



Administration for Children and Families

Office of Refugee Resettlement

Residential Services for Unaccompanied Alien Children

HHS-2010-ACF-ORR-ZU-0074

Application Due Date: 07/19/2010

Residential Services for Unaccompanied Alien Children
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TABLE OF CONTENTS

Overview

Executive Summary

[Section I. Funding Opportunity Description](#)

[Section II. Award Information](#)

[Section III. Eligibility Information](#)

1. Eligible Applicants
2. Cost Sharing or Matching
3. Other - (if applicable)

Section IV. Application and Submission Information

1. [Address to Request Application Package](#)
2. [Content and Form of Application Submission](#)
3. [Submission Dates and Times](#)
4. [Intergovernmental Review](#)
5. [Funding Restrictions](#)
6. [Other Submission Requirements](#)

[Section V. Application Review Information](#)

1. Criteria
2. Review and Selection Process
3. Anticipated Announcement and Award Dates

[Section VI. Award Administration Information](#)

1. Award Notices
2. Administrative and National Policy Requirements
3. Reporting

[Section VII. Agency Contact\(s\)](#)

[Section VIII. Other Information](#)

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

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Funding Opportunity Title: Residential Services for Unaccompanied Alien Children
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Executive Summary:

One of the functions of the Office of Refugee Resettlement (ORR) Division of Unaccompanied Children's Services (DUCS) is to provide temporary shelter care and other related services to children in ORR custody. Shelter care services will be provided for the period beginning when ORR accepts the child for placement and custody and ending when the child is released from custody, a final disposition of the child's immigration case results in removal of the child from the United States, or the child turns 18 years of age. Shelter care and other child welfare related services in a State-licensed residential shelter care program will be provided in the least restrictive setting appropriate to the Unaccompanied Alien Children's (UAC) age and special needs. While the majority of UAC remain in care for an average of 65 days, some will stay for shorter or longer periods of time.

This announcement provides the opportunity to fund providers for basic shelter and/or group homes, staff secure, secure, and more specialized types of care.

I. Funding Opportunity Description

Statutory Authority

This program is authorized by section 462 of the Homeland Security Act of 2002, which in March 2003, transferred responsibility for the Unaccompanied Alien Children's Program from the Commissioner of the former Immigration and Naturalization Service (INS) to the Director of ORR of the Department of Health and Human Services (HHS).

In making decisions on placement and services provided to UAC, the Director of ORR is governed by the Flores Settlement Agreement, Case No. CV85-4544RJK (C. D. Cal. 1996), as well as the William Wilberforce Trafficking Victims Protection Reauthorization Act of 2008 (P.L. 110-457). All programs must comply with the Flores Settlement Agreement, Case No. CV85-4544-RJK (C.D. Cal. 1996), pertinent regulations and ORR policies and procedures.

Description

PURPOSE AND OBJECTIVES: The primary function of ORR/DUCS is to provide temporary shelter care and other related services to UAC in ORR custody. These children, referred to as Unaccompanied Alien Children, are children:

- a. Who have no lawful immigration status in the United States;
- b. Who have not attained 18 years of age; and
- c. For whom:

- i. There is no parent or legal guardian in the United States; or
- ii. No parent or legal guardian in the United States is available to provide care and physical custody (6 U.S.C. 279(g)(2)).

Though UAC will be in the physical custody of the shelter care provider, the UAC remain entirely in the custody of the Federal Government. In this announcement, providers of all shelter care are referred to as "Applicants."

Shelter care services are provided for the period beginning when UAC are referred to ORR for placement and custody, and ends when the UAC is released, turns 18 years of age or a final disposition of the UAC's immigration case results in removal of the UAC from the United States. Shelter care and other child welfare related services are provided to UAC in a State-licensed residential shelter care program in the least restrictive setting possible. UAC remain in the custody of the Federal Government until release from ORR.

The UAC population fluctuates with Department of Homeland Security (DHS) apprehensions and with UAC immigration case dispositions. Applicants are expected to design developmentally appropriate programs that address the specialized and individual needs of these vulnerable, often traumatized children. While the majority of UAC remain in care for an average of days, some will stay for shorter or longer periods of time. ORR is seeking applicants in strategic high apprehension locations and priority will be given to applicants in close proximity to high apprehension locations.

The UAC population generally consists of adolescents, 12 to 17 years of age. Males represent a higher percentage of the total population of UAC. However, all applicants must be prepared to provide services to UAC from 0-17 years of age, including females and males, pregnant teens, and newborn babies. UAC may be nationals of any country. However, the majority are from El Salvador, Honduras, Mexico, Nicaragua, Guatemala, The People's Republic of China, and India. Unless otherwise specified, applicants shall be expected to provide services to UAC from various countries.

In addition to not having legal immigration status and being separated from their parents or legal guardians, many UAC are also fleeing poor socioeconomic conditions, gang violence/affiliation, family violence, homelessness, and abuse. They are also vulnerable to human trafficking. The Trafficking Victims Protection Act of 2000 (TVPA) defines "Severe Forms of Trafficking in Persons" as:

- **Sex Trafficking:** the recruitment, harboring, transportation, provision, or obtaining of a person for the purpose of a commercial sex act, in which a commercial sex act is induced by force, fraud, or coercion, or in which the person forced to perform such an act is under the age of 18 years; or
- **Labor Trafficking:** the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage or slavery.

Thus, applicants must demonstrate the capacity to identify possible victims of human trafficking or other crimes. To further this objective, applicants must express a commitment to attend training in identification of human trafficking victims as made available by ORR.

Many UAC have had very little formal education and have been working from a very young age. They have traveled for hundreds of miles by foot, train, bus, and/or plane to make it to the United States, often being physically assaulted and sexually abused during their journey. Most speak little to no English. While the majority of UAC will be reunified with family in the United States while they go through their immigration proceedings, many may eventually be deported to their country of origin, while a small number will be granted immigration relief or asylum and will be able to remain in the United States legally and permanently.

Applicants shall facilitate the provision of assistance and services for each of the UAC, as outlined in the *Program Services* section below. Applicants may be required to provide other services if ORR determines in advance that a service is reasonable and necessary for a particular UAC.

Program Services

The provision of services will include a structured, safe, and productive environment that meets or exceeds respective State guidelines, the Flores Settlement Agreement, and ORR service requirements. Applicants shall provide or arrange for the services listed below for each UAC in their care. Service delivery shall be accomplished in a manner that is sensitive to the age, culture, religion, dietary needs, native language, and the individual needs of each UAC. These critical services and assessments must be administered even during the shortest length of stay.

The following are the minimum required services that the applicant shall provide:

Medical: Provision of appropriate routine medical and dental care, family planning services, emergency health care services, and a complete medical examination (including screening for infectious disease) within 48 hours of admission, excluding weekends and holidays, unless the UAC was recently examined at another ORR facility; appropriate immunizations in accordance with the U.S. Public Health Service (PHS) and Centers for Disease Control and Prevention; administration of prescribed medication and special diets and appropriate mental health interventions when necessary (see below for more details on mental health services). Funding for UAC medical services is provided under a separate ORR managed care program and should not be included as a component of the applicant's budget.

Individualized Assessment: Individualized assessment, including: (1) initial intake and assessment forms (initial intake, admission assessment, psychosocial summary, trauma and human trafficking assessment), to gather initial information relating to the UAC's journey, UAC and family psychosocial assessment, trauma and substance abuse history, information about a UAC's work history or concerns about working to pay off debt, exploitation or trafficking concerns, and other essential data relating to the identification and history of the UAC and family; (2) identification of the UAC's mental health and special medical needs, including any specific issues that may require immediate intervention; (3) an educational assessment and plan; (4) ongoing assessment of a UAC's behavioral issues and any previous juvenile justice or criminal involvement; (5) a statement of religious preference and practice; (6) an assessment of the UAC's personal goals, strengths, and weaknesses; (7) identifying information regarding immediate family members, other relatives, godparents or friends who may be residing in the United States and may be able to assist in family reunification; and (8) staff secure, secure and special secure assessments completed, where applicable, within 7 days of the UAC's arrival.

Individual Service Plan: A comprehensive and realistic Individual Service Plan for the care of each UAC must be developed in accordance with the UAC's needs as determined by the initial intake, admission assessment, psychosocial assessment and assessment of any trafficking concerns. Individual Service Plans shall be implemented and closely coordinated through an operative clinical assessment and intervention plan and a case management system. In cases where human trafficking is suspected or confirmed, grantees must refer the UAC to ORR Anti-Trafficking in Persons (ATIP) and other services to ensure the UAC's access to rights guaranteed by the Trafficking Victims Protection Act.

Case Management Services: Applicants are required to implement and administer a case management system that tracks and monitors UAC's progress on a regular basis to ensure that each UAC receives the full range of program services in an integrated and comprehensive manner. The Applicant's case management team is also responsible for maintenance of the ORR/DUCS Tracking and Management System. All placement, transfer, and family reunification requests and all significant incident reports are processed through this web-based system. In addition, when called for under the ORR/DUCS policies and procedures, as deemed necessary to

ensure the safe release of UAC to sponsors, the facility case management staff must also work cooperatively with agencies that conduct and coordinate suitability assessments. The suitability assessment is an in-depth investigation of the UAC's needs and safety issues surrounding certain UAC, including those with any potential trafficking concerns, and their potential sponsor.

Mental Health Services: Provision of clinical services, including regular on-site individual and group counseling (as described below) and demonstrated capacity to access community mental health services for UAC in care, such as psychiatric evaluations, treatment, medication assessment and management; crisis intervention, in-patient acute psychiatric care, and other clinical interventions as identified by ORR. The applicant must have in place protocols and standards for emergency mental health situations; bilingual mental health services in the most prevalent UAC native languages are preferred, and at a minimum, Spanish-speaking mental health services should be provided.

Individual Counseling: At least one individual counseling session per week conducted by a trained mental health clinician with the specific objectives of assessing and responding to a UAC's mental health needs, reviewing the UAC's progress, establishing new short-term objectives, and addressing the developmental, immediate concerns and crisis related needs of each UAC. These sessions should be in the UAC's native language.

Group Counseling: Programs shall conduct group counseling sessions and/or community meetings, by trained staff, at least twice a week. Community meetings usually involve the participation of all UAC. The meetings should provide new UAC with the opportunity to get acquainted with the staff, other UAC, and the rules of the program. Community meetings provide an open forum for all UAC to discuss and provide input regarding program services, such as recreational activities, outings, food, leisure, and program procedures. Staff shall have a psycho-educational curriculum for group counseling that may be altered depending on the needs of the population. Group counseling goals should also include opportunities for developmentally appropriate education and skill-building, such as conflict resolution, health and hygiene, building self-esteem, problem solving, awareness of and responding to child abuse and neglect, socialization and cultural adaptation techniques, assertiveness training, anger management, interpersonal skills, relaxation and stress reduction, building group cohesiveness, and the appropriate expression of thoughts and feelings.

Family Reunification and Release Services: The Applicant shall develop family reunification and release services to identify appropriate sponsors in the United States. Provision of reunification services will be monitored and evaluated. Demonstrated performance in efficient and safe reunification and release procedures should accompany the application, if available. In addition, applicants should demonstrate their experience (as applicable) in safeguarding against potential trafficking or other situations that raise concerns about the safety and welfare of the UAC in the community. This includes proper referral to law enforcement when criminal activity is apparent. Applicants will be responsible for accurately documenting their prompt and continuous efforts toward family reunification and release of UAC. Poor performance may lead to corrective actions, high-risk designation, or termination of agreement.

Education: Educational services shall be provided throughout the year from Monday through Friday, appropriate to the UAC's level of development, educational and communication skills, in a structured classroom setting, which concentrates primarily on the development of basic academic competencies and secondarily on English Language acquisition or skills (ELT). The educational program shall include instruction, educational materials, and other reading materials in such languages as needed. Basic academic areas should include Science, Social Studies, Mathematics, Reading, Writing, and Physical Education. The Applicant shall provide UAC with appropriate reading materials in their native languages for use during the UAC's leisure time. Educational services should serve both short-and long-term needs of UAC. Applicants are encouraged to partner with local school districts for provision of educational services and/or curriculum.

Recreation/Leisure: Activities according to a recreation and leisure time plan that includes daily outdoor

activities, weather permitting, at least one hour per day of large muscle activity and one hour per day of structured leisure time activities. (This should not include time spent watching television.) Activities should be increased to a total of 3 hours daily on weekends and other days when school is not in session. Descriptions of on-site recreational areas should accompany applications, including photographs if possible.

Acculturation and Adaptation Services: Acculturation and adaptation services should include the development of social and interpersonal skills, which contribute to the ability to live independently and responsibly. Services may be incorporated into other aspects of the program.

Orientation: Upon admission, a comprehensive orientation regarding program intent, services, rules (written and verbal), expectations and the availability of legal assistance (see below for more information).

Religious Access: The facility should respect the UAC religious affiliations by allowing them to practice their religions, whenever feasible including transportation to and from local houses of worship. Also, any dietary requirements stemming from the UAC's religious affiliations should be observed.

Visitation: Regulations outlining visitation hours for contact with family members (regardless of the family's immigration status) and others shall be structured to encourage contact with family and potential sponsors. UAC have the right to make phone calls to family including to family in their country of origin. Visitation includes reasonable access to UAC by their retained attorneys, according to ORR/DUCS policies and procedures. Visitations may, at times, need to occur off the premises of the facility. Exceptions in visitation regulations and phone contact must be implemented when there are suspicions of trafficking or smuggling concerning the involvement of family members or attorneys.

Right to Privacy: A reasonable right to privacy, which includes the right to: (a) wear his or her own clothes, when available; (b) retain a private space in the residential facility, group, or foster home for the storage of personal belongings; (c) talk privately on the phone, as permitted by the house rules and regulations; (d) visit privately with guests, as permitted by the house rules and regulations; and (e) receive and send uncensored mail unless there is a reasonable belief that the mail contains contraband.

Legal Services Orientation: Legal services information regarding the availability of free legal assistance, the right to be represented by counsel at no expense to the Federal Government. The UAC and his/her attorney should be afforded a private space to meet and confer on legal matters. Legal services orientation must include awareness-raising of the rights guaranteed victims of trafficking under the TVPA.

Rules/Behavior Management: Program rules and discipline standards shall be formulated with consideration for the range of ages and maturity in the program and shall be culturally sensitive to the needs of the UAC. A positive strength-based behavior management approach should be used. UAC shall not be subjected to corporal punishment, humiliation, mental abuse, or punitive interference with the daily functions of living, such as eating or sleeping. Any sanctions employed shall not: (a) adversely affect either a UAC's health or physical or psychological well-being; or (b) deny a UAC regular meals, sufficient sleep, exercise, medical care, correspondence privileges, or legal assistance. This must be clearly stated in the Staff Code of Conduct, with clear statements of personnel consequences if inappropriate behavior management techniques on the part of staff are used. A protocol for handling such situations, as reported by a UAC or other staff member, must be in place.

Transportation/Escort: Transportation to and from local airports, appointments (court, legal, medical, and mental health) religious worship and recreational outings. Costs and staffing for periodic escorted transportation to other facility locations throughout the United States should be reflected in the proposed budget.

Vocational Educational Training Program and/or Activities: Structured vocational training in some useful

and appropriate skill, such as computer and other technological training, small engine repair, gardening, carpentry or cooking skills is encouraged. All vocational training must be equally available to boys and girls.

If applicant has the knowledge and expertise, the following is an optional service that the applicant should provide:

Home Assessments: In the interest of promoting safety and well-being after reunification, certain categories of UAC who are at risk or display special needs are referred for home assessments. Home assessments are also conducted on any case in which a sponsor presents a risk to the UAC. Applicants shall utilize ORR screening tools, interviews with the UAC, family, and sponsor, and background checks to inform assessment of need for a home assessment for all UAC with family reunification.

The home study assesses the sponsor family unit, evaluates the potential sponsor's ability to meet the child's needs, and educates and prepares the potential sponsor for reunification with the child. Topics discussed during the home study process include legal representation, school enrollment, guardianship, medical, mental health and social services, and legal proceedings attendance. The home study consists of a background check on all adults living in the home of the potential sponsor, investigative interviews, home visit and written report containing the home study findings, completed within a specified timeframe. Home assessments are mandatory for UAC or sponsors who meet any one of the following categories:

- UAC and/or sponsor with identified trafficking concerns;
- A UAC who has been a victim of physical or sexual abuse under circumstances that indicate that the UAC's health or welfare has been significantly harmed or threatened;
- A proposed sponsor that clearly presents a risk of abuse, maltreatment or exploitation to the UAC based on all available objective evidence; and
- A UAC with a disability, as defined in Section 3 of the ADA Act of 1990 as "A person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such impairment, or a person who is perceived by others as having such impairment."

Home assessments can also be requested for cases with special concerns that do not meet the mandatory home assessment criteria mentioned above. Given the need for timely reunification for UAC in ORR custody, the Applicant shall be able to work in a time sensitive manner to appropriately investigate each UAC's reunification situation. For this purpose, the Applicant shall be expected to complete home assessment cases within 30-45 days (depending on individual case situations) of referral from ORR.

Program Structure

Basic Shelter Care and/or Group Home-General: Basic Shelter and Group Homes shall offer UAC a child-friendly facility that is appealing to UAC of all ages. Applicants shall provide proper physical care and maintenance, including suitable living accommodations (e.g., bed, chair, desk, storage for clothing and other personal items), culturally appropriate meals and snacks, several sets of new clothing, and personal grooming items. There shall be designated common areas, including space for education, recreation, health services, case management, and counseling.

Applicants shall take security measures to monitor the facility from unauthorized entrance and egress, including the use of alarm systems and minimal video monitoring. All security measures will be according to State licensure and will not pose a threat to the safety of UAC in the event that UAC attempts to run from the facility.

The Applicant shall operate a licensed shelter care/group home facility designed to serve the majority of UAC for an average of 55 days. When called for under the ORR policies and procedures and as deemed

necessary to ensure the safe release of UAC to sponsors, the facility case management staff must work cooperatively with agencies that conduct and coordinate suitability assessments. Therefore, because of this assessment and other subsequent reunification procedures, Applicants can anticipate that a UAC with a sponsor participating in the suitability assessment process will be in residence at the shelter and/or group home for a longer period of stay in order to complete the process.

- **Basic Shelter Care:** Basic shelter care facilities typically house between 16 to 80 children, depending on State licensing requirements.
- **Group Homes:** The Applicant operates licensed group homes designed to serve the majority of UAC, with an emphasis on the ability to serve specific subsets of the population, including but not limited to children of a tender age, pregnant and parenting teens, and UAC with other special needs. Group homes typically house between 6 to 18 children, depending on State licensing requirements.

Therapeutic Group Home: Applicant will operate a therapeutic group home to serve a subset of the UAC population. This therapeutic group home will serve UAC who would benefit from placement in a small, supervised, structured therapeutic environment but who do not require the intensive mental health placement services of a residential treatment center (RTC). The therapeutic group home should be an independent cottage or facility that houses up to 12 UAC with 24-hour staffing that provides intensive supervision and structured daily programming. The Applicant shall designate the populations that will be served and specifically describe how they will serve males only or how they will serve males and females. The school program should preferably be in-house in designated classrooms that prevent the UAC from co-mingling with children or adolescents from other programs.

UAC who may qualify for placement in a therapeutic group home include:

- UAC being discharged from a residential treatment center or a psychiatric hospital.
- UAC requiring more structure and supervision than what is available in a foster home or shelter care setting who also requires significant mental health services.
- UAC with learning disabilities, mild cognitive impairments and/or developmental disabilities.
- UAC with a history of alcohol and drug use.
- UAC with documented mental health issues, such as depression, Post Traumatic Stress Disorder (PTSD), and anxiety but whose symptoms do not produce a gross impairment in functioning.
- UAC on psychotropic medication.
- UAC with behavior management concerns, particularly young UAC, but who do not warrant a traditional staff secure or secure placement.
- UAC requiring more intensive supervision and therapeutic services relating to a history of family violence, sexual abuse/assault, and/or physical/emotional abuse with acute symptoms of trauma that cannot be managed in a regular shelter.

Applicants should describe the following program components in detail, as specifically targeted toward the UAC described in the above paragraph:

- Staffing requirements including extensive employment screening and staffing structure including staff expertise and qualifications;
- Behavior management program;
- Recreational program;
- Educational program; and
- Mental health services including short-term diagnostic care and medication assessment and management.

All therapeutic group home staff must have child welfare experience and key staff should have professional mental health experience. The therapeutic group home environment should be designed to look and feel like

a home. Therapeutic services, at a minimum, should include bi-lingual individual psychotherapy; group counseling; psychiatric/psychological evaluation and care; medication assessment and management; and crisis intervention services. Applicants must demonstrate relationships and collaboration with community-based bilingual mental health providers for therapeutic services that are not available on-site. A sample psycho-educational and clinical group counseling schedule should be provided, including which staff will facilitate counseling and community groups. A sample recreational program schedule should be provided which outlines internal and external activities (both on and off-site). A sample daily schedule of activities, a description of the treatment team structure and a sample individualized UAC treatment plan should also be provided.

Applicants should also include documentation and a description of the behavioral management program they intend to use (program should be based on a reward and progressive privilege system). Applicants must demonstrate prior success and a willingness to work with children and adolescents with mental health issues and/or behavior management concerns. Applicants must also have specialized services to respond to the following emergencies: mental health emergencies, suicide and suicide intervention, medical emergencies, and group violence. In addition, applicants must be equipped to work with UAC that other shelter care providers do not have the specialized resources and staff to serve. Applicants should expect to get UAC transferred from other shelter care providers. However, Applicants should not plan to transfer UAC out of the group home into a less restrictive placement such as a traditional shelter facility or foster home program unless such a transfer is clearly documented, justified and all goals on the UAC's treatment plan have been achieved. All transfers must be ultimately approved by ORR.

Applicants should document how they will incorporate best practices in serving UAC requiring intensive behavioral management and mental health services.

Staff Secure Care: The Applicant operates a structured, licensed shelter care facility designed to serve a unique population: UAC who require close supervision but do not need placement in secure juvenile detention facilities. The population may include UAC with delinquent behavior including gang involvement; UAC with serious behavior problems; and UAC who present a low to modest flight risk. As an alternative to secure detention, the staff-secure Applicant significantly reduces/eliminates the use of physical restraints and facilitates a "safe-haven shelter" atmosphere rather than a "juvenile detention" environment. In addition to compliance with ORR shelter care standards and policies and procedures, the Applicant provides the following:

- Heightened level of staff supervision, communication and services for a small population of 20 youth or fewer. The Applicant is required to maintain stricter security measures and higher staffing ratios than many shelters/group homes in order to control problem behavior and discourage flight.
- Effective monitoring so that entry to and egress from the building can be controlled. A staff secure facility may have a security fence and secure entrance (s) and exit (s). However, the Applicant does not utilize lock-down procedures typically associated with traditional juvenile correctional (detention) facilities (e.g., strip searches, use of mechanical restraints, cell-like sleeping rooms, lack of privacy, razor wire, etc.)
- The Applicant's program design is such as to protect the UAC's well-being and that of others in the facility. The Applicant provides this heightened level of staff supervision for any and all required community trips (medical, dental, immigration court, etc.). Recreational and educational field trips are limited and must be specifically approved by the Project Officer. Security and accountability are maintained during transport through procedures, staffing patterns, and effective communication rather than bars, locks and restraints associated with typical juvenile detention centers.
- Applicants should also include documentation and a description of the behavioral management program they intend to use (program should be based on a reward and progressive privilege system).
- The Applicant must have the capability to control the behavior and flight of a specific UAC when needed and maintain constant and continuous supervision of the UAC. For example, the Applicant

should incorporate constant supervision rather than 15 minutes or 30 minute bed checks. In order to prevent flight and/or protect the safety of staff and UAC, the use of physical (hands-on) restraint is authorized in cases where UAC are attempting to flee or cause harm to self or others. However, the facility should not exceed the level of restraint permitted by the Applicant's shelter license. Staff must be trained and be competent in the use of behavioral management techniques and other alternatives to mechanical restraints.

- The Applicant provides (or has access to) specialized services for UAC with substance abuse problems, anger management issues, and/or other special behavior needs. The Applicant also has on-site bilingual mental health services. The Applicant is expected to provide complete case management services, including the preparation and processing of reunification packets. Case management services include the Applicant researching the delinquent history and community supervision status, if any, of adjudicated delinquents. The Applicant monitors the length of stay, timely family reunification and releases, and regularly evaluates the UAC's progress for transfer to a less restrictive setting. Additionally, based on extremely disruptive behavior and/or attempts to flee, the UAC may be considered for transfer to a secure UAC facility.

Therapeutic Staff Secure Group Home: Applicant will operate a therapeutic staff secure group home to serve a subset of the UAC population who require a staff secure placement (see placement criteria below). This therapeutic staff secure group home will serve UAC who would benefit from placement in a small, supervised, structured therapeutic staff secure environment but who do not require the intensive mental health placement services of a residential treatment center (RTC). The therapeutic staff secure group home should be an independent cottage or facility that houses up to 12 UAC with 24-hour staffing that provides intensive supervision and structured daily programming. The Applicant shall designate the populations that will be served and specifically describe how they will serve boys only or how they will serve boys and girls. The school program should be in-house, in designated classrooms that prevent the UAC from co-mingling with children or adolescents from other programs.

UAC who may qualify for placement in a therapeutic staff secure group home include:

- Adjudicated and non-adjudicated delinquents, flight risk, attempt to escape or threat to escape, disruptive behavior in a shelter setting, credible threats to commit a violent act or harm another person, inappropriate sexual behavior, fire setters, and/or a criminal or gang history that does not merit placement in a secure facility and who meets one or more of the following criteria.
- UAC being discharged from a residential treatment center or a psychiatric hospital.
- UAC requiring more structure and supervision than what is available in a foster home, shelter care setting, or traditional staff secure.
- UAC with learning disabilities, mild cognitive impairments, and/or developmental disabilities.
- UAC with a history of alcohol and drug use.
- UAC with documented mental health issues, such as depression, PTSD, and anxiety but whose symptoms do not produce a gross impairment in functioning.
- UAC on psychotropic medication.
- UAC with behavior management concerns, particularly UAC ages 14 and under, but who do not warrant a traditional staff secure or secure placement.
- UAC requiring more intensive supervision and therapeutic services relating to a history of family violence, sexual abuse/assault, and/or physical/emotional abuse with acute symptoms of trauma that cannot be managed in a traditional shelter or traditional staff secure placement.

Applicants should describe the following program components in detail, as specifically targeted toward the UAC described in the above two paragraphs:

- Staffing requirements including extensive employment screening and staffing structure including staff expertise and qualifications;

- Staff-secure setting (as described in section above)
- Behavior management program;
- Recreational program;
- Educational program; and
- Therapeutic mental health services including short-term diagnostic care and medication assessment and management.

All therapeutic staff secure group home staff must have professional child welfare experience, and key staff should have professional mental health experience working with children with criminal backgrounds. The therapeutic staff secure group home environment should be designed to look and feel like a home.

Therapeutic services, at a minimum, should include bi-lingual individual psychotherapy, group counseling; psychiatric/psychological evaluation and care; medication management; and crisis intervention services. Applicants must demonstrate relationships and collaboration with community-based bi-lingual mental health providers for therapeutic services that are not available on-site. A sample psycho-educational and clinical group counseling schedule should be provided, including which staff will facilitate the groups. A sample recreational program schedule should be provided which outlines internal and external activities (both on and off-site). A sample daily schedule of activities, a description of the treatment team structure and a sample individualized child treatment plan should also be provided.

Applicants should also include documentation and a description of the behavioral management program they intend to use (program should be based on a reward and progressive privilege system). Applicants must demonstrate ability, including prior success, in working with children and adolescents with mental health issues and/or behavior management and criminal background concerns. Applicants must also have specialized services to respond to the following emergencies: mental health emergencies, suicide and suicide intervention, medical emergencies, and group violence. Applicants should expect to get UAC transferred from other shelter care providers. However, Applicants should not plan to transfer UAC out of the therapeutic staff secure group home into a less restrictive placement, such as a traditional shelter facility or foster home program, unless such a transfer is clearly documented, justified, and all goals of the UAC's treatment plan have been achieved. All transfers must be ultimately approved by ORR.

Applicants should document how they will incorporate best practices in serving UAC requiring intensive behavioral management and mental health services.

Secure Care: The Applicant provides secure shelter care in a non-traditional setting. The license should enable the facility to provide secure care as listed in this section. Rather than operating a traditional juvenile detention center, the Applicant provides a full range of program and case management services in a secure but shelter care environment. The Applicant operates a facility that is able to maintain control of a specialized population of up to 8 UAC who have exhibited the following behavior: violent or criminal behavior that endangers others (e.g., serious assault; carrying weapons in support of violence); serious escape history/risk; serious sex offender; extremely disruptive behavior in shelter or disruptive behavior in staff secure setting. In addition to meeting child welfare standards and services and the staff secure levels of care and programming, the Applicant accomplishes the following:

- Applicant has capability to physically and safely restrain a violent UAC during an emergency (i.e.: self harm, harm to others) or escape attempt. Staff must be trained and competent in the use of behavioral management techniques and other alternatives to physical and hard restraint, which should only be used as a last resort. Nonetheless, the use of soft restraints is authorized in emergencies and for escape precautions during transport, when needed. Applicants should use only soft restraints (like nylon), rather than hard restraints (like metal hand-cuffs, metal shackles, and metal belly chains) depending on need and previous background of the UAC. The Applicant practices a "zero tolerance" policy for escapes from a secure care facility or from secure transport.
- In accordance with state detention and safety standards, the facility, rooms, and windows are secure.

The American Correctional Association's "Standards for Small Juvenile Detention Facilities" (ACA, 3rd ed. 1991) and its published supplements should be used by the Recipient as a guide. The Applicant will direct special attention to the publication's mandatory standards for small detention facilities and provide the Project Officer an Action Plan regarding the current status of compliance with these Standards. It is understood that in this non-traditional secure setting some standards may not be applicable.

- Similar to staff secure UAC facility, the Applicant still provides (or has access to) specialized services for UAC with substance abuse problems, anger management issues, and/or other special behavior needs. The Applicant must also have in-house bilingual mental health services including language appropriate psychiatric evaluation and medication assessment and management. The Applicant is expected to provide complete case management services, including the preparation and processing of reunification packets. Case management services include the Applicant researching the delinquent history and community supervision status, if any, of adjudicated delinquents. The Applicant monitors the length of stay, timely family reunifications and releases, and regularly evaluates the UAC's progress for transfer to a staff secure setting. Additionally, based on extremely disruptive behavior and/or attempts to flee from the non-traditional secure facility, the UAC may be considered for transfer to a traditional staff secure UAC detention facility.

Long Term Foster Care: Long term foster care applicants shall be licensed with their respective State to provide long term foster care services and shall meet the needs of UAC by providing quality care in a community setting. ORR recognizes that implementation of procedures for the care of UAC in the community setting may differ from shelter care settings, specifically in the areas of residential structure, education, recreation, etc. As a community-based form of care, not all services will be provided directly by the long term foster care applicant. UAC will typically access different elements of care in several locations, including but not limited to, public school, counseling centers and foster homes. However, the long term foster care applicant remains responsible for ensuring that all required services are being provided and documented. UAC who may qualify for placement in long term foster care include: UAC with special mental, emotional or physical health needs, without an eligible sponsor, and whose pending immigration cases are expected to exceed more than six months.

Residential Treatment Center: Residential Treatment Center (RTC) applicant shall be licensed with their respective State as a Residential Treatment Facility and accredited by the Joint Commission on Accreditation of Healthcare Organizations (JCAHO) or an equivalent accreditation agency. RTC applicant shall provide services in a highly structured clinical program and have the ability to provide services to UAC with various diagnoses to include, but not limited to Depressive Disorders, Oppositional Defiant Disorders, Bipolar Disorders, Conduct Disorder, and Attention Deficit Hyperactivity Disorder. RTC applicant shall be able to treat UAC with a history of psychological trauma, physical, sexual or emotional which usual results in Depression, Dissociative Disorders, and PTSD. Treatment should be provided by culturally competent interdisciplinary team to include but not limited to: Board Certified Child and Adolescent Psychiatrist, Licensed or licensed eligible Social Workers, and Registered Nurses.

Program Staffing Requirements

Applicants shall hire and retain direct care staff that has experience in child welfare, youth work, child care or a related field. If applicant is applying to provide Home Assessment services, then applicant shall hire and retain home study case manager(s) and supervising home study case manager. A majority of staff that are responsible for direct care delivery shall be bilingual in English and the major language of the UAC under their care. While Spanish is the primary language of the majority of UAC, access to other languages should be available, if necessary. Applicants are encouraged to identify direct care staff with a minimum level of education equivalent to a high school diploma or higher.

Applicants shall screen all employees for criminal background including past history of child abuse to

include sexual abuse. Additionally, applicants shall demonstrate a commitment to comply with state mandatory reporting requirements for child abuse. This requirement includes but is not limited to UAC who have been victims of commercial sexual exploitation.

In addition to having the appropriate staff to ensure that all of the UAC's physical, social, educational, and recreational needs are met, each Applicant must ensure it has the following key personnel. ORR approval is required for each of these positions prior to hire. Exceptions to the required minimum qualifications listed below require ORR approval.

- 1. Program Director: the Program Director is responsible for the entire program and its outcomes. The Program Director is the primary liaison with ORR and coordinates both programmatic and financial elements of the services provided to the UAC in care. The Program Director is also responsible for all reporting requirements of the cooperative agreement or statement of work and shall bring any issues or concerns to the designated ORR Project Officer. All Program Directors must have at least a master's degree in social work (MSW) or an equivalent degree in education, psychology, sociology, or other relevant behavioral science; or a bachelor's degree in one of the aforementioned sciences, plus five years of experience as director of a licensed child care program, child welfare administration, child protective services, or in program management.
- 2. Assistant Program Director: the Assistant Program Director provides support to the Program Director. The need for an Assistant Program Director varies depending on the number of UAC at a facility. The Assistant Director must have a relevant bachelor's degree plus five years of progressive employment experience within a social services or child care agency.
- 3. Clinician: Clinicians conduct mental health assessments for all UAC in care, as well as provide ongoing individual and group counseling, screening for human trafficking concerns, and crisis intervention. Whenever possible, the clinicians shall be full-time staff members. When there is more than one clinician on staff, a licensed lead clinician shall be designated, with the added responsibility of coordinating clinical services, training new clinicians, and supervising the work of other clinicians. Clinicians shall have a MSW and two years of postgraduate direct service delivery experience, or a master's degree in psychology, sociology, or other relevant behavioral science in which clinical experience is a program requirement; or a bachelor's degree in one of the aforementioned sciences plus five years of progressive employment experience in this area. It is strongly encouraged that clinicians be licensed or licensed eligible. The lead clinician position requires supervisory experience and licensure.
- 4. Lead Case Manager: the Lead Case Manager is responsible for coordinating case management services, training new case managers, and supervising the work of other case managers. The lead case manager also serves as a case manager and as such is responsible for assessing the needs of each UAC in care, developing an Individual Service Plan for each UAC, screening for human trafficking concerns, and documenting the provision of services in each UAC's case file. Case managers maintain direct contact with each UAC and, when possible, the UAC's family. Case managers are primarily focused on a safe and efficient family reunification, with responsibility for tracking placement-to-release ratios. All case management staff must be computer proficient. Lead case managers shall have a master's degree in the behavioral sciences, human services, or social services fields; or a minimum of a bachelor's degree plus three to five years of progressive employment experience in the aforementioned fields that demonstrates supervisory and case management experience. Child welfare and/or child protective service experience is strongly encouraged.

Applicants must ensure that facilities are staffed 24 hours a day. Staffing ratios should follow State licensing regulations. However, staff to child ratio recommendations should be no more than 1 to 25 for Clinician; 1 to 20 for Case Management.

Educational services should be provided by State/county certified teachers. Applicants are also encouraged, when feasible, to dedicate staff positions (full-time and/or part-time) for the following responsibilities:

Transportation, Recreation, Health/Medical, and Training.

Training must be provided by the Applicant to all staff to meet minimum licensing standards. In addition, training shall cover ORR/DUCS policies and procedures, behavior management, cultural sensitivity, Flores Settlement Agreement, The Trafficking Victims Protection Act, and mental health and child welfare best practices. Applicants should also plan on sending two key staff members to attend annual three-day training with ORR/DUCS.

All shelter services shall be provided in accordance with applicable State child welfare statutes and generally accepted child welfare standards, practices, principles, and procedures. Each level of care will provide UAC with a structured, safe, and productive environment, which meets or exceeds respective State guidelines and standards for similar care. The design of the shelter care program and facility should be in full compliance with the Flores Settlement Agreement, State licensing requirements, and ORR terms and conditions of the cooperative agreement.

All minimum *Program Services* apply to each of the facilities described below. Service delivery is expected to be accomplished in a manner that is sensitive to the culture, native language, and special needs of these UAC. Services must be delivered in an open type of setting without a need for extraordinary security measures. Applicants are required to design programs and strategies to discourage runaways and prevent the unauthorized absence of UAC in their care. Applicants must have a behavioral management system that utilizes a strength-based approach/model that will be required in the implementation of the UAC program.

The Applicants must be licensed by their respective State for the appropriate level of care as indicated in the sections below and provide licensing information that includes capacity, age and gender permitted, and allowable length of stay. Applicants must demonstrate that their appropriate State licensing can accommodate the average length of stay for the respective types of shelters.

Applicants will be required to maintain a standard of record keeping and recording. Applicants shall develop, maintain, and safeguard individual UAC case records according to ORR guidelines. Applicants are required to develop a system of accountability that preserves the confidentiality of UAC information and protects the records from unauthorized use or disclosure. The records of UAC served under this program are the property of ORR and must be provided to ORR upon request.

In addition, Case Management staff shall be utilizing the ORR/DUCS Tracking and Management System for all placement, transfer, family reunification requests and all significant incident reports. This system requires, at a minimum, regular access to computers with high speed Internet access.

Program Locations

Applications submitted pursuant to this announcement must plan for the delivery of the minimum services as described in *Program Services*(above). The shelter/s should be located in areas easily accessible to immigration courts, pro bono legal services, national airports, and community mental health and medical services.

ORR will give priority to locations in high apprehension locations.

II. Award Information

Funding Instrument Type:	Cooperative Agreement
Estimated Total Funding:	\$45,000,000
Expected Number of Awards:	15

Award Ceiling: \$7,500,000 Per Budget Period
Award Floor: \$500,000 Per Budget Period
Average Projected Award Amount: \$2,500,000 Per Budget Period

Length of Project Periods:

36-month project with three 12-month budget periods

Additional Information on Awards:

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

Thirty-six-month project with three, 12-month budget periods: September 30, 2010 to September 29, 2013.

Awards will be for a one-year budget period from September 30, 2010 to September 29, 2011.

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 performance of the project, capacity needs and a determination that continued funding is in the best interest of the Federal Government.

There could be multiple awards for each facility type depending on the types of services required in a particular geographical location. The floor amount on individual awards is based on an application for less than the total number of beds being sought (as the per diem rate may vary geographically the number of beds funded with the floor amount will also vary). The total funding under this announcement will not exceed \$7,500,000 per budget period.

Based on the availability of funds, ORR anticipates the possibility of supplemental awards based on the need for additional capacity. This program is designed to respond to fluctuations in capacity and must have complete flexibility to expand and reduce beds based on the current needs and immigration patterns. As long as quality services are provided by each organization and there is a need for beds, continuations/renewals may apply every budget year until the end of the project period.

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

ORR directs and supports grantees in the following areas:

- The design, implementation, and modification of program activities, services, and facilities;
- The design of protocols or procedures;
- The selection of contractors (if applicable);
- The selection of key program staff;
- The provision of guidance in the collection and analysis of data;
- The provision of training and technical assistance to shelter staff;
- Select decisions regarding individual case management related activities; and
- The approval of all reunifications for UAC.

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

- Unrestricted (i.e., open to any type of entity subject to exceptions specified below.)

Eligibility is open to all types of domestic applicants other than individuals.

Non-profit organizations (including faith-based and community organizations) and for-profit organizations are eligible to apply. Organizations must be appropriately licensed (at the time of submission of the application) as facilities for the provision of shelter care and other related services to dependent children. For-profit organizations must clearly demonstrate that they are only charging the program actual costs incurred.

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.

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>.

Shannon McGhee
U.S. Department of Health and Human Services
Administration for Children and Families
Division of Unaccompanied Children Services
370 L'Enfant Promenade, S.W.
8th Floor West
Washington, DC 20447
Phone: (202) 205-9513
Fax: (202) 401-1022
Email: shannon.mcgee@acf.hhs.gov
URL: <http://www.Grants.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).

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.

ORR is particularly interested in specific factual information and statements of measurable goals in quantitative terms. Project descriptions are evaluated on the basis of substance, 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 activities should be placed in an appendix. A table of contents and a Project Summary/Abstract should be included. The application narrative should be a 12-point font with a twenty (20) page double spaced narrative limit and up to an additional twenty-five (25) pages of attachments are allowable, not including letters of support, table of contents, Project Summary/Abstract, standard forms, certifications, budget, budget justification and all applicable state and local licensing and zoning permits.

This limitation of 20 pages should be considered a maximum, and not necessarily a goal. Reviewers may disregard any narrative over the page limit. Each page should be numbered sequentially including the attachments and appendices. Do not staple or in any way bind the application other than with a rubber band or clip. Do not include books or videotapes as they are not easily reproduced and are inaccessible to reviewers. An original and two copies of the complete application are required. The original and the two copies must include all required forms, certifications, assurances, and appendices, be signed by an authorized representative, and have original signatures.

Budget Structure

To allow flexibility in the capacity infrastructure, ORR proposes a two-tiered budget approach. The program structure should separate grantee fixed costs from those that would be directly impacted by increase in capacity.

1) Fixed Costs would include facility/space, utilities, and core personnel/fringe costs to include administrative staff, licensed administrators, clinical staff, and case managers. It would also include additional clinical staff and case managers (at 50 percent of required ratios) so that these staff would already be trained and on board if the emergency expanded level of capacity was requested. Fixed Costs would be detailed by line-item and would support the overall infrastructure to facilitate increases in capacity.

For example: Facility/Space - the budget line-item would request funding to support the physical facility with licensed capacity to 96 beds; however, ORR may actually only request 48 beds to be on-line at a particular point in time.

2) Child Per Capita Costs would include food, clothing, medical needs, stipends, toiletries and child care workers (positions that are ratio-based). These costs would be calculated based on the number of beds actually used at any given time to care for UAC. It would also include the additional 50 percent of clinical staff and case management staff (not included in the fixed costs) to meet required ratios for the expansion capacity. These costs would be totaled into a per capita cost per child.

For example: \$80 per child X 48 beds X 365 days per year.

Based on apprehension rates, if ORR requested the number of children to increase to 96, fixed costs would already be covered in the budget, and per capita costs which would be calculated at the \$80 per child per day rate X the number of days requested. These costs would be covered in a supplemental award.

Applicants are required to submit an estimate of fixed and per capita costs, ORR will work with applicants in the development of a final approved per capita for child-related costs.

If applicant will be providing home assessment services a separate budget should be included.

To allow flexibility in the capacity, ORR proposes a two-tiered budget approach. The program structure should separate grantee fixed costs from those that would be directly impacted by increase in number of home assessments completed.

1) Fixed Costs would include office space, utilities, and core personnel/fringe costs to include staff. It would also include additional home study case workers so that these staff would already be trained if an increased number of home assessments were requested. Fixed Costs would be detailed by line-time and would support the overall infrastructure to facilitate increases in home assessment capacity.

2) Per Capita Costs would be calculated based on the number of home assessments the Applicant can serve in a 12-month period. It would also include costs to meet requirements for home assessments expansion capacity. These costs would be totaled into a per capita cost per assessment.

For example: \$100 per home assessment X 50 home assessments.

If ORR requested the number of home assessments per year to increase to 100, fixed costs would already be covered in the budget, and per capita costs, which would be calculated at the \$100 per home assessment X the number of home assessments requested. These costs would be covered in a supplemental award.

Applicants are required to submit an estimate of fixed and per capita costs; ORR will work with applicants in the development of a final approved per capita for case-related costs.

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 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.

Maintenance of Effort (MOE) Certification	Submission required of all applicants.	Required for all applications.
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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. 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.

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 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, attention should be paid to assessing the performance with regard to the reunification and release process for UAC. This may include a plan for how the applicant anticipates monitoring the progression of individual cases, or a clear structured timeline with regard to working with each UAC on reunification and/or release.

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.

Evaluation

Provide a narrative addressing how the conduct of the project and its results will be evaluated. In addressing the evaluation of results, state what measures will be used to determine the extent to which the project has achieved its stated objectives and the extent to which the accomplishment of objectives can be attributed to the project. Discuss the criteria to be used to evaluate results, and explain the methodology that will be used to determine if the needs identified and discussed are being met and if the project results and benefits are being achieved. With respect to the conduct of the project, define the procedures to be employed to determine whether the project is being conducted in a manner consistent with the work plan presented and discuss the impact of the project's various activities that address the project's effectiveness.

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.

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).

Organizational Capacity

- Organizational charts
- 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
- Child care licenses and other documentation of professional accreditation
- Information on compliance with Federal/State/local government standards
- Documentation of experience in the program area
- 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.

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.

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.

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: **07/19/2010**

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 not subject to Executive Order (E.O.) 12372, "Intergovernmental Review of Federal Programs," or 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." No action is required of applicants under this announcement with regard 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
Administration for Children and Families
Office of Grants Management
Division of Discretionary Grants
370 L'Enfant Promenade, SW
6th Floor East
Washington, DC 20447

Hand Delivery

Ben Sharp

Administration for Children and Families

Office of Grants Management

Division of Discretionary Grants

901 D Street, SW, 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.

Approach

Maximum Points: 30

The application will be reviewed for the overall program design and ability to adequately provide the required program services, reunification services, and case management by evidence of the following:

- The Applicant's response and accompanying documentation supporting its ability to provide the required program services indicated in the *Program Services of Section I*. This includes:

Medical, Individualized Assessment, Individual Service Plan, Case Management Services, Mental Health Services, Individual Counseling, Group Counseling, Family Reunification and Release Services, Acculturation and Adaptation Services, Orientation, Religious Access, Visitation, Right to Privacy, Legal Services Orientation, Rules/Behavior Management, Transportation/Escort, Vocational Educational Training Program and/or Activities and Home Assessments.

- Service delivery is described in a manner that is sensitive to the culture, native language, and special needs of UAC.
- The extent to which the Applicant's program design demonstrates that it is appropriate for the target population that the Applicant is planning to serve.
- The Applicant demonstrates experience and proficiency in implementing a behavioral management system that utilizes a strength-based approach/model.

- The Applicant describes experience and documentation supporting their ability to provide appropriate case management services for UAC population, including developing and updating Individual Service Plans.
- The Applicant incorporates screening for human trafficking in the program design and service provision.
- The Applicant demonstrates experience in processing of identification and reunification of children to eligible sponsors.

Organizational Profile

Maximum Points: 25

The application will be reviewed for the capacity of the organization to adequately develop and manage a UAC program by assessing the following:

- A comprehensive overview of the Applicant's organization, including qualifications, history, organizational mission and goals, and lists of all Federal, State, or local funded grants and/or contracts received.
- The extent to which the organization has a history of experience in the provision of child welfare services, child protective services, services to children with special needs and/or victims of trafficking, youth outreach, and/or other social services. Demonstration of organizational experience working directly with UAC or cross cultural/international or related services to children from various cultural backgrounds, various language capabilities, and special needs, including vulnerability to human trafficking.
- A clear organizational structure outlining lines of authority and supervision.
- The extent to which staffing plans demonstrate a sound relationship between the proposed responsibilities of lead program staff, including Program Director, Clinician, and Lead Case Manager, and the educational and professional experience required for the position according to requirements outlined in *Section I, Program Staffing Requirements*.
- A comprehensive plan for coordination of activities and communication between the various program components and with other community and governmental agencies.
- A comprehensive staff training plan that meets State licensing requirements, ORR cooperative agreement requirements and includes elements specific to working with the UAC population, prevention and intervention in child abuse and neglect, including local reporting procedures, and staff code of conduct.
- Demonstration that case management staff is proficient in using the Internet and related computer programs (i.e., Internet Explorer).

Budget and Budget Justification

Maximum Points: 15

The application will be reviewed for fiscal accountability and reasonableness by assessing the following:

- Structure in defining and calculating fixed costs and child per capita costs that will allow the infrastructure to expand and contract based on the rate of UAC apprehensions.
- The Applicant's budget narrative describing the budget in detail. The reasonableness and cost-effectiveness of the proposed budget in relation to proposed program activities should be explained.
- The Applicant's description of an internal financial monitoring system that demonstrates structure and accountability.
- The extent to which the Applicant and any sub recipient(s)/subcontractor(s) have demonstrated effective fiscal management and accountability.
- A plan for overall fiscal and program management and accountability. A discussion of most recent audit and findings should be included.

- Inclusion in the budget of all program-related costs.

Evaluation

Maximum Points: 15

The application will be reviewed for evidence of the organization's capacity to manage proper documentation and reporting with regard to the proposed program, including internal accountability and plan for monitoring of performance through evaluation and other measures. In addition evidence of applicants ability to review evaluation information at regular intervals, to analyze program data and feedback with the goal of improving program services and outcomes. Evidence of the following should be provided:

- Effective and resource-efficient strategies for programmatic control, predictability, and accountability as evidenced by the program design.
- Evaluation methodology based on performance. Focus will be placed on child welfare practices, particularly child safety, reunification performance and ability to ensure timely and appropriate release for those UAC with potential sponsors. Applicants should demonstrate measures that effectively track performance in this area.
- An effective plan for developing and maintaining internal structure, control, and accountability through programmatic means.
- Ability to produce statistical reports to track demographics and performance of program.
- Ability to maintain adequate records, including client files, medical files, financial files, and personnel files.
- Ability to make regular reports as required by ORR that permit ORR to monitor and enforce the Flores Settlement Agreement, Federal requirements, ORR/DUCS policies and procedures, and other requirements and standards.
- Ability to implement and maintain an internal client computer database system.

Geographic Location

Maximum Points: 15

The application will be reviewed for information regarding the geographic location, community services, and facility design to adequately support program services by assessing the following (**ORR will give priority to applicants in close proximity to high apprehension areas**):

- Applicant clearly states the type of facility that is being proposed and has tailored their application to address the needs of that type of facility.
- Applicant describes accessibility to immigration court, airports, fire, police, and the local community. Application provides evidence on the feasibility of administering a shelter care program in the area that is proposed.
- Applicant clearly describes and/or provides photographs of the proposed facility (including description of sleeping arrangements, food preparation, kitchen and dining area, classrooms, office space, rest rooms, outside recreation areas, and living space).
- Applicant demonstrates that the facility meets all relevant zoning, licensing, fire, safety, and health codes required to operate a residential based social service program. Application provides detailed information regarding type of State licensure, including information on capacity, age/gender permitted, and length of stay allowable. Any and all documented State licensing allegations/concerns must be reported.
- Applicant explains and documents facility ownership or leasing agreements.
- Applicant describes all security measures for the facility and demonstrates they adequately meet the requirements of the program in order to minimize unauthorized absence from the facility, and to monitor those who enter and exit the facility.
- The Applicant provides documented evidence/references or letters of local community support and

acceptance of the Applicant's program. This could include established relationships with local emergency services (i.e., police, fire), medical and mental health agencies, religious and community organizations, and state licensing offices' recommendations for serving UAC.

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.

Applications that pass the initial ACF screening will be evaluated and rated by an independent review panel. The results of these reviews will assist the ORR Director and ORR program staff in considering competing applications. Reviewers' scores will weigh heavily in funding decisions but will not be the only factors considered. Applications will generally be considered in order of the average scores assigned by reviewers. However, highly ranked applications are not guaranteed funding because other factors are taken into consideration. These include, but are not limited to, the number of similar types of existing grants or projects funded with ORR funds in the last five years, comments of reviewers and government officials; staff evaluation and input; geographic distribution; previous program performance of applicants; compliance with grant terms under previous ORR grants; audit reports; investigative reports; an applicant's progress in resolving any final audit disallowance on previous ORR or other Federal agency grants.

ACF will give priority to applicants located in high apprehension areas and may award grants to lower scoring applicants located in these areas.

ORR will consider the geographic distribution of funds among States and the relative proportion of funding among rural and urban areas. The evaluation criteria were designed to assess the quality of a proposed project, and to determine the likelihood of its success.

The evaluation criteria are closely related and are considered as a whole in judging the overall quality of an application. Points are awarded only to applications that are responsive to the evaluation criteria within the context of this program announcement

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: Quarterly
Financial Reports: Quarterly

VII. Agency Contacts

Program Office Contact

Shannon McGhee
Administration for Children and Families
Office of Refugee Resettlement
Division of Unaccompanied Children's Services
Aerospace Building
901 D St SW
WASHINGTON, DC 20447
Phone: (202) 205-9513
Fax: 202-401-1022
Email: Shannon.Mcghee@ACF.hhs.gov

Office of Grants Management Contact

Ben Sharp
Administration for Children and Families
Office of Grants Management
Division of Discretionary Grants
370 L'Enfant Promenade, SW.
6th Floor East
Washington, DC 20447
Phone: (202) 401-5513
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)
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.
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."	If available, submission is due by application due date found in Overview and Section IV.3. or by time of award.
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.
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.

Logic Model	Referenced in Section IV.2 of the announcement under "Project Description."	Submission due by 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.
Maintenance of Effort (MOE) Certification	Referenced in Section IV.2 and found at http://www.acf.hhs.gov/programs/ofs/grants/maintain.htm	Submission due by application due date found in Overview and Section IV.3

Signature

Date: 05/20/2010

Eskinder Negash
 Director, Office of Refugee Resettlement
 Administration for Children and Families