



Administration for Children and Families

Administration on Children, Youth and Families

Family Violence Prevention and Services/ Lesbian Gay Bisexual Transgender and Questioning
Institute on Intimate Partner Violence

HHS-2016-ACF-ACYF-EV-1159

Application Due Date: 05/31/2016

Family Violence Prevention and Services/ Lesbian Gay Bisexual Transgender and Questioning
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TABLE OF CONTENTS

- Overview
- Executive Summary
- I. [Program Description](#)
- II. [Federal Award Information](#)
- III. Eligibility Information
 - 1. [Eligible Applicants](#)
 - 2. [Cost Sharing or Matching](#)
 - 3. [Other](#)
- IV. Application and Submission Information
 - 1. [Address to Request Application Package](#)
 - 2. [Content and Form of Application Submission](#)
 - 3. [Unique Entity Identifier and System for Award Management \(SAM\)](#)
 - 4. [Submission Dates and Times](#)
 - 5. [Intergovernmental Review](#)
 - 6. [Funding Restrictions](#)
 - 7. [Other Submission Requirements](#)
- V. Application Review Information
 - 1. [Criteria](#)
 - 2. [Review and Selection Process](#)
 - 3. [Anticipated Announcement and Federal Award Dates](#)
- VI. Federal Award Administration Information
 - 1. [Federal Award Notices](#)
 - 2. [Administrative and National Policy Requirements](#)
 - 3. [Reporting](#)
- VII. [HHS Awarding Agency Contact\(s\)](#)
- VIII. [Other Information](#)

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

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

Funding Opportunity Title: Family Violence Prevention and Services/ Lesbian Gay Bisexual Transgender and Questioning Institute on Intimate Partner Violence

Announcement Type: Initial

Funding Opportunity Number: HHS-2016-ACF-ACYF-EV-1159

Primary CFDA Number: 93.592

Due Date for Applications: **05/31/2016**

Executive Summary

Notices:

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

The intent of the Family Violence Prevention and Services Lesbian, Gay, Bisexual, Transgender, and Questioning (LGBTQ) Institute on Intimate Partner Violence grant program is to expand the capacity of individuals, organizations, governmental agencies, local communities, tribes, and tribal organizations to identify and respond to the unique and emerging needs of LGBTQ intimate partner violence survivors. The successful grantee will engage in training and technical assistance, public awareness, research and knowledge development, and policy development and systems engagement to enhance national, state, and local efforts to prevent and address LGBTQ intimate partner violence. The grantee will also participate in ongoing coordination and collaboration with the Family Violence Prevention and Services Act (FVPSA)-funded resource centers in the Domestic Violence Resource Network (DVRN), a network of training and technical assistance organizations that coordinates training and technical assistance efforts to improve domestic violence and dating violence prevention and interventions programs nationwide.

One cooperative agreement will be awarded under this funding opportunity announcement (FOA) to support the LGBTQ Institute on Intimate Partner Violence.

I. Program Description

Statutory Authority

The statutory authority for this funding opportunity announcement is 42 U.S.C. § 10410(a)(2)(B)(ii).

Description

Intimate partner violence is a significant health and social problem among lesbian, gay, bisexual, transgender, questioning and two-spirited communities and has serious physical health, mental health, and social consequences for its victims, their families, communities, and society-at-large. However, victims of intimate partner violence continue to face barriers when seeking trauma-informed and culturally competent services to prevent and address such abuse.

Although domestic violence programs are expected to provide services to all survivors of abuse regardless of sex, sexual orientation, and gender identity, some programs may lack the capacity and expertise to ensure services are affirming and relevant to LGBTQ communities. Gay men, for example, have enormous difficulty accessing “mainstream” domestic violence services that have traditionally been dedicated to providing support to female survivors. Lesbians seeking refuge at domestic violence shelters may encounter homophobia and bias or may confront the invisibility of their experiences in the form of advertising and resource materials that only address heterosexual intimate partner violence. Transgender women may also be excluded from shelter because they may biologically be male and at the same time confound service providers’ understandings of sex and gender. While LGBTQ people of color are overwhelmingly impacted by intimate partner violence, survivors may face barriers when seeking services that are culturally relevant and responsive.

In addition to being racially and ethnically diverse, subpopulations within the LGBTQ community may not share similar experiences as LGBTQ individuals or as survivors of intimate partner violence. For example, LGBTQ immigrants who have experienced persecution because of their sexuality or gender identity within their home country may fear deportation or other adverse consequences if they disclose that they are being abused by a same-sex partner. Likewise, LGBTQ older adults, due to heterosexism and ageism, may not ask for help for fear of stigma and shame. Such realities require that services address the unique and nuanced experiences of LGBTQ survivors. As a result, many domestic violence service providers and LGBTQ specific organizations throughout the United States struggle to understand the complexities associated with identifying, serving, and supporting LGBTQ survivors.

Through this FOA, the Family and Youth Services Bureau (FYSB) will support one cooperative agreement. The grantee will be required to do the following and must demonstrate its ability to accomplish the following in its applications and work plans:

1. Deliver an array of national technical assistance to expand the capacity of domestic violence programs, state domestic violence coalitions, tribes, tribal organizations, government agencies, community-based, and LGBTQ-specific organizations to provide survivor-centered domestic violence prevention and intervention services that are accessible to LGBTQ victims, including persons from racially and ethnically diverse communities;

2. Develop and/or utilize already existing trainings to assist state domestic violence coalitions; tribes, tribal organizations and government agencies; community-based, and LGBTQ-specific organizations to address such topics as: a) culturally relevant survivor-centered programming, b) trauma-focused services, c) the intersections of HIV and intimate partner violence, d) homophobia/transphobia, e) LGBTQ youth and adult homelessness and f) other relevant and emerging issues that impact the needs of LGBTQ survivors;
3. Enhance public awareness through the development and promotion of new and/or existing resources, including prevalence statistics, emerging issues, prevention/intervention strategies, model program policies, sheltering policies, screening tools, promising practices to support LGBTQ individuals, families and communities impacted by intimate partner violence, and other issues as they emerge;
4. Expand LGBTQ victims' access to services through the identification and dissemination of culturally relevant, trauma-informed, evidence-informed interventions and policies to improve the capacity of domestic violence programs, state domestic violence coalitions, tribes and tribal organizations, and LGBTQ specific organizations to offer trauma-informed services that address lifetime exposure to violence, and include trauma-focused intervention strategies. Such interventions should take into consideration the unique and multiple victimizations and oppressions of LGBTQ individuals, including the impact of homophobia, internalized homophobia, and transphobia. Note: for the purposes of this announcement, evidence-informed practices bring together the best available research, professional expertise and input from LGBTQ and intimate partner violence prevention communities to identify and deliver services that have promise to achieve positive outcomes for LGBTQ populations;
5. Lead or contribute to research and development of frameworks that consider the unique needs of LGBTQ victims of intimate partner violence, including but not limited to racial and ethnic communities, HIV-affected persons, and homeless adults and youth;
6. Develop partnerships and build innovative collaborations between domestic violence providers, LGBTQ-specific organizations, social services agencies, faith-based organizations, racially and ethnically specific organizations, and public health organizations, and
7. Convene a steering committee comprised of representatives from LGBTQ communities, including, but not limited to, community-based activists, survivors of intimate partner violence, domestic violence service providers, practitioners, and researchers to support coordinated outreach efforts to underserved and diverse communities and to examine the dynamics of intimate partner violence, culture, racism, homophobia, transphobia, heterosexism, classism, victimization, trauma, oppression, and healing.

Competitive applicants should highlight qualities that demonstrate their organizational leadership and expertise in serving LGBTQ individuals from culturally diverse communities and geographic locations as well as experience providing training and technical assistance to state domestic violence coalitions, local domestic violence programs, tribal programs, community-based programs and LGBTQ specific organizations.

II. Federal Award Information

Funding Instrument Type: Cooperative Agreement
Estimated Total Funding: \$600,000
Expected Number of Awards: 1
Award Ceiling: \$600,000 Per Budget Period
Award Floor: \$400,000 Per Budget Period
Average Projected Award Amount: \$425,000 Per Budget Period
Anticipated Project Start Date: 09/30/2016

Length of Project Periods:

Length of Project Period: 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.

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

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

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 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 selected grantee. FYSB will also approve any revisions to the work plan or structure of the selected grantee during each budget/project period. Additionally, FYSB will approve significant project activities and changes to project plans. FYSB will review and approve final drafts of all updated or new materials, articles, major publications, and research reports that are developed or distributed with resources made

available under this cooperative agreement.

FYSB will be involved in the development of long-term strategies for the implementation of the project and will participate in major project activities, such as conferences, topical meetings, or major project meetings. FYSB will organize periodic consultations, meetings, briefings, teleconferences, webinars, and other forums necessary to review current and planned activities, to share information, and to promote national coordination.

FYSB will keep the grantee informed about expectations for performance, current FYSB policy, and FYSB's vision for addressing family violence, domestic violence, and dating violence. The respective responsibilities of FYSB will be identified and incorporated into the terms and conditions of the award during pre-award negotiations. It is anticipated that the cooperative agreement will not change the project requirements for the grantee under this announcement.

III. Eligibility Information

III.1. Eligible Applicants

To be eligible to receive this discretionary grant, an entity shall be a private, non-profit organization (including faith-based and charitable organization, community-based organization, culturally specific, and voluntary association); or a for-profit organization (other than a sole proprietorships); or a tribal organization; or a state, tribal, or local government; or a public, private, or state-controlled institution of higher education.

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

Faith-based and community organizations that meet the eligibility requirements are eligible to receive awards under this funding opportunity announcement. Faith-based organizations are encouraged to review the ACF Policy on Grants to Faith-Based Organizations at: <http://www.acf.hhs.gov/acf-policy-on-grants-to-faith-based-organizations>.

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

III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement: No

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

For awards that require matching by statute, recipients will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period, or by project period for fully funded awards, even if the

projected commitment exceeds the amount required by the statutory match. **A recipient's failure to provide the statutorily required matching amount may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

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

III.3. Other

Application Disqualification Factors

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

Award Ceiling Disqualification

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

Required Electronic Application Submission

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

Applicants that do not have an Internet connection or sufficient computing capacity to upload large documents to the Internet may contact ACF for an exemption that will allow the applicant to submit applications in paper format. Information and the requirements for requesting an exemption from required electronic application submission are found in "Request an Exemption from Electronic Application Submission" in *Section IV.2. Content and Form of Application Submission*.

Missing the Application Deadlines (Late Applications)

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

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

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

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

Notification of Application Disqualification

Applications that are disqualified under these criteria are considered to be “non-responsive” and are excluded from the competitive review process. Applicants will be notified of a disqualification determination by email or by USPS postal mail within 30 federal business days from the closing date of this FOA.

IV. Application and Submission Information

IV.1. Address to Request Application Package

FYSB Operations Center

c/o F2 Solutions

Attn: Family Violence Prevention and Services/ LGBTQ Institute on Intimate Partner

Violence FOA: HHS-2016-ACF-ACYF-EV-1159

1401 Mercantile Lane

Suite 410

Largo, MD 20774

Phone: 1-885-792-6551

Electronic Application Submission:

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

Applications in Paper Format:

For applicants that have received an exemption to submit applications in paper format, Standard Forms, assurances, and certifications are available in the Application Package available in the FOA's Grants.gov synopsis at www.Grants.gov. They are also available at <http://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1>. See *Section IV.2. Request an Exemption from Required Electronic Application Submission* if applicants do not have an Internet connection or sufficient computing capacity to upload large documents (files) to www.Grants.gov.

Standard Forms that are compliant with Section 508 of the Rehabilitation Act (29 U.S.C. § 794d):

Available at the Grants.gov Forms Repository website at <http://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1>.

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**

In FY 2013 ACF implemented a new application upload requirement. Each applicant applying electronically via www.Grants.gov is required to upload only two electronic files, excluding Standard Forms and OMB-approved forms. No more than two files will be accepted for the review, and additional files will be removed. Standard Forms and OMB-approved forms will not be considered additional files.

FOR ALL APPLICATIONS:**Authorized Organizational Representative (AOR)**

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

AOR authorization is part of the registration process at www.Grants.gov, where the AOR will create a short profile and obtain a username and password from the Grants.gov Credential Provider. AORs will only be authorized for the DUNS number registered in the System for Awards Management (SAM).

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.

Page Limitations

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

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

Application Elements Exempted from Double-Spacing Requirements

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

Adherence to FOA Formatting, Font, and Page Limitation Requirements

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

In instances where formatting and font requirements are not adhered to, ACF uses a formula to determine the actual number of pages to be removed. The formula counts the number of characters an applicant uses when following the instructions and using 12-point TNR and compares the resulting number with that of the submitted application. For example, an applicant using TNR, 11-point font, with 1-inch margins all around, and single-spacing, would have an additional 26 lines, or 1500 characters, which is equal to 4/5 of an additional page. Extra pages resulting from this formula will be removed and will not be reviewed. Applications that have more than one scanned page of a document on a single page will have the page(s) removed from the review.

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

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

Copies Required

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

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

Signatures

Applicants submitting electronic applications must follow the registration and application submission instructions provided at www.Grants.gov.

The original of a paper format application must include original signatures of the authorized representatives.

Accepted Application Format

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

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

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

PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:

The overall application should not exceed 100 pages in length.

The Project Description file (File One) must include the following:

1. Table of Contents
2. Project Summary/Abstract (one page)
3. Objectives and Need for Assistance
4. Expected Outcomes
5. Approach
 - Training and Technical Assistance
 - Public Awareness
 - Research and Knowledge Development
 - Policy Development and Systems Engagement
6. Logic Model
7. Program Performance and Evaluation Plan
8. Organizational Profile
9. Dissemination Plan
9. Protection of Sensitive and/or Confidential Information
10. Budget and Budget Justification

The Appendices file (File Two) must include:

1. Staff Position Information (e.g., resumes of key staff, job descriptions, organizational chart)
2. List of Board of Directors or other governing body members (as applicable)
3. Third-Party Agreements (as applicable)
4. Letters of Support
5. Certifications and Assurances
6. LGBTQ Accessibility Policy
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 requested and received an exemption that will allow submission in paper format. See *Section IV.2. Application Submission Options* for information about requesting an exemption.

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

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

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

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

Adherence to the Two-File Requirement

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

Application Upload Requirements

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

To adhere to the two-file requirement, applicants may need to convert and/or merge documents together using a PDF converter software. Many recent versions of Microsoft Office include the ability to save documents to the PDF format without need of additional software. Applicants using the Adobe Professional software suite 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 Professional they are using is compatible with Grants.gov. To verify Adobe software compatibility please go to Grants.gov and click on “Support” at the top bar menu and select “Adobe Software Compatibility”, which is listed under the topic “Find Answers Online.” The Adobe verification process allows applicants to test their version of the software by opening a test application package. Grants.gov also includes guidance on how to download a supported version of Adobe, as well as troubleshooting instructions if an applicant is unable to open the test application package. There is also a help page for configuring Firefox and Chrome to open PDFs using Adobe software.

The Adobe Software Compatibility page located on Grants.gov also provides guidance for applicants that have received error messages while attempting to save an application package. It also addresses local network and/or computer security settings and the impact this has on use of Adobe software.

For any systems issues experienced with Grants.gov or with SAM.gov, please refer to ACF's "Policy for Applicants Experiencing Federal Systems Issues" document for complete guidance at https://www.acf.hhs.gov/sites/default/files/assets/systems_issue_policy_final.pdf under "How to Apply for a Grant/Submit an Application."

Required Standard Forms (SFs) and OMB-approved Forms

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

Naming Application Submission Files

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

Use only file formats supported by ACF

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

ACF supports the following file formats:

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

Do Not Encrypt or Password-Protect the Electronic Application Files

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

FORMATTING FOR PAPER APPLICATION SUBMISSIONS:

The following requirements are only applicable to applications submitted in paper format. Applicants must receive an exemption from ACF in order for a paper format application to be accepted for review. See *Section IV.2. Request an Exemption from Required Electronic Application Submission* later in this section under *Application Submission Options* for more information.

Format Requirements for Paper Applications

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

Because each application will be duplicated, do not use or include separate covers, binders, clips, tabs, plastic inserts, maps, brochures, or any other items that cannot be processed easily on a photocopy machine with an automatic feed. Do not bind, clip, staple, or fasten in any way separate sections of the application. Applicants are advised that the copies of the application submitted, not the original, will be reproduced by the federal government for review. **All application materials must be one-sided for duplication purposes. All pages in the application submission must be sequentially numbered.**

Addresses for Submission of Paper Applications

See *Section IV.7. Other Submission Requirements* for addresses for paper format application submissions.

Required Forms, Assurances, and Certifications

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

Other versions of required Standard Forms, assurances, and certifications are available at Grants.gov <http://www.grants.gov/web/grants/forms/sf-424-family.html>.

Forms / Assurances / Certifications	Submission Requirement	Notes / Description
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	Submission of the certification is required for all applicants.

	the award of a grant.	
SF-424 - Application for Federal Assistance	Submission is required for all applicants by the application due date.	Required for all applications.
SF-LLL - Disclosure of Lobbying Activities	If submission of this form is applicable, it is due at the time of application. If it is not available at the time of application, it may also be submitted prior to the award of a grant.	If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
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 may cite their primary location and up to 29 additional performance sites.

<p>DUNS Number (Universal Identifier) and Systems for Award Management (SAM) registration.</p>	<p>A DUNS number is required of all applicants.</p> <p>To obtain a DUNS number, go to http://fedgov.dnb.com/webform.</p> <p>Active registration at the Systems Award Management (SAM) website must be maintained throughout the application and project award period.</p> <p>SAM registration is available at http://www.sam.gov.</p>	<p>A DUNS number and SAM registration are eligibility requirements for all applicants.</p> <p>See <i>Section IV.3. Unique Entity Identifier and System for Award Management (SAM)</i> for more information.</p>
<p>SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non-Construction Programs</p>	<p>Submission is required for all applicants when applying for a non-construction project. Standard Forms must be used. Forms must be submitted by the application due date.</p>	<p>Required for all applications when applying for a non-construction project. By signing and submitting the SF-424B, applicants are making the appropriate certification of their compliance with all federal statutes relating to nondiscrimination.</p>
<p>Mandatory Grant Disclosure</p>	<p>Submission is required for all applicants and recipients, 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.</p> <p>Disclosures must be sent in writing to:</p> <p>The Administration for Children and Families,</p>	<p>Mandatory Disclosures, 45 CFR 75.113</p>

	<p>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</p> <p><u>And</u></p> <p>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</p>	
<p>LGBTQ Accessibility Policy for Discretionary Grants</p>	<p>Submission is required for all applicants by the application due date.</p>	<p>The LGBTQ Accessibility Policy for Discretionary Grants is available in the <i>Appendix</i> section of the FOA and must be included in the “Appendices” file of the application submission.</p>
<p>SF-424 Key Contact Form</p>	<p>Submission is required for all applicants by the application due date.</p>	<p>Required for all applications.</p>

SF 424 Contact Form

Applicants must include contact information for the following:

- Executive Director
- Project Director
- Grants Administrator

Non-Federal Reviewers

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

The Project Description

The Project Description Overview

Purpose

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. It should address the activity for which federal funds are being requested, and should be consistent with the goals and objectives of the program as described in *Section I. Program Description*. Supporting documents should be included where they can present information clearly and succinctly. When appropriate, applicants should cite the evaluation criteria that are relevant to specific components of their project description. 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

Applicants should develop 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.

General Instructions for Preparing a Full Project Description

Introduction

Applicants must prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria in *Section V.I. Criteria*. The text options give a broad overview of what the project description should include while the evaluation criteria identify the measures that will be used to evaluate applications.

Table of Contents

List the contents of the application including corresponding page numbers. The table of contents must be single spaced and will be counted against the total page limitations.

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, in Times New Roman 12-point font, and limited to one page in length. Additional pages will be removed and will not be reviewed.

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 should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as well as data describing the needs of the target population and the proposed service area as needed. When appropriate, a literature review should be used to support the objectives and needs described in this section.

Expected Outcomes

Identify the outcomes to be derived from the project. Outcomes should relate to the overall goals of the project 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. Describe any design or technological innovations, reductions in cost or time, or extraordinary social and/or community involvement in the project. Provide a list of organizations, cooperating entities, consultants, or other key individuals that will work on the project, along with a short description of the nature of their effort or contribution.

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

All applicants must clearly indicate that this is an application for the LGBTQ Institute on Intimate Partner Violence grant program. In addition to ensuring that the approach encompasses all the goals and objectives as described in *Section I. Program Description*, applicants must detail a plan for addressing the following project activities: training and technical assistance, public awareness, research and knowledge development, and policy development and systems engagement.

Applicants' plans must describe the organization's current coordination efforts with other appropriate stakeholders and national technical assistance providers, including details of past collaborations and plans for coordination of servicers.

Applicants must clearly describe how they will use training, expertise, problem solving strategies and other forms of technical assistance to support domestic violence programs, state domestic violence coalitions, tribes, tribal organizations, government agencies, community-based, and LGBTQ-specific organizations, professionals and other interested parties related to intimate partner violence services specific to LGBTQ survivors and communities.

Applicants must clearly describe how they will provide educational opportunities, consultations, webinars, distance learning, and other forms of technical assistance that allows domestic violence programs, state domestic violence coalitions, tribes, tribal organizations, government agencies, community-based, and LGBTQ-specific organizations to learn from their expertise regarding intimate partner violence prevention, intervention and other relevant topics specific to LGBTQ survivors and communities.

Applicants must describe how they will support and foster partnerships between organizations that have not traditionally worked together to address intimate partner violence among LGBTQ individuals, such as social service agencies, faith-based organizations, culturally specific organizations, LGBTQ-specific organizations, or community-based organizations.

Applicants must discuss how they will identify and recommend trauma-informed and evidence-informed prevention and intervention strategies that integrate lifetime exposure to violence and multiple victimizations and oppressions of LGBTQ individuals, including the impact of homophobia, internalized homophobia, and transphobia.

Applicants must specify how they will work together with public and private systems to strengthen policies and institutionalize training to improve accessibility and service effectiveness for LGBTQ victims of intimate partner violence.

Applicants must discuss how they will engage in research and knowledge development activities that are broad in scope and specifically relate to LGBTQ survivors of intimate partner violence and their families. Examples of activities may include literature reviews, research papers, published reports, one-on-one interviews, focus groups, roundtable discussions, etc. Applicants must include specific research questions that may be investigated, initial ideas on how to assess the research questions, and any limitations foreseen. Applicants must discuss how they will assess the rigor of evidence identified (e.g., how will "effectiveness" be operationally defined), and how they will highlight limitations and call attention to future directions for research and practice.

Finally, applicants must include a national dissemination strategy for sharing promising practices, outcomes, and resources nationwide. Grant products will be disseminated broadly, including posting on the grantee's website, the FYSB website, Violence Against Women website, the Domestic Violence Evidence Project website and other means to reach a broad audience of individuals and communities serving LGBTQ individuals impacted by intimate partner violence.

Project Timeline and Milestones

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

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

Program Performance Evaluation Plan

Applicants must describe the plan for the program performance evaluation that will contribute to continuous quality improvement. The program performance evaluation should monitor ongoing processes and the progress towards the goals and objectives of the project. Include descriptions of the inputs (e.g., organizational profile, collaborative partners, key staff, budget, and other resources), key processes, and expected outcomes of the funded activities. The plan may be supported by a logic model and must explain how the inputs, processes and outcomes will be measured, and how the resulting information will be used to inform improvement of funded activities.

Applicants must describe the systems and processes that will support the organization's performance management requirements through effective tracking of performance outcomes, including a description of how the organization will collect and manage data (e.g. assigned skilled staff, data management software) in a way that allows for accurate and timely reporting of performance outcomes. Applicants must describe any potential obstacles for implementing the program performance evaluation and how those obstacles will be addressed.

Applicants are expected to demonstrate their effectiveness in achieving the project objectives, completing the activities proposed in their project plan, and documenting overall outcomes. Measures of effectiveness should include success in delivering national scope training and technical assistance that addresses the needs of the domestic violence field as well as documenting service recipients' change in knowledge and skills as result of training and technical assistance efforts. This should include the following:

1. Assisting in the capacity building of organizations serving LGBTQ intimate partner violence survivors and their families;
2. Responding to and meeting the needs of the domestic violence field and LGBTQ organizations as it relates to training and technical assistance;
3. Demonstrating outcomes of training and technical assistance efforts through documenting changes in knowledge and skills of professionals serving LGBTQ survivors of intimate partner violence;
4. Reaching a broad base of domestic violence service providers, organizations, tribes, tribal organizations, state domestic violence coalitions, and community based organizations, including culturally-specific and LGBTQ serving organizations through training and technical assistance.

Legal Status of Applicant Entity

Applicants must provide the following documentation:

Legal Status means being established as a public agency under state law or as a non-profit under state or federal law. ACF will accept proof of status as a for-profit organization under state or federal law.

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 electronic application submission.

Logic Model

Applicants must submit a logic model for designing and managing their project. A logic model is a one-page diagram that presents the conceptual framework for a proposed project and explains the links among program elements. While there are many versions of logic models, for the purposes of this announcement the logic model should summarize the connections between the:

- Goals of the project (e.g., objectives, reasons for proposing the interventions, if applicable);
- Assumptions (e.g., beliefs about how the program will work and its supporting resources. Assumptions should be based on research, best practices, and experience);
- Inputs (e.g., organizational profile, collaborative partners, key staff, budget);
- Target population (e.g., the individuals to be served);
- Activities (e.g., approach, listing key intervention, if applicable);
- Outputs (i.e., the direct products or deliverables of program activities); and
- Outcomes (i.e., the results of a program, typically describing a change in people or systems).

Organizational Capacity

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

- Organizational charts;
- Resumes (no more than two single-spaced pages in length);
- Curricula Vitae (CV);
- Biographical Sketches (short narrative description);
- List of Board of Directors;
- Evidence that the applicant organization, and any partnering organizations, have relevant experience and expertise with administration, development, implementation, management, and evaluation of programs similar to that offered under this announcement;
- Evidence that each participating organization, including partners and/or subcontractors, possess the organizational capability to fulfill their role(s) and function(s) effectively;
- Job descriptions for each vacant key position.

Protection of Sensitive and/or Confidential Information

If any confidential or sensitive information will be collected during the course of the project, whether from staff (e.g., background investigations) or project participants and/or project beneficiaries, provide a description of the methods that will be used to ensure that confidential and/or sensitive information is properly handled and safeguarded. 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.

Third-Party Agreements

Third-party agreements include Memoranda of Understanding (MOU) and Letters of Commitment. General letters of support are **not** considered to be third-party agreements. Third-party agreements must clearly describe the project activities and support to which the third party is committing. Third-party agreements must be signed by the person in the third-party organization with the authority to make such commitments on behalf of their organization.

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.

Collaboration/consortia applicants must provide letters of commitment or MOU identifying the primary applicant that is responsible for administering the grant. The primary applicant must provide documentation of the commitments made by partnering organizations and describe in detail their roles and responsibilities as partners in the collaboration/consortia.

Letters Of Support

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

The Project Budget and Budget Justification

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

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

Special Note: *The Consolidated Appropriations Act, 2016, (Division E, Title VII, General Provisions – Government-Wide), limits the salary amount that may be awarded and charged to ACF grants and cooperative agreements. Award funds issued under this announcement may not be used to pay the salary, or any percentage of salary, to an individual at a rate in excess of Executive Level II. The Executive Level II salary of the "Rates of Pay for the Executive Schedule" is \$185,100. This amount reflects an individual's base salary exclusive of fringe benefits and any income that an individual may be permitted to earn outside of the*

duties of the applicant organization. This salary limitation also applies to subawards and subcontracts under an ACF grant or cooperative agreement.

Provide a budget using the 424A and/or 424C, as applicable, for each year of the proposed project. Provide a budget justification, which includes a budget narrative and a line-item detail, for the first year of the proposed project. The budget narrative should describe how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

Applicants must include travel expenses to attend annually at least two meetings of the Domestic Violence Resource Network that occur in Washington, DC (assume 2 to 3 days/trip) and travel to the Annual State Administrators and State Domestic Violence Coalitions Meeting (assume either the East or West Coast for 2 to 3 days).

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. Contractors and consultants should not be placed under this category.

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, and taxes.

Travel

Description: Costs of out-of-state or overnight project-related travel by employees of the applicant organization. Do not include in-state travel or 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 project staff to attend ACF-sponsored workshops/conferences/grantee orientations 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 per unit 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 applicant organization's regular written accounting practices.)

Justification: For each type of equipment requested applicants must provide a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use of the equipment in the project; as well as a plan for the 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. This includes office and other consumable supplies with a per-unit cost of less than \$5,000.

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 third-party evaluation contracts, if applicable, and contracts with secondary recipient organizations (with budget detail), including delegate agencies and specific project(s) and/or businesses to be financed by the applicant. This area is not for individual consultants.

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 are required to use 45 CFR 75.328 procedures and must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the

simplified acquisition threshold fixed by 41 U.S.C. § 134, as amended by 2 CFR Part 200.88, and currently set at \$150,000. 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 contractor/sub-contractor, by agency title, along with the same supporting information referred to in these instructions. If the applicant plans to select the contractors/sub-contractors post-award and a detailed budget is not available at the time of application, the applicant must provide information on the nature of the work to be delegated, the estimated costs, and the process for selecting the delegate agency.

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 (noncontractual); professional services costs (including audit charges); 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 has one of two methods that an applicant can select. An applicant may only select one.

1) The applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant federal agency.

Note: 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.

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 costs 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 § 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 a 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. 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.

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

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

For awards that do not require matching or cost sharing by statute, where "cost sharing" refers to any situation in which the recipient voluntarily shares in the costs of a project other than as statutorily required matching. These include situations in which contributions are voluntarily proposed by an applicant and are accepted by ACF. Non-federal cost sharing will be included in the approved project budget so that the applicant 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.**

Justification: If an applicant is relying on 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). **A recipient's failure to provide a statutorily required matching amount may result in the disallowance of federal funds.**

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.* of this announcement.

Paperwork Reduction Disclaimer

As required by the Paperwork Reduction Act of 1995, 44 U.S.C. §§ 3501-3521, the public reporting burden for the Project Description and Budget/Budget Justification is estimated to average 60 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection information. The Project Description and Budget/Budget Justification information collection is approved under OMB control number 0970-0139, expiration date is 01/31/2019. 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

Additional guidance on the submission of electronic applications can be found at <http://www.grants.gov/web/grants/applicants/apply-for-grants.html>.

After a grant application package is submitted to www.Grants.gov, a confirmation screen will appear on the applicant's computer screen. This screen confirms that an application has been submitted an application to Grants.gov. This page also contains a tracking number to identify the status of the application submission in the Track My Application feature.

When the application has completed the Grants.gov submission process, Grants.gov will send email messages to advise the applicant of the progress of the application through its system. **Over the next two business days, an applicant should receive two emails from Grants.gov:**

- **Submission Receipt Email:** Confirms successful receipt of the application by the Grants.gov system and indicates the application's status as "Received."
- **Submission Validation –OR– Rejection with Errors Email:** Indicates that the application was either successfully validated or rejected by Grants.gov. Either the application has been successfully validated by the system prior to transmission to the grantor agency or the application has been rejected due to errors.

Application Validation at www.Grants.gov

After an application has been successfully submitted to www.Grants.gov, it still must pass a series of validation checks. After an application is submitted, Grants.gov generates a submission receipt via email and also sets the application status to "Received." This receipt verifies that the application has been successfully delivered to the Grants.gov system.

Next, Grants.gov verifies the submission is valid by ensuring it does not contain viruses, the opportunity is still open, and the applicant login and applicant DUNS number match. If the submission is valid, Grants.gov generates a submission validation receipt via

email and sets the application status to "Validated."

If the application is not validated, the application status is set to "Rejected." The system sends a rejection email notification to the applicant and the applicant must re-submit the application package. See "What to Expect After Submitting" at www.Grants.gov for more information.

Each time an application is re-submitted to www.Grants.gov, the applicant will receive a new **Submission Receipt Email**. Only applications with on-time date and time stamps in Submission Receipt Email, and that pass validation, will be transmitted to ACF. Applications that are submitted on time that fail the validation check are not be transmitted to ACF and will not be acknowledged.

NOTE: The Grants.gov validation check can affect whether the application is accepted for review. If an application fails the Grants.gov validation check and is not resubmitted by 11:59 p.m., ET, on the due date, it will not be transmitted to ACF and will be excluded from the review.

Similarly, if an applicant resubmits their application to Grants.gov by 11:59 p.m., ET, on the due date, and the resubmitted application does not pass the validation check, it will not be transmitted to ACF and will be excluded from the review.

Grants.gov Support Center

- If applicants encounter any technical difficulties in using www.Grants.gov, contact the Grants.gov Support Center at: 1-800-518-4726, or by email at support@grants.gov, to report the problem and obtain assistance. Hours of Operation: 24 hours a day, 7 days a week. The Grants.gov Support Center is closed on federal holidays.
- Applicants should always retain Grants.gov Support Center service ticket number(s) as they may be needed for future reference.
- **Contact with the Grants.gov Support Center prior to the listed application due date and time does not ensure acceptance of an application. If difficulties are encountered, the Grants Management Officer listed in *Section VII. HHS Awarding Agency Contact(s)* will determine whether the submission issues are due to Grants.gov system errors or user error.**

Issues with Federal Systems

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

Request an Exemption from Required Electronic Application Submission

ACF recognizes that some applicants may have limited or no Internet access, and/or limited computer capacity, which may prohibit them from uploading large files at www.Grants.gov. To accommodate such applicants, ACF offers an exemption from required electronic submission. The exemption will allow applicants to submit hard copy, paper applications by hand-delivery, applicant courier, overnight/express mail couriers, or by other representatives of the applicant.

To receive an exemption from required electronic application submission, applicants must submit a written request to ACF that must state that the applicant qualifies for the exemption for one of the two following reasons:

- Lack of Internet access or Internet connection, or
- Limited computer capacity that prevents the uploading of large documents (files) at www.Grants.gov.

Applicants may request and receive the exemption from required electronic application submission by either:

- Submitting an email request to electronicappexemption@acf.hhs.gov, or
- Sending a written request to the Office of Grants Management Contact listed in *Section VII. HHS Awarding Agency Contact(s)* in this announcement.

Requests for exemption from required electronic application submission will be acknowledged with an approval or disapproval.

Requests that do not state one of the two listed reasons will not be approved.

An exemption is applicable to all applications submitted by the applicant organization during the Federal Fiscal Year (FFY) in which it is received. Applicants need only request an exemption once in a FFY. Applicants must request a new exemption from required electronic submission for any succeeding FFY.

Please Note: electronicappexemption@acf.hhs.gov may only be used to request an exemption from required electronic submission. All other inquiries must be directed to the appropriate agency contact listed in *Section VII.* of this announcement. Queries or requests submitted to this email address for any reason other than a request for an exemption from electronic application submission will not be acknowledged or answered.

All exemption requests must include the following information:

- Funding Opportunity Announcement Title,
- Funding Opportunity Number (FON),
- The listed Catalog of Federal Domestic Assistance (CFDA) number,
- Name of Applicant Organization and DUNS Number,
- AOR name and contact information,

- Name and contact information of person to be contacted on matters involving the application (i.e., the Point of Contact), and
- The reason for which the applicant is requesting an exemption from electronic application submission. The request for exemption must state one of the following two reasons: 1) lack of Internet access or Internet connection; or 2) lack of computer capacity that prevents uploading large documents (files) to the Internet.

Exemption requests must be received by ACF no later than two weeks before the application due date, that is, 14 calendar days prior to the application due date listed in the *Overview* and in *Section IV.4. Submission Dates and Times*. If the fourteenth calendar day falls on a weekend or federal holiday, the due date for receipt of an exemption request will move to the next federal business day that follows the weekend or federal holiday.

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* of this announcement.

Paper Format Application Submission

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

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

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

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

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

Obtaining a DUNS Number may take 1 to 2 days.

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

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

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

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

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

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

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

IV.4. Submission Dates and Times

Due Dates for Applications

Due Date for Applications: **05/31/2016**

Explanation of Due Dates

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

Electronic Applications

The deadline for submission of electronic applications via www.Grants.gov is 11:59 p.m., ET, on the due date. Electronic applications submitted at 12:00 a.m., ET, on the day after the due date will be considered late and will be disqualified from competitive

review and from funding under this announcement.

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

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

Instructions for electronic submission via www.Grants.gov are available at: http://www.grants.gov/applicants/apply_for_grants.jsp.

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

Mailed Paper Format Applications

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

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

Hand-Delivered Paper Format Applications

Applications that are hand-delivered by applicants, applicant couriers, by overnight/express mail couriers, or other representatives of the applicant must be received on, or before, the due date listed in the *Overview* and in this section. These applications must be delivered between the hours of 8:00 a.m. and 4:30 p.m., ET, Monday through Friday (excluding federal holidays). Applications should be delivered to the address provided in *Section IV.7. Other Submission Requirements*.

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

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

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

- Applications submitted electronically via www.Grants.gov are considered late when they are dated and time-stamped after the deadline of 11:59 p.m., ET, on the

due date.

- Paper format applications received by mail or hand-delivery after 4:30 p.m., ET, on the due date will be classified as late and will be disqualified.
- Paper format applications received from applicant organizations that were not approved for an exemption from required electronic application submission under the process described in *Section IV.2. Request an Exemption from Required Electronic Submission* will be disqualified.

Emergency Extensions

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

Acknowledgement from www.Grants.gov

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

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

Acknowledgement from ACF of an electronic application's submission:

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

Acknowledgement from ACF of receipt of a paper format application:

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

IV.5. Intergovernmental Review

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

Applicants should go to the following URL for the official list of the jurisdictions that have elected to participate in E.O. 12372

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, 330 C St. SW, 3rd Floor, Washington, DC 20201.

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

Applications from Federally-recognized Indian Tribal governments are not subject to E.O. 12372.

IV.6. Funding Restrictions

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

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

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

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

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

IV.7. Other Submission Requirements

Submit paper applications to one of the following addresses. Also see *Section IV.2. Request an Exemption from Required Electronic Application Submission.*

Submission By Mail

FYSB Operations Center

c/o F2 Solutions

Attn: Family Violence Prevention and Services/ LGBTQ Institute on Intimate Partner Violence HHS-2016-ACF-ACYF-EV-1159

1401 Mercantile Lane

Suite 410

Largo, MD 20774

Hand Delivery

FYSB Operations Center

c/o F2 Solutions

Attn: Family Violence Prevention and Services/ LGBTQ Institute on Intimate Partner Violence HHS-2016-ACF-ACYF-EV-1159

1401 Mercantile Lane

Suite 410

Largo, MD 20774

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.4. Submission Dates and Times.*

V. Application Review Information

V.1. Criteria

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

objective review.

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

OBJECTIVES AND NEED FOR ASSISTANCE

Maximum Points:10

The application will be evaluated based upon the extent to which:

- a) The application describes a clear need for the proposed project and a clear plan for how the project will address those needs, including barriers to services and systems, challenges faced by domestic violence service providers in assisting LGBTQ intimate partner violence survivors with specific complex needs, the efforts of local domestic violence programs, state domestic violence coalitions, and LGBTQ specific organizations to address these challenges, related training and technical assistance gaps, and relevant data and analysis.
- b) The application provides documentation on the state(s), tribe(s), organizations, and/or communities to be impacted and served.
- c) 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.
- d) The application demonstrates a clear commitment to expanding the capacity of the domestic violence field, LGBTQ-specific organizations, and engaging communities as discussed throughout *Section IV.2. Project Description*.
- e) The application 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. Project Description*.

EXPECTED OUTCOMES

Maximum Points:10

The application will be evaluated based upon the extent to which:

- a) The applicant clearly identifies the results and benefits (outcomes) it plans to achieve relating to the overall goals of the project as described in *Section I. Program Description*.
- b) The applicant defines and describes the outputs that it plans to achieve and how they relate to the project outcomes.

APPROACH

Maximum Points:35

The application will be evaluated based upon the extent to which:

- a) The application demonstrates a national and comprehensive plan for providing technical assistance and training to expand the capacity of local domestic violence programs, state domestic violence coalitions, tribes, tribal organizations, government agencies, LGBTQ-specific and community-based organizations to address intimate partner violence intervention and prevention.
- b) The application addresses each aspect of the "Approach" including training and technical assistance, public awareness, research and knowledge development, and policy development and systems engagement as described in *Section IV.2. Project Description, Approach* and the feasibility of the proposed means of accomplishing these elements.
- c) The application describes how the proposed project will engage LGBTQ communities, diverse and marginalized subpopulations, public/private systems and local domestic violence providers and to create national, statewide, or local improvements in systemic intimate partner violence intervention or prevention responses as described in *Section I Program Description*.
- d) 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.
- e) The application describes how collaborations will be undertaken and relationships with project partners managed.
- f) The application describes how the applicant will contribute to or assist in advancing the research, evaluation, and programmatic outcomes related to LGBTQ specific intimate partner violence intervention and prevention programs.
- g) The applicant discusses the specific research questions that may be investigated, initial ideas on how to assess the research questions, and any limitations foreseen;
- h) The application discusses how the applicant will assess the rigor of evidence identified (e.g. how will "effectiveness" be operationally defined), and how the applicant will highlight limitations and call attention to future directions for research and practice

EVALUATION

Maximum Points:10

The application will be evaluated based upon the extent to which:

- a) The application describes a feasible plan to evaluate success in achieving the goals set forth in the application.
- b) The application demonstrates a sound plan for measuring the changes in knowledge and skills of professionals serving LGBTQ survivors of intimate partner violence;
- c) The application demonstrates a sound plan for measuring the outcomes of any practice change strategies shared with the domestic violence field, LGBTQ-specific organizations, as well as measuring how service practices change overtime;
- d) The application demonstrates a sound plan for measuring the broad base of

organizations reached by services, programming, and technical assistance;

ORGANIZATIONAL PROFILE

Maximum Points:25

The application will be evaluated based upon the extent to which:

- a) The application highlights qualities that demonstrate organizational leadership and expertise in serving LGBTQ individuals from culturally diverse communities and geographic locations and experience providing training and technical assistance to state domestic violence coalitions, local domestic violence programs, tribal programs, community-based programs and LGBTQ specific organizations.
- b) The application demonstrates the organization's documented experience in the areas of intimate partner violence specifically relevant to LGBTQ individuals and communities as described in *Section I. Program Description*.
- c) The applicant's steering committee includes representation from LGBTQ communities, including, but not limited to, community-based activists, survivors of intimate partner violence, domestic violence service providers, practitioners, and researchers that are geographically and culturally diverse as described in *Section I. Program Description*.
- d) The applicant, through submission of letters of support or Memoranda of Understanding, demonstrates the organizational knowledge and professional relationships with the network of local, state, and tribal domestic violence programs, LGBTQ specific organizations and national experts.
- e) The application demonstrates the organizational capacity necessary to undertake a national project providing training and technical assistance activities, public awareness activities, research and knowledge development, and policy development and systems engagement activities as described in *Section I., Program Description and Section IV.2. Project Description, Approach*.
- f) The application describes the expertise of the proposed staff and describes the administrative and organizational structure of the applicant organization, including the management plan and the operational and programmatic relationships to other national organizations and domestic violence and LGBTQ service providers at the local, state, and national levels.
- g) The application includes documentation of expertise regarding LGBTQ-specific intimate partner violence intervention and prevention strategies, the provision of national training and technical assistance, and the ability to lead the domestic violence field and collaborate with a diverse network of organizations as described in *Section IV.2. Project Description*.
- h) 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.

- i) The application describes a plan for training project staff in the appropriate topics to safely and effectively carry out the project and handle the issues they will encounter in a culturally competent manner that effectively responds to the ethnicity, age, sex, gender identity, cultural practices, sexual orientation, socioeconomic status, educational background, and languages of the targeted population(s).
- j) The application identifies a Point of Contact for this grant, including telephone number and email address and,
- k) The application includes letters of support from advocates and local, state, or tribal organizations and national organizations that are working to address intimate partner violence, including services for children or youth exposed to intimate partner violence.

BUDGET AND BUDGET JUSTIFICATION

Maximum Points:10

The application will be evaluated based upon the extent to which:

- a) 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. Project Description*.
- b) The proposed budget and budget justification are feasible for the proposed approach and are logical, reasonable, and appropriate.
- c) The proposed budget and budget justification are free of errors.
- d) The application demonstrates how the funds requested are necessary and essential to accomplish the "Approach", as described in *Section IV.2. Project Description*.
- e) The budget delineates fair compensation for project partners.

V.2. Review and Selection Process

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

Initial ACF Screening

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

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

Objective Review and Results

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

Results of the competitive objective review are taken into consideration by ACF in the selection of projects for funding; however, objective review scores and rankings are not binding. Scores and rankings are only one element used in the award decision-making process.

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

Federal Awarding Agency Review of Risk Posed by Applicants

As required by 2 CFR 200 of the Uniform Guidance, effective January 1, 2016, ACF is required to review and consider any information about the applicant that is in the Federal Awardee Performance and Integrity Information System (FAPIIS), <https://www.fapiis.gov/>, before making any award in excess of the simplified acquisition threshold (currently \$150,000) over the period of performance. An applicant may review and comment on any information about itself that a federal awarding agency has previously entered into FAPIIS. ACF will consider any comments by the applicant, in addition to other information in FAPIIS, in making a judgment about the applicant's integrity, business ethics, and record of performance under federal awards when completing the review of risk posed by applicants as described in 2 CFR § 200.205 Federal Awarding Agency Review of Risk Posed by Applicants http://www.ecfr.gov/cgi-bin/text-idx?node=se2.1.200_1205&rgn=div8.

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

Approved but Unfunded Applications

Applications recommended for approval that were not funded under the competition because of the lack of available funds may be held over by ACF and reconsidered in a subsequent review cycle if a future competition under the program area is planned. These applications will be held over for a period of up to one year and will be re-competed for funding with all other competing applications in the next available review cycle. For those applications determined as approved but unfunded, notice will be given of the determination by email.

V.3. Anticipated Announcement and Federal Award Dates

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

VI. Federal Award Administration Information

VI.1. Federal Award Notices

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

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

VI.2. Administrative and National Policy Requirements

Unless otherwise noted in this section, administrative and national policy requirements that are applicable to discretionary grants are available at:

<http://www.acf.hhs.gov/administrative-and-national-policy-requirements>.

VI.3. Reporting

Recipients under this FOA will be required to submit performance progress and financial reports periodically throughout the project period. Information on reporting requirements is available on the ACF website at

<http://www.acf.hhs.gov/discretionary-post-award-requirements#chapter-2>.

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

Performance Progress Reports:	Semi-Annually
Financial Reports:	Semi-Annually

VII. HHS Awarding Agency Contact(s)

Program Office Contact

Damien Frierson
Administration for Children and Families
Administration on Children, Youth and Families
Family and Youth Services Bureau, Headquarters
Mary E. Switzer Building
330 C Street, SW
Washington, DC 20201
Phone: (202) 205-8657
Email: Damien.Frierson@acf.hhs.gov

Office of Grants Management Contact

Katrina Morgan
Department of Health and Human Services
Administration for Children and Families
Office of Grants Management, Division of Discretionary Grants
Mary E. Switzer Building
330 C Street, SW
Washington, DC 20201
Phone: 1-855-792-6551
Email: TechAssist@fysb.net

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) <http://www.hhs.gov/>.

HHS Grants Forecast <http://www.acf.hhs.gov/hhsgrantsforecast/index.cfm>.

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

ACF Grants Homepage <https://www.acf.hhs.gov/grants>.

ACF Funding Opportunities <http://www.acf.hhs.gov/grants/open/foa/>.

ACF "How to Apply for a Grant" <https://www.acf.hhs.gov/grants/>

[how-to-apply-for-grants](#).

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

For submission of a paper format application, all required Standard Forms (SF), assurances, and certifications are available on the ACF Grants-Forms page through <https://www.acf.hhs.gov/grants-forms>.

Standard grant forms are available at the [Grants.gov](http://www.grants.gov) Forms Repository webpage at <http://www.grants.gov/web/grants/forms/sf-424-family.html>.

For information regarding accessibility issues, visit the Grants.gov Accessibility Compliance Page at <http://www07.grants.gov/web/grants/support/technical-support/accessibility-compliance.html>.

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

The *Federal Register* <https://www.federalregister.gov/>.

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

Application Checklist

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

What to Submit	Where Found	When to Submit
Commitment of Non-Federal Resources	Referenced in <i>Section IV.2. The Project Budget and Budget Justification</i> .	Submission is due by the application due date found in the <i>Overview and Section IV.4. Submission Dates and Times</i> .
DUNS Number (Universal Identifier) and Systems for Award Management (SAM) registration.	Referenced in <i>Section IV.3. Unique Entity Identifier and System for Award Management (SAM)</i> in the announcement. To obtain a DUNS number, go to http://fedgov.dnb.com/webform . To register at SAM, go to http://www.sam.gov .	A DUNS number and registration at SAM.gov are required for all applicants. Active registration at SAM must be maintained throughout the application and project award period.

<p>SF-424 Key Contact Form</p>	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></p> <p>For electronic application submission, this form is available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Optional."</p> <p>The form is also available at http://www.grants.gov/web/grants/forms.html by using the link to "SF-424 Family."</p>	<p>Submission is due with the application by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i></p>
<p>SF-Project/Performance Site Location(s) (SF-P/PSL)</p>	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></p> <p>For electronic application submission, these forms are available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Mandatory."</p> <p>Also available at http://www.grants.gov/web/grants/forms.html by using the link to "SF-424 Family."</p>	<p>Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i></p>
<p>SF-424 - Application for Federal Assistance</p>	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></p> <p>For electronic application submission, these forms are available on the FOA's Grants.gov "Download Opportunity Instructions and</p>	<p>Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i></p>

	<p>Application" page under "Download Application Package" in the section entitled, "Mandatory."</p> <p>Also available at http://www.grants.gov/web/grants/forms.html by using the link to "SF-424 Family."</p>	
<p>SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non-Construction Programs</p>	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></p> <p>For electronic application submission, these forms are available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Mandatory."</p> <p>Also available at http://www.grants.gov/web/grants/forms.html by using the link to "SF-424 Family."</p> <p>These forms are required for applications under this FOA:</p> <ul style="list-style-type: none"> • Projects that include only non-construction activities must submit the SF-424A and SF-424B, along with the SF-424 and SF-P/PSL. 	<p>Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i></p>
<p>SF-LLL - Disclosure of Lobbying Activities</p>	<p>"Disclosure Form to Report Lobbying" is referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></p> <p>For electronic application submission, this form is available on the FOA's Grants.gov "Download Opportunity Instructions and</p>	<p>If submission of this form is applicable, it is due at the time of application. If it not available at the time of application, it may also be submitted prior to the award of a grant.</p>

	<p>Application" page under "Download Application Package" in the section entitled, "Optional."</p> <p>The form is available in the electronic application kit at Grants.gov</p> <p>and at http://www.grants.gov/web/grants/forms.html by using the link to "SF-424 Family."</p> <p>If applicable, 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 employee of a member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan.</p>	
<p>Certification Regarding Lobbying (Grants.gov Lobbying Form)</p>	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></p> <p>For electronic application submission, these forms are available on the FOA's Grants.gov page under the "Application Package" tab in the section entitled, "Mandatory."</p> <p>Available at http://www.grants.gov/web/grants/forms.html by using the link to "SF-424 Family."</p>	<p>Submission is due with the application package or prior to the award of a grant.</p>

<p>Proof of Non-Profit Status</p>	<p>Referenced in <i>Section IV.2. The Project Description, Legal Status of Applicant Entity.</i></p>	<p>Proof of non-profit status should be submitted with the application package by the due date listed in the <i>Overview</i> and <i>Section IV.4. Submission Dates and Times</i>. If it is not available at the time of application submission, it must be submitted prior to the award of a grant.</p>
<p>LGBTQ Accessibility Policy for Discretionary Grants</p>	<p>Referenced in the table <i>Section IV.2. Required Forms, Assurances and Certifications</i>.</p>	<p>Submission is due with the application package by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i>.</p>
<p>Table of Contents</p>	<p>Referenced in <i>Section IV.2. The Project Description</i>.</p>	<p>Submit with the application by the due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i>.</p>
<p>Project Summary/Abstract</p>	<p>Referenced in <i>Section IV.2. The Project Description</i>. The Project Summary/Abstract is limited to one single-spaced page.</p>	<p>Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i>.</p>
<p>Objectives and Need for Assistance</p>	<p>Referenced in <i>Section IV.2. The Project Description</i>.</p>	<p>Submission due by the application due date found in <i>Overview</i> and <i>Section IV.4</i>.</p>

Outcomes Expected	Referenced in <i>Section IV.2. The Project Description</i> .	Submission due by the application due date found in <i>Overview</i> and <i>Section IV.4</i> .
The Project Description	Referenced in <i>Section IV.2. The Project Description</i> .	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .
Logic Model	Referenced in <i>Section IV.2. The Project Description</i> .	Submission is due with the application package by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .
Project Timeline and Milestones	Referenced in <i>Section IV.2. The Project Description</i> .	Submission due by the application due date found in <i>Overview</i> and <i>Section IV.4</i> .
Program Performance Evaluation Plan	Referenced in <i>Section IV.2. The Project Description</i> .	Submission is due by the application due date found in the <i>Overview</i> and <i>Section IV.4. Submission Dates and Times</i> .
Dissemination Plan	Referenced in <i>Section IV.2. The Project Description</i> .	Submission due by the application due date found in <i>Overview</i> and <i>Section IV.4</i> .

Organizational Capacity	Referenced in <i>Section IV.2. The Project Description</i> .	Submission due by the application due date found in <i>Overview</i> and <i>Section IV.4</i> .
Protection of Sensitive and/or Confidential Information	Referenced in <i>Section IV.2. The Project Description</i> .	Submission due by the application due date found in <i>Overview</i> and <i>Section IV.4</i> .
Resumes	Referenced in <i>Section IV.2. The Project Description</i> .	Submission due by the application due date found in <i>Overview</i> and <i>Section IV.4</i> .
The Project Budget and Budget Justification	Referenced in <i>Section IV.2. The Project Budget and Budget Justification</i> of the announcement.	Submission is required in addition to submission of SF-424A or SF-424C. It must be submitted with the application package by the due date in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .
Mandatory Grant Disclosure	Requirement, submission instructions, and mailing addresses are found in the "Mandatory Grant Disclosure" entry in the table in <i>Section IV.2. Required Forms, Assurances and Certifications</i> .	Concurrent submission to the Administration for Children and Families and to the Office of the Inspector General is required.
Letters of Support	Referenced in <i>Section IV.2. The Project Description</i> .	Submission is due by the application due date listed in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .

<p>Third-Party Agreements (also, MOUs and Consortia Agreements)</p>	<p>Referenced in <i>Section IV.2. Project Description</i>.</p>	<p>If available, submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4</i>. If not available at the time of application submission, due by the time of award.</p>
<p>Executive Order 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities"</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 http://www.whitehouse.gov/omb/grants_spoc/ as indicated in <i>Section IV.5. Intergovernmental Review</i> of this announcement. The Executive Order and CFR require that applicants submit all required application materials to their State Single Point of Contact (SPOC) and indicate the date of submission on the SF-424 at item 19.</p>	<p>Submission of application materials is due to SPOC by the application due date listed in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i>.</p>

Appendix

**Lesbian, Gay, Bisexual, Transgender, and Questioning (LGBTQ) Accessibility Policy
 Lesbian Gay Bisexual Transgender and Questioning Institute on Intimate Partner
 Violence**

HHS-2016-ACF-ACYF-EV-1159

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

Submission, Formatting ACF Applications, for more information on submission of this document.

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-awardee(s)/subcontractor(s) should establish and publicize policies prohibiting harassment based on race, sexual orientation, gender, gender identity (or expression), religion, and national origin. The submission of an application for this funding opportunity reflects that the applicant has or will have such policies in place prior to receiving the award. Award recipients should ensure that all staff members are trained to prevent and respond to harassment or bullying in all forms. Funded programs should be prepared to monitor claims, address them seriously, and document their corrective action(s) so that all participants are assured that programs are safe, inclusive, and non-stigmatizing by design and in operation. Additionally, any sub-awardees or subcontractors are required to:

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

Insert Date of Signature:

Print Name and Title of the AOR:

Signature of AOR: