

Administration for Children and Families

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

Family Violence Prevention and Services Culturally Specific Sexual Assault Capacity Building Center for the African American Community

HHS-2023-ACF-ACYF-EV-0061

Application Due Date: 07/27/2023

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Funding Opportunity Title:
Family Violence Prevention and Services Culturally Specific Sexual Assault Capacity Building Center for the African American Community

Announcement Type:
Initial

Funding Opportunity Number:
HHS-2023-ACF-ACYF-EV-0061

Primary CFDA Number:
93.496

Due Date for Applications:
07/27/2023

Executive Summary

Notice:

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

The Administration for Children and Families (ACF), Office of Family Violence Prevention and Services (OFVPS), Family Violence Prevention and Services Act (FVPSA) Program seeks to award one cooperative agreement under FVPSA to establish and maintain one Culturally Specific Sexual Assault Capacity Building Center (CSSAC) for the African American Community that will enhance intervention and prevention efforts for victims of sexual assault, domestic violence, and family violence for members of racial and ethnic minority groups including African Americans. The CSSAC grant recipients are 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, sexual assault, family violence, and their children. The awards will be cooperative agreements, which is an award instrument used when substantial involvement is anticipated between the awarding office and the grant recipient during performance of the contemplated project. OFVPS will collaborate with the grant recipient throughout the project period.

I. Program Description

Statutory Authority

The statutory authority for this funding opportunity is the Family Violence Prevention and Services Act (FVPSA) 42 U.S.C 10410(a)(2).

Description

Description
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 Child Abuse Prevention and Treatment Act Reauthorization Act of 2010 (42 U.S.C. 10401 - 10414).

Since 1984, Congress has continued to make its intent clear that FVPSA funds be used to raise awareness of domestic violence, prevent its occurrence, provide services to victims and their children, and support domestic violence providers to enhance their responses through training and technical assistance.

Specifically, FVPSA has the following statutory purposes:

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

With the passage of the 2022 Consolidated Appropriations Act, Congress appropriated funding to the FVPSA Program to implement discretionary grant funding that “recognizes that women and girls of color are often disproportionally impacted by domestic violence and includes the development or enhancement of culturally specific services for survivors of domestic violence and sexual assault.”

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

According to the Bureau of Justice Statistics Special Report, Hart and Rennison, 2003 by the U.S. Department of Justice, for every Black woman who reports rape, at least 15 Black women do not report. Given the impact of historical trauma, racism, and oppression, often Black women will tell no one about the abuse. According to the most recently published 2016/2017 National Intimate Partner and Sexual Violence Survey report by the National Center for Injury Prevention

and Control at the Centers for Disease Control and Prevention, 40.5 percent of Black women reported experiencing some form of unwanted sexual contact during their lifetime; 29 percent of Black women reported being raped during their lifetime; 26.2 percent of Black women reported sexual harassment in a public place; and 23.8 percent of Black women reported sexual coercion victimization at some point in their lifetime.

Domestic violence victimization also occurs at significant rates among African Americans, Asian Americans and Pacific Islanders, and Latinas/Latinos. For Black women, approximately 41 percent have experienced physical violence by an intimate partner during their lifetime (*source: Ujima: National Institute on Violence Against Women in the Black Community fact sheet citing Breiding, M.J., (2014) Prevalence and Characteristics of Sexual Violence, Stalking and Intimate Partner Victimization–National Intimate Partner and Sexual Violence Survey, United States, 2011. Mortality and Morbidity Weekly Report. Surveillance Summaries (Washington, DC), 63(8)1.*). These data suggest that interventions that address sexual assault and domestic violence by employing a culturally competent approach are likely to be more effective.

FVPSA is administered by the Office of Family Violence Prevention and Services (OFVPS), a division of the Administration on Children and Families (ACF). OFVPS administers mandatory FVPSA formula grants to 1) states and territories, 2) tribes, and 3) state domestic violence coalitions. FVPSA grants are awarded to every state and territory and over 200 tribes. Funds awarded to states, territories, and tribes reach more than 1,600 local public, private, nonprofit, and faith-based organizations and programs demonstrating positive outcomes in the field of domestic violence services and prevention. These domestic violence programs provide victims of family, domestic, and dating violence--as well as their children--with shelter, safety planning, crisis counseling, information and referral, legal advocacy, and additional supportive services. Local service providers reported increases in domestic violence, dating violence, and sexual assault incidents during the COVID-19 pandemic, putting victims/survivors at increased risk of harm and further stretching the limited operating budgets and staffing of local providers. In response, in 2020 Congress awarded the FVPSA Program a historic appropriation that for the first time included funding for sexual assault services in addition to funding for domestic violence and dating violence services.

Domestic Violence Resource Network (DVRN)
The CSSAC targeting the African American community will be part of OFVPS's DVRN, a nationwide network of national resource centers, special issue 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. This CSSAC will join three existing CSSACs providing culturally specific responses to sexual assault in the Asian and Pacific Islander, Latina/Latino, and Native American communities as DVRN members.

The DVRN provides 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, while also providing evidence-based and evidence-informed intervention services. The CSSAC for the African American community will work collaboratively with other DVRN members to share its

national expertise and deliver domestic violence, dating violence, sexual assault, and family violence related training and technical assistance. Like all DVRN members, OFVPS's CSSAC grant recipient for the African American community will maintain independent governance of its own organization but will be required to share its expertise with other DVRN members, actively participate in the coordination of technical assistance, attend semi-annual DVRN meetings, and work collaboratively to develop resources as needed. All DVRN resource centers are expected to conduct their activities in an accessible, linguistically appropriate, culturally responsive, and trauma-informed manner and to proactively focus their activities to address racial inequities that exist for survivors of domestic violence and sexual assault, 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, and Two-Spirit (LGBTQ2S) 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).

Definitions

Sexual Assault Definition:

The term ‘sexual assault’ means any nonconsensual sexual act proscribed by federal, tribal, or state law, including when the victim lacks capacity to consent. See 34 U.S.C. 12291(a)(35).

Underserved Communities Definition:

For the purposes of this funding announcement, “underserved population,” “underserved communities,” or “people who have been historically underserved” should be read to be consistent with FVPSA statutory and regulatory definitions (at 42 U.S.C. 10402(14) and 45 CFR 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."

Rape Crisis Centers:

For the purposes of this funding announcement, the term "rape crisis center" means a non-profit, nongovernmental, tribal organization, or governmental entity in a state other than a territory that provides intervention and related assistance to victims of sexual assault without regard to their

age. In the case of a governmental entity, the entity may not be part of the criminal justice system (such as a law enforcement agency) and must be able to offer a comparable level of confidentiality as a non-profit entity that provides similar victim services. See 34 U.S.C. 12291(a)(30). Pursuant to 34 U.S.C. 12511(b)(2)(C), intervention and related assistance may include the following:

1. 24-hour hotline services providing crisis intervention services and referral.
2. Accompaniment and advocacy through medical, criminal justice, and social support systems, including medical facilities, police, and court proceedings.
3. Crisis intervention, short-term individual and group support services, and comprehensive service coordination and supervision to assist sexual assault victims and family or household members.
4. Information and referral to assist the sexual assault victim and family or household members.
5. Community-based, culturally specific services and support mechanisms, including outreach activities for underserved communities.
6. Development and distribution of materials on issues related to the services described in numbers 1 through 5 above.

Culturally Specific Definition:
Pursuant to 34 U.S.C. 12291(a)(9), "culturally specific services" means community-based services that include culturally relevant and linguistically specific services and resources to culturally specific communities. Pursuant to 34 U.S.C. 12291(a)(8), "culturally specific" means primarily directed toward racial and ethnic minority groups (as defined in 42 U.S.C. 300u-6(g)) (which means American Indians (including Alaska Natives, Eskimos, and Aleuts); Asian American; Native Hawaiians and other Pacific Islanders; Blacks; and Hispanics). The term ''Hispanic'' or ''Latino'' means individuals whose origin is Mexican, Puerto Rican, Cuban, Central or South American, or any other Spanish speaking country. This underserved populations definition also includes other population categories determined by the Secretary [of Health and Human Services] or the Secretary's designee to be underserved.

Prevention Definitions:

For the purposes of this funding announcement:

- *Primary Prevention:* Strategies, policies, and programs to stop both first-time perpetration and first-time victimization pursuant to 45 CFR § 1370.2. Primary prevention is stopping sexual assault, domestic violence, 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 witnessing sexual assault, domestic violence, family violence or dating violence, community campaigns designed to alter norms and values conducive to sexual assault, domestic violence, family violence or dating violence, worksite prevention programs, and training and education in parenting skills and self-esteem enhancement.
- *Secondary Prevention:* Identifying risk factors or problems that may lead to future sexual assault or family, domestic, or dating violence, and taking the necessary actions to eliminate the risk factors and the potential problem, which 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.

CSSAC Program Requirements

Through this NOFO and in accordance with FVPSA, 42 U.S.C. 10410(a)(2), the Secretary shall award one cooperative agreement to an eligible entity to support training and technical assistance that address emerging issues related to family violence, domestic violence, and dating violence– to include sexual assault–to entities demonstrating related expertise. The one applicant selected to receive this award will be required to provide capacity building resources, training, and technical assistance for culturally specific sexual assault and domestic violence programs serving survivors from African American and other Black populations, underserved communities, and historically marginalized communities. The entity selected to serve as the CSSAC for the African American community will be required to share its expertise in providing a specific context for sexual assault as it relates to the ethnic, cultural, faith-based, and linguistic diversity of survivors of sexual assault, domestic violence, and dating violence from the African American and Black community.

The one entity selected to establish a CSSAC for the African American community will be required to pursue the following goals and objectives and to demonstrate its ability to achieve the same in its grant application and work plan:

1. Deliver state-of-the-art nationwide training and technical assistance to enhance organizational capacity of sexual assault programs; domestic violence programs; state coalitions; FVPSA state administration agencies; Indian tribal governments; tribal organizations; federal, state, and local government agencies; national, statewide, and local community-based organizations; allied professionals; and other key stakeholders to provide culturally relevant, linguistically appropriate and accessible, trauma-informed, and survivor-centered sexual assault, domestic violence, dating violence, and family violence intervention and prevention services. These services must be accessible to all victims and their children, including services that address lifetime exposure to violence, survivors from LGBTQ2S communities, and other historically marginalized and underserved populations;
2. Raise and enhance the visibility of culturally specific sexual assault, domestic violence, dating violence, and family violence intervention and prevention strategies, prevalence statistics, emerging issues, and special topics through the development and distribution of innovative resources and multi-media and multiplatform public awareness, social media, and marketing campaigns;
3. Support service innovation by identifying culturally specific, evidence-based, and evidence-informed practices for the prevention and intervention of family violence, sexual assault, domestic violence, and dating violence, and assist with the dissemination, promotion, adoption, and adaptation of such practices in the field;
4. Develop and enhance sexual assault, family violence, domestic violence, and dating violence intervention and prevention strategies by fostering culturally specific promising practices development and adaptation throughout the domestic violence and sexual assault fields that includes nationwide training and technical assistance and the creation, collection, and dissemination of guidelines, materials, and other relevant resources, such as sample policies, protocols, forms, and related procedures;

5. Engage public and private systems and institutions through policy development to create national, statewide, tribal, or local improvements in systemic responses to sexual assault, family violence, domestic violence, and dating violence, such as integrating culturally specific domestic violence and sexual assault policies and practices into home visitation and public housing programs, public health care clinics, school-based dating violence prevention programs, workforce development initiatives, and other public welfare programs to enhance accessibility for all victims and their families;
6. Address current and emerging issues related to sexual assault, family violence, domestic violence, and dating violence through the provision of training and technical assistance that is comprehensive and national in scope. This includes services for girls/women of color; services for male victims; addressing the needs of elder victims; services responsive to the needs of LGBTQ2S victims; engaging faith communities; the co-occurrence of Human Immunodeficiency Virus and IPV; human trafficking; family/youth homelessness; family self-sufficiency; social capital development; child support; meeting the 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 IPV, gun violence, and community violence prevention; and other topics identified as priorities by the program office;
7. Conduct or contribute to research related to sexual assault prevention or intervention for culturally specific, traditionally underserved victims of sexual assault, domestic violence, family violence, dating violence and children exposed to sexual assault and IPV;
8. Work collaboratively with national, statewide, and local community-based sexual assault programs and domestic violence programs; state coalitions; FVPSA state administrators; federal, state, and local government agencies; Indian tribal governments; tribal organizations; national, statewide, and local culturally specific organizations; LGBTQ2S organizations; and other entities involved in assisting survivors of sexual assault, domestic violence, family violence, and dating violence to identify and respond to emerging issues, technical assistance requests, the adaptation of promising practices, and increasing service demands;
9. Implement periodic needs assessments of sexual assault programs serving the African American and Black community to identify unmet training and technical assistance needs, including the identification of unaddressed or under-addressed topic areas and audiences;
10. Participate actively in the coordination of nationwide technical assistance and training with the members of DVRN and work collaboratively to develop resources as needed for the field;
11. Plan conferences, webinars, topical meetings, or major project meetings in consultation with OFVPS to ensure participation of OFVPS staff and facilitate at least two OFVPS-sponsored webinars each budget period;
12. Provide virtual training to a range of audiences and audience sizes including, but not limited to, securing the necessary technical tools/platforms and ensuring staff or consultant subject matter expertise on adult learning, instructional design, and learning management systems best practices;
13. Assist OFVPS with technical and logistical support of grant recipient meetings and conferences, including providing insight from first-hand knowledge and experience that

can inform planning, analysis, and implementation as related to identified training and technical assistance topics; identifying meeting/conference venues; subcontracting with quality presenters, facilitators and consultants; working with stakeholders to develop an agenda; arranging travel; providing onsite support; and following up on conference evaluations; and

14. Plan travel expenses for at least one representative from the CSSAC grant recipient organization to participate in two DVRN meetings and one OFVPS-sponsored meeting each budget period.
15. All FVPSA grant recipients are expected to implement evidence-based, evidence-informed, and or promising strategies that regularly engage input and feedback from people with lived experience that are survivors of family violence, domestic violence, dating violence, and sexual assault and their children into their needs assessments. FVPSA grant recipients will ensure that these activities are meaningful, trauma-informed, and grounded in the lived experiences of survivors and their children. The applicant will encourage survivor voice(s) and lead in partnership with survivors in program selection, program design, program improvement, and/or other recommendations.
16. All FVPSA grant recipients are expected to ensure that products and activities are appropriately survivor-centered by regularly incorporating input and feedback from people with lived experience as survivors of domestic violence, dating violence, or sexual assault and their children into grant activities at multiple points in the development process.

CSSAC Expectations

The CSSAC grant recipient for the African American community is expected to use its expertise to provide a specific context for sexual assault and domestic violence as it relates to the ethnic, cultural, and linguistic diversity of survivors of sexual assault, domestic violence, dating violence, and family violence from the African American and Black community.

The CSSAC grant recipient is further expected to offer a comprehensive and national scope of training and technical assistance that is trauma-informed, culturally specific, linguistically relevant, and responsive to sexual assault, family violence, domestic violence, and dating violence intervention and prevention services. This technical assistance is also required to include experts and advisors from culturally specific communities and programs, and who conduct research related to adult and youth victims of domestic violence, sexual assault, family violence, and dating violence, as well as research related to children who are exposed to said violence and assault.

The CSSAC grant recipient is expected to provide evidence-based and evidence-informed strategies and information to enhance the capacity of individuals, organizations, governmental agencies, and communities to intervene and prevent sexual assault, family violence, domestic violence, and dating violence.

The CSSAC grant recipient for the African American and Black community is expected to focus on enhancing the cultural and linguistic relevancy of service delivery; resource use; policy, research, and technical assistance; public awareness and community education; intervention; and

prevention initiatives.

The CSSAC grant recipient is expected to enhance prevention and intervention efforts for victims of sexual assault, family violence, domestic violence, and dating violence who are members of culturally specific and underserved racial and ethnic communities by building the capacity of sexual assault prevention, and domestic violence prevention and intervention programs, to provide culturally relevant and linguistically appropriate services and coordinate outreach efforts to diverse communities.

By the end of the grant period, the FVPSA-funded grant recipient 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; Indian tribes and tribal organizations; state coalitions; FVPSA state administrators; and national, statewide, and local community-based organizations including culturally specific organizations and other key stakeholders related to sexual assault, family violence, domestic violence, and dating violence intervention and prevention services for victims of dating violence, domestic violence, sexual assault, and family violence and their children.

The CSSAC grant recipient 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 sexual assault programs, domestic violence programs, state coalitions, tribes and tribal organizations, culturally specific community-based organizations, and health and social service agencies to learn from the CSSAC grant recipient expertise regarding sexual assault, family violence, domestic violence, and dating violence intervention and prevention.

The CSSAC grant recipient is expected to share its expertise to lead practice improvements as well as organizational capacity building. The recipient is further expected to foster partnerships between organizations that have not traditionally worked together to address sexual assault, family violence, domestic violence, and dating violence, such as public institutions, faith-based organizations, culturally specific organizations, LGBTQ organizations, and community-based organizations. The CSSAC grant recipient will lead or contribute to sexual assault, family violence, domestic violence, and dating violence intervention and prevention-related research that could include program evaluation; national research projects; drafting applied research papers; holding focus groups; conducting community assessments; and collaborating with a wide range of individuals and organizations leading sexual assault, domestic violence, family violence, and dating violence-related research or evaluations.

The CSSAC grant recipient is expected to have a communication plan and national dissemination strategy for sharing promising practices, research findings, project outcomes, and resources nationwide. Grant products will be disseminated broadly, including posting on the grant recipient's website, OFVPS website, national clearinghouse websites, and other platforms to reach a broad audience of individuals and communities addressing sexual assault, family violence, domestic violence, and dating violence prevention and intervention.

The CSSAC grant recipient is also expected to maintain the organizational capacity to implement

the project, including relevant subject matter expertise (i.e., in sexual assault and other areas 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 recipient shall maintain clear plans for maintaining organizational capacity and continuity of services during an emergency, disaster, and/or pandemic situations and transition of key project staff.

The CSSAC grant recipient 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. The grant recipient will provide a comprehensive community equity plan (or other similar documentation within the application) that demonstrates the processes and policies the grant recipient has in place to ensure the proactive identification of systemic barriers to opportunities and benefits for people of color and other underserved populations and strategic incorporation of activities to redress such barriers in ongoing workplans. This plan (or other similar documentation within the application) will also address policies and practices that are in place to ensure that the grant staffing plan supports the capacity to address those disparities in an ongoing, strategic, and culturally responsive manner, especially for particular underserved populations with documented history of long-standing significant disparities related to the topic of the grant.

The CSSAC grant recipient must maintain up-to-date expertise on the needs of victims of sexual assault, domestic violence, family violence, and dating violence within the identified culturally specific community, including conducting periodic needs assessments of the sexual assault program, domestic violence program, and special issue area systems in order to identify unmet training and technical assistance needs, including the identification of unaddressed or under-addressed topic areas and audiences. This shall include, but not be limited to, completion of a national needs assessment in the first 6 months of project year 1 and year 3.

As this is a cooperative agreement that will include substantial involvement from the FVPSA Program in OFVPS, the applicants must actively partner with the FVPSA program officers in implementing the capacity building center's deliverables. The grant recipient shall plan conferences, meetings, or major project meetings in conjunction with OFVPS to allow participation of OFVPS staff. The grant recipient shall also 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. The grant recipient will need to plan to partner with FVPSA program officers in the planning, coordination, and implementation of meetings for FVPSA grant recipients. More information on how OFVPS will be involved is included in *Section II. Federal Award Information, Description of ACF's Anticipated Substantial Involvement Under the Cooperative Agreement Award*.

All FVPSA grant recipients are expected to implement evidence-based, evidence-informed, and/or promising strategies that regularly engage input and feedback from people with lived experience who are survivors of family violence, domestic violence, dating violence, and sexual assault and their children into their needs assessments. FVPSA grant recipients will ensure that these activities are meaningful, trauma-informed, and grounded in the lived experiences of

survivors and their children. The applicant will encourage survivor voice(s) and lead in partnership with survivors in program selection, program design, program improvement, and/or other recommendations.

All FVPSA grant recipients are expected to ensure that products and activities are appropriately survivor-centered by regularly incorporating input and feedback from people with lived experience as survivors of domestic violence, dating violence, or sexual assault and their children into grant activities at multiple points in the development process.

Finally, the CSSAC grant recipient must plan travel to participate in at least one FVPSA Program/OFVPS meeting per budget period. Applicants should include meeting-related travel costs in their proposed budgets. The grant recipient must plan to assist OFVPS with technical and logistical support of grant recipient meetings and conferences, including providing insight from first-hand knowledge and experience that can inform planning, analysis, and implementation as related to identified training and technical assistance topics; identifying meeting/conference venues; subcontracting with quality presenters, facilitators, and consultants; working with stakeholders to develop an agenda; arranging travel; providing onsite support; and following up on conference evaluations.

II. Federal Award Information

Funding Instrument Type:
CA (Cooperative Agreement)

Estimated Total Funding:
$350,000

Expected Number of Awards:
1

Award Ceiling:
$350,000
Per Budget Period

Award Floor:
$300,000
Per Budget Period

Average Projected Award Amount:
$350,000
Per Budget Period

Anticipated Project Start Date:
09/30/2023

Length of Project Periods:
24-month project period with two 12-month budget periods

Additional Information on Project Periods and Explanation of 'Other'

Additional Information on Awards:

Awards made under this funding opportunity are subject to the availability of federal funds.

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

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

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 grant recipient, review and approval of the project plan submitted in year 1, and a determination that continued funding would be in the best interest of the federal government. Satisfactory progress means that the grant recipient is meeting the goals and objectives of the training and technical assistance requirements described in this NOFO and submitting timely performance progress reports.

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

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

OFVPS will provide consultation and will review and approve the work plan for the project, as well as the structure and integrity of the approved project as needed. OFVPS will also approve any revisions to the work plan or structure of the approved project during each budget period. Additionally, OFVPS will approve significant project activities and changes to project plans.

OFVPS will review and approve final drafts of all new or updated materials, articles, major publications, and research reports that are developed or distributed with resources made available under the cooperative agreement.

OFVPS will be involved in the development of long-term strategies for the implementation of the project and will participate in major project activities, such as conferences, topical meetings, or major project meetings. As OFVPS determines appropriate, OFVPS will make changes to the grant recipient's detailed plan for project implementation, including its work plan, trainings/events schedule, and evaluation schedule, in consultation with the grant recipient.

OFVPS will organize periodic consultations, meetings, briefings, teleconferences, webinars, and other forums necessary to review current and planned activities, to share information, and to promote coordination. OFVPS will keep the grant recipient informed about expectations for performance, current OFVPS policy, and OFVPS's vision for addressing domestic violence and dating violence.

OFVPS does not anticipate substantial involvement in the grant recipient's creation of data collection activities, such as those related to needs assessments, evaluations, and requests for feedback, and grant recipients are not expected to submit such data collection instruments for program office review and approval. In cases where OFVPS is directly involved in the creation of data collection activities under this NOFO, data collection will be conducted consistent with the Paperwork Reduction Act (PRA) of 1995, (44 U.S.C. 3501-3521) and display a valid Office of Management and Budget (OMB) control number.

III. Eligibility Information

III.1. Eligible Applicants

To be eligible to receive a grant to establish or maintain a CSSAC under 42 U.S.C. 10410(b)(c)(1), an entity shall be a private non-profit organization that focuses primarily on issues of domestic violence, dating violence, family violence, and sexual assault in the African American and Black community, or a public or private non-profit educational institution that has an institute, center, or program related to culturally specific issues in domestic violence and sexual assault and (i) has documented experience in the areas of domestic violence and sexual assault prevention and services and experience relevant to African American and Black populations to which information, training, technical assistance, and outreach would be provided under the grant; (ii) demonstrates the strong support of advocates across the nation who are working to address domestic violence and sexual assault; and (iii) has a record of demonstrated success in enhancing the cultural and linguistic relevancy of service delivery.

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

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

III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement:

No

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

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

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

III.3. Other

Application Disqualification Factors

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

Award Ceiling Disqualification

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

Required Electronic Application Submission

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

opportunity.

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

Missing the Application Deadline (Late Applications)

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

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

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

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

Notification of Application Disqualification

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

IV. Application and Submission Information

IV.1. Address to Request Application Package

Kelly
Mitchell-Clark
Administration for Children and Families

Office of Family Violence Prevention and Services
Family Violence Prevention and Services Act
330 C Street, SW.
Washington
DC
20201
202-774-2333
Kelly.Mitchell-Clark@acf.hhs.gov

Application Packages

Electronic Application Submission:

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

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

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

IV.2. Content and Form of Application Submission

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

FOR ALL APPLICATIONS:

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

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

answer any questions pertaining to the application.

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

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

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

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

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

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

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

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

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

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

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

Copies Required
Applicants must submit one complete copy of the application package electronically. Applicants submitting electronic applications need not provide additional copies of their application package.

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

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

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

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

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

PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:

The page limitations do not include the Standard Forms. The Project Description file (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. Approach
5. Evaluation Plan
6. Organizational Capacity and Profiles
7. Budget and Budget Justification
8. Racial Equity Plan

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

ACF supports the following file formats:

- Adobe PDF – Portable Document Format (.pdf)
- Microsoft Word (.doc or .docx)
- Microsoft Excel (.xls or .xlsx)
- Microsoft PowerPoint (.ppt)

- Image Formats (.JPG, .GIF, .TIFF, or .BMP only)

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

FORMATTING FOR PAPER APPLICATION SUBMISSIONS:
The following requirements are only applicable to applications submitted in paper format. Applicants must receive an exemption from ACF in order for a paper format application to be accepted for review. For more information on the exemption, see "*ACF Policy for Requesting an Exemption from Required Electronic Application Submission'" at* *www.acf.hhs.gov/grants/howto#chapter-6*.

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

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

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

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

Required Forms, Assurances, and Certifications

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

Forms/Assurances/Certifications	Submission Requirement	Notes/Description
SF-424 - Application for Federal Assistance	Submission is required for all applicants by the	Required for all applications.

Forms/Assurances/Certifications	Submission Requirement	Notes/Description
	application due date.	
Unique Entity Identifier (UEI) and System for Award Management (SAM) registration.	Required of all applicants. Applicants must have a UEI and maintain an active SAM registration throughout the application and project award period. Obtain a UEI and SAM registration at: http://www.sam.gov .	See *Section IV.3. Unique Entity Identifier (UEI) and System for Award Management (SAM)* for more information.
SF-424 Key Contact Form	Submission is required for all applicants by the application due date.	Required for all applications.
Certification Regarding Lobbying (Grants.gov Lobbying Form)	Submission required of all applicants with the application package. If it is not submitted with the application package, it must be submitted prior to the award of a grant.	Submission of the certification is required for all applicants.
SF-424A - Budget Information - Non- Construction Programs and SF-424B - Assurances - Non-Construction Programs	Submission is required for all applicants when applying for a non-construction project. SFs must be used. Forms must be submitted by the	Required for all applications when applying for a non-construction project.

Forms/Assurances/Certifications	Submission Requirement	Notes/Description
	application due date. By signing and submitting the SF-424B, applicants are making the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination.	
SF-Project/Performance Site Location(s) (SF-P/PSL)	Submission is required for all applicants by the application due date.	Required for all applications. In the SF-P/PSL, applicants must cite their primary location and up to 29 additional performance sites.
SF-LLL - Disclosure of Lobbying Activities	If submission of this form is applicable, it is due at the time of application. If it is not available at the time of application, it may also be submitted prior to the award of a grant.	If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

Additional Required Assurances and Certifications

Mandatory Grant Disclosure

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

Disclosures must be sent in writing to:

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

And to:

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

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

Email: grantdisclosures@oig.hhs.gov

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

The Project Description

The Project Description Overview

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

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

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

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

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

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

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

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

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

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

Non-Profit Organizations

Proof of Non-Profit Status Options:

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

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

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

Additional Eligibility Documentation
Applicants must provide the additional, required documentation, or required credentials, to support eligibility for an award, as described in *Section III. Eligibility Information* of this funding opportunity.

To be eligible to receive a grant to establish or maintain a CSSAC under 42 U.S.C. 10410 (a)(2), an entity shall be a private non-profit organization that focuses primarily on issues of domestic violence, dating violence, family violence, and sexual assault in the African American or Black

community as described in subsection (b)(2), or a public or private non-profit educational institution that has an institute, center, or program related to culturally specific issues in domestic violence and sexual assault and (i) has documented experience in the areas of domestic violence and sexual assault prevention and services and experience relevant to the African American and Black population to which information, training, technical assistance, and outreach would be provided under the grant; (ii) demonstrates the strong support of advocates across the nation who are working to address domestic violence and sexual assault; and (iii) has a record of demonstrated success in enhancing the cultural and linguistic relevancy of service delivery.

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.

Public Awareness and Resource Development Activities - The plan for required public awareness and resource development activities must include the following:

1. Creation, collection, and distribution of resources, including promising practices, guidelines, and information clearinghouse materials to sexual assault programs and domestic violence programs;
2. Development and distribution of comprehensive statistics, fact sheets, and specialized resources addressing a range of domestic violence, dating violence, sexual assault and family violence intervention and prevention issues, including emerging topics;
3. Development and distribution of materials to support the adaptation of model programs, evidence-based practices, evidence-informed and/or promising practices, and exemplary projects;
4. Development of 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 sexual assault and IPV resources, including content management

systems, communities of practice, electronic lists, websites, webinars, and other multi-media, multi-platform, and social media message campaigns;
5. Development of a communication plan for distributing information, products, reports, and other project outputs to the sexual assault field and domestic violence field, allied partners, and to the public, including a description of the method, volume, and timing of distribution, and;
6. Dissemination of information on OFVPS-funded hotlines (i.e., The National Domestic Violence Hotline, Strong Hearts Native Hotline, Love is Respect) on materials.

Training and Technical Assistance Activities - 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. 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; or an exchange of information and resources. The plan for required training and technical assistance activities must include the following:

1. Delivery of a comprehensive array of nationwide technical assistance and training to expand the capacity of sexual assault programs, domestic violence programs, state domestic violence coalitions; FVPSA state administrators; Indian tribes; tribal organizations; federal, state, and local government agencies; and national, statewide, and local community-based organizations to provide sexual assault intervention and prevention services that are accessible to all victims of sexual assault, including persons from traditionally underserved, historically marginalized, and LGBTQ2S communities;
2. Enhancement of sexual assault programs' organizational capacity and accessibility through the provision of innovative and comprehensive educational opportunities, conferences, and peer-to-peer consultations that allow community-based programs to learn from the CSSAC's expertise;
3. Identification of training and technical assistance needs within the applicant's area of expertise and provision of targeted technical assistance for sexual assault programs based on those needs;
4. Leadership on advocacy, service practice improvements, and capacity building through the provision of comprehensive technical assistance and solution-based strategies to address existing needs, challenges, or emerging issues;
5. Development of emerging training and technical assistance strategies, such as organizational capacity building, programmatic accessibility, trauma-informed services, and survivor-centered advocacy that will sustain or enhance existing sexual assault intervention and prevention services, including those that respond to specialized issues, current advocacy challenges, service barriers, and emerging trends;
6. Creation and implementation of evidence-based, evidence-informed, or promising strategies that regularly incorporate input and feedback from people with lived experience as survivors of sexual assault and their children into grant activities at multiple points in the development process; and
7. Coordination of broader technical assistance efforts with the National Resource Center on Domestic Violence (NRCDV), National Indigenous Resource Center (NIRC), Special Issue Resource Centers (SIRCs), Culturally Specific Special Issue Resource Centers

(CSSIRCs) and others CSSACs serving the Asian and Pacific Islander, Latina/Latino, and Native American communities whenever appropriate and feasible.

Policy Development and System Engagement Activities - The plan for required policy development and system engagement activities must include the following:

1. Engagement of public and private systems to create national, statewide, tribal, and local improvements in systemic responses to sexual assault and IPV intervention and prevention to minimize barriers for victims of sexual assault and their children who need to access these systems safely;
2. Engagement of public and private systems in conducting needs assessments to address emerging trends, gaps, and accessibility barriers that sexual assault victims may encounter when accessing services; and
3. Collaboration with public and private systems to strengthen policies and institutionalize training to improve accessibility and service effectiveness for victims of sexual assault and their children.

Research and Evaluation Activities - The plan for required research and evaluation activities must be broad in scope, specifically related to the CSSAC's area of focus, and must include the following:

1. Review of available research and national standards to identify gaps and key questions for future research opportunities or projects. The scope of this review may be limited to the specific expertise of the applicant and may include literature reviews, research papers, published reports, and focus groups. Applicants must discuss how they will assess the rigor of identified research (e.g., how will "effectiveness" be operationally defined), 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. Grant recipients are expected to integrate the results of research into their training and technical assistance and other activities on an ongoing basis.
2. Collaboration with the sexual assault field, domestic violence field, and the NRCDV, the NIRC, SIRC, CSSIRC, and CSSAC grant recipients to review and understand sexual assault-related lessons learned; evidence-based and promising practices; national standards; and promising practices for addressing emerging issues, needs, gaps, or accessibility challenges;
3. Development of case studies to assess multidisciplinary partnerships between sexual assault programs and culturally specific, community-based organizations to meet the needs of sexual assault survivors and their children or to improve service accessibility and the documentation of scope of the collaborations, successes, challenges, and outcomes achieved;
4. Collaboration with the sexual assault field, domestic violence field, the NRCDV, the NIRC, SIRC or CSSIRC, and CSSAC grant recipients to assess evidence-based and/or evidence- informed practices for their applicability for sexual assault victims and their children. Applicants are required to work with the sexual assault and domestic violence fields to assist with the adoption and implementation of evidence-based and/or evidence-informed practices within sexual assault service settings; and

5. Development of a plan for national distribution of research or findings that integrates the applicant's area of expertise and shares those findings with the sexual assault field, domestic violence field, and the general public.

Racial Equity Plan

All grant recipients are expected to ensure that the grant implementation approach, workplans, and deliverables are consistent with a comprehensive approach to advancing equity for all, including people of color and others who have been historically underserved, marginalized, and adversely affected by persistent poverty and inequality. The recipient will provide a comprehensive community equity plan (or other similar documentation within the application) that demonstrates the processes and policies the recipient has in place to ensure the proactive identification of systemic barriers to opportunities and benefits for people of color and other underserved populations and strategic incorporation of activities to redress such barriers in ongoing workplans. This plan (or other similar documentation within the application) will also address policies and practices that are in place to ensure that the grant staffing plan supports the capacity to address those disparities in an ongoing, strategic, and culturally responsive manner, especially for particular underserved populations with documented history of long-standing significant disparities related to the topic of the grant. The grant recipients will ensure that the grant approach, workplans, and deliverables are consistent with prohibitions on discrimination on the basis of gender identity or sexual orientation and proactively support access and redress barriers for LGBTQ2S survivors and their children. The grant recipients will also ensure that technical assistance and training is conducted in alignment with FVPSA regulations at 45 CFR part 1370.5(a) and (c), which requires the grant recipient 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.

Additional Considerations for Applicants

Additionally, each applicant's detailed plan must address its participation in the following activities as they pertain to the proposed CSSAC:

DVRN Participation and Coordination

1. NRCDV will serve as the coordinator of the DVRN's technical assistance meetings;
2. DVRN members will work collaboratively to share their national expertise and deliver domestic violence and dating violence related training and technical assistance; and
3. While the NRCDV, NIRC, SIRC, CSSIRC and CSSAC grant recipients are members of DVRN, they will maintain independent governance of their own organizations but will be required to share their expertise with other DVRN members, actively participate in the coordination of technical assistance, attend semi-annual DVRN meetings, and work collaboratively to develop resources as needed.

Project Timeline and Milestones

Provide quantitative monthly or quarterly projections (for the entire project period) of the accomplishments to be achieved for each function or activity, in such terms as the number of people to be served and the number of activities accomplished. Data may be organized and

presented as project tasks and subtasks with their corresponding timelines during the project period. When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

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

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

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

These regulations set forth the following standards for effective oversight:

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

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

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

used to inform improvement of funded activities; and any processes that support the overall data quality of the performance outcomes.

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

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

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

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

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

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

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

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

Third-Party Agreements

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

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

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

The Project Budget and Budget Justification

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

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

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

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

Applicants should include in their proposed budgets travel costs related to FVPSA meeting attendance.

General

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

Personnel

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

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

Fringe Benefits

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

Typically, fringe benefit amounts are determined by applying a calculated rate for a particular class of employee (full-time or part-time) to the salary and wages requested. Fringe rates are often specified in the approved indirect cost rate agreement. Fringe benefits may be treated as a

direct cost or indirect cost in accordance with the applicant's accounting practices. Only fringe benefits as a direct cost should be entered under this category.

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

Travel

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

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

Equipment

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

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

Supplies

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

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

Contractual

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

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

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

Other

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

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

Indirect Charges

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

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

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

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

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

Commitment of Non-Federal Resources

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

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

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

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

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

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

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

Paperwork Reduction Act Disclaimer

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

Application Submission Options

Electronic Submission via Grants.gov

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

Electronic Delivery

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

How to Register and Apply through Grants.gov

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

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

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

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

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

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

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

EBiz POC Authorized Profile Roles: After you register with Grants.gov and create an Organization Applicant Profile, the applicant's request for Grants.gov roles and access is sent to the EBiz POC. The EBiz POC is then expected to log in to Grants.gov and authorize the appropriate roles, which may include the AOR role, thereby giving you permission to complete and submit applications on behalf of the organization. You will be able to submit your application online any time after you have been assigned the AOR role. For detailed instructions about creating a profile on Grants.gov, refer to: https://www.grants.gov/web/grants/applicants/registration/authorize-roles.html

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

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

How to Submit an Application to ACF via Grants.gov

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

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

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

***Complete a Workspace*:** Add participants to the workspace to work on the application together, complete all the required forms online or by downloading PDF versions, and check

for errors before submission. The Workspace progress bar will display the state of your application process as you apply. As you apply using Workspace, you may click the blue question mark icon near the upper-right corner of each page to access context-sensitive help.

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

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

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

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

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

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

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

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

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

Timely Receipt Requirements and Proof of Timely Submission

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

application. Applicant AORs will also receive the official date/stamp and Grants.gov Tracking number in an email serving as proof of their timely submission.

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

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

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

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

Issues with Federal Systems

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

Request an Exemption from Required Electronic Application Submission

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

Paper Format Application Submission

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

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

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

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

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

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

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

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

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

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

- Be registered in SAM prior to submitting an application or plan;
- Maintain an active SAM registration with current information at all times during which it has an active award or an application or plan under consideration by an OPDIV;
- Provide its UEI in each application or plan it submits to the OPDIV; and
- Ensure any proposed subrecipient(s) have obtained and provided to the recipient their UEI(s) prior to making any subawards (**Note:** Subrecipients are not required to complete full SAM registration.).

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

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

IV.4. Submission Dates and Times

Number of Days from Publication 45

Due Date for Applications
07/27/2023

Explanation of Due Dates

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

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

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

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

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

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

Mailed Paper Format Applications

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

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

Hand-Delivered Paper Format Applications

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

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

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

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

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

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

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

Acknowledgement of Received Application

Acknowledgement from Grants.gov

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

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

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

Acknowledgement from ACF of an electronic application's submission:

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

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

IV.5. Intergovernmental Review

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

Applicants should go to the following URL for the official list of the jurisdictions that have elected to participate in E.O. 12372 https://www.whitehouse.gov/wp-content/uploads/2020/04/SPOC-4-13-20.pdf.

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

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

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

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

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

IV.6. Funding Restrictions

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

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

Pre-award costs are not allowable.

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

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

IV.7. Other Submission Requirements

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

Submission by Mail
FYSB Operations Center c/o F2 Solutions
1401 Mercantile Lane
Largo
MD
20774

Hand Delivery
Same as Above

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

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

V. Application Review Information

V.1. Criteria

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

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

OBJECTIVES AND NEED FOR ASSISTANCE **Maximum Points:** 5
Reviewers will consider:

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 sexual assault service providers in assisting domestic violence and dating violence survivors with specific complex needs, the efforts of state coalitions to address these challenges, related training and technical assistance gaps, and relevant data and analysis as it applies to the culturally specific community to be served.
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 demonstrates a clear commitment to expanding the capacity of sexual assault programs and engaging communities as discussed throughout *Section 1. Program Description and Section IV.2. The Project Description.*
5. The extent to which the application for a CSSAC describes clear and appropriate program objectives that 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*.

6. 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 sexual assault services and related systems throughout the project plan.

APPROACH **Maximum Points:** 40

Reviewers will consider:

1. The extent to which the application demonstrates a national and comprehensive plan for providing technical assistance and training to enhance the capacity of sexual assault programs, domestic violence programs and state domestic violence coalitions; FVPSA state administrators; Indian tribal governments; tribal organizations; federal, state, and local government agencies; national, statewide, and local community-based organizations; and other key stakeholders to address sexual assault and domestic violence intervention and prevention in the culturally specific community to be served.
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 Systems Engagement Activities, Research and Evaluation Activities, and Additional Considerations sections as they relate to the CSSAC and as described in *Section I. Program Description and Section IV.2. The Project Description, Approach*.
3. 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 sexual assault and their children into grant activities at multiple points in the development process.
4. The extent to which the application describes how the proposed project will shape the awareness of the sexual assault field, the general public, and public/private entities with regards to emerging issues and promising sexual assault and IPV prevention and intervention approaches in the culturally specific community to be served as described in *Section I. Program Description and Section IV.2. The Project Description, Approach*.
5. The extent to which the application provides a comprehensive equity plan (or other similar documentation within the application) that demonstrates the processes and policies the grant recipient will have in place to ensure the proactive identification of systemic barriers to opportunities and benefits for people of color and other underserved populations and includes strategic incorporation of activities to redress such barriers in ongoing workplans.
6. The extent to which the application describes how the proposed project will engage culturally specific communities or public/private systems in the sexual assault fields to create national, statewide, or local improvements in systemic sexual assault intervention or prevention responses as described in *Section I. Program Description and Section IV.2. The Project Description, Approach*.

7. The extent to which the application describes how the applicant will accomplish each required element of the "Approach" as described in *Section IV.2. Project Description, Approach,* and the feasibility of the proposed means of accomplishing these elements.
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 to 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 sexual assault 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 sexual assault.
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.
13. 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.
14. The extent to which the application addresses the policies and practices that are in place to ensure that the grant staffing plan supports the capacity to address these disparities in an ongoing, strategic, and culturally responsive manner, especially for particular underserved populations with documented histories of long-standing significant disparities related to the topic of this grant.

OUTCOMES EXPECTED **Maximum Points:** 5

Reviewers will consider:

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 sexual assault field as described in *Section I. Program Description*.
2. The extent to which the application responds to each aspect of the expected outcomes as described in *Section I. Program Description*.
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

Reviewers will consider:

1. The extent to which the application describes the frequency of data collection and utilization of needs assessments and program data to make program adjustments. The application should include a description of how the organization will continue to make

ongoing program adjustments that will improve performance and a description of data analysis.

2. The extent to which the application describes a feasible plan to evaluate success in achieving the goals set forth in the application.
3. The extent to which the applicant demonstrates a sound plan for conducting internal evaluations related to service provision and programmatic outcomes.
4. The extent to which the applicant demonstrates a sound plan for measuring the effectiveness of any practice change strategies shared with the sexual assault field, as well as measuring how service practices change over time.
5. 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.
6. The extent to which the applicant appropriately discusses how to assess the rigor of research identified (e.g., how will "effectiveness" be operationally defined), and how to highlight limitations and call attention to future directions for research.
7. The extent to which the application accurately discusses 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.

ORGANIZATIONAL PROFILES **Maximum Points:** 30

Reviewers will consider:

1. The extent to which the application demonstrates documented experience in the areas of sexual assault prevention and services specifically relevant to the target racial or ethnic population and historically marginalized community as described in *Section I. Program Description and Section IV.2. The Project Description*.
2. The extent to which the applicant's organizational executive leadership and staffing structure is representative of the specific racial, ethnic, underserved, or historically marginalized community the applicant proposes to serve, which also includes having a steering committee that includes representatives from culturally specific communities, community-based organizations, and sexual assault programs that are geographically and culturally diverse as described in *Section I. Program Description and Section IV.2. The Project Description*.
3. The extent to which the application provides 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.
4. The extent to which the application provides a staffing plan that describes the educational and professional experience of the proposed staff and consultants and demonstrates sufficient subject matter expertise for proposed activities.
5. The extent to which the application describes the administrative and organizational structure of the applicant organization, including the management plan, and demonstrates sufficient organizational capacity and staffing for grant administration, program management, national resource center leadership, and research/evaluation.

6. 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 particular underserved populations with documented history of long-standing significant disparities related to the topic of the grant.
7. 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 sexual programs, state coalitions, technical assistance providers, and national resource centers in order to provide national strategies, training, research, and resources related to the intervention and prevention of sexual assault.
8. 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*.
9. 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 sexual assault service providers at the local, state, and national levels.
10. 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.
11. The extent to which the application describes a plan for training project staff in the appropriate topics to carry out the project safely and effectively 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.
12. The extent to which the application includes documentation of expertise regarding sexual assault intervention and prevention, the provision of national training and technical assistance, the ability to lead the sexual assault prevention and intervention field, and the ability to collaborate with a diverse network of organizations as described in *Section I. Program Description and Section IV.2. The Project Description.*
13. The extent to which the application identifies a Point of Contact for this grant, including telephone number and email address.
14. The extent to which MOUs are detailed, include the roles and responsibilities of both parties, and describe fair and appropriate compensation, if applicable.
15. The extent to which the application includes letters of support from advocates and local, state or tribal, and national organizations that are working to address sexual assault, including services for children or youth exposed to sexual assault and domestic violence.

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

Reviewers will consider:

1. The extent to which a detailed line-item budget of project costs is included and demonstrates how cost estimates were derived. Detailed calculations must include estimation of methods, quantities, unit costs, and other similar quantitative detail

sufficient for the calculation to be duplicated. The budget must include all the information required and described in *Section IV.2. Content and Form of Application Submission*.

2. The extent to which the proposed budget and budget justification are feasible, logical, reasonable, and appropriate for the proposed approach.
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 program requirements and expectations as described in *Section I. Program Description*.
5. The extent to which the budget delineates reasonable compensation for project partners.

V.2. Review and Selection Process

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

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

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

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

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

ACF may elect not to fund applicants with management or financial problems that would indicate an inability to successfully complete the proposed project. In addition, ACF may elect to

not allow a prime recipient to subaward if there is any indication that they are unable to properly monitor and manage subrecipients.

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

Federal Awarding Agency Review of Risk Posed by Applicants

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

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

V.3. Anticipated Announcement and Federal Award Dates

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

VI. Federal Award Administration Information

VI.1. Federal Award Notices

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

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

Recipients may translate the Federal award and other documents into another language. In the event of inconsistency between any terms and conditions of the Federal award and any

translation into another language, the English language meaning will control. Where a significant portion of the recipient's employees who are working on the Federal award are not fluent in English, the recipient must provide the Federal award in English and in the language(s) with which employees are more familiar.

VI.2. Administrative and National Policy Requirements

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

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

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

HHS Grants Policy Statement
The HHS Grants Policy Statement (HHS GPS) is the Department of Health and Human Services' single policy guide for discretionary grants and cooperative agreements. ACF grant awards are subject to the requirements of the HHS GPS, which covers basic grants processes, standard terms and conditions, and points of contact, as well as important agency-specific requirements. The general terms and conditions in the HHS GPS will apply as indicated unless there are statutory, regulatory, or award-specific requirements to the contrary that are specified in the NoA. The HHS GPS is available at https://www.acf.hhs.gov/grants/discretionary-post-award-requirements#book_content_0.

Equal Treatment of Faith-Based Organizations

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

Consistent with 45 CFR § 87.3(b), a faith-based organization that receives direct financial assistance from HHS may not engage in any explicitly religious activities (including activities that involve overt religious content such as worship, religious instruction, or proselytization) as

part of the programs or services funded with direct financial assistance from the HHS awarding agency. Such an organization, whether faith-based or not, also shall not, in providing services funded by HHS, discriminate against a program beneficiary or prospective program beneficiary on the basis of religion, a religious belief, a refusal to hold a religious belief, or a refusal to attend or participate in a religious practice, as provided in 45 CFR § 87.3(d).

VI.3. Reporting

Performance Progress Reports:
Semi-Annually

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

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

Financial Reports:
Semi-Annually

VII. HHS Award Agency Contact(s)

Program Office Contact
Kelly
Mitchell-Clark
Administration for Children and Families
Office of Family Violence Prevention and Services
Family Violence Prevention and Services Act
330 C Street, SW.
Washington
DC
20201
202-774-2333
Kelly.Mitchell-Clark@acf.hhs.gov

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

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

VIII. Other Information

Reference Websites

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

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

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

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

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

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

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

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

Culturally Specific Special Issue Resource Centers:

- Asian Pacific Islander on Gender Based Violence (API-GBV): https://www.api-gbv.org/
- Esperanza United: https://esperanzaunited.org/en/
- National LGBTQ Institute on Intimate Partner Violence: https://lgbtqipvinstitute.org/
- UJIMA: The National Center on Violence Against Women in the Black Community: https://ujimacommunity.org/

Application Checklist

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

What to Submit	Where Found	When to Submit
SF-424 - Application for Federal Assistance	Referenced in *Section IV.2.Required Forms, Assurances, and Certifications.* This form is available in the NOFO's forms package at www.Grants.gov in the Mandatory section.	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times.*
Unique Entity Identifier (UEI) and System for Award	Referenced in *Section IV.3. Unique Entity Identifier (UEI) and System for Award*	A UEI and registration at SAM.gov are required for all applicants.

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

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

What to Submit	Where Found	When to Submit
		SF-424A and / or SF-424C. Submission is required with the application package by the due date in the *Overview* and in *Section IV.4. Submission Dates and Times*.
Indirect Cost Rate Agreement (IDR)	Referenced in *Section IV.2. The Project Budget and Budget Justification*. The IDR must be submitted with the application package.	If the IDR is available by the application due date, it must be submitted with the application package. If it is not available by the application due date, listed in the *Overview* and *Section IV.4. Submission Dates and Times*, it may be submitted prior to the award of a grant.
The Project Description	Referenced in *Section IV.2. The Project Description*.	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times*.

Appendix

Lesbian, Gay, Bisexual, Transgender, and Questioning (LGBTQ) Accessibility Policy Family Violence Prevention and Services Discretionary Grant: Culturally Specific Sexual Assault Capacity Building Center (CSSAC) for the African American Community HHS-2023-ACF-ACYF-EV-0061

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

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

I hereby attest and certify that:

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

Additionally, any sub-recipients are required to:

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

Insert Date of Signature:

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