and provide technical assistance to community-based

organizations serving abused victims or children exposed to DV; and

(C) to provide additional services and referrals to services for children, including child care, transportation, educational support, respite care, supervised visitation, mobile/offsite services, or other necessary services.

Program Goals and Objectives

Each recipient must address the needs of abused parents and children and youth exposed to DV and contribute to the knowledge base for children's DV programs focused on children and youth by:

1) improving systems and responses to abused parents and their children and youth exposed to DV across the targeted community, state, or tribe, by:

- developing and enhancing community-based interventions for children and youth exposed to DV whose parents may or may not have sought services of support from a DV program and addressing barriers that may have precluded them from doing so;
- developing and disseminating guidelines for service providers or for other organizations and agencies that impact children and youth exposed to DV in the targeted community, state, or tribe; and/or
- providing training or technical assistance to achieve positive change and implementation of interventions to improve worker support and identification of children and youth exposed to DV in one or more systems that impact child and youth development, family independence, and self-sufficiency, such as early childhood education (including Head Start, Early Head Start, childcare, etc.) and educational systems, child protective services/child welfare systems, child support enforcement, public benefits [(e.g., The Special Supplemental Nutrition Program for Women, Infants, and Children (WIC), Temporary Assistance for Needy Families (TANF), Children's Health Insurance Program (CHIP), Supplemental Nutrition Assistance Program (SNAP), housing, earned income tax credit (EITC)], healthcare, faith-based programs, and/or family courts and the legal system.

2) coordinating or providing new or enhanced residential and non-residential services for children and youth exposed to DV by:

- enhancing and testing service/program models, implementation strategies, evaluation tools and measures;
- documenting and disseminating lessons learned;
- generating the development, adoption and evaluation of innovative (e.g., arts, movement, and mindfulness interventions), trauma-informed and culturally relevant interventions that promote and/or strengthen the parent-child bond and reinforces the engagement of the nonabusing parent for abused parents and/or their children and youth exposed to DV; and
- expanding provision of safe, structured contact, engagement, and/or parenting time with the parent who uses abuse when it is safe and meaningful to do so.

3) enhancing evidence-informed and practice-informed services, strategies, advocacy and

interventions for children and youth exposed to DV by:

- providing peer-to-peer technical assistance within the network of demonstration projects;
- developing a plan to evaluate practices and measure programming outcomes in partnership with the National Capacity Building Center to Expand Services for Children, Youth, and Abused Parents Impacted by Domestic Violence (ESCYAP) (see separate FOA HHS-2016-ACF-ACYF-EV-1157 at: https://ami.grantsolutions.gov/files/HHS-2016-ACF-ACYF-EV-1157_1.pdf); and
- documenting lessons learned and implementation strategies to share with the broader field.

Recipient Outcomes

By the end of the grant period, each recipient will have:

(A) Improved processes and outcomes for abused parents and children and youth exposed to DV, to include common and tailored outcome measures by designing, adapting, and/or implementing a program that meets the program goals of:

1) improving systems and responses to abused parents and their children and youth exposed to DV;

2) expanding capacity to provide residential and non-residential services to children and youth exposed to DV; and

3) enhancing evidence-informed services, strategies, advocacy, safety planning, and interventions for children and youth exposed to DV.

(B) Expanded their capacity (as coalitions, local programs, community-based programs, faith-based organizations, jurisdictions, or tribal organizations) to provide support, skills development and resources to increase the healing, resilience and protective capacities of parents and families to prevent future DV by addressing, in an appropriate manner, the needs of children and youth exposed to DV and their abused parents.

Program Requirements

Recipients shall incorporate the needs of children and youth exposed to DV in planning and carrying out all activities. This commitment must include providing relevant training for all staff as determined in partnership with the FVPSA Program and designated technical assistance provider (ESCYAP). Recipients shall enhance the resilience of children and youth exposed to DV and promote work with abused parents and their children together to strengthen the parent-child bond, which has been proven to increase children's resiliency. Recipients must also incorporate the voices of children and youth as well as their nonabusive parents into their program design, adaptation, or implementation through strategies such as focus groups, surveys, opportunities for story-telling or other mechanisms for gathering meaningful feedback.

Programs for abused parents and their children must:

- Comply with FVPSA confidentiality requirements in 42 U.S.C. § 10406(c)(5);
- Be voluntary, trauma-informed, and developmentally and culturally appropriate;

- Include age-specific services and activities for children, teens, and adolescents;
- Be evidence-informed or evidence-based (as described in *Section I., Program Description, Reports and Evaluation)*;
- Support the healthy relationships and interactions between the parent and child, and promote the parent-child bond;
- Provide services for nonabusive parents to support them in responding to the financial, social, emotional, and developmental needs of their children;
- Where appropriate, provide services while working with a nonabusive parent and child together (services need not always be provided together with both the parent and child physically present);
- Consider the socio-emotional needs of the child with regard to the parent who uses abuse and, where appropriate, safe, and meaningful to do so, consider provision of services to the abusive parent and child within their respective service system to restore the parent-child bond;
- Include coordinating services with one or more systems that impact child and youth development, family independence and self-sufficiency such as those provided by early childhood education (including Head Start, Early Head Start, childcare, etc.) and educational systems, child protective services/child welfare systems, child support enforcement, public benefits (e.g., WIC, TANF, CHIP, SNAP, housing, EITC), healthcare, faith-based programs, and/or family courts and the legal system;
- Include advocacy on behalf of the child and, as appropriate, the nonabusive parent;
- Make referrals to long-term services, as appropriate, to foster and support the family's ongoing goals; and
- Be structured to include an evaluative process that documents appropriate culturally relevant, trauma-informed, and age-appropriate outcomes for abused parents and their children.

Recipients shall plan major meetings or events in conjunction with FYSB to allow participation of FYSB staff. Recipients shall provide a detailed plan for project implementation, a work plan, training/events schedule, evaluation schedule, and a plan for reporting on the outcomes of the project.

Recipients must plan for two representatives of the grantee organization, including the local evaluation partner to travel to an orientation (location to be determined) within the first 6 months of receiving their award. Recipients must plan travel expenses for at least two representatives from the recipient organization to participate in at least one FYSB meeting each project period.

Allowable Program Activities

These programs may:

- Be shelter-based and/or home or community-based;
- Include peer support for nonabusive parents and/or children and youth;
- Provide structure and support to children and families who are required to or choose to remain in contact with a parent who has been abusive in circumstances where it is determined to be safe, meaningful, appropriate, and in the child's best interest, or when

requested by the nonabusive parent and children;
- Provide early childhood development and mental health services;
- Expand access to legal services necessary to develop the structure and arrangements for safe contact, engagement, parenting time, and/or visitation with the abusive parent;
- Include community-based projects and outreach;
- Develop prevention programs for children and youth that support healthy relationships and prevent teen dating violence, risky behaviors, and sexual coercion;
- Maintain ongoing contact, including home visitation or mobile service delivery, with the family or child after the family has left the shelter or non-residential services; and
- Focus on developing programs and workforce capacity to enhance services for children and youth exposed to DV, and their abused parents, including building infrastructure within systems to enhance collaboration, decrease barriers to services, and increase access to existing services (e.g., institutionalizing communication among interdisciplinary partners; supporting development of policies and/or procedures to operationalize quality practice and other strategies that promote family well-being, protective factors, and self-sufficiency; and promoting awareness and utilization of integrated, multi-disciplinary interventions that provide comprehensive family support across systems).

Reports and Evaluation

According to 42 U.S.C. § 10412(e), recipients are required to "submit a performance report to the Secretary at such time as shall be reasonably required by the Secretary. Such performance report shall describe the activities that have been carried out with such grant funds, contain an evaluation of the effectiveness of such activities, and provide such additional information as the Secretary may reasonably require." Performance reports will be required on at least a semi-annual basis using the standard ACF Performance Progress Report (PPR) with OMB approval number 0970-0406, expiration date: 11/30/2022.

NOTE: *Consistent with the PRA of 1995, (44 U.S.C. §§ 3501-3521), under this FOA, FYSB will not conduct or sponsor – and a person is not required to respond to - a collection of information covered by such Act, unless it displays a currently valid OMB control number. ACF will obtain OMB approval under the PRA prior to requesting and collection performance measures.*

Recipients are encouraged to incorporate a 3-month planning period that includes conducting a needs assessment and developing an evaluation plan, in coordination with ESCYAP.

For purposes of this FOA, evidence-informed practices bring together the best available research, professional expertise, and input from service, advocacy, prevention, and related communities to identify and deliver services that have promise to achieve positive outcomes for abused parents and children exposed to domestic violence. A rigorous study design that includes a comparison condition is not required as part of this FOA. Applicants should propose activities that will meet a feasible and realistic standard of evaluation.

Recipients must develop and report internal outputs and outcomes appropriate to their unique projects. Outputs and outcomes must be measurable, domestic violence focused, trauma-informed, and culturally relevant. Outcomes must be analyzed by the designated evaluator(s) who have experience with both quantitative and qualitative data collection, management and

analysis, and are supported by sufficient time and resources for this purpose. Evaluators must work collaboratively with program staff on developing data collection plans and analyzing results to help inform program implementation. Recipients and their evaluators will receive support and consultation in developing their outcomes from FYSB's ESCYAP.

Recipients must also work with ESCYAP (which in turn will work with FVPSA Program staff and national, state, and local experts) to develop, refine, and utilize a small set of consistent outcome measures to be used by all SSAPC Demonstration Project recipients as appropriate to their project; conduct qualitative interviews, focus groups or surveys with parents, staff, and/or community stakeholders; and draft a final lessons learned report from their project implementation and evaluation.

NOTE: *Consistent with the PRA of 1995, (44 U.S.C. §§ 3501-3521), under this FOA, FYSB will not conduct or sponsor – and a person is not required to respond to - a collection of information covered by such Act, unless it displays a currently valid OMB control number. ACF will obtain OMB approval under the PRA prior to requesting and collection performance measures.*

II. Federal Award Information

Funding Instrument Type:	Cooperative Agreement
Estimated Total Funding:	$8,250,000
Expected Number of Awards:	26
Award Ceiling:	$375,000 Per Budget Period
Award Floor:	$300,000 Per Budget Period
Average Projected Award Amount:	$600,000 Per Project Period
Anticipated Project Start Date:	09/30/2020

Length of Project Periods:

Length of Project Period:	24-month project period with two 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.

According to 42 U.S.C. § 10412(a)(2), the Secretary of the U.S. Department of Health and Human Services (HHS) may make grants to eligible entities for periods of not more than 2 years. If the Secretary determines that an entity has received such a grant and been successful in meeting the objectives of the grant application, the Secretary may renew the grant for one additional period of not more than 2 years.

Applications for continuation grants funded under these awards beyond the 1-year period will be considered in subsequent years on a non-competitive basis, subject to the availability of funds, satisfactory progress of the recipient, and a determination that continued funding would be in the best interest of the federal government.

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

Through the cooperative agreement, FYSB shall:

- Provide significant guidance and consultation on project design and implementation to the primary recipient throughout the project period to ensure the successful implementation of the project and to improve the outcomes of the program.
- 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 resource center, in conjunction with the recipient. This includes any changes to key personnel on the project.
- Propose and approve significant changes to project scope, activities, and work plans.
- 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 strategies for the implementation of the project.
- Participate in major project activities, such as advisory or other leadership committee meetings, conferences, topical meetings, trainings, or major project meetings.
- Keep recipients informed about ACYF/FYSB priorities.
- Organize frequent consultations, meetings, briefings, teleconferences, webinars, and other forums necessary to review current and planned activities, to share information, and to promote national coordination.

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

III. Eligibility Information

III.1. Eligible Applicants

According to FVPSA, 42 U.S.C. §10412(b), eligible entities shall be:

1. a local agency (agency that serves a local jurisdiction);
2. a nonprofit private organization including faith-based and charitable organizations, community-based organizations, and voluntary associations (providing services for a city, county, region, state or territory); or
3. a tribal organization (serving tribal communities).

See *Section IV.2., Content and Form of Application Submission, Legal Status of Applicant Entity* for documentation required to support eligibility.

All entities must have a demonstrated record of serving victims of family violence, DV, and dating violence and their children.

Applicants previously awarded funds to implement and evaluate a SSAPC demonstration grant under FOA HHS-2016-ACF-ACYF-EV-1163 are not eligible for funding under this FOA.

Equal Treatment for Faith-Based Organizations

The recipient acknowledges its obligation to 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, the recipient agrees that when selecting service providers or subrecipients, it will 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). For further information visit https://www.acf.hhs.gov/administrative-and-national-policy-requirements#chapter-4.

Faith-based organizations are encouraged to review the ACF Policy on Grants to Faith-Based Organizations at: http://www.acf.hhs.gov/acf-policy-on-grants-to-faith-based-organizations.

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

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

FYSB Operations Center
c/o F2 Solutions

Attention: Specialized Services for Abused Parents and Their Children (Demonstration Projects) FOA
1401 Mercantile Lane
Suite 401
Largo, MD 20774
Phone: 1-855-792-6551
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 the last extra pages removed and the removed 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/Abstract, 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:

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.

Remember that shorter applications are often easier for reviewers to fully comprehend. 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 your grant application and determine that each point has been addressed in your application.

ELECTRONIC APPLICATION SUBMISSION INSTRUCTIONS
Applicants are required to submit their applications electronically unless they have 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)
- Corel WordPerfect (.wpd)
- 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
Maintenance of Effort (MOE) Certification	A *sample* of a standard Maintenance of Effort (MOE) certification is available in the application instructions for this FOA at www.grants.gov. Applicants self-certify their maintenance of effort. The MOE should be on the applicant organization's letterhead. Submission is required for all applicants under this FOA. See *Section IV.2. Formatting Application Submissions* for instructions on its placement in the application submission.	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.
Certification Regarding Lobbying (Grants.gov Lobbying Form)	Submission required of all applicants with the application package. If it is not submitted with the application package, it must be submitted prior to the award of a grant.	Submission of the certification is required for all applicants.
SF-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.
Unique Entity Identifier (DUNS) and Systems for Award Management (SAM) registration.	Required of all applicants. To obtain a DUNS number, go to http://fedgov.dnb.com/webform. Active registration at the Systems Award Management (SAM) website must be maintained throughout the application and project award period. SAM registration is available at http://www.sam.gov.	See *Section IV.3. Unique Entity Identifier and System for Award Management (SAM)* for more information.
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.
Certificate of Good Standing	Submission is required for all **for-profit organizations**.	Sole proprietorships are not eligible applicants. The submission of the Certificate of Good Standing, along

		with the current list of board members, and organizational documents that require the establishment and maintenance of a Board of Directors, provide proof of eligibility for for-profit organizations.
SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non- Construction Programs	Submission is required for all applicants when applying for a non-construction project. Standard Forms must be used. Forms must be submitted by the application due date. By signing and submitting the SF-424B, applicants are making the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination.	Required for all applications when applying for a non-construction project.

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.
Please email your letter of intent to Kenya Fairley at: kenya.fairley@acf.hhs.gov.

Kenya Fairley

Department of Health and Human Services

Administration on Children and Families

Administration for Children, Youth and Families

Family and Youth Services Bureau/Family Violence Prevention and Services Program

Switzer Building

330 C Street SW, 3rd Floor

Washington, DC 20024

Phone: (202) 690-6898

Table of Contents

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

Project Summary

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

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

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

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

Geographic Location

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

Legal Status of Applicant Entity

Applicants must provide the following documentation:

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

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

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

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.

Applicants must describe their target audience and provide a compelling justification for focusing on their identified population. Incorporate demographic data and participant/beneficiary information – including information on both children and youth exposed to DV and abused parents in your community and the capacity of stakeholders in your community to meet their needs, as well as data describing the needs of the target population and the proposed service area as needed. When appropriate a literature review should be used to support the objectives and needs described in this section.

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

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.

Research based on the work of ESCYAP, the applicants' own efforts, and/or other research that is credible and rigorous may be included in the Expected Outcomes. In addition to relating to the overall goals of the project, outcomes should relate to the program requirements and allowable program activities, as listed in the following sections of the FOA:

- *Section I. Program Description, Program Requirements* and
- *Section I. Program Description, Allowable Program Activities.*

Applicants should demonstrate a sound relationship between planned project activities and intended quantitative and qualitative outcomes and outputs

In the Approach, describe any design or technological innovations, reductions in cost or time, or extraordinary social and/or community involvement in the project. Provide a list of organizations, cooperating entities, consultants, or other key individuals that will work on the project along with a short description of the nature of their effort or contribution as demonstrated by a signed and established MOU. The MOUs must be detailed, include the roles and responsibilities of both parties, and describe fair and appropriate compensation to be provided. If the applicant has a primary purpose other than the provision of DV services and supports, a formal partnership and signed MOU with a primary purpose DV service provider is required.

Applications must include:

1. a description of how the entity will prioritize the safety and confidentiality of information about victims of family violence, DV, or dating violence, and their children;
2. a description of how the entity will provide trauma-informed, developmentally and age appropriate services, and culturally and linguistically appropriate services, to the victims and children; and
3. a description of how the entity will ensure that professionals working with the children receive the training and technical assistance appropriate and relevant to the unique needs of children exposed to family violence, DV, or dating violence.

In developing their approach, applicants should consider program goals, requirements, and allowable activities as described in *Section I. Program Description*.

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

- Organizational charts;
- Resumes;
- Curricula Vitae (CV);
- Biographical Sketches (short narrative description);
- List of Board of Directors;
- 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.

Project Timeline and Milestones

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function, or activity, in such terms as the number of people to be served and the number of activities accomplished. Data may be organized and presented as project tasks and subtasks with their corresponding timelines during the project period. For example, each project task could be assigned to a row in the first column of a grid. Then, a unit of time could be assigned to each subsequent column, beginning with the first unit (i.e., week, month, quarter) of the project and ending with the last. Shading, arrows, or other markings could be used across the applicable grid boxes or cells, representing units of time, to indicate the approximate duration and/or frequency of each task and its start and end dates within the project period.

When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

Program Performance Evaluation Plan

Applicants must describe the plan for the program performance evaluation that will contribute to continuous quality improvement. The program performance evaluation should monitor ongoing processes 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 processes, and expected outcomes of the funded activities. The plan must be supported by a logic model and must explain how the inputs, processes, and outcomes will be measured, and how the resulting information will be used to inform improvement of funded activities.

Applicants must demonstrate in-house capacity to conduct an objective evaluation of the project or provide a sound plan for contracting with a third-party evaluator specializing in social science or evaluation, or the capacity of a university or college to conduct the evaluation, including how they will work together in developing and implementing the evaluation plan. Applicants must identify a minimum of three evaluation questions that the evaluation plan will address and explain what activities will be undertaken to answer those evaluation questions. Applicants must describe how stakeholders, including nonabusing parents and their children and community partners will be involved in the evaluation.

Applicants must describe the systems and processes that will support the organization's performance management requirements through effective tracking of performance outcomes, including a description of how the organization will collect and manage data (e.g., assigned skilled staff with evaluation expertise and data management software) 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 via a risk mitigation plan

Applicants must describe the frequency of data collection, the specific measures being evaluated (e.g., increasing parenting capacities of abused parents, improving child safety planning, operationalizing strategies to enhance family well-being and self-sufficiency, etc.), and utilization of program data to make program adjustments.

If applicable, applicants must describe what activities they will undertake during the 3-month

planning period, as described in *Section I. Program Description, Reports and Evaluation.*

Plan for Oversight of Federal Award Funds and Activities

Grantees are required to ensure proper oversight in accordance with 45 CFR Part 75 Subpart D. These regulations set forth the following standards for effective oversight:

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

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

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).

Resources and examples for logic model building are listed below.

- FYSB *Designing a Program Evaluation: Resources* - https://www.acf.hhs.gov/fysb/programs/adolescent-pregnancy-prevention/evaluation/design-evaluation-resources#logic_model

- FYSB *Logic Model Tip Sheet* - https://www.acf.hhs.gov/sites/default/files/fysb/prep-logic-model-ts.pdf
- CDC Program Performance and Evaluation Office - https://www.cdc.gov/eval/logicmodels/index.htm
- Health Resources and Services Administration Rural Health Hub - https://www.ruralhealthinfo.org/toolkits/substance-abuse/5/logic-model

Project Sustainability Plan

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

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

Protection of Sensitive and/or Confidential Information

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

Dissemination Plan

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

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

Third-Party Agreements

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

considered to be third-party agreements.

Applicants must provide Letters of Commitment or MOUs between recipients and third-parties (i.e., subrecipients, contractors, or other cooperating entities). 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, 2020 and Further Consolidated Appropriations Act, 2020, (Division A, 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 $197,300. 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.

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 Office of Management and Budget (OMB) Memorandum M-18-18: Implementing Statutory Change to the Micro-Purchase and the Simplified Acquisition Thresholds for Financial Assistance and 48 CFR Subpart 2.1 (when amended accordingly). 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.

Program Income

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

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

Paperwork Reduction Act Disclaimer
As required by the Paperwork Reduction Act, 44 U.S.C §§ 3501-3521, the public reporting burden for the Project Description is estimated to average 60 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. The Project Description information collection is approved under OMB control number 0970-0139, which expires 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/assets/systems_issue_policy_final.pdf.

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:
https://www.acf.hhs.gov/sites/default/files/assets/acf_policy_for_requesting_an_exemption_from_required_electronic.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: **05/06/2020**

Due Date for Applications: **06/05/2020**

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.

See "What to Expect After Submitting" at www.Grants.gov for more information.

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://www.whitehouse.gov/wp-content/uploads/2017/11/Intergovernmental_-Review-_SPOC_01_2018_OFFM.pdf. Applicants from participating jurisdictions should contact their SPOC, as soon as possible, to alert them of their prospective applications and to receive instructions on their jurisdiction's procedures. Applicants must submit all required application materials to the SPOC and indicate the date of submission on the 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

FYSB Operations Center
c/o F2 Solutions
Attn: FVPSA/Specialized Services for Abused Parents and Their Children (Demonstration Projects)
1401 Mercantile Lane
Suite 401
Largo, MD 20774

Hand Delivery

FYSB Operations Center
c/o F2 Solutions
Attn: FVPSA/Specialized Services for Abused Parents and Their Children (Demonstration Projects)
1401 Mercantile Lane
Suite 401
Largo, MD 20774

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 ASSISTANCE Maximum Points:5

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

1. The application describes clear and appropriate program objectives that will fulfill the program goals, requirements, and allowable activities as described in *Section I. Program Description*.
2. The application describes a clear need for the proposed project.
3. The application provides documentation on the state(s), tribe(s), organization(s) and/or community(ies) to be impacted and served.
4. The application demonstrates a clear commitment to soliciting information about and incorporating the needs of children and youth exposed to DV in planning and carrying out all activities that meet program goals and requirements as discussed throughout *Section I. Program Description*.

EXPECTED OUTCOMES Maximum Points:5

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

1. The application identifies quantitative and qualitative outcomes and outputs for the

proposed project that are related to the program goals, requirements, and allowable activities as described in *Section I. Program Description*.
2. The application demonstrates a sound relationship between planned project activities and intended quantitative and qualitative outcomes and outputs.
3. The application includes a logic model that explains how the inputs, processes and outcomes will be measured, and how the resulting information will be used to inform improvement of funded activities.

APPROACH Maximum Points:40

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

1. The application responds to *each* aspect of the Approach as described in *Section IV.2. Content and Form of Application Submission, The Project Description*.
2. The application describes how the applicant will accomplish each required element as described in *Section IV.2. Content and Form of Application Submission, The Project Description*, *Approach* and the feasibility of the proposed means of accomplishing these elements.
3. The applicant proposes project activities that address the program goals, requirements and allowable activities as described in *Section I. Program Description, Program Goals* and required by *Section IV. 2 The Project Description, Approach*.
4. The applicant's plan relates project tasks to the objectives; provides a feasible and realistic timetable for the accomplishment of significant project activities and products; and selects appropriate project activities to achieve project goals and objectives and meet the identified needs.
5. The application describes a strong plan for how collaborations will be undertaken and relationships with project partners are managed.
6. The application describes a viable plan to ensure that confidentiality will be maintained.

ORGANIZATIONAL PROFILES Maximum Points:20

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

1. The application demonstrates the organizational capacity necessary to undertake the project.
2. The application provides a staffing plan that demonstrates a sound relationship between the proposed responsibilities of a 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. If staff will serve in the role of evaluator, their experience and/or training with conducting evaluations must be articulated. If proposing to serve a marginalized or underserved community, significant program staff, evaluators, and/or board demographics that are reflective of said population are adequately described.
3. The application describes a strong, meaningful, and realistic plan for training project and program staff in the appropriate topics to safely and successfully carry out the grant and handle the issues they will encounter in a culturally competent manner that

appropriately responds to the ethnicity, age, gender identity, cultural practices, sexual orientation, socioeconomic status, educational background, and language of the targeted children and youth and their families.

4. The application includes documentation of expertise in all required areas as described in *Section IV.2. Content and Form of Application Submission, The Project Description, Organizational Capacity*.
5. The applicant has identified relevant and necessary project partners before application.
6. For applications that propose MOUs, the application includes MOUs that are detailed, include the roles and responsibilities of both parties, and describe fair and appropriate compensation to be provided, as described in the Third-Party Agreements section of *Section IV.2. Content and Form of Application Submission, The Project Description*.
7. The application includes letters of support from stakeholders such as local, state, tribal, and/or national organizations that have experience with the applicant and can speak to the applicant's prior work and capacity to undertake the project. The letters must, alone or in combination, include stakeholders that are working to address DV, advocate on behalf of or provide age-appropriate services to children or youth, and represent the communities that the applicant intends to serve as described in *Section IV.2. Content and Form of Application Submission, The Project Description, Objectives And Need For Assistance*.
8. The application, if proposing state-wide, regional, or trans-tribal projects, demonstrates: (1) the ability to manage a local or statewide project or a project across regions or tribes; (2) documented prior work statewide or across regions or tribes; (3) documented history of providing successful technical assistance; (4) documented support from DV service providers within the community, state(s), or tribes; and (5) any other evidence establishing their capacity to manage a project across the community, state(s), or tribes.

EVALUATION Maximum Points:20

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

1. The application describes the frequency of data collection and utilization of program data to make program adjustments.
2. The application includes a description of data analysis and how the organization will continue to make ongoing program adjustments that will improve performance.
3. The application demonstrates a feasible plan, including risk mitigation, to conduct an internal evaluation as described in *Section I. Program Description, Reports and Evaluation.* The ESCYAP recipient is prohibited from serving as the applicant's evaluator.
4. The application describes feasible, measurable qualitative and quantitative outputs and outcomes meeting the criteria as described in *Section I. Program Description, Reports and Evaluation.*
5. The application describes what types of support and technical assistance would be needed from the ESCYAP recipient to develop an internal outcomes evaluation as described in *Section I. Program Description, Reports and Evaluation.*

BUDGET AND BUDGET JUSTIFICATION Maximum Points:10

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

1. A detailed line item budget of project costs is included and demonstrates how cost estimates were derived. Detailed calculations must include estimation of methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. The budget must include all the information required and described in *Section IV.2 Content and Form of Application Submission, The Project Budget and Budget Justification*.
2. The proposed budget and budget justification are feasible for the proposed approach, logical, reasonable, and appropriate.
3. The proposed budget demonstrates sufficient funds to support a local evaluation – both staffing and other resources needed such as software, stipends for focus groups, childcare, survey rewards, etc.
4. The proposed budget and budget justification are free of errors (e.g., mathematical, project activities not reflected in budget, etc.).
5. The application demonstrates how the funds requested are necessary and essential to accomplish the program goals as described in *Section I. Program Description.*
6. The budget delineates fair compensation for all project partners.

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

ACF may refuse funding for projects with what it regards as unreasonably high start-up costs for facilities or equipment, or for projects with unreasonably high operating costs.

ACF reserves the right to consider preferences to fund organizations serving emerging, unserved, or under-served populations, including those populations located in pockets of poverty. ACF will also consider the geographic distribution of federal funds in its award decisions.

Federal Awarding Agency Review of Risk Posed by Applicants

As required by 2 CFR Part 200, the Uniform Guidance, effective January 1, 2016, 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 (currently $250,000) 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 2 CFR § 200.205 Federal Awarding Agency Review of Risk Posed by Applicants (http://www.ecfr.gov/ cgi-bin/text-idx?node=se2.1.200_1205&rgn=div8).

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 or may compete for funding during the next review cycle (if one occurs in the next fiscal year). Applications designated as "approved but unfunded" typically cannot be kept in an active status for more than 12 months. 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.

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

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. 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.

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.

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.

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

Kenya Fairley
Department of Health and Human Services
Administration on Children and Families
Family and Youth Services Bureau/Family Violence Prevention and Services Program
Switzer Building
330 C St SW
Washington, DC 20024
Phone: (202) 690-6898
Email: kenya.fairley@acf.hhs.gov

Office of Grants Management Contact

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

Washington, DC 20024
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/.

FYSB Websites

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

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

Religious Freedom Restoration Act (RFRA) (42 U.S.C. 2000bb et seq.)

If you are a faith-based organization and feel that your exercise of religion would be substantially burdened by compliance with any of the terms and conditions of this grant award you may contact the U.S. Department of Health and Human Services, Office for Civil Rights at https://www.hhs.gov/ocr/index.html or at OCRmail@hhs.gov or call toll-free: 1-800-368-1019,

TDD: 1-800-537-7697.

References

D'Agostino, L. (2014). The Associations among Maternal Resiliency, Perceptions of Touch, and Reports of Infant Touch. *The Pegasus Review: UCF Undergraduate Research Journal (URJ), 7(1),* Article 1. Available at: https://stars.library.ucf.edu/urj/vol7/iss1/1.

Department of Justice, Bureau of Justice and Statistics. (2006). Intimate Partner Violence in the United States, 1993-2004.

Dong, M., Anda, R.F., Felitti, V.J., Dube, S.R., Williamson, D.F., Thompson, T.J., et al. (2004). The interrelatedness of multiple forms of childhood abuse, neglect, and household dysfunction. *Child Abuse & Neglect, 28,* 771-784.

Edleson, J.L. (1999). The overlap between child maltreatment and woman battering. *Violence Against Women, 5*(2), 134-154.

Application Checklist

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

What to Submit	Where Found	When to Submit
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.*
Maintenance of Effort (MOE) Certification	Referenced in *Section IV.2. Forms, Assurances, and Certifications*. A sample of a standard MOE is available in the application instructions for this FOA at www.grants.gov.	Submission is due by the application due date listed in the *Overview* and in *Section IV.4. Submission Dates and Times.* If it is not submitted with the application package, it may also be submitted prior to the award of a grant.

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.
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.
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.
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.
Mandatory Grant Disclosure	Requirement, submission instructions, and mailing addresses are found in the "Mandatory Grant Disclosure" in *Section IV.2. Required*	If applicable, concurrent submission to the Administration for Children and Families and to the Office of the Inspector General is required.

	Forms, Assurances and Certifications.	
Certificate of Good Standing	See *Section IV.2. Required Forms, Assurances and Certifications* and *The Project Description, Legal Status of Applicant Entity*.	Submission is required with the application by the Application Due Date in the *Overview* and in *Section IV.4. Submission Dates and Times*.
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.*
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.*
Table of Contents	Referenced in *Section IV.2. The Project Description*.	Submit with the application by the due date found in the *Overview* and in *Section IV.4. Submission Dates and Times*.
Project Summary/Abstract	Referenced in *Section IV.2. The Project Description.* The Project Summary/Abstract 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 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*.
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.
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 section.	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times.*
SF-Project/Performance Site Location(s) (SF-P/PSL)	Referenced in *Section IV.2.Required Forms, Assurances, and Certifications.* This form is available in the 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.*