

Administration for Children and Families

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

Family Violence Prevention and Services Culturally Specific Domestic Violence and Sexual Assault Discretionary Grants

HHS-2023-ACF-ACYF-EV-0060

Application Due Date: 08/11/2023

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Funding Opportunity Title:
Family Violence Prevention and Services Culturally Specific Domestic Violence and Sexual Assault Discretionary Grants

Announcement Type:
Initial

Funding Opportunity Number:
HHS-2023-ACF-ACYF-EV-0060

Primary CFDA Number:
93.496

Due Date for Applications:
08/11/2023

Executive Summary

Notice:

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

This funding opportunity will award thirty cooperative agreements to implement culturally relevant sexual assault and domestic violence services for individuals and families impacted by domestic violence, sexual assault, dating violence, and family violence for a four (4) year project period. The intent of Family Violence Prevention and Services Act's (FVPSA) Culturally Specific Domestic Violence and Sexual Assault discretionary grant program is to build and sustain organizational capacity in delivering trauma-informed, developmentally sensitive, culturally relevant services for children, individuals, and families affected by sexual assault, domestic violence, and other traumas. This discretionary grant program will build upon the progress of culturally specific and community-based sexual assault and domestic violence programs in reducing the pervasive and harmful impact of violence and trauma by implementing culturally relevant, trauma-informed, and evidence-informed interventions for individuals and families who are from diverse, underserved, and historically marginalized communities.

Pre-Application Session:

FVPSA Program will conduct one (1) optional web-based Pre-Application Information Session. For more information, see *Section I: Program Description* of this Notice of Funding Opportunity.

I. Program Description

Statutory Authority
The statutory authority for this funding opportunity is FVPSA. 42 U.S. C § 10403 (d)(1).

Description

Description:

The Administration for Children and Families (ACF), Office of Family Violence Prevention Services (OFVPS) recognizes that the children and families across our programs are exposed to multiple forms of violence. ACF is committed to strengthening and expanding its existing efforts to promote social and emotional well-being of children, youth, and families and to facilitate healing and recovery by addressing risk factors and building the skills, capacities, and mechanisms for promoting safety, community connection, healthy relationships, and emotional healing.

The Administration for Children, Youth, and Families(ACYF) OFVPS, seeks to explore and implement strategies that can be used to build the capacity of community-based organizations serving families that are experiencing the effects of multiple forms of violence, including family violence, domestic violence, sexual assault, and other lifetime traumas.

Research findings indicate that domestic violence and sexual assault disproportionately impacts members of racial and ethnic minority groups including African Americans, Asian Americans/Pacific Islanders, and Latinos/Latinas. This increased risk of domestic violence and sexual assault can be attributed to the marginalized status of these groups stemming from long-standing racial and gender discrimination.

An estimated 21.2 percent of non-Hispanic Black women and 13.6 percent of Hispanic women reported being raped during their lifetimes. Non-Hispanic Black women and Hispanic women also experienced sexual violence other than rape during their lifetimes, with an estimated 38.2 percent and 35.6 percent, respectively, reporting such occurrences. In addition, an estimated 31.9 percent of Asian or Pacific Islander women experienced sexual violence other than rape during their lifetimes (*source: Centers for Disease Control and Prevention Morbidity and Mortality Weekly Report Surveillance Summaries / Vol. 63 / No. 8 September 5, 2014. Prevalence and Characteristics of Sexual Violence, Stalking, and Intimate Partner Violence Victimization — National Intimate Partner and Sexual Violence Survey, United States, 2011*).

Domestic violence victimization also occurs at significant rates among African Americans, Asian Americans/Pacific Islanders, and Latinos/Latinas. Approximately 41 percent of Black women have experienced physical violence by an intimate partner during their lifetime (*source: Ujima: National Institute on Violence Against Women in the Black Community website fact sheet*). An estimated 1 in 3 Latinas (34.4 percent) will experience Intimate Partner Violence (IPV) during her lifetime and 1 in 12 (8.6 percent) reported experiencing IPV in the previous 12 months (*source:Esperanza United website fact sheet*). Among Asian American women, 16–55 percent report experiencing intimate physical and/or sexual violence during their lifetime (*source: Asian Pacific Institute on Gender-Based Violence website fact sheet*). These data suggest that interventions that address domestic violence and sexual assault by employing a culturally competent approach are likely to be more effective.

Research has shown that the impact of experiencing multiple forms of trauma and abuse throughout one's lifetime is significantly higher among multiracial, African American, Hispanic/Latina, and Native American women. In 2010, researchers Green, Meet, & Shara studied the prevalence of lifetime trauma and Post Traumatic Stress Disorder (PTSD) in Latina

immigrants and found that 75 percent of the women in this study had experienced one or more traumatic events [1]. Research also shows that lifetime experience of any trauma ranges from 62.4 percent for male southwest tribe members to 69.8 percent for female northern plains tribe members. [2] Culturally specific and linguistically appropriate trauma-informed domestic violence services can have both short-term and long-term wellness outcomes for individuals and families impacted by promoting safety, connections to community resources, healthy relationships, and emotional healing.

Unaddressed trauma, including trauma caused by family violence, domestic violence, dating violence and sexual assault impacts families' social and emotional well-being, often seriously affecting their physical, mental, and behavioral health. Research demonstrates that abuse, violence, and discrimination across the lifespan play a significant role in developing mental health and substance abuse conditions among families in this country and throughout the world. Experiencing trauma can also affect survivor's ability to access resources and services (e.g., through avoidance of trauma triggers or a reluctance to reach out when trust has not been established). Services must be sensitive to the fact that abusive partners may be exercising ongoing control over their partners' ability to utilize resources by directly preventing access or through the threat of retaliatory violence. Understanding how these issues intersect in adults and children exposed to sexual assault, and family, dating, and domestic violence is essential to creating services and systems that address healing, emotional well-being, and safety needs. It is critical to reduce the pervasive and harmful impact of violence and trauma by building the capacity of domestic violence programs, state domestic violence coalitions, tribes, tribal organizations, community-based organizations, and statewide entities to offer trauma-informed, culturally relevant, linguistically appropriate, and accessible services to victims of domestic violence, dating violence, family violence, sexual assault victims, and their children from diverse and historically marginalized communities. This funding opportunity supports the development and implementation of trauma-informed focused policies, protocols, and programs that will address the safety and support needs of adults and youth victims of domestic violence, sexual assault, dating violence, and family violence.

Through this NOFO, the FVPSA Program will fund grant recipients to implement culturally specific, trauma-informed, and evidence-informed domestic violence, and sexual assault services. Grant recipients are expected to identify specific trauma-informed and evidence-informed interventions that will be implemented and will be locally evaluated to document their effectiveness in supporting individuals and families impacted by sexual assault, and dating, domestic and family violence. It is expected that the research and implementation results of this grant program will contribute to the domestic violence and sexual assault fields evidence-based effective practices.

Evidence-informed practices bring together the best available research, professional expertise, and input from youth and families to identify and deliver services that promise positive outcomes for youth, families, and communities. These evidence-informed interventions differ from evidence-based practices that replicate practices that have been evaluated using rigorous evaluation design such as random controlled or high-quality quasi-experimental trials and that have demonstrated positive impacts for youth, families, and communities. The FVPSA Program will disseminate our grant recipients' research findings, protocols, and effective approaches to

experts and service providers within the domestic violence, sexual assault, dating violence, and family violence fields.

Services Target Audience: Grant recipients are expected to use their expertise to provide culturally specific sexual assault and domestic violence services as they relate to the ethnic, racial, cultural, and lingual diversity of survivors from underserved and historically marginalized communities. Grant recipients must define, describe, and justify their proposed target population(s). Examples of characteristics of appropriate target populations under this funding opportunity announcement are limited to adults, children, adolescents, and teens who are from diverse and historically marginalized communities and impacted by sexual assault and domestic violence.

Definitions:

- **Evidence-Based:** Pursuant to 5 U.S.C 601 (c) (ii), "use evidence-based practices in policymaking, including identifying existing solutions, scaling up practices that are working, and designing solutions with regular input of the individuals and communities to be served."
- **Culturally Specific Services**: Pursuant to 34 U.S.C. § 12291(a)(7), "culturally specific services" means community-based services that include culturally relevant and linguistically specific services and resources to culturally specific communities. Pursuant to 34 U.S.C. § 12291(a)(6), "culturally specific" means primarily directed toward racial and ethnic minority groups (as defined in 42 U.S.C. § 300u-6(g)) (which means American Indians (including Alaska Natives, Eskimos, and Aleuts); Asian American; Native Hawaiians and other Pacific Islanders; Blacks; and Hispanics). The term ''Hispanic'' or ''Latino'' means individuals whose origin is Mexican, Puerto Rican, Cuban, Central or South American, or any other Spanish speaking country. This underserved populations definition also includes other population categories determined by the Secretary [of Health and Human Services] or the Secretary's designee to be underserved.
- **Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship (42 U.S.C. § 13925(a))
- **Domestic Violence:** Felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws or jurisdiction receiving grant monies; or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction (42 U.S.C. § 13925(a))
- **Family Violence:** Any act or threatened act of violence, including any forceful detention of an individual, which: (a) results in or threatens to result in physical injury, and (b) is committed by a person against another individual (including an elderly person) to whom

such person is, or was, related by blood or marriage, or otherwise legally related, or with whom such person is, or was, lawfully residing (42 U.S.C. § 10402)

- **Sexual Assault** – For the purposes of this announcement 'sexual assault' means any nonconsensual sexual act proscribed by federal, tribal, or state law, including when the victim lacks capacity to consent.
- **Supportive Services** – For the purposes of this announcement, "supportive services" is defined as services for adult and youth victims of family violence, domestic violence, dating violence, and sexual assault and their dependents that are designed to meet the needs of such victims and their dependents for short-term, transitional, or long-term safety and recovery. Supportive services include, but are not limited to, the following: direct and/or provide referral-based advocacy on behalf of victims and their dependents, counseling, case management, employment services, referrals, transportation services, legal advocacy or assistance, child care services, health, behavioral health and preventive health services, culturally and linguistically appropriate services, and other services that assist victims and their dependents in recovering from the effects of the violence (45 CFR § 1370.2).
- **Underserved**: For purposes of this announcement, "underserved population," "underserved communities" or "people who have been historically underserved" should be read to be consistent with FVPSA statutory and regulatory definitions (at 42 U.S.C. § 10402 (14) and 45 CFR § 1370.2). For reference, the definition at 45 CFR § 1370.2 is given here: "Underserved populations means populations who face barriers in accessing and using victim services, and includes populations underserved because of geographic location, religion, sexual orientation, gender identity, underserved racial and ethnic populations, and populations underserved because of special needs including language barriers, disabilities, immigration status, and age. Individuals with criminal histories due to victimization and individuals with substance use disorders and mental health issues are also included in this definition. The reference to racial and ethnic populations is primarily directed toward racial and ethnic minority groups (as defined in section 1707(g) of the Public Health Service Act (42 U.S.C. 300(u–6) (g)), which means American Indians (including Alaska Natives, Eskimos, and Aleuts); Asian American; Native Hawaiians and other Pacific Islanders; Blacks and Hispanics. The term ''Hispanic'' or ''Latino'' means individuals whose origin is Mexican, Puerto Rican, Cuban, Central or South American, or any other Spanish speaking country. This underserved populations' definition also includes other population categories determined by the Secretary [of Health and Human Services] or the Secretary's designee to be underserved."

Purpose/Goals:

1. Supporting innovative, culturally specific, community-based, non-residential services that enhance intervention and prevention for all survivors of sexual assault, domestic violence, dating violence, and family violence from racial and ethnic specific populations;
2. Strengthening the capacity and furthering the leadership development of racial and ethnic organizations to address sexual violence and domestic violence in their communities;
3. Promoting strategic partnership development and collaboration, including with health systems, early childhood programs, economic support programs, schools, child welfare,

workforce development, domestic violence, dating violence, and family violence programs, other community-based programs, community-based organizations serving individuals with disabilities, faith-based programs, and youth programs, in order to further a public health response to supporting survivors of sexual violence, domestic violence, dating violence, and family violence from racial and ethnic specific underserved populations;

4. Increase access to and implementation of culturally specific, trauma-informed, and evidence-informed interventions for children, individuals, and families impacted by sexual assault and domestic violence who are from racial and ethnic specific populations, underserved, and historically marginalized communities;
5. Enhance culturally specific, trauma-informed, and evidenced-informed programming to reduce traumatic stress reactions for survivors of sexual assault and domestic violence and their children who are from racial and ethnic specific populations, underserved, and historically marginalized communities.
6. Identify factors and strategies associated with successful implementation and sustainment of culturally specific and trauma-informed programming.
7. Implement interventions, policies, practices, and collaborative models to improve services for individuals, children, and families who have experienced trauma and are exhibiting trauma symptoms while accessing sexual assault programs, domestic violence programs; Lesbian, Gay, Bisexual, Transgender, and Questioning, Two-Spirited (LGBTQ2S) programs, and culturally specific community-based programs.
8. Evaluate how well the organization's approaches work of trauma-informed and evidence-informed interventions for survivors of sexual assault and domestic violence and their children who are from racial and ethnic specific populations, underserved, and historically marginalized communities thus contributing to the evidence base for culturally relevant services; and
9. Disseminate research findings, protocols, and approaches to experts and service providers providing sexual assault, domestic violence, dating violence, and family violence services.

Phases of the Grant

Grant recipients will complete an initial assessment and planning phase (Phase I) and describe preliminary plans for the implementation of trauma-informed-focused, culturally relevant programming and organizational capacity building (Phase II). Assessment and planning activities in Phase I must inform decision-making about the populations targeted, assessment tools that will be adopted, and the strategies and activities that will be necessary to successfully implement the chosen programming in Phase II.

In Phase 1, grant recipients will:

1. Identify the racial and ethnic specific populations and, underserved, and historically marginalized communities that will be served, the needs to be addressed within the community, and the culturally relevant/linguistically appropriate programmatic services that will address those needs.
2. Identify the culturally relevant intervention, assessment tool, and programming that will be used to address the impact of domestic violence, dating violence, sexual assault, and

trauma for adults and children that will receive services. Identify and discuss the evidence that shows that the interventions, assessment tools, or programming selected are effective for both the population of focus and for the proposed program. Describe the applicant's experience in using these various interventions and programs.

3. Establish outreach, awareness, and engagement plans in order to meaningfully engage and serve domestic violence and sexual assault survivors from racial and ethnic-specific populations. All FVPSA grant recipients are expected to ensure that products and activities are appropriately survivor-centered by regularly incorporating input and feedback from people with lived experience as survivors of domestic violence, dating violence, or sexual assault and their children into grant activities at multiple points in the development process.
4. Establish collaborative partnerships necessary with sexual assault programs, domestic violence programs, health care providers, behavioral health care providers, researchers, LGBTQ2S organizations, and other culturally specific organizations in order to guide and support successful implementation.
5. Ensure the appropriateness of the selected culturally relevant, trauma-focused screening, assessment, and programming for targeted children, youth, adults, and their families.
6. Ensure the fit of the trauma-focused screening/assessment and programming for the existing culturally specific community into which they will be introduced.
7. Identify the existing culturally relevant programming that will be expanded with trauma-focused screening/assessment and programming.
8. Assess the capacity and readiness of your organization and its service/referral partners for the implementation of culturally relevant, trauma-focused screening/assessment and programming.
9. Identify a research partner to begin planning for the evaluation of the trauma-informed, culturally relevant interventions and discuss the population(s) for which the practice(s) have been shown to be effective and show that they are appropriate for your population(s) of focus.
10. Grant Recipients must submit a logic model for designing and managing their project as a deliverable in Phase I. A logic model is a one-page diagram that presents the conceptual framework for a proposed project and explains the links among program elements. See *Section IV.2.* Project Timeline and Milestones for more detailed information on Logic Models.
11. Develop and finalize sound plans for Phase II, including plans to: a) prepare an awareness, outreach, and engagement plan for serving domestic violence, dating violence, and sexual assault survivors from racial and ethnic specific communities; b) prepare the community-based organization and service/referral partners for implementation; c) adopt and scale up selected trauma-focused screening/assessment and programming; d) evaluate the processes and outcomes of installation and implementation; e) sustain the delivery of the culturally specific domestic violence and sexual assault programming using resources from available funding streams; f) train community partners on culturally relevant, trauma-informed screening/assessment; and g) disseminate lessons and findings to the field over the course of the project.

In Phase 2, grant recipients will:

1. Formalize the services and partnership structure for the project, including the lead agency, the roles of key partners, and the proposed contents of formal agreements across agencies and service providers.
2. Implement comprehensive evidence-informed/trauma-informed culturally specific domestic violence and sexual assault services.
    1. Provide culturally specific services for survivors of domestic violence, dating violence, and sexual assault. Pursuant to 34 U.S.C. § 12291(a)(7), "culturally specific services" means community-based services that include culturally relevant and linguistically specific services and resources to culturally specific communities. Pursuant to 34 U.S.C. § 12291(a)(6), "culturally specific" means primarily directed toward racial and ethnic minority groups (as defined in 42 U.S.C. § 300u-6(g)) (which means American Indians (including Alaska Natives, Eskimos, and Aleuts); Asian American; Native Hawaiians and other Pacific Islanders; Blacks; and Hispanics). The term ''Hispanic'' or ''Latino'' means individuals whose origin is Mexican, Puerto Rican, Cuban, Central or South American, or any other Spanish-speaking country. This underserved populations definition also includes other population categories determined by the Secretary [of Health and Human Services] or the Secretary's designee to be underserved.
    2. Provide in-person, virtual services, temporary housing options, and supportive services to survivors of sexual assault and domestic violence from racial and ethnic specific minority groups and underserved communities, including paying for the operating, staffing, and administrative expenses of the facilities.
    3. Provide services, training, technical assistance, and outreach to increase access to culturally specific sexual assault and domestic violence services.
    4. Provide advocacy, case management services, and information and referral services concerning issues related to culturally specific sexual assault and domestic violence services, including—
        1. Assistance in accessing related federal and state financial assistance programs.
        2. Legal advocacy to assist survivors and their dependents.
        3. Medical advocacy, to include provision of referrals for appropriate health care services (including mental health, alcohol, and drug abuse treatment), but not to include reimbursement for any health care services.
        4. Assistance locating and securing safe and affordable permanent housing and homelessness prevention services.
        5. Provide transportation, childcare, respite care, job training and employment services, financial literacy services and education, financial planning, and related economic empowerment services.
        6. Provide parenting and other educational services for victims and their dependents.
    5. Provide direct crisis intervention services, including counseling, mobile advocacy, telehealth, peer support, and in-person assistance. Mobile advocacy allows for advocates to work within the community to support domestic violence and sexual assault survivors wherever it is safe and convenient for the survivor.

6. Provide prevention services, including outreach to racial and ethnic-specific communities and underserved populations to increase access to culturally specific sexual assault and domestic violence services.
7. Strengthen partnerships with local and state public health authorities, local/state health departments, emergency services managers, health care providers, culturally specific community-based organizations, tribes, urban Indian organizations, LGBTQ2S organizations, domestic violence programs, and rape crisis centers/sexual assault programs to improve services and supports for survivors and their children.

3. Convene community-based activists, sexual assault service providers, domestic violence service providers, domestic violence survivors, practitioners, and researchers to support coordinated outreach efforts to racial/ethnic-specific populations, underserved populations, and historically marginalized communities and to discuss best practices for implementation services that address the dynamics of sexual assault, domestic violence, culture, victimization, trauma, oppression, and healing.
4. Develop a community engagement, education, and outreach strategy to involve racial/ethnic-specific populations and underserved communities in the creation and implementation of services relevant to the ethnic, racial, cultural, and linguistic diversity of survivors and their children. All FVPSA grant recipients are expected to implement evidence-based, evidence-informed, and or promising strategies that regularly engage input and feedback from people with lived experience that are survivors of family violence, domestic violence, dating violence, and sexual assault and their children into their needs assessments. FVPSA grant recipients will ensure that these activities are meaningful, trauma-informed and grounded in the lived experiences of survivors and their children. The grant recipient will encourage survivor voice(s) and lead in partnership with survivors in program selection, program design, program improvement, and/or other recommendations.
5. Evaluate the trauma-informed, culturally relevant interventions and discuss the population(s) for which the practice(s) are effective and show that they are appropriate for your population(s) of focus.
6. Implement activities necessary to ensure that the organization's practices are more *trauma-informed*, including, at a minimum, plans to ensure standards of trauma awareness and competence for staff and supervisors, and plans for systematic screening and referral processes to identify families who should be referred for further clinical assessment and trauma-focused programming.
7. Offer training and technical assistance to staff, community partners, sexual assault programs, domestic violence programs, and other community-based organizations with regards to culturally relevant, trauma-informed services, supports, and programming.
8. Plan for information dissemination, including fostering and strengthening communication and coordination activities with sexual assault service providers, domestic violence services, culturally relevant community-based organizations, and organizations serving underserved populations.

Grant Recipient Expectations

Culturally specific, community-based organizations provide critical leadership on supporting underserved communities regarding the dynamics of sexual assault, domestic violence, culture,

victimization, oppression, trauma, and healing. The FVPSA Program is committed to supporting the capacity building of community-based, culturally specific service providers responding to sexual assault and domestic violence survivors and their children, which includes supporting the implementation of culturally relevant, trauma-informed interventions, programming, and training.

Grant recipients may be at different stages of readiness for implementation and have different levels of familiarity with efforts to establish trauma-informed service systems. While some grant recipients may be attempting to further spread the availability of trauma-focused programming that already has been implemented in the community, others may be initiating campaigns to make trauma-focused programming accessible to its target population for the first time. Each grant recipient will be given the flexibility to proceed with assessment, planning, installation, and implementation activities at a pace that is appropriate based on its needs, objectives, and readiness.

Grant recipients' plans are expected to describe the organization's current coordination efforts with sexual assault and domestic violence service providers and culturally specific organizations, including details of past collaborations and plans for coordination of trauma-informed services for the culturally specific population that will be the focus of the applicant’s programming. All grant recipients must demonstrate extensive expertise in analyzing the dynamics of sexual assault, domestic violence, culture, victimization, oppression, and healing, as well as a history of engaging underserved and historically marginalized communities in addressing these issues. Applicants are also expected to increase awareness and promote dialogue between the sexual assault, domestic violence, mental health, and culturally specific service providers regarding the intersections of domestic violence, sexual assault, trauma, and culture. Finally, applicants are expected to implement programming that promotes safety, community connections, healthy relationships, and emotional healing.

1. Kaltman, S, Green, B, Mete, M, Shara, N (2010). Trauma, depression, and co-morbid PTSD/depression in a community sample of Latina immigrants. *Psychological Trauma: Theory, Research, Practice, and Policy, 2*(1), 31-39.
2. Manson, S, Beals, J, Klein, S, Croy, C, AI-SUPERPFP (2005). Social epidemiology of trauma among 2 American Indian reservation populations. *American Journal of Public Health*, *95*(5), 851-859.

All grant recipients are expected to ensure that the grant implementation approach, workplans, and deliverables are consistent with a comprehensive approach to advancing equity for all, including people of color and others who have been historically underserved, marginalized, and adversely affected by persistent poverty and inequality. The recipient will provide a comprehensive community equity plan (or other similar documentation within the application) that demonstrates the processes and policies the recipient has in place to ensure the proactive identification of systemic barriers to opportunities and benefits for people of color and other underserved populations and strategic incorporation of activities to redress such barriers in

ongoing workplans. This plan (or other similar documentation within the application) will also address policies and practices that are in place to ensure that the grant staffing plan supports the capacity to address those disparities in an ongoing, strategic, and culturally responsive manner, especially for underserved populations with documented history of long-standing significant disparities related to the topic of the grant. Ensure that the grant approach, workplans, and deliverables are consistent with prohibitions on discrimination based on gender identity or sexual orientation and proactively support access and redress barriers for LGBTQ2S survivors and their children. Also ensure that technical assistance and training is conducted in alignment with FVPSA regulations at 45 CFR part 1370.5(a) and (c) requiring that no person shall be based on actual or perceived gender identity or sexual orientation be excluded from participation in, be denied the benefits of, or be subject to discrimination under, any program or activity funded in whole or in part through FVPSA.

Upon receiving funding, recipients are required to develop a disparity impact statement using local data and input to identify populations at highest risk for health, social, economic, or other disparities, such as low health literacy. The disparity impact statement will identify social, policy, historical, and other context associated with root causes and drivers of disparities. It will also provide the framework and plan for ongoing action and accountability, such as program improvement, incorporation of the National Standards for Culturally and Linguistically Appropriate Services in Health and Health Care, monitoring and assessment of the impact of the project on the program's equity goals.

Below are available HHS resources:
OMH.gov: Guidance for Preparing a Disparity Impact Statement
CMS.gov: Quality Improvement & Interventions: Disparity Impact Statement
SAMHSA.gov: Disparity Impact Statement

Pre-Application Information Session:

The Office of Family Violence Prevention and Services will conduct a *pre-application information session* on **June 21, 2023 from 3:00 – 4:00 PM, [*EDT*]**. The link to join the Zoom meeting is [*https://acf-hhs-gov.zoomgov.com/webinar/register/WN_h6DctgwJQIy5lIJ0Gc76mw*], and the pass code is [*284454*]. The goals of the session are to provide the audience with any clarification or questions related to the information provided in this Notice of Funding Opportunity. Joining and participating is voluntary. Participants joining virtually may remain anonymous. Opting not to participate in the session will not affect eligibility, application scoring, or the award selection process. Applicants unable to attend can access the recording and transcript on the www.acf.hhs.gov/ofvps website after the session has concluded. In the event of a discrepancy between the presentation and/or materials and the NOFO, the NOFO takes precedence.

II. Federal Award Information

Funding Instrument Type:
CA (Cooperative Agreement)

Estimated Total Funding:
$7,500,000

Expected Number of Awards:
30

Award Ceiling:
$250,000
Per Budget Period

Award Floor:
$200,000
Per Budget Period

Average Projected Award Amount:
$200,000
Per Budget Period

Anticipated Project Start Date:
09/30/2023

Length of Project Periods:
48-month project period with four 12-month budget periods

Additional Information on Project Periods and Explanation of 'Other'
Awards will be made for the first one (1) year budget period of the four-year project period. Applicants should provide a budget for the first one (1) year budget period, but must include a plan for the entire four-year project period.

Additional Information on Awards:
Awards made under this funding opportunity are subject to the availability of federal funds.

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

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

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 (e.g., compliance with terms and conditions of the award) of the grant recipient, review and approval of the project plan submitted in year 1, 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 Award

All awards will be cooperative agreements. A cooperative agreement is an award instrument used when substantial involvement is anticipated between the awarding office and the recipient during performance of the contemplated project. OFVPS of the ACF will collaborate with the primary grant recipient throughout the project period.

OFVPS will provide consultation and will review and approve the work plan for the project, including Phase I and Phase II project plans, as well as the structure, integrity, and appropriateness of the trauma-informed services that will be provided.

OFVPS will also approve any revisions to the work plan or structure of the trauma-informed services during each budget period. Additionally, OFVPS will approve significant project activities and changes to project plans.

OFVPS will review and approve final drafts of all Phase I and Phase II implementation plans as well as any updated or new materials, articles, major publications, and research reports that are developed or distributed with resources made available under this cooperative agreement.

OFVPS will be involved in the development of long-term strategies for the implementation of the project and will participate in major project activities, such as conferences, topical meetings, or major project meetings. Grant recipients will plan topical meetings or major project meetings in conjunction with OFVPS to ensure participation of OFVPS staff. Grant recipients will provide a detailed plan for project implementation, including Phase I and Phase II implementation plans, a work plan, trainings/events schedule, evaluation schedule, and a plan for reporting on the effectiveness of the project.

OFVPS will organize periodic consultations, meetings, briefings, teleconferences, webinars, and other forums necessary to review current and planned activities, to share information, and to promote trauma-informed, culturally relevant services. Grant recipients must plan travel expenses and budget for at least one representative from your organization to participate in at least one OFVPS-sponsored meeting each budget period. OFVPS will keep grant recipients informed about expectations for performance, current OFVPS policy, and OFVPS's vision for addressing dating violence, domestic violence, sexual assault, and family violence. The respective responsibilities of OFVPS and the awarded applicants will be identified and incorporated into the terms and conditions of the award during the pre-award negotiations. It is anticipated that the cooperative agreement will not change the project requirements for the grant recipient under this announcement.

III. Eligibility Information

III.1. Eligible Applicants

To be eligible to receive a grant to lead a program focused on Culturally Specific Domestic Violence and Sexual Assault Services, an entity shall—

(1) be a private nonprofit, or faith-based and charitable organization, nongovernmental organization that is— (A) a community-based organization whose primary purpose is providing culturally specific services to victims of domestic violence and dating violence from racial and ethnic minority populations; or ‘‘(B) a community-based organization whose primary purpose is providing culturally specific services to individuals from racial and ethnic minority populations that can partner with an organization having demonstrated expertise in serving victims of domestic violence and dating violence; or (C) institution of higher education (private, public, or state controlled); or (D) a tribal government or tribal organization, with a demonstrated record of serving victims of domestic violence, dating violence or sexual assault, and their children, from historically marginalized or underserved communities; and (2) have a board of directors and staffing that is reflective of the targeted minority group.

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

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

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

III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement:
No
For all federal awards, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part of the recipient’s cost sharing or matching when such contributions meet all criteria listed in 45 CFR § 75.306.

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

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

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

III.3. Other

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

Award Ceiling Disqualification

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

Required Electronic Application Submission

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

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

Missing the Application Deadline (Late Applications)

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

funding opportunity.

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

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

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

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

IV. Application and Submission Information

IV.1. Address to Request Application Package

Deleon
Barnett-Smalls
ACYF
OFVPS
FVPSA
330 C Street, SW
Washington
DC
20201
240-260-0397
deleon.barnett-smalls@acf.hhs.gov

Application Packages

Electronic Application Submission:

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

Applications in Paper Format:
For applicants that have received an exemption to submit applications in paper format, Standard Forms (SFs), assurances, and certifications are available in the "Select Grant Opportunity Package" available in the NOFO's Grants.gov Synopsis under the Package tab at Grants.gov. See

Section IV.2. Request an Exemption from Required Electronic Application Submission if applicants do not have an Internet connection or sufficient computing capacity to upload large documents (files) to Grants.gov.

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

IV.2. Content and Form of Application Submission

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

FOR ALL APPLICATIONS:

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

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

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

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

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

rate of exchange.

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

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

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

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

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

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

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

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

Copies Required
Applicants must submit one complete copy of the application package electronically. Applicants

submitting electronic applications need not provide additional copies of their application package.

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

Signatures
Applicants submitting electronic applications must follow the registration and application submission instructions provided at Grants.gov.
The original of a paper format application must include original signatures of the authorized representatives.

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

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

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

PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:

1. The Project Description file (File One) is limited to **50** pages and must include the following:
2. Table of Contents
3. Project Summary/Abstract (one page)
4. Objectives and Need for Assistance
5. Approach
6. Evaluation Plan
7. Organizational Capacity and Profiles
8. Budget and Budget Justification

The Appendices file (File Two) is limited to **50** pages and must include the following:

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

6. Proof of Legal Status
7. Indirect Cost Rate Letter (as applicable)

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

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

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

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

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

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

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

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

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

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

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

Naming Application Submission Files
Carefully observe the file naming conventions required by Grants.gov. Limit file names to 50 characters (characters and spaces). Please also see https://www.grants.gov/web/grants/applicants/submitting-utf-8-special-characters.html.

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

ACF supports the following file formats:

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

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

FORMATTING FOR PAPER APPLICATION SUBMISSIONS:
The following requirements are only applicable to applications submitted in paper format. Applicants must receive an exemption from ACF in order for a paper format application to be accepted for review. For more information on the exemption, see "*ACF Policy for Requesting an Exemption from Required Electronic Application Submission*'" *at*

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

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

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

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

Addresses for Submission of Paper Applications
See *Section IV.7. Other Submission Requirements* for addresses for paper format application submissions.

Required Forms, Assurances, and Certifications

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

Forms/Assurances/Certifications	Submission Requirement	Notes/Description
SF-424 - Application for Federal Assistance	Submission is required for all applicants by the application due date.	Required for all applications.
Unique Entity Identifier (UEI) and System for Award Management (SAM) registration.	Required of all applicants. Applicants must have a UEI and maintain an active SAM registration throughout the application and project award period.	See *Section IV.3. Unique Entity Identifier (UEI) and System for Award Management (SAM)* for more information.

Forms/Assurances/Certifications	Submission Requirement	Notes/Description
	Obtain a UEI and SAM registration at: http://www.sam.gov .	
SF-424 Key Contact Form	Submission is required for all applicants by the application due date.	Required for all applications.
Certification Regarding Lobbying (Grants.gov Lobbying Form)	Submission required of all applicants with the application package. If it is not submitted with the application package, it must be submitted prior to the award of a grant.	Submission of the certification is required for all applicants.
SF-424A - Budget Information - Non- Construction Programs and SF-424B - Assurances - Non-Construction Programs	Submission is required for all applicants when applying for a non-construction project. SFs must be used. Forms must be submitted by the application due date. By signing and submitting the SF-424B, applicants are making the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination.	Required for all applications when applying for a non-construction project.

Forms/Assurances/Certifications	Submission Requirement	Notes/Description
SF-Project/Performance Site Location(s) (SF-P/PSL)	Submission is required for all applicants by the application due date.	Required for all applications. In the SF-P/PSL, applicants must cite their primary location and up to 29 additional performance sites.
SF-LLL - Disclosure of Lobbying Activities	If submission of this form is applicable, it is due at the time of application. If it is not available at the time of application, it may also be submitted prior to the award of a grant.	If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

Additional Required Assurances and Certifications

Mandatory Grant Disclosure

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

Disclosures must be sent in writing to:

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

And to:

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

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

Email: grantdisclosures@oig.hhs.gov

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

The Project Description

The Project Description Overview

General Expectations and Instructions
The Project Description provides the information by which an application is evaluated and ranked in competition with other applications for financial assistance. It must address all activities for which federal funds are being requested and all application requirements as stated in this section. The Project Description must explain how the project will meet the purpose of the NOFO, as described in *Section I. Program Description*. As a reminder, reviewers will be evaluating this section in accordance with *Section V.1. Criteria*.

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

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

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

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

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

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

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

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

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

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

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

Non-Profit Organizations

Proof of Non-Profit Status Options:

Option 1: 501(c)(3) and non-501(c)(3) non-profit organizations are eligible
Non-profit organizations applying for funding are required to submit proof of their non-profit status. Proof of non-profit status is any one of the following:

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

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

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

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

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

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

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

Cite factors that might accelerate or decelerate the work and state your reason for taking the proposed approach rather than other approaches. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

Provide quantitative monthly or quarterly projections of the outcomes to be achieved for each function or activity in such terms as the number of people to be served and the number of activities to be 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.

Provide a list of organizations, cooperating entities, consultants, or other key individuals who will work on the project, along with a short description of the nature of their effort or contribution.

APPROACH ACTIVITIES

Applicants must clearly and concisely describe its plans for completing an initial assessment and planning phase (Phase I) and describe its preliminary plans and rationale for the implementation and evaluation of trauma-focused, culturally relevant programming and organizational capacity building (Phase II). All applications are required to include assessment and planning activities in Phase I that will inform decision-making about the populations targeted, assessment tools that will be adopted, and the strategies and activities that will be necessary to successfully implement

the chosen programming in Phase II.

In Phase II of the proposal, all applications must detail a plan for addressing the required project activities within services implementation, programming enhancement, training/capacity building, and research/evaluation sections of this announcement, as detailed below. All applicants must clearly indicate that this is an application for culturally relevant, trauma-informed services and state which culturally specific population will be the focus of the applicant's programming. All applicants are to describe their confidentiality measures within their applications, which should include established policies, procedures, and protocols to ensure the non-disclosure of confidential, private, or personally identifiable information concerning victims of family violence, dating violence, sexual assault, and domestic violence without informed, written, reasonably time-limited consent by the person about whom the information is sought.

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

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

- Organizational charts.
- Resumes.
- Curricula Vitae (CV).
- Biographical Sketches (short narrative description).
- College transcripts for graduate student research fellows.
- Financial statements adhering to Generally Accepted Accounting Principles (GAAP), if available, submit statements for up to the two most recently completed fiscal years (this requirement does not apply to start-up organizations).

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

These regulations set forth the following standards for effective oversight:

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

- Remedies for Noncompliance

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

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

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

Funded Activities Evaluation Plan
Applicants must describe the plan for rigorous evaluation of funded activities. The evaluation must assess activities and progress towards the goals and objectives of the project, and whether the project is having the expected effects and impacts. The evaluation plan must specify expected outcomes and any research questions, as well as how the results of this evaluation will provide greater understanding and improvement of the funded activities. The plan must include a valid and reliable measurement plan, detailed timeline, and sound methodological design.

Details regarding the proposed data collection activities, the participants, data management, data integrity, and analyses plans must be described. Applicants must describe any potential obstacles foreseen in implementing the evaluation and how those obstacles will be addressed.

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

- Inputs (e.g., additional resources, organizational profile, collaborative partner(s), key staff, budget);
- Target population (e.g., the individuals to be served, identified needs);

- Activities, Mechanisms, Processes (e.g., evidence-based practices, best practices, approach, key intervention and evaluation components, continuous quality improvement efforts);
- Outputs (i.e., the immediate and direct results of program activities);
- Outcomes (i.e., the expected short and long-term results the project is designed to achieve, typically described as changes in people or systems), and
- Goals of the project (e.g., overarching objectives, reasons for proposing the project).

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

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

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

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

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

Third-Party Agreements

Third-party agreements include Memoranda of Understanding (MOU) and Letters of Commitment. Letters of Commitment and MOUs must both clearly describe the roles and responsibilities for project activities and the support and/or resources that the third-party (i.e., subrecipient, contractor, or other cooperating entity) is committing. The Letters of Commitment and MOUs must be signed by the person in the third-party organization with the authority to

make such commitments on behalf of their organization. General letters of support are **not** considered to be third-party agreements.

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

The Project Budget and Budget Justification

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

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

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

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

Grant recipients must plan and budget travel expenses for at least one representative from your organization to participate in at least one OFVPS-sponsored meeting each budget period.

General

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

Personnel

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

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

Fringe Benefits

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

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

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

Travel

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

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

Equipment

Description: "Equipment" means an article of nonexpendable, tangible personal property (including information technology systems) having a useful life of more than one year and a per unit acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) $5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation, shall be included in, or excluded from, acquisition cost in accordance with the organization's regular written accounting practices.) See 45 CFR §75.439 for more information.

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

Supplies

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

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

Contractual

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

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

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

Other

Description: Enter the total of all other costs. Such costs, where applicable and appropriate, may include, but are not limited to: consultant costs, local travel, insurance, food (when allowable), medical and dental costs (non-personnel), professional service costs (including audit charges), space and equipment rentals, printing and publications, computer use, training costs (such as tuition and stipends), staff development costs, and administrative costs. Please note costs must be allowable per 45 CFR Part 75 Subpart E.

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

Indirect Charges

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

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

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

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

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

Commitment of Non-Federal Resources

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

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

For awards that require matching or cost sharing by statute, recipients will be held accountable for projected commitments of non-federal resources (at or above the statutory requirement) in their application budgets and budget justifications by budget period, or by project period for fully funded awards. **A recipient's failure to provide the statutorily required matching or cost sharing amount (and any voluntary committed amount in excess) may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

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

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

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

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

Paperwork Reduction Act Disclaimer

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

Application Submission Options

Electronic Submission via Grants.gov

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

Electronic Delivery

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

How to Register and Apply through Grants.gov

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

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

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

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

***Register with SAM*:** All organizations (entities) applying online through Grants.gov must register with SAM. Failure to register with SAM will prevent your organization from applying through Grants.gov. SAM registration must be renewed annually. For detailed instructions for registering with SAM, refer to:
https://www.grants.gov/web/grants/applicants/organization-registration.html

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

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

EBiz POC Authorized Profile Roles: After you register with Grants.gov and create an Organization Applicant Profile, the applicant's request for Grants.gov roles and access is sent to the EBiz POC. The EBiz POC is then expected to log in to Grants.gov and authorize the appropriate roles, which may include the AOR role, thereby giving you permission to complete and submit applications on behalf of the organization. You will be able to submit

your application online any time after you have been assigned the AOR role. For detailed instructions about creating a profile on Grants.gov, refer to: https://www.grants.gov/web/grants/applicants/registration/authorize-roles.html

***Track Role Status*:** To track your role request, refer to: https://www.grants.gov/web/grants/applicants/registration/track-role-status.html

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

How to Submit an Application to ACF via Grants.gov

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

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

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

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

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

NOTE: Visit the Adobe Software Compatibility page on Grants.gov to download the appropriate version of the software at: https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html

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

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

***Submit a Workspace*:** An application may be submitted through Workspace by clicking the Sign and Submit button on the Manage Workspace page, under the Forms tab. Grants.gov recommends submitting your application **at least 24-48 hours prior to the close date** to

provide you with time to correct any potential technical issues that may disrupt the application submission.

***Track a Workspace*:** After successfully submitting a Workspace application, a Grants.gov Tracking Number (GRANTXXXXXXXX) is automatically assigned to the application. The number will be listed on the Confirmation page that is generated after submission. Using the tracking number, access the Track My Application page under the Applicants tab or the Details tab in the submitted workspace.

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

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

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

Timely Receipt Requirements and Proof of Timely Submission

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

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

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

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

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

Issues with Federal Systems

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

Request an Exemption from Required Electronic Application Submission

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

Paper Format Application Submission

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

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

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

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

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

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

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

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

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

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

- Be registered in SAM prior to submitting an application or plan;
- Maintain an active SAM registration with current information at all times during which it has an active award or an application or plan under consideration by an OPDIV;
- Provide its UEI in each application or plan it submits to the OPDIV; and

- Ensure any proposed subrecipient(s) have obtained and provided to the recipient their UEI(s) prior to making any subawards (**Note:** Subrecipients are not required to complete full SAM registration.).

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

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

IV.4. Submission Dates and Times

Due Date for Letter of Intent

Number of Days from Publication 30

07/12/2023
Number of Days from Publication 60

Due Date for Applications

08/11/2023

Explanation of Due Dates

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Acknowledgement of Received Application

Acknowledgement from Grants.gov

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

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

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

Acknowledgement from ACF of an electronic application's submission:

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

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

IV.5. Intergovernmental Review

This program is not subject to Executive Order (E.O.) 12372, "Intergovernmental Review of Federal Programs," or 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." No action is required of applicants under this funding opportunity with regard to E.O. 12372.

IV.6. Funding Restrictions

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

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

Pre-award costs are not allowable.

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

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

IV.7. Other Submission Requirements

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

Submission by Mail

OFVPS Operations Center c/o F2 Solutions
1401 Mercantile Lane
Largo
MD
20774

Hand Delivery
Same as Above

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

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

V. Application Review Information

V.1. Criteria

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

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

OBJECTIVES AND NEED FOR ASSISTANCE **Maximum Points:** 5

Applications will be reviewed on:

1. The extent to which the application describes a clear need for the proposed project and a clear plan for how the project will address those needs, including barriers to services and systems; challenges faced by adults, children, adolescents, and teens who are from diverse and historically marginalized communities and impacted by dating violence, domestic violence, and family violence; the efforts of community-based organizations to address these challenges; and related culturally relevant service gaps and trauma programming gaps.

2. The extent to which the application provides documentation on the diverse or historically marginalized communities to be impacted and served. This documentation must include provisions for serving adults and children.
3. The extent to which the applicant supplies a plan for addressing the scope of the problem or problems identified and the types of assistance that are needed, and an assessment of how the proposed project objectives will address the identified areas of need.
4. The extent to which the application demonstrates a clear commitment to expanding the capacity of their program and communities to offer trauma-informed, culturally relevant programming as discussed throughout *Section IV.2., Project Description*.
5. The extent to which the application describes clear and appropriate program objectives that are culturally relevant, trauma-focused, and inclusive of the target population, and will fulfill the program purpose and program requirements as described in *Section I., Description* and *Section IV.2., Project Description.*

OUTCOMES EXPECTED **Maximum Points:** 5

Applications will be reviewed on:

1. The extent to which the application presents a sound plan to identify outcomes and outputs for the proposed project through an evaluation process that will lead to specialized advocacy and practice changes within the domestic violence field and expected outcomes as described in *Section IV.2., Project Description.*
2. The extent to which the application responds to each aspect of the "Outcomes Expected" as described in *Section IV.2., Project Description*.
3. The extent to which the application demonstrates a sound relationship between planned project activities and intended quantitative and qualitative outcomes and outputs.

APPROACH **Maximum Points:** 40

Applications will be reviewed on:

1. The extent to which the application demonstrates an effective plan to enhance the capacity to offer culturally relevant, trauma-informed programming for adults, children, adolescents, and teens who are from diverse and historically marginalized communities and impacted by dating violence, domestic violence, family violence, and other forms of trauma.
2. The extent to which the application responds to each aspect of the "Approach," including Phase I and Phase II planning as detailed in *Section IV.2., The Project Description, Approach Activities.*
3. The extent to which the application describes how the proposed project will disseminate lessons learned to raise awareness within the domestic violence field, the general public, and public/private entities with regards to offering trauma-informed programming for diverse and historically marginalized communities impacted by family violence, domestic violence, and dating violence prevention and intervention as described in *Section IV.2., The Project Description, Approach.*
4. The extent to which the application describes how the proposed project will engage culturally specific communities, public/private systems, and the domestic violence field to create improvements in trauma-informed family violence, domestic violence, and

dating violence intervention or prevention responses as described in *Section IV.2., The Project Description, Approach*.

5. The extent to which the application describes how the applicant will accomplish each required element of the "Approach" as described in *Section IV.2., The Project Description, Approach,* and the feasibility of the proposed means of accomplishing these elements.
6. The extent to which the applicant's plan relates project tasks to the objectives, provides a timetable for the accomplishment of significant project activities and products, and selects appropriate project activities to achieve project goals and objectives and meet the identified needs.
7. The extent to which the application describes how collaborations will be undertaken and relationships with project partners managed.
8. The extent to which the application describes how the applicant will partner with a researcher to evaluate the outcomes of their trauma-informed interventions and programming.
9. The extent to which the application describes policies, procedures, and protocols to ensure the non-disclosure of confidential or private information of victims of family violence, dating violence, and domestic violence.
10. To the extent to which the application provides a comprehensive equity plan (or other similar documentation within the application) that demonstrates the processes and policies the grant recipient will have in place to ensure the proactive identification of systemic barriers to opportunities and benefits for people of color and other underserved populations and strategic incorporation of activities to redress such barriers in ongoing work-plans.

EVALUATION **Maximum Points:** 15

Applications will be reviewed on:

1. The extent to which the application clearly states its theory of change for addressing the trauma experienced by the target population, its proposed intervention, and the proposed outcomes, including improved social and emotional well-being for adult domestic violence survivors and their children.
2. The extent to which the application describes an effective strategy for the development of a more detailed evaluation plan during Phase I.
3. The extent to which the application describes the frequency of data collection and utilization of needs assessments and program data to make program adjustments. The application should include a description of how the organization will continue to make ongoing program adjustments that will improve performance and a description of data analysis, as well as a process for measuring these adjustments and determining whether or not to continue them.
4. The extent to which the application describes a feasible plan to evaluate success in achieving the goals set forth in the application.
5. The extent to which the application demonstrates a sound plan for conducting internal evaluations related to service provision and programmatic outcomes.

6. The extent to which the application demonstrates a sound plan for measuring the effectiveness of any practice change strategies, as well as measuring how service practices change over time.
7. The extent to which the application demonstrates a sound plan for measuring the broad base of adults and children reached or impacted by services and programming.

ORGANIZATIONAL PROFILES **Maximum Points:** 25

Applications will be reviewed on:

1. The extent to which the application demonstrates that the organization meets all the criteria to be an eligible applicant, as described in Section *III.1., Eligible Applicants*.
2. The extent to which the application demonstrates documented experience in the areas of domestic violence prevention and services specifically relevant to racial or ethnic populations and historically marginalized communities as described in Section *III.1., Eligible Applicants.*
3. The extent to which the applicant's organizational executive leadership and staffing structure is diverse with regard to the racial, ethnic, underserved, or historically marginalized communities the applicant proposes to serve, which also includes having a steering committee/advisory board that includes culturally specific organizations, community-based organizations, and domestic violence programs that are culturally diverse as described in Section *III.1., Eligible Applicants.*
4. The extent to which the application, through inclusion of letters of support or MOUs, demonstrates the organizational knowledge and professional relationships with the network of local, state, and tribal domestic violence programs; technical assistance providers; and national resource centers in order to provide national strategies, training, research, and resources related to the intervention and prevention of family violence, domestic violence, and dating violence.
5. The extent to which the application demonstrates the organizational capacity necessary to undertake a culturally relevant and linguistically appropriate project as described in *Section I., Description* and *Section IV.2., The Project Description, Approach.*
6. The extent to which the application describes the expertise of the proposed staff, the administrative and organizational structure of the applicant organization, including the management plan and the operational and programmatic relationships to other culturally specific, community-based organizations and domestic violence service providers at the local, state, tribal, and national levels.
7. The extent to which the application provides a staffing plan that demonstrates a sound relationship between the proposed responsibilities of program staff and the educational and professional experience required for staff positions through a discussion of position descriptions and resumes or biographical sketches of key staff, including consultants. "Key staff" are defined as those staff members responsible for direct oversight, management, or implementation of the proposed project.
8. The extent to which the application describes a plan for training project staff in appropriate topics to safely and effectively carry out the project and handle the issues they will encounter in a culturally competent manner that effectively responds to the ethnicity, age, gender identity, cultural practices, sexual orientation, socioeconomic status, educational background, and language of the targeted population.

9. The extent to which the application includes documentation of expertise regarding domestic violence intervention and prevention, and the provision programming that accounts for the intersections of violence, trauma, culture, and oppression with a diverse network of organizations as described in *Section IV.2., Project Description*.
10. The extent to which the application identifies a Point of Contact for this grant, including a telephone number and email address.
11. The extent to which MOUs are detailed, include the roles and responsibilities of both parties, and describe fair and appropriate compensation, if applicable.
12. The extent to which the application includes letters of support from advocates and local, state or tribal, and national organizations who are working to address domestic violence and dating violence, including services for children or youth exposed to domestic violence.

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

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

V.2. Review and Selection Process

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

Initial ACF Screening

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

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

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

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

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

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

Federal Awarding Agency Review of Risk Posed by Applicants

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

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

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

V.3. Anticipated Announcement and Federal Award Dates

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

VI. Federal Award Administration Information

VI.1. Federal Award Notices

Successful applicants will be notified through the issuance of a NoA that sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-federal share to be provided (if applicable), and the total project period for which support is contemplated. The NoA will be signed by the Grants Officer and transmitted via email or by GrantSolutions, or the Head Start Enterprise System (HSES), whichever is relevant.
Following the finalization of funding decisions, organizations whose applications will not be funded will be notified by letter signed by the cognizant Program Office head. Any other correspondence that announces to a Principal Investigator, or a Project Director, that an application was selected is not an authorization to begin performance.

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

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

VI.2. Administrative and National Policy Requirements

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

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

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

HHS Grants Policy Statement
The HHS Grants Policy Statement (HHS GPS) is the Department of Health and Human Services' single policy guide for discretionary grants and cooperative agreements. ACF grant awards are

subject to the requirements of the HHS GPS, which covers basic grants processes, standard terms and conditions, and points of contact, as well as important agency-specific requirements. The general terms and conditions in the HHS GPS will apply as indicated unless there are statutory, regulatory, or award-specific requirements to the contrary that are specified in the NoA. The HHS GPS is available at https://www.acf.hhs.gov/grants/discretionary-post-award-requirements#book_content_0.

Equal Treatment of Faith-Based Organizations

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

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

VI.3. Reporting

Performance Progress Reports:
Semi-Annually

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

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

Financial Reports:
Semi-Annually

VII. HHS Award Agency Contact(s)

Program Office Contact

Deleon
Barnett-Smalls
Administration for Children and Families
Office of Family Violence Prevention Services
Family Violence Prevention and Services Act
330 C Street, SW
Washington
DC
20201
202-260-0397
deleon.barnett-smalls@acf.hhs.gov

Office of Grants Management Contact

Katrina
Morgan
Administration for Children and Families
Office of Grants Management (OGM)
330 C Street, SW
Washington
DC
20201
202-401-5127
Katrina.Morgan@acf.hhs.gov

Federal Relay Service:

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

VIII. Other Information

Reference Websites

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

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

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

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

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

Grants.gov Accessibility Information www.grants.gov/ web/grants/accessibility-compliance.html.

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

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

- Asian Pacific Institute on Gender Based Violence, www.api-gbv.org
- Esperanza United, www.esperanzaunited.org
- Ujima: The National Center on Violence Against Women in the Black Community, www.ujimacommunity.org
- Los Angeles LGBT Center, www.lalgbtcenter.org.
- National Indigenous Women's Resource Center, www.niwrc.org
- Alaskan Native Women's National Resource Center, www.aknwrc.org
- National Center on Domestic Violence, Trauma, and Mental Health, www.nationalcenterdvtraumamh.org
- Mujeres Latinas en Accion, https://mujereslatinasenaccion.org/
- Minnesota Indian Women's Sexual Assault Coalition, https://www.miwsac.org/
- Monsoon Asians and Pacific Islanders in Solidarity, https://monsooniowa.org/
- Native Hawaiian Resource Center on Domestic Violence,https://www.pouhanaonw.org/
- Survivors of Torture and Trauma Assistance and Rehabilitation Service, Tribal Safe Housing Capacity Building Center, https://www.niwrc.org/housing

Application Checklist

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

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

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

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

What to Submit	Where Found	When to Submit
Indirect Cost Rate Agreement (IDR)	Referenced in *Section IV.2. The Project Budget and Budget Justification.* The IDR must be submitted with the application package.	If the IDR is available by the application due date, it must be submitted with the application package. If it is not available by the application due date, listed in the *Overview* and *Section IV.4. Submission Dates and Times*, it may be submitted prior to the award of a grant.
The Project Description	Referenced in *Section IV.2. The Project Description*.	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times*.

Appendix

LGBTQ Accessibility Policy Family Violence Prevention and Services Discretionary Grant: Culturally Specific Sexual Assault Capacity Building Center for the African American Community HHS-2023-ACF-ACYF-EV-0060

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

As the Authorized Organizational Representative (AOR) signing this application on behalf of [Insert full, formal name of applicant organization],

I hereby attest and certify that:

The needs of LGBTQ individuals are taken into consideration in applicants program design. The applicant must consider how their program will be inclusive of and non-stigmatizing toward such participants. If not already in place, the applicant and, if applicable, sub-recipient(s) should establish and publicize policies prohibiting harassment based on race, sexual orientation, gender, gender identity (or expression), religion, and national origin. The submission of an application

for this funding opportunity reflects that the applicant has or will have such policies in place prior to receiving the award. Award recipients should ensure that all staff members are trained to prevent and respond to harassment or bullying in all forms. Funded programs should be prepared to monitor claims, address them seriously, and document their corrective action(s) so that all participants are assured that programs are safe, inclusive, and non-stigmatizing by design and in operation.

Additionally, any sub-recipients are required to:

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

Insert Date of Signature:

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