Administration for Children and Families

Administration on Children, Youth and Families

Family Violence Prevention and Services Discretionary Grants: Capacity Building and Program Technical Assistance for Family Violence Prevention and Services Act Formula Grantees
HHS-2016-ACF-ACYF-EV-1165
Application Due Date: 06/10/2016
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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.

This funding opportunity announcement (FOA) announces the availability of funds for the award of one cooperative agreement on a competitive basis to provide national, regional, state, and local capacity building technical assistance to Family Violence Prevention and Services Act (FVPSA) formula grantees and subawardees that will promote healthy, sound, and sustainable organizations to better serve survivors of domestic violence and dating violence (as both terms are defined in FVPSA, 42, U.S.C. §10402) and their dependents. The grantee will provide training and technical assistance, develop a peer-to-peer formula grantee technical assistance network, and create and distribute resources to help build the capacity of FVPSA formula grantees and subawardees. The technical assistance will be focused on a range of activities, including FVPSA legislation and best implementation practices, boards of directors’ governance, executive management and leadership, human resources, financial management, and building partnerships. Identifying evidence-based approaches for organizational capacity building to promote culturally specific services, program management, and leadership is also a priority of this project.

Grantee and subawardee technical assistance will be expected to impart sound organizational management practices covering the entire nonprofit, domestic violence service provider
The grantees will, over the course of the 3-year project period, also provide technical guidance to enhance State FVPSA Administrators’ (state administrators), FVPSA-funded Tribal Nations’ and organizations’, and SDVCs’ collaborations and partnerships to ensure that FVPSA requirements and programmatic guidance for these intersecting grantee responsibilities are fulfilled. Examples of these statutory requirements and programmatic guidelines include, but are not limited to: state planning to include building the capacity of culturally specific services, needs assessments conducted by SDVCs, and supporting tribal collaborations with states and SDVCs where appropriate and in deference to tribal sovereignty. The grantees will also provide technical assistance to formula grantees and subawardees on FVPSA-related technical and compliance monitoring issues in collaboration with the Family and Youth Services Bureau (FYSB)/Division on Family Violence Prevention and Services (referenced herein as the FVPSA Program). The grantees will participate in ongoing coordination and collaboration with the FVPSA-funded resource centers, collectively known as the Domestic Violence Resource Network (DVRN).

I. Program Description

Statutory Authority
Awards under this FOA are authorized by 42 U.S.C. §10410(a)(2)(B)(ii).

Description
Program Background and Purpose

Within the Administration on Children, Youth and Families is FYSB's Division of Family Violence Prevention and Services (FVPSA Program) which administers FVPSA. The majority of the FVPSA Program’s Congressional appropriation funds formula grants to states, territories, and Indian tribes by serving as the primary federal funding stream dedicated to grants for immediate shelter and supportive services for victims of domestic violence and dating violence, and their dependents. In 2014, the FVPSA Program awarded grants to every state and territory that subawarded funds to support 1,250 domestic violence shelter programs, 257 domestic violence non-shelter programs, and 137 grants to tribes and tribal organizations. The FVPSA Program also provides formula grants to the Department of Health and Human Services (HHS) designated SDVC in each state and territory to work with providers of domestic and dating violence services, and other community-based programs, to encourage appropriate and comprehensive responses to domestic violence and dating violence, including providing training and technical assistance.

In addition to formula grants, the FVPSA Program provides discretionary funds for national resource centers, special-issue and culturally specific training and technical assistance centers, collectively known as the DVRN, as well as for grants to address special projects that respond to critical issues or priority areas. The DVRN is funded to inform and strengthen domestic and dating violence intervention and prevention efforts and to work collaboratively to promote practices and strategies to improve our nation’s response to domestic and dating violence. As indicated in the Executive Summary, the grantees will coordinate and collaborate with the...
DVRN. The DVRN is currently comprised of the following FVPSA-funded resource centers and training and technical assistance grants:

- National Resource Center on Domestic Violence
- National Indian Resource Center Addressing Domestic Violence and Safety for Indian Women
- Special Issue Resource Center on Domestic Violence and Criminal and Civil Justice
- Special Issue Resource Center on Domestic Violence, Child Protection and Custody
- Special Issue Resource Center on Health and Domestic Violence
- Special Issue Resource Center on Domestic Violence, Trauma, and Mental Health
- Special Issue Resource Center on Domestic Violence and Asian and Pacific Islanders
- Special Issue Resource Center on Domestic Violence in the African American Community
- Special Issue Resource Center on Domestic Violence in the Latino Community
- National Domestic Violence Hotline
- National LGBTQ Domestic Violence Capacity Building Learning Center
- Expanding Leadership Opportunities within the Domestic Violence Field for Members of Underrepresented Groups

**Scope of Services**

As nonprofit organizations struggle with a complicated funding landscape and undergo leadership and program staff turnover, they may experience diminished capacity to maintain structurally sound organizations. According to the 2015 *State of the Nonprofit Sector Report* by the Nonprofit Finance Fund, nonprofit managers struggle to implement long-term solutions while fulfilling short-term needs with the top challenge being sustainability and staff retention. A 2007 U.S. General Accountability Office report found that “high turnover” among FVPSA grantees was an impediment to efficiently implementing grant deliverables. In 2014, according to the National Network to End Domestic Violence, 640 local programs eliminated 1,392 staff positions, an average of 2.2 positions per program. The FVPSA Program has identified that grantees and subawardees struggle with building and maintaining organizational capacity in multiple domains. For example, significant challenges include, but are not limited to: maintaining boards of directors and/or membership structures to fulfill FVPSA requirements; understanding the Board of Directors’ roles in financial and human resources management, as well as leadership development; and, financial management systems that do not assure accurate, current, and complete disclosure of the financial results of each federal award or program. Additionally, FVPSA grantees and subawardees need more programmatic guidance and technical assistance to implement FVPSA requirements regarding issues such as confidentiality, accessibility and anti-discrimination, voluntary services, and statewide planning and needs assessments.

To address these issues as well as others identified by the applicant, FYSB will award one cooperative agreement to support a capacity building project for FVPSA formula grantees and subawardees. The grantee will be expected to provide national, regional, state, and local technical assistance to help build the capacity of FVPSA formula grantees and subawardees to maintain organizations that are healthy, sound, sustainable, and programmatically aligned with FVPSA statutory, regulatory, and programmatic requirements to better serve survivors of domestic and dating violence, and their dependents.
Program Activities

In an effort to prioritize resources, the grantee awarded the cooperative agreement via this FOA will provide technical assistance and training to FVPSA formula grantees and subawardees (formula grantees/subawardees) which will be prioritized by the FVPSA Program. The grantee will also provide support to formula grantees/subawardees by responding to requests from the field, in coordination with the FVPSA Program. Formula grantees and subawardees eligible to receive technical assistance from the grantee are:

- **State/Territorial Domestic Violence Coalitions (SDVC)** – Each state, the District of Columbia, Puerto Rico, and the U.S. territories of the Virgin Islands, Guam, American Samoa, and the Northern Mariana Islands have an HHS-designated SDVC. SDVCs provide education, support, and technical assistance to service providers to enable service providers to establish and maintain shelter and supportive services for victims of domestic and dating violence, and their dependents. SDVCs also serve as information clearinghouses, primary points of contact, and resource centers on domestic and dating violence for their respective States and territories and support the development of policies, protocols, and procedures to enhance domestic and dating violence intervention and prevention.

- **State/territorial government agencies and FVPSA subawardees** – FVPSA provides funds based on the population to a designated State/Territorial government agency in each state, the District of Columbia, Puerto Rico, and the U.S. territories of the Virgin Islands, Guam, American Samoa, and the Northern Mariana Islands. These agencies subaward grant funds to local domestic violence programs to provide immediate shelter and supportive services to victims and their dependents.

- **Tribal domestic violence grantees** – All federally recognized tribes that successfully apply under this grant program receive funds based on their populations to provide immediate shelter and supportive services for victims and their dependents. In addition, funds may also be used in establishing, maintaining, and expanding programs and projects to prevent domestic and dating violence. In 2015, FVPSA awarded 136 grants to provide services for 260 Tribes.

The grantee will be required to have a documented history of working to address domestic and dating violence with FVPSA grantees. In addition the grantee will have demonstrated experience and expertise to accomplish a range of training and technical assistance over the course of the 3-year project period. For the purposes of this grant, trainings are pre-scheduled and provide in-depth information on a particular topic; they can be in person, in a targeted geographic area, over the phone, or online. Technical assistance is specific, detailed guidance and can include the following: phone calls or emails on a specific topic; provision of written materials; referrals; review and feedback/comments/advice on materials prepared by organizations; or on-site visits involving intensive assistance and an exchange of information and resources.

The grantee will be expected to:

1. **Enhance the organizational capacity of FVPSA formula grantees/subawardees by providing training and technical assistance including, but not limited to:**
• Explaining FVPSA statutory and regulatory requirements and providing resources and guidance on the implementation of recommended practices to include confidentiality, voluntary services, accessibility, anti-discrimination, and other FVPSA-related issues to ensure programmatic integrity
• Board of Directors’ Governance – technical assistance on writing and amending nonprofit bylaws, board of directors' composition, responsibilities and recruitment, and legal and fiduciary responsibilities
• Leadership – senior leadership mentoring and support, executive succession planning, executive and organizational effectiveness, and strategic planning
• Human Resources – policies and personnel management, volunteer management, staff recruitment, leadership development, and retention
• Financial Management – grants management, policies and procedures, organizational sustainability/advancement, and strong financial systems management and accountability
• FVPSA State Planning – working with states, SDVCs, tribes, and culturally specific community-based programs to ensure an inclusive process for the planning and monitoring of the distribution of grants to subawardees
• Statewide Needs Assessments – working with SDVCs to conduct needs assessments that include member and non-member programs that provide direct services to encourage appropriate and comprehensive responses
• Building and promoting inclusive collaborations and partnerships among and between formula grantees/subawardees and other stakeholders that promote and support culturally specific programs and marginalized populations to be involved in state planning, SDVC needs assessments and program development
• Negotiating institutional and individual relationships that may be negatively impacted by power imbalances. These power imbalances could be caused by historic marginalizations of communities, funding, hierarchy, policy making authority, and seniority.

2. Develop a peer-to-peer technical assistance formula grantee network that will leverage the knowledge and expertise of formula grantees with specialized subject matter experience and success to support other formula grantees needing additional technical or specialized assistance. The grantee will determine the format of the peer-to-peer technical assistance formula grantee network that could include maintaining a directory of FVPSA grantees and their expertise, support for onsite technical assistance between FVPSA grantees, and/or developing regional or topic-specific peer groups, among others.

3. Create and distribute capacity building resources to FVPSA grantees and subawardees as well as other stakeholders. This could include: developing resource manuals or tools that identify evidence-based, evidence-informed, or practice-based approaches and solutions on a range of issues including those identified in number 1 above; developing digital resources and online training to support FVPSA grantees and subawardees on a range of technical assistance topics; identifying and sharing successful models of collaboration among state, coalition and tribal grantees and subawardees; and preparing guidance materials that support FVPSA programmatic priorities.

II. Federal Award Information
Funding Instrument Type: Cooperative Agreement
Estimated Total Funding: $400,000
Expected Number of Awards: 1
Award Ceiling: $450,000 Per Budget Period
Award Floor: $300,000 Per Budget Period
Average Projected Award Amount: $400,000 Per Budget Period
Anticipated Project Start Date: 09/30/2016

Length of Project Periods:
Length of Project Period: 36-month project with three 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
The grant award will be a cooperative agreement. A cooperative agreement is an award instrument used when substantial involvement is anticipated between the awarding office and the 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 approved project as needed. FYSB will also approve any revisions to the work plan or structure of the approved project during each budget 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 the 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.

As FYSB determines appropriate, FYSB will make changes to the grantee's detailed plan for project implementation including its work plan, trainings/events schedule, and evaluation schedule, in consultation with the grantee.

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

### III. Eligibility Information

#### III.1. Eligible Applicants

Eligible entities to receive this discretionary grant under 42 U.S.C. §10410 are private, nonprofit 501 (c)(3) organizations (including faith-based, charitable or community-based organizations), a tribal organization with 501 (c)(3) status, or a public or private nonprofit educational institution.

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](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](http://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: FVPSA/Capacity Building for Formula Grantees FOA
1401 Mercantile Lane
Suite 410
Washington, DC 20774

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

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

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 Project Description file (File One) is limited to 40 pages and must include the following:

1. Table of Contents
2. Project Summary/Abstract (one page)
3. Objectives and Need for Assistance
4. Organizational Capacity and Profiles
5. Approach
6. Evaluation Plan
7. Budget and Budget Justification
The Appendices file (File Two) is limited to **60** pages and 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. 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](http://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. Grant.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.
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](http://www.Grants.gov).


<table>
<thead>
<tr>
<th>Forms / Assurances / Certifications</th>
<th>Submission Requirement</th>
<th>Notes / Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mandatory Grant Disclosure</td>
<td>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. Disclosures must be sent in writing to: The Administration for Children and Families, U.S. Department of Health and Human Services, Office of Grants Management, ATTN: Grants Management Specialist, 330 C Street, SW., Switzer Building, Corridor 3200, Washington, DC 20201</td>
<td>Mandatory Disclosures, 45 CFR 75.113</td>
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<td></td>
<td><strong>And</strong></td>
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<tr>
<td></td>
<td>U.S. Department of Health and Human Services, Office of Inspector General, ATTN: Mandatory Grant Disclosures, Intake Coordinator, 330 Independence Avenue, SW.,</td>
<td></td>
</tr>
<tr>
<td>Form Description</td>
<td>Submission Requirement</td>
<td>Certification Requirement</td>
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<tr>
<td>SF-424 - Application for Federal Assistance</td>
<td>Submission is required for all applicants by the application due date.</td>
<td>Required for all applications.</td>
</tr>
<tr>
<td>SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non-Construction Programs</td>
<td>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.</td>
<td>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.</td>
</tr>
<tr>
<td>SF-424 Key Contact Form</td>
<td>Submission is required for all applicants by the application due date.</td>
<td>Required for all applications.</td>
</tr>
<tr>
<td>LGBTQ Accessibility Policy</td>
<td>Submission is required for all applicants by the application due date.</td>
<td>This certification is located in Appendix A of this funding announcement. It must be signed and submitted with the application.</td>
</tr>
<tr>
<td>Certification Regarding Lobbying (Grants.gov Lobbying Form)</td>
<td>Submission required of all applicants with the application package. If it is not submitted with the application package, it must be submitted prior to the award of a grant.</td>
<td>Submission of the certification is required for all applicants.</td>
</tr>
<tr>
<td>SF-LLL - Disclosure of Lobbying Activities</td>
<td>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.</td>
<td>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, &quot;Disclosure Form to Report Lobbying,&quot; in accordance with its instructions.</td>
</tr>
<tr>
<td>SF-Project/Performance Site Location(s) (SF-P/PSL)</td>
<td>Submission is required for all applicants by the application due date.</td>
<td>Required for all applications. In the SF-P/PSL, applicants may cite their primary location and up to 29 additional performance sites.</td>
</tr>
<tr>
<td>DUNS Number (Universal Identifier) and Systems for Award Management (SAM) registration.</td>
<td>A DUNS number is required of all applicants. To obtain a DUNS number, go to <a href="http://fedgov.dnb.com/webform">http://fedgov.dnb.com/webform</a>. Active registration at the Systems Award Management (SAM) website must be maintained throughout the application and</td>
<td>A DUNS number and SAM registration are eligibility requirements for all applicants. See Section IV.3. Unique Entity Identifier and</td>
</tr>
</tbody>
</table>
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.1. 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.
Applicants are strongly encouraged to notify ACF of their intention to submit an application under this announcement. Please submit the letter of intent by the deadline date listed in Section IV.4. Submission Dates and Times.

The letter of intent should include the following information: number and title of this announcement; the name and address of the applicant organization; and/or Fiscal Agent (if known); and the name, phone number, fax number and email address of a contact person.

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

Submit letters of intent to:

FYSB Operations Center

c/o F2 Solutions
Attn: FVPSA/Capacity Building for Formula Grantees FOA
1401 Mercantile Lane
Suite 410
Largo, MD 20774

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.

**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.

Describe in a narrative format how the applicant, in collaboration with each of its partners, will address the full range of activities described in Section 1. Program Description. Allow for flexibility to respond to emerging or unforeseen technical assistance needs.

Develop a Project Timeline and Milestones Work Plan that includes goals and objectives for the project that are specific, measurable, appropriate, realistic, and time-bound (SMART), with activities to be conducted in chronological order showing a reasonable schedule of accomplishments and target dates, and key staff or partners responsible for implementation.

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

As the grantee will be expected to develop “resource manuals or tools that identify evidence-based, evidence-informed, or practice-based approaches and solutions on a range of issues,” applicants must describe their understanding of the following terms, explain how they would operationalize them in the context of providing technical assistance, and provide examples of each: evidence-based, evidence-informed, and practice-based.

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.

**Organizational Capacity and Profiles**
Describe the organization's history of working to address domestic and dating violence. Document the experience working with FVPSA Formula Grantees, as listed in Section 1. Program Description Program Activities.

Describe the organization’s capacity to implement the proposed project. Provide evidence of experience and expertise in the current provision of the types of activities identified in Section 1. Program Description of this FOA, along with expertise in providing technical assistance on FVPSA programmatic requirements, compliance with FVPSA legislation, federal funding requirements and best practices in nonprofit management and domestic violence program services.

Describe each partner organization, consultant, or collaborator for this project and clearly describe the role(s) that each will play in implementing this project. Include Third Party Agreements (Memoranda of Understanding (MOU) and Letters of Commitment) that include the roles and responsibilities of both parties and describe fair and appropriate compensation, if applicable. These partnerships should help bolster and/or complement the applicant organization’s expertise in providing the range of activities described in Section 1. Program Description. Address how this applicant and its partners will be able to provide culturally competent technical assistance and training, including to tribal organizations. The applicant must include partner, consultants, and/or collaborators to fulfill the requirement for a peer to peer formula grantee technical assistance network.

Roles and responsibilities of the key personnel, including staff, consultants, and staff at partner organizations, who will be involved in the project, must be described in detail. The applicant must demonstrate the knowledge, skills, and abilities for the key personnel to successfully implement the project. The applicant must also demonstrate that it has the fiscal and administrative capacity to manage a federal cooperative agreement.

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.

**Legal Status of Applicant Entity**

Applicants must provide the following documentation:

Non-profit 501(c)(3) organizations applying for funding are required to submit proof of their non-profit status. Proof of 501(c)(3) 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 501(c)(3) organizations described in the IRS Code.
- A copy of a currently valid IRS 501(c)(3) tax-exemption certificate.

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);
- Biographical Sketches (short narrative description);
- 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;

**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.

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**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 (assume 2-3 days per trip to the District of Columbia) and travel to the Annual State Administrators and State Domestic Violence Coalitions Meeting (assume either the East or West Coast for 2-3 days). The budget should reflect adequate compensation for identified partners.

**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 Item18. "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


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](http://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](http://www.Grants.gov) for more information.

Each time an application is re-submitted to [www.Grants.gov](http://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

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 Date for Letter of Intent**
Due Date for Letter of Intent: **05/11/2016**

**Due Dates for Applications**
Due Date for Applications: **06/10/2016**

**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](http://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](http://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.


Applications submitted to [www.Grants.gov](http://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).

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 is has passed the validation check.

Applicants will also receive an email acknowledging that the received application is in
the Grants.gov validation process, after which a third email is sent with the information that the submitted application package has passed, or failed, the series of checks and validations. Applications that are submitted on time that fail the validation check will not be transmitted to ACF and will not be acknowledged by ACF.


**Acknowledgement from ACF of an electronic application's submission:**
Applicants will be sent additional email(s) from ACF acknowledging that the application has been retrieved from 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/](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
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: FVPSA/Capacity Building for Formula Grantees FOA
1401 Mercantile Lane
Suite 410
Largo, MD 20774

Hand Delivery
FYSB Operations Center
c/o F2 Solutions
Attn: FVPSA/Capacity Building for Formula Grantees FOA
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.

Objectives and Need for Assistance

In reviewing this section, reviewers will consider the extent to which:

1. The applicant 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 FVPSA grantees and subawardees, the efforts of SDVCs to address these challenges, related training and technical assistance gaps, and relevant data and analysis.
2. The applicant clearly identifies the types of needs that FVPSA grantees and subawardees (as identified in Section 1. Program Description) have that are not currently being fully met by existing resources, including a demonstration of the understanding of the current landscape of available technical assistance resources;
3. The applicant describes clear and appropriate program objectives that are nationally comprehensive in scope and will fulfill the program purposes and requirements as described in Section 1. Program Description;
4. Letters of support from FVPSA grantees and other stakeholders supporting this application are included.

Organizational Capacity and Profiles

In reviewing the organizational profile, reviewers will consider the extent to which:

1. The applicant documents a solid history of working to address domestic and dating violence with FVPSA Formula Grantees, as listed in Section 1. Program Description Program Activities.
2. The applicant provides strong evidence of sufficient experience and expertise in the provision of the range of activities described in Section 1. Program Description;
3. The applicant shows demonstrated success in administration, development, implementation, management, and evaluation of similar projects;
4. The applicant created strong partnerships, consulting relationships, or collaborations with other organizations in order to address the requirement in Section 1. Program Description to create a peer network of formula grantees and to fulfill all requirements and activities to achieve project goals, objectives, and outcomes;

5. The applicant’s submitted Third-Party Agreements are detailed, include the roles and responsibilities of parties involved, and describe fair and appropriate compensation, if applicable;

6. The application demonstrates a strong ability to provide culturally competent technical assistance and training, including to tribal organizations;

7. The applicant clearly documents the roles, responsibilities, and time commitments of each proposed project staff position, including consultants, subcontractors, and/or partners/collaborators. These are well-defined and appropriate to the successful implementation of the proposed project;

8. The applicant describes, for example in a resume, position description or biological sketch, the level of knowledge, skills, and abilities of the proposed project director, primary staff members, and any consultants/partners/collaborators, and documents how their specific qualifications and level of expertise will support the successful implementation of the proposed project activities;

9. The applicant demonstrates strong evidence that the organization and its partners have the fiscal, administrative, and performance management capacity to administer federal grant funds.

### Approach

<table>
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<tr>
<th>Maximum Points: 40</th>
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In reviewing the approach, reviewers will consider the extent to which:

1. The applicant describes a sound plan to provide training and technical assistance to FVPSA formula grantees and subawardees;

2. The applicant describes a sound plan to develop a peer-to-peer technical assistance formula grantee network to provide specialized and/or additional technical assistance to other formula grantees as stated in Section 1. Program Description Program Activities 2;

3. The applicant describes a sound plan to create and distribute capacity building resources, including resource manuals, tools, digital content, and/or guidance materials as stated in Section 1. Program Description Program Activities 3;

4. The applicant demonstrates capacity and expertise in providing training and technical assistance on the range of activities identified in Section 1. Program Description Program Activities 1;

5. The applicant develops a Project Timeline and Milestones Work Plan with SMART goals and objectives, a reasonable schedule of accomplishments, target dates and key people responsible for the activities;

6. The applicant identifies potential obstacles and challenges and explains strategies to be used to address the challenges;

7. The applicant demonstrates an accurate understanding of the terms “evidence-based,” “evidence-informed,” and “practice-based” and provides an appropriate approach to operationalizing them in the context of providing technical
The applicant ensures that confidential and sensitive information is properly handled and safeguarded.

**Evaluation Plan**

| Maximum Points: 5 |

In reviewing the evaluation plan, reviewers will consider the extent to which:

1. The applicant describes a feasible plan to evaluate success in achieving the goals and objectives set forth in the application;
2. The applicant demonstrates a sound plan that addresses both short and longer-term outcomes, e.g., changes in knowledge, attitude, and behaviors;
3. The applicant describes the systems and processes and how the applicant will collect and manage data. The applicant describes a process that includes a program performance evaluation plan and shows how data will be used for continuous quality improvement;
4. The application describes a logic model that explains the linkages among the project’s elements and contains a clearly demonstrated connection among the inputs, activities, outputs and outcomes.

**Budget and Budget Justification**

| Maximum Points: 10 |

In reviewing the budget, reviewers will consider the extent to which:

1. The applicant describes a detailed line item budget of project costs and demonstrates how cost estimates were derived. Detailed calculations must include estimation of methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. The budget must include all the information required and described in Section IV.2. Content and Form of Application Submission, Full Project Description;
2. The applicant’s proposed budget and budget justification are feasible for the proposed approach, logical, reasonable, and appropriate;
3. The applicant’s proposed budget and budget justification are free of errors;
4. The applicant demonstrates how the funds requested are necessary and essential to accomplish the Approach as described in Section IV.2. Content and Form of Application Submission, Project Description;
5. The applicant’s budget delineates fair compensation for project partners;
6. The applicant budgeted to attend two DVRN meetings per year as well as the annual FVPSA State Administrator and SDVC grantee meeting.

**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](http://www.dbn.com)) and an active registration at SAM ([www.sam.gov](http://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:

Award Term and Condition for Federal Recognition of Same-Sex Spouses/Marriage
A standard term and condition of award will be included in the final Notice of Awards (NOA) that states: “In any grant-related activity in which family, marital, or household considerations are, by statute or regulation, relevant for purposes of determining beneficiary eligibility or participation, grantees must treat same-sex spouses, marriages, and households on the same terms as opposite-sex spouses, marriages, and households, respectively. By “same-sex spouses,” HHS means individuals of the same sex who have entered into marriages that are valid in the jurisdiction where performed, including any of the 50 states, the District of Columbia, or a U.S. territory or in a foreign country, regardless of whether or not the couple resides in a jurisdiction that recognizes same-sex marriage. By “same-sex marriages,” HHS means marriage between two individuals validly entered into in the jurisdiction where performed, including any of the 50 states, the District of Columbia, or a U.S. territory or in a foreign country, regardless of whether or not the couple resides in a jurisdiction that recognizes same-sex-marriage. By “marriage,” HHS does not mean registered domestic partnerships, civil unions or similar formal relationships recognized under the law of the jurisdiction of celebration as something other than a marriage.”

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**
Rebecca K. Odor
Division of Family Violence Prevention and Services
Family and Youth Services Bureau
Administration for Children and Families
Mary E. Switzer Building
330 C Street SW
Washington, DC 20201
Phone: (202) 205-7746
Email: rebecca.odor@acf.hhs.gov
Office of Grants Management Contact
Katrina Morgan
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: (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
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.
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.
**Application Checklist**

<table>
<thead>
<tr>
<th>What to Submit</th>
<th>Where Found</th>
<th>When to Submit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mandatory Grant Disclosure</td>
<td>Requirement, submission instructions, and mailing addresses are found in the &quot;Mandatory Grant Disclosure&quot; entry in the table in <em>Section IV.2. Required Forms, Assurances and Certifications.</em></td>
<td>Concurrent submission to the Administration for Children and Families and to the Office of the Inspector General is required.</td>
</tr>
<tr>
<td>SF-LLL - Disclosure of Lobbying Activities</td>
<td>&quot;Disclosure Form to Report Lobbying&quot; is referenced in <em>Section IV.2. Required Forms, Assurances, and Certifications.</em> For electronic application submission, this form is available on the FOA's Grants.gov &quot;Download Opportunity Instructions and Application&quot; page under &quot;Download Application Package&quot; in the section entitled, &quot;Optional.&quot; The form is available in the electronic application kit at Grants.gov and at <a href="http://www.grants.gov/web/grants/forms.html">http://www.grants.gov/web/grants/forms.html</a> by using the link to &quot;SF-424 Family.&quot; 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</td>
<td>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.</td>
</tr>
</tbody>
</table>
with this commitment providing for the United States to insure or guarantee a loan.

<table>
<thead>
<tr>
<th>Commitment of Non-Federal Resources</th>
<th>Referenced in <em>Section IV.2. The Project Budget and Budget Justification.</em></th>
<th>Submission is due by the application due date found in the <em>Overview</em> and <em>Section IV.4. Submission Dates and Times.</em></th>
</tr>
</thead>
<tbody>
<tr>
<td>Letter of Intent</td>
<td>Referenced in <em>Section IV.2. Project Description.</em></td>
<td>Submission is due by the Letter of Intent due date found in the <em>Overview</em> and in <em>Section IV.4.</em></td>
</tr>
<tr>
<td>Certification Regarding Lobbying</td>
<td>Referenced in <em>Section IV.2. Required Forms, Assurances, and Certifications.</em></td>
<td>Submission is due with the application package or prior to the award of a grant.</td>
</tr>
<tr>
<td>(Grants.gov Lobbying Form)</td>
<td>For electronic application submission, these forms are available on the FOA's Grants.gov page under the &quot;Application Package&quot; tab in the section entitled, &quot;Mandatory.&quot; Available at <a href="http://www.grants.gov/web/grants/forms.html">http://www.grants.gov/web/grants/forms.html</a> by using the link to &quot;SF-424 Family.&quot;</td>
<td></td>
</tr>
<tr>
<td>Project Summary/Abstract</td>
<td>Referenced in <em>Section IV.2. The Project Description.</em> The Project Summary/Abstract is limited to one single-spaced page.</td>
<td>Submission is due by the application due date found in the <em>Overview</em> and in <em>Section IV.4. Submission Dates and Times.</em></td>
</tr>
</tbody>
</table>

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<p>| The Project Description | Referenced in <em>Section IV.2. The Project Description</em>. | Submission is due by the application due date found in the <em>Overview</em> and in <em>Section IV.4. Submission Dates and Times</em>. |
| SF-Project/Performance Site Location(s) (SF-P/PSL) | Referenced in <em>Section IV.2. Required Forms, Assurances, and Certifications</em>. For electronic application submission, these forms are available on the FOA's Grants.gov &quot;Download Opportunity Instructions and Application&quot; page under &quot;Download Application Package&quot; in the section entitled, &quot;Mandatory.&quot; Also available at <a href="http://www.grants.gov/web/grants/forms.html">http://www.grants.gov/web/grants/forms.html</a> by using the link to &quot;SF-424 Family.&quot; | Submission is due by the application due date found in the <em>Overview</em> and in <em>Section IV.4. Submission Dates and Times</em>. |
| Resumes | Referenced in <em>Section IV.2. The Project Description</em>. | Submission due by the application due date found in <em>Overview</em> and <em>Section IV.4</em>. |
| Letters of Support | Referenced in <em>Section IV.2. The Project Description</em>. | Submission is due by the application due date listed in the <em>Overview</em> and in <em>Section IV.4. Submission Dates and Times</em>. |
| Third-Party Agreements (also, MOUs and Consortia Agreements) | Referenced in <em>Section IV.2. Project Description</em>. | If available, submission is due by the application due date found in the <em>Overview</em> and in... |</p>
<table>
<thead>
<tr>
<th><strong>Proof of Non-Profit Status</strong></th>
<th>Referenced in <em>Section IV.2. The Project Description, Legal Status of Applicant Entity.</em></th>
<th>Proof of non-profit status should be submitted with the application package by the due date listed in the <em>Overview</em> and <em>Section IV.4. Submission Dates and Times.</em> If it is not available at the time of application submission, it must be submitted prior to the award of a grant.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Table of Contents</strong></td>
<td>Referenced in <em>Section IV.2. The Project Description.</em></td>
<td>Submit with the application by the due date found in the <em>Overview</em> and in <em>Section IV.4. Submission Dates and Times.</em></td>
</tr>
<tr>
<td><strong>Logic Model</strong></td>
<td>Referenced in <em>Section IV.2. The Project Description.</em></td>
<td>Submission is due with the application package by the application due date found in the <em>Overview</em> and in <em>Section IV.4. Submission Dates</em></td>
</tr>
<tr>
<td>Job Descriptions</td>
<td>Referenced in <em>Section IV.2. The Project Description</em>.</td>
<td>Submission due by the application due date found in <em>Overview</em> and <em>Section IV.4</em>.</td>
</tr>
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<td>------------------</td>
<td>------------------------------------------------------</td>
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</tbody>
</table>
| SF-424 - Application for Federal Assistance | Referenced in *Section IV.2. Required Forms, Assurances, and Certifications*.  
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."  
Also available at [http://www.grants.gov/web/grants/forms.html](http://www.grants.gov/web/grants/forms.html) by using the link to "SF-424 Family." | Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times*. |
| The Project Budget and Budget Justification | Referenced in *Section IV.2. The Project Budget and Budget Justification* 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 *Overview* and in *Section IV.4. Submission Dates and Times*. |
| DUNS Number (Universal Identifier) and Systems for Award Management (SAM) registration. | Referenced in *Section IV.3. Unique Entity Identifier and System for Award Management (SAM)* in the announcement.  
To obtain a DUNS number, go to | A DUNS number and registration at SAM.gov are required for all applicants. |
<table>
<thead>
<tr>
<th><strong>SF-424A - Budget Information - Non-Construction Programs</strong></th>
<th><strong>SF-424B - Assurances - Non-Construction Programs</strong></th>
<th><strong>Active registration at SAM must be maintained throughout the application and project award period.</strong></th>
</tr>
</thead>
</table>
| Referenced in *Section IV.2. Required Forms, Assurances, and Certifications.* | 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."

Also available at [http://www.grants.gov/web/grants/forms.html](http://www.grants.gov/web/grants/forms.html) by using the link to "SF-424 Family."

These forms are *required* for applications under this FOA:

- Projects that include only non-construction activities must submit the SF-424A and SF-424B, along with the SF-424 and SF-P/PSL. | Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times.* | |
| **SF-424 Key Contact Form** | Referenced in *Section IV.2. Required Forms, Assurances, and Certifications.* | Submission is due with the application by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times.* |
| 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."

The form is also available at [http://www.grants.gov/web/grants/forms.html](http://www.grants.gov/web/grants/forms.html) by using the link to "SF-424 Family." | | |
Appendix

Appendix A
LGBTQ Accessibility Policy

Family Violence Prevention and Services/ Improvements to Lesbian, Gay, Bisexual, Transgender and Questioning (LGBTQ) Service Accessibility

HHS-2016-ACF-ACYF-EV-1165

All applicants submitting an application under this funding opportunity announcement must sign and submit the following certifications with their application package. Print the document. The Policy must be signed and dated by the applicant organization's Authorized Organizational Representative (AOR). Scan the document into PDF format and submit it with the application at www.Grants.gov. See Section IV.2. Formatting 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 lesbian, gay, bisexual, transgender, and questioning individuals are taken into consideration in applicants' program design. Applicants considered how their programs will be inclusive of and non-stigmatizing toward such participants. If not already in place, applicants and, if applicable, subawardees 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 applicants have or will put such policies in place within twelve months of the award. Awardees should ensure that all staff are trained to prevent and respond to harassment or bullying in all forms. Programs should be prepared to monitor claims, address them seriously, and document their corrective action(s) so all participants are assured that programs are safe, inclusive, and non-stigmatizing by design and in operation. In addition, any subawardees or subcontractors:
• Have in place or will have in place, within 30 days of grant award, policies prohibiting harassment based on race, sexual orientation, gender, gender identity (or expression), religion, and national origin;
• Will enforce these policies;
• Will 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: