



**Administration for Children and Families**

Administration on Children, Youth, & Families

Family Violence Prevention and Services/Expanding Leadership Opportunities within the Domestic Violence  
Field for Members of Underrepresented Groups

HHS-2010-ACF-ACYF-EV-0017

Application Due Date: 07/30/2010

Family Violence Prevention and Services/Expanding Leadership Opportunities within the Domestic Violence  
Field for Members of Underrepresented Groups

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**Department of Health & Human Services  
Administration for Children & Families**

**Program Office:** Administration on Children, Youth, & Families - Family & Youth Services Bureau

**Funding Opportunity Title:** Family Violence Prevention and Services/Expanding Leadership Opportunities within the Domestic Violence Field for Members of Underrepresented Groups

**Announcement Type:** Initial

**Funding Opportunity Number:** HHS-2010-ACF-ACYF-EV-0017

**CFDA Number:** 93.592

**Due Date For Letter of Intent:** **07/15/2010**

**Due Date for Applications:** **07/30/2010**

**Executive Summary:**

This funding opportunity will support one collaboration of technical assistance providers to develop a leadership academy and promote leadership within the domestic violence field by members of underrepresented groups.

## **I. Funding Opportunity Description**

### **Statutory Authority**

Fiscal Year (FY) 2010 grant awards are authorized by the Family Violence Prevention and Services Act (FVPSA), 42 U.S.C. 10404 (as extended by the Department of Health and Human Services Appropriations Act, 2010, Pub. L. 111-117, and/or any subsequent pertinent legal authorities).

### **Description**

#### **General Notes:**

Grantees will be bound by those provisions of the FVPSA which are generally applicable to all recipients of FVPSA funding, including but not limited to those provisions in 42 U.S.C. 10406 and 10421.

For purposes of this announcement, the term "domestic violence" has the same definition as the term "family violence" as provided by the FVPSA in 42 U.S.C. 10421(1).

"Domestic violence field" refers to organizations and to local, State, Tribal, or national networks which seek to prevent domestic violence or assist its victims with demonstrated expertise in domestic violence prevention, intervention, and service provision.

In this announcement, the term "State" includes each of the 50 States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, American Samoa, the U.S. Virgin Islands, and the Commonwealth of the Northern Mariana Islands.

The term "underrepresented groups" as used in this announcement refers to those groups for whom members

in management positions in the domestic violence field are disproportionately low relative to that group's demographic presence in the pre-selected State.

### **History and Purpose:**

The Family and Youth Services Bureau (FYSB) has long recognized the importance of promoting the leadership of individuals from underrepresented groups in order to provide better services to all survivors of family violence. Members of such groups often face unique circumstances that may be best addressed by other members of such groups. FYSB's Division of Family Violence Prevention (DFVP) which administers the FVPSA Program, has supported culturally specific institutes, Historically Black and Hispanic-Serving Colleges and Universities, and improvements in systems to better serve underrepresented groups. States and State Domestic Violence Coalitions have also made extensive efforts to address the needs of underrepresented groups.

Ending domestic violence requires ending racism and other mechanisms of oppression. That recognition includes acknowledging that the domestic violence movement is not excepted from a national legacy of racism and other forms of social inequity. For example, executive or management staff may not include members of the populations(s) frequently served by the programs. Though FYSB is dedicated to helping domestic violence organizations provide appropriate and sensitive services to all victims of domestic violence and their dependents, unfortunately, service gaps still occur and potential options for victims may not be fully realized. These gaps are often created by well-intentioned efforts by professionals which may be viewed as insensitive or inappropriate if the professionals do not truly understand the importance culture, ethnicity, and similar factors play when providing services to victims and their families. One way to address this issue is to help promote culturally appropriate service design and delivery by supporting leadership development for members of underrepresented groups. Many States and State Domestic Violence Coalitions are eager to take additional concrete steps to increase leadership opportunities for members of underrepresented groups. However, they may not have models or resources needed to proceed.

FYSB now seeks to build on the excellent current work being done to support leadership development for members of underrepresented groups working in the domestic violence field. The intent of this project is to create a useful training model that can be replicated and used to encourage development of the next generation of leaders and managers for domestic violence programs, especially from members of underrepresented groups. Based on the experience of the FVPSA grantees who have undertaken similar projects, the FYSB believes that by focusing on management skills, leadership orientation and community connections among a self-selected group of people from underrepresented groups, they will be recognized and selected for promotional opportunities into management and those opportunities will be more readily available. By expanding leadership opportunities, this project seeks to extend and enhance ongoing national outreach efforts to serve all victims of domestic violence and their dependents.

Increasing the leadership of people from underrepresented groups requires a significant commitment of time and resources. It is anticipated that this project will provide support, leadership development and training efforts in States, Tribes, State Domestic Violence Coalitions and localities that demonstrate the capacity and commitment to fully engage in this effort. The expertise of organizations currently addressing different components of leadership development for people from underrepresented groups will also be crucial to the success of the project. The project will be positive, focused on strengths and assets of people from communities, and pragmatic, focusing on practical skill-building and mentorship. However, the project will acknowledge social inequities and victimization where these have occurred, will facilitate dialogue and develop responses accordingly. The project will also build support networks for people from underrepresented groups to help sustain them in their work.

This DFVP project will support one collaboration of technical assistance providers to develop a leadership academy and promote the leadership of people from underrepresented groups within the domestic violence

field. The goals of the project are to:

1. Build upon and enhance the professional capacities of people from underrepresented groups working in FVPSA-funded programs;
2. Improve retention of people from underrepresented groups as employees and leaders within the domestic violence field;
3. Provide ongoing support, mentoring, training, technical assistance and leadership development for program participants;
4. Provide ongoing technical assistance, outreach and support for efforts to increase the leadership of people from underrepresented groups throughout the domestic violence field; and
5. Strengthen advocacy and services provided to victims of domestic violence among underserved populations.

## II. Award Information

Funding Instrument Type:	Cooperative Agreement
Estimated Total Funding:	\$500,000
Expected Number of Awards:	1
Award Ceiling:	\$500,000 Per Budget Period
Award Floor:	\$250,000 Per Budget Period
Average Projected Award Amount:	\$2,400,000 Per Project Period

### Length of Project Periods:

60-month project with five 12-month budget periods

### Additional Information on Awards:

Awards made under this announcement are subject to the availability of Federal funds.

Awards, on a competitive basis, will be for a one-year budget period, although projects may be for five years. Applicants should provide a detailed budget for the first year budget period and a plan for the following four years which acknowledges the need for increased travel and other expenses accordingly. Depending on Federal appropriations, the grant award will be for approximately \$500,000 for each 12-month budget period. If the grantee plans to use a significant portion of the first year for a planning period, the grantee's budget should reflect a lower amount for the first year's detailed budget with an acknowledgement that the proceeding budget plan will reflect increases corresponding to increased travel and other expenses in the remaining four budget periods. Accordingly, and depending on Federal appropriations, awards may be for as little as \$250,000 for the first year and \$500,000 in future years.

Applications for continuation grants funded under these awards beyond the one-year period will be considered in subsequent years on a non-competitive basis, subject to the availability of funds, satisfactory progress of the grantee, review and approval of the project plan submitted in year one, and a determination that continued funding would be in the best interest of the Federal Government.

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

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

FYSB will provide consultation and will review and approve the work plan for the project, as well as the structure and integrity of the academy. FYSB will also approve any revisions to the work plan or structure of the academy during each budget/project period. Additionally, FYSB will approve significant project activities and changes to project plans and will review and approve drafts of all updated or new materials that are developed or distributed with resources made available under this cooperative agreement.

FYSB will be involved in the development of long-term strategies for the implementation of the project and will participate in major project activities, such as grantee meetings. Grantees will plan grantee meetings in conjunction with FYSB to ensure participation of FYSB staff.

Grantees will provide a detailed plan for project implementation, a work plan and evaluation schedule, and a plan for reporting on the effectiveness of the project. As FYSB determines appropriate, FYSB will make changes to the project plan in consultation with the grantee.

FYSB will organize periodic consultations, meetings, briefings, teleconferences and other forums necessary to review current and planned activities, to share information, and to promote national coordination.

FYSB will keep grantees informed about expectations for performance, current FYSB policy, and FYSB's vision for addressing family violence.

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

Please see *Section IV.5 Funding Restrictions* for any restrictions on the use of grant funds awarded under this announcement.

### **III. Eligibility Information**

#### **III.1. Eligible Applicants**

Eligible entities are nonprofit or education organizations including:

- Tribal organizations providing services to federally recognized Tribes or federally recognized Tribal populations;
- Nonprofit organizations (with or without 501(c)(3) status);
- Culturally specific institutes;
- State Domestic Violence Coalitions;
- Tribal coalitions;
- Faith-based organizations; and
- Other organizations meeting the eligibility criteria described below.

Application must be made by one primary organization in collaboration with at least three other organizations. The collaboration must include a diverse selection of organizations that reflects the demographics of the pre-selected States.

Individuals, foreign entities, and sole proprietorship organizations are not eligible to compete for, or receive, awards made under this announcement.

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

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

### **III.2. Cost Sharing or Matching**

Cost Sharing / Matching Requirement: No

### **III.3. Other**

**The primary applicant organization must have all of the following:**

1. As its primary purpose, addressing domestic violence;
2. The demonstrated capacity to undertake a national initiative;
3. A documented history of:
  - Working to expand leadership opportunities for members of underrepresented groups; or
  - Providing culturally competent prevention or services to victims of domestic violence from marginalized communities; and
4. Documented expertise in:
  - Training and developing training materials;
  - Facilitating meetings;
  - Conducting needs assessments;
  - Providing technical assistance;
  - Conducting outreach;
  - Leadership development; and
  - Process and outcome measurements/evaluation.

**Partnering organizations** must have at least one of the following:

1. Documented expertise in:
  - Work to expand leadership opportunities for members of underrepresented groups;
  - Providing culturally competent prevention or services to members of underrepresented groups; or
  - Improving the cultural competency of organizations and individuals; or
  - Process and outcome measurements/evaluation.
2. Documented expertise in addressing domestic violence at the national, state, Tribal or local level; or
3. Documented expertise in:

- Training and development of training materials;
- Adult learning;
- Meeting facilitation;
- Needs assessment;
- Technical assistance;
- Outreach; or
- Leadership development.

The **combined collaborative applicants** must have demonstrated support from:

1. Advocates and organizations who are working to address domestic violence, dating violence, sexual assault, or stalking;
2. Advocates and organizations who advocate on behalf of members of underrepresented groups; and
3. Advocates and organizations that have benefited from prior technical assistance and training provided by the primary applicant or organizations partnering in the application.

### **Disqualification Factors**

Applications with requests that exceed the ceiling on the amount of individual awards as stated in *Section II. Award Information*, will be deemed non-responsive and will not be considered for funding under this announcement.

Applications that fail to satisfy the due date and time deadline requirements stated in *Section IV.3. Submission Dates and Times*, will be deemed non-responsive and will not be considered for funding under this announcement.

See *Section IV.3. Submission Dates and Times* for disqualification information specific to electronically-submitted applications:

- Electronically-submitted applications that do not receive a date/time-stamp email indicating application submission on or before 4:30 p.m., eastern time, on the due date, will be disqualified and will not be considered for competition.
- Electronically-submitted applications that fail the checks and validations at [www.Grants.gov](http://www.Grants.gov) because the Authorized Organization Representative (AOR) does not have a current registration at the Central Contractor Registry (CCR) at the time of application submission will be disqualified and will not be considered for competition.

## **Section IV. Application and Submission Information**

### **IV.1. Address to Request Application Package**

Standard Forms, assurances, and certifications are available at the ACF Forms webpage at

[http://www.acf.hhs.gov/grants/grants\\_resources.html](http://www.acf.hhs.gov/grants/grants_resources.html)

Standard Forms are also available at the Grants.gov Forms Repository website at

<http://apply07.grants.gov/apply/FormLinks?family=15>.

c/o Master Key Consulting  
Attention: FV/Leadership Opportunities  
4915 St. Elmo Avenue, Suite 101  
Bethesda, MD 20814

**Federal Relay Service:**

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service for assistance at 1-800-877-8339 (TTY - Text Telephone or ASCII - American Standard Code For Information Interchange).

**Section IV.2. Content and Form of Application Submission**

This section provides information on the required format, Standard Forms (SFs) and other forms, certifications, assurances, D-U-N-S requirement, project description, budget and budget justification, and methods of application submission. A checklist of required application elements is available for applicants' use in *Section VIII* of this announcement.

Applicants are required to submit one original and two copies of all application materials if applying in hard-copy. Applicants submitting applications electronically via [www.grants.gov](http://www.grants.gov) need not provide additional copies of their application materials. The original signature of the Authorized Organization Representative (AOR) is required only on the original copy. The AOR is named by the applicant, and is authorized to act for the applicant, to assume the obligations imposed by the Federal laws, regulations, requirements, and conditions that apply to the grant application or awards. A point of contact on matters involving the application must also be identified on the SF-424 at 8f. This point of contact, known as the Project Director or Principal Investigator, should not be identical to the person identified as the AOR.

Clearly state the name of the grant for which you are applying.

Limit the application to 40 pages, single-spaced. **Pages in excess of the 40-page limitation will be removed and not reviewed.**

Federal forms, Memoranda of Understanding (MOUs), letters of support, organizational charts, board of directors, resumes, audit reports or statements from Certified Public Accountants, and proof of non-profit status will not be counted toward the total number of pages. Remember that shorter applications are often easier for reviewers to fully comprehend.

All pages of an application must be consecutively numbered.

Use 10-point Arial font and 1-inch margins.

**When spacing, margins, and font guidelines are not followed, excess pages will be calculated, removed and will not be reviewed.**

FYSB suggests that applicants use headings, subheadings, bullet points, extra spaces and formatting such as bold or underline to help grant reviewers easily locate each aspect of your grant application and determine that each point has been addressed in your application.

## Forms, Assurances, and Certifications

Applicants seeking financial assistance under this announcement must submit the listed Standard Forms (SFs), assurances, and certifications. All required Standard Forms, assurances, and certifications are available at [ACF Funding Opportunities Forms](#) or at the [Grants.gov Forms Repository](#) unless specified otherwise.

Forms / Assurances / Certifications	Submission Requirement	Notes / Description
SF-424 - Application for Federal Assistance  SF-P/PSL - Project/Performance Site Location(s)	Submission required for all applicants by the application due date.	Required for all applications.
SF-424A - Budget Information - Non-Construction Programs  SF-424B - Assurances - Non-Construction Programs	Submission required for all applicants applying for a non-construction project by the application due date.	Required for all applications.
Certification Regarding Lobbying	Submission required of all applicants prior to award.	Required for all applications.
Survey on Ensuring Equal Opportunity for Applicants	Submission is voluntary.	Non-profit private organizations (not including private universities) are encouraged to submit the " <i>Survey on Ensuring Equal Opportunity for Applicants</i> " with their applications. Submission of the survey is voluntary. Applicants applying electronically may submit this survey along with the application. Hard copy submissions should include the survey in a separate envelope.
SF-LLL - Disclosure of Lobbying Activities, if applicable	If applicable, submission is required prior to award.	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. Applicants must furnish an

		executed copy of the Certification Regarding Lobbying prior to award.
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The Pro-Children Act of 2001, 42 U.S.C. 7181 through 7184, imposes restrictions on smoking in facilities where federally funded children's services are provided. HHS grants are subject to these requirements only if they meet the Act's specified coverage. The Act specifies that smoking is prohibited in any indoor facility (owned, leased, or contracted for) used for the routine or regular provision of kindergarten, elementary, or secondary education or library services to children under the age of 18. In addition, smoking is prohibited in any indoor facility or portion of a facility (owned, leased, or contracted for) used for the routine or regular provision of federally funded health care, day care, or early childhood development, including Head Start services to children under the age of 18. The statutory prohibition also applies if such facilities are constructed, operated, or maintained with Federal funds. The statute does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, portions of facilities used for inpatient drug or alcohol treatment, or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per violation and/or the imposition of an administrative compliance order on the responsible entity.

By signing and submitting the application, applicants are making the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination.

Additional information on certifications and assurances may be found in the HHS Grants Policy Statement at: [http://www.acf.hhs.gov/grants/grants\\_related.html](http://www.acf.hhs.gov/grants/grants_related.html).

Applicants must furnish prior to award an executed copy of the Certification Regarding Lobbying, when applying for an award in excess of \$100,000. Applicants must sign and return the certification with their application. The Certification Regarding Lobbying may be found at: <http://www.acf.hhs.gov/programs/ofs/grants/lobby.htm>.

### **Non-Federal Reviewers**

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

### **D-U-N-S Requirement**

All applicants must have a D&B Data Universal Numbering System (D-U-N-S) number. A D-U-N-S number is required whether an applicant is submitting a paper application or using the Government-wide electronic portal, [Grants.gov](http://Grants.gov). A D-U-N-S number is required for every application for a new award or renewal/continuation of an award, including applications or plans under formula, entitlement, and block grant programs. A D-U-N-S number may be acquired at no cost online at <http://www.dnb.com>. To acquire a D-U-N-S number by phone, contact the D&B Government Customer Response Center:

U.S. and U.S Virgin Islands: 1-866-705-5711

Alaska and Puerto Rico: 1-800-234-3867 (Select Option 2, then Option 1)

Monday - Friday 7 AM to 8 PM C.S.T.

The process to request a D-U-N-S® Number by telephone takes between 5 and 10 minutes. You will need to provide the following information:

- Legal Name
- Tradestyle, Doing Business As (DBA), or other name by which your organization is commonly recognized
- Physical Address, City, State and Zip Code
- Mailing Address (if separate)
- Telephone Number
- Contact Name
- SIC Code (Line of Business)
- Number of Employees at your location
- Headquarters name and address (if there is a reporting relationship to a parent corporate entity)
- Is this a home-based business?

## **The Project Description**

### **Part I: The Project Description Overview**

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. The project description should be concise and complete. It should address the activity for which Federal funds are being requested. Supporting documents should be included where they can present information clearly and succinctly. In preparing the project description, information that is responsive to each of the requested evaluation criteria must be provided. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

### **General Expectations and Instructions**

ACF is particularly interested in specific project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project descriptions are evaluated on the basis of substance and measurable outcomes, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant-funded activity should be placed in an appendix.

### **Part II: General Instructions for Preparing a Full Project Description**

#### **Introduction**

Applicants that are required to submit a full project description shall prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria. The topics listed in this section provide a broad overview of what the project description should include while the Criteria in *Section V.1* identify the measures that will be used to evaluate applications.

#### **Letter of Intent**

Applicants are strongly encouraged to notify ACF of their intention to submit an application under this announcement. Please submit the letter of intent by the deadline date listed in Section IV.3 Submission Dates and Times. The letter of intent should include the following information: number and title of this announcement; the name and address of the applicant organization; and/or Fiscal Agent (if known); and the name, phone number, fax number and email address of a contact person. Letter of intent information will be used to determine the number of expert reviewers needed to evaluate applications. The letter of intent is **optional**. Failure to submit a letter of intent will not impact eligibility to submit an application and will not disqualify an application from competitive review.

Submit letters of intent to:

FYSB Operations Center  
c/o Master Key Consulting  
Attention: FV/Leadership Opportunities  
4915 St. Elmo Avenue, Suite 101  
Bethesda, MD 20814

## **Table of Contents**

List the contents of the application including corresponding page numbers.

## **Project Summary/Abstract**

Provide a summary of the application's project description. The summary must be clear, accurate, concise, and without reference to other parts of the application. The abstract 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 abstract:

- Project Title
- Applicant Name
- Address
- Contact Phone Numbers (Voice, Fax)
- E-Mail Address
- Web Site Address, if applicable

The project abstract must be single-spaced and limited to one page in length.

## **Objectives And 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, and the principal and subordinate objectives of the project must be clearly and concisely stated; supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies or needs assessments should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information,

as needed. In developing the project description, the applicant may volunteer or be requested to provide information on the total range of projects currently being conducted and supported (or to be initiated), some of which may be outside the scope of the program announcement.

## **Outcomes Expected**

Identify the outcomes to be derived from the project.

By the end of the grant period, the grantee will be expected to have increased leadership opportunities for people from underrepresented groups in the pre-selected States, (including federally recognized Tribes located within the States' borders), by providing training, mentoring, peer support, skills development to members of underrepresented groups and working with organizations in the States (and Tribes where applicable) to improve cultural competency and support for leadership of people from underrepresented groups. The grantee will have created a leadership academy that can be expanded or replicated, conducted an evaluation of outcomes, and have developed mechanisms to disseminate this information nationally.

## **Approach**

Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished. Account for all functions or activities identified in the application. Cite factors that might accelerate or decelerate the work and state your reason for taking the proposed approach rather than others. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

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

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

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

## **The applicant's Project Description should address the following grant expectations in the "Approach" section.**

One collaboration of technical assistance providers (made up of one primary applicant and three or more expert organizations) will undertake a multi-phase project that will include conducting needs assessment, creating a leadership academy model that includes trainers and/or technical assistance providers that are representative of those being served in the pre-selected States, facilitating leadership academies of no less than 18 months for pre-selected States, evaluating the project and widely disseminating lessons learned.

The grantee may include a planning period of up to one year to further identify a core group of advocates and

technical assistance providers to participate in the project and make plans with the pre-selected States, including conducting required needs assessments.

The grantee must select between three and five States as sites for cohorts of individuals to participate in a leadership academy:

1. These States must be selected in advance of the application and MOUs must be included in the application.
2. MOUs must include a specific commitment from the relevant States, Tribes, Tribal organizations and/or State Domestic Violence Coalitions to participate fully and to support leadership opportunities for the participants of the leadership academy as well as for other members of underrepresented groups.
3. The States, Tribes, Tribal organizations, and/or State Domestic Violence Coalitions must agree to:
  - Participate in Statewide trainings and other activities that are determined to be beneficial following the required needs assessments.
  - Consider modifying policies and practices that are identified as barriers in the needs assessments or during the leadership academy.

Applicants must include demographic information about the States selected (including federally recognized Tribes located within the States' borders, as applicable) and an explanation of how the collaboration of technical assistance providers shall be representative of those demographics. Applicants must also illustrate how demographics demonstrate a need for the academy.

Candidates for participation in the leadership academy are people from underrepresented groups employed by FVPSA-funded domestic violence organizations, including local domestic violence programs, States, State Domestic Violence Coalitions, and Tribes.

The grantee must conduct initial assessments with the States, relevant Tribes, State Domestic Violence Coalitions and domestic violence organizations within the State or relevant Tribes. This needs assessment must include:

1. Conducting focus groups to establish goals and objectives that meet the requirements of this project; and
2. Developing an assessment tool to determine the need for development and support for persons from underrepresented groups seeking to enhance leadership skills.

The grantee must plan to conduct leadership academies of no less than 18 months for pre-selected States. The structure of the leadership academies may change over the course of the grant following evaluation or based on the outcome of needs assessments within a particular State.

Given the sensitive nature of topics discussed among peers, the grantee must have a documented plan to protect the confidentiality of information disclosed by academy participants. The grantee must provide to States, State Domestic Violence Coalitions, relevant Tribes and Tribal organizations, and/or local domestic violence organizations Statewide training in cultural sensitivity, management skills, board recruitment, provision of culturally appropriate services, and other areas as determined by needs assessments. Such Statewide training must include an emphasis on training and assisting leaders and managers to enhance current or develop new skills and resources to recruit more diverse boards and staff, provide more culturally appropriate services, create more positive working environments for people from underrepresented groups, and support leadership development for employees who are members of underrepresented groups. The grantee must also provide technical assistance and access to peer-to-peer technical assistance to those entities to help support them throughout the project.

The grantee must develop a curriculum and other training tools, including a training manual and other materials suitable for distribution and addressing issues including:

1. Leadership skills;
2. Time management;
3. Professional development;
4. Supervision and other management skills;
5. Critical thinking/Decision making;
6. Peer support and developing a peer network;
7. Identifying a mentor and being a mentor to others;
8. Non-profit finance and financial management including organizational sustainability;
9. Conflict management;
10. Organizational change;
11. Goal setting;
12. Board development, recruiting, and training; and
13. Other goals established by the participants.

Based on the results of the needs assessment, the grantee must:

1. Create a plan of action, including creation of a leadership academy with an approach that is both holistic and based upon adult learning principles, peer dialogue, goal-setting and practice, and incorporating mentorship and peer support, practical skill-building, and organization change;
2. Recruit cohorts of up to 20 leadership academy participants-per-academy through an application process;
3. Work with participants to determine their specific needs;
4. Provide skill development, training, mentorship, peer support and peer mentoring, and assistance attaining leadership roles to the enrolled individuals through a leadership academy and other approaches as determined by the needs assessment;
5. Cover participant expenses including travel, hotel stay, materials needed, and, as appropriate, other costs that may be incurred to participate in the leadership academy;
6. Conduct in-person, individualized follow up with academy participants after completion of the leadership academies;
7. Plan for an overall evaluation of the leadership academies and other work undertaken at the end of the project (see "*Evaluation*" section below for details);
8. Document any needed adjustments to the curriculum based on evaluation findings;

9. Include pre- and post-test measures as part of trainings conducted during academies; and
10. Develop mechanisms for dissemination, including training of trainers, partnerships with State Domestic Violence Coalitions, distance learning and other cost-effective measures, as well as the steps necessary for in-depth, in-person skills development and peer support.

## **Evaluation**

Provide a narrative addressing how the conduct of the project and its results will be evaluated. In addressing the evaluation of results, state what measures will be used to determine the extent to which the project has achieved its stated objectives and the extent to which the accomplishment of objectives can be attributed to the project. Discuss the criteria to be used to evaluate results, and explain the methodology that will be used to determine if the needs identified and discussed are being met and if the project results and benefits are being achieved. With respect to the conduct of the project, define the procedures to be employed to determine whether the project is being conducted in a manner consistent with the work plan presented and discuss the impact of the project's various activities that address the project's effectiveness.

### **The Applicant's Project Description should address the following grant expectations in the "Evaluation" section.**

The grantee must conduct an overall evaluation of the leadership academies and other work undertaken by the end of the project. This evaluation must:

1. Determine the effectiveness of the leadership training and identify any needed changes for future leadership academies;
2. Include both quantitative and qualitative measures;
3. Examine patterns of advancement including how many participants earned promotions or otherwise advanced their careers and stayed within the domestic violence field as well as other measures;
4. Document practices that were modified or changed by the State, State Domestic Violence Coalition, Tribe or Tribal organization and/or local domestic violence organizations in response to training provided by the project;
5. Describe how the partnership between the collaborative applicants and other projects partners worked and recommendations for future partnerships; and
6. Recommend promising practices for use by FYSB's DVFP, State Domestic Violence Coalitions, States, Tribes and Tribal organizations, local domestic violence organizations or other components of the domestic violence field.

## **Geographic Location**

Describe the precise location of the project and boundaries of the area to be served by the proposed project. Maps or other graphic aids may be attached.

## **Legal Status of Applicant Entity**

Applicants must provide the following documentation of their legal status:

### **Proof of Non-Profit Status**

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.

When applying electronically, proof of non-profit status may be submitted as an attachment; however, proof of non-profit status must be submitted prior to award.

### **Organizational Capacity**

- Board of Directors
- Contact persons and telephone numbers
- Documentation of experience in the program area

Provide a biographical sketch or resume for each key person appointed. Resumes should be no more than two pages in length. Job descriptions for each vacant key position should be included as well. As new key staff are appointed, biographical sketches or resumes will also be required.

### **Dissemination Plan**

Provide a plan for distributing reports and other project outputs to colleagues and to the public. Applicants must provide a description of the method, volume, and timing of distribution.

### **Third-Party Agreements**

Provide written and signed agreements between grantees and subgrantees, or subcontractors, or other cooperating entities. These agreements must detail the scope of work to be performed, work schedules, remuneration, and other terms and conditions that structure or define the relationship.

### **Letters Of Support**

Provide statements from community, public, and commercial leaders that support the project proposed for funding. All submissions should be included in the application package or by the application deadline.

## **Budget and Budget Justification**

Provide a budget with line-item detail and detailed calculations for each budget object class identified on the Budget Information Form (SF-424A or SF-424C). Detailed calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching is a requirement, include a breakout by the funding sources identified in Block 18 of the SF-424.

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

### **General**

Use the following guidelines for preparing the budget and budget justification. Both Federal and non-Federal resources (when required) shall be detailed and justified in the budget and budget narrative justification. "Federal resources" refers only to the ACF grant funds for which you are applying. "Non-Federal resources" are all other non-ACF Federal and non-Federal resources. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, Federal budget; next column(s), non-Federal budget(s); and last column, total budget. The budget justification should be in a narrative form.

### **Personnel**

Description: Costs of employee salaries and wages.

Justification: Identify the project director or principal investigator, if known at the time of application. For each staff person, provide: the 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. Do not include the costs of consultants, personnel costs of delegate agencies, or of specific project(s) and/or businesses to be financed by the applicant.

### **Fringe Benefits**

Description: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

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

### **Travel**

Description: Costs of project-related travel by employees of the applicant organization. (This item does not include costs of consultant travel).

Justification: For each trip show: the total number of traveler(s); 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 staff to attend ACF-sponsored workshops should be detailed in the budget.

## **Equipment**

Description: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year and an 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.)

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 disposal of the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy, or section of its policy, that includes the equipment definition.

## **Supplies**

Description: Costs of all tangible personal property other than that included under the Equipment category.

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

## **Contractual**

Description: Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include thirdparty evaluation contracts, if applicable, and contracts with secondary recipient organizations, including delegate agencies and specific project(s) and/or businesses to be financed by the applicant.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open and free competition. Recipients and subrecipients, other than States that are required to use 45 CFR Part 92 procedures, must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed at 41 U.S.C. 403(11), currently set at \$100,000. 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.

Note: Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each delegate agency, by agency title, along with the same supporting information referred to in these instructions.

## **Other**

Description: Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to: local travel; insurance; food; medical and dental costs (noncontractual); professional services costs; space and equipment rentals; printing and publication; computer use; training costs, such as tuition and stipends; staff development costs; and administrative costs.

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

### **Indirect Charges**

Description: Total amount of indirect costs. This category should be used only when the applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant Federal agency.

Justification: An applicant that will charge indirect costs to the grant must enclose a copy of the current rate agreement. If the applicant organization is in the process of initially developing or renegotiating a rate, upon notification that an award will be made, it should immediately develop a tentative indirect cost rate proposal based on its most recently completed fiscal year, in accordance with the cognizant agency's guidelines for establishing indirect cost rates, and submit it to the cognizant agency. Applicants awaiting approval of their indirect cost proposals may also request indirect costs. When an indirect cost rate is requested, those costs included in the indirect cost pool should not be charged as direct costs to the grant. Also, 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.

### **Paperwork Reduction Disclaimer**

As required by the Paperwork Reduction Act of 1995, Pub.L. 104-13, the public reporting burden for the Project Description is estimated to average 40 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection information. The Project Description information collection is approved under OMB control number 0970-0139, which expires 11/30/2012. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

## **Application Submission Options**

### **Electronic Submission via [www.Grants.gov](http://www.Grants.gov)**

- ACF will not accept applications via facsimile or email.
- The Funding Opportunity Announcement is found on the Grants.gov website at <http://www.grants.gov> where the electronic application can be downloaded for completion.
- To apply electronically, applicants must be registered with Grants.gov, Dun and Bradstreet, and the Central Contractor Registry (CCR).
- Electronically submitted applications must be submitted and time/date stamped by the due date and receipt time described in *Section IV.3. Submission Dates and Times*, of this announcement.

- To submit an application through Grants.gov, the applicant must be an Authorized Organization Representative (AOR) for their organization and must have a current registration with the Central Contractor Registry (CCR).
- **Central Contractor Registry (CCR) registration must be updated annually.** Electronically submitted applications will not pass the validation check at Grants.gov if the AOR does not have a current CCR registration and electronic signature credentials.
- Applications rejected by Grants.gov for an unregistered AOR will be disqualified and will not be considered for competition.
- Additional guidance on the submission of electronic applications can be found at [http://www.acf.hhs.gov/grants/registration\\_checklist.html](http://www.acf.hhs.gov/grants/registration_checklist.html).
- If difficulties are encountered in using Grants.gov, applicants must contact the Grants.gov Contact Center at: 1-800-518-4726, or by email at [support@grants.gov](mailto:support@grants.gov), to report the problem and obtain assistance.
- Applicants are advised to retain Grants.gov Contact Center service ticket number(s) as they may be needed for future reference.
- Applicants that submit their applications electronically are encouraged to retain a hard copy of their application.
- It is to an applicant's advantage to submit their applications 24 hours in advance of the closing date and time.

**Contact with the Grants.gov Contact Center prior to the listed due date and time does not ensure acceptance of your application. If difficulties are encountered, the Grants Management Officer (GMO) will make a determination whether the issues are due to system errors or user error.**

### **Hard Copy Submission**

Applicants that are submitting their application in paper format should 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 Authorized Organization Representative (AOR), and be unbound. The original copy of the application must have original signature(s). See *Section IV.6* of this announcement for address information for hard copy application submissions.

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.3. Submission Dates and Times* of this announcement.

### **IV.3. Submission Dates and Times**

Due Date for Letter of Intent: **07/15/2010**

Due Date for Applications: **07/30/2010**

## **Explanation of Due Dates**

The due date for receipt of applications is listed in this section. Applications received after 4:30 p.m., eastern time, on the due date will be classified as late and will not be considered in the current competition.

Applicants are responsible for ensuring that applications are received by mail, hand-delivery, or submitted electronically well in advance of the application due date and time.

## **Mailed Applications**

Mailed applications must be **received** no later than 4:30 p.m., eastern time, at the address provided in *Section IV.6* of this announcement on the due date listed in this section.

## **Hand-Delivered Applications**

Applications hand-delivered by applicants, applicant couriers, other representatives of the applicant, or by overnight/express mail couriers must be **received** on, or before, the due date listed in this section, between the hours of 8:00 a.m. and 4:30 p.m., eastern time, Monday through Friday (excluding Federal holidays). Applications should be delivered to the address provided in *Section IV.6.* of this announcement.

## **Electronically-Submitted Applications**

ACF cannot accommodate transmission of applications by facsimile or email. Instructions for electronic submission through [www.Grants.gov](http://www.Grants.gov) may be found at [http://www.acf.hhs.gov/grants/registration\\_checklist.html](http://www.acf.hhs.gov/grants/registration_checklist.html).

After the application is submitted electronically via Grants.gov, the applicant will receive three emails. The following emails will be sent to the applicant from Grants.gov:

1. An automatic acknowledgement from Grants.gov of the application's submission that provides a Grants.gov tracking number.  
**The date/time-stamp in this email serves as the official record of your application submission. The date/time-stamp must reflect a submission time on or before 4:30 p.m., eastern time, on the application due date for the application to be considered as meeting the due date and to be considered for competition.**
2. An acknowledgement from Grants.gov that the submitted application package has passed or failed a series of checks and validations.  
**Applications that fail the validation check at Grants.gov because the Authorized Organization Representative (AOR) is not currently registered with the Central Contractor Registry (CCR) will be disqualified and will not be considered for competition.**
3. An additional email from the Administration for Children and Families (ACF) will be sent to the applicant indicating that the application has been retrieved from Grants.gov and received by ACF.

## **Late Applications**

**No appeals will be considered for applications classified as late under the three cited circumstances:**

- **Hard-copy applications received after 4:30 p.m., eastern time, on the due date will be classified as late and will be disqualified.**
- **Electronically-submitted applications are considered late and are disqualified when the date/time-stamp received by email from [www.Grants.gov](http://www.Grants.gov) is after 4:30 p.m., eastern time, on the due date.**

- **Electronically-submitted applications submitted by an AOR that does not have a current registration with the Central Contractor Registry (CCR) will be rejected by Grants.gov. Although the applicant may have an acceptable dated and time-stamped email from Grants.gov, these applications are considered late and are disqualified and will not be considered for competition.**

### **Extension/Waiver of Due Date and Receipt Time**

ACF may extend an application due date and receipt time when circumstances such as natural disasters occur (floods, hurricanes, etc.); when there are widespread disruptions of mail service; or in other rare cases. The determination to extend or waive due date and receipt time requirements rests with ACF's Chief Grants Management Officer.

### **Acknowledgement of Received Application**

ACF will not provide acknowledgement of receipt of hard copy application packages submitted via mail or courier services.

Applicants who submit their application packages electronically via <http://www.Grants.gov> will receive two email acknowledgements from that website:

1. Your application has been submitted and provides a Time/Date Stamp. **This is considered the official submission time.**
2. Your application has been validated and provides a Time/Date Stamp. See the previous section on **disqualification for failing validation check because of an unregistered Authorized Organization Representative.**

An acknowledgement email from the Administration on Children and Families (ACF) indicating that the application has been retrieved and received by ACF will be sent to applicants that apply via <http://www.Grants.gov>

## **IV.4. Intergovernmental Review of Federal Programs**

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 [http://www.whitehouse.gov/omb/grants\\_spoc/](http://www.whitehouse.gov/omb/grants_spoc/).

Applicants from participating jurisdictions should contact their SPOC, as soon as possible, to alert them of their prospective applications and to receive instructions on their jurisdiction's procedures. Applicants must submit all required application materials to the SPOC and indicate the date of submission on the Standard Form (SF) 424 at item 19.

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

SPOC comments may be submitted directly to ACF to: U.S. Department of Health and Human Services, Administration for Children and Families, Office of Grants Management, Division of Discretionary Grants,

370 L'Enfant Promenade SW., 6th Floor East, Washington, DC 20447.

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

#### **IV.5. Funding Restrictions**

Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions, are considered unallowable costs under grants awarded under this announcement.

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

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

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

#### **IV.6. Other Submission Requirements**

Submit applications to one of the following addresses:

##### **Submission By Mail**

FYSB Operations Center  
c/o Master Key Consulting  
Attention: FV/Leadership Opportunities  
4915 St. Elmo Avenue, Suite 101  
Bethesda, MD 20814

##### **Hand Delivery**

FYSB Operations Center  
c/o Master Key Consulting  
Attention: FV/Leadership Opportunities  
4915 St. Elmo Avenue, Suite 101  
Bethesda, MD 20814

##### **Electronic Submission**

See *Section IV.2* for application requirements and for guidance when submitting applications electronically via <http://www.Grants.gov>.

For all submissions, see *Section IV.3* for information on due dates and times.

#### **V. Application Review Information**

##### **V.1. Criteria**

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

Applications will be judged based on how well they achieve the goals and program requirements outlined in *Section I., Description*. Reviewers will pay close attention to the grant requirements described in *Section IV.2., The Project Description*, particularly the "Approach" and *Section III.1., "Eligible Applicants"* portions. Applicants should address each aspect described in *Section IV.2., The Project Description*.

Awards may not be made to ineligible entities.

For formatting requirements, please see *Section IV.2., Content and Form of Application Submission*.

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

Applications will be scored according to the following criteria:

- 1. The extent to which the application describes clear and appropriate program objectives that will fulfill the program purpose and program requirements as described in *Section I., Description*.
- 2. The extent to which the application describes a clear need for the proposed project.
- 3. The extent to which the application provides documentation on the States, Tribes, organizations or communities to be impacted and served.
- 4. The extent to which the application demonstrates a clear commitment to culturally competency and inclusiveness as discussed throughout *Section I., Description*.

**OUTCOMES EXPECTED** **Maximum Points: 5**

Applications will be scored according to the following criteria:

- 1. The extent to which the application identifies quantitative and qualitative outcomes and outputs for the proposed project that will fulfill the program purpose and "Outcomes Expected" as described in *Section IV.2., The Project Description, "Outcomes Expected"*.
- 2. The extent to which the application responds to each aspect of the "Outcomes Expected" as described in *Section IV.2., The Project Description, "Outcomes Expected"*.
- 3. The extent to which the application demonstrates a sound relationship between planned project activities and intended quantitative and qualitative outcomes and outputs.

**APPROACH** **Maximum Points: 40**

Applications will be scored according to the following criteria:

- 1. The extent to which the application responds to *each* aspect of the Approach as described in *Section IV.2., The Project Description, "Approach"*.
- 2. The extent to which the application describes how the proposed project will operate pragmatically to meet the requirements as described in *Section IV.2., The Project Description, "Approach"*.

3. The extent to which the application describes how the applicant will accomplish each required element of the "Approach" as described in *Section IV.2., The Project Description*, and the feasibility of the proposed means of accomplishing these elements.
4. The extent to which the applicant's plan relates project tasks to the objectives; provides a timetable for the accomplishment of significant project activities and products; and selects appropriate project activities to achieve project goals and objectives and meet the identified needs
5. The extent to which the application describes how collaborations will be undertaken and relationships with project partners managed.
6. The extent to which the application includes relevant demographic data for pre-selected States, including Tribes located within the States' borders, and an explanation of how the collaboration of technical assistance providers will reflect and respond to those demographics.

## ORGANIZATIONAL PROFILES

**Maximum Points: 30**

Applications will be scored according to the following criteria:

1. The extent to which the application demonstrates the primary organization as meeting all the criteria as described in *Section III.1., "Eligible Applicants"*. The primary and partnering organizations must demonstrate expertise in each category as outlined in *Section III.3., "Other"*. Applications that do not meet the basic, substantive criteria as described in *Section III.1. and .3.*, will be considered ineligible.
2. The extent to which the application demonstrates the organizational capacity necessary to undertake the project.
3. The extent to which the application provides a staffing plan that demonstrates a sound relationship between the proposed responsibilities of a program staff and the educational and professional experience required for staff positions through a discussion of position descriptions and resumes or biographical sketches of key staff, including consultants. "Key Staff" are defined as those staff members responsible for direct oversight, management, or implementation of the proposed project.
4. The extent to which the application includes documentation of expertise in all required areas as described in *Section III.1., "Eligible Applicants"* and *III.3 "Other"*.
5. The extent to which the application identifies a Point of Contact for this grant, including telephone number and email address.
6. The extent to which the applicant has identified project partners before application.
7. The extent to which the application includes MOUs as described in *Section IV.2., The Project Description, "Approach"*.
8. The extent to which MOUs are detailed, include the roles and responsibilities of each party in planning and implementing the project, indicate the collaborative commitment to cultural sensitivity and special needs of underrepresented groups in the proposed project, and describe fair and appropriate compensation to be provided, as described in *Section IV.2., The Project Description, "Approach"*.
9. The extent to which the application includes letters of support from advocates and organizations who are working to address domestic violence and advocates and organizations who advocate on behalf of or provide culturally specific services to members of underrepresented groups, and organizations that have benefited from prior technical assistance and training provided by the primary applicant or organizations partnering in the application.

## EVALUATION

**Maximum Points: 10**

Applications will be scored according to the following criteria:

1. The extent to which the application describes the frequency of data collection and utilization of 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 demonstrates a feasible plan to conduct an overall evaluation of the leadership institutes and other work undertaken as described in *Section IV.2., The Project Description, "Evaluation"*.
3. The extent to which the application describes feasible, measurable qualitative and quantitative outputs and outcomes meeting the criteria described in *Section IV.2., The Project Description, "Evaluation"*.
4. The extent to which the application describes how these outputs and outcomes will be gathered and measured in accordance with *Section IV.2., The Project Description, "Evaluation"*.
5. The extent to which the application describes how it will recommend promising practices in accordance with *Section IV.2., The Project Description, "Evaluation"*.

#### **BUDGET AND BUDGET JUSTIFICATION**

**Maximum Points: 10**

Applications will be scored according to the following criteria:

1. The extent to which a detailed line item budget of project costs is included and demonstrates how cost estimates were derived. Detailed calculations must include estimation of methods, quantities, unit costs and other similar quantitative detail sufficient for the calculation to be duplicated. The budget must include all the information required and described in *Section IV.2, Content and Form of Application Submission*.
2. The extent to which the proposed budget and budget justification are feasible for the proposed approach, logical, reasonable and appropriate.
3. The extent to which the proposed budget and budget justification are free of errors.
4. The extent to which the application demonstrates how the funds requested are necessary and essential to accomplish the Approach as described in *Section IV.2., The Project Description, "Approach"*.
5. The extent to which the proposed budget reasonably reflects changes in expenses over the five-year project period. For example, the costs during an initial protracted planning period would be lower than during the implementation, when travel, staff time, consultants, and other expenses would increase.
6. The extent to which the budget delineates fair compensation for all project partners.

#### **BONUS POINTS: Expertise in Working with Tribes and Tribal Organizations**

**Maximum Points: 5**

Up to 5 bonus points may be awarded based on the extent to which proposed projects involving Tribes or Tribal organizations document the applicant's substantial expertise and prior success working with Tribes or Tribal organizations. Such expertise and success may be provided by partnering organizations.

#### **V.2. Review and Selection Process**

No grant award will be made under this announcement on the basis of an incomplete application.

### **Initial ACF Screening**

Each application will be screened to determine whether it was received by the closing date and time and whether the requested amount exceeds the award ceiling. Applications that are designated as late according to *Section IV.3. Submission Dates and Times* or those with requests that exceed the award ceiling, stated in *Section II. Award Information* will be returned to the applicant with a notation that they were deemed non-responsive and will not be reviewed.

### **Objective Review and Results**

Applications competing for financial assistance will be reviewed and evaluated by objective review panels using the criteria described in *Section V.1* of this announcement. Each panel is made up of experts with knowledge and experience in the area under review. Generally, review panels are composed of 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 and are one element of the decision-making process.

ACF may elect to not fund applicants with management or financial problems that would indicate an inability to successfully complete the proposed project. Applications may be funded in whole or in part. Successful applicants may be funded at an amount lower than that requested. ACF reserves the right to consider a preference to fund organizations serving emerging, unserved, or under-served populations, including those located in pockets of poverty, and to consider the geographic distribution of Federal funds in its funding decisions.

Grants will be evaluated through an objective, peer-review process. Federal and non-Federal reviewers will be used in the review and selection process. Grants will be reviewed and scored by a small panel of experts and practitioners from the domestic violence field.

Non-Federal reviewers will be selected based on their expertise in the domestic violence field, as well as their expertise in developing leadership opportunities for people of color.

The peer-review is one aspect of the selection process. The selecting official may take into account geographical dispersion, program balance, diversity, and feasibility of proposed project.

Please refer to *Section IV.2.* of this announcement for information on non-Federal reviewers in the review process.

### **Approved but Unfunded Applications**

Applications that are approved but unfunded may be held over for funding in the next funding cycle, pending the availability of funds, for a period not to exceed one year.

## **V.3. Anticipated Announcement and Award Dates**

Announcement of awards and the disposition of applications will be provided to applicants at a later date.

Awards will be made by September 30, 2010.

## **VI. Award Administration Information**

### **VI.1. Award Notices**

Successful applicants will be notified through the issuance of a Financial Assistance Award (FAA) document 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 FAA will be signed by the Grants Officer and transmitted via postal mail. Following the finalization of funding decisions, organizations whose applications will not be funded will be notified by letter, signed by the Program Office head.

### **VI.2. Administrative and National Policy Requirements**

Awards issued under this announcement are subject to the uniform administrative requirements and cost principles of 45 CFR Part 74 (Awards And Subawards To Institutions Of Higher Education, Hospitals, Other Nonprofit Organizations, And Commercial Organizations), or 45 CFR Part 92 (Grants And Cooperative Agreements To State, Local, And Tribal Governments).

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.

Grantees are subject to the limitations set forth in 45 CFR Part 74, Subpart E-Special Provisions for Awards to Commercial Organizations (45 CFR §74.81\_Prohibition against profit), which states that, "... no HHS funds may be paid as profit to any recipient even if the recipient is a commercial organization. Profit is any amount in excess of allowable direct and indirect costs."

Grantees are also subject to the requirements of 45 CFR Part 87, Equal Treatment for Faith-Based Organizations: "Direct Federal grants, sub-award funds, or contracts under this ACF program shall not be used to support inherently religious activities such as religious instruction, worship, or proselytization. Therefore, organizations must take steps to separate, in time or location, their inherently religious activities from the services funded under this program. Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which includes the prohibition against Federal funding of inherently religious activities, can be found at the HHS web site at: <http://www.hhs.gov/fbci/waisgate21.pdf>.

A faith-based organization receiving HHS funds retains its independence from Federal, State, and local governments, and may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs. For example, a faith-based organization may use space in its facilities to provide secular programs or services funded with Federal funds without removing religious art, icons, scriptures, or other religious symbols. In addition, a faith-based organization that receives Federal funds retains its authority over its internal governance, and it may retain religious terms in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents in accordance with all program requirements, statutes, and other applicable requirements governing the conduct of HHS funded activities." Additional information on "Understanding the Regulations Related to the Faith-Based and Community Initiative" can be found at: <http://www.hhs.gov/fbci/regulations/index.html>.

The Code of Federal Regulations (CFR) is available at <http://www.gpoaccess.gov/CFR/>.

## **Award Term and Condition for Trafficking in Persons**

Awards issued under this announcement are subject to the requirements of Section 106 (g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104). For the full text of the award term, go to [http://www.acf.hhs.gov/grants/award\\_term.html](http://www.acf.hhs.gov/grants/award_term.html). If you are unable to access this link, please contact the Grants Management Contact identified in Section VII. Agency Contacts of this announcement to obtain a copy of the Term.

## **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. Appendices to the HHS GPS include a glossary of terms and a list of standard abbreviations for ease of reference. 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 Financial Assistance Award (FAA). The HHS GPS is available at [http://www.acf.hhs.gov/grants/grants\\_related.html](http://www.acf.hhs.gov/grants/grants_related.html).

### **VI.3. Reporting**

Grantees under this announcement will be required to submit performance progress and financial reports periodically throughout the project period. The frequency of required reporting is listed later in this section.

In FY 2009, most ACF grantees began using a standard form for required performance progress reporting (PPR). Use of the new standard form, the ACF-OGM SF-PPR, began for new awards and continuation awards made by ACF in FY 2009. At a minimum, grantees are required to submit the ACF-OGM SF-PPR, which consists of the ACF-OGM SF-PPR Cover Page and the Program Indicators-Attachment B. ACF Programs that utilize reporting forms or formats in addition to, or instead of, the ACF-OGM SF-PPR have listed the reporting requirements later in this section.

Grant award documents will inform grantees of the appropriate performance progress report form or format to use beginning in FY 2009. Grantees should consult their award documents to determine the appropriate performance progress report format required under their award.

Grantees will continue to use the Financial Status Report (FSR) SF-269 (long form) for required financial reporting.

Performance progress and financial reports are due 30 days after the end of the reporting period. Final program performance and financial reports are due 90 days after the close of the project period. Final reports may be submitted in hard copy to the Grants Management Office Contact listed in *Section VII. Agency Contacts* of this announcement.

The SF-269 (long form) and the ACF-OGM-SF-PPR may be found at [http://www.acf.hhs.gov/grants/grants\\_resources.html](http://www.acf.hhs.gov/grants/grants_resources.html).

Program Progress Reports: Semi-Annually

Financial Reports: Semi-Annually

## VII. Agency Contacts

### **Program Office Contact**

Shena Williams

ACF

ACYF

FYSB.HQ

Portals

1250 Maryland Ave., SW.

Washington, DC 20024

Phone: (202) 205-5932

Fax: (202) 401-7038

Email: [shena.williams@acf.hhs.gov](mailto:shena.williams@acf.hhs.gov)

### **Office of Grants Management Contact**

Lisa Dammar

ACYF Operations Center

c/o Master Key Consulting

Attention: FV/Leadership Opportunities

4915 St. Elmo Avenue, Suite 101

Bethesda, MD 20814

### **Federal Relay Service:**

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service for assistance at 1-800-877-8339 (TTY - Text Telephone or ASCII - American Standard Code For Information Interchange).

## VIII. Other Information

### **Reference Websites**

U.S. Department of Health and Human Services (HHS) on the Internet <http://www.hhs.gov/>.

Administration for Children and Families (ACF) on the Internet <http://www.acf.hhs.gov/>.

Administration for Children and Families - Funding Opportunities homepage <http://www.acf.hhs.gov/grants/>.

Catalog of Federal Domestic Assistance (CFDA) <https://www.cfda.gov/>.

Code of Federal Regulations (C.F.R.) <http://www.gpoaccess.gov/cfr/index.html>.

United States Code (U.S.C) <http://www.gpoaccess.gov/uscode/>.

Sign up to receive notification of ACF Funding Opportunities at [www.Grants.gov](http://www.Grants.gov)  
[http://www.grants.gov/applicants/email\\_subscription.jsp](http://www.grants.gov/applicants/email_subscription.jsp).

## Checklist

All required Standard Forms, assurances, and certifications are available on the ACF Forms page at [http://www.acf.hhs.gov/grants/grants\\_resources.html](http://www.acf.hhs.gov/grants/grants_resources.html) and on the Grants.gov Forms Repository webpage at <http://apply07.grants.gov/apply/FormLinks?family=15>.

Versions of other Standard Forms (SFs) are available on the Office of Management and Budget (OMB) Grants Management Forms web site at [http://www.whitehouse.gov/omb/grants\\_forms/](http://www.whitehouse.gov/omb/grants_forms/).

For information regarding accessibility issues, visit the Grants.gov Accessibility Compliance Page at [http://www07.grants.gov/aboutgrants/accessibility\\_compliance.jsp](http://www07.grants.gov/aboutgrants/accessibility_compliance.jsp)

Applicants may use the checklist below as a guide when preparing your application package.

- 424
- 424B
- Lobbying Certification
- 424A
- Budget and Budget Justification

What to Submit	Where Found	When to Submit
Letter of Intent	Referenced in Section IV.2 of the announcement under "Project Description."	Submission due by application due date found in Overview and Section IV.3.
SF-424 - Application for Federal Assistance  SF-P/PSL - Project/Performance Site Location(s)	Referenced in Section IV.2 and found at <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http://www.acf.hhs.gov/grants/grants_resources.html</a> and at the Grants.gov Forms Repository at <a href="http://apply07.grants.gov/apply/FormLinks?family=15">http://apply07.grants.gov/apply/FormLinks?family=15</a> .	Submission due by application due date found in Overview and Section IV.3.
SF-424A - Budget Information - Non-Construction Programs  SF-424B - Assurances - Non-Construction Programs	Referenced in Section IV.2 and found at <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http://www.acf.hhs.gov/grants/grants_resources.html</a> .	Submission due by application due date found in Overview and Section IV.3.

Table of Contents	Referenced in Section IV.2 of the announcement under "Project Description."	Submission due by application due date found in Overview and Section IV.3.
Project Summary/Abstract	Referenced in Section IV.2 of the announcement under "Project Description."	Submission due by application due date found in Overview and Section IV.3.
Project Description	Referenced in Section IV.2 of the announcement.	Submission due by application due date found in Overview and Section IV.3.
Budget and Budget Justification	Referenced in Section IV.2 of the announcement under "Project Description."	Submission due by application due date found in Overview and Section IV.3.
Third-Party Agreements	Referenced in Section IV.2 of the announcement under "Project Description."	If available, submission is due by application due date found in Overview and Section IV.3. or by time of award.
Letters of Support	Referenced in Section IV.2 of the announcement under "Project Description."	Submission due by application due date found in Overview and Section IV.3.
Proof of Non-Profit Status	Referenced in Section IV.2 of the announcement under "Legal Status of Applicant Entity" in the "Project Description."	Submission due by date of award.
Certification Regarding Lobbying	Referenced in Section IV.2 of the announcement and found at <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http://www.acf.hhs.gov/grants/grants_resources.html</a> .	Submission due by date of award.

<p>Survey on Ensuring Equal Opportunity for Applicants</p>	<p>Non-profit private organizations (not including private universities) are encouraged to submit the <i>"Survey on Ensuring Equal Opportunity for Applicants"</i> with their applications. Applicants using a hard copy application, place the completed survey in an envelope labeled "Applicant Survey." Seal the envelope and include it along with your application package. Applicants applying electronically, please submit this survey along with your application.</p> <p>The Survey is referenced in Section IV.2 of the announcement. The Survey may be found at <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http://www.acf.hhs.gov/grants/grants_resources.html</a>.</p>	<p>Submission due by date of award.</p>
<p>This program is covered under 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". Applicants must submit all required application materials to the State Single Point of Contact (SPOC) and indicate the date of submission on the Standard Form (SF) 424 at item 19.</p>	<p>Applicants should go to the following URL for the official list of the jurisdictions that have elected to participate in E.O. 12372 <a href="http://www.whitehouse.gov/omb/grants_spoc/">http://www.whitehouse.gov/omb/grants_spoc/</a> as indicated in Section IV.4 of this announcement.</p>	<p>Submission due to State Single Point of Contact by the application due date found in Overview and Section IV.3.</p>
<p>SF-LLL - Disclosure of Lobbying Activities, if applicable</p>	<p>"Disclosure Form to Report Lobbying" is referenced in Section IV.2 and found at <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http://www.acf.hhs.gov/grants/grants_resources.html</a>.</p> <p>Submission of this form is required 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</p>	<p>Submission due by application due date found in Overview and Section IV.3.</p>

	employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan.	
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**Signature**

Date: 06/11/2010

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Bryan Samuels  
Commissioner  
Administration on Children, Youth and Families