



Department of Health and Human Services
Administration for Children and Families
Office of Refugee Resettlement

Refugee School Impact
HHS-2010-ACF-ORR-ZE-0038
Application Due Date: 05/17/2010

Refugee School Impact
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**Department of Health & Human Services
Administration for Children & Families**

Program Office: Office of Refugee Resettlement
Funding Opportunity Title: Refugee School Impact
Announcement Type: Initial
Funding Opportunity Number: HHS-2010-ACF-ORR-ZE-0038
CFDA Number: 93.576
Due Date for Applications: **05/17/2010**

Executive Summary:

Section 412 (c)(1)(A) of the Immigration and Nationality Act (INA)(8 U.S.C. §1522 (c)(1)(A), as amended authorizes the Director "to make grants to, and enter contracts with, public or private nonprofit agencies for projects specifically 'designed' (i) to assist refugees in obtaining the skills that 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 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." Accordingly, the Office of Refugee Resettlement (ORR) invites States, Wilson/Fish agencies and replacement designees to submit applications for funds to support local school systems that are impacted by significant numbers of newly arrived refugee children. The primary focus of this grant is to help newly arrived refugees that are making major initial adjustments and those that have been in the United States three years or less but are continuing to face persistent challenges in schools. Success in schools is measured by improved academic performance, high classroom attendance rate, full school participation, development of leadership skills, etc. (See also Section V.I Criteria - Results and Benefits in this announcement). States and Wilson/Fish agencies may designate State departments of education or other non-profit entities that have knowledge of and are able to work effectively with impacted school systems to apply for this grant. ORR expects to award approximately \$15 million to States and Wilson/Fish agencies or their designees that adequately a) document significant impact of newly arrived refugees, b) specify the purposes for which the funding would be used, and c) show that the proposed activities are related to and would be beneficial for educating refugee children.

Applicants responding to this announcement are encouraged to design projects that incorporate collaboration with agencies providing refugee assistance such as resettlement, health and mental health, child care, and social services, etc. in order to strengthen their capacity for providing educational and related services to refugee children.

Applicants are expected to thoroughly analyze and fully document recent refugee children arrivals to establish needs for program funding. However, awards will not be based solely on population numbers but will also consider: 1) the adequate documentation of the service needs of the population to be served; and 2) the strength of the applicant's proposed program services. ORR will give priority to those applicants that have limited resources; but have proposed viable means to attain linguistic and cultural competence in order to meet the needs of new refugee populations, using requested funds.

The State or Wilson/Fish agency or its designee shall submit a single application for all the schools within the State considered in the proposal. Awards will be contingent upon the outcome of the competition and the availability of funds.

I. Funding Opportunity Description

Statutory Authority

This program is authorized by Section 412(c)(1)(A)(iii) of the Immigration and Nationality Act (INA), 8 U.S.C. §1522(c)(1)(A)(iii). This program announcement governs the award procedures for grants to States or Wilson/Fish agencies or their designees to assist local school systems impacted with refugee children. ORR intends to award grants to a) those agencies of State governments that are responsible for the refugee program under 45 CFR 400.5 or such agencies' designees, and b) agencies that have statewide responsibility for an alternative to the State-administered program in lieu of the State under a Wilson/Fish grant authorized by Section 412(e)(7) of the INA, or c) such agencies' designees. The State or Wilson/Fish agency or its designee shall submit a single application for all the schools in the State, considered in the proposal.

Descriptions of collaborative agreements among key participants: State, Wilson/Fish agency, State department of education, local school districts, refugee service providers, community- and faith-based and other non-profit organizations should be submitted as part of the Refugee School Impact application. In addition, if the State or alternative agency or its designee that is implementing the project is other than the State department of education, a formal means of collaboration with the State department of education, school districts and/or participating schools is necessary. The project implementing agency also must establish formal agreement with sub-grantees. These funds may not be used to supplant other Federal Government resources and are not intended to cover tuition expenses for students. Construction and renovation costs are not allowable under this program.

Description

Background

Many refugee children entering schools in the United States lack English language proficiency and are otherwise academically challenged, leaving them unable to take advantage of the educational opportunities that American schools offer. Generally speaking, refugee children have little or no formal educational background. Education in refugee camps, if any, is inadequate; school materials are scarce, learning curricula are very rudimentary, and the instructions lack consistency. In many refugee camps, sports facilities and organized youth support activities are almost non-existent. Food supplies and health care services are limited with implications for malnutrition, parasites and contagious diseases. Separation from siblings, close relatives and in some cases from one or both parents often leaves these children to their own personal resources to deal with their trauma. That trauma and the emotional state they find themselves in may compromise their learning capacity in a new and complex educational environment that awaits them in the United States.

Refugee parents may not be fully aware of the magnitude of the cultural and academic demands posed by schools on their children. Their involvement in school affairs to support their children's education has yet to be cultivated, developed and sustained. Many refugee parents choose to forgo their own education in order to support their families through employment, sometimes taking two jobs. Many refugee parents see the education of their children as their foremost investment. Obviously, they want their children to succeed in schools.

Schools in the United States offer wide opportunities for refugee children in expanding their educational horizon and promoting and supporting their physical, social and personal development. However, the educational landscape is so new and complex that it can pose formidable challenges to refugee children and their parents.

Some communities are well equipped to address the diversity and needs of recent refugee arrivals using

existing resources. Therefore, ORR will give priority to those impacted schools particularly in locations with limited linguistic and other necessary resources to address diversity and school adjustment activities of new arrivals.

Purpose and Scope

The central purpose of this grant is to assist refugee children improve their academic performance and social adjustment to schools. Because academic excellence cannot be isolated from proper social and behavioral development in the lives of school children, applicants must demonstrate creative and supportive activities to remove obstacles to refugee children's making optimum progress in their academic, physical, social, emotional and behavioral development. The response to this announcement needs to take a holistic view of refugee children taking into account their past experiences and their current situations. The focus of the services should be on those who need help the most: new arrivals that are making initial adjustments and those that have been in the country three years or less but still continue to face serious challenges. A table showing refugee children arrivals ages 5 to 18 for FY07 to FY09 by State, County and Country of Origin can be found in the ORR web site via the Link shown here.

http://www.acf.hhs.gov/programs/orr/programs/ref_school_impact.htm

Applicants using different figures for their analysis must indicate their source and account for any differences from the data provided by ORR.

Applicants should engage State school officials and local service providers including resettlement agencies, health and mental health providers, and community- and faith-based organizations to ensure coordination for effective planning and successful program implementation, while avoiding duplication of services. Programs should be geared toward school completion, accomplishment of required curricula on a timely basis, acceptable academic performance levels and the creation of opportunities to encourage full participation of refugee children and their parents in a wide range of school activities.

Allowable Activities

Listed below are examples of activities aimed at promoting effective school adjustment and learning among refugee children.

- English as a Second Language instruction;
- Utilization of school curricula that encourage optimum learning and acquisition of necessary skills;
- After-school tutoring programs focused on helping refugee students understand and complete assignments;
- After-school/summer programs that support remedial work or promote school readiness;
- Parental involvement programs;
- Interpreter services for parent/teacher meetings and conferences;
- Bilingual/bi-cultural counselors and aides;
- Training staff on refugee culture and use of special teaching materials;
- Utilization of modern technology deemed to speed up English language acquisition and other school related skills;
- Utilization of special educational materials proven to help children with learning disabilities; and
- Programs enhancing linguistic and cultural competence in service provision.

Activities that may be selected from the above examples must be adequately justified as facilitating the school adaptation and education of refugee children based upon their particular situations. ORR will consider activities not listed above with adequate justifications.

II. Award Information

Funding Instrument Type:	Grant
Estimated Total Funding:	\$15,000,000
Expected Number of Awards:	37
Award Ceiling:	\$1,000,000 Per Budget Period
Award Floor:	\$150,000 Per Budget Period
Average Projected Award Amount:	\$405,000 Per Budget Period

Length of Project Periods:

24-month project with two 12-month budget periods

Additional Information on Awards:

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

The length of the Project Period for this grant is 24 months with two 12-month budget periods. Awards will be for one-year budget periods, although the project period may be for two years. Awards will be contingent upon the outcome of the competition and the availability of funds. Applicants should provide a detailed budget and budget justification for the first 12-month budget period. Applications for continuation grants funded under these awards beyond the one-year budget period may be entertained on a non-competitive basis, subject to availability of funds, satisfactory progress of the projects, and a determination that continued funding is in the best interest of the Federal Government. Continuation budgets could change based on the shifting needs of the program.

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

Section 412(c)(1)(A) of the Immigration and Nationality Act (INA)(8 U.S.C. §1522 (c)(1)(A) as amended authorizes the Director to "make grants to, and enter into contracts with, public or private nonprofit agencies for projects specifically designed (i) to assist refugees in obtaining the skills that are necessary for economic self-sufficiency, including projects for job training, and other recertification services; (ii) to provide training in English where necessary (regardless of whether the refugees are employed or receive cash 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." Specifically, eligible applicants are a) those agencies of State governments that are responsible for the refugee program under 45 CFR 400.5 or such agencies' designees, b) agencies that have statewide responsibility for an alternative to the State-administered program under a Wilson/Fish grant authorized by Section 412 (e) (7) of the INA or such agencies' designees, and c) replacement designees. Each eligible entity will hereinafter be referred to as "applicant." The applicant should submit a single application for all affected schools within a State. No applicant is guaranteed an award. No applicant is guaranteed that the amount of an award will be the same amount as requested. No applicant will be awarded an amount greater than its request.

The Director of ORR reserves the right to award less funding to any individual applicant or in total for all applicants based on the quality of the applications and the best interest of the Federal Government. In cases where ORR proposes to award an amount less than an applicant's request, the applicant will be required to submit a revised budget and budget narrative showing how the applicant proposes to spend the amount ORR is awarding the applicant. If an applicant fails to submit a commensurate revised budget within the time

requested, the applicant will forfeit the award.

Other Eligibility

Eligible Beneficiaries

Individuals with the following immigration statuses are eligible for services under this grant: (1) refugees; (2) asylees; (3) Cuban and Haitian entrants; (4) certain Amerasians from Vietnam; (5) victims of a severe form of trafficking who receive certification or eligibility letters from ORR and certain other specified family members of trafficking victims; (6) children classified as Special Immigrant Juveniles (SIJs) receiving services from ORR-funded Unaccompanied Refugee Minor (URM) programs; and 7) Iraqi and Afghan children with Special Immigrant Visa (SIV). The term "refugee" is used in this notice to encompass all such eligible persons.

ORR recognizes that some school districts interpret the 1982 Supreme Court decision in Plyler v. Doe to prohibit school officials from asking for any documentation of a child's immigration status for any purpose, including verifying eligibility for federally funded refugee programs. The holding in Plyler does not affect programs funded by ORR, which by their nature require verification that a prospective beneficiary is eligible to receive services. As required by 45 CFR 400.43(a), children seeking to participate in projects funded by an ORR Refugee School Impact Grant must provide documentation of their refugee status. Acceptable documentation is described in ORR State Letter 00-17, available at <http://www.acf.hhs.gov/programs/orr/policy/sl00-17.htm>.

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

III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement: No

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>.

Lorraine Berry

Division of Refugee Assistance

Office of Refugee Resettlement (ORR)

Administration for Children and Families (ACF)

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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.

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-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
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.
Certification Regarding Lobbying	Submission required of all applicants prior to award.	Required for all applications.
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 Standard Form (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, 20 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. 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

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 text options give a broad overview of what the project description should include while the evaluation criteria identify the measures that will be used to evaluate applications.

Table of Contents

List the contents of the application including corresponding page numbers.

Project Summary/Abstract

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

Please place the following at the top of the abstract:

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

The project abstract must be single-spaced and limited to one page in length.

Objectives And Need For Assistance

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance including the nature and scope of the problem must be demonstrated, and the principal and subordinate objectives of the project must be clearly and concisely stated; supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies or needs assessments should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as needed. In developing the project description, the applicant may volunteer or be requested to provide information on the total range of projects currently being conducted and supported (or to be initiated), some of which may be outside the scope of the program announcement.

Outcomes Expected

Identify the outcomes to be derived from the project.

For example:

Applicants should identify results or outcomes which show improvement in the clients' situation as described under Objectives and Need for Assistance. Key indicators should be included to show how success will be achieved and outcomes will be evaluated. For each expected outcome or result, the application should include outcome targets, key indicators, data sources, and collection and analysis methods. ORR has identified the following objectives: to increase the number of refugee children that complete schools; to improve the level of English language acquisition among refugees; to improve academic performance, to improve school adjustment, to improve the quality and timely submission of homework assignments by refugee children; to improve school attendance rate, to increase school participation and increase self initiative and leadership role among refugee students. The improvements projected for any given outcome must be compared to baseline data to show that the changes or improvements are significant and valid.

Approach

Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished. Account for all functions or activities identified in the application. Cite factors that might accelerate or decelerate the work and state your reason for taking the proposed approach rather than others. 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 accomplishments to be achieved for each function or activity in such terms as the number of people to be served and the number of activities accomplished. Data may be organized and presented as project tasks and subtasks with their corresponding timelines during the project period. For example, each project task could be assigned to a row in the first column of a grid. Then, a unit of time could be assigned to each subsequent column, beginning with the first unit (i.e., week, month, quarter) of the project and ending with the last. Shading, arrows, or other markings could be used across the applicable grid boxes or cells, representing units of time, to indicate the approximate duration and/or frequency of each task and its start and end dates within the project period.

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

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.

Describe your program service delivery model and provide the evidence that supports its effectiveness with newly arrived refugee children as it relates to their educational, behavioral and social development and overall adaptation to and success in schools.

Geographic Location

Describe the precise location of the project and boundaries of the area to be served by the proposed project. Maps or other graphic aids may be attached.

Organizational Capacity

- Organizational charts

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.

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 the first 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.

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.

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.

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.

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: **05/17/2010**

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

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

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.

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

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

IV.6. Other Submission Requirements

Submit applications to one of the following addresses:

Submission By Mail

Ben Sharp

Office of Grants Management (OGM)

Division of Discretionary Grants (DDG)

Administration for Children and Families (ACF)

901 D Street, SW. 6th Floor East
370 L'Enfant Promenade
Washington , DC 20447

Hand Delivery

Ben Sharp
Office of Grants Management (OGM)
Division of Discretionary Grants (DDG)
Administration for Children and Families (ACF)
901 D Street, SW. Aerospace Building 2nd Floor
Aerospace Building Near Loading Dock
Washington, DC 20447

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.

As indicated under Purpose and Scope, a table showing refugee children arrivals ages 5 to 18 for FY07 through FY09 has been provided on the ORR web site. The Link is provided here, as well, for convenience. This data is provided for analysis purposes only.

http://www.acf.hhs.gov/programs/orr/programs/ref_school_impact.htm

The numbers in themselves do not justify funding. The need for funding must be adequately established. Applicants are encouraged to provide estimates of refugee children arrivals for 2010 if they have evidence that the arrival trends for various refugee groups will drastically change from what appears on the table provided for analysis.

Organizational Profile

Maximum Points: 10

The application will be evaluated on the extent to which the applicant has demonstrated organizational capacity and the ability to effectively implement and manage the programmatic and financial aspects of the project including documentation of agency mission, organizational chart and management plan for the project containing systems of client records, program records, financial management and community collaboration arrangements. **(3 points)**

The application will be evaluated on the extent to which the applicant has demonstrated a history of experience serving particularly new refugee children; information on prior outcomes achieved, promising practices developed, and past successes (if faced with challenges, a description of how the challenges were addressed or resolved) in serving refugee students. **(3 points)**

The application will be evaluated on the extent to which the applicant has described its relationship and plan for coordination with the Department of Education, local school districts, other education-related service organization(s) and refugee service providers in the area describing the overall capacity of the coalition and its potential to provide assistance to refugee school children in providing them with proper education. **(2 points)**

The application will be evaluated on the extent to which the applicant has described in detail the professional qualifications of project staff that will be responsible for organizing and/or providing services to refugee children and provided resumes of key project staff, demonstrating appropriate professional background, work experience, and linguistic and cultural capacity to serve clients. **(2 points)**

Objectives and Need for Assistance

Maximum Points: 55

The application will be evaluated on the extent to which the applicant has demonstrated a strong need for services to newly arrived refugee students in the proposed geographic service area along with supporting data; a clear needs assessment of the target population by articulating the impact of refugee children on the education system differentiating the types and levels of needs that mirror the applicant's sufficient experience with, knowledge of and ability to assess the needs of refugee children accurately. Impact of new children and lack of resources in communities to address those needs have been adequately and clearly presented. **(25 points)**

The application will be evaluated on the extent to which the applicant has characterized staffing situations and shifts in demographics that have bearing on the objectives of the application. **(10 points)**

The application will be evaluated on the extent to which the applicant has clearly identified the causes of the problem or situation described in the needs statement above (Why do these needs exist?); the consequences of not meeting these needs; and relevant objectives that present an appropriate purpose and goal for the program. **(10 points)**

The application will be evaluated on the extent to which the applicant has adequately identified service gaps in the local educational system that should be addressed in order to adequately respond to the adjustment and educational needs of refugee children. **(10 points)**

Approach

Maximum Points: 15

The application will be evaluated on the extent to which the applicant has demonstrated a good understanding of client eligibility; developed an appropriate plan to determine and document eligibility; presented a clear and feasible strategy for outreach to the target population and has developed viable reporting mechanisms on the same. **(4 points)**

The application will be evaluated on the extent to which the applicant has sufficiently described the geographic area(s) to be served, provided a service plan, logic model, and/or timeline of project activities that are reasonable, comprehensive, and have a strong likelihood of success. Refugees' success in schools has to be distinctively delineated, in terms of academic level of performance, classroom attendance rate, school participation rate, acquisition of leadership skills, etc., providing full and clear methods for measuring such performance in relation to the stated objectives. **(3 points)**

The application will be evaluated on the extent to which the applicant has structured the services commensurate with the varying types and levels of needs that may be identified among refugee individuals and groups. For example, how does the plan address the needs of new arrivals, or those who continue to have academic and social difficulties in schools and may need academic or behavioral counseling? **(3 points)**

The application will be evaluated on the extent to which the applicant offers integrated services documenting viable partnerships with the state education agency, local school districts, and other organizations; and where training activities for school administrators, school faculty and community service providers are proposed, the application provides a plan for conducting these activities including training topics and schedules. **(5 points)**

Results and Benefits

Maximum Points: 15

The application will be evaluated on the extent to which the applicant has proposed realistic, but satisfactory, outcome targets supported by numbers and percent of clients projected to achieve each outcome. Indicators of success for each outcome are provided along with data sources, data collection and analysis methods, and time frames. The application will be evaluated to the extent that the applicant has clearly described specific client-based outcomes that show improvement in the problems or situation described in the needs statement. **(5 points)**

The application will be evaluated on the extent to which the applicant has designed the project to be able to produce consistent, reliable and meaningful periodic reports that would allow for regular program assessment and evaluation. **(5 points)**

The application will be evaluated on the extent to which the applicant has presented a methodology to account for objectives of the project that have not been met and provided mechanisms to correct and/or make changes in light of the proposed objectives. **(5 points)**

Budget and Budget Justification

Maximum Points: 5

The application will be evaluated on the extent to which the applicant has demonstrated the cost effectiveness of the program and the necessity, reasonableness, and allocability of proposed costs. **(3 points)**

The applicant will be evaluated on the extent to which the budget numbers are accurate and systematically presented. **(2 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 that have management or financial problems, which would indicate an inability to successfully complete the proposed project. Successful applicants may be funded at an amount lower than that requested.

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

Mitiku Ashebir

Division of Refugee Assistance (DRA)

Office of Refugee Resettlement (ORR)
Administration for Children and Families
370 L'Enfant Promenade
901 D Street, SW. 8th Floor West
Washington, DC 20447
Phone: (202) 205-3602
Fax: (202) 401-5772
Email: mitiku.ashebir@acf.hhs.gov

Office of Grants Management Contact

Ben Sharp
Administration for Children and Families (ACF)
Office of Grants Management (OGM)
Division of Discretionary Grants (DDG)
901 D Street, SW. 6th Floor East
307 L'Enfant Promenade
Washington, DC 20447
Phone: (202) 260-6607
Fax: (202) 401-5548
Email: ben.sharp@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)
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

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

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.
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.
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.	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.	Submission due to State Single Point of Contact by the application due date found in Overview and Section IV.3.

SF-LLL - Disclosure of Lobbying Activities, if applicable	<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>	Submission due by application due date found in Overview and Section IV.3.
Table of Contents	Referenced in Section IV.2 of the announcement under "Project Description."	Submission due by application due date found in Overview and Section IV.3.
Project Summary/Abstract	Referenced in Section IV.2 of the announcement under "Project Description."	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."	Submission due by application due date found in Overview and Section IV.3.

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.
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Signature

Date: 03/31/2010

Eskinder Negash
Director
Office of Refugee Resettlement