



Administration for Children and Families

Administration on Children, Youth and Families

Family Violence Prevention and Services Discretionary Grants: National and Special Issue
Resource Centers - National Indian Resource Center Addressing Domestic Violence and

Safety for Indian Women (NIRC)

HHS-2016-ACF-ACYF-EV-1166

Application Due Date: 06/22/2016

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

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

Funding Opportunity Title: Family Violence Prevention and Services Discretionary Grants: National and Special Issue Resource Centers - National Indian Resource Center Addressing Domestic Violence and Safety for Indian Women (NIRC)

Announcement Type: Modification

Funding Opportunity Number: HHS-2016-ACF-ACYF-EV-1166

Primary CFDA Number: 93.592

Due Date for Applications: 06/22/2016

Executive Summary

Notice:

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

This announcement has been modified. Information on the address to hand-deliver applications has been revised in *Section IV.1. Address to Request Application Package and in Section IV.7. Other Submission Requirements*.

This funding opportunity is one of four announcements that will award cooperative agreements to support a nationwide network composed of National Resource Centers, Special Issues Resource Centers, and Culturally Specific Special Issue Resource Centers focused on the intervention and prevention of family violence, domestic violence, and dating violence. The network will consist of one National Resource Center on Domestic Violence (NRCDV), one National Indian Resource Center Addressing Domestic Violence and Safety for Indian Women (NIRC), three Culturally Specific Special Issue Resource Centers (CSSIRC), and at least four Special Issue Resource Centers (SIRC). These Resource Centers will provide information, resources, training, and technical assistance to improve the capacity of individuals, organizations, governmental agencies, local communities, tribes, and tribal organizations to prevent family violence, domestic violence, and dating violence and to provide effective intervention services.

One cooperative agreement will be awarded under this funding opportunity to support the

NIRC.

I. Program Description

Statutory Authority

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

Description

The NIRC will support tribal-specific family violence, domestic violence, and dating violence prevention and intervention efforts nationwide. In order to identify and respond to emerging issues, technical assistance requests, the implementation of promising practices, and increasing service demands, the NIRC is required to work in partnership with community-based domestic violence programs, tribes, tribal organizations, state domestic violence coalitions, government agencies, FVPSA tribal formula grantees, FVPSA State Domestic Violence Coalitions, FVPSA State Formula Grant Administrators, culturally specific organizations, Lesbian, Gay, Bisexual, Transgender, and Questioning (LGBTQ) organizations, and other entities involved in assisting community-based tribal programs and victims of domestic violence and children/youth exposed to domestic violence.

NIRC Program Requirements

The following is required of the NIRC grantee:

1. Deliver a comprehensive array of national technical assistance and training to expand the capacity of domestic violence programs, state domestic violence coalitions, tribes, tribal organizations, government agencies, and community-based organizations to provide domestic violence intervention and prevention services that are accessible to all victims of domestic violence and their children including persons from diverse, historically marginalized, and LGBTQ communities;
2. Expand the capacity of domestic violence programs, state domestic violence coalitions, tribes, tribal organizations, community-based organizations, and statewide entities to offer culturally relevant, linguistically appropriate, and accessible services to victims of domestic violence from diverse and historically marginalized communities;
3. Engage public and private systems/institutions through policy development thus creating national, regional, statewide, tribal, or local improvements in systemic responses to family violence, domestic violence, and dating violence, such as integrating domestic violence protocols into home visitation programs, enhancing school-based dating violence prevention initiatives, enhancing work-force development options for victims, and enhancing health and social service policies to increase accessibility for victims and their families;
4. Have on their Advisory Committee or Board representatives who are from domestic violence services programs and who are geographically and culturally diverse, including representation from Hawaii and diverse Tribal Nations.

NIRC Program Activities

1. Enhance public awareness through the development of resources and distribution of

- information related to trauma-informed domestic violence/dating violence intervention/prevention strategies, prevalence statistics, emerging issues, culturally specific populations, and special topics;
2. Support service innovation by identifying evidence-based and evidence-informed practices including cultural knowledge or practices specific to tribal people, for prevention and intervention of domestic violence and dating violence while assisting with the dissemination, promotion, adoption, and adaptation of such practices in the domestic violence field;
 3. Develop and enhance family violence, domestic violence, and dating violence intervention and prevention strategies by fostering promising practice development, adaptation, and implementation throughout the domestic violence field, which includes training, technical assistance, and creating/gathering guidelines, materials, and policies;
 4. Expand the capacity of domestic violence programs, state domestic violence coalitions, tribes, and tribal organizations to offer trauma-informed services that address lifetime exposure to violence and historical trauma, and include trauma-focused intervention strategies;
 5. Address emerging issues related to family violence, domestic violence, or dating violence through the provision of training and technical assistance for domestic violence programs, domestic violence coalitions, tribes, tribal organizations, government agencies, and community-based organizations that is comprehensive and national in scope. For example, in recent years, emerging issues included the co-occurrence of HIV and intimate partner violence; human trafficking; family/youth homelessness; poverty/economic insecurity; child support enforcement procedures in families affected by domestic violence; service needs of girls/women of color and Indian girls/women; services for male victims; needs of children of all ages who witness violence; trauma-informed support for formerly incarcerated survivors; and meeting the needs of survivors with substance use histories;
 6. Lead or contribute to research related to domestic violence and dating violence prevention or intervention for victims of domestic violence and children exposed to domestic violence;
 7. Maintain a clearinghouse library in order to collect, prepare, analyze, and disseminate information and statistics related to the incidence, intervention, and prevention of family violence, domestic violence, and dating violence, and the provision of shelter, supportive services, and prevention services to adult and youth victims of family violence, domestic violence, and dating violence, which includes services to prevent repeated incidents of violence.

NIRC Training and Technical Assistance

The NIRC is expected to offer a comprehensive regional, local, and national scope of training and technical assistance that is related to family violence, domestic violence, and dating violence intervention and prevention programming and services in tribes and tribal communities, with some priority given to FVPSA-funded tribal formula grantees. This technical assistance is required to include programs and research related to victims of domestic violence and children who are exposed to domestic violence.

The NIRC will enhance the capacity of tribes and tribal organizations to comprehensively

respond to victims of family violence, domestic violence, and dating violence, as well as increase the safety of Indian victims of domestic violence, which includes working with tribal domestic violence programs, urban tribal programs, government agencies, mainstream domestic violence programs and services, tribal coalitions, state domestic violence coalitions, community-based programs, and other national or special issue resource centers. The NIRC is intended to provide evidence-based and evidence-informed intervention and prevention strategies and information that fosters safe, comprehensive, and culturally relevant responses to victims of family violence, domestic violence, and dating violence.

NIRC Training and Technical Assistance Activities

The following is required of the NIRC grantee:

- Deliver a comprehensive array of national technical assistance and training to expand the capacity of domestic violence programs, state domestic violence coalitions, tribes, tribal organizations, government agencies, and community-based organizations to provide domestic violence intervention and prevention services that are accessible to all victims of domestic violence including persons from diverse, historically marginalized, and LGBTQ communities;
- Enhance domestic violence programs' organizational capacity and accessibility by offering innovative and comprehensive educational opportunities, conferences, and peer-to-peer meetings/consultations that allow community-based programs to learn from the NIRC's expertise;
- Identify training and technical assistance needs of the domestic violence field and provide targeted technical assistance based on those needs;
- Lead advocacy and service practice improvements and capacity-building by offering comprehensive technical assistance and solution-based strategies to address existing needs, challenges, or emerging issues;
- Develop emerging training and technical assistance strategies, such as organizational capacity building, programmatic accessibility, trauma-informed services, or victim centered advocacy, that will sustain or enhance existing domestic violence intervention and prevention services, including those that respond to specialized issues, current advocacy challenges, service barriers, and emerging trends; and
- Coordinate broader technical assistance efforts with the NRCDV, SIRC, and CSSIRC whenever possible.

Additionally, and for the purposes of this FOA, the NIRC training and technical assistance activities must include the following focus in an effort to decrease the incidence of violent crimes against Indian women (as referenced in Section 901 of the Violence Against Women Reauthorization Act of 2013 (VAWA) under 42 U.S.C. 3796gg-10 note):

- a. Strengthening the capacity of Tribes to exercise their sovereign authority to respond to violent crimes committed against Indian women;
- b. Demonstrating a history of engaging Tribes and tribal organizations, and developing outreach strategies on a national level relevant to the diversity of Tribes and tribal communities;
- c. Demonstrating the organizational staffing structure that is inclusive of the diversity of

Tribes and tribal organizations, including Alaska Native and Native Hawaiians;

- d. Enhancing the capacity of Tribes, tribal organizations, and tribal domestic violence programs as well as non-tribal domestic violence programs, which includes working with tribal domestic violence programs, urban tribal programs, mainstream domestic violence services, State domestic violence coalitions, tribal coalitions, government agencies, community-based organizations and other national and special issue resource centers to respond to Indian and Native American domestic violence victims, children, and families;
- e. Creating technical assistance resources where gaps have been identified by Tribes, tribal programs or organizations, Native Hawaiian programs or organizations, the FVPSA program or the NIRC to enhance domestic violence intervention and prevention efforts, including trauma-informed services, for Indian and Native American domestic violence victims, children, and families, as well as tribal communities;
- f. Providing training, technical assistance, policy analysis, and resource development to enhance Tribes and tribal communities' involvement with coordinating community responses to family violence, domestic violence, and dating violence; and
- g. Developing a community engagement, education, and outreach strategy to involve Tribes and tribal communities in the creation and implementation of services relevant to the ethnic, racial, cultural, and lingual diversity, geographic isolation, or oppression of victims of domestic violence.
- h. Maintaining a clearinghouse library in order to collect, prepare, analyze, and disseminate information and statistics related to the incidence, intervention, and prevention of family violence, domestic violence and dating violence; and the provision of shelter, supportive services, and prevention services to adult and youth victims of family violence, domestic violence, and dating violence which includes services to prevent repeated incidents of violence.

Training and Technical Assistance Definitions

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

Public Awareness and Resource Development Activities

The following is required of the NIRC grantee:

- Gather and create resources addressing a range of family violence, domestic violence, and dating violence intervention and prevention issues, including promising practices, guidelines, and clearinghouse informational materials, and make this information available to the domestic violence field;
- Distribute and develop comprehensive statistics, fact sheets, and specialized resources

addressing a range of family violence, domestic violence, and dating violence intervention and prevention issues, including emerging topics;

- Distribute and develop materials to support the adaptation of model programs, evidence-based practices, promising practices, and exemplary projects; and
- Develop a national dissemination strategy to share promising practices, outcomes, and resources using tools that will enhance the accessibility of statistics, fact sheets, and specialized domestic violence and dating violence resources, including content management systems, communities of practice, electronic lists, websites, and webinars;
- Maintain a clearinghouse library in order to collect, prepare, analyze, and disseminate information and statistics related to the incidence, intervention, and prevention of family violence, domestic violence, and dating violence; and the provision of shelter, supportive services, and prevention services to adult and youth victims of family violence, domestic violence, and dating violence, which includes services to prevent repeated incidents of violence.

Policy Development and System Engagement Activities

The following is required of the NIRC grantee:

- Engage public and private systems to create national, statewide, tribal, and local improvements in systemic responses to family violence, domestic violence, and dating violence intervention and prevention thus minimizing barriers for victims of domestic violence and their children who need to safely access these systems;
- Engage public and private systems in conducting needs assessments to address emerging trends, gaps, and accessibility barriers domestic violence victims may face when accessing services;
- Collaborate with public and private systems to strengthen policies and institutionalize training to improve accessibility and service effectiveness for native victims of domestic violence and their children; and
- Coordinate systems improvements and policy development/changes collaboratively with community partners and stakeholders to ensure that responses are informed by domestic violence victims and service providers and take into consideration any unintended consequences, service gaps, and availability of community resources.

Research Activities

Research activities are not required to be large-scale, but must be broad in scope and specifically related to the NIRC's area of focus. Examples of activities may include literature reviews, research papers, published reports, and focus groups.

The following is required of the NIRC grantee:

- Review the scope of available research and national standards to identify gaps and key questions for future research opportunities or projects. The scope of this review may be limited to the specific expertise of the NIRC;
- Collaborate with the domestic violence field and the Domestic Violence Resource Network (DVRN) to review and understand domestic violence-related lessons learned, national standards, and effective-based and promising-practices for addressing emerging issues, needs, gaps, or accessibility challenges;

- Collaborate with the domestic violence field and the DVRN to assess evidence-based and promising practices for their applicability for domestic violence victims and their children. The NIRC is also expected to work with the domestic violence field to assist with the adoption and implementation of evidence-based and promising practices within domestic violence settings; and
- Develop a plan for national distribution of research or findings that integrates the NIRC's area of expertise and shares those findings with the domestic violence field as well as the general public.

DVRN Activities

The following is required of the NIRC:

The NIRC will be expected to participate in the DVRN, including yearly meetings, training/webinars, technical assistance coordination, research, reporting, and resource development as needed. The NIRC will coordinate with other DVRN members and work collaboratively to coordinate national training, technical assistance, public awareness, or research initiatives. FYSB expects the NIRC to plan travel expenses for at least one representative from the NIRC to participate in two DVRN meetings each project period and no less than four FYSB sponsored meetings each project period. For information on the DVRN, go to <http://www.acf.hhs.gov/programs/fysb/programs/family-violence-prevention-services/programs/centers>.

NOTE: Members of the DVRN will maintain independent governance of their own organizations, but are expected to share their expertise with other DVRN members, actively participate in the coordination of technical assistance, attend semi-annual DVRN meetings, and work collaboratively to develop training, resources, research, or initiatives.

Program Performance Evaluation

The following is required of the NIRC:

The NIRC is expected to successfully meet FYSB's training and technical assistance requirements, the program activities and requirements and activities, and the DVRN requirements expectations.

Throughout each budget period, the NIRC will provide an array of training, expertise, problem solving strategies, and on-site and distance learning technical assistance that successfully meet objectives, namely, to improve the intervention and prevention of domestic violence and dating violence.

The NIRC must have an evaluation plan to:

- assess outcomes of technical assistance delivery and the outcomes for technical assistance recipients and training participants.
- demonstrate their success in achieving the project objectives and completing the activities proposed in their project plan.
- measure success delivering national scope training and technical assistance that addresses the needs of the domestic violence field.

The NIRC will be required to report the specific number of training events, technical

assistance responses, public awareness activities, community engagement activities, and resource development projects regarding family violence, domestic violence, and dating violence intervention and prevention on a semi-annual basis.

The NIRC will be required to report on outcomes achieved such as what was produced because of the project/training/technical assistance, or the results; what was achieved because of the project/training/technical assistance, or the benefits; and what is changed because of the project/training/technical assistance, or the impact.

II. Federal Award Information

Funding Instrument Type:	Cooperative Agreement
Estimated Total Funding:	\$1,150,000
Expected Number of Awards:	1
Award Ceiling:	\$1,500,000 Per Budget Period
Award Floor:	\$1,100,000 Per Budget Period
Average Projected Award Amount:	\$1,150,000 Per Budget Period
Anticipated Project Start Date:	09/30/2016

Length of Project Periods:

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

Additional Information on Awards:

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

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

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

Awards, on a cooperative basis, will be for a 1-year budget period, although projects may be for 5 years. Applicants should provide a budget for the 1-year budget period, but must include a plan for the full 5 years.

Applications for continuation grants funded under these awards beyond the 1-year period will be considered in subsequent years on a non-competitive basis, subject to the availability of funds, satisfactory progress of the grantee, review and approval of the project plan submitted in year one, and a determination that continued funding would be in the best interest of the Federal Government.

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

The specific responsibilities of FYSB and the successful applicant will be identified and incorporated into the terms and conditions of the award during the pre-award negotiations. It is anticipated that the cooperative agreement will not change the program requirements and activities for the grantees included under *Section I. Program Description*, in this announcement. The applicant may anticipate substantial involvement in the following areas:

- FYSB will collaborate and/or participate in activities specified in the award and as appropriate.
- FYSB may engage in decision-making at specified milestones related to performance, e.g., requiring approval before undertaking the next phase of a project.
- As determined appropriate, to ensure alignment with its priorities, FYSB may propose and/or make changes to the project plan and activities in consultation with the grantee.
- FYSB may review and approve final drafts of all updated or new materials, articles, major publications, and research reports that are developed or distributed with resources made available under this cooperative agreement.
- FYSB will be involved in the development of long-term strategies for the implementation of the project and will participate in major project activities, such as local and regional FVPSA grantee monitoring and technical assistance site visits, conferences, topical meetings, or major project meetings.
- FYSB may request the NIRC to plan all local and regional FVPSA grantee monitoring and technical assistance site visits, conferences, topical meetings, and major project meetings in conjunction with FYSB to allow participation of FYSB staff.
- FYSB may require the NIRC to provide updated detailed plans for project implementation, work plans, trainings/events schedule, and evaluation schedule over the course of the project. FYSB will organize periodic consultations, meetings, briefings, teleconferences, webinars, and other forums necessary to review current and planned activities; to share information; to keep the grantee informed about expectations for performance, current FYSB policy, and FYSB's vision for addressing family violence; and to promote national coordination.
- FYSB will require the NIRC to facilitate at least four FYSB-sponsored webinars each project period.

III. Eligibility Information

III.1. Eligible Applicants

To be eligible to receive a grant to establish or maintain an NIRC under FVPSA (42 U.S.C. 10410(b)(1)(B)), an entity shall be a tribal organization or a non-profit private organization with 501c3 status that focuses primarily on issues of domestic violence with Indian Tribes and that can demonstrate the ability to meet the following specific FVPSA eligibility requirements for the NIRC.

1. Experience working with Indian Tribes and tribal organizations to respond to domestic violence and the findings of the VAWA under 42 U.S.C. 3796gg;
2. Experience providing Indian Tribes and tribal organizations with assistance in developing tribally based prevention and intervention services addressing domestic violence and safety for victims of domestic violence;
3. Strong support for the entity's designation as the NIRC from advocates working within Indian Tribes to address family violence, domestic violence, and dating violence as well as the safety of Indian domestic violence survivors;
4. A record of demonstrated experience in and successful outcomes from, assisting Indian Tribes and tribal organizations with prevention and intervention services addressing family violence, domestic violence, and dating violence;
5. The capacity to serve Indian Tribes (including Alaska Native villages and regional and village corporations) across the United States, including Native Hawaiians; and
6. A record of demonstrated experience in and successful outcomes from, delivering national training and technical assistance, enhancing service delivery, and maintaining a clearinghouse library accessed by service providers.

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

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

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

III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement: No

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

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

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

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

III.3. Other

Application Disqualification Factors

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

Award Ceiling Disqualification

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

Required Electronic Application Submission

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

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

"Request an Exemption from Electronic Application Submission" in *Section IV.2. Content and Form of Application Submission*.

Missing the Application Deadlines (Late Applications)

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

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

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

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

Notification of Application Disqualification

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

IV. Application and Submission Information

IV.1. Address to Request Application Package

Family and Youth Services Bureau Operations Center
c/o F2-Solutions
Attention: Family Violence Prevention and Services Program Funding
1401 Mercantile Lane
Suite 401
Largo, MD 20774
Phone: (855) 792-6551
Email: TechAssist@FYSB.net

Electronic Application Submission:

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

Applications in Paper Format:

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

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

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

Federal Relay Service:

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

IV.2. Content and Form of Application Submission**FORMATTING APPLICATION SUBMISSIONS**

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

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

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

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

Point of Contact

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

Application Checklist

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

Accepted Font Style

Applications must be in Times New Roman (TNR), 12-point font, except for footnotes, which may be TNR 10-point font.

Page Limitations

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

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

Application Elements Exempted from Double-Spacing Requirements

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

Adherence to FOA Formatting, Font, and Page Limitation Requirements

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

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

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

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

Copies Required

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

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

Signatures

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

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

Accepted Application Format

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

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

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

PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:

Clearly state that this is an NIRC application.

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

1. Table of Contents

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

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

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

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

ELECTRONIC APPLICATION SUBMISSION INSTRUCTIONS

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

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

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

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

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

Adherence to the Two-File Requirement

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

Application Upload Requirements

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

To adhere to the two-file requirement, applicants may need to convert and/or merge documents together using a PDF converter software. Many recent versions of Microsoft Office include the ability to save documents to the PDF format without need of additional software. Applicants using the Adobe 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.

Required Forms, Assurances, and Certifications

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

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

Forms / Assurances / Certifications	Submission Requirement	Notes / Description
SF-LLL - Disclosure of Lobbying Activities	If submission of this form is applicable, it is due at the time of application. If it is not available at the time of application, it may also be submitted prior to the award of a grant.	If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
SF-424 - Application for Federal Assistance	Submission is required for all applicants by the application due date.	Required for all applications.
Certification Regarding Lobbying (Grants.gov Lobbying Form)	Submission required of all applicants with the application package. If it is not submitted with the application package, it must be submitted prior to the award of a grant.	Submission of the certification is required for all applicants.
SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non-	Submission is required for all applicants when applying for a non-construction project. Standard	Required for all applications when applying for a non-construction project. By signing and submitting the SF-424B, applicants

Construction Programs	Forms must be used. Forms must be submitted by the application due date.	are making the appropriate certification of their compliance with all federal statutes relating to nondiscrimination.
SF-Project/Performance Site Location(s) (SF-P/PSL)	Submission is required for all applicants by the application due date.	Required for all applications. In the SF-P/PSL, applicants may cite their primary location and up to 29 additional performance sites.
Mandatory Grant Disclosure	<p>Submission is required for all applicants and recipients, in writing, to the awarding agency and to the HHS Office of the Inspector General (OIG) all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award.</p> <p>Disclosures must be sent in writing to:</p> <p>The Administration for Children and Families, U.S. Department of Health and Human Services, Office of Grants Management, ATTN: Grants Management Specialist, 330 C Street, SW.,</p>	Mandatory Disclosures, 45 CFR 75.113

	<p>Switzer Building, Corridor 3200, Washington, DC 20201</p> <p><u>And</u></p> <p>U.S. Department of Health and Human Services, Office of Inspector General, ATTN: Mandatory Grant Disclosures, Intake Coordinator, 330 Independence Avenue, SW., Cohen Building, Room 5527, Washington, DC 20201</p>	
<p>DUNS Number (Unique Entity Identifier) and Systems for Award Management (SAM) registration.</p>	<p>A DUNS number (Unique Entity Identifier) is required of all applicants.</p> <p>To obtain a DUNS number, go to http://fedgov.dnb.com/webform.</p> <p>Active registration at the Systems Award Management (SAM) website must be maintained throughout the application and project award period.</p> <p>SAM registration is available at http://www.sam.gov.</p>	<p>A DUNS number (Unique Entity Identifier) and SAM registration are eligibility requirements for all applicants.</p> <p><i>See Section IV.3. Unique Entity Identifier and System for Award Management (SAM) for more information.</i></p>

LGBTQ Accessibility Policy for Discretionary Grants	Submission is required for all applicants by the application due date.	The LGBTQ Accessibility Policy for Discretionary Grants is available in the <i>Appendix</i> section of the FOA and must be included in the “Appendices” file of the application submission.
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Non-Federal Reviewers

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

The Project Description

The Project Description Overview

Purpose

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

General Expectations and Instructions

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

General Instructions for Preparing a Full Project Description

Introduction

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

Table of Contents

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

Project Summary/Abstract

Provide a summary of the application's project description. The summary must be clear, accurate, concise, and without reference to other parts of the application. The abstract must include a brief description of the proposed grant project including the needs to be addressed, the proposed services, and the population group(s) to be served.

Please place the following at the top of the abstract:

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

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

Objectives And Need For Assistance

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance including the nature and scope of the problem must be demonstrated, and the principal and subordinate objectives of the project must be clearly and concisely stated; supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as well as data describing the needs of the target population and the proposed service area as needed. When appropriate, a literature review should be used to support the objectives and needs described in this section.

Expected Outcomes

Identify the outcomes to be derived from the project. Outcomes should relate to the overall goals of the project as described in *Section I. Program Description*. If research is part of the proposed work, outcomes must include hypothesized results and implications of the proposed research.

Approach

Outline a plan of action that describes the scope and detail of how the proposed project will be accomplished. Applicants must account for all functions or activities identified in the application. Describe any design or technological innovations, reductions in cost or time, or extraordinary social and/or community involvement in the project. Provide a list of organizations, cooperating entities, consultants, or other key individuals that will work on the project, along with a short description of the nature of their effort or contribution.

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

Applicant Approach Activities

Applicants must detail a plan for addressing the statutory program requirements of FVPSA under 42 U.S.C. 10410(b)(1)(B) and the expected project activities within the public awareness and resource development, training and technical assistance, policy development and systems engagement, research, and additional considerations sections of this announcement, as detailed below. Applicants must also address the requirements in *Section I. Program Description*.

Applications must describe the organization's current coordination efforts with other FVPSA grantees; culturally specific, community-based programs; and national organizations, including details of past collaborations and plans for coordination of technical assistance, which also includes collaboration with the DVRN.

All applicants are to describe their confidentiality measures within their applications which also include demonstrating established policies, procedures, and protocols to ensure the non-disclosure of confidential, private, or personally identifiable information concerning victims of family violence, dating violence, and domestic violence without informed, written, reasonably time-limited consent by the person about whom the information is sought.

1. **Public Awareness and Resource Development Activities** - Applicant must propose a plan to public awareness and resource development activities that are described in *Section I. Program Description, Public Awareness and Resource Development Activities*.
2. **Training and Technical Assistance Activities** - Applicant must provide a plan for training and technical assistance activities that are described in *Section I. Program Description, Training and Technical Assistance Activities*.
3. **Policy Development and System Engagement Activities** - Applicant must provide a plan for policy development and system engagement activities that are described in *Section I. Program Description, Policy Development and System Engagement Activities*.
4. **Research Activities** - Applicant must provide a plan for research activities that are described in *Section I. Program Description, Research Activities*. The applicant must discuss how they will assess the rigor of research identified (e.g. how will "effectiveness" be operationally defined), and how they will highlight limitations and call attention to future directions for research. Applicants must discuss the state of the research, and the specific research and knowledge areas to which the cooperative agreement's research and knowledge development will contribute.

Project Timeline and Milestones

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

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

Program Performance Evaluation Plan

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

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

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

Legal Status of Applicant Entity

Applicants must provide the following documentation:

Non-profit organizations applying for funding are required to submit proof of their non-profit status. Proof of non-profit status is any one of the following:

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

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

Logic Model

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

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

Project Sustainability Plan

Applicants must propose a plan for project sustainability after the period of federal funding ends. Grantees are expected to sustain key elements of their grant projects, e.g., strategies or services and interventions, which have been effective in improving practices and those that have led to improved outcomes for children and families.

Describe the approach to project sustainment that will be most effective and feasible. Describe the key individuals and/or organizations whose support will be required in order to sustain program activities. Describe the types of alternative support that will be required to sustain the planned program. If the proposed project involves key project partners, describe how their cooperation and/or collaboration will be maintained after the end of federal funding.

Organizational Capacity

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

- Organizational charts;
- Resumes (no more than two single-spaced pages in length);
- Curricula Vitae (CV);
- List of Board of Directors;
- Financial statements adhering to Generally Accepted Accounting Principles (GAAP), if available, submit statements for up to the two most recently completed fiscal years (this requirement does not apply to start-up organizations);
- Evidence that the applicant organization, and any partnering organizations, have relevant experience and expertise with administration, development, implementation, management, and evaluation of programs similar to that offered under this announcement;
- Evidence that each participating organization, including partners and/or subcontractors, possess the organizational capability to fulfill their role(s) and function(s) effectively;
- Job descriptions for each vacant key position.

Protection of Sensitive and/or Confidential Information

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

Dissemination Plan

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

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

Third-Party Agreements

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

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

Letters Of Support

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

The Project Budget and Budget Justification

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

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

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

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

Travel must include cost for attending the required DVRN meetings and onsite community-based technical assistance.

General

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

Personnel

Description: Costs of employee salaries and wages.

Justification: Identify the project director or principal investigator, if known at the time of application. For each staff person provide: the title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent; annual salary; grant salary; wage rates; etc. Do not include the costs of consultants, personnel costs of delegate agencies, or of specific project(s) and/or businesses to be financed by the applicant. Contractors and consultants should not be placed under this category.

Fringe Benefits

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

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

Travel

Description: Costs of out-of-state or overnight project-related travel by employees of the applicant organization. Do not include in-state travel or consultant travel.

Justification: For each trip show the total number of traveler(s); travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used to travel out of town; and other transportation costs and subsistence allowances. If appropriate for this project, travel costs for key project staff to attend ACF-sponsored

workshops/conferences/grantee orientations should be detailed in the budget.

Equipment

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

Justification: For each type of equipment requested applicants must provide a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use of the equipment in the project; as well as a plan for the use, and/or disposal of, the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy, or section of its policy, that includes the equipment definition.

Supplies

Description: Costs of all tangible personal property other than that included under the Equipment category. This includes office and other consumable supplies with a per-unit cost of less than \$5,000.

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

Contractual

Description: Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include third-party evaluation contracts, if applicable, and contracts with secondary recipient organizations (with budget detail), including delegate agencies and specific project(s) and/or businesses to be financed by the applicant. This area is not for individual consultants.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open, and free competition. Recipients and subrecipients are required to use 45 CFR 75.328 procedures and must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed by 41 U.S.C. § 134, as amended by 2 CFR Part 200.88, and currently set at \$150,000. Recipients may be required to make pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc., available to ACF.

Note: Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each contractor/sub-contractor, by agency title, along with the same supporting information

referred to in these instructions. If the applicant plans to select the contractors/sub-contractors post-award and a detailed budget is not available at the time of application, the applicant must provide information on the nature of the work to be delegated, the estimated costs, and the process for selecting the delegate agency.

Other

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

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

Indirect Charges

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

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

Note: An applicant must enclose a copy of the current approved rate agreement. If the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

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

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

Commitment of Non-Federal Resources

Description: Amounts of non-federal resources that will be used to support the project as identified in Block 18 of the SF-424.

For all federal awards, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part of the recipient’s cost

sharing or matching when such contributions meet all of the criteria listed in 45 CFR § 75.306.

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

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

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

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

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

Paperwork Reduction Disclaimer

As required by the Paperwork Reduction Act of 1995, 44 U.S.C. §§ 3501-3521, the public reporting burden for the Project Description and Budget/Budget Justification is estimated to average 60 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection information. The Project Description and Budget/Budget Justification information collection is approved under OMB control number 0970-0139, expiration date is 01/31/2019. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Application Submission Options

Electronic Submission via www.Grants.gov

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

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

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

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

Application Validation at www.Grants.gov

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

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

If the application is not validated, the application status is set to "Rejected." The system

sends a rejection email notification to the applicant and the applicant must re-submit the application package. See "What to Expect After Submitting" at www.Grants.gov for more information.

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

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

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

Grants.gov Support Center

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

Issues with Federal Systems

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

Request an Exemption from Required Electronic Application Submission

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

couriers, or by other representatives of the applicant.

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

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

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

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

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

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

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

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

All exemption requests must include the following information:

- Funding Opportunity Announcement Title,
- Funding Opportunity Number (FON),
- The listed Catalog of Federal Domestic Assistance (CFDA) number,
- Name of Applicant Organization and DUNS Number,
- AOR name and contact information,
- Name and contact information of person to be contacted on matters involving the application (i.e., the Point of Contact), and
- The reason for which the applicant is requesting an exemption from electronic application submission. The request for exemption must state one of the following two reasons: 1) lack of Internet access or Internet connection; or 2) lack of computer capacity that prevents uploading large documents (files) to the Internet.

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

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

Paper Format Application Submission

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

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

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

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

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

Obtaining a DUNS Number may take 1 to 2 days.

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

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

Grants.gov.

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

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

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

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

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

IV.4. Submission Dates and Times

Due Dates for Applications

Due Date for Applications: **06/22/2016**

Explanation of Due Dates

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

Electronic Applications

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

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

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

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

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

Mailed Paper Format Applications

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

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

Hand-Delivered Paper Format Applications

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

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

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

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

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

Emergency Extensions

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

Acknowledgement from www.Grants.gov

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

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

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

Acknowledgement from ACF of an electronic application's submission:

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

Acknowledgement from ACF of receipt of a paper format application:

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

IV.5. Intergovernmental Review

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

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

http://www.whitehouse.gov/omb/grants_spoc/.

Applicants from participating jurisdictions should contact their SPOC, as soon as

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

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

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

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

IV.6. Funding Restrictions

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

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

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

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

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

IV.7. Other Submission Requirements

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

Submission By Mail

Family and Youth Services Bureau Operations Center c/o F2-Solutions
Attention: Family Violence Prevention and Services Program Funding
Funding Opportunity Number: HHS-2016-ACF-ACYF-EV-1166
1401 Mercantile Lane
Suite 401
Largo, MD 20774

Hand Delivery

Family and Youth Services Bureau Operations Center c/o F2-Solutions
Attention: Family Violence Prevention and Services Program
Funding Opportunity Number: HHS-2016-ACF-ACYF-EV-1166
1401 Mercantile Lane
Suite 401
Largo, MD 20774

Electronic Submission

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

V. Application Review Information

V.1. Criteria

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

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

Applications will be evaluated and scored according to the following criteria:

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

1. The extent to which the application describes a clear need for the proposed project and a clear plan for how the project will address those needs, including barriers to services and systems, challenges faced by domestic violence service providers in assisting domestic violence survivors with specific complex needs, the efforts of Tribal and State Domestic Violence Coalitions to address these challenges, related training and technical assistance gaps, and relevant data and analysis;
2. The extent to which the application provides documentation on the tribe(s), state(s), organizations, and/or tribal communities to be impacted and served;
3. The extent to which the applicant supplies a plan for addressing the scope of the problem or problems identified and the types of assistance that are needed, and an assessment of how the proposed project objectives will address the identified areas of need;
4. The extent to which the application demonstrates a clear commitment to expanding the capacity of the domestic violence field and engaging communities as discussed throughout *Section I. Program Description*; and
5. The extent to which the application describes clear and appropriate program objectives that are nationally comprehensive in scope and will fulfill the program purpose and program requirements as described in *Section I. Program Description*.

EXPECTED OUTCOMES**Maximum Points:5**

1. The extent to which the application identifies quantitative and qualitative outcomes and outputs for the proposed project that will lead to specialized advocacy and practice changes within the domestic violence field, and expected outcomes as described in *Section IV.2. The Project Description*;
2. The extent to which the application responds to each aspect of the expected outcomes as described in *Section IV.2. The Project Description*; and
3. The extent to which the application demonstrates a sound relationship between planned project activities and intended quantitative and qualitative outcomes and outputs.

APPROACH**Maximum Points:40**

1. The extent to which the application demonstrates a national and comprehensive plan for providing technical assistance and training to expand the capacity of domestic violence programs, domestic violence coalitions, tribes, tribal organizations, government agencies, and community-based organizations to address domestic violence intervention and prevention;
2. The extent to which the application responds to each aspect of the Approach, including the activities detailed under the Public Awareness and Resource Development Activities, Training and Technical Assistance Activities, Policy Development and System Engagement Activities, and Research Activities sections as they relate to the NIRC and as described in *Section I. Program Description*;
3. The extent to which the application describes how the proposed project will shape the awareness of the domestic violence field, the general public, and public/private entities with regards to emerging issues and effective family violence, domestic

- violence, and dating violence prevention and intervention as described in *Section I. Program Description*;
4. The extent to which the application describes how the proposed project will engage culturally specific communities or public/private systems and the domestic violence field to create national, statewide, tribal, or local improvements in systemic family violence, domestic violence, and dating violence intervention or prevention responses as described in *Section I. Program Description*;
 5. The extent to which the application describes how the applicant will accomplish each required element of the "Approach" as described in *Section IV.2. The Project Description, Approach*, and the feasibility of the proposed means of accomplishing these elements;
 6. The extent to which the applicant's plan relates project tasks to the objectives, provides a project timeline and milestones table described in *Section IV.2 Project Timeline and Milestones* for the accomplishment of significant project activities and products, and selects appropriate project activities to achieve project goals and objectives and meet the identified needs;
 7. The extent to which the application describes how collaborations will be undertaken and relationships with project partners managed;
 8. The extent to which the application describes how the applicant will contribute to or assist in advancing the research, evaluation, and programmatic outcomes of family violence, domestic violence, and dating violence intervention and prevention programs;
 9. The extent to which the application describes policies, procedures, and protocols to ensure the non-disclosure of confidential or private information of victims of family violence, dating violence, and domestic violence;
 10. The extent to which the application describes how the applicant will collaborate with DVRN members and other technical assistance providers to meet the objectives;
 11. The extent to which the application describes maintaining a clearinghouse library in order to collect, prepare, analyze, and disseminate information and statistics related to the incidence, intervention, and prevention of family violence, domestic violence, and dating violence; and the provision of shelter, supportive services, and prevention services to adult and youth victims of family violence, domestic violence, and dating violence, which includes services to prevent repeated incidents of violence as described in *Section I. Program Description*.
 12. The extent to which the application appropriately discusses how to assess the rigor of research identified (e.g., how will "effectiveness" be operationally defined), and how to highlight limitations and call attention to future directions for research.
 13. The extent to which the application accurately discusses the state of the research, and the specific research and knowledge areas to which the cooperative agreement's research and knowledge development activities will contribute.

EVALUATION

Maximum Points:10

1. The extent to which the application describes the frequency of data collection and utilization of needs assessments and program data to make program adjustments. The application should include a description of how the organization will continue to make ongoing program adjustments that will improve performance and a description of data analysis;
2. The extent to which the application describes a feasible plan to evaluate success in achieving the goals set forth in the application;
3. The extent to which the applicant demonstrates a sound plan for conducting internal evaluations related to service provision and programmatic outcomes;
4. The extent to which the applicant demonstrates a sound plan for measuring the effectiveness of any practice change strategies shared with the domestic violence field, as well as measuring how service practices change over time; and
5. The extent to which the applicant demonstrates a sound plan for measuring the broad base of organizations reached or impacted by services, programming, and technical assistance.

ORGANIZATIONAL PROFILES

Maximum Points:30

1. The extent to which the applicant, through submission of letters of support or MOUs, demonstrates the organizational knowledge and professional relationships with the network of local, tribal, and state domestic violence programs, technical assistance providers, and national resource centers in order to provide national strategies, training, research, and resources related to the intervention and prevention of family violence, domestic violence, and dating violence;
2. The extent to which the application describes the organizational capacity necessary to undertake a national project providing training and technical assistance as described in *Section I. Program Description*;
3. The extent to which the application describes the expertise of the proposed staff and the administrative and organizational structure of the applicant organization, including the management plan, board of representatives or advisory committee, and the operational and programmatic relationships to other national organizations and domestic violence service providers at the local, state, tribal, and national levels;
4. The extent to which the application provides a staffing plan that demonstrates a sound relationship between the proposed responsibilities of program staff and the educational and professional experience required for staff positions through a discussion of position descriptions and resumes or biographical sketches of key staff, including consultants;
5. The extent to which the application describes a plan for training project staff in the appropriate topics to safely and effectively carry out the project and handle the issues they will encounter in a culturally competent manner that effectively responds to the ethnicity, age, gender identity, cultural practices, sexual orientation, socioeconomic status, educational background, and language of the target population;
6. The extent to which the application includes documentation of expertise regarding domestic violence intervention and prevention, the provision of national training

and technical assistance, and the ability to lead the domestic violence field and collaborate with a diverse network of organizations as described in *Section I. Program Description*;

7. The extent to which the application identifies a Point of Contact for this grant, including telephone number and e-mail address;
8. The extent to which MOUs are detailed, include the roles and responsibilities of both parties, and describe fair and appropriate compensation, if applicable; and
9. The extent to which the application includes letters of support from advocates and local, state or tribal, and national organizations that are working to address domestic violence and dating violence, including services for children or youth exposed to domestic violence.

BUDGET AND BUDGET NARRATIVE

Maximum Points:10

1. The extent to which a detailed line item budget of project costs is included and demonstrates how cost estimates were derived. Detailed calculations must include estimation of methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. The budget must include all the information required and described in *Section IV.2. The Project Budget and Budget Justification*;
2. The extent to which the proposed budget and budget justification are feasible for the proposed approach, logical, reasonable, and appropriate;
3. The extent to which the proposed budget and budget justification are free of errors;
4. The extent to which the application demonstrates how the funds requested are necessary and essential to accomplish the Approach as described in *Section I. Program Description*; and
5. The extent to which the budget delineates fair compensation for project partners.

V.2. Review and Selection Process

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

Initial ACF Screening

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

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

Objective Review and Results

Applications competing for financial assistance will be reviewed and evaluated by objective

review panels using only the criteria described in *Section V.1. Criteria* of this announcement. Each panel is composed of experts with knowledge and experience in the area under review. Generally, review panels include three reviewers and one chairperson.

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

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

Federal Awarding Agency Review of Risk Posed by Applicants

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

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

Approved but Unfunded Applications

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

V.3. Anticipated Announcement and Federal Award Dates

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

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

VI. Federal Award Administration Information

VI.1. Federal Award Notices

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

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

VI.2. Administrative and National Policy Requirements

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

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

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

Shena Williams
Administration for Children, Youth and Families
Family and Youth Services Bureau
Family Violence Prevention and Services Program
Mary E Switzer Building
330 C Street, SW., 3rd Floor
Washington, DC 20201
Phone: (202) 205-5932
Email: Shena.Williams@acf.hhs.gov

Office of Grants Management Contact

Katrina Morgan
Administration for Children and Families
Office of Grants Management
Mary E Switzer Building
330 C Street, SW., 3rd Floor
Silver Spring , MD 20201
Phone: (202) 401-5127
Email: Katrina.Morgan@acf.hhs.gov

Federal Relay Service:

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

VIII. Other Information**Reference Websites**

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

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

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

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

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

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

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

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

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

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

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

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

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

Application Checklist

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

What to Submit**Where Found****When to Submit**

<p>SF-Project/Performance Site Location(s) (SF-P/PSL)</p>	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></p> <p>For electronic application submission, these forms are available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Mandatory."</p> <p>Also available at http://www.grants.gov/web/grants/forms.html by using the link to "SF-424 Family."</p>	<p>Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i></p>
<p>Mandatory Grant Disclosure</p>	<p>Requirement, submission instructions, and mailing addresses are found in the "Mandatory Grant Disclosure" entry in the table in <i>Section IV.2. Required Forms, Assurances and Certifications.</i></p>	<p>Concurrent submission to the Administration for Children and Families and to the Office of the Inspector General is required.</p>
<p>Commitment of Non-Federal Resources</p>	<p>Referenced in <i>Section IV.2. The Project Budget and Budget Justification.</i></p>	<p>Submission is due by the application due date found in the <i>Overview</i> and <i>Section IV.4. Submission Dates and Times.</i></p>
<p>Project Summary/Abstract</p>	<p>Referenced in <i>Section IV.2. The Project Description.</i> The Project Summary/Abstract is limited to one single-spaced page.</p>	<p>Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i></p>

<p>DUNS Number (Unique Entity Identifier) and Systems for Award Management (SAM) registration.</p>	<p>Referenced in <i>Section IV.3. Unique Entity Identifier and System for Award Management (SAM)</i> in the announcement.</p> <p>To obtain a DUNS number (Unique Entity Identifier), go to http://fedgov.dnb.com/webform.</p> <p>To register at SAM, go to http://www.sam.gov.</p>	<p>A DUNS number (Unique Entity Identifier) and registration at SAM.gov are required for all applicants.</p> <p>Active registration at SAM must be maintained throughout the application and project award period.</p>
<p>Table of Contents</p>	<p>Referenced in <i>Section IV.2. The Project Description</i>.</p>	<p>Submit with the application by the due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i>.</p>
<p>LGBTQ Accessibility Policy for Discretionary Grants</p>	<p>Referenced in the table <i>Section IV.2. Required Forms, Assurances and Certifications</i>.</p>	<p>Submission is due with the application package by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i>.</p>
<p>Objectives and Need for Assistance</p>	<p>Referenced in <i>Section IV.2. The Project Description</i>.</p>	<p>Submission due by the application due date found in <i>Overview</i> and <i>Section IV.4</i>.</p>

Logic Model	Referenced in <i>Section IV.2. The Project Description</i> .	Submission is due with the application package by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .
Outcomes Expected	Referenced in <i>Section IV.2. The Project Description</i> .	Submission due by the application due date found in <i>Overview</i> and <i>Section IV.4</i> .
The Project Description	Referenced in <i>Section IV.2. The Project Description</i> .	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .
Project Timeline and Milestones	Referenced in <i>Section IV.2. The Project Description</i> .	Submission due by the application due date found in <i>Overview</i> and <i>Section IV.4</i> .
Resumes	Referenced in <i>Section IV.2. The Project Description</i> .	Submission due by the application due date found in <i>Overview</i> and <i>Section IV.4</i> .
The Project Budget and Budget Justification	Referenced in <i>Section IV.2. The Project Budget and Budget Justification</i> of the announcement.	Submission is required in addition to submission of SF-424A or SF-424C. It must be submitted with the application package by the due

		date in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i>
Project Sustainability Plan	Referenced in <i>Section IV.2. The Project Description.</i>	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i>
Job Descriptions	Referenced in <i>Section IV.2. The Project Description.</i>	Submission due by the application due date found in <i>Overview</i> and <i>Section IV.4.</i>
SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non-Construction Programs	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></p> <p>For electronic application submission, these forms are available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Mandatory."</p> <p>Also available at http://www.grants.gov/web/grants/forms.html by using the link to "SF-424 Family."</p> <p>These forms are required for applications under this FOA:</p> <ul style="list-style-type: none"> • Projects that include only 	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i>

	<p>non-construction activities must submit the SF-424A and SF-424B, along with the SF-424 and SF-P/PSL.</p>	
<p>Protection of Sensitive and/or Confidential Information</p>	<p>Referenced in <i>Section IV.2. The Project Description</i>.</p>	<p>Submission due by the application due date found in <i>Overview</i> and <i>Section IV.4</i>.</p>
<p>Organizational Capacity</p>	<p>Referenced in <i>Section IV.2. The Project Description</i>.</p>	<p>Submission due by the application due date found in <i>Overview</i> and <i>Section IV.4</i>.</p>
<p>Geographic Location</p>	<p>Referenced in <i>Section IV.2. The Project Description</i>.</p>	<p>Submission due by the application due date found in <i>Overview</i> and <i>Section IV.4</i>.</p>
<p>SF-LLL - Disclosure of Lobbying Activities</p>	<p>"Disclosure Form to Report Lobbying" is referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i>.</p> <p>For electronic application submission, this form is available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Optional."</p> <p>The form is available in the electronic application kit at Grants.gov</p> <p>and at http://www.grants.gov/web/grants/forms.html by using the link to "SF-424</p>	<p>If submission of this form is applicable, it is due at the time of application. If it not available at the time of application, it may also be submitted prior to the award of a grant.</p>

	Family."	
SF-424 - Application for Federal Assistance	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></p> <p>For electronic application submission, these forms are available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Mandatory."</p> <p>Also available at http://www.grants.gov/web/grants/forms.html</p> <p>by using the link to "SF-424 Family."</p>	<p>Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i></p>
Certification Regarding Lobbying (Grants.gov Lobbying Form)	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></p> <p>For electronic application submission, these forms are available on the FOA's Grants.gov page under the "Application Package" tab in the section entitled, "Mandatory."</p> <p>Available at http://www.grants.gov/web/grants/forms.html</p> <p>by using the link to "SF-424 Family."</p>	<p>Submission is due with the application package or prior to the award of a grant.</p>

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

Proof of Non-Profit Status	Referenced in <i>Section IV.2. The Project Description, Legal Status of Applicant Entity.</i>	Proof of non-profit status should be submitted with the application package by the due date listed in the <i>Overview and Section IV.4. Submission Dates and Times.</i> If it is not available at the time of application submission, it must be submitted prior to the award of a grant.
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Appendix

Appendix

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

Family Violence Prevention and Services Discretionary Grants: National and Special Issue Resource Centers - National Indian Resource Center Addressing Domestic Violence and Safety for Indian Women (NIRC)

HHS- 2016-ACF-ACYF-EV-1166

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

As the Authorized Organizational Representative (AOR) signing this application on behalf of

[Insert full, formal name of applicant organization]

I hereby attest and certify that:

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

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

Insert Date of Signature:

Print Name and Title of the AOR:

Signature of AOR: