Administration for Children and Families

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

Family Violence Prevention and Services Discretionary Grants: Capacity Building and Program Technical Assistance for Family Violence Prevention and Services Act Formula Grantees
HHS-2019-ACF-ACYF-EV-1547
Application Due Date: 06/23/2019
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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 & Funding Page at [https://www.acf.hhs.gov/grants/howto](https://www.acf.hhs.gov/grants/howto).

This funding opportunity announcement (FOA) announces the availability of funds for the award of one cooperative agreement on a competitive basis to provide topic-specific training and technical assistance at a national level. It will also engage in intensive training and technical assistance at the state or territory level. The training and technical assistance will be provided to Family Violence Prevention and Services Act (FVPSA) State Administering Agencies, State and Territorial Domestic Violence Coalitions and FVPSA Tribal Grantees (collectively known as Formula Grantees) in order to build the programmatic and administrative functions of the FVPSA Formula Grantees and the FVPSA subrecipients (local domestic violence programs). Grantees are tasked with building and maintaining organizational capacity in multiple domains and have identified areas and sought technical assistance and training to support their work. The current capacity building grantee responded to 450 requests for technical assistance in the last year. Some of the requests for technical assistance and training included additional help with: understanding programmatic guidance to ensure compliance with FVPSA legislative (42 USC § 10401 et seq.) and regulatory requirements pertaining to confidentiality (45 CFR § 1370.4), accessibility and anti-discrimination (45 CFR § 1370.5), voluntary services (45 CFR § 1370.10(b)(10)), and statewide planning (45 CFR § 1370.10(b)(6)(i)) and needs assessments. Additionally, many FVPSA Formula Grantees and subrecipients are non-profit organizations who must ensure proper use of federal funds and need technical assistance and guidance on maintaining boards of directors and/or membership.
structures, understanding the Board of Directors’ roles in financial and human resources management as well as leadership development; and, ensuring financial management systems are accurate, current, and able to provide complete disclosure of the financial results of each federal award or program.

FVPSA grantees are required to adhere to statutory and regulatory requirements laid out in 42 USC § 10401 et seq. and 45 CFR §1370 including non-discrimination provisions (45 CFR § 1370.5), non-disclosure of confidential information (45 CFR § 1370.4), provision of culturally and linguistically appropriate services (45 CFR § 1370.5(e)(1-2), and must use funds for approved activities in accordance with 42 USC § 10408(b)(1). In order to support subrecipients' ability to meet these requirements, some of the capacity building activities provided by this grantee will include: assisting Formula Grantees and subrecipients in complying with FVPSA legislation and regulations; understanding roles and responsibilities of the state administering agency and coalition; incorporation of best practices at the state and local levels; building the management capacity of organizations; and building meaningful partnerships and collaborations within the state or territory. The grantee will provide the technical assistance through such methods as: providing on-site training and technical assistance; presenting at national or regional meetings and conferences; developing on-line, self-paced learning modules; presenting webinars; developing written materials; and coordinating small group meetings, such as in-person, conference calls and video technology, to encourage peer to peer learning. The grantee will participate in ongoing coordination and collaboration with the FVPSA-funded resource centers, collectively known as the Domestic Violence Resource Network (DVRN).

I. Program Description

Statutory Authority
The statutory authority for this funding opportunity announcement is 42 U.S.C. §10410(a)(2)(B)(ii) of the Family Violence Prevention and Services Act.

Description
Program Background and Purpose
Within the Administration on Children, Youth and Families is the Family and Youth Services Bureau’s (FYSB) Division of Family Violence Prevention and Services (FVPSA Program) which administers FVPSA. The majority of the FVPSA Program’s Congressional appropriation funds formula grants to states, territories, and Indian tribes by serving as the primary federal funding stream dedicated to grants for immediate shelter and supportive services for victims of domestic violence and dating violence, and their dependents. To provide these services, FVPSA dollars fund an average of 13 percent of the budgets for almost 1,500 local domestic violence programs, along with over 144 tribal victim programs. These programs work tirelessly to address the overwhelming need in almost every community. In 2017, local programs provided services to over 1.2 million victims, which was a 1.6 percent increase from the prior year. There were 226,467 documented requests for shelter that were unmet by the local programs due to shelter capacity or limited resources. The number of unmet requests increased by 10 percent from last year.

In 2018, the FVPSA Program awarded between $728,000 and $9.2 million in grants to every
state which then subawarded funds to support approximately 1,235 domestic violence shelter programs and 248 domestic violence non-shelter programs. Each of the 256 federal tribes that applied for FVPSA funds in 2018 received between $46,000 and $1.8 million dollars to support more than 144 tribal domestic violence programs. The FVPSA Program also provided $263,481 (territories received less), in formula grants to the Department of Health and Human Services (HHS) designated State and Territorial Domestic Violence Coalition (SDVC) in each state and territory to work with providers of domestic and dating violence services, and other community-based programs, to encourage appropriate and comprehensive responses to domestic violence and dating violence, including providing training and technical assistance.

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

- National Resource Center on Domestic Violence
- National Indian Resource Center Addressing Domestic Violence and Safety for Indian Women
- Special Issue Resource Center on Domestic Violence and Criminal and Civil Justice
- Special Issue Resource Center on Domestic Violence, Child Protection and Custody
- Special Issue Resource Center on Health and Domestic Violence
- Special Issue Resource Center on Domestic Violence, Trauma, and Mental Health
- Special Issue Resource Center on Domestic Violence and Asian and Pacific Islanders
- Special Issue Resource Center on Domestic Violence in the African American Community
- Special Issue Resource Center on Domestic Violence in the Latino Community
- National Domestic Violence Hotline
- LGBTQ Institute on Intimate Partner Violence
- Alaska Native Resource Center

Local domestic violence programs reach out to SDVCs, FVPSA State Administrating Agencies and national domestic violence resources centers for support and technical guidance when it comes to sustaining and refining their agency’s organizational structures and overall capacity to serve victims. In 2016, FVPSA released a new FOA (HHS-2016-ACF-ACYF-EV-1165) that initiated this capacity building and program technical assistance for FVPSA Formula Grantees Project. This competitive grant was awarded to one non-profit organization to implement for three years at $450,000 per year. Ongoing process evaluations of the project show a continued
need for this project.

As nonprofit organizations, including SDVCs and FVPSA subrecipients, struggle with a complicated funding landscape and undergo leadership and program staff turnover, they may experience diminished capacity to maintain structurally sound organizations. According to the 2015 State of the Nonprofit Sector Report by the Nonprofit Finance Fund, nonprofit managers struggle to implement long-term solutions while fulfilling short-term needs with the top challenge being sustainability and staff retention. A 2007 U.S. General Accountability Office report found that “high turnover” among FVPSA grantees was an impediment to efficiently implementing grant deliverables.

State Administrators must have access to technical assistance that assures they have the capacity to carry out the FVPSA grant program with best practices and in adherence to FVPSA guidance, including legislation and regulations. An informal poll conducted in 2018 determined that almost half of the 56 state and territory administrators were new to their role (defined as being in the position of state administrator for three years or less). The current capacity building grantees reached out to 24 new state administrators in 2018. Additionally, a 2018 needs assessment of state administrators identified several top needs for training and technical assistance on FVPSA requirements including: monitoring subrecipients; engaging culturally specific communities; best practices on confidentiality (45 CFR § 1370.4), voluntary services (45 CFR § 1370.10(b)(10)), and accessibility and anti-discrimination (45 CFR § 1370.5); distribution (45 CFR § 1370.10(b)(5)) and use of FVPSA funds (42 USC § 10408(b)); state planning (45 CFR § 1370.10(b)(6)(i)) etc. Additionally, many FVPSA grantees and subrecipients are non-profit organizations responsible for complying with proper management of federal funds (45 CFR § 1370.3(6)). As such, grantees and subrecipients sought technical assistance from the FVPSA office and the capacity building grantee related to maintaining boards of directors and/or membership structures; understanding the Board of Directors’ roles in financial and human resources management as well as leadership development; and, ensuring financial management systems provide accurate, current, and complete disclosure of the financial results of each federal award or program.

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

Program Activities
The grantee awarded the cooperative agreement via this FOA will provide technical assistance and training primarily to FVPSA Formula Grantees which will include rapid responses to the immediate and changing needs when they occur, as identified by the FVPSA Program and/or FVPSA Formula Grantees. The grantee will also provide support to FVPSA Formula Grantees by responding to requests from the field, in coordination with the FVPSA Program. The FVPSA Formula Grantees targeted to receive technical assistance from the grantee are:

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

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

- Tribal Domestic Violence Grantees – All federally recognized tribes that successfully apply under this grant program receive funds based on their populations to provide immediate shelter and supportive services for victims and their dependents. In addition, funds may also be used in establishing, maintaining, and expanding programs to prevent domestic and dating violence. In 2018, FVPSA awarded 144 grants to provide services for 267 Tribes. The grantee will be required to have a documented history of working to address domestic and dating violence with FVPSA grantees.

The grantee will be expected to:

1. Provide topic-specific training and technical assistance at a national level;
2. Engage in intensive training and technical assistance at the state, territory, or tribal level; and
3. Create and distribute capacity building resources to FVPSA grantees.

The training and technical assistance will be provided to FVPSA State Administrators, the Department of Health and Human Services (HHS) Designated State and Territory Domestic Violence Coalitions, and FVPSA Tribal Grantees (collectively referred to as FVPSA Formula Grantees). Any technical assistance provided to FVPSA Tribal Grantees will be done in consultation with the two other FVPSA-funded resource centers, the National Indigenous Women's Resource Center and the Alaska Native Resource Center.

Recipients of FVPSA funds are required to adhere to statutory and regulatory requirements laid out in 42 USC § 10401 et seq. and 45 CFR §1370 including non-discrimination provisions (45 CFR § 1370.5), non-disclosure of confidential information (45 CFR § 1370.4), provision of culturally and linguistically appropriate services (45 CFR § 1370.5(e)(1-2)), and must use funds for approved activities in accordance with 42 USC § 10408(b)(1). In order to support subrecipients’ ability to meet these requirements, this grantee will provide activities that build or enhance the subrecipients' programmatic and administrative functions including:

- understanding and complying with FVPSA Statute (42 USC § 10401 et seq) and Regulations (45 CFR §1370),
• understanding roles and responsibilities of the state administering agency and coalition,
• incorporation of best practices at the state and local levels,
• building the management capacity of organizations, and
• building meaningful partnerships and collaborations within the state or territory.

The methods in which the grantee will provide the technical assistance may be through:

• providing on-site training and technical assistance,
• presenting at national or regional meetings and conferences,
• developing on-line, self-paced learning modules
• presenting webinars,
• developing written materials, including critical analysis papers, manuals, research compilations and topic-specific briefs,
• partnering with the DVRN as collaborating partners, and
• coordinating small group meetings, such as in-person, conference calls and video technology, to encourage peer to peer learning.

The activities of the grant project may include, but not be limited to, the below list. Some of the activities conducted through this grant will be ones that are identified by the grantee through a planning process and needs assessments. Others of these activities will be identified as necessary by the FVPSA Program, usually in response to monitoring of a grantee or other identified needs at the federal level. Refer to Section II. Federal Award Information, Description of ACF’s Anticipated Substantial Involvement Under the Cooperative Agreement, for an understanding of how activities under this grant will be implemented.

1. FVPSA Site Visits - assisting FVPSA Project Officers with site visits and providing necessary technical assistance to grantees as part of a corrective action plan.
2. FVPSA Guidance - Explaining FVPSA statutory and regulatory requirements and providing resources and guidance on the implementation of recommended practices to include confidentiality, voluntary services, accessibility, anti-discrimination, and other FVPSA-related issues to ensure programmatic integrity.
3. FVPSA Statutorily Required Provisions and Activities for SDVCs – helping SDVCs maintain their capacity to fulfill the FVPSA requirements to receive and maintain designation from HHS per 45 CFR § 1370.20(b)(1-4). Some of the capacity building activities may support coalition membership building (45 CFR § 1370.20(b)(1), board development and strengthening (45 CFR § 1370.20(b)(2), strengthening financial sustainability (45 CFR § 1370.20(b)(3) though policies, systems and funding strategies, and supporting the coalition in its role as a technical assistance provider and information clearinghouse (45 CFR § 1370.20(b)(4).
4. FVPSA State Planning – working with states, SDVCs, tribes, and culturally specific community-based programs to ensure an inclusive process for the planning and
monitoring of the distribution of grants to subrecipients.

5. Statewide Needs Assessments – working with SDVCs to conduct needs assessments that include member and non-member programs that provide direct services to encourage appropriate and comprehensive responses.

6. Local Access to FVPSA Funds - assisting FVPSA State Administrators to assure that eligible local programs serving victims of domestic and dating violence, including tribal, faith-based and other culturally specific programs, have access to apply for FVPSA funds. This may involve understanding state planning efforts, reviewing requests for applications, and providing technical assistance to states and coalitions to offer capacity building to such local programs.

7. Collaborations - building and promoting inclusive collaborations and partnerships between FVPSA State Administrators and SDVCs to help support the implementation of FVPSA at the state level.

8. Data Collection Systems - evaluating individual state’s data collection and technology systems for adherence to federal confidentiality laws and regulations.

9. State Administrator Orientation - developing an orientation program for FVPSA State Administrators including, but not limited to, updating manuals, small group calls, and webinars.

10. DVRN Partnerships - assessing grantee needs and providing referrals to DVRN members for additional technical assistance and resources, along with keeping up-to-date with new resources developed by DVRN members to share with FVPSA Formula Grantees.

11. Reporting – preparing an end of project final report that documents technical assistance needs, trends, and completed technical assistance.

II. Federal Award Information

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<th>Information</th>
<th>Details</th>
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**Length of Project Periods:**

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

**Additional Information on Awards:**

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

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

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

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

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

FYSB will be involved in the development of long-term strategies for the implementation of the project and will participate in major project activities, such as conferences, topical meetings, or major project meetings.

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

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

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

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

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

Faith-based and community organizations that meet the eligibility requirements are eligible to receive awards under this funding opportunity announcement. 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
Applicants will be notified of a disqualification determination by email or by USPS postal mail within 30 federal business days from the closing date of this FOA.

IV. Application and Submission Information

IV.1. Address to Request Application Package

FYSB Operations Center
c/o F2 Solutions
Attn: FVPSA/Capacity Building for Formula Grantees FOA
1401 Mercantile Lane
Suite 401
Largo, MD 20774

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

Applications in Paper Format:
For applicants that have received an exemption to submit applications in paper format, Standard Forms, assurances, and certifications are available in the "Select Grant Opportunity 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 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](http://www.Grants.gov) is required to upload only two electronic files, excluding Standard Forms and OMB-approved forms. No more than two files will be accepted for the review, and additional files will be removed. Standard Forms and OMB-approved forms will not be considered additional files.

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

**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.

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
Applicants submitting electronic applications must follow the registration and application submission instructions provided at www.Grants.gov.
The original of a paper format application must include original signatures of the authorized representatives.

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

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

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

PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:

1. The Project Description file (File One) is limited to 40 pages and must include the following:
   2. Table of Contents
   3. Project Summary/Abstract (one page)
   4. Objectives and Need for Assistance
   5. Approach
   6. Evaluation Plan
   7. Organizational Capacity and Profiles
   8. Budget and Budget Justification

The Appendices file (File Two) is limited to 60 pages and must include:

1. Staff Position Information (e.g., resumes of key staff, job descriptions, organizational chart)
2. List of Board of Directors or other governing body members (as applicable)
3. Third-Party Agreements (as applicable)
4. Letters of Support
5. Certifications and Assurances
6. Proof of Legal Status
7. Indirect Cost Rate Letter (as applicable)

ELECTRONIC APPLICATION SUBMISSION INSTRUCTIONS
Applicants are required to submit their applications electronically unless they have requested and received an exemption that will allow submission in paper format. See Section IV.2. Application Submission Options for information about requesting an exemption.
Electronic applications will only be accepted via www.Grants.gov. 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 “Online Answers.” The Adobe verification process allows applicants to test their version of the software by opening a test application package. Grants.gov also includes guidance on how to download a supported version of Adobe, as well as troubleshooting instructions for use, if an applicant is unable to open the test application package.

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.

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.
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 "Select Grant Opportunity Package" at Grants.gov. Please also see https://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.

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

Submit letters of intent to:
FYSB Operations Center
c/o F2 Solutions
Attn: FVPSA/Capacity Building for Formula Grantees FOA
1401 Mercantile Lane
Suite 401
Largo, MD 20774

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

**Project Summary/Abstract**

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

Please place the following at the top of the abstract:

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

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

**Objectives And Need For Assistance**

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

**Approach**

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

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

Describe in a narrative format how the applicant would approach each of the activities (a) – (k) described in *Section 1. Program Description*. It is not expected that all of the activities will be conducted each year with all of the FVPSA Formula Grantees. This section should show how the grantee would accomplish the activity if FVPSA monitoring, grantee needs assessments and the grantee workplan identified it to be conducted. It is not expected that the applicant currently understands the needs of each of the individual FVPSA Formula Grantees. The grantee should be able to show flexibility and responsiveness to changing priorities.

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.

**Project Timeline and Milestones**

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

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

**Program Performance Evaluation Plan**

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

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

Legal Status of Applicant Entity
Applicants must provide the following documentation:

Non-profit 501(c)(3) organizations applying for funding are required to submit proof of their non-profit status. Proof of 501(c)(3) non-profit status is any one of the following:

- A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt 501(c)(3) organizations described in the IRS Code.
- A copy of a currently valid IRS 501(c)(3) tax-exemption certificate.

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

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

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

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

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

Third-Party Agreements

Third-party agreements include Memoranda of Understanding (MOU) and Letters of Commitment. General letters of support are not considered to be third-party agreements. Third-party agreements must clearly describe the project activities and support to which the third party is committing. Third-party agreements must be signed by the person in the third-party organization with the authority to make such commitments on behalf of their organization. Provide written and signed agreements between grantees and subgrantees, or subcontractors, or other cooperating entities. These agreements must detail the scope of work to be performed, work schedules, remuneration, and other terms and conditions that structure or define the relationship.

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

Letters of Support

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

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 Department of Defense and Labor, Health and Human Services, and Education Appropriations Act, 2019 and Continuing Appropriations Act, 2019, (Division B, 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 $189,600. This amount reflects an individual's base salary exclusive of fringe benefits and any income that an individual may be permitted to earn outside of the duties of the applicant organization. This salary limitation also applies to subawards and subcontracts under an ACF grant or cooperative agreement.

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

Applicants must include travel expenses to attend annually at least two meetings of the Domestic Violence Resource Network (assume 2-3 days per trip to the District of Columbia) and travel to the Annual State Administrators and State Domestic Violence Coalitions Meeting (assume either the East or West Coast for 2-3 days). The budget should reflect adequate compensation for identified partners.

General

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

Personnel

Description: Costs of employee salaries and wages.

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

Fringe Benefits

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

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

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

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

Equipment

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

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

Supplies

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

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

Contractual

Description: Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include third-party evaluation contracts, if applicable, and contracts with secondary recipient organizations (with budget detail), including delegate agencies and specific project(s) and/or businesses to be financed by the applicant. This area is not for individual consultants.
**Justification:** Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open, and free competition. Recipients and subrecipients are required to use 45 CFR 75.328 procedures and must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed by 41 U.S.C. § 134, as amended by 2 CFR Part 200.88, and currently set at $150,000. Recipients may be required to make pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc., available to ACF.

**Note:** Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each contractor/subcontractor, by agency title, along with the same supporting information referred to in these instructions. If the applicant plans to select the contractors/subcontractors 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 rate. 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.1.** of this announcement.

**Paperwork Reduction Disclaimer**

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

**Application Submission Options**

**Electronic Submission via www.Grants.gov**

This section provides the application submission and receipt instructions for ACF program applications. Please read the following instructions carefully and completely.

**Electronic Delivery**

ACF is participating in the Grants.gov initiative to provide the grant community with a single site to find and apply for grant funding opportunities. ACF applicants are required to submit their applications online through Grants.gov.

**How to Register and Apply through Grants.gov**

Read the following instructions about registering to apply for ACF funds. Applicants should read the registration instructions carefully and prepare the information requested before beginning the registration process. Reviewing and assembling the required information before beginning the registration process will alleviate last-minute searches for required information.

The registration process can take up to four weeks to complete. Therefore, registration should be done in sufficient time to ensure it does not impact your ability to meet required application submission deadlines.
Organization applicants can find complete instructions here:
https://www.grants.gov/web/grants/applicants/organization-registration.html

**Obtain a DUNS Number:** All entities applying for funding, including renewal funding, must have a Data Universal Numbering System (DUNS) number from Dun & Bradstreet (D&B). Applicants must enter the DUNS number in the data entry field labeled "Organizations DUNS" on the SF-424 form.

For more detailed instructions for obtaining a DUNS number, refer to:

**Register with SAM:** In addition to having a DUNS number, organizations applying online through Grants.gov must register with the System for Award Management (SAM). All organizations must register with SAM in order to apply online. Failure to register with SAM will prevent your organization from applying through Grants.gov.

For more detailed instructions for registering with SAM, refer to:

**Create a Grants.gov Account:** The next step in the registration process is to create an account with Grants.gov. Applicants must know their organization's DUNS number to complete this process. Completing this process automatically triggers an email request for applicant roles to the organization's E-Business Point of Contact (EBiz POC) for review. The EBiz POC is a representative from your organization who is the contact listed for SAM. To apply for grants on behalf of your organization, you will need the AOR role.

For more detailed instructions about creating a profile on Grants.gov, refer to:
https://www.grants.gov/web/grants/applicants/registration.html

**Authorize Grants.gov Roles:** After creating an account on Grants.gov, the EBiz POC receives an email notifying them of your registration and request for roles. The EBiz POC will then log in to Grants.gov and authorize the appropriate roles, which may include the AOR role, thereby giving you permission to complete and submit applications on behalf of your organization. You will be able to submit your application online any time after you have been approved as an AOR.

For more detailed instructions about creating a profile on Grants.gov, refer to:
https://www.grants.gov/web/grants/applicants/registration/authorize-roles.html

**Track Role Status:** To track your role request, refer to:
https://www.grants.gov/web/grants/applicants/registration/track-role-status.html
When applications are submitted through Grants.gov, the name of the organization's AOR that submitted the application is inserted into the signature line of the application, serving as the electronic signature. The EBiz POC must authorize individuals who are able to make legally binding commitment on behalf of the organization as an AOR; this step is often missed and it is crucial for valid and timely submissions.

How to Submit an Application to ACF via Grants.gov
Grants.gov applicants can apply online using Workspace. Workspace is a shared, online environment where members of a grant team may simultaneously access and edit different webforms within an application. For each FOA, you can create individual instances of a workspace.

The following is an overview of applying via Grants.gov. For access to complete instructions on how to apply for opportunities, refer to: https://www.grants.gov/web/grants/applicants/apply-for-grants.html

Create a Workspace: Creating a workspace allows you to complete an application online and route it through your organization for review before submitting.

Complete a Workspace: Add participants to the workspace, complete all the required forms, and check for errors before submission.

Adobe Reader: If you decide not to apply by filling out webforms you can download individual PDF forms in Workspace so that they will appear similar to other Standard or ACF forms. The individual PDF forms can be downloaded and saved to your local device storage, network drive(s), or external drive(s), then accessed through Adobe Reader.

NOTE: Visit the Adobe Software Compatibility page on Grants.gov to download the appropriate version of the software at: https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html

Mandatory Fields in Forms: In the forms, you will note fields marked with an asterisk and a different background color. These fields are mandatory fields that must be completed to successfully submit your application.

Complete SF-424 Fields First: The forms are designed to fill in common required fields across other forms, such as the applicant name, address, and DUNS number. To trigger this feature, an applicant must complete the SF-424 information first. Once it is completed, the information will transfer to the other forms.

Submit a Workspace: An application may be submitted through workspace by clicking the Sign and Submit button on the Manage Workspace page, under the Forms tab. Grants.gov recommends submitting your application at least 24-48 hours prior to the close date to provide you with time to correct any potential technical issues that may disrupt the application submission.

Track a Workspace: After successfully submitting a workspace package, a Grants.gov
Tracking Number (GRANTXXXXXXX) is automatically assigned to the package. The number will be listed on the Confirmation page that is generated after submission.

For additional training resources, including video tutorials, refer to: https://www.grants.gov/web/grants/applicants/applicant-training.html

Grants.gov provides applicants 24/7 support via the toll-free number 1-800-518-4726 and email at support@grants.gov. For questions related to the specific grant opportunity, contact the number listed in the application package of the grant you are applying for.

If you are experiencing difficulties with your submission, it is best to call the Grants.gov Support Center and get a ticket number. The Support Center ticket number will assist ACF with tracking your issue and understanding background information on the issue.

**Timely Receipt Requirements and Proof of Timely Submission**

All applications must be received by 11:59 p.m., ET, on the due date established for each program. Proof of timely submission is automatically recorded by Grants.gov. An electronic date/time stamp is generated within the system when the application is successfully received by Grants.gov. The applicant AOR will receive an acknowledgement of receipt and a tracking number (GRANTXXXXXXX) from Grants.gov with the successful transmission of their application. Applicant AORs will also receive the official date/stamp and Grants.gov Tracking number in an email serving as proof of their timely submission.

When ACF successfully retrieves the application from Grants.gov, and acknowledges the download of submission, Grants.gov will provide an electronic acknowledgment of receipt of the application to the email address of the applicant with the AOR role. Again, proof of timely submission shall be the official date and time that Grants.gov receives your application. Applications received by Grants.gov after the established due date for the program will be considered late and will not be considered for funding by ACF.

Applicants with slow internet, such as dial-up connections, should be aware that transmission can take some time before Grants.gov receives your application. Again, Grants.gov will provide either an error or a successfully received transmission in the form of an email sent to the applicant with the AOR role. The Grants.gov Support Center reports that some applicants end the transmission because they think that nothing is occurring during the transmission process. Please be patient and give the system time to process the application.

**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:
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 their efforts to register for, or renew a registration, at SAM. User Guides are available under the “Help” tab at https://www.sam.gov.

HHS requires all entities that plan to apply for, and ultimately receive, federal grant funds from any HHS Agency, or receive subawards directly from recipients of those grant funds to:
• Be registered in the SAM prior to submitting an application or plan;
• Maintain an active SAM registration with current information at all times during which it has an active award or an application or plan under consideration by an OPDIV; and
• Provide its active DUNS number in each application or plan it submits to the OPDIV.

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

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

### IV.4. Submission Dates and Times

**Due Date for Letter of Intent**
Due Date for Letter of Intent: **05/24/2019**
Due Date for Applications: **06/23/2019**

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

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

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

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


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

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

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

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

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

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

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

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

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

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

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


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

Acknowledgement from ACF of receipt of a paper format application:
ACF will not provide acknowledgement of receipt of hard copy application packages submitted via mail or courier services.

IV.5. Intergovernmental Review

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

Applicants should go to the following URL for the official list of the jurisdictions that have elected to participate in E.O. 12372 https://www.whitehouse.gov/wp-content/uploads/2017/11/Intergovernmental_Review-_SPOC_01_2018_OFFM.pdf. 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: FVPSA/Capacity Building for Formula Grantees FOA
1401 Mercantile Lane
Suite 401
Largo, MD 20774

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

V.1. Criteria

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

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

Objectives and Need for Assistance  Maximum Points: 5
In reviewing this section, reviewers will consider the extent to which:

1. The applicant demonstrates a detailed understanding of the need for the project including barriers to services and systems, challenges faced by FVPSA Formula Grantees, current landscape of available technical assistance resources, related training and technical assistance gaps, and relevant data and analysis.
2. Letters of support from FVPSA Formula Grantees and other stakeholders supporting this application are included.

Approach  Maximum Points: 40
In reviewing the approach, reviewers will consider the extent to which:

1. The applicant describes a sound plan to address activities (1) through (11) described in
Section 1. Program Description Program Activities that demonstrates a clear understanding of each of the activities and shows the role of the applicant in achieving the activities.

2. The applicant includes a description of how it would provide technical assistance and training to multiple FVPSA Formula Grantees and/or individual FVPSA Formula Grantees for each of the activities described in Section 1. Program Description Program Activities. Each activity does not need to have a plan to provide to both multiple grantees and individual grantees, but the submitted plan should be sure that not all activities are for multiple grantees, and that some of the activities show a plan for an individual FVPSA Formula Grantee.

3. The applicant describes a sound plan to use a variety of the methods listed in in Section 1. Program Description Program Activities that matches the different learning needs of the FVPSA Formula Grantees.

4. The applicant develops a project timeline and milestones work plan with a reasonable schedule of accomplishments, target dates and key people responsible for the activities. This does not have to address every activity listed in Section 1. Program Description Program Activities, but the plan should demonstrate a comprehensive approach.

5. The applicant shows the ability to be flexible and responsive to changing priorities.

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

7. The applicant ensures that confidential and sensitive information is properly handled and safeguarded.

### Evaluation Plan

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<tr>
<th>Evaluation Plan</th>
<th>Maximum Points: 10</th>
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<tr>
<td>In reviewing the evaluation plan, reviewers will consider the extent to which:</td>
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<tr>
<td>1. The applicant describes a feasible plan to evaluate success in achieving the goals and objectives set forth in the application.</td>
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<td>2. The applicant demonstrates a sound plan that addresses both short and longer-term outcomes, e.g., changes in knowledge, attitude, and behaviors.</td>
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<td>3. The applicant describes the systems and processes and how the applicant will collect and manage data. The applicant describes a process that includes a program performance evaluation plan and shows how data will be used for continuous quality improvement.</td>
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<tr>
<td>4. The application describes a logic model that explains the linkages among the project’s elements and contains a clearly demonstrated connection among the inputs, activities, outputs and outcomes.</td>
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### Organizational Capacity and Profiles

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<th>Organizational Capacity and Profiles</th>
<th>Maximum Points: 35</th>
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<tr>
<td>In reviewing the organizational profile, reviewers will consider the extent to which:</td>
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<tr>
<td>1. The applicant documents a solid history of working to address domestic and dating violence with FVPSA Formula Grantees, as listed in Section 1. Program Description Program Activities.</td>
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<tr>
<td>2. The applicant provides strong evidence of sufficient experience and expertise in the provision of the range of activities described in Section 1. Program Description.</td>
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3. The applicant shows demonstrated success in administration, development, implementation, management, and evaluation of similar projects.
4. The applicant’s submitted third-party agreements, if applicable, are detailed, include the roles and responsibilities of parties involved, and describe fair and appropriate compensation, if applicable.
5. The application demonstrates a strong ability to provide culturally competent technical assistance and training, including to tribal organizations.
6. The applicant clearly documents the roles, responsibilities, and time commitments of each proposed project staff position, including consultants, subcontractors, and/or partners/collaborators. These are well-defined and appropriate to the successful implementation of the proposed project.
7. The applicant describes, for example in a resume, position description or biological sketch, the level of knowledge, skills, and abilities of the proposed project director, primary staff members, and any consultants/partners/collaborators, and documents how their specific qualifications and level of expertise will support the successful implementation of the proposed project activities.
8. The applicant demonstrates strong evidence that the organization and its partners have the fiscal, administrative, and performance management capacity to administer federal grant funds.

### Budget and Budget Justification

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<th>Maximum Points:10</th>
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In reviewing the budget, reviewers will consider the extent to which:

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

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

No grant award will be made under this announcement on the basis of an incomplete application. No grant award will be made to an applicant or sub-recipient that does not have a
DUNS number (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.

**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=se2.1.200_1205&rgn=div8).

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

Applications recommended for approval in the objective review process, but 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.

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**

Kimberly Feeney
Division of Family Violence Prevention and Services
Family and Youth Services Bureau
Administration for Children and Families
Office of Grants Management Contact
Katrina Morgan
Administration for Children and Families
Office of Grants Management
Division of Discretionary Grants
Mary E. Switzer Building
330 C Street SW
Washington, DC 20201
Phone: (202) 401-5127
Email: katrina.morgan@acf.hhs.gov

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

VIII. Other Information

Reference Websites

U.S. Department of Health and Human Services (HHS) www.hhs.gov./
Administration for Children and Families (ACF) www.acf.hhs.gov./
ACF Funding Opportunities Forecast www.grants.gov/
ACF Funding Opportunity Announcements ami.grantsolutions.gov/
ACF "How To Apply For A Grant" https://www.acf.hhs.gov/grants/howto
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>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-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>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>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>Mandatory Grant</td>
<td>Requirement, submission</td>
<td>If applicable, concurrent submission</td>
</tr>
<tr>
<td>Disclosure</td>
<td>instructions, and mailing addresses are found in the &quot;Mandatory Grant Disclosure&quot; in <em>Section IV.2. Required Forms, Assurances and Certifications.</em></td>
<td>to the Administration for Children and Families and to the Office of the Inspector General is required.</td>
</tr>
<tr>
<td>The Project Budget and Budget Justification</td>
<td>Referenced in <em>Section IV.2. The Project Budget and Budget Justification.</em></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 <em>Overview</em> and in <em>Section IV.4. Submission Dates and Times.</em></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 <em>Overview</em> and in <em>Section IV.4. Submission Dates and Times.</em></td>
</tr>
<tr>
<td>Unique Entity Identifier (DUNS) and Systems for Award Management (SAM) registration.</td>
<td>Referenced in <em>Section IV.3. Unique Entity Identifier and System for Award Management (SAM)</em> 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>SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non-Construction Programs</td>
<td>Referenced in <em>Section IV.2. Required Forms, Assurances, and Certifications.</em> These forms are available in the FOA's forms package at <a href="http://www.Grant.gov">www.Grant.gov</a> in the Mandatory section. They are required for</td>
<td>Submission is due by the application due date found in the <em>Overview</em> and in <em>Section IV.4. Submission Dates and Times.</em></td>
</tr>
<tr>
<td>Application Type</td>
<td>Reference</td>
<td>Submission Requirement</td>
</tr>
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</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 <a href="http://www.Grants.gov">www.Grants.gov</a>.</td>
<td>Submission is due with the application package or prior to the award of a grant.</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 the FOA's forms package at <a href="http://www.Grants.gov">www.Grants.gov</a>.</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>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>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. Submission Dates and Times.</td>
</tr>
</tbody>
</table>