Administration for Children and Families

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

Alaska Native Tribal Resource Center on Domestic Violence
HHS-2017-ACF-ACYF-EV-1281
Application Due Date: 09/08/2017
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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 [https://www.acf.hhs.gov/grants/howto](https://www.acf.hhs.gov/grants/howto).

This funding opportunity will award one cooperative agreement to support an Alaska Native Tribal Resource Center on Domestic Violence Prevention and Services Discretionary Grant for a State Resource Center to Reduce Tribal Disparities (SRC). The ANTRC will focus on the intervention and prevention of family violence, domestic violence, and dating violence by offering statewide information, training, and technical assistance specially designed to reduce tribal disparities within Alaska Native (AN) communities and villages. The purpose of this project is to enhance the capacity of AN Tribes and tribal organizations to respond to family violence, domestic violence, and dating violence in a culturally sensitive and relevant, and effective manner.

The ANTRC will be part of a nationwide network composed of National and Special Issue Resource Centers, and Culturally Specific Special Issue Resource Centers. This network is the Domestic Violence Resource Network (DVRN). The DVRN provides information, resources, research, training, and technical assistance on a national level to improve the capacity of individuals, organizations, governmental agencies, local communities, tribes, and tribal organizations to prevent domestic violence, dating violence, and to provide effective intervention services.

1. Program Description

Statutory Authority

The statutory authority for this funding opportunity announcement is 42 U.S.C. 10410(b)(3) of the Family Violence Prevention and Services Act.
Description
The Administration on Children, Youth and Families (ACYF), Family and Youth Service Bureau (FYSB), Division of Family Violence Prevention and Services manages the funding from the Family Violence Prevention and Services Act (FVPSA). FVPSA provides the primary federal funding stream dedicated to the support of immediate shelter and related assistance for victims of domestic violence and their dependents, through formula grants. These formula grants are awarded annually to every state and territory. Formula grants are also awarded to a state domestic violence coalition in each state and to federally recognized tribes (including Alaska Natives) and tribal organizations. In 2016, 137 tribal domestic violence grants were awarded to support 238 tribes. Of these, 34 were awarded to AN Tribes and organizations. In 2015, over 40 awards were made to AN Tribes and organizations.

FVPSA also supports the statutorily mandated network of information and technical assistance centers. As a collective, these centers form the Domestic Violence Resource Network (DVRN). Additionally, the statute provides for a set aside for grants to support State Resource Centers (SRC) to reduce the disparities in states with high proportions of American Indian, Alaska Native, or Native Hawaiian populations.

The SRC is a new discretionary grant program. The FVPSA Congressional Justification for the President's 2017 budget included a request for a $1,000,000 increase to support an Alaska Native Tribal Resource Center on Domestic Violence. The FVPSA appropriation included the increase under the Consolidated Appropriations Act, 2017. Through this funding opportunity announcement (FOA), ACYF/FYSB announces funding available to support one Alaska Native Tribal Resource Center (ANTRC) as a SRC as authorized under FVPSA, 42 U.S.C. 10410(b)(3). The ANTRC will support family violence, domestic violence, and dating violence prevention and intervention efforts in Alaska to enhance the capacity of the tribes, tribal organizations, Tribal leaders, domestic violence advocates, community members, and other professionals who assist in addressing intersecting issues of domestic violence prevention and response efforts.

Definitions - (for the purposes of the FOA)

- **Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

- **Domestic Violence:** Felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

- **Family Violence:** Any act or threatened act of violence, including any forceful detention of an individual, which: (a) results in or threatens to result in physical injury, and (b) is
committed by a person against another individual (including an elderly person) to whom such person is, or was, related by blood or marriage, or otherwise legally related, or with whom such person is, or was, lawfully residing.

- Intimate Partner Violence: A term used interchangeably with “domestic violence, or dating violence.”

- Technical Assistance: Specific, detailed guidance, that can include the following: phone calls or emails on a specific topic, provision of written materials, referrals, review and feedback/comments/advice on materials prepared by individuals or organizations, or on-site visits involving intensive assistance and an exchange of information and resources.

- Trainings and Presentations: Pre-scheduled and in-depth information on a particular topic(s) in person, in a targeted geographic area, over the phone, or online.

Purpose

There is a critical need to provide additional support to AN victims of domestic violence to address the barriers faced by victims, responders, and their communities. Forty percent (229) of the 566 federally recognized tribes are located in Alaska. Many of the AN Tribes are located in isolated villages where the only way in or out is by boat, plane, and in the winter, snow mobiles. There are also very limited or no resources to support local responses to crisis caused by domestic violence or sexual assault. For the entire state of Alaska and more than 200 Alaska Native villages, there is only one Native domestic violence shelter. To reach the nearest shelter, victims of domestic violence are often faced with traveling long distances away from their villages and families. When domestic violence occurs, community members such as teachers, elders, nurses, or domestic violence advocates may be called upon for support because law enforcement is unavailable for an immediate response.

In 2010, the National Institute of Justice at the Department of Justice reported 55.5% of American Indian and AN women experienced domestic violence in their lifetime. Although AN-specific data are unavailable, there is awareness on the local, state, regional, national, and federal levels that violence against AN women occurs at epidemic rates. Because of the many challenges victims of domestic violence face to access criminal and civil justice, and receive shelter and other supportive services, many incidents of domestic violence and dating violence go unaddressed and unreported.

This project will assist in creating response teams in areas where community-level involvement is necessary for the prevention and intervention of domestic violence. It will also assist in building the statewide capacity to engage AN communities and programs including those in geographically isolated villages in developing local responses to domestic violence by:

- Working in coordination with federal, state, local, tribal, and national entities to develop and maximize training and technical assistance resources that are responsive to AN culture and the unique challenges faced by AN communities, villages, and programs;
- Increasing emergency/safety responses, access to shelter or safe homes and other supportive services such as legal assistance and transportation, for AN victims of domestic violence;
- Creating policy and procedures for using safe homes as an alternative to shelter in remote AN villages;
• Engaging in critical dialogue with AN support systems, communities, tribal leaders, and advocates to identify and assess the domestic violence prevention and intervention needs specific to the AN communities served;
• Developing model protocols, service strategies, and local and statewide plans to improve victim responses; and
• Creating policy and procedures for response teams.

The grantee will be required to do the following:

1. Deliver an array of statewide technical assistance to expand the capacity of AN domestic violence programs, non-Native domestic violence programs, and other responders to provide survivor- and culturally-centered domestic violence prevention and intervention services.

2. Develop programmatic resources and develop and/or utilize technical assistance and training tools to assist AN organizations, community-based supports, and non-Native programs to address topics such as:
   a) Working in coordination with service providers and community members;
   b) Creating safe places for emergency shelter;
   c) Creating policy and procedures for safe homes;
   d) Improving victim responses; and
   e) Creating policy and procedures for response teams.

3. Enhance public awareness through the development and promotion of new and/or existing resources, including emerging issues, prevention/intervention strategies that are both broadly relevant and community specific, model program policies, sheltering policies, screening tools, and promising practices to support AN victims of domestic violence, families, and communities impacted by intimate partner violence.

4. In a collaborative effort with state entities, expand AN victims' access to services through the identification of culturally relevant, trauma-informed and evidence-informed interventions and policies to improve the capacity of domestic violence programs to offer services that address cultural needs, lifetime exposure to violence and the multiple victimizations that may be further complicated by the unique circumstances that are faced by Alaska Natives. Note: for the purposes of this FOA, evidence-informed practices bring together the best available research, professional expertise and input from communities to identify and deliver services that have promise to achieve positive outcomes for AN populations.

5. Synthesize research literature and conduct descriptive studies to inform development of frameworks that take into account the unique needs of AN victims of intimate partner violence with special emphasis on the populations that are geographically removed from accessible services.

6. Develop partnerships and build innovative collaborations between entities such as (but not limited to): AN and non-Native domestic violence providers, AN-specific organizations, the National Indigenous Women's Resource Center (NIWRC), the DVRN, school teachers, community members, transportation providers, public health
organizations, and social service agencies.

7. Directly support the provision of prevention programs and meetings/gatherings for the purposes of working collaboratively with community members, tribal leaders, domestic violence advocates, and other relevant response systems, to develop policies and protocols and improve prevention and response skills.

8. Applicants must have organizational capacity, leadership and experience in serving Alaska Natives from geographically diverse locations as well as experience providing training and technical assistance to programs, communities and other entities to address disparities faced by AN communities in addressing domestic violence.

**DVRN Activities**

The ANTRC will be expected to participate in the DVRN, including twice-yearly meetings, training/webinars, technical assistance coordination, research, reporting, and resource development as needed. The ANTRC will coordinate with other DVRN members and work collaboratively to coordinate national training, technical assistance, public awareness, and research initiatives.

The current National Resource Center grantees are: the National Resource Center on Domestic Violence, Inc. and National Indigenous Women’s Resource Center. The current Special Issue Resource Centers are: Futures Without Violence Health Resource Center on Domestic Violence; the Battered Women’s Justice Project: Resource Center on Civil and Criminal Law; the Resource Center on Domestic Violence, Child Protection, and Custody; and the National Center on Domestic Violence, Trauma, and Mental Health. The current Culturally Specific Special Issue Resource Centers are: Ujima: the National Center on Violence Against Women in the Black Community; the Asian and Pacific Islander Institute on Domestic Violence; and Casa de Esperanza: National Latina Network for Healthy Families and Communities.

FYSB expects the ANTRC to plan travel expenses for at least one representative from the ANTRC to participate in two DVRN meetings each project period and no fewer than two 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](http://www.acf.hhs.gov/programs/fysb/programs/family-violence-prevention-services/programs/centers).

Please 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 ANTRC is expected to successfully meet FYSB’s training and technical assistance program goals and grantee expectations, as described in Section IV.2, Project Description, Program Performance Plan. Throughout each budget period, the ANTRC is expected to develop relevant resources, provide an array of effective training and technical assistance that successfully meet objectives, namely, to improve the implementation of intervention and prevention of domestic violence and dating violence in AN communities and villages, and to enhance the capacity of AN programs responding to victims of domestic violence, family violence, and dating violence.

The ANTRC must have an evaluation plan to assess outcomes of technical assistance delivery and the outcomes for technical assistance recipients and training participants. The ANTRC is
expected to demonstrate their success in achieving the project objectives and completing the activities proposed in their project plan. Measures of success should include success delivering statewide training and technical assistance that addresses the needs of the AN victims of domestic violence. The ANTRC will be required to report the results of ongoing needs assessments, specific number of training events and participants, technical assistance responses provided on-site and virtually, public awareness activities, community engagement activities, and resource development projects on a semi-annual basis. They will also be required to report on participant attendance and engagement, and participant knowledge and skills for serving AN survivors of intimate partner violence.

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<tr>
<th>II. Federal Award Information</th>
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<tr>
<td>Funding Instrument Type:</td>
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<tr>
<td>Estimated Total Funding:</td>
</tr>
<tr>
<td>Expected Number of Awards:</td>
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<tr>
<td>Award Ceiling:</td>
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<td>Award Floor:</td>
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<td>Average Projected Award Amount:</td>
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<td>Anticipated Project Start Date:</td>
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Length of Project Periods:

Length of Project Period: 36-month project with three 12-month budget periods

Additional Information on Awards:

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

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

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

Awards, on a cooperative basis, will be for a 1-year budget period, although projects may be
for 3 years. Applicants should provide a budget for the 1-year budget period, but must include a plan and budget estimates for the full 3 years of the project period. 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**

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

FYSB will provide consultation to the awardee and will review and approve the work plan for the project, as well as the structure and integrity of the ANTRC. FYSB will also approve any revisions to the work plan or structure of the ANTRC during each budget/project period. Additionally, FYSB will propose and approve changes to project scope, activities and work plans. FYSB will review and approve final drafts of updated or new materials, articles, major publications, and research reports that are developed or distributed with resources made available under this cooperative agreement.

FYSB will be involved in the development of long-term strategies for the implementation of the project and will participate in major project activities; such as conferences, topical meetings, or major project meetings which ANTRC will plan in conjunction with FYSB to ensure the participation of FYSB staff.

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

FYSB will organize periodic consultations, meetings, briefings, teleconferences, webinars, and other forums necessary to review current and planned activities to share information and to promote statewide coordination. Grantees must plan travel expenses for at least one representative from the organization to participate in two DVRN meetings each project period and at least one FYSB sponsored meeting each project period. The grantee must plan to facilitate at least two FYSB sponsored webinars each project period.

FYSB will keep grantees informed about expectations for performance, current FYSB policy, and FYSB’s vision for addressing family violence. The respective responsibilities of FYSB and the successful 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 project requirements for the ANTRC under this announcement.

**III. Eligibility Information**
III.1. Eligible Applicants

The ANTRC is expected to demonstrate experience working directly on issues of domestic violence and the ability to serve the Alaska Native tribal populations it will support within Alaska. To be eligible to receive this grant the entity must:

- Be located in a state in which the population of Indians (including Alaska Natives) exceeds 10 percent of the total population of the state; OR
- Be an Indian tribe or tribal organization that focuses primarily on issues of domestic violence among Alaska Natives, or an institution of higher education.

Additionally, the entity, must demonstrate the ability to serve all regions of Alaska including underdeveloped areas and areas that are geographically distant from population centers.

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.

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, recipients will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period, or by project period for fully funded awards. These include situations in which contributions are voluntarily proposed by 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 ("per project period" refers only to fully funded awards), 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 "ACF Policy for Requesting an Exemption from Electronic Application Submission" at www.acf.hhs.gov/grants/howto#chapter-6.

**Missing the Application Deadline (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
FOA: HHS-2017-ACF-ACYF-EV-1281
1401 Mercantile Lane
Suite 410
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 Forms Package available in the FOA's Grants.gov Synopsis under the Package tab at www.Grants.gov. See Section IV.2. Request an Exemption from Required Electronic Application Submission if applicants do not have an Internet connection or sufficient computing capacity to upload large documents (files) to https://www.Grants.gov.

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

### IV.2. Content and Form of Application Submission

**FORMATTING APPLICATION SUBMISSIONS**

Each applicant applying electronically via 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. Pages that contain blurred text, or text that is too small to read
comfortably, will be removed.

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

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

All applications must be double-spaced. An application that exceeds the cited page limitation for double-spaced pages in the Project Description file or the Appendices file will have 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).

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

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

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

**Signatures**

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

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

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

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

**PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:**
Clearly state that this is an ANTRC application. The overall application should not exceed 75 pages in length.
OMB Standard Forms will not be counted toward the total number of pages. Remember that
shorter applications are often easier for reviewers to fully comprehend.

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

1. Table of Contents
2. Project Summary/Abstract (one page)
3. Objectives and Need for Assistance
4. Expected Outcomes
5. Approach
   - Training and Technical Assistance
   - Public Awareness
   - Research and Knowledge Development
   - Policy Development and Systems Engagement
   - Needs Assessment discussing focus on Statewide, Regional and Community-based (including regionally isolated villages) level activities
6. Logic Model
7. Program Performance and Evaluation Plan
8. Organizational Profile
9. Dissemination Plan
10. Protection of Sensitive and/or Confidential Information
11. Budget and Budget Justification

The appendices file (File Two) must include:

1. Staff Position Information (e.g. resumes of key staff, job descriptions, organizational chart)
2. List of Board of Directors or other governing body members (as applicable)
3. Third-Party Agreements (as applicable)
4. Letters of Support
5. Proof of Legal Status
6. Indirect Cost Rate Agreement (as applicable)
7. A Point of Contact for this grant, including telephone number and email address.

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 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 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. For more information on the exemption, see "ACF Policy on Requesting an Exemption from Required Electronic Application Submission" at www.acf.hhs.gov/grants/howto#chapter-6.

Format Requirements for Paper Applications
All copies of mailed or hand-delivered paper applications must be submitted in a single package. If an applicant is submitting multiple applications under a single 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). Applicants using paper format should download the application forms package associated with the FOA's Synopsis on www.Grants.gov under the Package tab.

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.

<table>
<thead>
<tr>
<th>Forms / Assurances / Certifications</th>
<th>Submission Requirement</th>
<th>Notes / Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non-Construction Programs</td>
<td>Submission is required for all applicants when applying for a non-construction project. Standard Forms must be used. Forms must be submitted by the application due date. By signing and submitting the SF-424B, applicants are making the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination.</td>
<td>Required for all applications when applying for a non-construction project.</td>
</tr>
<tr>
<td>SF-424 - Application for Federal Assistance</td>
<td>Submission is required for all applicants by the application due date.</td>
<td>Required for all applications.</td>
</tr>
<tr>
<td>Required of all applicants. To obtain a DUNS number, go to <a href="http://fedgov.dnb.com/webform">http://fedgov.dnb.com/webform</a>. Active registration at the Systems Award Management (SAM) website must be maintained throughout the application and project award period. SAM registration is available at <a href="http://www.sam.gov">http://www.sam.gov</a>.</td>
<td>See Section IV.3. Unique Entity Identifier and System for Award Management (SAM) for more information.</td>
<td></td>
</tr>
<tr>
<td>SF-Project/Performance Site Location(s) (SF-P/PSL)</td>
<td>Submission is required for all applicants by the application due date.</td>
<td>Required for all applications. In the SF-P/PSL, applicants must cite their primary location and up to 29 additional performance sites.</td>
</tr>
<tr>
<td>If submission of this form is applicable, it is due at the time of application. If it is not available at the time of application, it may also be submitted prior to the award of a grant.</td>
<td>If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit the SF-LLL, &quot;Disclosure Form to Report Lobbying,&quot; in accordance with its instructions.</td>
<td></td>
</tr>
<tr>
<td>Certification Regarding Lobbying (Grants.gov Lobbying Form)</td>
<td>Submission required of all applicants with the application package. If it is not submitted with the application package, it must be submitted prior to the award of a grant.</td>
<td>Submission of the certification is required for all applicants.</td>
</tr>
<tr>
<td>SF-424 Key Contact Form</td>
<td>Submission is required for all applicants by the application due date.</td>
<td>Required for all applications.</td>
</tr>
</tbody>
</table>
Mandatory Grant Disclosure
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. (Mandatory Disclosures, 45 CFR 75.113)
Disclosures must be sent in writing to:


And to:

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

Fax: (202) 205-0604 (Include “Mandatory Grant Disclosures” in subject line) or Email: MandatoryGranteeDisclosures@oig.hhs.gov

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

The Project Description

The Project Description Overview

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

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

**General Instructions for Preparing a Full Project Description**

**Introduction**
Applicants must prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria in Section V.1. Criteria. The text options give a broad overview of what the project description should include while the evaluation criteria identify the measures that will be used to evaluate applications.

**Letter of Intent**
Applicants are strongly encouraged to notify ACF of their intention to submit an application under this announcement. Please submit the letter of intent by the deadline date listed in Section IV.4. Submission Dates and Times.

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

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

Letters of intent should be emailed to:

TechAssist@FYSB.Net

**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.

Applicants must clearly indicate that this is an application for the Alaska Native Tribal Resource Center, State Resource Center to Reduce Tribal Disparities grant program. In addition to ensuring that the approach encompasses all the goals and objectives as described in Section I, Program Description, applicants must detail a plan for addressing the following project activities: training and technical assistance, public awareness, research and knowledge development, policy development, and systems engagement.

Applicants plans must describe the organization's current coordination efforts with other appropriate stakeholders including the National Indigenous Women's Resource Center, the State Domestic Violence Coalition and Tribal Coalitions in the region, and include details of past collaborations and plans for coordination of servicers.

Applicants should highlight qualities that demonstrate their organizational capacity, leadership and experience in serving Alaska Natives from geographically diverse locations as well as experience providing training and technical assistance to programs, communities, and other entities to address disparities faced by AN communities in addressing domestic violence.

Applicants must include a description of their steering committee which should consist of representation from AN communities, including, but not limited to, community-based activists, survivors of intimate partner violence, domestic violence service providers, practitioners, and researchers that are geographically diverse as described in Section I, Program Description.

Applicants must clearly describe how they will use training, expertise, cultural knowledge, community connections, problem solving strategies, and other forms of technical assistance to support domestic violence programs and other entities serving ANs statewide in the response to intimate partner violence.

Applicants must clearly describe how they will provide educational opportunities, meetings, webinars (as applicable), distance learning, and other forms of technical assistance that allows individuals, service providers, and other relevant stakeholders to learn from the ANTRC’s expertise in the areas identified for training and technical assistance.

Applicants must clearly describe how they will engage AN communities (including those who are geographically isolated), tribal leaders, service providers, and other stakeholders to assess the unique needs of the communities served in responding to the provision of timely and culturally relevant domestic violence responses.

Applicants must describe how they will support and foster partnerships between organizations and/or key community members/leaders that have not traditionally worked together or do not have procedures/protocol in place to address violence against AN victims of domestic violence.

Applicants must discuss how they will identify, recommend, and provide training and technical assistance on trauma-informed, culturally relevant, and evidence-informed prevention and intervention strategies that integrate lifetime exposure to violence and multiple victimizations, and oppressions of AN individuals, including the impact of no supportive services, limited justice services, transportation disparities, and safe housing disparities.

Applicants must specify how they will work together with public, private, and AN and non- AN systems to strengthen awareness, policies, and training to improve responses, service
effectiveness and accessibility for AN victims of intimate partner violence.

Applicants must discuss how they will engage in knowledge development activities that are specifically related to AN survivors of domestic violence, their families and communities. Examples of activities may include literature reviews, published reports, one-on-one interviews, focus groups, roundtable discussions, etc.

Applicants must include specific research questions that may be investigated, initial ideas on how to assess the research questions, and any limitations foreseen. Applicants must discuss how they will meet the ACF Evaluation Policy guidelines for rigor, relevance, transparency, independence and ethics of evidence identified, how they will highlight limitations, and call attention to future discussions for research and practice. Refer to https://www.acf.hhs.gov/evaluation-policy for definitions.

Finally, applicants must include a statewide dissemination strategy for sharing promising practices, policies, outcomes and resources nationwide. Grant products will be disseminated broadly, including posting on the grantee's website, the FYSB website, NIWRC's website, and other means to reach a broad audience of individuals and communities serving AN individuals impacted by domestic violence and other disparities that amplify the domestic violence in AN communities.

FYSB will make available bonus points for applications whose approach is focused on serving AN communities statewide within the state of Alaska with strong emphasis on AN villages and remote or isolated communities. Applicants can also receive bonus points if they provide culturally appropriate services to AN villages, tribes or tribal communities that address special needs, including, but not limited to language or cultural barriers, regional isolation, lack of resources such as DV programming and other support systems. Applicants must describe their target audience in the need for assistance section of the project description and provide a compelling justification for focusing on their identified underserved population.

In developing their approach, applicants should consider program goals, requirements, and allowable activities as described in Section I. Program Description.

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 also include the following in their program performance plan:

1. Assisting in the capacity building of organizations serving AN victims of domestic violence and their communities;
2. Responding to and meeting the needs of the domestic violence programs within AN communities, with emphasis on the communities that are regionally isolated;
3. Responding to the needs of domestic violence programs and organizations that serve AN victims of domestic violence as it relates to training and technical assistance;
4. Demonstrating outcomes of training and technical efforts through documenting changes in knowledge and skills of individuals, advocates and professionals serving AN survivors of intimate partner violence;
5. Documenting changes in policy and practice changes in community responses to domestic and dating violence.

Note: For ACF Evaluation Policy and definitions regarding rigor, relevance, transparency, independence and ethics, visit [https://acf.hhs.gov/evaluation-policy](https://acf.hhs.gov/evaluation-policy).

**Geographic Location**

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

**Legal Status of Applicant Entity**

Applicants must provide the following documentation:

Non-profit organizations 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 accrete 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;
- List of Board of Directors;
- Evidence that the applicant organization, and any partnering organizations, have relevant experience and expertise with administration, development, implementation, management, and evaluation of programs similar to that offered under this announcement;
- Evidence that each participating organization, including partners and/or subcontractors, possess the organizational capability to fulfill their role(s) and function(s) effectively;
- Copy or description of the applicant organization’s personnel policies;
- Information on compliance with federal/state/local government standards;
- Job descriptions for each vacant key position.

**Protection of Sensitive and/or Confidential Information**

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

**Dissemination Plan**

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

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

**Third-Party Agreements**

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

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

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

Letters Of Support

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

Plan for Oversight of Federal Award Funds

Provide a plan describing how oversight of federal funds will be ensured and how grant activities and partner(s) will adhere to applicable federal and programmatic regulations. Applicants must identify staff that will be responsible for maintaining oversight of program activities, staff, and partner(s). Applicants must describe procedures and policies used to oversee staff and/or partners/contractors.

Describe organizational records systems that relate financial data to performance data by identifying the source and application of federal funds so that they demonstrate effective control over and accountability for funds, compare outlays with budget amounts, and provide accounting records supported by source documentation.

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, 2017, (Division H, Title II, Sec. 202), limits the salary amount that may be awarded and charged to ACF grants and cooperative agreements. Award funds issued under this announcement may not be used to pay the salary of 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 $187,000. This amount reflects an individual's base salary exclusive of fringe benefits and any income that an individual may be permitted to earn outside of the duties of the applicant organization. This salary limitation also applies to subawards and subcontracts under an ACF grant or cooperative agreement.

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

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/subcontractor, 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, recipients will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period, or by project period for fully funded awards. These include situations in which contributions are voluntarily proposed by an applicant and are accepted by ACF. Non-federal cost sharing will be included in the approved project budget so that the applicant will be held accountable for proposed non-federal cost-sharing funds as shown in the Notice of Award (NOA). A recipient’s failure to provide voluntary cost sharing of non-federal resources that have been accepted by ACF as part of the approved project costs and that have been shown as part of the approved project budget in the NOA, may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.

Justification: If an applicant is relying on match from a third party, then a firm commitment of these resources (letter(s) or other documentation) is required to be submitted with the application. Detailed budget information must be provided for every funding source identified
in Item18. "Estimated Funding ($)" on the SF-424.

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

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

**Paperwork Reduction Disclaimer**

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

**Application Submission Options**


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

After a grant application package is submitted to [www.Grants.gov](http://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

Request an Exemption from Required Electronic Application Submission
To request an exemption from required electronic submission please refer to ACF’s “Policy for Requesting an Exemption from Required Electronic Application Submission” document for complete guidance at: www.acf.hhs.gov/grants/howto#chapter-6.

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

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

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

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

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

Obtaining a DUNS Number may take 1 to 2 days.

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

Plan ahead. Allow at least 10 business days after you submit your registration for it to become active in SAM and at least an additional 24 hours before that registration information is available in other government systems, i.e. Grants.gov.
This action should allow you time to resolve any issues that may arise. Failure to comply with these requirements may result in your inability to submit your application through Grants.gov or prevent the award of a grant. Applicants should maintain documentation (with dates) of your efforts to register for, or renew a registration, at SAM. User Guides are available under the “Help” tab at https://www.sam.gov.

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

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

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

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

### IV.4. Submission Dates and Times

**Due Date for Letter of Intent**
Due Date for Letter of Intent: 08/08/2017

**Due Dates for Applications**
Due Date for Applications: 09/08/2017

**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.

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 is has passed the validation check.

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


**Acknowledgement from ACF of an electronic application's submission:**

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

**Acknowledgement from ACF of receipt of a paper format application:**

ACF will 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_s poc/. 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 ACF Policy on Requesting an Exemption from Required Electronic Application Submission at www.acf.hhs.gov/grants/howto#chapter-6.
Submission By Mail
FYSB Operations Center
c/o F2 Solutions
Attn: Family Violence Prevention and Services
HHS-2017-ACF-ACYF-EV-1281
1401 Mercantile Lane
Suite 410
Largo, MD 20774

Hand Delivery
FYSB Operations Center
c/o F2 Solutions
Attn: Family Violence Prevention and Services
HHS-2017-ACF-ACYF-EV-1281
1401 Mercantile Lane
Suite 410
Largo, MD 20774

Electronic Submission
See Section IV.2. for application requirements and for guidance when submitting applications electronically via 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.
FYSB’s intent for this project is to provide support to the critical need for additional intervention and prevention to reduce the domestic violence response disparities within AN communities and villages. Additional points will be awarded to applications that are located within the State of Alaska and project activities that include a strong emphasis on AN villages and remote or isolated communities.

OBJECTIVES AND NEED FOR ASSISTANCE

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

1. 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 assisting AN survivors of domestic violence with complex needs, need for culturally-relevant services and support, recognition of and coordination with the efforts of local or Native domestic violence programs, the state, the state domestic violence coalition, the AK coalition, and AN specific organizations to address these challenges, related training and technical assistance gaps, service gaps, and relevant data and analysis.

2. The application provides documentation on the state, AN Tribes, organizations, and/or communities to be impacted and served.

3. The applicant supplies a plan for ongoing needs assessment and 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 application demonstrates a clear commitment to expanding the capacity of AN communities, including remote and under-resourced communities, serving victims of domestic violence and domestic violence programs, and engaging communities as discussed throughout Section IV.2. Project Description.

5. The application describes clear and appropriate program objectives that are statewide comprehensive in scope, and will fulfill the program purpose and program requirements as described in Section I. Program Description and Section IV.2. Project Description.

EXPECTED OUTCOMES

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

1. The applicant clearly identifies the results and benefits (outcomes) it plans to achieve relating to the overall goals of the project as described in Section I. Program Description.

2. The applicant defines and describes the outputs that it plans to achieve and how they relate to the project outcomes.

3. The outcomes and outputs identified reflect the realities and challenges faced by AN villages responding to domestic violence.

APPROACH

Maximum Points: 35
The application will be evaluated based upon the extent to which:

1. The application demonstrates a statewide and comprehensive plan for providing technical assistance and training to expand the capacity of AN domestic violence programs and other relevant entities and organizations to address intimate partner violence intervention and prevention.

2. The application addresses each aspect of the "Approach" including training and technical assistance, public awareness, assessments, research and knowledge development, and policy development and systems engagement as described in Section IV.2. Project Description, Approach, and the feasibility of the proposed means of accomplishing these elements.

3. The application describes how the proposed project will engage AN communities including those who are geographically isolated, public/private systems, informal community-based responders, and local domestic violence providers.

4. The application describes how the proposed project will create statewide and community- specific improvements in systemic intimate partner violence intervention and prevention responses as described in Section I. Program Description.

5. The applicant's plan relates project tasks to the objectives, provides a timetable for the accomplishment of significant project activities and products, and selects appropriate project activities to achieve project goals, objectives, outcomes, and meet the identified needs.

6. The application describes how collaborations will be undertaken and relationships with project partners managed.

7. The application describes how the applicant will contribute to or assist in advancing the research, evaluation, and programmatic outcomes related to AN specific intimate partner violence intervention and prevention programs.

EVALUATION

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

1. The application describes a feasible plan to evaluate success in achieving the goals and objectives set forth in the application.

2. The application demonstrates a sound plan for measuring the changes in knowledge and skills of professionals and communities/community members serving AN survivors of intimate partner violence;

3. The application demonstrates a sound plan for measuring the outcomes of practice and policy change strategies shared with the domestic violence field, AN specific organizations, as well as measuring how service practices change overtime;

4. The application demonstrates a sound plan for measuring the broad base of organizations reached by services, programming, and technical assistance.

5. The applicant discusses the specific research questions that may be investigated in foundational descriptive studies proposed, initial ideas on how to assess the research
questions, and any limitations foreseen.

6. The application discusses how the applicant will meet the ACF Evaluation Policy guidelines for rigor, relevance, transparency, independence and ethics, and how the applicant will highlight limitations and call attention to future directions for research and practice.

**ORGANIZATIONAL PROFILE**

<table>
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<th>Maximum Points: 25</th>
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<tr>
<td>The application will be evaluated based upon the extent to which:</td>
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1. The application highlights qualities that demonstrate organizational leadership and expertise in serving AN populations from various communities and geographic locations and experience providing training and technical assistance to: a) non Native entities that assist in serving AN victims of domestic violence, b) tribal programs, c) tribal leadership and other decision makers, and d) community-based programs.

2. The application demonstrates the organization’s documented experience in the areas of domestic and dating violence specifically relevant to AN individuals and communities as described in Section I. Program Description.

3. The applicant's steering committee includes representation from AN communities, including, but not limited to, community-based activists, survivors of intimate partner violence, domestic violence service providers, practitioners, and researchers that are geographically diverse as described in Section I., Program Description.

4. The applicant, through submission of letters of support or Memoranda of Understanding, demonstrates the organizational knowledge and professional relationships with the network of local, state, and tribal domestic violence programs, AN domestic violence specific organizations, and national expert(s).

5. The application demonstrates the organizational capacity necessary to undertake a statewide project providing training and technical assistance activities, public awareness activities, community response needs assessments, research and knowledge development, and policy development and systems engagement activities as described in Section I., Program Description and Section IV.2. Project Description, Approach.

6. The application describes the expertise of the proposed staff and describes the administrative and organizational structure of the applicant organization, including the management plan and the operational and programmatic relationships to other tribal organizations and domestic violence and AN service providers at the local, regional & state levels.

7. The application includes documentation of expertise regarding AN specific domestic violence intervention and prevention strategies, the provision of statewide, regional and local training and technical assistance, and the ability to lead the domestic violence field as it relates to serving AN survivors of domestic violence and collaborate with a diverse network of organizations as described in Section IV.2. Project Description.

8. The application provides a staffing plan that demonstrates a sound relationship between the proposed responsibilities of program staff, and the educational and professional experience required for staff positions through a discussion of position descriptions and resumes or biographical sketches of key staff, including consultants. "Key staff" are
defined as those staff members responsible for direct oversight, management, or implementation of the proposed project.

9. 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 targeted population(s).

10. The application includes letters of support from advocates and local, state, regional or tribal organizations and national organization(s) that are working to address intimate partner violence, including services for children or youth exposed to intimate partner violence.

11. Position descriptions and proposed staff and Steering Committee Members are reflective of the communities to be served and demonstrate a depth of experience living within or actively engaging remote AN Villages that are seeking to prevent and respond to domestic and dating violence.

**BUDGET AND BUDGET JUSTIFICATION**

**Maximum Points: 10**

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

1. A detailed line item budget of project costs is included and demonstrates how cost estimates were derived; detailed calculations must include estimation of methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. The budget must include all the information required and described in Section IV.2. Project Description.

2. The proposed budget and budget justification are feasible for the proposed approach and are logical, reasonable, and appropriate.

3. The proposed budget and budget justification are free of errors.

4. The application demonstrates how the funds requested are necessary and essential to accomplish the "Approach", as described in Section IV.2. Project Description.

5. The budget delineates fair compensation for project partners.

6. The proposed budget assumes reasonable cost estimates to provide training and technical assistance in remote geographic locations and to provide support costs for community participation in training and technical assistance activities.

**Bonus Points**

**Maximum Points: 5**

Due to the additional barriers and challenges faced by AN communities and villages, FYSB has made available, through this evaluation criteria, bonus points for projects that will focus specifically on serving AN statewide within the State of Alaska and with emphasis placed on building the capacity of regionally isolated villages.

Up to 5 bonus points may be awarded based on the extent to which the proposed project will:

1. Provide culturally relevant training and technical assistance on domestic violence prevention and interventions for regionally isolated AN villages to address service
needs that are responsive to language and culture.

2. Provide culturally relevant services to regionally isolated AN villages to address special needs that include but are not limited to: accessing services; transportation; shelter and other supportive services.

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 (http://fedgov.dnb.com/webform) 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.

ACF may refuse funding for projects with what it regards as unreasonably high start-up costs for facilities or equipment, or for projects with unreasonably high operating costs.
Federal Awarding Agency Review of Risk Posed by Applicants
As required by 2 CFR Part 200, 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), 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=s2.1.200_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 in the objective review process, but were not selected for award, may receive funding if additional funds become available or may compete for funding during the next review cycle (if one occurs in the next fiscal year). Applications designated as “approved but unfunded” typically cannot be kept in an active status for more than 12 months. For those applications determined as “approved but unfunded,” notice will be given of the determination by email.

V.3. Anticipated Announcement and Federal Award Dates
Announcement of awards and the disposition of applications will be provided to applicants at a later date. ACF staff cannot respond to requests for information regarding funding decisions prior to the official applicant notification.

VI. Federal Award Administration Information

VI.1. Federal Award Notices
Successful applicants will be notified through the issuance of a Notice of Award (NoA) that sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-federal share to be provided (if applicable), and the total project period for which support is contemplated. The NoA will be signed by the Grants Officer and transmitted via postal mail, email, or by GrantSolutions.gov or the Head Start Enterprise System (HSES), whichever is relevant. Following the finalization of funding decisions, organizations whose applications will not be funded will be notified by letter signed by the cognizant Program Office head. Any other correspondence that announces to a Principal Investigator, or a Project Director, that an
application was selected is not an authorization to begin performance.

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

Grantees may translate the Federal award and other documents into another language. In the event of inconsistency between any terms and conditions of the Federal award and any translation into another language, the English language meaning will control. Where a significant portion of the grantee’s employees who are working on the Federal award are not fluent in English, the grantee must provide the Federal award in English and in the language(s) with which employees are more familiar.

VI.2. Administrative and National Policy Requirements

Awards issued under this announcement are subject to 45 CFR Part 75 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards. The Code of Federal Regulations (CFR) is available at www.ecfr.gov. Unless otherwise noted in this section, administrative and national policy requirements that are applicable to discretionary grants are available at: www.acf.hhs.gov/administrative-and-national-policy-requirements.

HHS Grants Policy Statement

The HHS Grants Policy Statement (HHS GPS) is the Department of Health and Human Services' single policy guide for discretionary grants and cooperative agreements. ACF grant awards are subject to the requirements of the HHS GPS, which covers basic grants processes, standard terms and conditions, and points of contact, as well as important agency-specific requirements. The general terms and conditions in the HHS GPS will apply as indicated unless there are statutory, regulatory, or award-specific requirements to the contrary that are specified in the Notice of Award (NOA). The HHS GPS is available at https://www.acf.hhs.gov/discretionary-post-award-requirements#chapter-1.

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

VI.3. Reporting

Performance Progress   Semi-Annually
Reports:

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 [www.acf.hhs.gov/discretionary-post-award-requirements#chapter-2](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:

Financial Reports: Semi-Annually

**VII. HHS Awarding Agency Contact(s)**

**Program Office Contact**
Shena Williams  
Administration for Children and Families  
Administration on Children, Youth and Families  
Family and Youth Services Bureau, Headquarters  
Mary E. Switzer Building  
330 C Street, SW  
Washington, DC 20201  
Phone: (202) 205-5932  
Email: shena.williams@acf.hhs.gov

**Office of Grants Management Contact**
Katrina Morgan  
Department of Health and Human Services  
Administration for Children and Families  
Office of Grants Management, Division of Discretionary Grants  
Mary E. Switzer Building  
330 C Street, SW  
Washington, DC 20201  
Phone: (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](http://www.gsa.gov/fedrelay).

**VIII. Other Information**

**Reference Websites**

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

ACF Funding Opportunities Forecast [www.grants.gov/](http://www.grants.gov/).


ACF "How To Apply For A Grant" [www.acf.hhs.gov/grants/how-to-apply-for-grants](http://www.acf.hhs.gov/grants/how-to-apply-for-grants).


Catalog of Federal Domestic Assistance (CFDA) [www.cfda.gov/](http://www.cfda.gov/).


### Application Checklist

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

<table>
<thead>
<tr>
<th>What to Submit</th>
<th>Where Found</th>
<th>When to Submit</th>
</tr>
</thead>
<tbody>
<tr>
<td>SF-LLL - Disclosure of Lobbying Activities</td>
<td>&quot;Disclosure Form to Report Lobbying&quot; is referenced in Section IV.2. Required Forms, Assurances, and Certifications. This form is available in the FOA's forms package at <a href="http://www.Grants.gov">www.Grants.gov</a>.</td>
<td>If submission of this form is applicable, it is due at the time of application. If it not available at the time of application, it may also be submitted prior to the award of a grant.</td>
</tr>
<tr>
<td>Certification Regarding Lobbying (Grants.gov Lobbying Form)</td>
<td>Referenced in Section IV.2. Required Forms, Assurances, and Certifications. This form is available in the FOA's forms package at</td>
<td>Submission is due with the application package or prior to the award of a grant.</td>
</tr>
<tr>
<td>Document Reference</td>
<td>Description</td>
<td>Submission Details</td>
</tr>
<tr>
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</tr>
<tr>
<td>Letter of Intent</td>
<td>Referenced in Section IV.2. Project Description.</td>
<td>Submission is due by the Letter of Intent due date found in the Overview and in Section IV.4.</td>
</tr>
<tr>
<td>Project Summary/Abstract</td>
<td>Referenced in Section IV.2. The Project Description. The Project Summary/Abstract is limited to one single-spaced page.</td>
<td>Submission is due by the application due date found in the Overview and in Section IV.4. Submission Dates and Times.</td>
</tr>
<tr>
<td>Proof of Non-Profit Status</td>
<td>Referenced in Section IV.2. The Project Description, Legal Status of Applicant Entity.</td>
<td>Proof of non-profit status should be submitted with the application package by the application due date and time listed in the Overview and Section IV.4. of the FOA. If it is not available at the time of application submission, it must be submitted prior to the award of a grant.</td>
</tr>
<tr>
<td>SF-424 - Application for Federal Assistance</td>
<td>Referenced in Section IV.2. Required Forms, Assurances, and Certifications. This form is available in the FOA's forms package at <a href="http://www.Grants.gov">www.Grants.gov</a> in the Mandatory section.</td>
<td>Submission is due by the application due date found in the Overview and in Section IV.4. Submission Dates and Times.</td>
</tr>
<tr>
<td>Mandatory Grant Disclosure</td>
<td>Requirement, submission instructions, and mailing addresses are found in the &quot;Mandatory Grant Disclosure&quot; in Section IV.2. Required Forms, Assurances and Certifications.</td>
<td>If applicable, concurrent submission to the Administration for Children and Families and to the Office of the Inspector General is required.</td>
</tr>
<tr>
<td>SF-424 Key Contact Form</td>
<td>Referenced in Section IV.2. Required Forms, Assurances, and Certifications. This form is available in</td>
<td>Submission is due with the application by the application due date found in the Overview and in Section IV.4. Submission Dates and Times.</td>
</tr>
<tr>
<td>Topic</td>
<td>Reference</td>
<td>Requirement</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
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<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non-Construction Programs</td>
<td>Referenced in Section IV.2. Required Forms, Assurances, and Certifications. These forms are available in the FOA's forms package at <a href="http://www.Grants.gov">www.Grants.gov</a> in the Mandatory section. They are required for applications that include only non-construction activities.</td>
<td>Submission is due by the application due date found in the Overview and in Section IV.4. Submission Dates and Times.</td>
</tr>
<tr>
<td>The Project Description</td>
<td>Referenced in Section IV.2. The Project Description.</td>
<td>Submission is due by the application due date found in the Overview and in Section IV.4. Submission Dates and Times.</td>
</tr>
<tr>
<td>The Project Budget and Budget Justification</td>
<td>Referenced in Section IV.2. The Project Budget and Budget Justification.</td>
<td>Submission is required in addition to submission of SF-424A and / or SF-424C. Submission is required with the application package by the due date in the Overview and in Section IV.4. Submission Dates and Times.</td>
</tr>
<tr>
<td>Unique Entity Identifier (DUNS) and Systems for Award Management (SAM) registration.</td>
<td>Referenced in Section IV.3. <a href="http://fedgov.dnb.com/webform">Unique Entity Identifier and System for Award Management (SAM)</a> in the announcement. To obtain a DUNS number (Unique Entity Identifier), go to <a href="http://fedgov.dnb.com/webform">http://fedgov.dnb.com/webform</a>. To register at SAM, go to <a href="http://www.sam.gov">http://www.sam.gov</a>.</td>
<td>A DUNS number (Unique Entity Identifier) and registration at SAM.gov are required for all applicants. Active registration at SAM must be maintained throughout the application and project award period.</td>
</tr>
<tr>
<td>Table of Contents</td>
<td>Referenced in Section IV.2. The Project Description.</td>
<td>Submit with the application by the due date found in the Overview and in Section IV.4.</td>
</tr>
<tr>
<td>SF-Project/Performance Site Location(s) (SF-P/PSL)</td>
<td>Referenced in <em>Section IV.2. Required Forms, Assurances, and Certifications</em>. This form is available in the FOA's forms package at <a href="http://www.Grant.gov">www.Grant.gov</a>.</td>
<td>Submission is due by the application due date found in the Overview and in <em>Section IV.4. Submission Dates and Times</em>.</td>
</tr>
</tbody>
</table>