



Administration for Children and Families

Office of Refugee Resettlement

Health and Mental Health, Training and Technical Assistance Program to Refugee Serving Agencies.

HHS-2010-ACF-ORR-RB-0045

Application Due Date: 07/30/2010

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

Program Office: Office of Refugee Resettlement
Funding Opportunity Title: Health and Mental Health, Training and Technical Assistance Program to Refugee Serving Agencies.
Announcement Type: Initial
Funding Opportunity Number: HHS-2010-ACF-ORR-RB-0045
CFDA Number: 93.576
Due Date for Applications: **07/30/2010**

Executive Summary:

In order to assist agencies in providing the highest quality of services to refugees, the Office of Refugee Resettlement (ORR) awards technical assistance cooperative agreements to organizations with expertise in a particular area of refugee resettlement. These cooperative agreements are intended to assist refugee-serving agencies in their response to specific challenges or needs in refugee resettlement. ORR plans to award a cooperative agreement to a qualified organization with prior experience and demonstrated capacity to provide technical assistance in the field of refugee health and mental health to refugee-serving agencies, with the overall goal of improving the health and well-being of refugees as close to their arrivals in the United States. The successful applicant will also demonstrate prior experience improving the quality of services to refugees and aiding in 'refugees and other Orr-eligible populations' long-term integration in the United States.

Below are ORR's eligible population description:

- Eligibility for refugee social services includes refugees, asylees, Cuban and Haitian entrants, certain Amerasians from Vietnam who are admitted to the U.S. as immigrants, certain Amerasians from Vietnam who are U.S. citizens, victims of a severe form of trafficking who receive certification, eligibility or interim assistance letters from ORR and certain other specified family members, and Iraqi and Afghan special immigrants, See 45 C.F.R. 400.43 and ORR State Letter No. 00-17 on eligibility for ORR programs.
- Also, see ORR State Letter No. 01-13 on the Trafficking Victims Protection Act, dated May 3, 2001, as modified by ORR State Letter No. 02-01, January 4, 2002, ORR State Letter No. 04-12. In addition, see ORR State Letters No. 08-04, No. 08-06, No. 09-02, No. 09-17 and No.10-02 on Iraqi and Afghan Special Immigrant eligibility. ORR State Letters may be found at http://www.acf.hhs.gov/programs/orr/policy/orr_policy.htm ORR regulations under the Code of Federal Regulations (C.F.R.) may be found at http://www.acf.hhs.gov/programs/orr/policy/orr_regulations.htm.
- The term "refugee," used in this notice for convenience, is intended to encompass all such additional persons who are eligible to participate in refugee program services.

I. Funding Opportunity Description

Statutory Authority

This program is authorized by section 412(c)(1)(A) of the Immigration and Nationality Act (8 U.S.C. 1522(c)(1)(A)), as amended, which authorizes the Director of the Office of Refugee Resettlement (ORR) "to make grants to, and enter into contracts with, public or private non-profit agencies for projects specifically designed - (i) to assist refugees in obtaining the skills which are necessary for economic self-sufficiency, including projects for job training, employment services, day care, professional refresher training, and other recertification services, (ii) to provide training in English where necessary (regardless of whether the refugees are employed or receiving cash or other assistance); and (iii) to provide where specific needs have been shown and recognized by the Director, health (including mental health) services, social services, educational, and other services."

Description

Background

Forced migration may expose people to a host of health and mental health risk factors and challenges - both as new arrivals into the United States and after they have been in the United States for some time. It is helpful to think of these health risks and challenges to refugees as cumulative in regard to the stages they go through in getting to the United States, starting with conditions in their country before leaving (pre-migration), their travels to the United States, including time in refugee camps (migration), and their eventual resettlement in the United States.

Refugees often arrive from regions of the world with high rates of infectious disease and parasitic infection (e.g., tuberculosis, malaria, hepatitis, intestinal parasites). Additionally, migration to the developed world brings with it an increased susceptibility to chronic diseases (e.g., cancer, diabetes, hypertension, heart disease, depression). Contributing factors include the ongoing challenges and stress of resettlement and psychosocial adjustment (e.g., language barriers, welfare dependence, unemployment, crime, discrimination, etc.), nutritional deficits, environmental or occupational pathogens, substance use (e.g., tobacco use), low health literacy, and lack of access to, or low utilization of appropriate health care services. Furthermore, it has been demonstrated that migration can produce profound psychological distress, even among the best prepared and most motivated, and even under the most receptive circumstances. In general, the refugee migration experience entails greater stressors than other forms of migration. Forced displacement constitutes one of the most extreme forms of human stress, with the potential for long-term suffering.

Scope

To help address the special health and mental health risks, challenges and needs of refugees, and assist agencies in providing the highest quality services to refugees, ORR seeks to award a technical assistance cooperative agreement to an organization with demonstrated expertise in refugee health and mental health. This cooperative agreement is intended to assist refugee-serving agencies, including; local voluntary agencies, community-based organizations such as health clinics or providers, english as a second language programs, and employment programs, and ethnic organizations. The grantee is to respond to the health and mental health risks, challenges and needs (including health promotion and disease prevention) in refugee resettlement.

The main objective would be to develop a curriculum and training modules for local and mainstream providers to address the needs of refugee population through training and technical assistance. The grantee would prioritize recently arrived refugees, but also address the refugees who continue to demonstrate adjustment distress in the following years.

The refugee health and mental health technical assistance provider will serve as an information clearinghouse on refugee health and mental health which includes the following:

- Literature reviews, case studies, epidemiological studies, refugee population health backgrounders, fact sheets, disease prevention and health promotion models, etc.
- Facilitate the exchange of information and best practices, develop and maintain a Refugee Well-Being website
- Conduct workshops and on-site or web-based trainings, provide comprehensive health and mental health advocacy
- Work with local agencies in preparing health and mental health outreach materials, serve as a clearinghouse to all medical institutions and provide information.
- Develop and manage ORR's Refugee Health Listserv, and provide on site, telephonic, electronic technical assistance and consultation on topics related to refugee health and mental health.

Additionally, the refugee health and mental health technical assistance provider will work in close consultation with the ORR Project Officer and will coordinate activities with other ORR technical assistance providers as appropriate.

Purpose and Objectives

ORR plans to award a cooperative agreement to a qualified organization with relevant prior experience, capability to start-up with minimal delay, and a strong demonstrated capacity to provide technical assistance to refugee-serving agencies, with the overall goal of improving, promoting, and maintaining the health and mental health of refugees, improving the quality of services to refugees and aiding in the successful long-term integration of refugees and other ORR-eligible populations in the United States. The technical assistance applicant should be a recognized expert in the field of refugee health or mental health.

ORR is interested to fund an applicant that is theoretically based on an ecological/holistic (physical, psychosocial and spiritual) understanding and approach to health and mental health, including health promotion and disease prevention. The preferred application will also demonstrate a theoretical understanding of the correlation between health/mental health, economic self-sufficiency and long-term societal integration.

Applicant should clearly identify and document the need for technical assistance and determine where to focus specific technical assistance. Application should include proposed activities that address newly arriving refugee populations and refugee populations that have been in the United States for longer periods of time. ORR is interested in funding an applicant that proposes to address refugee health and mental health issues within the main organizational components of refugee resettlement, i.e., Federal, State and local governmental agencies (including specific organizational entities that have a major role in refugee health, such as agencies of the United States Centers for Disease Control, and the Association of Refugee Health Coordinators), voluntary resettlement agencies, local community based agencies providing services such as employment and english language programs, such as refugee faith based-organizations, ethnic and community-based organizations.

Applicant should also demonstrate knowledge of particular national refugee health programs, such as those concerning initial refugee medical screening, Refugee Medical Assistance (RMA) and access to care, and other refugee health/mental health related projects. In particular, applicants should demonstrate knowledge and understanding of ORR's refugee health promotion and disease prevention project entitled *Points of Wellness: Partnering for Refugee Health & Well-Being*. *Points of Wellness* was launched several years ago to help develop and implement health/mental health promotion and disease prevention activities and programs within refugee communities. Priority will also be given to applications that include activities that further the aims and objectives of *Points of Wellness*:

- Promoting a holistic approach to refugee health, mental health and overall well-being, and supporting systems of care that promote good physical and mental health in an integrated, seamless manner (e.g.,

through the primary care providers), in particular those needs of newly arrived refugee and persons recently granted asylum.

- Increasing the health literacy of refugees, including their abilities to access and navigate United States. healthcare systems.
- Helping refugee serving organizations develop, fund, manage and implement health promotion and disease prevention partnerships and programs.
- Encouraging the development and implementation of public health modalities of improving or maintaining good physical and mental health thru primary, secondary and tertiary prevention interventions, particular for newly arrived refugees.

Applicant should propose specific, measurable, appropriate, realistic, and time-bound ("SMART") objectives and fully describe the approach used to meet those objectives. Wherever possible, applicant should develop their technical assistance activities by drawing on existing resources and materials and increasing collaboration with both mainstream service providers and other ORR technical assistance providers.

Applicant should demonstrate prior experience or effective capacity to provide technical assistance in refugee health and mental health. Each year of the project period, the technical assistance provider will submit a technical assistance plan to ORR that includes the following:

- Proposed dates, locations, and rationale for technical assistance or consultative site visits and/or workshops.
- Planned webinars or other web-based trainings.
- written materials to be released to the public as part of the cooperative agreement.
- Methods and approaches of identifying and addressing existing or emerging refugee health and mental health needs.

Office of Refugee Resettlement encourages the use of technology in the cost-effective provision of technical assistance. All approved plans must have a website featuring all relevant technical assistance resources. The Project Officer will review and approve the grantee's annual technical assistance plan in these areas and other proposed technical assistance related to the allowable activities listed below. The Project Officer will also review and approve all written materials intended for distribution, as well as content for workshops and training sessions.

Allowable Activities

In order to have an innovative and flexible strategy for technical assistance to refugee-serving agencies, applicants should propose all of the following activities:

- 1) Develop curriculum and training modules for local and mainstream providers to address the needs of refugee population through training and technical assistance.
- 2) Prepare timely and appropriate responses to existing and emerging refugee health and mental health needs;
- 3) Prepare timely health/mental health reports or background on newly arriving refugee populations;
- 4) Provide on-site training or group workshops;
- 5) Establish an information clearinghouse on refugee health and mental health information;
- 6) Disseminate information on pressing technical assistance needs via email, website, listserv, etc.
- 7) Use technology for technical assistance dissemination (e.g. webinars, websites, etc.);
- 8) Develop and distribute resource materials, including training curricula, fact sheets, resource handbooks, publications on promising practices, and other materials, and, when possible, rely on existing technical assistance materials;
- 9) Identify and disseminate information on potential resources and partnership opportunities;
- 10) Provide individual technical assistance via email, writing, telephone, etc.; and

- 11) Prepare and disseminate reports on program characteristics, accomplishments, and outcomes, with effective case studies where appropriate.

II. Award Information

Funding Instrument Type:	Cooperative Agreement
Estimated Total Funding:	\$500,000
Expected Number of Awards:	1
Award Ceiling:	\$500,000 Per Project Period
Award Floor:	\$250,000 Per Project Period
Average Projected Award Amount:	\$250,000 Per Project Period

Length of Project Periods:

24-month project with two 12-month budget periods

This announcement invites applications for a 2-year project period. Although the project period may be for 2 years, ORR will make an initial award on a competitive basis for a 1-year budget period. **Applicants should provide a detailed budget and budget justification for the first 1-year budget period.** In subsequent years, ORR will entertain an application for continuation of the cooperative agreement under the award beyond the 1-year budget period, but within the 2-year project period, on a noncompetitive basis. Any continuation is subject to the availability of funds, satisfactory progress of the grantee, and a determination that continued funding would be in the best interest of the Federal Government.

Awards under this announcement are subject to the availability of funds and the discretion of the ORR director. Subject to the availability of funding and the best interests of the government, the ORR Director reserves the right to award more or less than the funds described under "Estimated Total Program Funding."

In the absence of worthy applications, the Director may decide not to make an award if deemed to be in the best interest of the Federal Government. Funding for future years, under this announcement, is at the Director's discretion and depends on the availability of appropriated funds.

Applicants may be required to reduce the scope of selected projects based on the amount of the approved cooperative agreement award.

Additional Information on Awards:

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

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

Each year of the project period, the technical assistance provider will submit a technical assistance plan to ORR that includes the following:

- 1) proposed dates, locations, and rationale for technical assistance site visits and/or workshops.
- 2) planned webinars or other web-based trainings.
- 3) written materials to be released to the public as part of the cooperative agreement.
- 4) methods and approaches of identifying and addressing emerging refugee needs.

The project officer will review and approve the grantee's annual technical assistance plan in these areas and other proposed technical assistance related to the allowable activities listed in this announcement. The project officer will also review and approve all written materials intended for distribution, as well as content for workshops and training sessions.

Please see *Section IV.5 Funding Restrictions* for any restrictions on the use of grant funds awarded under this announcement.

III. Eligibility Information

III.1. Eligible Applicants

State government; county governments; city or township governments; special district governments; independent school districts; public and state controlled institutions of higher education; native American tribal governments (federally recognized); public housing authorities/Indian housing authorities; native American tribal organizations (other than Federally recognized tribal governments); nonprofit having a 501 (c)(3) status with the IRS, other than institutions of higher education; private institutions of higher education; for profit organizations other than small businesses; small business.

Individuals, foreign entities, and sole proprietorship organizations are not eligible to compete for, or receive, awards made under this announcement.

Faith-based and community organizations that meet eligibility requirements are eligible to receive awards under this funding opportunity announcement.

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

III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement: No

Refer to *Section IV.2* for information on pre-application submissions.

III.3. Other

Disqualification Factors

Applications with requests that exceed the ceiling on the amount of individual awards as stated in *Section II. Award Information*, will be deemed non-responsive and will not be considered for funding under this announcement.

Applications that fail to satisfy the due date and time deadline requirements stated in *Section IV.3. Submission Dates and Times*, will be deemed non-responsive and will not be considered for funding under this announcement.

See *Section IV.3. Submission Dates and Times* for disqualification information specific to electronically-submitted applications:

- Electronically-submitted applications that do not receive a date/time-stamp email indicating application submission on or before 4:30 p.m., eastern time, on the due date, will be disqualified and will not be considered for competition.
- Electronically-submitted applications that fail the checks and validations at www.Grants.gov because the Authorized Organization Representative (AOR) does not have a current registration at the Central Contractor Registry (CCR) at the time of application submission will be disqualified and will not be considered for competition.

Section IV. Application and Submission Information

IV.1. Address to Request Application Package

Standard Forms, assurances, and certifications are available at the ACF Forms webpage at http://www.acf.hhs.gov/grants/grants_resources.html

Standard Forms are also available at the Grants.gov Forms Repository website at <http://apply07.grants.gov/apply/FormLinks?family=15>.

Makda Belay

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Division of Community Resettlement

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URL: http://www.acf.hhs.gov/programs/orr/resources/tech_asst_providers.htm

Federal Relay Service:

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service for assistance at 1-800-877-8339 (TTY - Text Telephone or ASCII - American Standard Code For Information Interchange).

Section IV.2. Content and Form of Application Submission

This section provides information on the required format, Standard Forms (SFs) and other forms, certifications, assurances, D-U-N-S requirement, project description, budget and budget justification, and methods of application submission. A checklist of required application elements is available for applicants' use in *Section VIII* of this announcement.

Applicants are required to submit one original and two copies of all application materials if applying in hard-copy. Applicants submitting applications electronically via www.grants.gov need not provide additional copies of their application materials. The original signature of the Authorized Organization Representative (AOR) is required only on the original copy. The AOR is named by the applicant, and is authorized to act for the applicant, to assume the obligations imposed by the Federal laws, regulations, requirements, and conditions that apply to the grant application or awards. A point of contact on matters involving the application must also be identified on the SF-424 at 8f. This point of contact, known as the Project Director or Principal Investigator, should not be identical to the person identified as the AOR.

Applicant must certify that, to the extent practicable, its staff and subaward staff, have completed, training in connection with serving refugees health and mental health capacity.

The narrative must be double-spaced, the font size must be no smaller than 12-point, and the margins must be at least 1 inch on all sides.

Do not use colored, oversized, or folded materials. Do not include books, video tapes, organizational brochures or other promotional materials, slides, films, and clips.

For those submitting in hard copy, submit application materials on white 8.5 x 11 inch paper only.

For submitting in hard copy, present application materials either in loose-leaf notebooks or in folders with page-hole punched at the top center and fastened separately with a slide paper fastener.

The narrative must be no longer than 30 pages; this page limit does not include the one-page project summary/abstract, table of contents, budget, and budget narrative. The logic model and supporting documentation such as third-party agreements, MOUs, resumes, organizational chart, position descriptions, proof of non-profit status and letters of support must be part of the attachment section, which also has a 30-page limit. Standards forms, assurances and certifications are not included in the 30-page limits for either the narrative or the attachment section. Reviewers will not read any pages after page 30 of the narrative and page 30 of the attachments.

Number all application pages sequentially throughout the package, beginning with the narrative of the proposed project as page one. Number the pages of the attachments, but do not number pages that are not included in the page limit.

Forms, Assurances, and Certifications

Applicants seeking financial assistance under this announcement must submit the listed Standard Forms (SFs), assurances, and certifications. All required Standard Forms, assurances, and certifications are available at [ACF Funding Opportunities Forms](#) or at the [Grants.gov Forms Repository](#) unless specified otherwise.

Forms / Assurances / Certifications	Submission Requirement	Notes / Description
SF-424A - Budget Information - Non-Construction Programs SF-424B - Assurances - Non-Construction Programs	Submission required for all applicants applying for a non-construction project by the application due date.	Required for all applications.
SF-424 - Application for Federal Assistance SF-P/PSL - Project/Performance Site Location(s)	Submission required for all applicants by the application due date.	Required for all applications.
Certification Regarding Lobbying	Submission required of all applicants prior to award.	Required for all applications.
Survey on Ensuring Equal Opportunity for Applicants	Submission is voluntary.	Non-profit private organizations (not including private universities) are encouraged to submit the " <i>Survey on Ensuring Equal Opportunity for Applicants</i> " with their applications. Submission of the survey is voluntary. Applicants applying electronically may submit this survey along with the application. Hard copy submissions should include the survey in a separate envelope.
SF-LLL - Disclosure of Lobbying Activities, if applicable	If applicable, submission is required prior to award.	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. Applicants must furnish an executed copy of the Certification Regarding Lobbying prior to award.

The Pro-Children Act of 2001, 42 U.S.C. 7181 through 7184, imposes restrictions on smoking in facilities where federally funded children's services are provided. HHS grants are subject to these requirements only if they meet the Act's specified coverage. The Act specifies that smoking is prohibited in any indoor facility (owned, leased, or contracted for) used for the routine or regular provision of kindergarten, elementary, or secondary education or library services to children under the age of 18. In addition, smoking is prohibited in any indoor facility or portion of a facility (owned, leased, or contracted for) used for the routine or regular provision of federally funded health care, day care, or early childhood development, including Head Start services to children under the age of 18. The statutory prohibition also applies if such facilities are constructed, operated, or maintained with Federal funds. The statute does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, portions of facilities used for inpatient drug or alcohol treatment, or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per violation and/or the imposition of an administrative compliance order on the responsible entity.

By signing and submitting the application, applicants are making the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination.

Additional information on certifications and assurances may be found in the HHS Grants Policy Statement at: http://www.acf.hhs.gov/grants/grants_related.html.

Non-Federal Reviewers

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

D-U-N-S Requirement

All applicants must have a D&B Data Universal Numbering System (D-U-N-S) number. A D-U-N-S number is required whether an applicant is submitting a paper application or using the Government-wide electronic portal, [Grants.gov](http://www.grants.gov). A D-U-N-S number is required for every application for a new award or renewal/continuation of an award, including applications or plans under formula, entitlement, and block grant programs. A D-U-N-S number may be acquired at no cost online at <http://www.dnb.com>. To acquire a D-U-N-S number by phone, contact the D&B Government Customer Response Center:

U.S. and U.S Virgin Islands: 1-866-705-5711

Alaska and Puerto Rico: 1-800-234-3867 (Select Option 2, then Option 1)

Monday - Friday 7 AM to 8 PM C.S.T.

The process to request a D-U-N-S® Number by telephone takes between 5 and 10 minutes. You will need to provide the following information:

- Legal Name
- Tradestyle, Doing Business As (DBA), or other name by which your organization is commonly recognized
- Physical Address, City, State and Zip Code
- Mailing Address (if separate)

- Telephone Number
- Contact Name
- SIC Code (Line of Business)
- Number of Employees at your location
- Headquarters name and address (if there is a reporting relationship to a parent corporate entity)
- Is this a home-based business?

The Project Description

Part I: The Project Description Overview

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. The project description should be concise and complete. It should address the activity for which Federal funds are being requested. Supporting documents should be included where they can present information clearly and succinctly. In preparing the project description, information that is responsive to each of the requested evaluation criteria must be provided. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

General Expectations and Instructions

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

Part II: General Instructions for Preparing a Full Project Description

Introduction

Applicants that are required to submit a full project description shall prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria. The topics listed in this section provide a broad overview of what the project description should include while the Criteria in *Section V.1* identify the measures that will be used to evaluate applications.

Legal Status of Applicant Entity

Applicants must provide the following documentation of their legal status:

Proof of Non-Profit Status

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

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

When applying electronically, proof of non-profit status may be submitted as an attachment; however, proof

of non-profit status must be submitted prior to award.

Logic Model

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

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

Project Sustainability Plan

Provide a plan for sustainability that details how the proposed project approach will create project self-sufficiency and help to ensure that the impact of the project will continue after Federal assistance has ended. The applicant may include information on plans to secure additional financial resources.

Organizational Capacity

- Organizational charts
- Board of Directors
- Financial statements adhering to Generally Accepted Accounting Principles (GAAP)
- Audit reports or statements from Certified Public Accountants/Licensed Public Accountants
- Contact persons and telephone numbers
- Names of bond carriers
- Information on compliance with Federal/State/local government standards
- Documentation of experience in the program area
- Personnel policies
- Any other pertinent information the applicant deems relevant.

Provide a biographical sketch or resume for each key person appointed. Resumes should be no more than two pages in length. Job descriptions for each vacant key position should be included as well. As new key staff are appointed, biographical sketches or resumes will also be required.

Protection of Sensitive and/or Confidential Information

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

Dissemination Plan

Provide a plan for distributing reports and other project outputs to colleagues and to the public. Applicants must provide a description of the method, volume, and timing of distribution.

Third-Party Agreements

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

Letters Of Support

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

Budget and Budget Justification

Provide a budget with line-item detail and detailed calculations for each budget object class identified on the Budget Information Form (SF-424A or SF-424C). Detailed calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching is a requirement, include a breakout by the funding sources identified in Block 18 of the SF-424.

Provide a narrative budget justification for each year of the proposed project. The narrative budget justification should describe how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

General

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

Personnel

Description: Costs of employee salaries and wages.

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

Fringe Benefits

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

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

Travel

Description: Costs of project-related travel by employees of the applicant organization. (This item does not include costs of consultant travel).

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

Equipment

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

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 disposal of the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy, or section of its policy, that includes the equipment definition.

Supplies

Description: Costs of all tangible personal property other than that included under the Equipment category.

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

Contractual

Description: Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include thirdparty evaluation contracts, if applicable, and contracts with secondary recipient organizations, including delegate agencies and specific project(s) and/or businesses to be financed by the applicant.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open and free competition. Recipients and subrecipients, other than States that are required to use 45 CFR Part 92 procedures, must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed at 41 U.S.C. 403(11), currently set at \$100,000. Recipients may be required to make pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc. available to ACF.

Note: Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each delegate agency, by agency title, along with the same supporting information referred to in these instructions.

Other

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

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

Indirect Charges

Description: Total amount of indirect costs. This category should be used only when the applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant Federal agency.

Justification: An applicant that will charge indirect costs to the grant must enclose a copy of the current rate agreement. If the applicant organization is in the process of initially developing or renegotiating a rate, upon notification that an award will be made, it should immediately develop a tentative indirect cost rate proposal based on its most recently completed fiscal year, in accordance with the cognizant agency's guidelines for establishing indirect cost rates, and submit it to the cognizant agency. Applicants awaiting approval of their indirect cost proposals may also request indirect costs. When an indirect cost rate is requested, those costs included in the indirect cost pool should not be charged as direct costs to the grant. Also, 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.

Program Income

Description: The estimated amount of income, if any, expected to be generated from this project.

Justification: Describe the nature, source and anticipated use of program income in the budget or refer to the pages in the application that contain this information.

Paperwork Reduction Disclaimer

As required by the Paperwork Reduction Act of 1995, Pub.L. 104-13, the public reporting burden for the Project Description is estimated to average 40 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection information. The Project Description information collection is approved under OMB control number 0970-0139, which expires 11/30/2012. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Application Submission Options

Electronic Submission via www.Grants.gov

- ACF will not accept applications via facsimile or email.
- The Funding Opportunity Announcement is found on the Grants.gov website at <http://www.grants.gov> where the electronic application can be downloaded for completion.
- To apply electronically, applicants must be registered with Grants.gov, Dun and Bradstreet, and the Central Contractor Registry (CCR).
- Electronically submitted applications must be submitted and time/date stamped by the due date and receipt time described in *Section IV.3. Submission Dates and Times*, of this announcement.
- To submit an application through Grants.gov, the applicant must be an Authorized Organization Representative (AOR) for their organization and must have a current registration with the Central Contractor Registry (CCR).
- **Central Contractor Registry (CCR) registration must be updated annually.** Electronically submitted applications will not pass the validation check at Grants.gov if the AOR does not have a current CCR registration and electronic signature credentials.
- Applications rejected by Grants.gov for an unregistered AOR will be disqualified and will not be considered for competition.
- Additional guidance on the submission of electronic applications can be found at http://www.acf.hhs.gov/grants/registration_checklist.html.
- If difficulties are encountered in using Grants.gov, applicants must contact the Grants.gov Contact Center at: 1-800-518-4726, or by email at support@grants.gov, to report the problem and obtain assistance.
- Applicants are advised to retain Grants.gov Contact Center service ticket number(s) as they may be needed for future reference.

- Applicants that submit their applications electronically are encouraged to retain a hard copy of their application.
- It is to an applicant's advantage to submit their applications 24 hours in advance of the closing date and time.

Contact with the Grants.gov Contact Center prior to the listed due date and time does not ensure acceptance of your application. If difficulties are encountered, the Grants Management Officer (GMO) will make a determination whether the issues are due to system errors or user error.

Hard Copy Submission

Applicants that are submitting their application in paper format should 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 Authorized Organization Representative (AOR), and be unbound. The original copy of the application must have original signature(s). See *Section IV.6* of this announcement for address information for hard copy application submissions.

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.3. Submission Dates and Times* of this announcement.

IV.3. Submission Dates and Times

Due Date for Applications: **07/30/2010**

Explanation of Due Dates

The due date for receipt of applications is listed in this section. Applications received after 4:30 p.m., eastern time, on the due date will be classified as late and will not be considered in the current competition.

Applicants are responsible for ensuring that applications are received by mail, hand-delivery, or submitted electronically well in advance of the application due date and time.

Mailed Applications

Mailed applications must be **received** no later than 4:30 p.m., eastern time, at the address provided in *Section IV.6* of this announcement on the due date listed in this section.

Hand-Delivered Applications

Applications hand-delivered by applicants, applicant couriers, other representatives of the applicant, or by overnight/express mail couriers must be **received** on, or before, the due date listed in this section, between the hours of 8:00 a.m. and 4:30 p.m., eastern time, Monday through Friday (excluding Federal holidays). Applications should be delivered to the address provided in *Section IV.6.* of this announcement.

Electronically-Submitted Applications

ACF cannot accommodate transmission of applications by facsimile or email. Instructions for electronic submission through www.Grants.gov may be found at http://www.acf.hhs.gov/grants/registration_checklist.html.

After the application is submitted electronically via Grants.gov, the applicant will receive three emails. The following emails will be sent to the applicant from Grants.gov:

1. An automatic acknowledgement from Grants.gov of the application's submission that provides a Grants.gov tracking number.
The date/time-stamp in this email serves as the official record of your application submission. The date/time-stamp must reflect a submission time on or before 4:30 p.m., eastern time, on the application due date for the application to be considered as meeting the due date and to be considered for competition.
2. An acknowledgement from Grants.gov that the submitted application package has passed or failed a series of checks and validations.
Applications that fail the validation check at Grants.gov because the Authorized Organization Representative (AOR) is not currently registered with the Central Contractor Registry (CCR) will be disqualified and will not be considered for competition.
3. An additional email from the Administration for Children and Families (ACF) will be sent to the applicant indicating that the application has been retrieved from Grants.gov and received by ACF.

Late Applications

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

- **Hard-copy applications received after 4:30 p.m., eastern time, on the due date will be classified as late and will be disqualified.**
- **Electronically-submitted applications are considered late and are disqualified when the date/time-stamp received by email from www.Grants.gov is after 4:30 p.m., eastern time, on the due date.**
- **Electronically-submitted applications submitted by an AOR that does not have a current registration with the Central Contractor Registry (CCR) will be rejected by Grants.gov. Although the applicant may have an acceptable dated and time-stamped email from Grants.gov, these applications are considered late and are disqualified and will not be considered for competition.**

Extension/Waiver of Due Date and Receipt Time

ACF may extend an application due date and receipt time when circumstances such as natural disasters occur (floods, hurricanes, etc.); when there are widespread disruptions of mail service; or in other rare cases. The determination to extend or waive due date and receipt time requirements rests with ACF's Chief Grants Management Officer.

Acknowledgement of Received Application

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

Applicants who submit their application packages electronically via <http://www.Grants.gov> will receive two email acknowledgements from that website:

1. Your application has been submitted and provides a Time/Date Stamp. **This is considered the official submission time.**
2. Your application has been validated and provides a Time/Date Stamp. See the previous section on **disqualification for failing validation check because of an unregistered Authorized**

Organization Representative.

An acknowledgement email from the Administration on Children and Families (ACF) indicating that the application has been retrieved and received by ACF will be sent to applicants that apply via <http://www.Grants.gov>

IV.4. Intergovernmental Review of Federal Programs

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

Applicants should go to the following URL for the official list of the jurisdictions that have elected to participate in E.O. 12372 http://www.whitehouse.gov/omb/grants_spoc/.

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

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

SPOC comments may be submitted directly to ACF to: U.S. Department of Health and Human Services, Administration for Children and Families, Office of Grants Management, Division of Discretionary Grants, 370 L'Enfant Promenade SW., 6th Floor East, Washington, DC 20447.

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

IV.5. Funding Restrictions

Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions, are considered unallowable costs under grants awarded under this announcement.

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

IV.6. Other Submission Requirements

Submit applications to one of the following addresses:

Submission By Mail

Ben Sharp
Office of Grants Management, 6th Floor East
Division of Discretionary Grants

Administration for Children and Families
901 D St. S.W., Aerospace Building
Washington, DC 20447

Hand Delivery

Ben Sharp
Office of Grants Management, 6th Floor East
Division of Discretionary Grants
Administration for Children and Families
901 D St. S.W., Aerospace Building
ACF Mailroom, 2nd Floor (near loading dock)
Washington, DC 20024

Electronic Submission

See *Section IV.2* for application requirements and for guidance when submitting applications electronically via <http://www.Grants.gov>.

For all submissions, see *Section IV.3* for information on due dates and times.

V. Application Review Information

V.1. Criteria

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

The evaluation criteria for applications are listed below. The corresponding score values indicate the relative importance that ORR places on each evaluation criterion. In considering how applicant will carry out the responsibilities addressed under this announcement, competing applications for this financial assistance will be reviewed and evaluated against the criteria described in this section.

Organizational Profile

Maximum Points: 20

The evaluation will assess the extent to which the applicants demonstrate organizational capacity and the ability to effectively implement with minimal delay and manage the programmatic and financial aspects of the project. The applications must include organizational and project mission statement, organizational chart and management plan for the project. (5 points)

Reviewers will evaluate the extent to which the applicants demonstrate that it has a comprehensive and extensive expertise in providing assistance to refugees in health and mental health issues. Reviewers will evaluate applicants' knowledge, involvement, and experience with health and mental health issues related to refugee populations. Reviewers will also review how clearly the applicants describe their capacity to achieve the technical assistance objectives, organization, staffing, (including volunteers), and any proposed partners and/or consultants. (5 points)

Reviewers will determine whether or not applicants have described sufficiently how the grantee and one or more sub-awardee organizations will carry out the activities immediately upon award. Reviewers will determine the extent to which the applicants show that it or its sub-awardee has expertise on providing technical assistance on specific issues. If applicants plan to work with sub-awardees, it must provide the following in the application: the name, location (city, State), and expertise of each sub-awardee; a description of the scope of each sub-awardee's activity; and a Memorandum of Understanding or a letter of intent and draft sub-award agreement. If applicants choose not to issue any sub-awards, reviewers will evaluate how well the applicants demonstrate that it can and will accomplish the activities to be sub-awarded. (5 points)

Applicants will demonstrate in detail the professional qualifications of project staff that will be responsible for training and technical assistance. Applicants must include resumes of key project staff, demonstrating appropriate professional background, work experience, and linguistic capacity. (5 points)

Need for Assistance

Maximum Points: 20

Evaluation on this criterion will focus on the extent to which applicant demonstrate the need for a comprehensive health and mental health training and technical assistance program. (5 points)

Reviewers will evaluate how well applicant understand the refugee resettlement network and the roles of agencies in providing services. Applicant must discuss the agency members of the network and demonstrate a familiarity of the relationships, the roles of federal agencies, and the climates of resettlement in communities. (5 points)

Reviewers will also evaluate how well applicants demonstrate an understanding the refugee resettlement process the experience of newly arrived refugees the challenges faced by persons recently granted asylum and the experiences of integration and social adjustment. (5 points)

Reviewers will evaluate the extent to which application describe how well this program will identify and assist linkages and training to mainstream providers to address the needs of newly arriving refugee populations. (5 points)

Objectives

Maximum Points: 25

The proposed objectives are to address refugee health and mental health issues in the main organizational components of refugee resettlement, i.e., federal, state and local governmental agencies, voluntary resettlement agencies, refugee-serving community-based organizations, such as faith based-organizations, ethnic and community-based organizations. (10 points)

Reviewers will evaluate the extent to which applicants show how their health and mental health training and

technical assistance program and its outcomes will be assessed, revised and upgraded during the project period. Reviewers will examine the extent to which the grantee shows how it will achieve program improvement based on outcomes. (5 points)

Reviewers will evaluate how well proposed objectives clearly identify what will be achieved and are "SMART" in order to avoid differing interpretations; to monitor and evaluate progress, preferably numerically, in order to identify problems; to be achievable, yet challenging and meaningful; and to specify time frame for achieving them. (10 points)

Approach

Maximum Points: 25

This criterion focuses on the extent to which the applicant addresses the announcement purposes and background sections and provides a comprehensive plan for operating the health and mental health program, including training and technical assistance activities. (5 points)

Applicant must use a logic model for design and management of the project. The applicant is required to incorporate the objectives in logic model language. The logic model must include specific activities for each objective and target numbers for each activity, with outcomes and timelines for accomplishing activities. (5 points)

Reviewers will evaluate the extent to which the application includes a plan for overall fiscal and program management accountability of awarded funds (and sub-awarded funds, if applicable). Applicant must submit a technical assistance plan that is theoretically based on an ecological/holistic (i.e., physical, psychosocial and spiritual) understanding and approach to health and mental health, including health promotion and disease prevention. Additionally, the technical assistance plan demonstrates a theoretical understanding of the correlation between health/mental health, economic self-sufficiency and long-term societal integration. (5 points)

Applicant must plan for the development and distribution of resource materials and, when possible, propose to build on existing resources rather than duplicate existing technical assistance efforts or materials. (5 points)

The applicant plan must include an appropriate balance according to the objectives for the proposed activities that addresses newly arriving refugee populations and refugee populations that have been in the United States for longer periods. The plan should also include activities directed in increasing the health literacy of refugees, including their abilities to access and navigate United States healthcare systems. (5 points)

Budget and Budget Justification

Maximum Points: 10

The application will be evaluated on the extent to which the budget is clear, logical, accurate, and complete. The line-item budget narrative should be understandable and justify the costs proposed. Reviewers will examine the extent to which the applicant shows how categorical costs are derived. Reviewers will examine the extent to which the applicant has demonstrated the cost effectiveness of the program and the necessity, reasonableness and allocation of proposed costs in relation to the proposed activities and outcomes. ORR is also interested in the amount and source of any additional funding, such as in-kind contributions, partnerships, and other resources, that will support the project. (10 points)

V.2. Review and Selection Process

No grant award will be made under this announcement on the basis of an incomplete application.

Initial ACF Screening

Each application will be screened to determine whether it was received by the closing date and time and whether the requested amount exceeds the award ceiling. Applications that are designated as late according to *Section IV.3. Submission Dates and Times* or those with requests that exceed the award ceiling, stated in *Section II. Award Information* will be returned to the applicant with a notation that they were deemed non-responsive and will not be reviewed.

Objective Review and Results

Applications competing for financial assistance will be reviewed and evaluated by objective review panels using the criteria described in *Section V.1* of this announcement. Each panel is made up of experts with knowledge and experience in the area under review. Generally, review panels are composed of 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 and are one element of the decision-making process.

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

ACF may refuse funding for projects with what it regards as unreasonably high start-up costs for facilities or equipment, or for projects with unreasonably high operating costs.

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

Approved but Unfunded Applications

Applications that are approved but unfunded may be held over for funding in the next funding cycle, pending the availability of funds, for a period not to exceed one year.

V.3. Anticipated Announcement and Award Dates

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

VI. Award Administration Information

VI.1. Award Notices

Successful applicants will be notified through the issuance of a Financial Assistance Award (FAA) document 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 FAA will be signed by the Grants Officer and transmitted via postal mail. Following the finalization of funding decisions, organizations whose applications will not be funded will be notified by letter, signed by the Program Office head.

VI.2. Administrative and National Policy Requirements

Awards issued under this announcement are subject to the uniform administrative requirements and cost principles of 45 CFR Part 74 (Awards And Subawards To Institutions Of Higher Education, Hospitals, Other Nonprofit Organizations, And Commercial Organizations), or 45 CFR Part 92 (Grants And Cooperative Agreements To State, Local, And Tribal Governments).

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.

Grantees are subject to the limitations set forth in 45 CFR Part 74, Subpart E-Special Provisions for Awards to Commercial Organizations (45 CFR §74.81_Prohibition against profit), which states that, "... no HHS funds may be paid as profit to any recipient even if the recipient is a commercial organization. Profit is any amount in excess of allowable direct and indirect costs."

Grantees are also subject to the requirements of 45 CFR Part 87, Equal Treatment for Faith-Based Organizations: "Direct Federal grants, sub-award funds, or contracts under this ACF program shall not be used to support inherently religious activities such as religious instruction, worship, or proselytization. Therefore, organizations must take steps to separate, in time or location, their inherently religious activities from the services funded under this program. Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which includes the prohibition against Federal funding of inherently religious activities, can be found at the HHS web site at: <http://www.hhs.gov/fbc/waisgate21.pdf>.

A faith-based organization receiving HHS funds retains its independence from Federal, State, and local governments, and may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs. For example, a faith-based organization may use space in its facilities to provide secular programs or services funded with Federal funds without removing religious art, icons, scriptures, or other religious symbols. In addition, a faith-based organization that receives Federal funds retains its authority over its internal governance, and it may retain religious terms in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents in accordance with all program requirements, statutes, and other applicable requirements governing the conduct of HHS funded activities." Additional information on "Understanding the Regulations Related to the Faith-Based and Community Initiative" can be found at: <http://www.hhs.gov/fbc/regulations/index.html>.

The Code of Federal Regulations (CFR) is available at <http://www.gpoaccess.gov/CFR/>.

Award Term and Condition for Trafficking in Persons

Awards issued under this announcement are subject to the requirements of Section 106 (g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104). For the full text of the award term, go to http://www.acf.hhs.gov/grants/award_term.html. If you are unable to access this link, please contact the

Grants Management Contact identified in Section VII. Agency Contacts of this announcement to obtain a copy of the Term.

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. Appendices to the HHS GPS include a glossary of terms and a list of standard abbreviations for ease of reference. 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 Financial Assistance Award (FAA). The HHS GPS is available at http://www.acf.hhs.gov/grants/grants_related.html.

VI.3. Reporting

Grantees under this announcement will be required to submit performance progress and financial reports periodically throughout the project period. The frequency of required reporting is listed later in this section.

In FY 2009, most ACF grantees began using a standard form for required performance progress reporting (PPR). Use of the new standard form, the ACF-OGM SF-PPR, began for new awards and continuation awards made by ACF in FY 2009. At a minimum, grantees are required to submit the ACF-OGM SF-PPR, which consists of the ACF-OGM SF-PPR Cover Page and the Program Indicators-Attachment B. ACF Programs that utilize reporting forms or formats in addition to, or instead of, the ACF-OGM SF-PPR have listed the reporting requirements later in this section.

Grant award documents will inform grantees of the appropriate performance progress report form or format to use beginning in FY 2009. Grantees should consult their award documents to determine the appropriate performance progress report format required under their award.

Grantees will continue to use the Financial Status Report (FSR) SF-269 (long form) for required financial reporting.

Performance progress and financial reports are due 30 days after the end of the reporting period. Final program performance and financial reports are due 90 days after the close of the project period. Final reports may be submitted in hard copy to the Grants Management Office Contact listed in *Section VII. Agency Contacts* of this announcement.

The SF-269 (long form) and the ACF-OGM-SF-PPR may be found at http://www.acf.hhs.gov/grants/grants_resources.html.

Program Progress Reports: Semi-Annually

Financial Reports: Semi-Annually

VII. Agency Contacts

Program Office Contact

Makda Belay

ACF

ORR
DCR
Aerospace
901 D Street S.W.
Washington, DC 20447
Phone: (202) 401-5087
Fax: (202) 401-5772
Email: Makda.Belay@ACF.hhs.gov

Office of Grants Management Contact

Ben Sharp
Administration for Children and Families
Office of Grants Management
370 L'Enfant Promenade, S.W.
6th Floor East
Washington, DC 20447
Phone: (202) 401-5513
Fax: (202) 401-5548
Email: ben.sharp@acf.hhs.gov
URL: ACFOGME-Grants@acf.hhs.gov

Federal Relay Service:

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service for assistance at 1-800-877-8339 (TTY - Text Telephone or ASCII - American Standard Code For Information Interchange).

VIII. Other Information

Reference Websites

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

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

Administration for Children and Families - Funding Opportunities homepage <http://www.acf.hhs.gov/grants/>.

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

Code of Federal Regulations (C.F.R.) <http://www.gpoaccess.gov/cfr/index.html>.

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

Sign up to receive notification of ACF Funding Opportunities at www.Grants.gov
http://www.grants.gov/applicants/email_subscription.jsp.

Checklist

All required Standard Forms, assurances, and certifications are available on the ACF Forms page at http://www.acf.hhs.gov/grants/grants_resources.html and on the Grants.gov Forms Repository webpage at <http://apply07.grants.gov/apply/FormLinks?family=15>.

Versions of other Standard Forms (SFs) are available on the Office of Management and Budget (OMB) Grants Management Forms web site at http://www.whitehouse.gov/omb/grants_forms/.

For information regarding accessibility issues, visit the Grants.gov Accessibility Compliance Page at http://www07.grants.gov/aboutgrants/accessibility_compliance.jsp

What to Submit	Where Found	When to Submit
SF-424 - Application for Federal Assistance SF-P/PSL - Project/Performance Site Location(s)	Referenced in Section IV.2 and found at http://www.acf.hhs.gov/grants/grants_resources.html and at the Grants.gov Forms Repository at http://apply07.grants.gov/apply/FormLinks?family=15 .	Submission due by application due date found in Overview and Section IV.3.
SF-424A - Budget Information - Non-Construction Programs SF-424B - Assurances - Non-Construction Programs	Referenced in Section IV.2 and found at http://www.acf.hhs.gov/grants/grants_resources.html .	Submission due by application due date found in Overview and Section IV.3.
Project Description	Referenced in Section IV.2 of the announcement.	Submission due by application due date found in Overview and Section IV.3.
Budget and Budget Justification	Referenced in Section IV.2 of the announcement under "Project Description."	Submission due by application due date found in Overview and Section IV.3.
Third-Party Agreements	Referenced in Section IV.2 of the announcement under "Project Description."	If available, submission is due by application due date found in Overview and Section IV.3. or by time of award.

Letters of Support	Referenced in Section IV.2 of the announcement under "Project Description."	Submission due by application due date found in Overview and Section IV.3.
Proof of Non-Profit Status	Referenced in Section IV.2 of the announcement under "Legal Status of Applicant Entity" in the "Project Description."	Submission due by date of award.
Project Sustainability Plan	Referenced in Section IV.2 of the announcement under "Project Description."	<p>Required of all applicants for projects of three years (36 months) or more in length.</p> <p>By application due date found in Overview and Section IV.3.</p>
Certification Regarding Lobbying	Referenced in Section IV.2 of the announcement and found at http://www.acf.hhs.gov/grants/grants_resources.html .	Submission due by date of award.
Survey on Ensuring Equal Opportunity for Applicants	<p>Non-profit private organizations (not including private universities) are encouraged to submit the <i>"Survey on Ensuring Equal Opportunity for Applicants"</i> with their applications. Applicants using a hard copy application, place the completed survey in an envelope labeled "Applicant Survey." Seal the envelope and include it along with your application package. Applicants applying electronically, please submit this survey along with your application.</p> <p>The Survey is referenced in Section IV.2 of the announcement. The Survey may be found at http://www.acf.hhs.gov/grants/grants_resources.html.</p>	Submission due by date of award.

<p>This program is covered under E.O. 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities". Applicants must submit all required application materials to the State Single Point of Contact (SPOC) and indicate the date of submission on the Standard Form (SF) 424 at item 19.</p>	<p>Applicants should go to the following URL for the official list of the jurisdictions that have elected to participate in E.O. 12372 http://www.whitehouse.gov/omb/grants_spoc/ as indicated in Section IV.4 of this announcement.</p>	<p>Submission due to State Single Point of Contact by the application due date found in Overview and Section IV.3.</p>
<p>Logic Model</p>	<p>Referenced in Section IV.2 of the announcement under "Project Description."</p>	<p>Submission due by application due date found in Overview and Section IV.3.</p>
<p>SF-LLL - Disclosure of Lobbying Activities, if applicable</p>	<p>"Disclosure Form to Report Lobbying" is referenced in Section IV.2 and found at http://www.acf.hhs.gov/grants/grants_resources.html.</p> <p>Submission of this form is required if any funds have been paid, or will be paid, to any person for influencing, or attempting to influence, an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan.</p>	<p>Submission due by application due date found in Overview and Section IV.3.</p>

Signature

Date: 06/15/2010

Eskinder Negash
 Director
 Office of Refugee Resettlement