

Administration for Children and Families

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

Family Violence Prevention and Services Discretionary Grants: National Resource Center on Domestic Violence (NRCDV)

HHS-2021-ACF-ACYF-EV-1930

Application Due Date: 07/05/2021

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Funding Opportunity Title:
Family Violence Prevention and Services Discretionary Grants: National Resource Center on Domestic Violence (NRCDV)

Announcement Type:
Initial

Funding Opportunity Number:
HHS-2021-ACF-ACYF-EV-1930

Primary CFDA Number:
93.592

Due Date for Applications:
07/05/2021

Executive Summary

Notice:

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

The Administration on Children, Youth and Families (ACYF), Family and Youth Services Bureau (FYSB), Family Violence Prevention and Services Program (FVPSA Program) seeks to award one cooperative agreement authorized under the Family Violence Prevention and Services Act to support a National Resource Center on Domestic Violence (NRCDV). The NRCDV shall offer a comprehensive array of technical assistance and training resources to federal, state, and local governmental agencies; domestic violence service providers; community-based organizations; and other professionals and interested parties related to domestic violence service programs and research, including programs and research related to victims and their children who are exposed to violence.

The NRCDV shall maintain a central online clearinghouse and resource library in order to collect, prepare, analyze, and disseminate information and statistics related to:

1. the incidence, intervention, and prevention of domestic violence and dating violence; and
2. the provision of shelter, supportive services, and prevention services to adult and youth victims of domestic violence, including services to prevent repeated incidents of violence.

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

Update: This FOA has been modified to correct and clarify content regarding page limitations in Section IV.2. *Content and Form of Application Submission*, "Page Limitations and Content for All Submission Formats".

I. Program Description

Statutory Authority

The statutory authority for this funding opportunity announcement is Section 310 of the Family Violence Prevention and Services Act, as amended. See 42 U.S.C. 10410(a)(2)(A)(i), (b)(1)(A), and (c)(1).

Description

History and Purpose of FVPSA

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

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

FVPSA is administered by the FVPSA Program, located in the Family and Youth Services Bureau (FYSB), a division of the Administration on Children, Youth and Families (ACYF). FYSB administers mandatory FVPSA formula grants to states and territories, tribes, and state domestic violence coalitions. FVPSA grants are awarded to every state and territory, and to over 200 tribes. Funds awarded to states, territories, and tribes reach more than 1,600 local public, private, nonprofit, and faith-based organizations and programs demonstrating outcomes in the

field of domestic violence services and prevention. These domestic violence programs provide victims of family, domestic, and dating violence, and their children with shelter, safety planning, crisis counseling, information and referral, legal advocacy, and additional support services.

Domestic Violence Resource Network (DVRN

The NRCDV will coordinate FYSB's Domestic Violence Resource Network (DVRN), a nationwide network composed of National Resource Centers, Special Issues Resource Centers, Culturally Specific Special Issue Resource Centers, and Emerging Issue Capacity Building Centers focused on the intervention and prevention of family violence, domestic violence, and dating violence. As coordinator of the DVRN, the NRCDV is expected to assist FYSB with leadership and logistics management, including planning and conducting semi-annual meetings, training/webinars, technical assistance coordination, research, reporting, and resource development as needed.

The DVRN will provide information, resources, training, and technical assistance to improve the capacity of individuals, organizations, governmental agencies, local communities, tribes, and tribal organizations, to prevent family violence, domestic violence, and dating violence, and to provide evidence-based and evidence-informed intervention services. As coordinator of the DVRN, the NRCDV will work collaboratively with DVRN members to share their national expertise and deliver domestic violence and dating violence related training and technical assistance.

All DVRN resource centers are expected to conduct their activities in an accessible, linguistically appropriate, culturally responsive, and trauma informed manner and to proactively focus their activities to address racial inequities that exist for survivors of domestic violence, both within victim services and other systems related to the issue areas of the specific resource center. DVRN resource centers actively work to ensure access to services for Lesbian, Gay, Bisexual, Transgender, Questioning (LGBTQ) and Two-Spirit survivors and their children, and to ensure that no person shall on the basis of actual or perceived gender identity or sexual orientation be excluded from participation in, be denied the benefits of, or be subject to discrimination under, any program or activity funded in whole or in part through FVPSA, in accordance with FVPSA regulations at 45 CFR part 1370 (a) and (c).

National Resource Center Program Requirements

Through this FOA, FYSB will support one grant recipient focused on the prevention and intervention of domestic violence, family violence, and dating violence to serve as the NRCDV. The NRCDV grant recipient is required to maintain an online clearinghouse library in order to collect, prepare, analyze, and disseminate information and statistics related to the prevalence, intervention, and prevention of family violence, domestic violence, and dating violence, and the provision of shelter, supportive services, and prevention services to adult and youth victims. Specifically, the NRCDV grant recipient will provide information, resources, research summaries/findings/prevalence statistics, training, and technical assistance to improve organizational and community-based efforts to prevent domestic violence and dating violence, and to provide evidence-informed intervention services for adults, children, and youth experiencing domestic violence. For the purposes of this announcement, evidence-informed practices bring together the best available research, professional expertise, and input from special issue and intimate partner violence prevention communities to identify and deliver services that have promise to achieve positive outcomes for victims of family violence, domestic violence, and dating violence and their children.

This NRCDV grantee is required to do, and must demonstrate the ability to accomplish the following:

1. Deliver a comprehensive array of national training and technical assistance to expand the capacity of domestic violence programs, state domestic violence coalitions, tribes, tribal organizations, community-based organizations, and health and social services agencies to provide intervention and prevention services that are accessible to all victims of domestic violence and their children.
2. Enhance public awareness through the development of resources and distribution of information related to trauma-informed domestic violence/dating violence intervention/prevention strategies, prevalence statistics, emerging issues, and culturally specific populations.
3. Support service innovation by identifying promising practices for prevention and intervention of domestic violence and dating violence while assisting with the dissemination, promotion, adoption, implementation, and adaptation of such practices in the domestic violence field.

Prevention Definitions:

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

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

4. Improve the capacity of domestic violence programs, state domestic violence coalitions, tribes, tribal organizations, community-based organizations, and statewide entities to offer culturally relevant, linguistically appropriate, and accessible services to victims of domestic violence from diverse and historically marginalized communities.
5. Address current and emerging issues related to family violence, domestic violence, and dating violence through the provision of training and technical assistance that is comprehensive and national in scope. This includes service needs of girls/women of color; shelter and supportive services for male victims; engaging faith communities; needs of elder victims; needs of LGBTQ victims; the co-occurrence of HIV and domestic violence; human trafficking; family/youth homelessness; family self-sufficiency; social capital; child support; needs of children of all ages who witness violence; maternal health and maternal mortality; trauma-informed support for formerly incarcerated survivors; meeting the needs of survivors with substance use histories; the intersection of intimate partner violence, gun violence, and community violence prevention; and other topics identified as priorities by the program office.
6. Develop and enhance domestic violence and dating violence intervention and prevention strategies by fostering promising practice development, adaptation, and implementation

throughout the domestic violence field, which includes training, technical assistance, and creating/gathering guidelines, materials, and policies.
7. Engage public and private systems/institutions through policy development, thus creating national, statewide, tribal, or local improvements in systemic responses to domestic violence and dating violence, such as integrating domestic violence protocols into child welfare or home visitation programs; enhancing school-based dating violence prevention initiatives; enhancing work-force development options for victims; enhancing trauma-informed programming for homeless families experiencing domestic violence; and enhancing health and social service policies to increase accessibility for victims and their families.
8. Improve the capacity of domestic violence programs, state domestic violence coalitions,and tribes and tribal organizations to offer trauma-informed services that address lifetime exposure to violence, and include trauma-focused intervention strategies and trauma informed programming.
9. Provide virtual training to a range of audiences and audience sizes, including, but not limited to, securing the necessary technical tools/platforms and ensuring staff or consultant subject matter expertise on adult learning, instructional design, and learning management systems best practice.
10. Conduct, contribute to, or summarize research related to domestic violence and dating violence prevention or intervention for victims of domestic violence and children/youth exposed to domestic violence.
In order to identify and respond to emerging issues, unmet technical assistance requests, including the identification of unaddressed or under-addressed topic areas and audiences, the grantee is required to conduct periodic needs assessments of the domestic violence field. This shall include, but not be limited to, the completion of a national needs assessment in the first 6 months of project year 1 and year 4.
The grantee must also maintain its organizational capacity to implement the project, including relevant subject matter expertise (domestic violence, and as needed, for proposed projects); research and evaluation capacity; administrative capacity; project management capacity; national resource center leadership; and sufficient staffing to meet project goals and deliverables. The grantees shall maintain clear plans for maintaining organizational capacity and continuity of services during emergency, disaster, and/or pandemic situations and transition of key project staff.
The grantee must ensure that the grant approach, workplans, and deliverables are consistent with a comprehensive approach to advancing equity for all, including people of color and others who have been historically underserved, marginalized, and adversely affected by persistent poverty and inequality. Grantee will provide a comprehensive community equity plan (or other similar documentation within the application) that demonstrates the processes and policies the grantee has in place to ensure the proactive identification of systemic barriers to opportunities and benefits for people of color and other underserved populations and strategic incorporation of activities to redress such barriers in ongoing workplans. This plan (or other similar documentation within the application) will also address policies and practices that are in place to ensure that the grant staffing plan supports the capacity to address those disparities in an ongoing, strategic, and culturally responsive manner, especially for particular underserved populations with documented history of long-standing significant disparities related to the topic of the grant.

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

The grantee must ensure that grant approach, workplans, and deliverables are consistent with prohibitions on discrimination on the basis of gender identity or sexual orientation and proactively support access and redress barriers for LGBTQ and Two-Spirit survivors and their children and that technical assistance and training in conducted in alignment with FVPSA regulations at 45 CFR part 1370 (a) and (c) requiring ensuring that no person shall on the basis of actual or perceived gender identity or sexual orientation be excluded from participation in, be denied the benefits of, or be subject to discrimination under, any program or activity funded in whole or in part through FVPSA.

As this is a cooperative agreement that will include substantial involvement from the FVPSA Program in FYSB, the applicants must actively partner with the FVPSA program officers in implementing the resource centers' deliverables. The applicant/grantee shall plan conferences, meetings, or major project meetings in conjunction with FYSB to allow participation of FYSB staff. Grantees shall plan to develop, review, and discuss a detailed plan for project implementation, a work-plan, a trainings/events schedule, an evaluation schedule, and a plan for reporting on the outcomes of the project. Applicants will need to plan to partner with FVPSA program officers in the planning, coordination, and implementation of meetings for FVPSA grantees. More information on how FYSB will be involved is included in *Section II. Federal Award Information, Description of ACF's Anticipated Substantial Involvement Under the Cooperative Agreement*. Applicants must plan travel to participate in at least one FVPSA Program/FYSB meeting per budget period.

In addition to the aforementioned requirements, the grantee has programmatic components and expectations that are required by the Family Violence Prevention and Services Act, 42 U.S.C. 10410. Those statutory requirements are detailed throughout this announcement and must be addressed by applicants.

II. Federal Award Information

Funding Instrument Type:

CA (Cooperative Agreement)

Estimated Total Funding:
$ 1,800,000

Expected Number of Awards:
1

Award Ceiling:
$ 1,800,000
Per Budget Period

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

Average Projected Award Amount:
$ 1,500,000
Per Budget Period

Anticipated Project Start Date:
09/30/2021

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

Additional Information on Project Periods and Explanation of 'Other'

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

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

Note: For those programs that require matching or cost sharing, recipients will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period or by project period for fully funded awards, even if the projected commitment exceeds the required amount of match or cost share. **A recipient's failure to provide the required matching amount may result in the disallowance of federal funds.** 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 of the grantee, review and approval of the project plan submitted, 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. FYSB will collaborate substantially with the NRCDV grantee throughout the project period.

FYSB will provide consultation and will review and approve the work plan for the project, as well as the structure and integrity of the resource center. FYSB will also approve any revisions to the work plan or structure of the resource center during each budget/project period. Additionally, FYSB will propose and approve changes to project scope and activities. FYSB will review and approve final drafts of all updated or new materials, articles, major publications, and research reports that are developed or distributed with resources made available under this cooperative agreement.

FYSB will be involved in the development of long-term strategies for the implementation of the project and will participate in major project activities, such as conferences, topical meetings, or major project meetings.

The NRCDV grantee will plan conferences, topical meetings, or major project meetings in conjunction with FYSB staff and coordinate scheduling to ensure participation of FYSB staff. The NRCDV grantee will provide a detailed plan for project implementation, a work plan, trainings/events schedule, evaluation schedule, and a plan for reporting on the outcomes of the project. As FYSB determines appropriate, FYSB will make changes to the project plan in consultation with the grantee.

FYSB will organize periodic consultations, meetings, briefings, teleconferences, webinars, and other forums necessary to review current and planned activities, to share information, and to promote national coordination. The NRCDV grantee must plan travel expenses for at least one representative from its organization to participate in at least two FYSB sponsored meeting each budget period.

The NRCDV grantee must plan resources to serve as the coordinator of the DVRN and plan the DVRN semi-annual meetings, including travel logistics and covering travel expenses for representatives from FVPSA-funded resource centers to participate. The NRCDV grantee must plan to facilitate at least three FYSB-sponsored webinars each budget period. FYSB will keep the NRCDV grantee informed about expectations for performance, current FYSB policy, FYSB priorities, and FYSB's vision for addressing domestic violence and dating violence. The respective responsibilities of FYSB and the successful applicants will be identified and incorporated into the terms and conditions of the award and the cooperative agreement during the pre-award negotiations. It is anticipated that the cooperative agreement will not change the project requirements for the NRCDV grantee under this announcement.

FYSB does not anticipate substantial involvement in the grantee’s creation of data collection activities, such as those related to needs assessments, evaluations, and requests for feedback, and grantees are not expected to submit such data collection instruments for program office review and approval. FYSB will not conduct or sponsor--and a person is not required to--respond to a collection of information covered by the PRA, unless it displays a currently valid Office of Management and Budget (OMB) control number. In cases where FYSB is directly involved in the creation of data collection activities under this FOA, data collection will be conducted

consistent with the Paperwork Reduction Act (PRA) of 1995, (44 U.S.C. 3501-3521) and display a valid Office of Management and Budget (OMB) control number.

III. Eligibility Information

III.1. Eligible Applicants

National Resource Center on Domestic Violence Eligibility

To be eligible to receive a grant under 42 USC §10410(b)(1)(A) of FVPSA, an applicant shall be a nonprofit private organization that focuses primarily on issues of domestic violence and that submits documentation demonstrating that it has the following:

1. Experience working on issues of domestic violence, and/or experience providing national technical assistance and resource coordination directly related to the prevention and intervention of family violence, domestic violence, and dating violence.

2. An advisory board with representatives who are from domestic violence service programs and are geographically and culturally diverse.

3. Strong national support of domestic violence service programs for the entity's designation as a national resource center. Applicants should include letters of support from domestic violence programs with their applications.

4. The capacity to serve and work in partnership with a diverse network of community-based domestic violence programs, state domestic violence coalitions, government agencies, tribes, tribal programs, policymakers, culturally specific organizations, LGBTQ organizations, and other entities involved in assisting community programs and victims of domestic violence, and their children; and

5. A record of demonstrated achievements and outcomes in delivering national training and technical assistance, enhancing service delivery, and maintaining an online clearinghouse library accessed by service providers.

Faith-based organizations may apply for this award on the same basis as any other organization, as set forth at and, subject to the protections and requirements of this part and 42 U.S.C. 2000bb et seq., the Department will not, in the selection of recipients, discriminate against an organization on the basis of the organization’s religious character, affiliation, or exercise.

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

Faith-based and community organizations that meet the eligibility requirements are eligible to receive awards under this funding opportunity announcement.

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 of the criteria listed in 45 CFR § 75.306.

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

For awards that do not require matching or cost sharing by statute, where "cost sharing" refers to any situation in which the recipient voluntarily shares in the costs of a project other than as statutorily required matching, recipients will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period, or by project period for fully funded awards. These include situations in which contributions are voluntarily proposed by a recipient or subrecipient and are accepted by ACF. Non-federal cost sharing will be included in the approved project budget so that the recipient will be held accountable for proposed non-federal cost sharing funds as shown in the Notice of Award (NOA). **A recipient's failure to provide voluntary cost sharing of non-federal resources that have been accepted by ACF as part of the approved project costs and that have been shown as part of the approved project budget in the NOA, may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

III.3. Other

Application Disqualification Factors

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

Award Ceiling Disqualification

Applications that request an award amount that exceeds the *Award Ceiling* per budget period or per project period ("per project period" refers only to fully funded awards), as stated in *Section II. Federal Award Information,* will be disqualified from competitive review and from funding under this announcement. This disqualification applies only to the *Award Ceiling* listed for 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 www.Grants.gov. **Paper applications received from applicants that have not been approved for an exemption from required electronic submission will be disqualified from competitive review and from funding under**

this announcement.

Applicants that do not have an Internet connection or sufficient computing capacity to upload large documents to the Internet may contact ACF for an exemption that will allow the applicant to submit applications in paper format. Information and the requirements for requesting an exemption from required electronic application submission are found in "ACF Policy for Requesting an Exemption from Electronic Application Submission" at www.acf.hhs.gov/grants/howto#chapter-6.

Missing the Application Deadline (Late Applications)

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

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

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

The deadline for receipt of paper applications is 4:30 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 from funding under this announcement. **Paper applications received from applicants that have not received approval of an exemption from required electronic submission will be disqualified from competitive review and from funding under this announcement.**

Notification of Application Disqualification

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

IV. Application and Submission Information

IV.1. Address to Request Application Package

First Name:

Last Name:

Organization 1:

Family and Youth Services Bureau Operations Center
Organization 2:
c/o F2-Solutions Attn: Family Violence Prevention and Services Program
Organization 3:
Program Funding - NRCDV
Street 1:
1401 Mercantile Lane Suite 410
Street 2:
City:
Largo
State:
MD Maryland
Zip:
20774
Phone:
(855) 792-6551
Phone 2:
Fax:
Email:
TechAssist@FYSB.net
URL:

Application Packages

Electronic Application Submission:

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

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

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

IV.2. Content and Form of Application Submission

FORMATTING APPLICATION SUBMISSIONS
Each applicant applying electronically via www.Grants.gov is required to upload only two electronic files, excluding Standard Forms and OMB-approved forms. No more than two files will be accepted for the review, and additional files will be removed. Standard Forms

and OMB-approved forms will not be considered additional files.

FOR ALL APPLICATIONS:

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

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

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

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

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

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

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

Application Elements Exempted from Double-Spacing Requirements
The following elements of the application submission are exempt from the double-spacing

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

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

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

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

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

Corrections/Updates to Submitted Applications
When applicants make revisions to a previously submitted application, ACF will accept only the last on-time application for pre-review under the Application Disqualification Factors. The Application Disqualification Factors determine the application's acceptance for competitive review. See *Section III.3. 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 Standard Forms and OMB-approved forms. The original copy must have original signatures.

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

Accepted Application Format
With the exception of the required Standard Forms (SFs) and OMB-approved forms, all

application materials must be formatted so that they are 8 ½" x 11" white paper with 1-inch margins all around.

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

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

PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:

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

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

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

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

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

Please remember that shorter applications are often easier for reviewers to fully understand and evaluate. FYSB suggests that applicants use headings, subheadings, bullet points, extra spaces,

and formatting such as bold or underline to help grant reviewers easily locate each aspect of the grant application and determine that each point has been addressed in the application.

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

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

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

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

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

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

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

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

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

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

Required Standard Forms (SFs) and OMB-approved Forms
Standard Forms (SFs) and OMB-approved forms, such as the SF-424 application and budget forms and the SF-P/PSL (Project/Performance Site Location), are uploaded separately at Grants.gov. These forms are submitted separately from the Project Description and Appendices files. See *Section IV.2. Required Forms, Assurances, and Certifications* for the listing of required Standard Forms, OMB-approved forms, and required assurances and certifications.

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

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

ACF supports the following file formats:

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

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

FORMATTING FOR PAPER APPLICATION SUBMISSIONS:
The following requirements are only applicable to applications submitted in paper format. Applicants must receive an exemption from ACF in order for a paper format application to be

accepted for review. For more information on the exemption, see "*ACF Policy on Requesting an Exemption from Required Electronic Application Submission'" at* *www.acf.hhs.gov/grants/howto#chapter-6*

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

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

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

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

Required Forms, Assurances, and Certifications

Applicants seeking grant or cooperative agreement awards under this announcement must submit the listed Standard Forms (SFs), assurances, and certifications with the application. All required Standard Forms, assurances, and certifications are available in the Application Package posted for this FOA at www.Grants.gov.

Forms/Assurances/Certifications	Submission Requirement	Notes/Description
Unique Entity Identifier (DUNS) and Systems for Award Management (SAM) registration.	Required of all applicants. To obtain a DUNS number, go to http://fedgov.dnb.com/webform. Active registration at the SAM website must be maintained throughout the application and project award period. SAM registration is available at http://www.sam.gov.	See *Section IV.3. Unique Entity Identifier and System for Award Management (SAM)* for more information.
SF-424A - Budget Information - Non- Construction Programs and SF-424B -	Submission is required for all applicants when applying for a non-construction project.	Required for all applications when

Forms/Assurances/Certifications	Submission Requirement	Notes/Description
Assurances - Non- Construction Programs	Standard Forms must be used. Forms must be submitted by the application due date. By signing and submitting the SF-424B, applicants are making the appropriate certification of their compliance with all federal statutes relating to nondiscrimination.	applying for a non-construction project.
SF-Project/Performance Site Location(s) (SF-P/PSL)	Submission is required for all applicants by the application due date.	Required for all applications. In the SF-P/PSL, applicants must cite their primary location and up to 29 additional performance sites.
Certification Regarding Lobbying (Grants.gov Lobbying Form)	Submission required of all applicants with the application package. If it is not submitted with the application package, it must be submitted prior to the award of a grant.	Submission of the certification is required for all applicants.
SF-424 - Application for Federal Assistance	Submission is required for all applicants by the application due date.	Required for all applications.

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: MandatoryGranteeDisclosures@oig.hhs.gov

Non-Federal Reviewers
Since ACF will be using non-federal reviewers in the review process, applicants have the option of omitting from the application copies (not the original) specific salary rates or amounts for individuals specified in the application budget as well as Social Security Numbers, if otherwise required for individuals. The copies may include summary salary information. If 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 majority of information by which an application is evaluated and ranked in competition with other applications for financial assistance. It must address all activities for which federal funds are being requested and all application requirements as stated in this section. The Project Description must explain how the project will meet the purpose of the FOA, as described in *Section I. Program Description*. As a reminder, reviewers will be evaluating this section in accordance with *Section V.1. Criteria*.

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

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

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

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

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

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

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

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

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

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

Non-Profit Organizations

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.

The NRCDV grantee is expected to successfully meet FYSB's training and technical assistance program goals, requirements, and grantee expectations.

The NRCDV grantee is required to maintain an online clearinghouse library to collect, prepare, analyze, and disseminate information and statistics related to the prevalence, intervention, and prevention of family violence, domestic violence, and dating violence. Specifically, the NRCDV grantee is expected to provide information, resources, research summaries/findings/prevalence statistics, training, and technical assistance to improve organizational and community-based efforts to prevent domestic violence and dating violence; and to provide evidence-informed intervention services for adults, children, and youth experiencing domestic violence.

The NRCDV is required to work in partnership with, and meaningfully engage domestic violence programs; state domestic violence coalitions; social service agencies; tribal organizations; FVPSA State Formula Grant administrators; culturally specific organizations; LGBTQ organizations; and other entities involved in assisting community-based programs, and victims of domestic violence, and children/youth exposed to domestic violence.

By the end of the grant period, the NRCDV grantee is expected to have provided an array of training, expertise, problem-solving strategies, and other forms of technical assistance to federal, state, and local governmental agencies, tribes, tribal organizations, domestic violence service providers, community-based organizations, and other professionals focused on intervening and preventing family violence, domestic violence, and dating violence. The NRCDV grantee is expected to offer educational opportunities, conferences, peer-to-peer consultations, webinars, webcasts, e-learning modules, podcasts, and other forms of technical assistance that allow domestic violence programs, state domestic violence coalitions, tribes and tribal organizations, culturally specific community-based organizations, and health and social service agencies to learn from the NRCDV grantee's expertise regarding family violence, domestic violence, and dating violence intervention and prevention.

The NRCDV grantee is expected to share its expertise to lead practice improvements and organizational capacity building to improve the accessibility of domestic violence services and

programs. Applicants are expected to foster partnerships between organizations that have not traditionally worked together to improve service and system access for victims of domestic violence and their children such as partnerships with culturally specific faith- and community-based organizations, child support agencies, early childhood programs, Temporary Assistance for Needy Families agencies, LGBTQ organizations, child welfare agencies, home visitors, and health care providers.

The NRCDV grantee is expected to conduct, summarize, and/or assess research related to family violence, domestic violence, and dating violence intervention and prevention. In addition to the required activities described under Research and Evaluation, these activities may include conducting program evaluation, engaging in national research projects, drafting applied research papers, conducting literature reviews, publishing reports and/or case studies, holding focus groups, conducting community assessments, and/or collaborating with wide range of individuals and organizations leading research or evaluation related to domestic violence.

With regards to the DVRN, the NRCDV grantee is expected to serve as the coordinator of the DVRN and plan the DVRN semi-annual meeting, which includes travel logistics and travel expenses for representatives of FVPSA-funded resource centers to attend the meeting.

The DVRN is expected to have at least two meetings annually and to have collaborated on the coordination of national training and technical assistance for the domestic violence field.

Finally, the NRCDV grantee is expected to have a communication plan and national dissemination strategy for sharing promising practices, outcomes, and resources nationwide. Grant products will be disseminated broadly, including posting on the grantee's website, the FYSB website, and the NRCDV grantee's online clearinghouse; through social media; and through other means, to reach a broad audience of individuals and communities addressing domestic violence and dating violence prevention and intervention.

Applicant Approach Activities

NRCDV applicants must outline a plan of action that describes the scope of training and technical assistance projects and how the proposed work will be accomplished. NRCDV applications must account for all planned events, activities, products, and projects identified as part of the scope of the national training and technical assistance.

All applicants must cite factors that might accelerate or decelerate the implementation of training and technical assistance projects and state the reason for taking the proposed approach for national implementation. NRCDV applicants should describe any unusual features of the project, such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

The NRCDV grantee is expected to offer a comprehensive and national scope of training and technical assistance that is related to family violence, domestic violence, and dating violence intervention and prevention programming and services. This technical assistance is also required to include programs and research related to adults, children, and youth victims of domestic violence. The NRCDV grantee is expected to promote evidence-informed intervention strategies and information that improve the capacity of individuals, organizations, communities, and health and social service agencies to prevent family violence, domestic violence, and dating violence. NRCDV applications must include a detailed narrative, work plan, budget, and approach for offering comprehensive training and technical assistance that is national in scope.

Training and Technical Assistance Definitions:

1. Trainings and presentations are pre-scheduled and provide in-depth information on a particular topic or topics; they can be in person, in a targeted geographic area, over the phone, or online.
2. Technical assistance is specific, detailed guidance, and consultative problem solving, and can include the following: phone calls or emails on a specific topic; provision of written materials; referrals; review and feedback/comments/advice on materials prepared by individuals or organizations; on-site visits involving intensive assistance.

The NRCDV grantee is expected to maintain an online clearinghouse library in order to collect, prepare, analyze, and disseminate information and statistics related to the incidence, intervention, and prevention of family violence, domestic violence, and dating violence; and the provision of shelter, supportive services, and prevention services to adult and youth victims of family violence, domestic violence, and dating violence, which includes services to prevent repeated incidents of violence. NRCDV applications must include a detailed narrative, work plan, and budget for establishing or maintaining an online clearinghouse library.

NRCDV grantees must have on their Advisory Committee or Board, representatives who are from domestic violence service programs and are geographically and culturally diverse. Applicants must demonstrate strong national support from domestic violence service programs and must submit letters of support with the applications. NRCDV applicants must include a list of board members, brief biographies and letters of support from domestic violence programs.

To identify and respond to current and emerging issues, technical assistance requests, adaptation/implementation of promising practices, and increasing service demands, the NRCDV grantee is expected to work in partnership with community-based domestic violence programs, state domestic violence coalitions, FVPSA state administrators, government agencies, tribes, tribal organizations, policymakers, culturally specific organizations,

LGBTQ organizations, and other entities involved in assisting community-based programs and victims of domestic violence. NRCDV applicants must describe their plans to coordinate training, technical assistance, and research projects in their applications.

DVRN members are expected to coordinate national training, technical assistance, public awareness, or research initiatives. The NRCDV grantee is expected to serve as the coordinator of the DVRN, including planning and conducting semi-annual meetings, training/webinars, technical assistance coordination, research, reporting, and resource development, as needed. The NRCDV grantee is expected to assist DVRN members with expanding training and technical assistance opportunities through the adaptation of content management systems, communities of practice, electronic lists, websites, or webinars, as needed. Please note that while the NRCDV, National Indian Resource Center (NIRC), Special Issue Resource Center (SIRC), and Culturally Specific Special Issue Resource Center (CSSIRC) applicants are members of the DVRN, they maintain independent governance of their own organizations, but are expected to share their expertise with other DVRN members, actively participate in technical assistance planning, attend semi-annual DVRN meetings, and work collaboratively to develop training, resources, research, or initiatives. NRCDV applicants must describe their plans to serve as the coordinator of the DVRN and coordinate the DVRN semi-annual meeting, including travel logistics and travel expenses for participants.

NRCDV applications must describe the organization's current coordination efforts and partnerships with domestic violence programs, domestic violence coalitions, culturally specific community-based programs, and national organizations, including details of past collaborations and plans for coordination of technical assistance. All applicants must 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.
NRCDV applicants must describe their confidentiality measures within their applications, which includes demonstrating established policies, procedures, and protocols to ensure the non-disclosure of confidential, private, or personally identifiable information concerning victims of family violence, dating violence, and domestic violence without informed, written, reasonably time-limited consent by the person about whom the information is sought.
NRCDV applicants must address the statutory program requirements of 42 U.S.C. 10410 of FVPSA, the expected/required activities detailed in this announcement and the expected technical assistance project activities within following sections of this announcement, detailed below: the public awareness and resource development activities, training and technical assistance activities, policy development and system engagement activities, and research and evaluation activities.
Public Awareness and Resource Development Activities - Applicant public awareness and resource development activities must include the following:

1. Gathering and creating resources, including promising practices, guidelines, and clearinghouse informational materials, and making this information available to the domestic violence field;
2. Distributing and developing comprehensive statistics, fact sheets, and specialized resources addressing a range of family violence, domestic violence, and dating violence intervention and prevention issues, including emerging topics;
3. Distributing and developing materials to support the adaptation of model programs, evidence-based practices, promising practices, and exemplary projects;
4. Developing a national dissemination strategy to share promising practices, outcomes, and resources nationwide using tools that will enhance the accessibility of statistics, fact sheets, and specialized domestic violence and dating violence resources, including content management systems, communities of practice, e-learning modules, podcasts, videos, websites, webcasts, and webinars; and
5. Developing a communication plan for distributing information, products, reports, and other project outputs to the domestic violence field, allied partners, and the public. Applicants must provide a description of the method, volume, and timing of distribution.

Training and Technical Assistance Activities - Applicant training and technical assistance activities must include the following:

1. Delivering a comprehensive array of national technical assistance and training in order to improve domestic violence programs. Technical assistance and training will be delivered to state domestic violence coalitions, tribes, tribal organizations, government agencies, and community-based organizations to increase the provision of and accessibility to domestic violence intervention and prevention services for all victims of domestic violence;
2. Engaging local domestic violence programs, state domestic violence coalitions, FVPSA state administrators, social services agencies, tribes, tribal organizations, policymakers, culturally specific organizations, LGBTQ organizations, and other entities involved in assisting community-based programs for victims of domestic violence to assess their needs and provide input on products/tools, discuss emerging trends, discuss promising practices, and provide guidance on training/technical assistance modalities;

3. Enhancing domestic violence programs' organizational capacity and accessibility by offering innovative and comprehensive educational opportunities, conferences, and peer-to-peer consultations that allow community-based programs to learn from the Resource Center's expertise;
4. Identifying training and technical assistance needs of the domestic violence field that are within the applicant's expertise, and providing targeted technical assistance based on those needs;
5. Leading advocacy, practice, and service improvements and capacity building by offering comprehensive technical assistance and solution-based strategies to address existing needs, challenges, or emerging issues;
6. Developing training and technical assistance strategies to address current challenges in the domestic violence field, such as organizational capacity building, programmatic accessibility, trauma-informed services, or victim-centered approaches that will sustain or enhance existing domestic violence intervention and prevention services, including those that respond to specialized issues, current advocacy challenges, service accessibility barriers, and emerging trends;
7. Creation and implementation of effective strategies that regularly incorporate input and feedback from people with lived experience, such as survivors of domestic violence and their children, into grant activities at multiple points in the development process; and
8. Coordinating broader technical assistance efforts with the NRIC, SIRCs, and CSSIRCs, whenever possible.

Policy Development and System Engagement Activities - Applicant policy development and system engagement activities must include the following:

1. Engaging public and private systems to create national, statewide, tribal, and local improvements in systemic responses to family violence, domestic violence, and dating violence intervention and prevention, thus minimizing barriers for victims of domestic violence and their children who need to safely access these systems;
2. Engaging public and private systems in conducting needs assessments to address emerging trends, gaps, and service accessibility barriers that domestic violence victims may face when accessing services;
3. Collaboratively working together with public and private systems to strengthen policies and institutionalize training to improve accessibility and service outcomes for victims of domestic violence and their children;
4. Coordinating systems improvements and policy development/changes collaboratively with community partners and stakeholders to ensure that responses are informed by domestic violence victims and service providers and take into consideration any unintended consequences, service gaps, and availability of community resources; and
5. Identifying federal and state policy gaps and opportunities, and educating the domestic violence field on administrative policies affecting their work.

Research and Evaluation Activities - Research activities are not required to be large-scale but must be broad in scope and specifically related to the intervention or prevention of domestic violence and dating violence. Applicant research and evaluation activities must include the following:

1. Reviewing the scope of available research and national standards for the intervention and prevention of domestic violence to identify gaps and key questions for future research opportunities or projects;

2. Reviewing the scope of available training and technical assistance modalities to identify promising models and methodologies, and key considerations for future projects;
3. Completing case studies to assess multidisciplinary partnerships between domestic violence programs and/or health and social service agencies to meet the needs of domestic violence survivors and their children or to improve service/system accessibility. Applicants must also document the scope of the collaborations, successes, challenges, and outcomes achieved;
4. Collaborating with the domestic violence field and other NIRC, SIRC, or CSSIRC grantees to review and understand domestic violence related lessons learned, evidence-based and promising practices, national standards, and promising practices for addressing emerging issues, victim/survivor needs, service gaps, service accessibility challenges, system barriers, and successful multidisciplinary partnerships;
5. Collaborating with the domestic violence field and other NIRC, SIRC, or CSSIRC grantees to assess evidence-based practices for their applicability for domestic violence victims and their children. Applicants must work with the domestic violence field to assist with the adoption and implementation of evidence-based practices within domestic violence settings;
6. Developing a researched-based conceptual framework to address an emerging issue related to domestic violence and dating violence; and
7. Developing a plan for national distribution of research or findings that integrates the applicant's area of expertise and shares those findings with the domestic violence field as well as the general public.

Applicants must discuss the areas of research and/or specific research questions that may be investigated, initial ideas on how to assess the research questions, and any limitations foreseen. Applicants must discuss how they will assess the rigor of research identified and how they will highlight limitations and call attention to future directions for research. Applicants must discuss the state of the research and the specific research and knowledge areas to which the cooperative agreement's research and knowledge development activities will contribute.

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;

Program Performance Evaluation Plan

Applicants must describe a plan for the program performance evaluation that will contribute to continuous quality improvement. The program performance evaluation must monitor ongoing activities and the progress towards the goals and objectives of the project. Include descriptions of the inputs (e.g., organizational profile, collaborative partners, key staff, budget, and other

resources), key activities, and expected outcomes of the funded activities. The plan must explain how the inputs, activities, and outcomes will be measured; how the resulting information will be used to inform improvement of funded activities; and any processes that support the overall data quality of the performance outcomes.

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

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

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

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

Project budget calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If 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, 2021 and Consolidated Appropriations Act, 2021, (Division H, Title II, Sec. 202), limits the salary amount that may be awarded and charged to ACF grants and cooperative agreements. Award funds issued under this announcement may not be used to pay the salary of an individual at a rate in excess of Executive Level II. The Executive Level II salary of the "Rates of Pay for the Executive Schedule" is $199,300. This amount reflects an individual's base salary exclusive of fringe benefits and any income that an individual may be permitted to earn outside of the duties of the applicant organization. This salary limitation also applies to subawards and subcontracts under an ACF grant or cooperative agreement.*

Provide a budget using the SF-424A and/or SF-424C, as applicable, for each year of the proposed project.

Provide a budget justification, which includes a budget narrative and a line-item detail, for each year of the proposed project. The budget narrative should describe how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

General

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

Personnel

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

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

Fringe Benefits

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

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

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

taxes, etc.

Travel

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

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

Equipment

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

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

Supplies

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

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

Contractual

Description: Cost of all contracts and subawards except for those that belong under other categories such as equipment, supplies, construction, etc. Include third-party evaluation contracts, if applicable, and contract or subawards with secondary recipient organizations (with

budget detail), including delegate agencies and specific project(s) and/or businesses to be financed by the applicant. Costs related to individual consultants should be listed on the Other line. Recipients are required to use 45 CFR §§ 75.326-.340 procurement procedures, and subawards are subject to the requirements at 45 CFR §§ 75.351-.353.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open, and free competition. Applicants must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold stated in 48 CFR Subpart 2.1 (when amended accordingly). Recipients may be required to make pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc., available to ACF.

Indicate whether the proposed agreement 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 the Department of Health and Human Services (HHS) or another cognizant federal agency.

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

2. Per 45 CFR § 75.414(f) Indirect (F&A) costs, "any non-Federal entity [i.e., applicant] that has never received a negotiated indirect cost rate, ... may elect to charge a *de minimis*

rate of 10% of modified total direct costs (MTDC) which may be used indefinitely. As described in Section 75.403, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. If chosen, this methodology once elected must be used consistently for all Federal awards until such time as the non-Federal entity chooses to negotiate for a rate, which the non-Federal entity may apply to do at any time."

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

Commitment of Non-Federal Resources

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

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

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

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

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

Applicants are required to fully identify and document in their applications the specific costs or contributions they propose in order to meet a matching requirement. Applicants are also required

to provide documentation in their applications on the sources of funding or contribution(s). In-kind contributions must be accompanied by a justification of how the stated valuation was determined. Matching or cost sharing must be documented by budget period (or by project period for fully funded awards).

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

Paperwork Reduction Act Disclaimer

As required by the Paperwork Reduction Act, 44 U.S.C. §§ 3501-3521, the public reporting burden for the Project Description is estimated to average 60 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. The Project Description information collection is approved under OMB control number 0970-0139, which expires 02/28/2022. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Application Submission Options

Electronic Submission via Grants.gov

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

Electronic Delivery

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

How to Register and Apply through Grants.gov

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

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

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

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

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

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

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

***Create a Grants.gov Account*:** The next step in the registration process is to create an account with Grants.gov. Applicants must know their organization's DUNS number to complete this process. Completing this process automatically triggers an email request for applicant roles to the organization's E-Business Point of Contact (EBiz POC) for review. The EBiz POC is a representative from your organization who is the contact listed for SAM. To apply for grants on behalf of your organization, you will need the AOR role.

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

***Authorize Grants.gov Roles*:** After creating an account on Grants.gov, the EBiz POC receives an email notifying them of your registration and request for roles. The EBiz POC will then log in to Grants.gov and authorize the appropriate roles, which may include the AOR role, thereby giving you permission to complete and submit applications on behalf of your organization. You will be able to submit your application online any time after you have been approved as an AOR.

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

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

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

How to Submit an Application to ACF via Grants.gov

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

The following is an overview of applying via Grants.gov. For access to complete instructions on how to apply for opportunities, refer to: https://www.grants.gov/web/grants/applicants/apply-for-grants.html

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

***Complete a Workspace*:** Add participants to the workspace, complete all the required forms, and check for errors before submission.

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

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

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

***Complete SF-424 Fields First*:** The forms are designed to fill in common required fields across other forms, such as the applicant name, address, and DUNS number. To trigger this feature, an applicant must complete the SF-424 information first. Once it is completed, the information will transfer to the other forms.

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

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

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

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

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

Timely Receipt Requirements and Proof of Timely Submission

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

Issues with Federal Systems

For any systems issues experienced with Grants.gov or SAM.gov, please refer to ACF's "Policy for Applicants Experiencing Federal Systems Issues" document for complete guidance at https://acf.hhs.gov/sites/default/files/documents/systems_issue_policy_final_0.pdf

Request an Exemption from Required Electronic Application Submission

To request an exemption from required electronic submission please refer to ACF's "Policy for Requesting an Exemption from Required Electronic Application Submission" document for complete guidance at:https://acf.hhs.gov/sites/default/files/documents/acf_policy_for_requesting_an_exemption_from_required_electronic_0.pdf

Paper Format Application Submission

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

Applicants with exemptions that submit their applications in paper format, by mail or delivery, must submit one original and two copies of the complete application with all attachments. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by the AOR, and be unbound. The original copy of the application must have original signature(s). See *Section IV.7. Other Submission Requirements* of this announcement 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 announcement.

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

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

Obtaining a DUNS Number may take 1 to 2 days.

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

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

This action should allow you time to resolve any issues that may arise. Failure to comply with these requirements may result in your inability to submit your application through Grants.gov or prevent the award of a grant. Applicants should maintain documentation (with dates) of their efforts to register for, or renew a registration, at SAM. User Guides are available under the "Help" tab at https://www.sam.gov.

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

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

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

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

IV.4. Submission Dates and Times

Due Date for Letter of Intent 06/03/2021

The LOI date will generate once the Synopsis is published if Days or a Date are entered.

Due Dates for Applications

Due Date for Applications 07/05/2021

07/05/2021

Explanation of Due Dates

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

Electronic Applications

The deadline for submission of electronic applications via www.Grants.gov is 11:59 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 from funding under this announcement.

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

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

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

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

Mailed Paper Format Applications

The deadline for receipt of mailed, paper applications is 4:30 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 from funding under this announcement.

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

Hand-Delivered Paper Format Applications

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 from funding under this announcement.

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

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

- Applications submitted electronically via www.Grants.gov are considered late when they are dated and time-stamped after the deadline of 11:59 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 is has passed the validation check.

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

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

Acknowledgement from ACF of an electronic application's submission:

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

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

IV.5. Intergovernmental Review

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

Applicants should go to the following URL for the official list of the jurisdictions that have elected to participate in E.O. 12372 https://obamawhitehouse.archives.gov/omb/grants_spoc

Applicants from participating jurisdictions should contact their SPOC, as soon as possible, to alert them of their prospective applications and to receive instructions on their jurisdiction's

procedures. Applicants must submit all required application materials to the SPOC and indicate the date of submission on the SF-424 at item 19.

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

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

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

IV.6. Funding Restrictions

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

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

IV.7. Other Submission Requirements

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

Submission by Mail

First Name:

Last Name:

Organization 1:
Family and Youth Services Bureau Operations Center c/o F2-Solutions

Organization 2:
Attn: Family Violence Prevention and Services Program Funding

Organization 3:

Street 1:
1401 Mercantile Lane Suite 410

Street 2:

City:
Largo

State:
MD Maryland
Zip:
20774

Hand Delivery

First Name:
Last Name:
Organization 1:
Family and Youth Services Bureau Operations Center c/o F2-Solutions
Organization 2:
Attn: Family Violence Prevention and Services Program Funding
Organization 3:
Street 1:
1401 Mercantile Lane Suite 410
Street 2:
City:
Largo
State:
MD Maryland
Zip:
20774

Electronic Submission

See *Section IV.2.* for application requirements and for guidance when submitting applications electronically via www.Grants.gov.
For all submissions, see *Section IV.4. Submission Dates and Times*.

V. Application Review Information

V.1. Criteria

The Review Criteria - Lead-In Paragraph

Please note: With the exception of the funding opportunity announcement 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 announcement.

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

Applications will be scored according to the following criteria:

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 domestic violence service providers in assisting domestic violence survivors with specific complex needs, the efforts of State Domestic Violence Coalitions to address these challenges, related training and technical assistance gaps, and relevant data and analysis.

2. The extent to which the application provides documentation on the state(s), tribe(s), organizations, and/or communities to be impacted and served.

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 identifies relevant systemic barriers to opportunities and benefits for people of color and other underserved groups and identifies opportunities for advancing equity within domestic violence services and related systems throughout the project plan.

5. The extent to which the application demonstrates a clear commitment to increasing the capacity of domestic violence programs and engaging communities as discussed throughout *Section IV.2. The Project Description: Organizational Capacity.*

6. The extent to which the application describes clear and appropriate program objectives, are nationally comprehensive in scope, and will fulfill the program purpose and program requirements as described in *Section I., Program Description* and *Section IV.2. The Project Description: Organizational Capacity.*

APPROACH **Maximum Points:** 40

Applications will be scored according to the following criteria:

1. The extent to which the application demonstrates a national and comprehensive plan for providing technical assistance and training to increase the capacity of domestic violence programs for, domestic violence coalitions, tribes, tribal organizations, government agencies, and community-based organizations, to address domestic violence intervention and prevention.

2. The extent to which the application responds to each aspect of the Approach including the activities detailed under the Public Awareness and Resource Development Activities, Training and Technical Assistance Activities, Policy Development and System Engagement Activities, and Research and Evaluation Activities as they relate to the NRCDV, and as described in *Section IV.2., The Project Description* , *Applicant Approach Activities*.

3. The extent to which the application describes how the proposed project will shape the awareness of the domestic violence programs, the general public, and public/private entities with regards to emerging issues and promising approaches for addressing family, domestic, 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 programs to create national, statewide, or local improvements in systemic 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 demonstrates the feasibility of the proposed means of accomplishing these elements.

6. The extent to which the application describes a plan for how the applicant will ensure that products and activities are appropriately survivor-centered by regularly incorporating input and feedback from people with lived experience as survivors of domestic violence and their children into grant activities at multiple points in the development process.

7. 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 grantee will have in place to ensure the proactive identification of systemic barriers to opportunities and benefits for people of color and other underserved populations and strategic incorporation of activities to redress such barriers in ongoing workplans.

8. 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.

9. The extent to which the application describes how collaborations will be undertaken and relationships with project partners managed.

10. The extent to which the application describes how the applicant will contribute to or assist in advancing the research, evaluation, and programmatic outcomes of family, domestic, and dating violence intervention and prevention programs.

11. 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.

12. The extent to which the application describes how the applicant will collaborate with DVRN members and other technical assistance providers to meet the objectives.

OUTCOMES EXPECTED **Maximum Points:** 5

Applications will be scored according to the following criteria:

1. The extent to which the application identifies quantitative and qualitative outcomes and outputs for the proposed project that will lead to specialized advocacy and practice changes within the domestic violence field and "Outcomes Expected" as described in *Section IV.2., Project Description, Expected Outcomes*.

2. The extent to which the application responds to each aspect of the "Outcomes Expected" as described in *Section IV.2., The Project Description, Expected Outcomes.*

3. The extent to which the application demonstrates a sound relationship between planned project activities and intended quantitative and qualitative outcomes and outputs.

EVALUATION **Maximum Points:** 10

Applications will be scored according to the following criteria:

1. The extent to which the application identifies quantitative and qualitative outcomes and outputs for the proposed project that will lead to specialized advocacy and practice changes within the domestic violence field and "Outcomes Expected" as described in *Section IV.2., The Project Description, Expected Outcomes*.

2. The extent to which the application responds to each aspect of the "Outcomes Expected" as described in *Section IV.2., The Project Description, Expected Outcomes*.

3. The extent to which the application demonstrates a sound relationship between planned project activities and intended quantitative and qualitative outcomes and outputs.

4. The extent to which the applicant demonstrates a sound plan for measuring the outcomes of any practice change strategies shared with the domestic violence field, as well as measuring how service practices change over time.

5. The extent to which the application discusses a range of relevant, specific research questions that may be investigated, appropriate approaches to assessing the research questions, and the range of limitations foreseen.

6. The extent to which the applicant demonstrates a sound plan for measuring the broad base of organizations reached or impacted by services, programming, and technical assistance.

ORGANIZATIONAL PROFILES **Maximum Points:** 30

Applications will be scored according to the following criteria:

1. The extent to which the applicant, through submission of letters of support or MOUs, demonstrates the organizational knowledge and professional relationships with the network of local, state, and tribal domestic violence programs, technical assistance providers, and national resource centers in order to provide national strategies, training, research, and resources related to the intervention and prevention of family violence, domestic violence, and dating violence.

2. The extent to which the application demonstrates the organizational capacity necessary to undertake a national project providing training and technical assistance as described in *Section I., Program Description and Section IV.2., The Project Description, Approach*.

3. The extent to which the application describes organizational policies and practices to ensure ongoing organizational capacity to address disparities for underserved populations in an

ongoing, strategic, and culturally responsive manner, especially for underserved populations with documented history of long-standing significant disparities related to the topic of the grant.

4. 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 national organizations and domestic violence service providers at the local, state, and national levels.

5. The extent to which the application provides a staffing plan that demonstrates a sound relationship between the proposed responsibilities of program staff and the educational and professional experience required for staff positions through a discussion of position descriptions and resumes or biographical sketches of key staff, including consultants. "Key Staff" are defined as those staff members responsible for direct oversight, management, or implementation of the proposed project.

6. The application describes a staffing plan that demonstrates sufficient capacity to address, in an ongoing, strategic, and culturally responsive manner, the identified disparities for people of color and others who have been historically underserved, marginalized, and adversely affected by persistent poverty and inequality in an ongoing, strategic, and culturally responsive manner.

7. The extent to which the application describes a plan for training project staff in the 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.

8. The extent to which the application includes documentation of expertise regarding domestic violence intervention and prevention, the provision of national training and technical assistance, and the ability to lead the domestic violence field and collaborate with a diverse network of organizations as described in *Section IV.2., The Project Description, Organizational Capacity.*

9. The extent to which the application identifies a Point of Contact for this grant, including telephone number and email address.

10. The extent to which MOUs are detailed, include the roles and responsibilities of both parties, and describe fair and appropriate compensation, if applicable.

11. The extent to which the application includes letters of support from advocates and local, state, tribal, and national organizations that 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

For all priority areas, applications will be scored according to the following criteria:

1. The extent to which a detailed line item budget of project costs is included and demonstrates how cost estimates were derived. Detailed calculations must include estimation of methods, quantities, unit costs and other similar quantitative detail sufficient for the calculation to be duplicated. The budget must include all the information required and described in *Section IV.2., Content and Form of Application Submission, The Project Budget and Budget Justification.*

2. The extent to which the proposed budget and budget justification are feasible for the proposed approach, and are logical, reasonable, and appropriate.

3. The extent to which the proposed budget and budget justification are free of errors.

4. The extent to which the application demonstrates how the funds requested are necessary and essential to accomplish the Approach as described in *Section IV.2., The Project Description*.

5. The extent to which the budget delineates fair and reasonable compensation for project partners that aligns with proposed activities.

V.2. Review and Selection Process

No grant award will be made under this announcement on the basis of an incomplete application. No grant award will be made to an applicant or subrecipient that does not have a DUNS number (http://fedgov.dnb.com/webform) and an active registration at SAM (www.sam.gov). See *Section IV.3. Unique Entity Identifier and System for Award Management (SAM)*.

Initial ACF Screening

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

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

Objective Review and Results

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

Results of the competitive objective review are taken into consideration by ACF in the selection of projects for funding; however, objective review scores and rankings are not binding. Scores and rankings are only one element used in the award decision-making process. ACF reserves the right to evaluate applications in the larger context of the overall portfolio by considering geographic distribution of federal funds (e.g., ensuring coverage of states, counties, or service areas) in its pre-award decisions.

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

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

Federal Awarding Agency Review of Risk Posed by Applicants

As required by 2 CFR Part 200, the Uniform Guidance, effective November 12, 2020, 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 2 CFR § 200.206 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 announcement for information on non-federal reviewers in the review process.

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

V.3. Anticipated Announcement and Federal Award Dates

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

VI. Federal Award Administration Information

VI.1. Federal Award Notices

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

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

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

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

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/discretionary-post-awardrequirements#chapter-1.

Other Administrative and National Policy Requirements

Equal Treatment for Faith-Based Organizations

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

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

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

VI.3. Reporting

Performance Progress Reports:
Semi-Annually

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

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

Financial Reports:
Semi-Annually

VII. HHS Award Agency Contact(s)

Program Office Contact

First Name:
Damien

Last Name:
Frierson

Organization 1:
Administration on Children, Youth and Families

Organization 2:
Family and Youth Services Bureau

Organization 3:
Family Violence Prevention and Services Program

Street 1:
Mary E. Switzer Building

Street 2:
330 C Street, SW., 3rd Floor

City:
Washington

State:
DC District of Columbia

Zip:
20201

Phone:
(202) 205-8657
Phone 2:
Fax:
Email:
Damien.Frierson@acf.hhs.gov
URL:

Office of Grants Management Contact

First Name:
Katrina
Last Name:
Morgan
Federal Agency:
Administration for Children and Families
Sub OpDiv:
Office of Grants Management
OpDiv:
Street 1:
Mary E. Switzer Building
Street 2:
330 C Street, SW.,
City:
Washington
State:
DC District of Columbia
Zip:
20201
Phone:
(202) 401-5127
Phone 2:
Fax:
Email:
Katrina.Morgan@acf.hhs.gov
URL:

Federal Relay Service:

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

VIII. Other Information

Reference Websites

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

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

ACF Funding Opportunities Forecast www.grants.gov/.

ACF Funding Opportunity Announcements ami.grantsolutions.gov/.

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

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

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

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

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

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

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

Application Checklist

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

What to Submit	Where Found	When to Submit
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.*
Unique Entity Identifier (DUNS) and Systems for Award Management (SAM) registration.	Referenced in *Section IV.3. Unique Entity Identifier and System for Award Management (SAM)* in the announcement. To obtain a DUNS number (Unique Entity Identifier), go to http://fedgov.dnb.com/webform. To register at SAM, go to http://www.sam.gov.	A DUNS number (Unique Entity Identifier) and registration at SAM.gov are required for all applicants. Active registration at SAM must be maintained throughout the application and project award period.
Certification Regarding Lobbying (Grants.gov Lobbying Form)	Referenced in *Section IV.2. Required Forms, Assurances, and Certifications.* This form is available in the FOA's forms package at www.Grants.gov.	Submission is due with the application package or prior to the award of a grant.

What to Submit	Where Found	When to Submit
The Project Description	Referenced in *Section IV.2. The Project Description*.	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times*.
The Project Budget and Budget Justification	Referenced in *Section IV.2. The Project Budget and Budget Justification*.	Submission is required in addition to submission of SF-424A and / or SF-424C. Submission is required with the application package by the due date in the *Overview* and in *Section IV.4. Submission Dates and Times*.
SF-424 - Application for Federal Assistance	Referenced in *Section IV.2.Required Forms, Assurances, and Certifications.* This form is available in the FOA's forms package at www.Grants.gov in the Mandatory section.	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times.*
Table of Contents	Referenced in *Section IV.2. The Project Description*.	Submit with the application by the due date found in the *Overview* and in *Section IV.4. Submission Dates and Times*.
SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non- Construction Programs	Referenced in *Section IV.2. Required Forms, Assurances, and Certifications.* These forms are available in the FOA's forms package at www.Grants.gov in the Mandatory section. They are required for applications that include only non-construction activities.	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times.*

What to Submit	Where Found	When to Submit
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*.
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.
Proof of Non-Profit Status	Referenced in *Section IV.2. The Project Description, Legal Status of Applicant Entity*.	Proof of non-profit status should be submitted with the application package by the application due date and time listed in the *Overview* and *Section IV.4.* of the FOA. If it is not available at the time of application submission, it must be submitted prior to the award of a grant.
SF-Project/Performance Site Location(s) (SF-P/PSL)	Referenced in *Section IV.2.Required Forms, Assurances, and Certifications.* This form is available in the FOA's forms package at www.Grants.gov.	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times.*

Appendix

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

Family Violence Prevention and Services Discretionary Grants: National Resource Center on Domestic Violence (NRCDV)

HHS-2021-ACF-ACYF-EV-1930

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

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 applicant's 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-awardee(s)/subcontractor(s) should establish and publicize policies prohibiting harassment based on race, sexual orientation, gender, gender identity (or expression), religion, and national origin. The submission of an application for this funding opportunity reflects that the applicant 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-awardees or subcontractors are required to:

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

Insert Date of Signature:

Print Name and Title of the AOR:

Signature of AOR: