

## Request for Proposals (RFP):

### Culturally Specific Domestic Violence Impact Evaluation

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**Release Date:** January 29, 2024

**Deadline for Submission:** February 16 by 5:00 PM CT

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#### OVERVIEW

This Request for Proposals (RFP) seeks a qualified external evaluator to partner in co-creating and executing an evaluation of a Culturally Specific Domestic Violence initiative (CSDV). The purpose of this impact evaluation is to determine the impact of the CSDV initiative. Over three years, the evaluation should accomplish the following:

1. Determine the causal relationship between the intervention and observed changes in outcomes;
2. Attribute the observed impact specifically to the intervention being evaluated; and
3. Provide insights and lessons learned about the effectiveness and efficiency of the intervention.

The evaluation budget is \$45,000 per year for September 1, 2024 through August 31, 2026 and prorated for the period between contract signing and August 31, 2024.

We are seeking a creative evaluation partner to work collaboratively with our program team. The chosen evaluation partner will have access to the support and capacity of the CSDV evaluation and outcomes team in completing this work; working closely with the program manager, in consultation with our domestic violence evaluation manager, clients, and other MFS team members as needed, to plan and conduct this evaluation.

In this partnership we will *co-create* the evaluation, working together to think through and implement the evaluation rather than just providing approval on finished products put forth by the evaluation partner. In this partnership we value **equity** not only in our evaluation, but also in how we work with others. The right evaluation partner will prioritize the client's voice, have experience in evaluating domestic violence outcomes, awareness and experience navigating power imbalances in diverse groups, and flexibility as the evaluation is co-created.

**The deadline to submit proposals is February 16 by 5:00 PM ET.** All materials must be submitted online via email to [evaluationoutcomes@metrofamily.org](mailto:evaluationoutcomes@metrofamily.org). Interviews with selected candidates will be held in February and the decision is expected to be made by early March 2024.

## DESIRED SKILLS AND EXPERIENCE

While few partner profiles and proposals will meet all criteria below, the following qualifications are key areas of consideration in proposal review and selection. We also welcome partnerships or collaborations between individual consultants.

- Robust experience conducting evaluations related to domestic violence, cultural sensitivity, or other areas relevant to this program;
- Experience with participatory research and working with clients and engaging with diverse stakeholder groups using participatory methods;
- Technical knowledge, skills and expertise in evaluation design, concepts, and approaches, and evaluating complexity, in particular strong qualitative and quantitative research and analytical skills;
- Strong experience with equity-focused, culturally responsive evaluation, participatory processes to engage stakeholders as participants, contributors, and co-learners;
- Ability to integrate feedback from stakeholders at multiple levels of responsibility and participation;
- Commitment to and demonstration of diversity, equity, and inclusion in learning and evaluation team;
- Strong communications and storytelling skills; and
- Willing to be iterative and adaptable to scope, pace, and benchmarks in response to the unexpected.

## SUBMITTING A PROPOSAL

Interested evaluators must submit their proposals via email to [evaluationoutcomes@metrofamily.org](mailto:evaluationoutcomes@metrofamily.org). The proposal should include the following information in no more than 10 pages:

- A brief description of the organization including capacity, qualifications, and relevant experience delivering the specified services outlined above in the “Scope of Work” section;
- Description of proposed evaluation strategy, activities, and methodology. Based on your understanding of the initiative and this RFP, please share how you would approach conducting this evaluation.
  - Describe how you would approach evaluating the initiative. The description should demonstrate an understanding of the initiative.

- Describe your approach to working with survivors of domestic violence, clients receiving social services in general, and participatory research.
- Describe your strategy for obtaining and integrating feedback from diverse stakeholders.
- Describe how you incorporate an equity lens into your evaluation approach.

In addition to the proposal content, you must also submit the following information as separate documents:

- CVs or resumes of key staff
- Short biography of key staff
- Proposed budget. Please structure this budget based on the deliverables outlined above with an estimate of hours required for each deliverable as a part of the description that provides context for your cost proposal.
- Up to two samples of work demonstrating experience with similar work that includes a final report with recommendations. We prefer examples that include data informed recommendations and/or results of real-time actionable learning.
- Two professional references who can speak to the consultant(s) experience doing similar work including name, phone number, email address, scope of services provided, and length of service.

## QUESTIONS ABOUT THE RFP

Attached to this RFP is the U.S. Department of Health & Human Services Notice of Funding and the MFS narrative describing the proposed program implementation.

Applicants may also submit written questions about the RFP via email to [Christie Pettitt-Schieber, Senior Director of Evaluation & Outcomes](mailto:pettitt-schieberc@metrofamily.org), at pettitt-schieberc(at)metrofamily(dot)org. Please use the subject heading “CSDV Eval RFP”.

**Administration on Children, Youth, and Families-Family and Youth Services Bureau  
Family Violence Prevention and Services Culturally Specific Domestic Violence and Sexual  
Assault Discretionary Grants  
HHS-2023-ACF-ACYF-EV-0060**

**Metropolitan Family Services**

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## PROJECT SUMMARY/ABSTRACT

Project Title: Culturally Specific Domestic Violence Services for Latinx Survivors

Applicant Name: Metropolitan Family Services; 101 N. Wacker Dr., 17<sup>th</sup> Flr., Chicago, IL 60606

Contact: Carrie Pullie, Executive Director; cell 773-520-7024; fax 773-371-3699;

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Metropolitan Family Services (MFS), a 501(c)3, is submitting an application for the Administration on Children, Youth, and Families-Family and Youth Services Bureau's Family Violence Prevention and Services Culturally Specific Domestic Violence and Sexual Assault Discretionary Grants. The target geography is the city of Chicago. The target population will be Latinx survivors of DV. The program will be located at the MFS Calumet site located at 235 East 103rd Street Chicago, Illinois 60628. The City of Chicago reported that there were 10,095 domestic violence DV related arrests made by the Chicago Police Department in 2019.<sup>8</sup> From August 2022 to May of 2023, 8,000 immigrants have arrived in Chicago. Most have been asylum seekers from Venezuela according to the City of Chicago. This emerging Latinx population is one which is more likely to experience particular vulnerabilities which place them at higher risk of interpersonal violence such as lack of legal documentation<sup>6</sup>, acculturative stress, lack of social capital, social isolation stress, language barriers, low social support, poor financial means, low education status, and cultural barriers<sup>5</sup>. Barriers and service gaps reported in needs assessments included a lack of emergency shelter, long wait time to accesses services,<sup>7</sup> financial support, lack of counseling services, help when going to court<sup>11</sup>, and services that are in their native language and culturally appropriate<sup>12</sup>, to name a few. To meet these challenges faced by Latinx survivors, MFS proposes to: 1) Increase MFS' capacity to deliver quality and evidenced based, trauma-informed, developmentally sensitive, and culturally relevant DV and sexual assault services to the Latinx population in Chicago; 2) Increase community knowledge of DV and DV intervention in the Chicago Latinx community; 3) Further a public health response to supporting survivors of sexual violence, domestic violence, dating violence, and family violence in the Chicago Latinx population. This will be done through: 1) the hiring of 1 FTE bilingual Spanish/bicultural DV Advocate 2) teaching two current DV staff to speak conversational Spanish, and 3) contracting with The Network to provide training on working with Immigrant Refugees from Central and South America. The additional DV Advocate will increase MFS service capacity to the Latinx population in Chicago by 35 adults and their dependents in year one of the grant. The DV Advocate, while managing a partial caseload, will provide translation services to clients while working with non-Spanish speaking DV staff. MFS uses culturally informed processes throughout the organization. MFS believes that staff should reflect the communities they serve, so a strong emphasis is placed on hiring bilingual and bicultural Latinx staff at all levels from program directors and supervisors to direct-service staff. Evidence of the effectiveness of MFS' interventions, assessment tools and programming in delivering culturally-sensitive, linguistically appropriate, trauma-focused, and empirically-informed services for individuals and their families impacted by DV is seen in the outcome data of Latinx clients which shows a clinically significant decrease in trauma symptoms. This program will be provided in partnership with The Network for training, and with the support of All Chicago and the Chicago Police Department 5<sup>th</sup> District's DV Subcommittee Office of Community Policing. These and other stakeholders will also support MFS' work to strengthen the capacity and further the leadership development of racial and ethnic organizations and enhance culturally specific trauma-and-evidence-informed interventions through coalition participation and dissemination of the evaluation results of this program.

## OBJECTIVES AND NEED FOR ASSISTANCE

Chicago, the project boundary area, is located in Cook County, Illinois, and is the 3rd largest city in the United States.<sup>1</sup> It is experiencing a change in its racial makeup with the Latinx population emerging as the quickest growing population in the city. Chicago's total population increased 1.8 percent between 2010 and 2020, however, Chicago's Latinx population increased 5.2% during the same period.<sup>2</sup> In 2021, 20.4% of Chicago's population was foreign born. Of this, 51.8% came from Latin America. Chicago has the fifth largest Latinx population in the country.<sup>3</sup>

Metropolitan Family Services (MFS), a 501(c)3, provided trauma-informed-focused and culturally relevant domestic violence (DV) services to a record number of Latinx DV survivors in FY22 - 583, which was 57 percent of all MFS DV clients in Chicago, up from 42 percent in FY21. This growth is expected to continue due to the recent influx of refugees to Chicago due to its Sanctuary Status which means that the City will not ask about a person's immigration status, disclose that information to authorities, or, most importantly, deny City services based on this status. From August 2022 to May of 2023, 8,000 immigrants have arrived in Chicago. Most have been asylum seekers from Venezuela according to the City of Chicago.<sup>4</sup>

This emerging Latinx population is one which is more likely to experience particular vulnerabilities which place them at higher risk of interpersonal violence such as lack of legal documentation. They are more likely to die from IPV than non-Hispanic White Women. Latina immigrant survivors must contend with both the threat of immigration and physical abuse.<sup>6</sup>

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<sup>1</sup> <https://worldpopulationreview.com/us-cities/chicago-il-population>

<sup>2</sup> Orozco, Jose, and Isis Almeida. "Chicago's Population Shift Puts Latinos at Heart of Mayoral Race." *Bloomberg.Com*, Feb. 2023, p. N.PAG. *EBSCOhost*, [research.ebsco.com/linkprocessor/plink?id=9ccee95-03d1-3e8f-9640-f22fc956a381](https://research.ebsco.com/linkprocessor/plink?id=9ccee95-03d1-3e8f-9640-f22fc956a381).

<sup>3</sup> <https://www.usnews.com/news/cities/slideshows/11-cities-with-the-most-hispanics?slide=5>

<sup>4</sup> <https://www.chicago.gov/city/en/sites/texas-new-arrivals/home.html#:~:text=During%20the%20last%20several%20months,Europe%2C%20and%20the%20Middle%20East.>

“Acculturation theory and culture theory identify acculturative stress, lack of social capital, social isolation stress, language barriers, low social support, poor financial means, low education status, cultural barriers, and fear of deportation as specific risk factors for interpersonal violence among immigrants.”<sup>5</sup> And, “although Latinas may not experience higher rates of IPV compared to other women, they are disproportionately affected by its impacts. Compared to non-Latina survivors of IPV, Latina women report higher rates of poor physical health and psychological distress-especially symptoms of depression and post-traumatic stress disorder.”<sup>6</sup> In Illinois in 2018, the population was comprised of 72% Whites and 17% Hispanics. Of those who utilized DV services and sexual assault services, 22% were Hispanic and 47% were white.<sup>7</sup>

The City of Chicago reported that there were 10,095 DV related arrests made by the Chicago Police Department in 2019; 2,458 DV related incidents documented by the Cook County Sheriff's Office in 2019. 39,500 Illinois survivors received various DV related services; 38 DV related shootings documented by the Chicago Police Department; 28 DV related homicides documented by the Chicago Police Department.<sup>8</sup> Although DV is experienced by people of all socio-economic statuses, 40% of clients served in Illinois can be classified as having a low-socioeconomic status; and that of those who visited service providers in 2019, 45% were seeking permanent housing, of which 67% did not receive housing.<sup>9</sup>

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<sup>5</sup> Morrison AM, Campbell JK, Sharpless L, Martin SL. Intimate Partner Violence and Immigration in the United States: A Systematic Review. *Trauma Violence Abuse*. 2023 Apr 20:15248380231165690. doi: 10.1177/15248380231165690. Epub ahead of print. PMID: 37078533.

<sup>6</sup> <https://www.flipsnack.com/fulllineprinting/mujeres-activate-booklet/full-view.html>

<sup>7</sup> <https://vpp.icjia.cloud/Appendix2NeedsAssessment.pdf>

<sup>8</sup> City of Chicago, *Our City Our Safety: A Comprehensive Plan to Reduce Violence in Chicago*. 2022

<sup>9</sup> <https://news.wttw.com/2020/09/19/chicago-lack-affordable-housing-hurting-latino-families>

## **Effects of DV**

There are many negative health outcomes associated with IPV. These include, “a range of conditions affecting the heart, muscles and bones, and digestive, reproductive, and nervous systems, many of which are chronic. Survivors can experience mental health problems such as depression and PTSD symptoms. They are at higher risk for engaging in behaviors such as smoking, binge drinking, and sexual risk activity. People from groups that have been marginalized, such as people from racial and ethnic minority groups, are at higher risk for worse consequences. Although the personal consequences of IPV are devastating, there are also many costs to society. The lifetime economic cost associated with medical services for IPV-related injuries, lost productivity from paid work, criminal justice and other costs, is \$3.6 trillion. The cost of IPV over a victim’s lifetime was \$103,767 for women and \$23,414 for men.”<sup>10</sup> A long-term study of high school Latino adolescents ages 13- 17 found that a history of childhood abuse was the strongest predictor of intimate partner violence for Latina emerging adults as it resulted in higher odds of experiencing sexual IPV victimization among Latina women ages 21-24.<sup>11</sup>

### **Related culturally relevant service gaps and trauma programming gaps.**

General service needs and barriers are identified through community needs assessments and survivor and staff feedback. The Illinois Criminal Justice Information Authority (ICJIA) published a Statewide Violence Prevention Plan: 2020-2024 which includes a Needs Assessment of Violence in Illinois. Needs identified in the plan include more counseling for victims of violence, as well as children exposed to DV. Barriers identified include limited resources for emergency shelter and long wait times to access services.<sup>7</sup>

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<sup>10</sup> <https://www.cdc.gov/violenceprevention/intimatepartnerviolence/fastfact.html>

<sup>11</sup> National Latino Network a project of Casa de Esperanza. Latinas and Intimate Partner Violence Evidence-Based Facts, 2021



Additionally, MFS consistently collects feedback on agency/program practices, service needs, and gaps through annual surveys and advisory committees of clients, staff and community partners. Needs and barriers in the MFS-Cook program identified by survivors and staff include:

- Need for increased service provision capacity in individual/family counseling, where wait times for services can be as long as 5 months;
- Compounded trauma related to COVID-19 including, per client reports, that “it feels overwhelming to be in a shared space with people” as a result of COVID-19 anxiety; this further increases the need for individual/family counseling, rather than group services;
- Client financial support to meet basic needs such as rent, food, and medical care, in some cases because of lost income resulting from the COVID-19 pandemic;
- Obtaining free or affordable legal assistance;
- Affordable housing/rapid rehousing.

MFS-Cook staff recognize survivors as the experts of their own lives; therefore, they work with clients to identify what success looks like for them first and foremost. Individual client needs are identified during the initial assessment and engagement process when clients are able to tell their stories and share their priorities. Advocates utilize strengths-based trauma screening tools to identify how trauma has impacted the person’s physical, emotional, physiological, and social functions. These tools include the Adverse Childhood Experience Questionnaire for adults and children (ACEs Questionnaire), the PCL-5, and the Life Stressor Checklist.

The Great Cities Institute at the University of Illinois Chicago partnered with Mujeres to conduct a community-based study on the issues of immigrant justice, economic justice, women’s health, and gender-based violence. Key issues which emerged from needs assessment and focus groups included the need to remove barriers to U visa approvals; the need for increased and

consistent translation and interpretation within court systems for survivors of DV and sexual assault; the need for non-police emergency crisis response, especially for immigrant and first-generation Latina survivors of GBV.<sup>6</sup> Illinois Criminal Justice Information Authority's (ICJIA) "Statewide Violence Prevention Plan: 2020-2024" identified a need and service gap in Illinois DV and sexual assault services stating, "Limited resources for emergency shelter and long wait times are barriers to accessing services. There is a need for more counseling for victims of violence, as well as children exposed to domestic violence."<sup>12</sup> Under the current (Affordable Requirements Ordinance) ordinance, units considered affordable are designed for households earning approximately 60% of the area median income, or about \$54,000. But the average income for a Latino family, according to a Metropolitan Planning Council report, is substantially less — around \$40,000.<sup>9</sup>

Needs identified by Latina survivors and community advocates according to the National Latino Network include information about rights as a survivor, legal services, and IPV; help when going to court; English lessons; protection/safety; transportation; education for independence; a place to stay; someone to talk to in private. They also need resources and responses that: are in their native language; incorporate culturally-specific spaces and providers; do not ask about immigration status; include space and services for children and extended family; address all genders in the community.<sup>11</sup>

MFS understands and prioritizes hiring persons with lived experience who can provide peer guided interventions. Mujeres reported, "The majority of literature regarding violence prevention among Latinas highlights promotora models as culturally grounded ways for increasing community education and awareness. Such peer-led community education models have been

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<sup>12</sup> <https://vpp.icjia.cloud/Appendix2NeedsAssessment.pdf>

proven to increase feelings of self-empowerment among Latina survivors of IPV, positively transforming the well-being of Latino communities.”<sup>6</sup> The bi-lingual/bi-cultural DV Advocate to be hired with this Application will support efforts by MFS Calumet in practicing this model when serving this population.

### **Barriers for Latinx Survivors & Services/Systems**

Studies have found that low awareness of resources for IPV, language and cultural differences act as significant barriers to Latina survivors’ ability to access services. Low-acculturated Latinas (both abused and non-abused) are less likely to seek and use formal social services than their more acculturated counterparts. Nearly half of Latinas in one study did not report abuse to authorities. Reasons for underreporting may include fear and lack of confidence in the police, shame, guilt, loyalty and/or fear of partners, fear of deportation, and previous experience with childhood victimization. An integrated review found that self-blame, shame, and embarrassment were expressed as barriers to IPV disclosure by Latina women. Research shows that Latina IPV survivors are less likely to seek mental health services than non-Latinas. In light of recent immigration enforcement policies, the apprehension to call the police due to the fear of deportation has become more salient for many Latina survivors. Immigrant Latinas may fear deportation while seeking help from social services. The population also often faces accessibility barriers related to transportation, language access and socio-economic and health disparities.<sup>11</sup> This grant would help to overcome these barriers as detailed throughout this proposal.

Latina survivors’ help-seeking behaviors are closely tied to their level of acculturation and other cultural factors. More recent immigrant Latinas are usually unaware of the laws, options, and possibilities regarding their experience of abuse. Latina survivors who have been in the United States for a longer period of time or were born in this country have had the opportunity to

learn about resources and are more likely to use them. However, where they seek help varies from other ethnic/racial groups. Latina survivors are more likely to depend on family members and friends, rather than health care workers, clergy, and police.<sup>11</sup>

Social service agencies are still dealing with service delivery barriers from the challenges of the COVID-19 pandemic. Perhaps the greatest ongoing challenge is related to staffing and its impacts on service delivery. Finding dedicated, knowledgeable staff, particularly those who are bilingual and culturally competent, has long been a challenge. However, in recent years interest from qualified candidates has been particularly low. Candidates have indicated that the salary offered is not competitive with other industries. In FY23, after the first significant increase in state funding in over 15 years, MFS-Cook re-categorized its DV program positions, aligned job titles and descriptions across all program sites in both counties, and increased the pay scale to ensure DV staff were earning a thriving wage. Even with this increase, social service jobs are failing to attract interested candidates because the jobs themselves necessitate expertise and qualifications; the work itself is difficult, with direct service staff often experiencing vicarious trauma. MFS is supportive of staff and ensures that staff are engaging in self-care, but other professions are often not as physically, mentally, or emotionally taxing. With funding cuts, the responsibilities of DV staff will only be more challenging as staff assume the job responsibilities of vacant or cut positions. MFS is concerned about the direction of funding for essential DV services.

## **Project Outcomes & Objectives**

### Desired Project Outcomes:

- 1) Increase MFS' capacity to deliver quality and evidenced based, trauma-informed, developmentally sensitive, and culturally relevant DV and sexual assault services to the Latinx population in Chicago;
- 2) Increase community knowledge of DV and DV intervention in the Chicago Latinx community;
- 3) Further a public health response to supporting survivors of sexual violence, domestic violence, dating violence, and family violence in the Chicago Latinx population;

### Measurable Objectives:

- a) Serve a caseload of an additional 35 Latinx survivors with comprehensive, culturally relevant and evidence and trauma-informed interventions, assessments, and programming assault to include crisis intervention, counseling, advocacy, case management, and information and referral, as well as language support to additional Spanish speaking survivors outside the caseload
- b) 80% of the 35 will have met these outcomes after participating in services.
  - Increased knowledge in ways to plan for safety
  - Increased knowledge of community resources
  - Improved level of hope in victim's future
  - Increased understanding of effects of abuse on victim's life
  - Increased understanding of effects of abuse on children's lives (if parent)
- c) 80% of children served in program will have met this outcome after participating in services

- Increased understanding that family abuse is not the child’s fault

Data Source: Illinois Department of Human Services (DHS) Domestic Violence Survey

Data Collection: Staff administer the DHS Domestic Violence Survey to clients at least once a quarter or at client closing and enter data into InfoNet (a nationally recognized web-based data collection and reporting system used by victim service providers in Illinois for facilitating standardized data collection and reporting at the statewide level. Remote users access InfoNet via the Internet. Several levels of security have been built into the system, including password protection at the organizational, individual and device levels. InfoNet uses a virtual private network (VPN) that encrypts data securely as it transports information between users and Authority InfoNet servers.)

- d) 80% will gain resources to better support themselves and family after participating in services.

- Increased assistance to connecting victims to food, housing, legal, or financial services

Data Source: Staff administer the United Way Safety Net Form that uses Research Electronic Data Capture (REDCap), is a web-based application for building and managing online surveys and databases. REDCap is Health Insurance Portability and Accountability Act (HIPAA)–compliant, highly secure.

Data Collection: Staff complete form via REDCap link at closing or at the end of each fiscal year if victim is still in services.

- e) 85% of participants in informational sessions will feel like they have more information about the Basics of Domestic Violence and how to help friends or family.

Data Source: Evaluation of Session Survey

Data Collection: Participants are asked to complete a paper survey after informational sessions.

- f) Expand a multi-disciplinary advisory committee from MFS Calumet's Safe from the Start committee with critical stakeholder groups (CPD, local hospital/FQHCs, legal aid, homeless services, other IPV-service providers, immigrant/refugee-focused agencies), former clients/participants in services, and community-wide network representatives to inform a more responsive network of services and resources for the Latinx population.

Data Source: Letters of participation by representatives on the advisory committee; attendance records, agendas, and logs of advisory committee meetings.

Data Collection: Meeting attendance and meeting minutes will track participation and coordination efforts.

#### Qualitative Objectives - Phase I:

- Identify target population, needs, services – complete
- Establish collaborative partnerships - ongoing
- Establish a multi-disciplinary Advisory Committee to include representation from a former Latinx client/participant of IPV services.
- Develop, in coordination with population served, a prevention, outreach, awareness, and engagement plan to increase access to culturally specific sexual assault and DV services
- Create plan to strengthen partnerships with local and state public health authorities, local/state health departments, emergency services managers, health care providers, culturally specific community-based organizations, tribes, urban Indian organizations, LGBTQ2S organizations, DV programs, and rape crisis centers/sexual assault programs

- Develop a plan of training and technical assistance to staff, community partners, sexual assault programs, DV programs, and other community-based organizations with regards to culturally relevant, trauma-informed services, supports, and programming;
- Establish additional collaborative partnerships to guide and support implementation;
- Develop plan for outreach, awareness, and engagement to meaningfully engage and serve additional DV and sexual assault survivors from the Latinx population;
- Training from The Network on working with Immigrant Refugees from Central and South America
- Identify a research partner and establish plan to evaluate the processes and outcomes of installation and implementation.
- Create plan to disseminate research findings, protocols, and approaches to experts and providers providing sexual assault, DV, dating violence, and family violence services.

#### Qualitative Objectives - Phase II:

- Formalize the services and partnership structure - complete
- Hire one additional Latinx bicultural/bilingual-Spanish DV Advocate to provide comprehensive, culturally relevant and evidence and trauma-informed interventions, assessments, and programming to 35 Latinx survivors of DV and sexual assault to include crisis intervention, counseling, advocacy, case management, and information and referral, as well as language support to additional Spanish speaking survivors outside their caseload;
- Increase capacity to provide services in Spanish by paying for two existing staff to learn conversational Spanish.



- Implement culturally relevant interventions, assessment tools, and programming to address the impact of DV, dating violence, sexual assault, and trauma for Latinx survivors that has evidence of effectiveness of effectiveness for the Latinx population;
- Implement, in coordination with population served, the prevention, outreach, awareness, and engagement plan to increase access to culturally specific sexual assault and DV services and strengthen efforts to meaningful engage and serve added DV and SA survivors from the Latinx population;
- Implement a community engagement, education, and outreach strategy to involve racial/ethnic-specific populations and underserved communities in the creation and implementation of services relevant to the ethnic, racial, cultural, and linguistic diversity of survivors and their children.
- Complete training from The Network on Working with Immigrant Refugees from Central and South America;
- Convene community-based activists, sexual assault service providers, DV service providers, DV survivors, practitioners, and researchers to support coordinated outreach efforts
- Implement plan to strengthen partnerships with local and state public health authorities, local/state health departments, emergency services managers, health care providers, culturally specific community-based organizations, tribes, urban Indian organizations, LGBTQ2S organizations, DV programs, and rape crisis centers/sexual assault programs.
- Conduct evaluation of the interventions, their effectiveness and appropriateness for the Latinx population.

- Implement activities necessary to ensure that the organization’s practices are more trauma-informed, including, plans to ensure standards of trauma awareness and competence for staff and supervisors, and plans for systematic screening and referral processes to identify families who should be referred for further clinical assessment and trauma-focused programming.
- Disseminate research findings, protocols, and approaches to experts/service providers providing sexual assault, DV, dating violence, and family violence services.
- Implement plan to provide training and technical assistance to staff, community partners, sexual assault programs, DV programs, and other community-based organizations with regards to culturally relevant, trauma-informed services, supports, and programming.

## **APPROACH**

MFS is a multi-service, multi-site agency with locations throughout Chicago; in downtown, in the northwest, south, and southwest, and in southwest suburban Cook and DuPage Counties. These strategically located centers ensure that MFS services can reach the most underserved communities in Chicago. For those impacted by gender-based violence, human trafficking, and community violence, MFS provides advocacy and supportive services including crisis counseling, court advocacy, housing advocacy, legal services, and other supports. The Adult Protective Services program responds on behalf of elders and adult populations with disabilities who have been abused. MFS facilitates and supports a network of providers responding to community and gun violence, and ensures that vulnerable and low-income families have access to essential legal services. Finally, the new Peace Within Chicago Homes program offers voluntary, wrap-around supportive services – including workshops, individual

counseling/coaching, and the option to engage in restorative justice activities for people who have caused harm in relationships.

The organization has a long history of advocacy, action, and services for survivors of DV dating back to the 1970's when the agency was instrumental in the passage and implementation of the Illinois DV Act (IDVA). Soon after, they established the first DV program in Chicago in 1983 and have since then provided a growing array of comprehensive, culturally informed, bilingual and trauma-informed services to a growing geography. MFS acquired the DV Court Advocacy Program (DVCAP) in 2012; and in 2019, MFS DuPage merged with Family Shelter Service to optimize DV services across Chicago, Cook and DuPage Counties. MFS's long-standing history includes the expertise and qualifications necessary for high-quality DV service delivery, grant compliance and management. Today, the MFS Chicago DV program serves over 1,000 adult survivors and their children each year, and over 500 more receive representation from Legal Aid Society.

MFS recognizes that every person has worth and deserves dignity and is entitled to a safe living environment. Service provision is grounded in the following beliefs: that DV is the result of an abuse of power and the attempt to exercise control by one person over another; that DV is abuse and is unjustifiable; that all persons are potential victims, but most often are women and children; that DV negatively impacts all who experience and/or witness it, diminishing their quality of life; that children from violent homes are at risk; that violent behavior is a learned response and is often transferred from generation to generation; and that the perpetrator is solely responsible for their abusive behavior. MFS services apply principles of self-empowerment and self-determination, and staff are trained to understand trauma to ensure services do not unintentionally re-traumatize victims through either policies or programming. Programs are

voluntary; are based on an empowerment model; are client-centered, valuing the right of a client's self-determination; and are autonomous, culturally specific, trauma-informed, strengths-based and goal directed. Staff recognize each survivor as the best judge of risks and actions and their impact for the safety and wellbeing of themselves and their children. Eligibility for services is completely independent of any survivor decisions about leaving the relationship or pursuing legal remedies.

MFS uses culturally informed processes throughout the organization. MFS believes that staff should reflect the communities they serve, so a strong emphasis is placed on hiring bilingual and bicultural Latinx staff at all levels from program directors and supervisors to direct-service staff. Intake, screening and assessment documentation, client service plans, safety/crisis plans and treatment planning is done in the client's preferred language as well as all documentation. MFS provides bilingual staff with differential pay for language ability in order to attract and retain the high-quality service providers that clients need. MFS staff are required to complete Cultural Competency training annually. All materials, forms, agreements, and client surveys are available in multiple languages and are informed by best practices for gender and sexual identity. Staff are trained and have experience working with diverse populations, including LGBTQIA+ clients, immigrant populations, persons who are socio-economically at-risk, persons with mental/physical disabilities, and the elderly to name a few. MFS also has relationships with partners who work with targeted populations for referrals and cross training opportunities. Some of these providers are Apna Ghar, KAN-WIN, Mujeres Latinas En Accion, Arab American Family Services, Polish American Association, Healthcare Alternative Systems-BASTA, Casa Central. Language Line is available for staff working with Limited English Proficient clients

when necessary, and staff may also utilize Jeenie, a robust language service offering interpreters in hundreds of languages as well as translation of written documents.

Activities – Year 1	Phase	Done	Qtr 1	Qtr 2	Qtr 3	Qtr 4
Identify interventions, assessment tool, programming	I	X				
Hire bilingual Spanish/bicultural DV Advocate	I					
Begin Spanish language lessons for two staff	I					
Develop, in coordination with population served, prevention, outreach, awareness, and engagement plan to increase access to culturally specific sexual assault and DV services	I					
Form a multi-disciplinary advisory committee to support resource development, advocacy and education efforts.	I					
Implement prevention, outreach, awareness, and engagement plan	II					
Establish collaborative partnerships	I	X & ongoing				
Formalize the services and partnership structure	II	X				
Create plan to strengthen partnerships with local and state public health authorities, local/state health departments, emergency services managers, health care providers, culturally specific community-based organizations, tribes, urban Indian organizations, LGBTQ2S organizations, DV programs, and rape crisis centers/sexual assault programs	I					
Staff training from The Network on Working With Immigrant Refugees from Central and South America	I					
Through hiring of an additional Latinx bicultural/bilingual-Spanish DV Advocate: <ul style="list-style-type: none"> <li>• Provide comprehensive evidence and trauma-informed culturally specific DV and sexual assault services to an additional 35 Latinx survivors including crisis intervention, counseling, advocacy, case management, and information and referral, as well as language support to additional Spanish speaking survivors outside their caseload</li> </ul>	II	ongoing	Ongoing up to a caseload of 35 survivors and their dependents			
Implement plan to strengthen partnerships with local and state public health authorities, local/state health departments, emergency services managers, health care providers, culturally specific community-based organizations, tribes, urban Indian organizations, LGBTQ2S organizations, DV programs, and rape	II	ongoing				

crisis centers/sexual assault programs. Multi-disciplinary Advisory Committee will help facilitate these efforts.						
Convene community-based activists, sexual assault service providers, DV service providers, DV survivors, practitioners, and researchers to support coordinated outreach efforts	II	ongoing				
Create plan to provide training and technical assistance to staff, community partners, sexual assault programs, DV programs, and other community-based organizations with regards to culturally relevant, trauma-informed services, supports, and programming.	I					
Identify outside research partner to document programming effectiveness	I					
Conduct evaluation of the interventions, their effectiveness and appropriateness for the Latinx population.	II					
Disseminate research findings, protocols, and approaches to experts and service providers providing sexual assault, DV, dating violence, and family violence services.	II					
Implement plan to provide training and technical assistance to staff, community partners, sexual assault programs, DV programs, and other community-based organizations with regards to culturally relevant, trauma-informed services, supports, and programming.	II					

**Approach Activities – PHASE I**

*Population, Need Identification & Response*

MFS has identified the Chicago Latinx community to be served through this project. In FY22, a total of 42% of MFS’ Chicago DV adult clients, 53% of child clients identified themselves as Latinx and 19% of adults were monolingual in Spanish. MFS has a high use of services by Latinx survivors. They have a history of being marginalized and underserved and there are a growing number of Latinx refugees coming to Chicago (see p.3-4). Evidence of the effectiveness of MFS’ interventions, assessment tools and programming in delivering culturally-

sensitive, linguistically appropriate, trauma-focused, and empirically-informed services for individuals and their families impacted by DV is seen in the outcome data of Latinx clients. A PCL-5 score of over 31 is indicative of a probable PTSD diagnosis. In FY23, the average initial PCL-5 score of Latinx DV survivors at initial assessment was 30.33. At the time of their first follow-up, that score went down to 14.27 indicating a clinically significant change (clinically significant change is 10–20-point difference). Services provided included: 589 hours of adult group counseling, 1,723 hours of individual counseling, 37 hours of family counseling, 373 hours of individual children’s counseling, 23 hours of group children’s counseling, and 2,059 hours of telephone counseling. The organization’s knowledge of the Latinx community and existing proficiency at providing culturally appropriate and trauma informed interventions will accelerate this project’s work by allowing service provision to begin during Quarter 2, at the latest.

The needs to be addressed, as identified in community assessments, survivor surveys, staff surveys, and a literature review include (see p.5-7):

- Increased service provision capacity in individual/family counseling in Spanish;
- Latina culturally-specific services;
- Financial support to meet basic needs such as rent, food, and medical care;
- Referral to free legal assistance;
- Affordable housing/rapid rehousing;
- Help, increased and consistent translation and interpretation within court systems;
- Education for independence;
- Provision of cultural and linguistically appropriate information related to survivor rights
- Safety planning, transportation, and education



- Services for extended family.

Adults, children and families may require different interventions based on their own presenting challenges and resources. MFS provides diverse modalities because they offer interventions specific to individual, child, parent-child, or family difficulties in response to experience/ exposure to violence while also being culturally responsive to the populations within these communities. Culturally modified versions provide examples and strategies that have been based in the experiences of these populations.

Trauma-Focused Cognitive Behavioral Therapy (TFCBT), a structured phase-oriented therapy for persons who are experiencing difficulties associated with violence exposure and trauma, is available for both adults and children. Other modalities will include DV psycho-education and Narrative Therapy. A culturally appropriate and strength-based approach is utilized in all service provision. Opportunities for group counseling will also be provided using multi-therapeutic modalities to address participant inquiries/therapeutic needs. MFS has developed its own curriculum (following the Illinois DV services guidelines) that has been practiced and refined based on client experiences. This curriculum uses strategies from Cognitive Behavior Intervention Treatment in addition to psycho-education around DV, such as the power and control wheel, informed safety planning, understanding the cycle of violence, and the impact of DV and trauma on adults and children. Group services will be provided to adults and children in Spanish. The goal of DV counseling is to empower victims and survivors, assist them in regaining control of their lives and ultimately move toward healing. MFS has extensive experience with these various assessments and interventions through its long history.

## **Approach Activities - PHASE II**

MFS will meet the needs of Latinx survivors through 1) the hiring of 1 FTE bilingual Spanish/bicultural DV Advocate 2) teaching two current DV staff to speak conversational Spanish, and 3) contracting with The Network to provide training on working with Immigrant Refugees from Central and South America. The additional DV Advocate will increase MFS service capacity to the Latinx population in Chicago by 35 adults and their dependents in year one of the grant. The DV Advocate, while managing a partial caseload, will provide translation services to clients while working with non-Spanish speaking DV staff. For example, if a Spanish speaking Housing Navigator is not available, this DV Advocate will provide translation for this meeting. For their caseload, this DV Advocate and MFS will provide and facilitate the provision of the following culturally relevant/linguistically appropriate and trauma informed services to address the identified needs and provide comprehensive support:

- Access to emergency shelter (hotels and active referrals to local sheltering agencies);
- DV Housing Navigation to assist in locating and secure safe and affordable permanent housing and avoid homelessness;
- 24-hour response to hotline calls;
- Safety plan creation which includes ways in which survivors increase their safety ahead of a violent incident;
- Information and referrals;
- Individual and/or group DV counseling to include emotional support, guidance, education and problem solving;
- General DV advocacy;

- Medical advocacy to include provision of referrals for appropriate health care services (including mental health, alcohol, and drug abuse treatment);
- Illinois DV Act advocacy to include a discussion of rights and options, safety planning, service planning and related services, and how to obtain a civil or criminal Order of Protection (OP);
- Legal advocacy including assistance in obtaining an OP and intervention/contact with representatives of the civil or criminal justice system and law enforcement personnel;
- Assistance in accessing related federal and state financial assistance programs;
- Transportation subsidies in the form of transit cards or ride share services;
- Assistance in meeting basic needs for food and clothing;
- Referrals for internal services such as Legal Aid Society, community-based mental health services to include psychiatric care; early childhood, childcare resources; economic stability services through the MFS Financial Opportunities Center which is a career and personal financial service center that provides workforce training, career improvement, employment placement, financial literacy and technology training, and parenting education through the MFS Healthy Families program which educates moms about changes as their baby grows and how to make the best of their baby's first years..
- Referrals for external services such as sexual assault support, respite care, substance abuse support;
- Community outreach to the Latinx population;
- Prevention services.

MFS with this application will:

- Implement interventions, policies, practices, and collaborative models to improve services for individuals, children, and families who have experienced trauma by supporting innovative, culturally specific, community-based, non-residential services that are trauma-informed and enhance intervention and prevention for all survivors of sexual assault, DV, dating violence, and family violence from the Latinx population by hiring a bilingual Spanish/bicultural DV Advocate and increasing MFS' Spanish speaking DV staff by providing Spanish language lessons for two DV staff.
- Strengthen the capacity and furthering the leadership development of racial and ethnic organizations to address sexual violence and DV in their communities by establishing collaborative partnerships and strengthening existing partnerships with local and state public health authorities, local/state health departments, emergency services managers, health care providers, culturally specific community-based organizations, urban Indian organizations, LGBTQ2S organizations, DV programs, and rape crisis centers/sexual assault programs.
- Create and implement a plan to promote strategic partnership development and collaboration, with health systems, early childhood programs, economic support programs, schools, child welfare, workforce development, DV, dating violence, and family violence programs, other community-based programs, community-based organizations serving individuals with disabilities, faith-based programs, and youth programs, in order to further a public health response to supporting survivors of sexual violence, DV, dating violence, and family violence from racial and ethnic specific underserved populations; workforce development, DV, dating violence, and family

violence programs, other community-based programs, community-based organizations serving individuals with disabilities, faith-based programs, and youth programs, in order to further a public health response to supporting survivors of sexual violence, DV, dating violence, and family violence in the Latinx population. This effort will include the establishment of a multi-disciplinary advisory committee of critical stakeholder groups and with representative of former clients/participants who are Latinx.

- Increase access to and implementation of culturally specific, trauma-informed, and evidence-informed interventions for children, individuals, and families impacted by sexual assault and DV who are from racial and ethnic specific populations, underserved, and historically marginalized communities by, in addition to increasing MFS capacity, developing, in coordination with population served, a prevention, outreach, awareness, and engagement plan to increase access to culturally specific sexual assault and DV services and by convening community-based activists, sexual assault service providers, DV service providers, DV survivors, practitioners, and researchers to support coordinated outreach efforts;
  - Establish outreach, awareness, and engagement plans in order to meaningfully engage and serve DV and sexual assault survivors from racial and ethnic-specific populations.
- Enhance culturally specific, trauma-informed, and evidenced-informed programming to reduce traumatic stress reactions for survivors of DV and their children who are from the Latinx population by maintain up-to-date trainings for staff such as Trauma 101 training workshops, DV leadership series offered by the National Center on DV, Child-Parent Psychotherapy learning collaboratives for the implementation of evidence-based

interventions and screening tools to identify and address trauma as well as staff mentor-coaching and reflective supervision. These efforts promote staff understanding of trauma and applying a trauma-informed approach to services. New trainings to be incorporated may include The Network's training on working with Immigrant Refugees from Central and South America and Mental Health First Aid through the National Council for Mental Wellbeing.

- Evaluate how well the MFS' trauma-informed and evidence-informed interventions/ approaches work for Latinx survivors and their children, and identify factors and strategies associated with successful implementation and sustainment of culturally specific and trauma-informed programming, thus contributing to the evidence base for culturally relevant services, by identifying and contracting with an independent evaluator who will work with the MFS internal Evaluation & Outcomes Department to evaluate;
- Create a plan and disseminate the research findings, protocols, and approaches to experts and service providers providing sexual assault, DV, dating violence, and family violence services.

Service capacity and culturally competent/linguistically appropriate service provision will also be increased by teaching two current DV staff to speak conversational Spanish. These staff will commit to remaining with MFS for 2 years from the start of classes or reimburse MFS for the cost of classes prorated to the time remaining in the period. The cost of semi-private lessons is part of this grant request.

## *Intervention, Assessment, & Programming*

### Intervention and Assessment

For people impacted by DV, counseling can be the step required to prevent future violence and promote self-confidence. Adult and child Latinx survivors who are identified as having complex trauma will be directly linked to the DV counseling program to participate in trauma-focused and DV-specialized individual and group clinical counseling in Spanish. The Counselor will conduct assessments using such tools as the PCL-5 which is a 20-item self-report measure that assesses the 20 DSM-5 symptoms of post-traumatic stress disorder (PTSD) for adults; and the Child PTSD Symptom Scale (CPSS-5), a 27-item measure that evaluates posttraumatic symptom severity in children and adolescents based on DSM-5 diagnostic criteria for post-traumatic stress disorder. Results from the assessments will inform an Individualized Treatment Plan (ITP) customized for each adult, child and family.

The written ITP is a collaborative plan developed in partnership with the client which outlines areas of concern identified in the assessments, client-identified goals, recommendations and plans for individual, family, and group interventions; recommendations and referrals for psychiatric care; referrals for support services; and case management. As indicated by the ITP, Counselors provide clinical interventions that are evidence-based, culturally specific and trauma informed. All modalities are recognized by SAMHSA as promising and evidence-based models.

Adults, children and families may require different interventions based on their own presenting challenges and resources. MFS provides diverse modalities because they offer interventions specific to individual, child, parent-child, or family difficulties in response to experience/ exposure to violence while also being culturally responsive to the populations within

these communities. Culturally modified versions provide examples and strategies that have been based in the experiences of these populations.

Trauma-Focused Cognitive Behavioral Therapy (TFCBT), a structured phase-oriented therapy for persons who are experiencing difficulties associated with violence exposure and trauma, is available for both adults and children. Other modalities will include DV psycho-education and Narrative Therapy. A culturally appropriate and strength-based approach is utilized in all service provision. Opportunities for group counseling will also be provided using multi-therapeutic modalities to address participant inquiries/therapeutic needs. MFS has developed its own curriculum (following the Illinois DV services guidelines) that has been practiced and refined based on client experiences. This curriculum uses strategies from Cognitive Behavior Intervention Treatment in addition to psycho-education around DV, such as the power and control wheel, informed safety planning, understanding the cycle of violence, and the impact of DV and trauma on adults and children. Group services will be provided to adults and children in Spanish. The goal of DV counseling is to empower victims and survivors, assist them in regaining control of their lives and ultimately move toward healing. MFS has extensive experience with these various assessments and interventions through its long history. Evidence of the effectiveness of MFS' interventions, assessment tools and programming in delivering culturally-sensitive, linguistically appropriate, trauma-focused, and empirically-informed services for individuals and their families impacted by DV is seen in the outcome data of Latinx clients (see p.21).

Through its Housing Support Programs, MFS has an established partnership as a delegate agency with All Chicago Continuum of Care and the Coordinated Entry System to provide housing services. Staff will access housing resources through the All Chicago Coordinated Entry



System and education/workshops and assistance will also be provided for clients on navigating this process to secure stable permanent housing.

### Programming

DV programming at MFS is rooted in crisis intervention to survivors of DV and their vulnerable family members and creating supports so that survivors are directing their own lives to achieve long-term independence. Survivor safety is paramount and MFS programs ensure the needs of victims are met to help prevent future DV incidences. A full description of MFS DV services is found on p.23-24.

Services are provided Monday and Friday from 8:30a-5p and T, W TH 8:30a-8:30p. Services are provided in-person at MFS offices, at locations in the community, at partner locations, in other locations and remotely as best meet the needs of the survivor. Additional hours during evenings and on Saturdays will be available as needed. All services are provided by staff trained with a minimum of 40 hours of training in DV advocacy, crisis intervention and related areas. Additionally, all MFS leaders supervising direct-service staff must maintain their Illinois Certified Domestic Violence Professional (ICDVP) certification.

### Key Partners and Individuals

The Network: Advocating Against Domestic Violence, is a partner in this program with an MOU to provide training on working with Immigrant Refugees from Central and South America. Other partner organizations, which have provided letters of support, include the Chicago Police Department's 5<sup>th</sup> Districts DV Subcommittee Office of Community Policing of which MFS staff attend monthly meeting and events in a combined effort to reduce the incidence and severity of DV in our communities through a coordinated partnership involving law enforcement, DV service providers, prosecutors and the community; and All Chicago whose mission is to unite the

community and resources to provide solutions that ensure and sustain the stability of home. Expertise with the All Chicago Coordinated Entry System exists through the MFS Housing Program as a member of the All Chicago Continuum of Care providing Rapid Re-Housing and Supportive Housing Services for survivors of DV and gender-based violence which includes victims of human trafficking.

MFS DV leadership and program staff for this request include the following staff members: *Amy Milligan*, CDVP, is the Director of DV Services in the Strategy and Innovations Department at MFS. Ms. Milligan is an Illinois Certified DV Professional who has been an advocate and leader in the field of DV since 1995. During her 24-year tenure at Family Shelter Service in DuPage County, Illinois, Ms. Milligan served survivors of abuse in a number of capacities, including hotline, support group facilitation, outreach services, medical advocacy, and court advocacy. She spent 15 years as a member of the FSS leadership team, managing a range of programs that included hotline, court advocacy, crisis counseling, mobile advocacy, training, and prevention. In 2019, Ms. Milligan became the Director of DV Services for Metropolitan Family Services, a multidisciplinary organization offering programs that support and strengthen Chicago-area families. In her current role, she provides guidance and oversight of the DV programs offered throughout MFS's community-based sites in Cook and DuPage Counties. Ms. Milligan's areas of professional interest include the impacts of DV and trauma on adults, trauma-informed care practices, and legal remedies for the protection of abuse survivors. She is an experienced trainer who presents to community partners and professionals on issues related to family violence.

*Jennifer McCraw*, LCSW is a Director at MFS Calumet. She has been with the agency for 16 years and has managed numerous clinical, DV, case management, workforce,

housing and school programs. Mrs. McCraw has over 27 years of experience working in clinical field serving youth and families. Prior to joining Metropolitan Family Services, she served as a Clinical Operations Supervisor at People Resources in St. Louis, Mo., Mental Health Professional at Huron Valley Child Guidance Clinic and the Juvenile Detention Center in Ann Arbor, Michigan and served as a clinical supervisor with Camelot Care Centers in Nashville Tennessee. Her entire career has focused on working with children, adolescents and families to encourage and impact healthy relationships with each other and their environment.

*Monica Roundtree*, LCSW is a recent addition to Metropolitan Family Services. Monica is currently the Clinical Supervisor for DV Counseling and Safe From the Start. Monica comes with a wealth of clinical experience and has served as the Clinical Coordinator for the YWCA Sexual Assault Counseling program and was the Coordinator of the Partial Hospitalization Program at Riveredge Hospital. Monica began her clinical training as a Screening, Assessment, and Support Service Therapist at Pillars where her focus was specifically working with children and families in crisis. Monica has spent the last 10 years working in level 1 Trauma Centers including University of Chicago Hospital, Advocate Children's Hospital and Loyola Medical Center Trauma Unit.

The MOU, letters of support, resumes and job descriptions are included in the Appendix.

### Confidentiality

All MFS programs adhere to strict rules of confidentiality, as required by the Illinois Mental Health and Developmental Disability Code, the Illinois DV Act, and, as appropriate, the Adult Protective Services Act and the Abused and Neglected Child Reporting Act. All clients receive and sign the Notice of Client Rights and Privacy Practices, and MFS- DV staff ensure that program clients are aware of their specific protections under the Illinois DV Act (IDVA). All staff

are informed of their obligations regarding client confidentiality and mandatory reporting as outlined in the MFS Personnel Manual and the MFS Manual of Client Rights and Direct Service Policies. This policy assures staff will not violate client confidentiality; however, clients often share personal information with others, most notably within the context of group. Clients are cautioned not to violate the trust and confidence of others and are asked to sign a Confidentiality Statement indicating their willingness to support the safety and confidentiality of other program participants. All written forms are available in the client's preferred language. Additionally, MFS DV client case notes are kept in files in a locked room, separate from general client files. InfoNet data is tracked by client number, not by name. MFS DV policy states that confidential information may be disclosed without client permission only as mandated by the Abused and Neglected Child Reporting Act and/or the Adult Protective Services Act, or in cases where failure to disclose is likely to result in an imminent risk of serious bodily harm or death to a survivor and/or another person. With these exceptions, client information is only disclosed with the voluntary, reasonably time-limited consent written consent of the client. If ordered to disclose by judge via a signed court order, all legal avenues are pursued before any information is released. Program staff members as well as reception staff do not share information about clients, nor do they acknowledge if a client is a program or agency participant. There is also a Confidentiality Agreement for External Audit Activities with the same stringencies.

MFS ensures that all DV services are provided confidentially, taking into consideration that other services are often provided in the same facility. To protect confidentiality, when clients come in for appointments or program activities, they are not asked for the reason they are at the agency in the reception area. All agency clients are met by program staff members in the reception area and escorted to the room where services are taking place. All MFS counseling

programs, whether group or individual, are conducted in closed-door offices/ conference rooms with clear signage to ensure no one outside the group/session enters the room. All client paper files and databases are secured in the DV staff office and computers with only DV staff able to access locked file cabinets and computer systems (via encrypted log-ins for DV staff alone). While DVCAP services are provided in a publicly accessible building, court advocates are always mindful of client confidentiality requirements. DVCAP client files are kept in a locked office that requires staff to admit visitors, and staff do not discuss cases in public areas.

It is the policy of the MFS DV program to follow the guidance of the MFS Manual of Client Rights and Direct Service Policies with regard to retention and destruction of client records. As such, files of adult clients are maintained for 7 years after the closure of the case or the last date of service, whichever is later. Files of minor clients are maintained for 7 years after reaching the age of 18. Files of family cases are maintained until the youngest client in the family reaches the age of 25. Confidential client documentation and files are shredded or otherwise thoroughly destroyed prior to disposal. In the event of a conflict with the retention schedule of a funder of the program, the higher standard shall apply.

*Promotion of racial equity and removal of barriers:* MFS implements Racial Equity Inclusion and Justice (REIJ) work throughout with each of its sites forming a community led by site staff to develop and implement action strategies such as healing circles, book clubs, presentations, newsletters with highlights of the work to promote REIJ initiative. REIJ has been integrated throughout the agency's Strategic Plan and has been an effort pushed by the Board, MFS Leadership and Management staff as well as its entire workforce. For MFS REIJ Action Plan, MFS has invested in this effort by partnering with For The Culture (FTC) to provide training and technical support and the agency has a full-time REIJ Coordinator who works across

the agency to promote and facilitate action planning around REIJ targeted goals and objectives. FTC has supported MFS in building a shared equity language, stronger trust, as well as strengthening staffs ability to join and build a shared vision for an equitable future. Utilizing their “See. Strategize. Strength. Shift.” approach, MFS has opened the conversation on racial equity to have thoughtful and deliberate conversations. This work has already had an impact on MFS policy and practices. Proposed policy encouraging equitable hiring practices which focus on merit-based hiring for individuals most capable of performing the duties of the role rather than degree based hiring. This focus has impacted a number of agency programs and administrative departments. More than 1,000 MFS staff participated in REIJ trainings provided by For the Culture; and more than 680 staff engaged in REIJ programming at the individual sites, including book clubs, events, and with healing circles).

#### *Outreach, Awareness, and Engagement*

During Phase I, MFS will establish outreach, awareness, and engagement plans in order to meaningfully engage and serve DV and sexual assault survivors from the Latina population. These plans will regularly incorporate input and feedback from people with lived experience. Existing relationships in the community will be sufficient to expand services to 35 Latinx survivors during Phase I. MFS has extensive experience providing community education workshops and outreach activities to promote their services and promote knowledge attainment and skills development as detailed above starting on These efforts have increased client identification and linkage to resources of high risk-high need populations, many of who fall-into gaps for care. MFS has targeted these efforts towards identifying and supporting immigrant/refugee/and asylum seekers, victims of human trafficking, victims of DV/dating violence, persons impacted by community violence, children and youth who have been witnesses and/ or

victims of violence, children and youth with adverse childhood experiences and trauma, and persons with severe mental health needs. Trainings and education resources are provided to professionals working with targeted populations in communities such as law enforcement, local schools and school districts, health care providers, public service sector, parents/caregivers, the criminal justice system, homeless shelters, housing developments, senior care facilities, attorneys, youth-serving programs, child care programs, employers, and other public-private institutions. The focus is on the underlining needs and experiences and effects of trauma on a person's behavior and social-emotional development, strategies for identifying and engaging persons thoughtfully who are in need of support; and a comprehensive list of resources and follow-up to secure necessary linkages for care. Other efforts focus on education in areas of prevention, skills development and knowledge building, and resource sharing that are specifically targeted towards likely service populations. Examples include Psycho-Education Groups to promote healthy living for consumers within MFS' Mental Health Programs, Parent as Teachers Socialization Groups for parents within the agency's early childhood programs, dating violence prevention and education programs, substance use prevention and education programs, and Know Your Right Workshops offered through LAS.

### *Collaborative Partnerships*

Since MFS' historical role in the passage and implementation of the Illinois DV Act, collaborative partnerships have been the hallmark of MFS' DV programming development and implementation. MFS works collaboratively with other DV programs and community-based organizations to provide cross referrals, share expertise, raise public awareness, support system-wide advocacy, and minimize duplication of service. These activities take place through participation in Chicago Police Department DV Sub-Committees; The Network membership and

committee meetings; Illinois Coalition Against DV Board and committee meetings; IDHS DV Advisory Committee and committee meetings; Cook County DV Court Advocacy Work Groups, Bar Association Committees; Chicago Department of Family Support Services Providers' Network; and other local networks/ collaboratives. Partnerships are also developed related to the needs of the specific geographic location of specific MFS center locations.

Midway/Englewood is actively engaged in outreach events in its catchment area to inform the community and connect survivors to services provided by the program in both English and Spanish. Staff participate in community events, deliver DV topics for parents at local schools in both English/Spanish, and maintain active connections with the DV Subcommittees of the Chicago Police Department districts in the Midway/Englewood area. These community meetings provide an opportunity to network and identify new community partners that provide supportive services for our clients, such as sexual assault services, food pantries and child care.

Additionally, the program continues to collaborate and partner with Alas con Valor, a self-led open peer support group for victims of abuse in the community, which Midway/Englewood clients continue to use as an after-care service once they finish their DV services. Another example is the coordination with immigration attorneys for U-Visas and asylum applications for the underserved Spanish-speaking population in the North Center catchment area. MFSs LAS Safety & Family Practice Group, which encompasses all DV and elder abuse-related services, is also working on a partnership with Mujeres Latinas en Accion to provide brief service clinics for their DV clients in FY24. Other entities with which MFS has collaborative partnerships include: sexual assault services - YWCA Evanston-North Shore; Healthcare - Sinai Community Institute, IMAN Health Clinic, Esperanza Clinic, Primecare, Erie Family Health Centers; Mental Health - IMAN Behavioral Health, Esperanza Clinic, Thresholds;



Substance Abuse - Haymarket Center, IMAN Clinic, Gateway Foundation; Immigrant/Latinx specific: Apna Ghar, Mujeres Latinas, Healthcare Alternative Systems-BASTA, Casa Central.

Another example is cross referral relationships through care coordination, co-location of services, and shared efforts to organize community education and community events to distribute information and resources such as the City Key events with the City Clerk's office (an opportunity for all Chicagoans to get a free optional government-issued ID card regardless of age, gender, immigration status, or housing status).

#### *Existing Culturally Relevant and Trauma Informed Programming*

MFS is committed to providing high-quality, culturally competent, trauma informed, accessible and inclusive services. MFS recognizes that DV affects victims of all races, religions, ethnicities, cultures, sexual orientations, and socioeconomic levels. Victims' beliefs and attitudes about gender relationships and roles vary, and staff respect the variety of values and points of view of the clients they serve. The MFS DV Program Manual includes specific policies regarding culturally appropriate services. These policies speak directly to eligibility, primary activities during initial contact, client intake, counseling and advocacy, group counseling, information and referral, and outreach and prevention.

MFS places a significant focus on incorporating trauma-informed practices throughout the agency. MFS DV management, counseling, and advocacy staff have participated in professional development opportunities to integrate trauma-informed strategies and practices; have acted as Trauma Champions at their sites to increase awareness and understanding throughout the agency; and have incorporated screening tools such as the PCL-5 to identify survivors impacted by trauma and complex trauma and implement therapeutic intervention strategies for support. MFS DV services apply the principles of self-empowerment and self-determination and staff are

trained to understand trauma to ensure services do not unintentionally re-traumatize victims. All DV staff have participated in Trauma 101 training workshops and a DV leadership series offered by the National Center on DV. Mental Health Practitioners have also completed Child-Parent Psychotherapy learning collaboratives to implement evidence-based interventions and screening tools to identify and address trauma. MFS DV staff receive mentor-coaching within and across program sites and through reflective supervision. Trauma related trainings provided in recent years include: Cultural and Historical Traumas: Invisible Barriers to Healing and Change; Introduction to Trauma; Trauma Informed Care-Advanced Practice/CEU/ICDVP Eligible; Organizational Trauma for Supervisors and Promoting Trauma Informed Care; Self Care and Secondary Trauma Workshop; Trauma & Attachment: Effective Treatment Interventions/CEUs Available Through PESI; Trauma and Dissociation; Trauma in Family Systems; Trauma Informed Care Advanced Practice; Trauma Informed Care For Older Adults; Trauma Informed Care Foundation; Trauma symposium including: Trauma Informed Care, Health Equity & Mindfulness Lens to Improve Outcomes, Education and Mental Health, The impact of trauma within schools, Trauma over a life-span, The impact of Trauma on persons with disabilities, Moving from Philosophy to Practice, PTSD, Coping mechanisms and impact on communities of color, The impact of Gun violence and effects on the community; Community Panel discussion- The impact of economic disinvestments on mental health, Ending the Cycle of Trauma; Trauma-informed Care: Community panel discussion webinar; Trauma-informed Care: Moving from Philosophy to Practice; Treating Complex Trauma: Collaborative Change Model, Consolidation of Trauma Interventions, Family and Couples Traumatic Interactions and Interventions, How Trauma Treatment Affects the Professional, Social Political Understanding of Trauma Treatment, The Vulnerability/Resource Cycle, The Whole Body Reacts to Trauma;

Treating Trauma Masters Series CEU Eligible. These efforts promote staff understanding of trauma and applying a trauma-informed approach to services.

All MFS DV staff understand the lifelong adverse impacts DV has to a child's social, emotional, and cognitive development and the MFS DV program encompasses a wide variety of interventions to address the effects of witnessing or experiencing violence. Because so many survivors and children from violent homes display symptoms of trauma, MFS DV staff seek to connect these clients to therapy services, whether onsite or through referral. MFS views counseling services in its DV programs as falling into two distinct types: DV counseling and therapy. While DV counseling is conducted by advocates to address client safety and understanding of the impact of DV on themselves and their children, therapy is conducted by licensed or board-certified mental health professionals, and its purpose is specifically to treat the effects of trauma. In alignment with the stated standards and best practices for providing trauma-informed services, MFS prioritizes safety, both in providing a safe physical environment where care is provided and a safe emotional environment through provider responses that are consistent, predictable, and respectful.

MFS has highly trained professionals on staff who are both linguistically and culturally representative of the clients they serve. Staff are trained and have experience working with diverse populations, including LGBTQIA+ clients, immigrant populations, persons who are socio-economically at-risk, persons with mental/physical disabilities, and the elderly to name a few. Trainings in recent years have included: Psychological wellbeing of undocumented Hispanic and Latinx immigrants in the US; Cultural Competency in Clinical Practice; Cultural Considerations in Mental Health Services for Latinos: the Role of Cultural Rituals; Cultural Humility; Tailoring Treatment for Gender and Sexually Diverse Latinx Youth With Suicidal

Behaviors; Alzheimer’s Disease in the Latino Community; 2-Day Gerontology Advanced Course/ CEUs available through PESI; Adult Protective Services (APS) 101 Webinar; Engaging and Serving Fathers During Difficult Times: Fatherhood Under Racial Injustice, Police Violence, and COVID-19; Gender-Affirming Language: Practical Skill Development; Implicit Bias: Understanding What It Is and How To Address It; Intersection of COVID-19 and Intimate Partner Violence in Latino Children ; Intersectionality; LGBTQ+ Communities: Foundations of Care; LGBTQ+ Older Adults Training; Living With and Caring for a Person with Dementia; Microaggressions; Musing of an Improvised Life; Queer & Transgender / Gender-Diverse (TGD) Frameworks of Care & Best Practices; REIJ- Presentation | Mitchell Museum of the American Indian; The Therapeutic Benefits of Humor for Older Adults and the Staff who Work with Them; Tired, Wired and Mired: Burnout Prevention for Staff Who Work with Older Adults; Transgender & Gender-Diverse (TGD) Essentials; Transgender and Gender Non-Conforming (TGNC) Communities 101: Foundations of Care; Trauma Informed Care For Older Adults; Understanding Alzheimer’s Disease; Understanding Depression and Dementia.

MFS uses a culturally informed assessment process that addresses potential barriers to services and provides bilingual staff with differential pay for language ability in order to attract and retain the high-quality service providers that clients need. MFS staff are required to complete Cultural Competency training annually. All materials, forms, agreements, and client surveys are available in multiple languages and are informed by best practices for gender and sexual identity. Language Line is available for staff working with Limited English Proficient clients when needed, and MFS DV staff may also utilize their site’s account with Jeenie, a robust language service offering interpreters in hundreds of languages as well as translation of written documents.

### *Capacity and Readiness*

MFS has implemented culturally relevant, trauma-focused DV screenings/assessments and programming for many years. Details of its screenings, assessments, programming, and effectiveness is found on p.21, 28. This grant will build on the services currently being provided by increasing the number of Latinx survivors served. Relationships with existing referral partners on p.36-38 are strong and internal referrals from other MFS programs will continue.

### *Identifying Research Partner*

The MFS Department O & E will lead efforts to identify and engage an analytical partner for the purposes of formative and summative research. This department has extensive experience working with external evaluators for the purpose of measuring program performance and client impact. A priority will be to identify roles and responsibilities of each stakeholder with MFS staff taking the lead in data collection and reporting and helping to facilitate research activities like distribution of surveys, submission of client data for analysis, focus groups, and utilization of assessment for pre-post reviews for the program in support of the analytical partner collecting information to support their overall analysis. The MFS E & O Team will be the conduit between program leadership and direct service staff who will have contact with clients and the research partner to support logistics for completing needed activities to gather client service data, client satisfaction data, program implementation data, and review in support of continuous quality assessment and analysis. The E & O team will also facilitate regular check-in meetings between MFS implementation team and the Research team so ongoing review and learning can take place to continuously inform the research and project impact. Once the research partner is identified, an MOU will be developed and put into effect.

## **EVALUATION PLAN**

### *Program Performance*

The MFS Evaluation and Outcomes (E & O) team conducts outcome evaluation, CQI, and research for all programs, and supports data analysis and outcome review throughout the agency. This team works collaboratively with program staff to support the collection, maintenance, and analysis of MFS services and client impact. This department measures the outcomes of programs to elevate quality across the organization and is responsible for evaluation planning (which includes logic model development, monitoring of contract deliverables), survey development, data analysis, and continuous quality improvement. Staff within the E & O department are 40-hour trained and have access to all disparate data systems across MFS, including external mandated systems like InfoNet for DV services. This data is brought together to better understand clients' needs, service utilization, and the impact of specific interventions. Masters-level staff oversee evaluation across MFS' portfolio of programs including Empowerment, Economic Stability, Emotional Wellness, and Education. MFS also utilizes any required public funding data system for data collection, tracking of clients, and data analysis. All data collected, regardless of the source, is done so in a way that maximizes source confidentiality to protect against the disclosure of private information.

A program review process comprised of the DV Program Managers and Supervisors and the E & O department establishes outcome measures and tools across sites for common services, uses outcomes to review programs for CQI, and establishes best practices across these programs. MFS CQI measures include the client indicating the degree to which they feel they have accomplished their treatment goals and whether they have gained new skills. CQI also includes a quarterly random pulling of open client cases that are evaluated for whether

they contain the information required by MFS's charting policies, and for information about the quality of the service provided. The results are shared with clinical staff and supervisors and a plan is established for correcting and improving services. MFS employs periodic staff and consumer evaluation of progress of clients/groups served by the program. At the onset of individual and family services, the counselor and client/family develop a safety plan and other specific goals appropriate to the presenting situation. Progress on these goals is reviewed every three months and at the time of case closing.

The E & O department is led by the Senior Director of E & O. The department also consists of an Associate Director; four Evaluation Managers; a Data Analyst; and a Research Assistant. This department supports program staff with data collection, maintenance, and analysis of programming to understand how clients are impacted by services. This department is responsible for logic models, evaluation planning, survey development, data analysis, and CQI; and has access to all disparate data systems across MFS (including externally mandated systems like InfoNet). At the program level, the Program Supervisor will ensure participant data is properly recorded within case notes and entered into InfoNet accurately and in a timely matter. Data is collected under the leadership of the Program Manager and reports are compiled quarterly to ensure that the program outcomes remain on track with funder expectations. Amy Milligan is the DV Services Director for Metropolitan Family Services; she utilizes data produced by InfoNet to provide leadership and programmatic guidance that ensures high-quality, coordinated delivery of DV services across the agency, including MFS' programming across Chicago and Cook County.

Evaluation, assessment and audit findings are used for reviewing progress against program logic models, developing grant proposals, informing MFS's board about program

activities, program and resource management, managing staff productivity, to modify/clarify procedures, and for reporting to public and private funders. InfoNet data is filtered by client demographics to gauge how well the agency is serving various populations (e.g. clients from a specific geographic area). Reports are reviewed throughout the year and compared to annual Service Objectives to monitor progress, with in-depth reviews at mid-year and at the fiscal year-end. Supervisors utilize management reports to monitor employee performance and audit client files. File audits are conducted quarterly and include a review of file and case note content as well as data entry.

MFS DV services are regularly evaluated by several agencies. These include the Illinois Department of Human Services; the Illinois Coalition Against DV; the City of Chicago Department of Family Support Services; the Illinois Attorney General's Office; and a few large private foundations. MFS also participates in reviews by the Council on Accreditation, which reviews all MFS programs, including the MFS DV services.

A Logic Model for this project is included in the Appendix. Please reference the Logic Model for information on funded activities, inputs, outputs and expected outcomes. Please find outcome measurement, data source and data collection information on p. 10-12.

## **ORGANIZATIONAL CAPACITY AND PROFILES**

Please see the Appendix for the MFS DV program Organizational Chart, resumes of staff to be funded by this grant, job descriptions and MFS' two most recently completed audit financial statements. Biographical sketches of staff are located on p.31-32.

MFS has significant administrative, technological, programmatic and financial capacity as one of the largest, most respected social service agencies in Illinois. The agency has a 71-person board of business and community leaders who are fully engaged and committed and who oversee



all aspects of agency finances. The agency also has numerous auxiliary boards for its Legal Aid Society and seven Family Service Centers. MFS's Headquarters are located in downtown Chicago at 101 N. Wacker and operations out of this office include its Executive Leadership Team, budgeting/finance, human resources, public resource development, external affairs (fund development and communications), evaluation and research, continuous quality improvement, and management information systems as support functions for the delivery of high quality accredited services.

MFS's fiscal staff consists of a CFO, Comptroller, Assistant Comptroller, Senior Budget Director, Assistant Budget Directors, a Fiscal Auditor and a staff team of financial analysts and accountants. Fiscal Policies and procedures are reviewed and updated annually. Brief list of topics covered: organizational structure; general ledger, chart of accounts, and monthly close; revenue and cash receipts; expenditures/ disbursements; payroll; assets/ liability accounts; financial management; policies pertaining to federal awards; policies for other public contracts/ awards; and appendices. MFS uses Financial Edge Accounting software and Ultipro manages payroll. Program expenditures are reviewed quarterly and aligned with budgeted projections. Budget reports are provided to funders. MFS is audited annually by, RCM. The most recent audit shows a continued pattern of financial stability. MFS has the necessary fiscal controls and accounting procedures in place to oversee and monitor expenditures for all of its services. Additionally, MFS has a professionally staffed External Affairs Department that raised more than \$20 million in FY2023 in unrestricted funds to support the agency through individual/ planned giving, private grant making, corporate sponsorship, special events and volunteers/in-kind donations. The MFS Communications Department develops an extensive marketing plan to generate visibility, messaging and an identity for the organization.

For all programs, MFS has maintained compliance in all programmatic and fiscal auditing requirements. MFS has the necessary fiscal controls and accounting procedures in place to monitor expenditures. MFS is audited annually by an external independent auditing firm. The most recent audit shows a continued pattern of financial stability. MFS's technological capacity is also significant with a combination of laptops and workstations to support all MFS staff capacities, MICROSOFT OFFICE, EHR Systems Capacities, High Speed Internet/EMAIL, Conferencing (ZOOM), and CLOUDShare. A staff team of 10FTE MIS specialists provide Help Desk support, data management, and hardware/ software infrastructure development. MFS has established data management systems to collect extensive data on client volume, demographics, service utilization and financial analysis, to support evaluation and client tracking.

*Plan for Oversight of Federal Award Funds and Activities*

MFS manages a budget of \$130 million, has a staff team of more than 1,200 full and parttime professional staff and impacts over 130,000 clients in a year. The MFS funding portfolio is diversified with governmental funding from state, local and federal funding sources including: the U.S. Department of Education, Illinois Department on Aging, Illinois Department of Human Services, Illinois Department of Children and Family Services, Illinois State Board of Education, Chicago Public Schools, Chicago Department of Public Health, Chicago Department of Family and Support Services, Chicago Housing Authority, and other local governmental funding sources.

Specific examples: MFS is the lead agency with the Administration of Children/ Families Head Start Bureau to provide Head Start and Early Head Start for DuPage County, Illinois; MFS has a WIOA contract with the Chicago Cook Workforce Partnership; and MFS is a recipient of city of Chicago CDBG, Head Start delegate agency, and Chicago Housing Authority funds. All

of which when audited, MFS has performed at or above expectation both programmatically and fiscally. MFS has the necessary fiscal controls and accounting procedures in place to oversee and monitor expenditures for all of its services. Program expenditures are reviewed quarterly to ensure their alignment with budgeted projections. Budget reports are provided to funders as required. MFS is audited annually by an external independent auditing firm. The most recent audit shows a continued pattern of financial stability. MFS Accounting Department led by a Chief Financial Officer are responsible for all monitoring of federal rewards and procedures in compliance with federal funders. For subcontracts, MFS fiscal team reviews monthly expenditures and ensures compliance and accuracies with reporting.

#### *Project Sustainability Plan*

MFS utilizes diverse funding strategies in supporting its programs/ services. The agency has a fully staffed fund development team who have increasing ever-growing goals and for which they meet annually. This past fiscal year this team raised over \$20 million dollars. Goals for each agency program are set during the initial budget development period, which begins January before each fiscal year (July 1). Targeted funding is identified to meet these goals; and MFS looks at individual donations, corporate/ foundation grant making, events and sponsorship opportunities. Other strategies include Medicaid/ Medicare reimbursement for clinical programs and fee for service (outside of DV programming)/consultation fees for trainings/expertise and technical assistance provided. All strategies will support sustainability.

#### *Dissemination Plan*

MFS will disseminate findings and lessons learned over the course of the project by way of coordination and communication efforts via MFS Calumet's Safe from the Start Advisory committee of which this program will be a part, and the other DV programs and community-

based organizations with which it works to provide cross referrals, share expertise, raise public awareness, support system-wide advocacy, and minimize duplication of service. These activities take place through participation in Chicago Police Department DV Sub-Committees; The Network membership and committee meetings; Illinois Coalition Against DV Board and committee meetings; IDHS DV Advisory Committee and committee meetings; Cook County DV Court Advocacy Work Groups, Bar Association Committees; Chicago Department of Family Support Services Providers' Network; and other local networks/ collaboratives. MFS DV programs are funded by the Illinois Attorney General, Illinois Department of Human Services, Illinois Coalition Against DV, Cook County and the City of Chicago, and the United Way of Metropolitan Chicago.

**BUDGET AND BUDGET JUSTIFICATION**

<b>Personnel</b>	<b>Salary</b>	<b>Role</b>
Case Manager (1FTE)	\$52,000 x 1FTE = \$52,000	Bi-Lingual/Bi-Cultural staff to provide culturally specific services for families enrolled in DV services.
Director (.05FTE)	\$95,000 x .05FTE = \$4,700	Oversees DV program at site.
Supervisor (.20FTE)	\$65,000 x .20FTE = \$13,000	Direct supervisor for Case Manager.
Office Support (.25FTE)	\$45,000 x .25FTE = \$11,250	Data entry, reception and other office support for program.
Fringe – 25% of Personnel	\$81,000 x .25% = \$20,251	FICA- 7.65, Unemp. - .27, Short Term Disability-.61, Workers Comp- .45, Life and Long Term Disability- .21, Health- 12.81, and Retirement - 3.00.
Hiring Bonus	\$2,500	Incentive bonus for new hire.
<b>Total Personnel and FRINGE</b>		<b>\$103,751</b>
<b>Travel</b>	<b>Computation</b>	<b>Justification</b>
Staff Mileage	71.8 miles/month x 12 months x \$0.58 = \$500	Travel in Chicago to support client services.
Conference Travel	Flight- \$400; Hotel 2 nights \$400; local trans- \$150; per diem \$180 / 3 days = \$1,130	Travel to attend the OFVPS-sponsored meeting in Washington DC for 1 staff person
<b>TOTAL TRAVEL</b>		<b>\$1,630</b>
<b>SUPPLIES</b>	<b>Computation</b>	<b>Justification</b>
Supplies and Materials	\$644 per month for 12 months = \$7,718	Outreach materials and program supplies for delivery of client services.

Site Allocation	\$1,350/FTE x 1.5 = \$2,025	Allocation for office supplies per FTE.
Lap Top /Cell Phone	\$2,500	Purchases for new FTE.
<b>TOTAL SUPPLIES</b>		<b>\$12,243</b>
<b>Contractual</b>	<b>Computation</b>	<b>Justification</b>
Evaluation/Research	\$150/hour x 300 hours = \$45,000	Evaluation/research partner for project – to identify in year one of project.
The Network	\$2,000	Training from The Network on working with refugee populations.
<b>TOTAL CONTRACTUAL</b>		<b>\$47,000</b>
<b>OTHER</b>	<b>Computation</b>	<b>Justification</b>
Occupancy	\$7,600/ FTE x 1.5 = \$11,400	Allocated occupancy/ utility per FTE.
Technology	\$6,000/ FTE x 1.5 = \$9,000	Allocated technology per FTE.
Spanish-Language Classes	\$10,000 per FTE x 2FTEs = \$20,000	For 2 DV staff members to learn Spanish and expand capacity.
Training	\$2,000 per 3FTEs = \$6,000	Other training supports for DV staff.
Client Supports	\$500 per client x 35 clients = \$17,500	Client supports to address barriers to accessing services.
<b>TOTAL OTHER</b>		<b>\$63,900</b>
INDIRECT	.207 x \$103,751 = \$21,476	Rate is 20.7 x Salary and Fringe
<b>TOTAL BUDGET</b>		<b>\$250,000</b>



**Administration for Children and Families**

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

**Family Violence Prevention and Services Culturally Specific Domestic Violence and Sexual**

**Assault Discretionary Grants**

**HHS-2023-ACF-ACYF-EV-0060**

**Application Due Date: 08/11/2023**

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**Funding Opportunity Title:**

Family Violence Prevention and Services Culturally Specific Domestic Violence and Sexual Assault Discretionary Grants

**Announcement Type:**

Initial

**Funding Opportunity Number:**

HHS-2023-ACF-ACYF-EV-0060

**Primary CFDA Number:**

93.496

**Due Date for Applications:**

08/11/2023

**Executive Summary**

**Notice:**

- **Applicants are strongly encouraged to read the entire notice of funding opportunity (NOFO) 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/how-apply-grant>.**

This funding opportunity will award thirty cooperative agreements to implement culturally relevant sexual assault and domestic violence services for individuals and families impacted by domestic violence, sexual assault, dating violence, and family violence for a four (4) year project period. The intent of Family Violence Prevention and Services Act's (FVPSA) Culturally Specific Domestic Violence and Sexual Assault discretionary grant program is to build and sustain organizational capacity in delivering trauma-informed, developmentally sensitive, culturally relevant services for children, individuals, and families affected by sexual assault, domestic violence, and other traumas. This discretionary grant program will build upon the progress of culturally specific and community-based sexual assault and domestic violence programs in reducing the pervasive and harmful impact of violence and trauma by implementing culturally relevant, trauma-informed, and evidence-informed interventions for individuals and families who are from diverse, underserved, and historically marginalized communities.

**Pre-Application Session:**

FVPSA Program will conduct one (1) optional web-based Pre-Application Information Session. For more information, see *Section I: Program Description* of this Notice of Funding Opportunity.

**I. Program Description**

**Statutory Authority**

The statutory authority for this funding opportunity is FVPSA. 42 U.S. C § 10403 (d)(1).



## **Description**

### **Description:**

The Administration for Children and Families (ACF), Office of Family Violence Prevention Services (OFVPS) recognizes that the children and families across our programs are exposed to multiple forms of violence. ACF is committed to strengthening and expanding its existing efforts to promote social and emotional well-being of children, youth, and families and to facilitate healing and recovery by addressing risk factors and building the skills, capacities, and mechanisms for promoting safety, community connection, healthy relationships, and emotional healing.

The Administration for Children, Youth, and Families (ACYF) OFVPS, seeks to explore and implement strategies that can be used to build the capacity of community-based organizations serving families that are experiencing the effects of multiple forms of violence, including family violence, domestic violence, sexual assault, and other lifetime traumas.

Research findings indicate that domestic violence and sexual assault disproportionately impacts members of racial and ethnic minority groups including African Americans, Asian Americans/Pacific Islanders, and Latinos/Latinas. This increased risk of domestic violence and sexual assault can be attributed to the marginalized status of these groups stemming from long-standing racial and gender discrimination.

An estimated 21.2 percent of non-Hispanic Black women and 13.6 percent of Hispanic women reported being raped during their lifetimes. Non-Hispanic Black women and Hispanic women also experienced sexual violence other than rape during their lifetimes, with an estimated 38.2 percent and 35.6 percent, respectively, reporting such occurrences. In addition, an estimated 31.9 percent of Asian or Pacific Islander women experienced sexual violence other than rape during their lifetimes (*source: [Centers for Disease Control and Prevention Morbidity and Mortality Weekly Report Surveillance Summaries / Vol. 63 / No. 8 September 5, 2014. Prevalence and Characteristics of Sexual Violence, Stalking, and Intimate Partner Violence Victimization — National Intimate Partner and Sexual Violence Survey, United States, 2011](#)*).

Domestic violence victimization also occurs at significant rates among African Americans, Asian Americans/Pacific Islanders, and Latinos/Latinas. Approximately 41 percent of Black women have experienced physical violence by an intimate partner during their lifetime (*source: [Ujima: National Institute on Violence Against Women in the Black Community website fact sheet](#)*). An estimated 1 in 3 Latinas (34.4 percent) will experience Intimate Partner Violence (IPV) during her lifetime and 1 in 12 (8.6 percent) reported experiencing IPV in the previous 12 months (*source: [Esperanza United website fact sheet](#)*). Among Asian American women, 16–55 percent report experiencing intimate physical and/or sexual violence during their lifetime (*source: [Asian Pacific Institute on Gender-Based Violence website fact sheet](#)*). These data suggest that interventions that address domestic violence and sexual assault by employing a culturally competent approach are likely to be more effective.

Research has shown that the impact of experiencing multiple forms of trauma and abuse throughout one's lifetime is significantly higher among multiracial, African American, Hispanic/Latina, and Native American women. In 2010, researchers Green, Meet, & Shara studied the prevalence of lifetime trauma and Post Traumatic Stress Disorder (PTSD) in Latina

immigrants and found that 75 percent of the women in this study had experienced one or more traumatic events [1]. Research also shows that lifetime experience of any trauma ranges from 62.4 percent for male southwest tribe members to 69.8 percent for female northern plains tribe members. [2] Culturally specific and linguistically appropriate trauma-informed domestic violence services can have both short-term and long-term wellness outcomes for individuals and families impacted by promoting safety, connections to community resources, healthy relationships, and emotional healing.

Unaddressed trauma, including trauma caused by family violence, domestic violence, dating violence and sexual assault impacts families' social and emotional well-being, often seriously affecting their physical, mental, and behavioral health. Research demonstrates that abuse, violence, and discrimination across the lifespan play a significant role in developing mental health and substance abuse conditions among families in this country and throughout the world. Experiencing trauma can also affect survivor's ability to access resources and services (e.g., through avoidance of trauma triggers or a reluctance to reach out when trust has not been established). Services must be sensitive to the fact that abusive partners may be exercising ongoing control over their partners' ability to utilize resources by directly preventing access or through the threat of retaliatory violence. Understanding how these issues intersect in adults and children exposed to sexual assault, and family, dating, and domestic violence is essential to creating services and systems that address healing, emotional well-being, and safety needs. It is critical to reduce the pervasive and harmful impact of violence and trauma by building the capacity of domestic violence programs, state domestic violence coalitions, tribes, tribal organizations, community-based organizations, and statewide entities to offer trauma-informed, culturally relevant, linguistically appropriate, and accessible services to victims of domestic violence, dating violence, family violence, sexual assault victims, and their children from diverse and historically marginalized communities. This funding opportunity supports the development and implementation of trauma-informed focused policies, protocols, and programs that will address the safety and support needs of adults and youth victims of domestic violence, sexual assault, dating violence, and family violence.

Through this NOFO, the FVPSA Program will fund grant recipients to implement culturally specific, trauma-informed, and evidence-informed domestic violence, and sexual assault services. Grant recipients are expected to identify specific trauma-informed and evidence-informed interventions that will be implemented and will be locally evaluated to document their effectiveness in supporting individuals and families impacted by sexual assault, and dating, domestic and family violence. It is expected that the research and implementation results of this grant program will contribute to the domestic violence and sexual assault fields evidence-based effective practices.

Evidence-informed practices bring together the best available research, professional expertise, and input from youth and families to identify and deliver services that promise positive outcomes for youth, families, and communities. These evidence-informed interventions differ from evidence-based practices that replicate practices that have been evaluated using rigorous evaluation design such as random controlled or high-quality quasi-experimental trials and that have demonstrated positive impacts for youth, families, and communities. The FVPSA Program will disseminate our grant recipients' research findings, protocols, and effective approaches to

experts and service providers within the domestic violence, sexual assault, dating violence, and family violence fields.

**Services Target Audience:** Grant recipients are expected to use their expertise to provide culturally specific sexual assault and domestic violence services as they relate to the ethnic, racial, cultural, and lingual diversity of survivors from underserved and historically marginalized communities. Grant recipients must define, describe, and justify their proposed target population(s). Examples of characteristics of appropriate target populations under this funding opportunity announcement are limited to adults, children, adolescents, and teens who are from diverse and historically marginalized communities and impacted by sexual assault and domestic violence.

**Definitions:**

- **Evidence-Based:** Pursuant to 5 U.S.C 601 (c) (ii), “use evidence-based practices in policymaking, including identifying existing solutions, scaling up practices that are working, and designing solutions with regular input of the individuals and communities to be served.”
- **Culturally Specific Services:** Pursuant to 34 U.S.C. § 12291(a)(7), “culturally specific services” means community-based services that include culturally relevant and linguistically specific services and resources to culturally specific communities. Pursuant to 34 U.S.C. § 12291(a)(6), “culturally specific” means primarily directed toward racial and ethnic minority groups (as defined in 42 U.S.C. § 300u-6(g)) (which means American Indians (including Alaska Natives, Eskimos, and Aleuts); Asian American; Native Hawaiians and other Pacific Islanders; Blacks; and Hispanics). The term “Hispanic” or “Latino” means individuals whose origin is Mexican, Puerto Rican, Cuban, Central or South American, or any other Spanish speaking country. This underserved populations definition also includes other population categories determined by the Secretary [of Health and Human Services] or the Secretary’s designee to be underserved.
- **Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship (42 U.S.C. § 13925(a))
- **Domestic Violence:** Felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws or jurisdiction receiving grant monies; or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction (42 U.S.C. § 13925(a))
- **Family Violence:** Any act or threatened act of violence, including any forceful detention of an individual, which: (a) results in or threatens to result in physical injury, and (b) is committed by a person against another individual (including an elderly person) to whom

such person is, or was, related by blood or marriage, or otherwise legally related, or with whom such person is, or was, lawfully residing (42 U.S.C. § 10402)

- **Sexual Assault** – For the purposes of this announcement ‘sexual assault’ means any nonconsensual sexual act proscribed by federal, tribal, or state law, including when the victim lacks capacity to consent.
- **Supportive Services** – For the purposes of this announcement, “supportive services” is defined as services for adult and youth victims of family violence, domestic violence, dating violence, and sexual assault and their dependents that are designed to meet the needs of such victims and their dependents for short-term, transitional, or long-term safety and recovery. Supportive services include, but are not limited to, the following: direct and/or provide referral-based advocacy on behalf of victims and their dependents, counseling, case management, employment services, referrals, transportation services, legal advocacy or assistance, child care services, health, behavioral health and preventive health services, culturally and linguistically appropriate services, and other services that assist victims and their dependents in recovering from the effects of the violence (45 CFR § 1370.2).
- **Underserved:** For purposes of this announcement, “underserved population,” “underserved communities” or “people who have been historically underserved” should be read to be consistent with FVPSA statutory and regulatory definitions (at 42 U.S.C. § 10402 (14) and 45 CFR § 1370.2). For reference, the definition at 45 CFR § 1370.2 is given here: “Underserved populations means populations who face barriers in accessing and using victim services, and includes populations underserved because of geographic location, religion, sexual orientation, gender identity, underserved racial and ethnic populations, and populations underserved because of special needs including language barriers, disabilities, immigration status, and age. Individuals with criminal histories due to victimization and individuals with substance use disorders and mental health issues are also included in this definition. The reference to racial and ethnic populations is primarily directed toward racial and ethnic minority groups (as defined in section 1707(g) of the Public Health Service Act (42 U.S.C. 300(u–6) (g)), which means American Indians (including Alaska Natives, Eskimos, and Aleuts); Asian American; Native Hawaiians and other Pacific Islanders; Blacks and Hispanics. The term ‘Hispanic’ or ‘Latino’ means individuals whose origin is Mexican, Puerto Rican, Cuban, Central or South American, or any other Spanish speaking country. This underserved populations’ definition also includes other population categories determined by the Secretary [of Health and Human Services] or the Secretary’s designee to be underserved.”

### **Purpose/Goals:**

1. Supporting innovative, culturally specific, community-based, non-residential services that enhance intervention and prevention for all survivors of sexual assault, domestic violence, dating violence, and family violence from racial and ethnic specific populations;
2. Strengthening the capacity and furthering the leadership development of racial and ethnic organizations to address sexual violence and domestic violence in their communities;
3. Promoting strategic partnership development and collaboration, including with health systems, early childhood programs, economic support programs, schools, child welfare,

workforce development, domestic violence, dating violence, and family violence programs, other community-based programs, community-based organizations serving individuals with disabilities, faith-based programs, and youth programs, in order to further a public health response to supporting survivors of sexual violence, domestic violence, dating violence, and family violence from racial and ethnic specific underserved populations;

4. Increase access to and implementation of culturally specific, trauma-informed, and evidence-informed interventions for children, individuals, and families impacted by sexual assault and domestic violence who are from racial and ethnic specific populations, underserved, and historically marginalized communities;
5. Enhance culturally specific, trauma-informed, and evidenced-informed programming to reduce traumatic stress reactions for survivors of sexual assault and domestic violence and their children who are from racial and ethnic specific populations, underserved, and historically marginalized communities.
6. Identify factors and strategies associated with successful implementation and sustainment of culturally specific and trauma-informed programming.
7. Implement interventions, policies, practices, and collaborative models to improve services for individuals, children, and families who have experienced trauma and are exhibiting trauma symptoms while accessing sexual assault programs, domestic violence programs; Lesbian, Gay, Bisexual, Transgender, and Questioning, Two-Spirited (LGBTQ2S) programs, and culturally specific community-based programs.
8. Evaluate how well the organization's approaches work of trauma-informed and evidence-informed interventions for survivors of sexual assault and domestic violence and their children who are from racial and ethnic specific populations, underserved, and historically marginalized communities thus contributing to the evidence base for culturally relevant services; and
9. Disseminate research findings, protocols, and approaches to experts and service providers providing sexual assault, domestic violence, dating violence, and family violence services.

### **Phases of the Grant**

Grant recipients will complete an initial assessment and planning phase (Phase I) and describe preliminary plans for the implementation of trauma-informed-focused, culturally relevant programming and organizational capacity building (Phase II). Assessment and planning activities in Phase I must inform decision-making about the populations targeted, assessment tools that will be adopted, and the strategies and activities that will be necessary to successfully implement the chosen programming in Phase II.

In Phase 1, grant recipients will:

1. Identify the racial and ethnic specific populations and, underserved, and historically marginalized communities that will be served, the needs to be addressed within the community, and the culturally relevant/linguistically appropriate programmatic services that will address those needs.
2. Identify the culturally relevant intervention, assessment tool, and programming that will be used to address the impact of domestic violence, dating violence, sexual assault, and

trauma for adults and children that will receive services. Identify and discuss the evidence that shows that the interventions, assessment tools, or programming selected are effective for both the population of focus and for the proposed program. Describe the applicant's experience in using these various interventions and programs.

3. Establish outreach, awareness, and engagement plans in order to meaningfully engage and serve domestic violence and sexual assault survivors from racial and ethnic-specific populations. All FVPSA grant recipients are expected to ensure that products and activities are appropriately survivor-centered by regularly incorporating input and feedback from people with lived experience as survivors of domestic violence, dating violence, or sexual assault and their children into grant activities at multiple points in the development process.
4. Establish collaborative partnerships necessary with sexual assault programs, domestic violence programs, health care providers, behavioral health care providers, researchers, LGBTQ2S organizations, and other culturally specific organizations in order to guide and support successful implementation.
5. Ensure the appropriateness of the selected culturally relevant, trauma-focused screening, assessment, and programming for targeted children, youth, adults, and their families.
6. Ensure the fit of the trauma-focused screening/assessment and programming for the existing culturally specific community into which they will be introduced.
7. Identify the existing culturally relevant programming that will be expanded with trauma-focused screening/assessment and programming.
8. Assess the capacity and readiness of your organization and its service/referral partners for the implementation of culturally relevant, trauma-focused screening/assessment and programming.
9. Identify a research partner to begin planning for the evaluation of the trauma-informed, culturally relevant interventions and discuss the population(s) for which the practice(s) have been shown to be effective and show that they are appropriate for your population(s) of focus.
10. Grant Recipients must submit a logic model for designing and managing their project as a deliverable in Phase I. A logic model is a one-page diagram that presents the conceptual framework for a proposed project and explains the links among program elements. See *Section IV.2. Project Timeline and Milestones* for more detailed information on Logic Models.
11. Develop and finalize sound plans for Phase II, including plans to: a) prepare an awareness, outreach, and engagement plan for serving domestic violence, dating violence, and sexual assault survivors from racial and ethnic specific communities; b) prepare the community-based organization and service/referral partners for implementation; c) adopt and scale up selected trauma-focused screening/assessment and programming; d) evaluate the processes and outcomes of installation and implementation; e) sustain the delivery of the culturally specific domestic violence and sexual assault programming using resources from available funding streams; f) train community partners on culturally relevant, trauma-informed screening/assessment; and g) disseminate lessons and findings to the field over the course of the project.

In Phase 2, grant recipients will:

1. Formalize the services and partnership structure for the project, including the lead agency, the roles of key partners, and the proposed contents of formal agreements across agencies and service providers.
2. Implement comprehensive evidence-informed/trauma-informed culturally specific domestic violence and sexual assault services.
  1. Provide culturally specific services for survivors of domestic violence, dating violence, and sexual assault. Pursuant to 34 U.S.C. § 12291(a)(7), “culturally specific services” means community-based services that include culturally relevant and linguistically specific services and resources to culturally specific communities. Pursuant to 34 U.S.C. § 12291(a)(6), “culturally specific” means primarily directed toward racial and ethnic minority groups (as defined in 42 U.S.C. § 300u-6(g)) (which means American Indians (including Alaska Natives, Eskimos, and Aleuts); Asian American; Native Hawaiians and other Pacific Islanders; Blacks; and Hispanics). The term “Hispanic” or “Latino” means individuals whose origin is Mexican, Puerto Rican, Cuban, Central or South American, or any other Spanish-speaking country. This underserved populations definition also includes other population categories determined by the Secretary [of Health and Human Services] or the Secretary’s designee to be underserved.
  2. Provide in-person, virtual services, temporary housing options, and supportive services to survivors of sexual assault and domestic violence from racial and ethnic specific minority groups and underserved communities, including paying for the operating, staffing, and administrative expenses of the facilities.
  3. Provide services, training, technical assistance, and outreach to increase access to culturally specific sexual assault and domestic violence services.
  4. Provide advocacy, case management services, and information and referral services concerning issues related to culturally specific sexual assault and domestic violence services, including—
    1. Assistance in accessing related federal and state financial assistance programs.
    2. Legal advocacy to assist survivors and their dependents.
    3. Medical advocacy, to include provision of referrals for appropriate health care services (including mental health, alcohol, and drug abuse treatment), but not to include reimbursement for any health care services.
    4. Assistance locating and securing safe and affordable permanent housing and homelessness prevention services.
    5. Provide transportation, childcare, respite care, job training and employment services, financial literacy services and education, financial planning, and related economic empowerment services.
    6. Provide parenting and other educational services for victims and their dependents.
  5. Provide direct crisis intervention services, including counseling, mobile advocacy, telehealth, peer support, and in-person assistance. Mobile advocacy allows for advocates to work within the community to support domestic violence and sexual assault survivors wherever it is safe and convenient for the survivor.

6. Provide prevention services, including outreach to racial and ethnic-specific communities and underserved populations to increase access to culturally specific sexual assault and domestic violence services.
  7. Strengthen partnerships with local and state public health authorities, local/state health departments, emergency services managers, health care providers, culturally specific community-based organizations, tribes, urban Indian organizations, LGBTQ2S organizations, domestic violence programs, and rape crisis centers/sexual assault programs to improve services and supports for survivors and their children.
3. Convene community-based activists, sexual assault service providers, domestic violence service providers, domestic violence survivors, practitioners, and researchers to support coordinated outreach efforts to racial/ethnic-specific populations, underserved populations, and historically marginalized communities and to discuss best practices for implementation services that address the dynamics of sexual assault, domestic violence, culture, victimization, trauma, oppression, and healing.
  4. Develop a community engagement, education, and outreach strategy to involve racial/ethnic-specific populations and underserved communities in the creation and implementation of services relevant to the ethnic, racial, cultural, and linguistic diversity of survivors and their children. All FVPSA grant recipients are expected to implement evidence-based, evidence-informed, and or promising strategies that regularly engage input and feedback from people with lived experience that are survivors of family violence, domestic violence, dating violence, and sexual assault and their children into their needs assessments. FVPSA grant recipients will ensure that these activities are meaningful, trauma-informed and grounded in the lived experiences of survivors and their children. The grant recipient will encourage survivor voice(s) and lead in partnership with survivors in program selection, program design, program improvement, and/or other recommendations.
  5. Evaluate the trauma-informed, culturally relevant interventions and discuss the population(s) for which the practice(s) are effective and show that they are appropriate for your population(s) of focus.
  6. Implement activities necessary to ensure that the organization's practices are more *trauma-informed*, including, at a minimum, plans to ensure standards of trauma awareness and competence for staff and supervisors, and plans for systematic screening and referral processes to identify families who should be referred for further clinical assessment and trauma-focused programming.
  7. Offer training and technical assistance to staff, community partners, sexual assault programs, domestic violence programs, and other community-based organizations with regards to culturally relevant, trauma-informed services, supports, and programming.
  8. Plan for information dissemination, including fostering and strengthening communication and coordination activities with sexual assault service providers, domestic violence services, culturally relevant community-based organizations, and organizations serving underserved populations.

**Grant Recipient Expectations**

Culturally specific, community-based organizations provide critical leadership on supporting underserved communities regarding the dynamics of sexual assault, domestic violence, culture,



victimization, oppression, trauma, and healing. The FVPSA Program is committed to supporting the capacity building of community-based, culturally specific service providers responding to sexual assault and domestic violence survivors and their children, which includes supporting the implementation of culturally relevant, trauma-informed interventions, programming, and training.

Grant recipients may be at different stages of readiness for implementation and have different levels of familiarity with efforts to establish trauma-informed service systems. While some grant recipients may be attempting to further spread the availability of trauma-focused programming that already has been implemented in the community, others may be initiating campaigns to make trauma-focused programming accessible to its target population for the first time. Each grant recipient will be given the flexibility to proceed with assessment, planning, installation, and implementation activities at a pace that is appropriate based on its needs, objectives, and readiness.

Grant recipients' plans are expected to describe the organization's current coordination efforts with sexual assault and domestic violence service providers and culturally specific organizations, including details of past collaborations and plans for coordination of trauma-informed services for the culturally specific population that will be the focus of the applicant's programming. All grant recipients must demonstrate extensive expertise in analyzing the dynamics of sexual assault, domestic violence, culture, victimization, oppression, and healing, as well as a history of engaging underserved and historically marginalized communities in addressing these issues. Applicants are also expected to increase awareness and promote dialogue between the sexual assault, domestic violence, mental health, and culturally specific service providers regarding the intersections of domestic violence, sexual assault, trauma, and culture. Finally, applicants are expected to implement programming that promotes safety, community connections, healthy relationships, and emotional healing.

1. Kaltman, S, Green, B, Mete, M, Shara, N (2010). Trauma, depression, and co-morbid PTSD/depression in a community sample of Latina immigrants. *Psychological Trauma: Theory, Research, Practice, and Policy*, 2(1), 31-39.
2. Manson, S, Beals, J, Klein, S, Croy, C, AI-SUPERPPF (2005). Social epidemiology of trauma among 2 American Indian reservation populations. *American Journal of Public Health*, 95(5), 851-859.

All grant recipients are expected to ensure that the grant implementation approach, workplans, and deliverables are consistent with a comprehensive approach to advancing equity for all, including people of color and others who have been historically underserved, marginalized, and adversely affected by persistent poverty and inequality. The recipient will provide a comprehensive community equity plan (or other similar documentation within the application) that demonstrates the processes and policies the recipient has in place to ensure the proactive identification of systemic barriers to opportunities and benefits for people of color and other underserved populations and strategic incorporation of activities to redress such barriers in

ongoing workplans. This plan (or other similar documentation within the application) will also address policies and practices that are in place to ensure that the grant staffing plan supports the capacity to address those disparities in an ongoing, strategic, and culturally responsive manner, especially for underserved populations with documented history of long-standing significant disparities related to the topic of the grant. Ensure that the grant approach, workplans, and deliverables are consistent with prohibitions on discrimination based on gender identity or sexual orientation and proactively support access and redress barriers for LGBTQ2S survivors and their children. Also ensure that technical assistance and training is conducted in alignment with FVPSA regulations at 45 CFR part 1370.5(a) and (c) requiring that no person shall be based on actual or perceived gender identity or sexual orientation be excluded from participation in, be denied the benefits of, or be subject to discrimination under, any program or activity funded in whole or in part through FVPSA.

Upon receiving funding, recipients are required to develop a disparity impact statement using local data and input to identify populations at highest risk for health, social, economic, or other disparities, such as low health literacy. The disparity impact statement will identify social, policy, historical, and other context associated with root causes and drivers of disparities. It will also provide the framework and plan for ongoing action and accountability, such as program improvement, incorporation of the National Standards for Culturally and Linguistically Appropriate Services in Health and Health Care, monitoring and assessment of the impact of the project on the program's equity goals.

Below are available HHS resources:

[OMH.gov](#): Guidance for Preparing a Disparity Impact Statement

[CMS.gov](#): Quality Improvement & Interventions: Disparity Impact Statement

[SAMHSA.gov](#): Disparity Impact Statement

### **Pre-Application Information Session:**

The Office of Family Violence Prevention and Services will conduct a *pre-application information session* on **June 21, 2023 from 3:00 – 4:00 PM, [EDT]**. The link to join the Zoom meeting is [[https://acf-hhs.gov.zoomgov.com/webinar/register/WN\\_h6DctgwJQIy5IIJ0Gc76mw](https://acf-hhs.gov.zoomgov.com/webinar/register/WN_h6DctgwJQIy5IIJ0Gc76mw)], and the pass code is [284454]. The goals of the session are to provide the audience with any clarification or questions related to the information provided in this Notice of Funding Opportunity. Joining and participating is voluntary. Participants joining virtually may remain anonymous. Opting not to participate in the session will not affect eligibility, application scoring, or the award selection process. Applicants unable to attend can access the recording and transcript on the [www.acf.hhs.gov/ofvps](http://www.acf.hhs.gov/ofvps) website after the session has concluded. In the event of a discrepancy between the presentation and/or materials and the NOFO, the NOFO takes precedence.

## **II. Federal Award Information**

### **Funding Instrument Type:**

CA (Cooperative Agreement)

### **Estimated Total Funding:**

\$7,500,000

**Expected Number of Awards:**

30

**Award Ceiling:**

\$250,000

Per Budget Period

**Award Floor:**

\$200,000

Per Budget Period

**Average Projected Award Amount:**

\$200,000

Per Budget Period

**Anticipated Project Start Date:**

09/30/2023

**Length of Project Periods:**

48-month project period with four 12-month budget periods

**Additional Information on Project Periods and Explanation of 'Other'**

Awards will be made for the first one (1) year budget period of the four-year project period. Applicants should provide a budget for the first one (1) year budget period, but must include a plan for the entire four-year project period.

**Additional Information on Awards:**

**Awards made under this funding opportunity 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 funding under this funding opportunity. 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.** For more information on these requirements, see *Section III.2. Cost Sharing or Matching*.

Applications for continuation grants funded under these awards beyond the 1-year period will be considered in subsequent years on a non-competitive basis, subject to the availability of funds, satisfactory progress (e.g., compliance with terms and conditions of the award) of the grant recipient, review and approval of the project plan submitted in year 1, and a determination that continued funding would be in the best interest of the federal government.

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

All awards will be cooperative agreements. A cooperative agreement is an award instrument used when substantial involvement is anticipated between the awarding office and the recipient during performance of the contemplated project. OFVPS of the ACF will collaborate with the primary grant recipient throughout the project period.

OFVPS will provide consultation and will review and approve the work plan for the project, including Phase I and Phase II project plans, as well as the structure, integrity, and appropriateness of the trauma-informed services that will be provided.

OFVPS will also approve any revisions to the work plan or structure of the trauma-informed services during each budget period. Additionally, OFVPS will approve significant project activities and changes to project plans.

OFVPS will review and approve final drafts of all Phase I and Phase II implementation plans as well as any updated or new materials, articles, major publications, and research reports that are developed or distributed with resources made available under this cooperative agreement.

OFVPS 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. Grant recipients will plan topical meetings or major project meetings in conjunction with OFVPS to ensure participation of OFVPS staff. Grant recipients will provide a detailed plan for project implementation, including Phase I and Phase II implementation plans, a work plan, trainings/events schedule, evaluation schedule, and a plan for reporting on the effectiveness of the project.

OFVPS will organize periodic consultations, meetings, briefings, teleconferences, webinars, and other forums necessary to review current and planned activities, to share information, and to promote trauma-informed, culturally relevant services. Grant recipients must plan travel expenses and budget for at least one representative from your organization to participate in at least one OFVPS-sponsored meeting each budget period. OFVPS will keep grant recipients informed about expectations for performance, current OFVPS policy, and OFVPS's vision for addressing dating violence, domestic violence, sexual assault, and family violence. The respective responsibilities of OFVPS and the awarded applicants will be identified and incorporated into the terms and conditions of the award during the pre-award negotiations. It is anticipated that the cooperative agreement will not change the project requirements for the grant recipient under this announcement.

### **III. Eligibility Information**

#### **III.1. Eligible Applicants**

To be eligible to receive a grant to lead a program focused on Culturally Specific Domestic Violence and Sexual Assault Services, an entity shall—

(1) be a private nonprofit, or faith-based and charitable organization, nongovernmental organization that is— (A) a community-based organization whose primary purpose is providing culturally specific services to victims of domestic violence and dating violence from racial and ethnic minority populations; or “(B) a community-based organization whose primary purpose is providing culturally specific services to individuals from racial and ethnic minority populations that can partner with an organization having demonstrated expertise in serving victims of domestic violence and dating violence; or (C) institution of higher education (private, public, or state controlled); or (D) a tribal government or tribal organization, with a demonstrated record of serving victims of domestic violence, dating violence or sexual assault, and their children, from historically marginalized or underserved communities; and (2) have a board of directors and staffing that is reflective of the targeted minority group.

Applications from individuals (including sole proprietorships) and foreign entities are not eligible and will be disqualified from competitive review and funding under this funding opportunity. 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. Faith-based organizations may apply for this award on the same basis as any other organization, as set forth at and, subject to the protections and requirements of 45 CFR Part 87 and 42 U.S.C. 2000bb *et seq.*, ACF will not, in the selection of recipients, discriminate against an organization on the basis of the organization's religious character, affiliation, or exercise.

### **Reference to Legal Status**

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 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 a recipient or subrecipient and are accepted by ACF. Non-federal cost sharing will be included in the approved project budget so that the recipient 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 funding under this funding opportunity.

#### **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 funding under this funding opportunity. 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.

#### **Required Electronic Application Submission**

ACF requires electronic submission of applications at 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 funding under this funding opportunity.**

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](#)."

#### **Missing the Application Deadline (Late Applications)**

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

funding opportunity.

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

Each time an application is submitted via 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 pm ET on the due date listed in the Overview and in Section IV.4. Submission Dates and Times.** Paper applications received after 4:30 pm ET on the due date will be disqualified from competitive review and funding under this funding opportunity. **Paper applications received from applicants that have not received approval of an exemption from required electronic submission will be disqualified from competitive review and funding under this funding opportunity.**

#### **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 NOFO.

### **IV. Application and Submission Information**

#### **IV.1. Address to Request Application Package**

Deleon  
Barnett-Small  
ACYF  
OFVPS  
FVPSA  
330 C Street, SW  
Washington  
DC  
20201  
240-260-0397  
deleon.barnett-smalls@acf.hhs.gov

#### **Application Packages**

#### **Electronic Application Submission:**

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

#### **Applications in Paper Format:**

For applicants that have received an exemption to submit applications in paper format, Standard Forms (SFs), assurances, and certifications are available in the "Select Grant Opportunity Package" available in the NOFO's Grants.gov Synopsis under the Package tab at 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 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](http://www.gsa.gov/fedrelay).

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

**FORMATTING APPLICATION SUBMISSIONS**

**Each applicant applying electronically via Grants.gov is required to upload only two electronic files, excluding SFs and Office of Management and Budget (OMB)-approved forms. No more than two files will be accepted for the review, and additional files will be removed. SFs and OMB-approved forms will not be considered additional files.**

***FOR ALL APPLICATIONS:***

**Authorized Organization 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 extra pages removed, and those 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, 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 NOFO Formatting, Font, and Page Limitation Requirements**

Applications that fail to adhere to ACF's NOFO 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 and 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 NOFO 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. Other, 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 SFs 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 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 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 **50** 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 **50** pages and must include the following:

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 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 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 Acrobat Reader software 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 Acrobat Reader they are using is compatible with Grants.gov. To verify Adobe software compatibility please go to Grants.gov and click on "Applicants" at the top bar menu and select "Adobe Software Compatibility", which is listed under "Applicant Resources." The Adobe verification process allows applicants to test their version of the software by opening a test Workspace PDF form. 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 form.

The Adobe Software Compatibility page located on Grants.gov also provides guidance for applicants on filling out a Workspace PDF form. In addition, it addresses local network and/or computer security settings and the impact this has on use of Adobe software.

### **Required SFs and OMB-approved Forms**

SFs and OMB-approved forms are uploaded separately at Grants.gov. These forms are submitted separately from the Project Description and Appendices files. See *Section IV.2. Required Forms, Assurances, and Certifications* for the listing of required SFs, OMB-approved forms, and required assurances and certifications.

### **Naming Application Submission Files**

**Carefully observe the file naming conventions required by Grants.gov. Limit file names to 50 characters (characters and spaces).** Please also see

<https://www.grants.gov/web/grants/applicants/submitting-utf-8-special-characters.html>.

### **Use only file formats supported by ACF**

Applicants must 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 PDFs 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)
- 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 for Requesting an Exemption from Required Electronic Application Submission*" at

### **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 NOFO, or multiple applications under separate NOFOs, each application submission must be packaged separately. The package(s) must be clearly labeled with the NOFO title and Funding Opportunity Number.

Applicants using paper format should download the application forms package associated with the NOFO's Synopsis on Grants.gov under the Package tab.

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 an award under this funding opportunity must submit the listed SFs, assurances, and certifications with the application.** All required SFs, assurances, and certifications are available in the Application Package posted for this NOFO at Grants.gov.

<b>Forms/Assurances/Certifications</b>	<b>Submission Requirement</b>	<b>Notes/Description</b>
SF-424 - Application for Federal Assistance	Submission is required for all applicants by the application due date.	Required for all applications.
Unique Entity Identifier (UEI) and System for Award Management (SAM) registration.	Required of all applicants. Applicants must have a UEI and maintain an active SAM registration throughout the application and project award period.	See <i>Section IV.3. Unique Entity Identifier (UEI) and System for Award Management (SAM)</i> for more information.

Forms/Assurances/Certifications	Submission Requirement	Notes/Description
	Obtain a UEI and SAM registration at: <a href="http://www.sam.gov">http://www.sam.gov</a>	
SF-424 Key Contact Form	Submission is required for all applicants by the application due date.	Required for all applications.
Certification Regarding Lobbying (Grants.gov Lobbying Form)	Submission required of all applicants with the application package. If it is not submitted with the application package, it must be submitted prior to the award of a grant.	Submission of the certification is required for all applicants.
SF-424A - Budget Information - Non- Construction Programs and SF-424B - Assurances - Non-Construction Programs	Submission is required for all applicants when applying for a non-construction project. SFs must be used. Forms must be submitted by the application due date.  By signing and submitting the SF-424B, applicants are making the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination.	Required for all applications when applying for a non-construction project.

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

Additional Required Assurances and Certifications

**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:

The Administration for Children and Families, U.S. Department of Health and Human Services, Office of Grants Management, ATTN: Grants Management Specialist, 330 C Street, SW., Switzer Building, Corridor 3200, Washington, DC 20201

**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:** [grantdisclosures@oig.hhs.gov](mailto:grantdisclosures@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 applications are submitted electronically, ACF will omit the same specific salary rate information from copies made for use during the review process.

## The Project Description

### The Project Description Overview

#### General Expectations and Instructions

The Project Description provides the information by which an application is evaluated and ranked in competition with other applications for financial assistance. It must address all activities for which federal funds are being requested and all application requirements as stated in this section. The Project Description must explain how the project will meet the purpose of the NOFO, as described in *Section I. Program Description*. As a reminder, reviewers will be evaluating this section in accordance with *Section V.I. Criteria*.

The Project Description must be clear, concise, and complete. **ACF is particularly interested in Project Descriptions that convey strategies for achieving intended performance.** Project Descriptions are evaluated on the **basis of substance and measurable outcomes,** not length.

Cross-referencing should be used rather than repetition. Supporting documents designated as required must be included in the Appendix of the application.

#### Letter of Intent

Applicants are strongly encouraged to notify ACF of their intention to submit an application under this funding opportunity. Please submit a 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 funding opportunity; the name and address of the applicant organization; 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.

#### Table of Contents

List the contents of the application including corresponding page numbers. The table of contents may be single spaced.

#### Project Summary

Provide a summary of the application project description. It must be clear, accurate, concise, and without cross-references to other parts of the application. The summary 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 Project Summary:

- Project Title
- Applicant Name
- Address
- Contact Phone Numbers (Voice, Fax, Cell)
- Email Address
- Website Address, if applicable

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

### **Geographic Location**

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

### **Legal Status of Applicant Entity**

Applicants must provide the following documentation:

#### **Non-Profit Organizations**

#### **Proof of Non-Profit Status Options:**

#### **Option 1: 501(c)(3) and non-501(c)(3) non-profit organizations are eligible**

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

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

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

#### **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. Supporting documentation, such as letters of support and testimonials from concerned parties, may be included in the Appendix. Any relevant data based on planning studies or needs assessments should be included or referred to in the endnotes or footnotes. Incorporate demographic data and participant/beneficiary information, as available.

## **Objectives**

Clearly state the principal and subordinate objectives of the project. Applicants must address how the objectives stated relate to the overall purpose of the program and describe how objectives will be achieved.

## **Expected Outcomes**

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

## **Approach**

Outline a plan of action that describes the scope and detail of how the proposed project will be accomplished. Applicants must account for all functions or activities identified in the application.

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

Cite factors that might accelerate or decelerate the work and state your reason for taking the proposed approach rather than other approaches. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

Provide quantitative monthly or quarterly projections of the outcomes to be achieved for each function or activity in such terms as the number of people to be served and the number of activities to be 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.

Provide a list of organizations, cooperating entities, consultants, or other key individuals who will work on the project, along with a short description of the nature of their effort or contribution.

## **APPROACH ACTIVITIES**

Applicants must clearly and concisely describe its plans for completing an initial assessment and planning phase (Phase I) and describe its preliminary plans and rationale for the implementation and evaluation of trauma-focused, culturally relevant programming and organizational capacity building (Phase II). All applications are required to include assessment and planning activities in Phase I that will inform decision-making about the populations targeted, assessment tools that will be adopted, and the strategies and activities that will be necessary to successfully implement

the chosen programming in Phase II.

In Phase II of the proposal, all applications must detail a plan for addressing the required project activities within services implementation, programming enhancement, training/capacity building, and research/evaluation sections of this announcement, as detailed below. All applicants must clearly indicate that this is an application for culturally relevant, trauma-informed services and state which culturally specific population will be the focus of the applicant's programming. All applicants are to describe their confidentiality measures within their applications, which should include established policies, procedures, and protocols to ensure the non-disclosure of confidential, private, or personally identifiable information concerning victims of family violence, dating violence, sexual assault, and domestic violence without informed, written, reasonably time-limited consent by the person about whom the information is sought.

### **Project Timeline and Milestones**

Provide quantitative monthly or quarterly projections (for the entire project period) 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. When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

### **Organizational Capacity**

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

- Organizational charts.
- Resumes.
- Curricula Vitae (CV).
- Biographical Sketches (short narrative description).
- College transcripts for graduate student research fellows.
- Financial statements adhering to Generally Accepted Accounting Principles (GAAP), if available, submit statements for up to the two most recently completed fiscal years (this requirement does not apply to start-up organizations).

### **Plan for Oversight of Federal Award Funds and Activities**

Recipients are required to ensure proper oversight in accordance with 45 CFR Part 75 Subpart D.

These regulations set forth the following standards for effective oversight:

- Financial and Program Management
- Property (if applicable by program legislation)
- Procurement
- Performance and Financial Monitoring and Reporting
- Subrecipient Monitoring and Management
- Record Retention and Access

- Remedies for Noncompliance

Describe the framework (e.g., governance, policies and procedures, risk management, systems) in place to ensure proper oversight of federal funds and activities in accordance with 45 CFR Part 75 Subpart D. The description must include: system(s) for record-keeping and financial management; procedures to identify and mitigate risks and issues (e.g., audit findings, continuous program performance assessment findings, program monitoring); and those key staff that will be responsible for maintaining oversight of program activities staff, and, if applicable, partner(s) and/or subrecipient(s).

### **Program Performance Evaluation Plan**

Applicants must describe a plan for the program performance evaluation that will contribute to continuous quality improvement. The program performance evaluation must monitor ongoing activities 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 activities, and expected outcomes of the funded activities. The plan must explain how the inputs, activities, and outcomes will be measured; how the resulting information will be used to inform improvement of funded activities; and any processes that support the overall data quality of the performance outcomes.

Applicants must describe the organizational systems and processes that will effectively track performance outcomes, including a description of how the organization will collect and manage data (e.g., assign skilled staff, data management software, data integrity, etc.) in a way that allows for accurate and timely reporting of performance outcomes. Applicants must describe any potential obstacles for implementing the program performance evaluation and how those obstacles will be addressed. Applicants must include a timeline for how information from the quality improvement evaluation will be reviewed and applied to the ongoing project.

### **Funded Activities Evaluation Plan**

Applicants must describe the plan for rigorous evaluation of funded activities. The evaluation must assess activities and progress towards the goals and objectives of the project, and whether the project is having the expected effects and impacts. The evaluation plan must specify expected outcomes and any research questions, as well as how the results of this evaluation will provide greater understanding and improvement of the funded activities. The plan must include a valid and reliable measurement plan, detailed timeline, and sound methodological design.

Details regarding the proposed data collection activities, the participants, data management, data integrity, and analyses plans must be described. Applicants must describe any potential obstacles foreseen in implementing the evaluation and how those obstacles will be addressed.

### **Logic Model**

Applicants must submit a logic model for designing and managing their projects. A logic model is a diagram that presents the conceptual framework for a proposed project and explains the links among program elements. Logic models must target the identified objectives and goals of the grant program. While there are many versions of logic models, for the purposes of this funding opportunity, the logic model may include connections between the following items:

- Inputs (e.g., additional resources, organizational profile, collaborative partner(s), key staff, budget);
- Target population (e.g., the individuals to be served, identified needs);

- Activities, Mechanisms, Processes (e.g., evidence-based practices, best practices, approach, key intervention and evaluation components, continuous quality improvement efforts);
- Outputs (i.e., the immediate and direct results of program activities);
- Outcomes (i.e., the expected short and long-term results the project is designed to achieve, typically described as changes in people or systems), and
- Goals of the project (e.g., overarching objectives, reasons for proposing the project).

### **Project Sustainability Plan**

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

Describe the approach to project sustainability that will be most effective and feasible. Provide a description of key individuals and/or organizations whose support will be required. Address the types of alternative support that will be required to maintain the program. If the proposed project involves key project partners, describe how their cooperation and/or collaboration will be maintained after the end of federal funding.

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

Provide a description of how protected personally identifiable information and other information that is considered sensitive, consistent with applicable federal, state, local and tribal laws regarding privacy and obligations of confidentiality, will be collected and safeguarded. The applicant must provide the methods and/or systems that will be used to ensure that confidential and/or sensitive information is properly handled and if applicable, address the process for subrecipient(s) and/or contractors. Also, provide a plan for the disposition of such information at the end of the project period.

### **Dissemination Plan**

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

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

### **Third-Party Agreements**

Third-party agreements include Memoranda of Understanding (MOU) and Letters of Commitment. Letters of Commitment and MOUs must both clearly describe the roles and responsibilities for project activities and the support and/or resources that the third-party (i.e., subrecipient, contractor, or other cooperating entity) is committing. The Letters of Commitment and MOUs must be signed by the person in the third-party organization with the authority to

make such commitments on behalf of their organization. General letters of support are **not** considered to be third-party agreements.

### **Letters of Support**

Provide statements from community, public, and/or commercial leaders that support the project proposed for funding. All submissions must be included in the application package. At minimum, each letter of support must identify the individual writing the letter, the organization they represent, the date, and reason(s) for supporting the project.

## **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 SF, either SF- 424A or SF-424C. Applicants are encouraged to review the form instructions in addition to the guidance in this section. 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 cost sharing or matching 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 Departments of Labor, Health and Human Services, and Education, and Related Agencies Appropriations Act, 2022 and Consolidated Appropriations Act, 2022, (Division H, Title II, Sec. 202), limits the salary amount that may be awarded and charged to ACF grants and cooperative agreements. Award funds issued under this funding opportunity may not be used to pay the salary of an individual at a rate in excess of Executive Level II. For the Executive Level II salary, please see "Executive & Senior Level Employee Pay Tables" under <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/>. The salary limitation reflects an individual's base salary exclusive of fringe benefits, indirect costs 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 for the initial budget period only (typically the first 12 months of the project) using the SF-424A and/or SF-424C, as applicable. Provide a budget justification, which includes a budget narrative and a line-item detail, for only the first budget period 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.

Grant recipients must plan and budget travel expenses for at least one representative from your organization to participate in at least one OFVPS-sponsored meeting each budget period.

### **General**

Use the following guidelines for preparing the project budget and budget justification. The budget justification includes a budget narrative and a line-item detail. Applications should only include allowable costs in accordance with 45 CFR Part 75 Subpart E.

## **Personnel**

**Description:** Costs of employee salaries and wages. See 45 CFR § 75.430 for more information on allowable personnel costs. Do not include the personnel costs of consultants, contractors and subrecipients under this category.

**Justification:** For each position, provide: the name of the individual (if known), their 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. Identify the project director or principal investigator, if known at the time of application.

## **Fringe Benefits**

**Description:** Costs of employee fringe benefits are allowances and services provided by employers to their employees in addition to regular salaries and wages. For more information on Fringe Benefits please refer to 45 CFR § 75.431. Do not include the fringe benefits of consultants, contractors, and subrecipients.

Typically, fringe benefit amounts are determined by applying a calculated rate for a particular class of employee (full-time or part-time) to the salary and wages requested. Fringe rates are often specified in the approved indirect cost rate agreement. Fringe benefits may be treated as a direct cost or indirect cost in accordance with the applicant's accounting practices. Only fringe benefits as a direct cost should be entered under this category.

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

## **Travel**

**Description:** Costs of project-related travel (i.e., transportation, lodging, subsistence) by employees of the applicant organization who are in travel status on official business. Travel by non-employees such as consultants, contractors or subrecipients should be included under the Contractual line item. Local travel for employees in non-travel status should be listed on the Other line. Travel costs should be developed in accordance with the applicant's travel policies and 45 CFR § 75.474.

**Justification:** For each trip show: the total number of travelers; 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/recipient orientations should be detailed in the budget justification.

## **Equipment**

**Description:** "Equipment" means an article of nonexpendable, tangible personal property (including information technology systems) having a useful life of more than one year and a per unit 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 organization's regular written accounting practices.) See 45 CFR §75.439 for more information.

**Justification:** For each type of equipment requested provide: a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use on the project; as well as use and/or disposition of the equipment after the project ends.

### Supplies

**Description:** Costs of all tangible personal property, other than included under the Equipment category. This includes office and other consumable supplies with a per-unit cost of less than \$5,000. See 45 CFR § 75.453 for more information.

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

### Contractual

**Description:** Cost of all contracts and subawards except for those that belong under other categories such as equipment, supplies, construction, etc. Include third-party evaluation contracts, if applicable, and contract or subawards with secondary recipient organizations (with budget detail), including delegate agencies and specific project(s) and/or businesses to be financed by the applicant. Costs related to individual consultants should be listed on the Other line. Recipients are required to use 45 CFR §§ 75.326-.340 procurement procedures, and subawards are subject to the requirements at 45 CFR §§ 75.351-.353.

**Justification:** Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open, and free competition. Applicants must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold stated in 48 CFR § 2.101(b). 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.

Indicate whether the proposed agreement qualifies as a subaward or contract in accordance with 45 CFR § 75.351. Provide the name of the contractor/subrecipient (if known), a description of anticipated services, a justification for why they are necessary, a breakdown of estimated costs, and an explanation of the selection process. In addition, for subawards, the applicant must provide a detailed budget and budget narrative for each subaward, by entity name, along with the same justifications referred to in these budget and budget justification instructions.



## 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 (non-personnel), professional service costs (including audit charges), space and equipment rentals, printing and publications, computer use, training costs (such as tuition and stipends), staff development costs, and administrative costs. Please note costs must be allowable per 45 CFR Part 75 Subpart E.

**Justification:** Provide a breakdown of costs, 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 HHS or another cognizant federal agency.

**Justification:** 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. Choosing to charge a lower rate will not be considered during the objective review or award selection process.

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 cost 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 Section 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 the 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. This line should be used to indicate required and/or voluntary committed cost sharing or matching, if applicable.

**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 or cost sharing by statute**, recipients will be held accountable for projected commitments of non-federal resources (at or above the statutory requirement) in their application budgets and budget justifications by budget period, or by project period for fully funded awards. **A recipient's failure to provide the statutorily required matching or cost sharing amount (and any voluntary committed amount in excess) 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**, recipients are not expected to provide cost sharing or matching. However, recipients are allowed to voluntarily propose a commitment of non-federal resources. If an applicant decides to voluntarily contribute non-federal resources towards project costs and the costs are accepted by ACF, the non-federal resources will be included in the approved project budget. The applicant will be held accountable for all proposed non-federal resources as shown in the Notice of Award (NoA). **A recipient's failure to meet the voluntary amount of non-federal resources that was accepted by ACF as part of the approved project costs and that was identified in the approved 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 cost share or match from a third-party, then a firm commitment of these resources (letter(s) or other documentation) is required to be submitted with the application. Detailed budget information must be provided for every funding source identified in Item 18. "Estimated Funding (\$)" on the SF-424.

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

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. Criteria* of this funding opportunity.

#### **Paperwork Reduction Act Disclaimer**

As required by the Paperwork Reduction Act, 44 U.S.C. 3501-3521, the public reporting burden for the Project Description is estimated to average 60 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. The Project Description information collection is approved under OMB control number 0970-0139, which expires 03/31/2025. 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 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 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.

Organizations must have an active System for Award (SAM) registration which provides a Unique Entity Identifier (UEI), and Grants.gov account to apply for grants.

Creating a Grants.gov account can be completed online in minutes, but SAM registration may take several weeks. Therefore, an organization's registration should be done in sufficient time to ensure it does not impact the entities ability to meet required application submission deadlines.

Organization applicants can find complete instructions here:

<https://www.grants.gov/web/grants/applicants/organization-registration.html>

**Register with SAM:** All organizations (entities) applying online through Grants.gov must register with SAM. Failure to register with SAM will prevent your organization from applying through Grants.gov. SAM registration must be renewed annually. For detailed instructions for registering with SAM, refer to:

<https://www.grants.gov/web/grants/applicants/organization-registration.html>

**Create a Grants.gov Account:** The next step in the registration process is to create an account with Grants.gov. Follow the on-screen instructions provided on the registration page.

**Add a Profile to a Grants.gov Account:** A profile in Grants.gov corresponds to a single applicant organization the user represents (i.e., an applicant). If you work for or consult with multiple organizations, you can have a profile for each organization under one Grants.gov account. In such cases, you may log in to one Grants.gov account to access all your grant profiles. To add an organizational profile to your Grants.gov account, enter the UEI for the organization in the UEI field. For detailed instructions about creating a profile on Grants.gov, refer to: <https://www.grants.gov/web/grants/applicants/registration/add-profile.html>

**EBiz POC Authorized Profile Roles:** After you register with Grants.gov and create an Organization Applicant Profile, the applicant's request for Grants.gov roles and access is sent to the EBiz POC. The EBiz POC is then expected to 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 the organization. You will be able to submit

your application online any time after you have been assigned the AOR role. For 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 commitments on behalf of the organization as a user with the AOR role; this step is often missed and 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 NOFO, you can create individual instances of a workspace.

For an overview of applying on Grants.gov using Workspaces, refer to:

<https://www.grants.gov/web/grants/applicants/workspace-overview.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 to work on the application together, complete all the required forms online or by downloading PDF versions, and check for errors before submission. The Workspace progress bar will display the state of your application process as you apply. As you apply using Workspace, you may click the blue question mark icon near the upper-right corner of each page to access context-sensitive help.

**Adobe Reader:** If you decide not to apply by filling out webforms you can download individual PDF forms in Workspace. 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:** These forms are designed to fill in common required fields across other forms, such as the applicant name, address, and SAM UEI. 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 application, a Grants.gov Tracking Number (GRANTXXXXXXXX) is automatically assigned to the application. The number will be listed on the Confirmation page that is generated after submission. Using the tracking number, access the Track My Application page under the Applicants tab or the Details tab in the submitted workspace.

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](mailto:support@grants.gov). For questions related to the specific funding 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 and understanding background information on the issue.

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

All applications must be received by 11:59 pm 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 acknowledgment of receipt and a tracking number (GRANTXXXXXXXX) 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 connections should be aware that transmission can take some time before Grants.gov receives your application. Therefore, applicants should allow enough time to prepare and submit the application before the package closing date.

Grants.gov will provide either an error or a successfully received submission message in the form of an email sent to the applicant with the AOR role.

### **Issues with Federal Systems**

For any systems issues experienced with Grants.gov or SAM.gov, please refer to ACF's "[Policy for Applicants Experiencing Federal Systems Issues](#)" document for complete guidance.

### **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.

### **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. Other Submission Requirements* of this funding opportunity for address information for paper format application submissions. Applications submitted in paper format must be received by 4:30 pm 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 funding opportunity.

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

All applicants must have a UEI and an active registration with SAM (<https://www.sam.gov>) prior to applying to a funding opportunity.

All applicants are required to maintain an active SAM registration until the application process is complete. If a grant is awarded, the SAM registration must be active throughout the life of the award. Your SAM registration must be renewed every 365 days to keep it active.

**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 request a UEI, register for, or renew a registration, at SAM.

Please see the "Help" tab at <https://sam.gov/content/help> for more information and assistance with this process.

HHS requires all entities that plan to apply for, and ultimately receive, federal grant funds from any HHS Agency to:

- Be registered in 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;
- Provide its UEI in each application or plan it submits to the OPDIV; and

- Ensure any proposed subrecipient(s) have obtained and provided to the recipient their UEI(s) prior to making any subawards (**Note:** Subrecipients are not required to complete full SAM registration.).

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

Number of Days from Publication 30

07/12/2023

Number of Days from Publication 60

##### Due Date for Applications

08/11/2023

#### 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 Grants.gov is 11:59 pm ET on the due date. Electronic applications submitted at 12:00 am ET on the day after the due date will be considered late and will be disqualified from competitive review and funding under this funding opportunity.

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

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

Instructions for electronic submission via Grants.gov are available at:

[www.grants.gov/web/grants/applicants/apply-for-grants.html](http://www.grants.gov/web/grants/applicants/apply-for-grants.html).

Applications submitted to 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 pm 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 funding under this funding opportunity.

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**

Hand-delivered applications 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 am ET and 4:30 pm 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 funding under this funding opportunity.

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

### **Emergency Extensions**

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

## **Acknowledgement of Received Application**

### **Acknowledgement from Grants.gov**

Applicants will receive an initial email upon submission of their application to 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 the application's submission. Receipt of this email does not indicate that the application is accepted or that it has passed the validation check.



Applicants will also receive an email acknowledging that the received application is in the **Grants.gov validation process**, after which a third email is sent with the information that the submitted application package has passed, or failed, the series of checks and validations.

Applications that are submitted on time that fail the validation check will not be transmitted to ACF and will not be acknowledged by ACF.

**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 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 not subject to Executive Order (E.O.) 12372, "Intergovernmental Review of Federal Programs," or 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." No action is required of applicants under this funding opportunity with regard 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)

Pre-award costs are not allowable.

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

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

#### **IV.7. Other Submission Requirements**

Submit paper applications to one of the following addresses. Also see *ACF Policy for Requesting an Exemption from Required Electronic Application Submission* at [www.acf.hhs.gov/grants/howto#chapter-6](http://www.acf.hhs.gov/grants/howto#chapter-6).

#### **Submission by Mail**

OFVPS Operations Center c/o F2 Solutions  
1401 Mercantile Lane  
Largo  
MD  
20774

**Hand Delivery**

Same as Above

**Electronic Submission**

See *Section IV.2.* for application requirements and for guidance when submitting applications electronically via Grants.gov.

For all submissions, see *Section IV.4. Submission Dates and Times.*

**V. Application Review Information**

**V.1. Criteria**

**Please note:** With the exception of the notice of funding opportunity and relevant statutes and regulations, reviewers must 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 must 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 must evaluate and score an application based on the documents that are presented in the application and must 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. The Project Description* of this funding opportunity.

**OBJECTIVES AND NEED FOR ASSISTANCE**

**Maximum Points: 5**

Applications will be reviewed on:

1. The extent to which the application describes a clear need for the proposed project and a clear plan for how the project will address those needs, including barriers to services and systems; challenges faced by adults, children, adolescents, and teens who are from diverse and historically marginalized communities and impacted by dating violence, domestic violence, and family violence; the efforts of community-based organizations to address these challenges; and related culturally relevant service gaps and trauma programming gaps.

2. The extent to which the application provides documentation on the diverse or historically marginalized communities to be impacted and served. This documentation must include provisions for serving adults and children.
3. The extent to which the applicant supplies a plan for addressing the scope of the problem or problems identified and the types of assistance that are needed, and an assessment of how the proposed project objectives will address the identified areas of need.
4. The extent to which the application demonstrates a clear commitment to expanding the capacity of their program and communities to offer trauma-informed, culturally relevant programming as discussed throughout *Section IV.2., Project Description*.
5. The extent to which the application describes clear and appropriate program objectives that are culturally relevant, trauma-focused, and inclusive of the target population, and will fulfill the program purpose and program requirements as described in *Section I., Description* and *Section IV.2., Project Description*.

### **OUTCOMES EXPECTED**

**Maximum Points: 5**

Applications will be reviewed on:

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

### **APPROACH**

**Maximum Points: 40**

Applications will be reviewed on:

1. The extent to which the application demonstrates an effective plan to enhance the capacity to offer culturally relevant, trauma-informed programming for adults, children, adolescents, and teens who are from diverse and historically marginalized communities and impacted by dating violence, domestic violence, family violence, and other forms of trauma.
2. The extent to which the application responds to each aspect of the "Approach," including Phase I and Phase II planning as detailed in *Section IV.2., The Project Description, Approach Activities*.
3. The extent to which the application describes how the proposed project will disseminate lessons learned to raise awareness within the domestic violence field, the general public, and public/private entities with regards to offering trauma-informed programming for diverse and historically marginalized communities impacted by family violence, domestic violence, and dating violence prevention and intervention as described in *Section IV.2., The Project Description, Approach*.
4. The extent to which the application describes how the proposed project will engage culturally specific communities, public/private systems, and the domestic violence field to create improvements in trauma-informed family violence, domestic violence, and

dating violence intervention or prevention responses as described in *Section IV.2., The Project Description, Approach.*

5. The extent to which the application describes how the applicant will accomplish each required element of the "Approach" as described in *Section IV.2., The Project Description, Approach*, and the feasibility of the proposed means of accomplishing these elements.
6. The extent to which the applicant's plan relates project tasks to the objectives, provides a timetable for the accomplishment of significant project activities and products, and selects appropriate project activities to achieve project goals and objectives and meet the identified needs.
7. The extent to which the application describes how collaborations will be undertaken and relationships with project partners managed.
8. The extent to which the application describes how the applicant will partner with a researcher to evaluate the outcomes of their trauma-informed interventions and programming.
9. The extent to which the application describes policies, procedures, and protocols to ensure the non-disclosure of confidential or private information of victims of family violence, dating violence, and domestic violence.
10. To the extent to which the application provides a comprehensive equity plan (or other similar documentation within the application) that demonstrates the processes and policies the grant recipient will have in place to ensure the proactive identification of systemic barriers to opportunities and benefits for people of color and other underserved populations and strategic incorporation of activities to redress such barriers in ongoing work-plans.

## **EVALUATION**

**Maximum Points: 15**

Applications will be reviewed on:

1. The extent to which the application clearly states its theory of change for addressing the trauma experienced by the target population, its proposed intervention, and the proposed outcomes, including improved social and emotional well-being for adult domestic violence survivors and their children.
2. The extent to which the application describes an effective strategy for the development of a more detailed evaluation plan during Phase I.
3. The extent to which the application describes the frequency of data collection and utilization of needs assessments and program data to make program adjustments. The application should include a description of how the organization will continue to make ongoing program adjustments that will improve performance and a description of data analysis, as well as a process for measuring these adjustments and determining whether or not to continue them.
4. The extent to which the application describes a feasible plan to evaluate success in achieving the goals set forth in the application.
5. The extent to which the application demonstrates a sound plan for conducting internal evaluations related to service provision and programmatic outcomes.

6. The extent to which the application demonstrates a sound plan for measuring the effectiveness of any practice change strategies, as well as measuring how service practices change over time.
7. The extent to which the application demonstrates a sound plan for measuring the broad base of adults and children reached or impacted by services and programming.

## **ORGANIZATIONAL PROFILES**

**Maximum Points: 25**

Applications will be reviewed on:

1. The extent to which the application demonstrates that the organization meets all the criteria to be an eligible applicant, as described in Section *III.1., Eligible Applicants*.
2. The extent to which the application demonstrates documented experience in the areas of domestic violence prevention and services specifically relevant to racial or ethnic populations and historically marginalized communities as described in Section *III.1., Eligible Applicants*.
3. The extent to which the applicant's organizational executive leadership and staffing structure is diverse with regard to the racial, ethnic, underserved, or historically marginalized communities the applicant proposes to serve, which also includes having a steering committee/advisory board that includes culturally specific organizations, community-based organizations, and domestic violence programs that are culturally diverse as described in Section *III.1., Eligible Applicants*.
4. The extent to which the application, through inclusion of letters of support or MOUs, demonstrates the organizational knowledge and professional relationships with the network of local, state, and tribal domestic violence programs; technical assistance providers; and national resource centers in order to provide national strategies, training, research, and resources related to the intervention and prevention of family violence, domestic violence, and dating violence.
5. The extent to which the application demonstrates the organizational capacity necessary to undertake a culturally relevant and linguistically appropriate project as described in *Section I., Description* and *Section IV.2., The Project Description, Approach*.
6. The extent to which the application describes the expertise of the proposed staff, the administrative and organizational structure of the applicant organization, including the management plan and the operational and programmatic relationships to other culturally specific, community-based organizations and domestic violence service providers at the local, state, tribal, and national levels.
7. The extent to which the application provides a staffing plan that demonstrates a sound relationship between the proposed responsibilities of program staff and the educational and professional experience required for staff positions through a discussion of position descriptions and resumes or biographical sketches of key staff, including consultants. "Key staff" are defined as those staff members responsible for direct oversight, management, or implementation of the proposed project.
8. The extent to which the application describes a plan for training project staff in appropriate topics to safely and effectively carry out the project and handle the issues they will encounter in a culturally competent manner that effectively responds to the ethnicity, age, gender identity, cultural practices, sexual orientation, socioeconomic status, educational background, and language of the targeted population.

9. The extent to which the application includes documentation of expertise regarding domestic violence intervention and prevention, and the provision programming that accounts for the intersections of violence, trauma, culture, and oppression with a diverse network of organizations as described in *Section IV.2., Project Description*.
10. The extent to which the application identifies a Point of Contact for this grant, including a telephone number and email address.
11. The extent to which MOUs are detailed, include the roles and responsibilities of both parties, and describe fair and appropriate compensation, if applicable.
12. The extent to which the application includes letters of support from advocates and local, state or tribal, and national organizations who are working to address domestic violence and dating violence, including services for children or youth exposed to domestic violence.

## **BUDGET AND BUDGET JUSTIFICATION**

**Maximum Points: 10**

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

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

No grant award will be made under this funding opportunity on the basis of an incomplete application. No grant award will be made to an applicant that does not have a UEI and an active SAM registration. See *Section IV.3. Unique Entity Identifier (UEI) 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 NOFO.

## **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 funding opportunity. 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. If identified in *Section I. Program Description*, 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. In addition, ACF reserves the right to evaluate applications in the larger context of the overall portfolio by considering geographic distribution of federal funds (e.g., ensuring coverage of states, counties, or service areas) in its pre-award decisions.

ACF may elect not to fund applicants with management or financial problems that would indicate an inability to successfully complete the proposed project. In addition, ACF may elect to not allow a prime recipient to subaward if there is any indication that they are unable to properly monitor and manage subrecipients.

Applications may be funded in whole or in part. Successful applicants may be funded at an amount lower than that requested.

## **Federal Awarding Agency Review of Risk Posed by Applicants**

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/](http://www.fapiis.gov/), before making any award in excess of the simplified acquisition threshold 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 [45 CFR § 75.205\(a\)\(2\) Federal Awarding Agency Review of Risk Posed by Applicants](#).

## **Non-Federal Reviewers Reference**

Please refer to *Section IV.2. Required Forms, Assurances, and Certifications* of this funding opportunity 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 in the current Fiscal Year. 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 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 email or by GrantSolutions, 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.

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

Recipients 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 recipient's employees who are working on the Federal award are not fluent in English, the recipient 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 funding opportunity are subject to 45 CFR Part 75 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards currently in effect or implemented during the period of award, other Department regulations and policies in effect at the time of award, and applicable statutory provisions. The Code of Federal Regulations (CFR) is available at [www.ecfr.gov](http://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](http://www.acf.hhs.gov/administrative-and-national-policy-requirements).

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.

Please review all HHS regulatory provisions for Termination at 2 CFR § 200.340.

#### **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 NoA. The HHS GPS is available at [https://www.acf.hhs.gov/grants/discretionary-post-award-requirements#book\\_content\\_0](https://www.acf.hhs.gov/grants/discretionary-post-award-requirements#book_content_0).

### **Equal Treatment of Faith-Based Organizations**

A faith-based organization that participates in this program will retain its independence from the federal government and may continue to carry out its mission consistent with religious freedom, nondiscrimination, and conscience protections in federal law, including the Free Speech and Free Exercise Clauses of the First Amendment of the U.S. Constitution, the Religious Freedom Restoration Act (42 U.S.C. 2000bb *et seq.*), the Coats-Snowe Amendment (42 U.S.C. 238n), Title VII of the Civil Rights Act of 1964 (42 U.S.C. 2000e-1(a) and 2000e-2(e)), Americans with Disabilities Act, 42 U.S.C. 12113(d)(2), section 1553 of the Patient Protection and Affordable Care Act (42 U.S.C. 18113), the Weldon Amendment (e.g., Further Consolidated Appropriations Act, 2020, Public Law 116-94, 133 Stat. 2534, 2607, div. A, sec. 507(d) (Dec. 20, 2019)), or any related or similar federal laws or regulations. Religious accommodations may also be sought under many of these religious freedom and conscience protection laws.

Consistent with 45 CFR § 87.3(b), a faith-based organization that receives direct financial assistance from HHS may not engage in any explicitly religious activities (including activities that involve overt religious content such as worship, religious instruction, or proselytization) as part of the programs or services funded with direct financial assistance from the HHS awarding agency. Such an organization, whether faith-based or not, also shall not, in providing services funded by HHS, discriminate against a program beneficiary or prospective program beneficiary on the basis of religion, a religious belief, a refusal to hold a religious belief, or a refusal to attend or participate in a religious practice, as provided in 45 CFR § 87.3(d).

### **VI.3. Reporting**

Performance Progress Reports:  
Semi-Annually

#### **Reporting Requirements**

Recipients under this funding opportunity will be required to submit performance progress and financial reports periodically throughout the project period. Information on reporting requirements is available on the ACF website at [www.acf.hhs.gov/discretionary-post-award-requirements#chapter-2](http://www.acf.hhs.gov/discretionary-post-award-requirements#chapter-2).

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

Financial Reports:  
Semi-Annually

### **VII. HHS Award Agency Contact(s)**

#### **Program Office Contact**

Deleon  
Barnett-Small  
Administration for Children and Families  
Office of Family Violence Prevention Services  
Family Violence Prevention and Services Act  
330 C Street, SW  
Washington  
DC  
20201  
202-260-0397  
deleon.barnett-smalls@acf.hhs.gov

**Office of Grants Management Contact**

Katrina  
Morgan  
Administration for Children and Families  
Office of Grants Management (OGM)  
330 C Street, SW  
Washington  
DC  
20201  
202-401-5127  
Katrina.Morgan@acf.hhs.gov

**Federal Relay Service:**

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

## VIII. Other Information

### Reference Websites

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

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

ACF Funding Opportunities Forecasts and NOFOs [www.grants.gov/](http://www.grants.gov/).

ACF "How To Apply For A Grant" <https://www.acf.hhs.gov/grants/how-apply-grant>.

ACF Property Guidance <https://www.acf.hhs.gov/grants/real-property-and-tangible-personal-property>

Grants.gov Accessibility Information [www.grants.gov/web/grants/accessibility-compliance.html](http://www.grants.gov/web/grants/accessibility-compliance.html).

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

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

- Asian Pacific Institute on Gender Based Violence, [www.api-gbv.org](http://www.api-gbv.org)
- Esperanza United, [www.esperanzaunited.org](http://www.esperanzaunited.org)
- Ujima: The National Center on Violence Against Women in the Black Community, [www.ujimacommunity.org](http://www.ujimacommunity.org)
- Los Angeles LGBT Center, [www.lalgbtcenter.org](http://www.lalgbtcenter.org).
- National Indigenous Women’s Resource Center, [www.niwrc.org](http://www.niwrc.org)
- Alaskan Native Women’s National Resource Center, [www.aknwrc.org](http://www.aknwrc.org)
- National Center on Domestic Violence, Trauma, and Mental Health, [www.nationalcenterdvtraumamh.org](http://www.nationalcenterdvtraumamh.org)
- Mujeres Latinas en Accion, <https://mujereslatinassenaccion.org/>
- Minnesota Indian Women's Sexual Assault Coalition, <https://www.miwsac.org/>
- Monsoon Asians and Pacific Islanders in Solidarity, <https://monsooniowa.org/>
- Native Hawaiian Resource Center on Domestic Violence, <https://www.pouhanaonw.org/>
- Survivors of Torture and Trauma Assistance and Rehabilitation Service, Tribal Safe Housing Capacity Building Center, <https://www.niwrc.org/housing>

### Application Checklist

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

What to Submit	Where Found	When to Submit
SF-424 - Application for Federal Assistance	Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i> .  This form is available in the NOFO's forms package at <a href="http://www.Grants.gov">www.Grants.gov</a> in the Mandatory section.	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .
Unique Entity Identifier (UEI) and System for Award Management (SAM) registration.	Referenced in <i>Section IV.3. Unique Entity Identifier (UEI) and System for Award Management (SAM)</i> in the funding opportunity.  To obtain a UEI and SAM registration, go to <a href="http://www.sam.gov">http://www.sam.gov</a> .	A UEI and registration at SAM.gov are required for all applicants.  Active registration at SAM must be maintained throughout the application and project award period.
SF-424 Key Contact Form	Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i> .  This form is available in the NOFO's forms package at <a href="http://www.Grants.gov">www.Grants.gov</a> .	Submission is due with the application by the application due date found in the <i>Overview</i> and in <i>Section IV.4</i> .

<b>What to Submit</b>	<b>Where Found</b>	<b>When to Submit</b>
		<i>Submission Dates and Times.</i>
Certification Regarding Lobbying (Grants.gov Lobbying Form)	Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i> This form is available in the NOFO's forms package at <a href="http://www.Grants.gov">www.Grants.gov</a> .	Submission is due with the application package or prior to the award of a grant.
SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non-Construction Programs	Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i> These forms are available in the NOFO's forms package at <a href="http://www.Grants.gov">www.Grants.gov</a> in the Mandatory section. They are required for applications that include only non-construction activities.	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i>
SF-Project/Performance Site Location(s) (SF-P/PSL)	Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i> This form is available in the NOFO's forms package at <a href="http://www.Grants.gov">www.Grants.gov</a> .	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i>
SF-LLL - Disclosure of Lobbying Activities	"Disclosure Form to Report Lobbying" is referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i> This form is available in the NOFO's forms package at <a href="http://www.Grants.gov">www.Grants.gov</a> .	If submission of this form is applicable, it is due at the time of application. If not available at the time of application, it may also be submitted prior to the award of a grant.
Letter of Intent	Referenced in <i>Section IV.2. Project Description.</i>	Submission is due by the Letter of Intent due date found in the <i>Overview</i> and in <i>Section IV.4.</i>
Table of Contents	Referenced in <i>Section IV.2. The Project Description.</i>	Submit with the application by the due date found in the <i>Overview</i> and in <i>Section</i>

What to Submit	Where Found	When to Submit
		<i>IV.4. Submission Dates and Times.</i>
Project Summary	Referenced in <i>Section IV.2. The Project Description.</i> The Project Summary is limited to one single-spaced page.	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i>
Proof of Non-Profit Status	Referenced in <i>Section IV.2. The Project Description, Legal Status of Applicant Entity.</i>	Proof of non-profit status should be submitted with the application package by the application due date and time listed in the <i>Overview</i> and <i>Section IV.4.</i> of the NOFO.  If it is not available at the time of application submission, it must be submitted prior to the award of a grant.
Mandatory Grant Disclosure	Requirement, submission instructions, and mailing addresses are found in the "Mandatory Grant Disclosure" in <i>Section IV.2. Required Forms, Assurances and Certifications.</i>	If applicable, concurrent submission to the Administration for Children and Families and to the Office of the Inspector General is required.
The Project Budget and Budget Justification	Referenced in <i>Section IV.2. The Project Budget and Budget Justification.</i>	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 <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i>

What to Submit	Where Found	When to Submit
Indirect Cost Rate Agreement (IDR)	<p>Referenced in <i>Section IV.2. The Project Budget and Budget Justification.</i></p> <p>The IDR must be submitted with the application package.</p>	<p>If the IDR is available by the application due date, it must be submitted with the application package.</p> <p>If it is not available by the application due date, listed in the <i>Overview</i> and <i>Section IV.4. Submission Dates and Times</i>, it may be submitted prior to the award of a grant.</p>
The Project Description	Referenced in <i>Section IV.2. The Project Description.</i>	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i>

**Appendix**

**LGBTQ Accessibility Policy Family Violence Prevention and Services Discretionary Grant: Culturally Specific Sexual Assault Capacity Building Center for the African American Community HHS-2023-ACF-ACYF-EV-0060**

*All applicants submitting an application under this NOFO must sign and submit the following LGBTQ Accessibility Policy with their application package. Print the document. It must be signed and dated by the applicant organization’s Authorized Organizational Representative (AOR). Scan the document into PDF format and submit it with the application at [www.Grants.gov](http://www.Grants.gov). See Section IV.2. Content and Form of Application Submission.*

As the Authorized Organizational Representative (AOR) signing this application on behalf of [Insert full, formal name of applicant organization],

I hereby attest and certify that:

The needs of LGBTQ individuals are taken into consideration in applicants program design. The applicant must consider how their program will be inclusive of and non-stigmatizing toward such participants. If not already in place, the applicant and, if applicable, sub-recipient(s) should establish and publicize policies prohibiting harassment based on race, sexual orientation, gender, gender identity (or expression), religion, and national origin. The submission of an application

for this funding opportunity reflects that the applicant has or will have such policies in place prior to receiving the award. Award recipients should ensure that all staff members are trained to prevent and respond to harassment or bullying in all forms. Funded programs should be prepared to monitor claims, address them seriously, and document their corrective action(s) so that all participants are assured that programs are safe, inclusive, and non-stigmatizing by design and in operation.

Additionally, any sub-recipients are required to:

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

Insert Date of Signature:

Print Name and Title of the AOR: Signature of AOR: