



**Administration for Children and Families**

Office of Refugee Resettlement

Ethnic Community Self Help Program

HHS-2011-ACF-ORR-RE-0173

Application Due Date: 03/13/2012

**Due Date for Applications:**

**Fiscal Year 2011:** June 30, 2011

**Fiscal Year 2012:** March 13, 2012

**Fiscal Year 2013:** March 13, 2013

Ethnic Community Self Help Program

HHS-2011-ACF-ORR-RE-0173

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

**Program Office:** Office of Refugee Resettlement  
**Funding Opportunity Title:** Ethnic Community Self Help Program  
**Announcement Type:** Modification  
**Funding Opportunity Number:** HHS-2011-ACF-ORR-RE-0173  
**CFDA Number:** 93.576

**Due Date for Applications:**

**Fiscal Year 2011:** June 30, 2011

**Fiscal Year 2012:** March 13, 2012

**Fiscal Year 2013:** March 13, 2013

*Notice:* On January 1, 2012, the Administration for Children and Families implemented required electronic application submission via [www.Grants.gov](http://www.Grants.gov) for discretionary grant applications. (76 Fed. Reg. 66721-66723, October 27, 2011, [\*New Policies and Procedural Requirements for the Electronic Submission of Discretionary Grant Applications\*](#).) Please see *Section III.3. Disqualification Factors*, *Section IV.2. Content and Form of Application Submission* and *Application Submission Options*, and *Section IV.3. Explanation of Due Dates and Times* for information on electronic application submission and the availability of exemptions allowing applicants to submit applications in paper format.

**Executive Summary:**

The Office of Refugee Resettlement (ORR) invites the submission of applications for funding, on a competitive basis, to connect newcomer refugees and their communities with community resources. The objective of this program is to strengthen organized ethnic communities comprised and representative of refugee populations to ensure ongoing support and services to refugees within five years after their initial resettlement. This announcement replaces the Priority Area Three--Ethnic Community Self-Help Program included in the Standing Announcement for Services to Recently Arrived Refugees published in the *Federal Register* on April 23, 2008.

ORR solicits applications from national, regional (multi-state) or local refugee ethnic-based community organizations that address community building, facilitate cultural adjustment and integration of refugees, and deliver mutually supportive functions such as information exchange, civic participation, resource enhancement, orientation, and public education to the larger community on the background, needs, and potential of newly arriving refugees.

The ORR Director will observe June 30, 2011, as the first closing date for applications. Thereafter, the Director will observe March 13, 2012, and March 13, 2013, as the closing dates for applications.

**Background**

Community and civic organizations, including faith-based organizations, have long played a significant role in refugee resettlement. Many refugees who arrived in this country during the past century participated in self-help groups in order to assist their own members, to foster long-term community

growth, and to assist community members in securing employment and housing, acquiring English language skills, and accessing health, mental health, and social services.

ORR recognizes that a key factor in strengthening communities is strong community-based organizations (CBOs). A strong ethnic community-based organization (ECBO) can tap into the community's interest in self-help, improving services, supporting community leaders, and attracting resources by exploring various opportunities and collaborating with mainstream agencies and groups, while remaining cognizant of the unique needs of the refugee community. Strong ECBOs can also facilitate positive interaction between refugees and established residents in mainstream communities. The ability to organize and to voice their concerns collectively gives refugees a better sense of identity and hope for their own and their community's future. Refugee self-help groups can be important building blocks for effective resettlement and can function as bridges between the refugee community and local resources by paving the way for smooth integration and positive and productive community relations. ORR has found that effective refugee self-help groups contribute to refugees' self-sufficiency, independence, and active participation in their communities. The impact of effective refugee self-help groups can also create positive awareness of and goodwill for refugees in the mainstream communities of which they are a part.

ECBOs by their very nature are best suited to build bridges between their community members and the larger mainstream. Because of their linguistic and cultural competence, they possess insights into the background, needs, and potential of newly arrived refugee communities. Serving as cultural brokers, they are uniquely positioned to perform vital tasks such as self-representation, information exchange between newcomer communities and the larger community, civic participation, and service provision. Because of their knowledge of the unique needs of the refugee communities, they are able to serve as effective advocates for improved services and to foster the growth of community leaders. At the same time, organizations formed by newly arrived refugee communities invariably lack resources and well-developed organizational structure. Many of these ECBOs tend to collaborate with larger (national, state, and local) service providers and to function as sub-grantees of ORR, which often leads to inequitable distribution of grant funds and inadequate capacity development training within the ECBOs. ORR seeks to address these issues by requiring refugee ECBOs to be principal applicants, even as it seeks to ensure the development of their organizational capacity through encouraging their collaboration with other more established refugee service providers.

The focus of this grant announcement is to provide an incentive and organizational support for refugee ethnic-based community organizations to see the benefit of coming together with other refugee service providers as a collaborative community service provider to create more integrated, diversified, and self-sustaining refugee community organizations whose increased ability to leverage ORR social service, discretionary, and targeted assistance funding, TANF block grant social service funding, and other state and local funding will allow them to bridge the service gap with more local mainstream resources.

## **I. Funding Opportunity Description**

### **Statutory Authority**

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

## **Description**

### **Purposes and Objectives**

The objective of this program is to provide assistance to organized ethnic communities comprised and representative of refugee populations. ORR's intended purpose is to build bridges between refugee communities and community resources in order to enhance services to refugees.

ORR solicits applications from ethnically-based refugee community service organizations seeking to address community building, facilitate cultural adjustment and integration of refugees, and deliver mutually supportive functions such as information exchange, civic participation, resource enhancement, and orientation and support to newly arriving refugees, and public education to the larger community on the background, needs, and potential of refugees.

ORR seeks to fund applications from two types of organizations: 1) Emerging local ethnic-based refugee community organizations that seek to support services to newly arrived refugees; or 2) newly formed or proposed collaborations of mono-ethnic or multi-ethnic based community organizations and other refugee service providers for the purposes of linking refugees to community resources, and promoting and strengthening refugee communities. Organizations will align around a common goal of serving newly arrived refugees. The goal of such collaborations will be for these organizations to band together to create a more valuable and comprehensive service package through increased visibility and credibility within the community.

Strengthened community leadership and collaboration will provide long-lasting diversification and the ability to leverage funding in support of enhanced service components. Collaboration will allow organizations greater ability to leverage ORR state-funded social services, TANF social service funds, and state and community funds as a means of creating a long-term, self-sustaining organizational structure.

In the case of collaborative projects between a voluntary agency/State and an ethnic community-based organization (ECBO), the ECBO must be the principal applicant.

Collaborating organizations must demonstrate the organizational structure for forming the collaborative effort through joint leadership. Organizations must clearly describe their business plan to meet the needs of this new organizational collaboration.

### **Allowable Activities**

1. National, regional (multi-state), or local ethnic refugee community organizations applying to this notice may propose activities including, but not limited to, the following: supporting a newly formed organizational collaborative structure through membership charter establishment; linking technical assistance and resources for local ethnic refugee community organizations in an effort to establish a collaborative for cultivating service components in support of newly arrived ethnic populations; and organizing newly arrived refugees with the purpose of inspiring and promoting self-determination, mutual assistance, organizational and leadership development, and civic participation. All applicants must include delivery of direct services to refugee communities in their plans for the first year of project implementation.

2. For sole organizational entities or established collaborations, proposed activities and services would include: providing orientation on the background and potential of refugees to the larger community; establishing and strengthening links with institutions such as schools and law enforcement entities; promoting mediation and constructive conflict resolution; promoting health and mental health services; augmenting agency linkages via internet connections; facilitating information dissemination on ethnic-specific issues; or convening of national or regional meetings and/or conference calls. On-going

services could include: direct or referral services to address unmet needs of refugees in the areas of English language training, employment, housing, health and mental health services; self-help organizing efforts, and orientation designed to inform the refugee community about issues essential to functioning effectively in the new society; focused orientation and assistance to parents in connecting with school systems; dissemination of information on access to community health and mental health services, including health care for the uninsured, health insurance, health maintenance organizations, the importance of preventive health, required immunizations, and available universal coverage; pairing refugee individuals or families with community volunteers; enhancing and facilitating refugee rural resettlement efforts; information and training on gender roles in U.S. culture, such as information on healthy marriage education programs and partnerships with healthy marriage community and faith-based programs; information on laws regarding child welfare, child abuse and neglect; information on sexual harassment and coercion, and domestic violence; services to Lesbian, Gay, Bi-sexual, and Transgender (LGBT) and other vulnerable populations; assistance and support for families headed by single refugee parents, bilingual staff assistance for women's shelters, and techniques for self-protection and safety; activities designed to improve relations between refugees and law enforcement entities; and community training for such activities as civic organizing, resource strategies, and non-profit management and accountability.

The above are examples of services. Applicants may propose other relevant services and may request funds to cover core or general operating expenses. In all instances, however, activities must be designed to supplement, rather than to supplant or duplicate, the existing array of refugee services available in the community.

Planning and coalition building should be guided by the overarching goal of improving the economic condition of refugee families and of giving them the information needed to achieve economic self-sufficiency and social and civic integration into their new country and their new communities. Projects should focus on ensuring support and ongoing services to ethnic refugee communities after their initial resettlement.

Organizations may use grant funds to access training in organizational development and services provision. The training plan in the application should identify areas for training (e.g., staff development, financial management, board governance, case management, capacity building, and information technology). The links between the training and gains projected to be achieved by the grantee in terms of improved skills, degree of capacity development, and the improved use of technology should be described in terms of their relevance to the variety, quality, and effectiveness of services to the target refugee community. Relevant aspects of the proposed training should be incorporated into the profile, needs assessment, approach, results, and budget narrative sections of the proposal.

The Director may implement additional closing dates, if necessary, to respond to the needs of an imminently arriving refugee population. The announcement of additional closing dates will be made through a published modification to this announcement that will be posted to the ACF Grant Opportunities webpage at <http://www.acf.hhs.gov/grants/index.html> and at [www.grants.gov](http://www.grants.gov).

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## II. Award Information

Funding Instrument Type:	Grant
Estimated Total Funding:	\$2,000,000
Expected Number of Awards:	15
Award Ceiling:	\$250,000 Per Budget Period
Award Floor:	\$100,000 Per Budget Period

Average Projected Award Amount: \$150,000 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.

Subject to the availability of funding and the best interests of the government, the Director reserves the right to award more or less than the funds described under "**Estimated Total Funding**"; however, if more funding becomes available, the stated ceiling and floor amounts will remain the same.

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

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

Ethnic Community Self-Help applications are for project periods of up to three years (36 months). Applications for continuation grants funded under these awards, beyond the 12-month budget period but within the 36-month project period, will be entertained in subsequent years on a non-competitive basis subject to availability of funds, satisfactory progress of the grantee, continued need of and sufficient demand for grant -funded services within the target community, **and the Director's determination that continued funding would be in the best interest of the government.**

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

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

### III. Eligibility Information

#### III.1. Eligible Applicants

Eligibility is limited to non-profit organizations which serve refugees and are ethnically-based community organizations or faith-based ethnic organizations.

Individuals, foreign entities, and sole proprietorship organizations are not eligible to compete for, or receive, awards under this announcement. See *Section III.3. Other*.

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

#### III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement: No

#### III.3. Other

### **3. Other:**

#### **ORR Refugee Eligibility**

Individuals who arrived within the last five years (no earlier than 2006) with the following immigration statuses are eligible for refugee social services under this funding opportunity: (1) refugees; (2) asylees; (3) Iraqi and Afghan Special Immigrants; (4) Cuban and Haitian entrants; (5) certain Amerasians from Vietnam; and (6) victims of a severe form of trafficking who receive certification or eligibility letters from ORR, and certain other specified family members of trafficking victims. For details about these statuses, see 45 CFR 400.43, ORR State Letter #00-17 and ORR State Letter #0-13, as modified by State Letter #02-01, ORR State Letter # 10-02, and ORR State Letter #04-12, at [www.acf.hhs.gov/programs/orr](http://www.acf.hhs.gov/programs/orr). For convenience, the term "refugee" is used in this notice to encompass all such eligible persons.

#### **DUNS Number (Universal Identifier) and Central Contractor Registration (CCR) Requirements**

##### **DUNS Number Requirement**

Data Universal Numbering System (DUNS) Number is the nine-digit, or thirteen-digit (DUNS + 4), number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities.

All applicants and sub-recipients must have a DUNS number at the time of application in order to be considered for a grant or cooperative agreement. A DUNS number is required whether an applicant is submitting a paper application or using the Government-wide electronic portal, [www.Grants.gov](http://www.Grants.gov). A DUNS 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 DUNS number may be acquired at no cost online at <http://fedgov.dnb.com/webform>. To acquire a DUNS 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 a.m. to 8 p.m., CST

The process to request a D-U-N-S Number by telephone will take between 5 and 10 minutes.

##### **Central Contractor Registration (CCR) Requirement**

Central Contractor Registration (CCR) is the Federal registrant database and repository into which an entity must provide information required for the conduct of business as a recipient. CCR, managed by the General Services Administration, collects, validates, stores, and disseminates data in support of agency financial assistance missions.

Effective October 1, 2011 HHS required all entities that plan to apply for, and ultimately receive, Federal grant funds from any HHS Agency, or receive sub-awards directly from recipients of those grant funds to:

- Be registered in the CCR prior to submitting an application of plan;
- Maintain an active CCR registration with current information at all times during which it has an active award or an application or plan under consideration by an OPDIV; and
- Provide its DUNS number in each application or plan it submits to the OPDIV.

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

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

Additionally, all first-tier sub-award recipients (i.e., direct sub-recipient) must have a DUNS number at the time the sub-award is made

CCR registration may be made online at [www.ccr.gov](http://www.ccr.gov) or by phone at 1-866-606-8220. CCR registration must be updated annually. CCR registration must be active and maintained with current information at all times during which an organization has an active award or an application under consideration.

Applicants are strongly encouraged to register at the CCR well in advance of the application due date.

## APPLICATION DISQUALIFICATION FACTORS

Applications from individuals, foreign entities, or sole proprietorship organizations will be disqualified from competitive review and from funding under this announcement.

### Award Ceiling Disqualification

Applications that request an award amount exceeding the *Award Ceiling* per budget period, or per project period, as stated in *Section II. Award Information*, will be disqualified from competitive review and from funding under this announcement. This disqualification applies only to the *Award Ceiling* listed for first 12-month budget period for projects with multiple budget periods. If the project and budget period are the same, the disqualification applies to the *Award Ceiling* listed for the project period.

### Application Submission Disqualifications

**Beginning January 1, 2012, ACF requires electronic submission of applications at [www.Grants.gov](http://www.Grants.gov).** Applicants that do not have an Internet connection or sufficient computing capacity to upload large documents (files) to the Internet may contact ACF for an exemption that will allow these applicants to submit an application in paper format. Information on requesting an exemption from electronic application submission is found in *Section IV.2. Application Submission Options*.

**The deadline for electronic application submission is 11:59 p.m., ET, on the due date listed in the Overview and in Section IV.3. Submission Dates and Times. Electronic applications submitted to [www.Grants.gov](http://www.Grants.gov) after 11:59 p.m., ET, on the due date, as indicated by a dated and time-stamped email from [www.Grants.gov](http://www.Grants.gov), will be disqualified from competitive review and from funding under this announcement.** That is, applications submitted to [www.Grants.gov](http://www.Grants.gov), on or after 12:00 a.m., ET, on the day after the due date will be disqualified from competitive review and from funding under this announcement.

**Please Note:** Applications submitted to [www.Grants.gov](http://www.Grants.gov) at any time during the open application period, and prior to the due date and time, which fail the Grants.gov validation check, will not be received at ACF. These applications will not be acknowledged. Applications that fail the Grants.gov validation check are not transmitted to ACF though they may have been submitted on time.

Each time an application is submitted via [www.Grants.gov](http://www.Grants.gov), the application will receive a new date and time-stamp email. Only those applications with on-time date and time stamps that result in a validated application, which are transmitted to ACF, will be acknowledged.

**The deadline for receipt of paper applications is 4:30 p.m., ET, on the due date listed in the Overview**

**and in Section IV.3. Submission Dates and Times.** Paper applications received after 4:30 p.m., ET, on the due date will be disqualified from competitive review and from funding under this announcement.

**Paper applications received from applicants that have not requested an exemption from required electronic submission will be disqualified from competitive review and from funding under this announcement. See "Request an Exemption from Electronic Application Submission" in Section IV.2. Content and Form of Application Submission.**

Applications that are disqualified under any of these circumstances will receive written notification by letter or by email.

Read and observe the formatting instructions for application submissions in *Section IV.2. Content and Form of Application Submission*.

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

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

The electronic application submission package is available at [www.Grants.gov](http://www.Grants.gov).

For applicants that have received an exemption to submit applications in paper format, Standard Forms, assurances, and certifications are available at the ACF Funding Opportunities Forms webpage at [http://www.acf.hhs.gov/grants/grants\\_resources.html](http://www.acf.hhs.gov/grants/grants_resources.html). Versions of the Standard Forms that are compliant with Section 508 of the Rehabilitation Act (29 USC § 794d) are available at the [Grants.gov Forms Repository](http://www.Grants.gov) website and at [http://www.whitehouse.gov/omb/grants\\_forms](http://www.whitehouse.gov/omb/grants_forms).

See *Section IV.2. Request an Exemption from Required Electronic Application Submission* if applicants do not have an Internet connection or sufficient computing capacity to upload large documents (files) to [www.Grants.gov](http://www.Grants.gov).

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URL: [www.acf.hhs.gov/programs/orr](http://www.acf.hhs.gov/programs/orr)

#### **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**

## FORMATTING ACF APPLICATIONS

### *For All Applications:*

#### **Authorized Organizational Representative (AOR)**

Each applicant must designate an Authorized Organizational Representative (AOR). An 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.

AOR Authorization is part of the registration process at [www.Grants.gov](http://www.Grants.gov) where the AOR will create a short profile and obtain a username and password from the Grants.gov Credential Provider. AORs will only be authorized for the DUNS number registered in the Central Contractor Registration (CCR).

#### **Point of Contact**

In addition to the AOR, a point of contact on matters involving the application must also be identified. The point of contact, known as the Project Director or Principal Investigator, should not be identical to the person identified as the AOR. The point of contact must be available to answer any questions pertaining to the application.

#### **Application Checklist**

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.3. Submission Dates and Times* of this announcement.

**Follow the instructions provided in the formatting section to ensure that your application can be printed efficiently and consistently for the competitive review.**

#### **Observe page limitations.**

All applicants must follow the instructions provided in this section. Be sure to print out all attachments (components) on paper and count the number of pages before submission. Keep the printed out copy as a hard copy of your application for your files.

#### **Application Package Components**

Applications must be divided into the sections listed in the table. Page limitations may only apply to the Project Description document and the Appendices and the following:

- The Project Summary/Abstract is limited to one single-spaced page.
- The Budget Justification should be no more than 10 single-spaced pages.

<b>Application Package Components</b>	<b>Page Limitations</b>
Project Summary/Abstract	Limited to one single-spaced page
Project Description	Page Limitations and included items are listed later in this section
Budget Justification	No more than 10 single-spaced pages
Required Assurances and Certifications	No page limitations
Proof of Legal Status	No page limitations

Appendices	Page Limitations and included items are listed later in this section
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**FORMATTING FOR ELECTRONIC APPLICATIONS SUBMITTED VIA [www.Grants.gov](http://www.Grants.gov):**

**Notice: The Administration for Children and Families has implemented required electronic application submission via [www.Grants.gov](http://www.Grants.gov). Applicants are now required to submit their applications electronically unless they have requested and received an exemption that will allow submission in paper format. See Section IV.2. Application Submission Options.**

Electronic applications will only be accepted via [www.Grants.gov](http://www.Grants.gov). ACF will not accept applications submitted via email or via facsimile. Only applications, which pass the Grants.gov validation check, will be acknowledged.

**Please read this section carefully before beginning application submission.** It is mandatory to follow the instructions provided in this section to ensure that your application can be printed efficiently and consistently for review.

**Copies Required**

Applicants must submit one complete copy of the application package electronically. Applicants submitting electronic applications need not provide additional copies of their application package.

**NOTE:** Applications submitted via [www.Grants.gov](http://www.Grants.gov) will undergo a validation check. See Section IV.2. Application Submission Options and Section IV.3. Application Due Dates and Times, Explanation of Due Dates. The validation check can affect whether the application is accepted for review. Applications that fail the [www.Grants.gov](http://www.Grants.gov) validation check will not be transmitted to ACF. If the application fails the validation check and is not re-submitted by 11:59 p.m., ET, on the due date, it will be disqualified.

**Signatures**

Follow the AOR Authorization and E-Biz POC instructions provided at [www.Grants.gov](http://www.Grants.gov).

**OMB-Approved and Standard Forms (SFs)**

[www.Grants.gov](http://www.Grants.gov) provides its own protocols for the submission of OMB-approved and Standard Forms (SFs) such as the SF-424 application and budget forms and the SF-P/PSL, Project/Performance Site Location form. See Section IV.2. Forms, Assurances, and Certifications for required OMB-approved Standard Forms and required assurances and certifications.

**Application Package Components**

Applications must be divided into the sections listed in the table. **It is important that each component is submitted in a separate electronic file.** Page limitations may only apply to the Project Description document and the Appendices and the following:

- The Project Summary/Abstract is limited to one single-spaced page.
- The Budget Justification should be no more than 10 single-spaced pages.

Application Package Components	Page Limitations
Project Summary/Abstract	Limited to one single-spaced page

Project Description	Page Limitations and included items are listed later in this section
Budget Justification	No more than 10 single-spaced pages
Required Assurances and Certifications	No page limitations
Proof of Legal Status	No page limitations
Appendices	Page Limitations and included items are listed later in this section

The required content of the Project Description and any Appendices, and their page limits, are listed later in this section.

**Carefully observe the file naming conventions required by [www.Grants.gov](http://www.Grants.gov).**

Limit file names to 50 characters and do not use special characters (example: &,-,\*,%/,#) including periods (.), blank spaces, and accent marks, within application form fields, and file attachment names. An underscore ( ) may be used to separate a file name.

**Only use file formats supported by ACF.**

It is critical that applicants only submit application components using the supported file formats listed here. Documents in file formats that are not supported by ACF will be removed from the application and will not be used in the competitive review. This may make the application incomplete and ACF will not make any awards based on an incomplete application.

**ACF supports the following file formats:**

- Adobe PDF – Portable Document Format (.pdf)
- Microsoft Word (.doc or .docx)
- Microsoft Excel (.xls or .xlsx)
- Microsoft PowerPoint (.ppt)
- Corel WordPerfect (.wpd)
- Image Formats (.JPG, .GIF, .TIFF, or .BMP only)

**Do not encrypt or password protect the electronic application files!**

If ACF cannot access submitted electronic files because they have been encrypted or are password protected, the affected file will be removed from the application and will not be used in the competitive review. This may make the application incomplete and ACF will not make any awards based on an incomplete application.

***FORMATTING FOR PAPER FORMAT APPLICATIONS:***

**The following requirements are only applicable to applications submitted in paper format.**

**Applicants must receive an exemption from ACF in order to submit an application in paper format.**

See the section on "*Request an Exemption from Required Electronic Application Submission*" later in *Section IV.2. Application Submission Options*.

**Copies Required**

Applicants must provide one original and two copies of all application materials when submitting an application in paper format.

**Signatures**

An original signature of the Authorized Organization Representative (AOR) is required only on the

original copy of hard copy application submissions. A point of contact on matters involving the application must also be identified on the SF-424 at item 8f. The point of contact, known as the Project Director or Principal Investigator, should not be identical to the person identified as the AOR.

### **Format Requirements for Paper Applications**

All application materials must be submitted on 8 ½" x 11" white paper with 1-inch margins. **All pages of the paper application submission must be sequentially numbered.** Applicants must follow the instructions provided in this section and ensure that they print out all attachments on paper and count the number of pages before submission.

All elements of the application submission, with the exception of the one-page Project Summary/Abstract, the Budget Justification, required Assurances and Certifications, and proof of legal status/non-profit status, must be in double-spaced format in 12-point font. The Project Summary/Abstract is required to be one single-spaced page in 12-point font. The Budget Justification may be single-spaced page in 12-point font and should be no more than 10 pages.

All copies of a mailed or hand delivered paper application must be submitted in a single package. A separate package must be submitted for application under a single funding opportunity. The package must be clearly labeled for the specific funding opportunity it is addressing.

Because each application will be duplicated, do not use or include separate covers, binders, clips, tabs, plastic inserts, maps, brochures, or any other items that cannot be processed easily on a photocopy machine with an automatic feed. Do not bind, clip, staple, or fasten in any way separate subsections of the application, including supporting documentation. Use a clip (not a staple) to securely bind the application together. Applicants are advised that the copies of the application submitted, not the original, will be reproduced by the Federal government for review. Application materials must be one-sided for duplication purposes.

Instructions on the order of assembly for paper application submissions are available under this formatting section.

### **Page Limitations for Paper Format Application Submissions**

Information on page limitations for paper applications appear later in this formatting section.

Page limitations do not include OMB-approved Standard Forms (SFs), the one-page Project Summary/Abstract, proof of legal status/non-profit status, required Assurances and Certifications, and the Budget Justification, which may be no more than 10 single-spaced pages.

If an application exceeds the cited page limitation for double-spaced pages in the Project Description or the double-spaced page limitation cited for the Appendices, the extra pages will be removed and will not be reviewed. In addition, if an application narrative is single-spaced and/or one-and-a-half spaced (in whole or in part) the total number of these lines will be doubled. This adjustment may result in an increased total number of pages, which will be removed so that the application conforms to the cited double-spaced page limitation.

The Project Summary/Abstract is limited to one single-spaced page with 12-point font. Any pages over the one-page limit will be removed.

See *Section IV.6. Other Submission Requirements* for addresses for paper application submissions.

**Electronic submission applications:**

A 20-Page Double-Spaced **Project Description/ Narrative**: The narrative should cover the major areas of evaluation, namely: Objectives and Need for Assistance, Approach, Expected Outcomes, and Organizational Capacity. This 20-page limitation for the narrative is strictly a maximum, and not a goal. In the competitive review process, reviewers will be instructed to disregard any narrative over the 20-page limit.

**Appendices**: These should not exceed 25 pages. They include Third-Party Agreements, Organizational Charts, Resumes of current staff and/or position descriptions, etc.

All other required documents must be submitted according to directions earlier in this section.

**The following documents must be submitted in the following order in Paper Applications:**

1. A One-Page Single-Spaced Project Summary/Abstract

2. A 20-Page Double-Spaced Project Description/ Narrative: The narrative should cover the major areas of evaluation, namely: Objectives and Need for Assistance, Approach, Expected Outcomes, and Organizational Capacity. This 20-page limitation for the narrative is strictly a maximum, and not a goal. In the competitive review process, reviewers will be instructed to disregard any narrative over the 20-page limit.

3. Budget and Budget Justification: The Budget Justification must not exceed 10 single-spaced pages and should explain how costs were determined. Applicants are encouraged to include sufficient travel funds to cover the cost of an annual two-day grantee workshop in the Washington, DC area.

4. Required Assurances and Certifications

5. Proof of Legal Status

6. Appendices: These should not exceed 25 pages. They include Third-Party Agreements, Organizational Charts, Resumes of current staff and/or position descriptions, etc.

**Required Forms, Assurances, and Certifications**

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

Forms / Assurances / Certifications	Submission Requirement	Notes / Description
<b>SF-LLL - Disclosure of Lobbying Activities</b>	If submission of this form is applicable, it is due prior at the time of application. It may also be submitted prior to the award of a grant.	If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United

		States to insure or guarantee a loan, the applicant shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Applicants must furnish an executed copy of the Certification Regarding Lobbying prior to award.
<b>DUNS Number (Universal Identifier) and Central Contractor Registration (CCR)</b>	Required of all applicants.	Required of all applicants.
<b>Survey on Ensuring Equal Opportunity for Applicants</b>	Submission is voluntary. Submission may be made with the application or prior to award.	Non-profit private organizations (not including private universities) are encouraged to submit the survey with their applications. Submission of the survey is voluntary. Applicants applying electronically may submit the survey along with the application. Hard copy submissions should include the survey in a separate envelope.
<b>SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non-Construction Programs</b>	Submission required for all applicants when applying for a non-construction project by the application due date.	Required for all applications when applying for a non-construction project .
<b>Certification Regarding Lobbying</b>	Submission required of all applicants prior to award.	Required for all applications.
<b>SF-424 - Application for Federal Assistance and SF-P/PSL - Project/Performance Site Location(s)</b>	Submission required for all applicants by the application due date.	Required for all applications.

## **Non-Federal Reviewers**

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

## **The Project Description**

### **The Project Description Overview**

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.

## **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.

### **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.

State clearly the intended impact of the proposed project and its activities. Show how the targeted refugee ethnic community will benefit its eligible members on an individual and collective level. These impacts may be both direct and indirect. For example, a refugee women's mentoring program may result in a quantifiable increase in the number of college-going refugee women (direct impact); stronger refugee communities because of increased ethnic community education (direct impact); increased community participation; and greater representation of refugees on U.S. campuses, which in turn creates greater awareness of refugees (indirect impact).

## **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.

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

Applicants must provide the following documentation of their legal status:

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

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

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

When applying electronically, proof of non-profit status may be submitted as an attachment; however, proof of non-profit status must be submitted prior to award.

#### **Logic Model**

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

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

#### **Project Sustainability Plan**

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

#### **Organizational Capacity**

- Organizational charts
- Audit reports or statements from Certified Public Accountants/Licensed Public Accountants
- Contact persons and telephone numbers
- Child care licenses and other documentation of professional accreditation
- 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.

### **Dissemination Plan**

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

### **Third-Party Agreements**

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

### **Letters Of Support**

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

### **The Project Budget and Budget Justification**

All applicants are required to submit a project budget and budget justification with their application. The project budget is input on the Budget Information Standard Form, either SF-424A or SF-424C. The budget justification is a line-item detail that includes detailed calculations for "object class categories" identified on the Budget Information Standard Form. Calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching or cost sharing is a requirement, applicants must include a detailed listing of any funding sources identified in Block 18 of the SF-424 (Application for Federal Assistance).

Project budget Standard Forms and the budget justification will not count toward page limitations; however, the justification should be no more than 10 single-spaced pages with fonts of no less than 12-points.

***Special Note:*** *The Consolidated Appropriations Act, 2012 (Pub.L. 112-74), enacted December 23, 2011, limits the salary amount that may be awarded and charged to ACF grants and cooperative agreements. Award funds issued under this announcement may not be used to pay the salary, or any percentage of salary, to an individual at a rate in excess of Executive Level II. The Executive Level II salary of the Federal Executive Pay scale is \$179,700 (<http://www.opm.gov/oca/12tables/html/ex.asp>). This amount reflects an individual's base salary **exclusive** of fringe and any income that an individual may be permitted to earn outside of the duties to the applicant organization. This salary limitation also applies to subawards/subcontracts under a ACF grant or cooperative agreement.*

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.

## Paperwork Reduction Disclaimer

As required by the Paperwork Reduction Act, 44 U.S.C. §§ 3501-3520, 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](http://www.Grants.gov)

- Electronic applications must be submitted to [www.Grants.gov](http://www.Grants.gov) by 11:59 p.m., ET, on the due date.
- A DUNS Number and current registration at the Central Contractor Registry (CCR) are required. DUNS and CCR registration are part of the [www.Grants.gov](http://www.Grants.gov) registration process. See “Get Registered” at [http://grants.gov/applicants/get\\_registered.jsp](http://grants.gov/applicants/get_registered.jsp).
- ACF will not accept applications via facsimile or email.
- The electronic application can be downloaded from [www.Grants.gov](http://www.Grants.gov).
- It is to an applicant's advantage to submit their applications **at least 24 hours** in advance of the application due date and time in order to correct any failures found during the application validation check.
- Electronic submission at [www.Grants.gov](http://www.Grants.gov) is two-step process:
  - Submission by the due date and time.
  - Application validation check.
- 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.
- **Read and observe all application submission requirements provided at [http://www.grants.gov/applicants/apply\\_for\\_grants.jsp](http://www.grants.gov/applicants/apply_for_grants.jsp).**
- Observe the formatting requirements and page limitations provided in the *Section IV.2. Formatting ACF Applications* section for electronic applications.
- Carefully read and observe electronic file naming conventions provided in the application submission instructions at [http://www.grants.gov/applicants/apply\\_for\\_grants.jsp](http://www.grants.gov/applicants/apply_for_grants.jsp).
- Use only file formats supported by ACF. See *Section IV.2. Formatting ACF Applications*.
- Additional guidance on the submission of electronic applications can be found at the [http://www.grants.gov/assets/Organization\\_Steps\\_Complete\\_Registration.pdf](http://www.grants.gov/assets/Organization_Steps_Complete_Registration.pdf).
- If applicants encounter any technical difficulties in using [www.Grants.gov](http://www.Grants.gov) contact the Grants.gov Contact Center at: 1-800-518-4726, or by email at [support@grants.gov](mailto:support@grants.gov), to report the problem and obtain assistance. Hours of Operation: 24 hours a day, 7 days a week. The Grants.gov Contact Center is closed on Federal holidays.
- Applicants should retain Grants.gov Contact Center service ticket number(s) as they may be needed for future reference.
- Applicants that submit their applications electronically should retain a hard copy of their application package.
- **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 listed in *Section VII. Agency Contacts* will determine whether the submission issues are due to Grants.gov system errors or user error.**

Application Validation at [www.Grants.gov](http://www.Grants.gov)

The difference between a submission receipt and submission validation is after an applicant submits an application, Grants.gov generates a submission receipt via email and also sets the application status to "Received". This receipt verifies the application has been successfully delivered to the Grants.gov system.

Next, Grants.gov verifies the submission is valid by ensuring it does not contain viruses, the opportunity is still open, and the applicant login and applicant DUNS number match. If the submission is valid, Grants.gov generates a submission validation receipt via email and sets the application status to "Validated".

If the application is not validated, the application status is set to "Rejected". The system sends a rejection email notification to the applicant and the applicant must re-submit the application package. See "[What to Expect After Submitting](#)" at [www.Grants.gov](http://www.Grants.gov) for more information.

Each time an application is submitted, or re-submitted, via [www.Grants.gov](http://www.Grants.gov), the application will receive a new date and time stamp. Only those applications with on-time date and time stamps that result in a validated application, which are transmitted to ACF, will be acknowledged.

Applicants will be provided with an acknowledgement from [www.Grants.gov](http://www.Grants.gov) that the submitted application package has passed, or failed, a series of checks and validations. Applications that are submitted on time that fail the validation check will not be transmitted to ACF and will not be acknowledged.

## **Paper Format Application Submission**

**An exemption is now required for the submission of paper applications. See "[Request an Exemption from Electronic Application Submission](#)" in the next section.**

Applicants with exemptions that submit their applications in paper format, by mail or delivery, must submit one original and two copies of the complete application with all attachments. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by the 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 paper format application submissions.

Applications submitted in paper format must show a DUNS Number. A DUNS Number is a nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. A DUNS number may be acquired at no cost online at <http://www.dnb.com>. To acquire a DUNS 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 through Friday 7 a.m. to 8 p.m., CST.

As of October 1, 2010, all applicants for Federal grants and cooperative agreements, including those that apply in paper format, are required to have Central Contractor Registration (CCR). CCR registration is also required for organizations that will receive subawards under Federal grants and cooperative agreements. CCR registration may be made online at [www.ccr.gov](http://www.ccr.gov) or by phone at 1-866-606-8220.

CCR registration must be updated annually from the date of the initial registration. CCR registration is required to be active throughout the period of award. Lack of CCR registration will prevent ACF from making an award to a recommended applicant.

**There is the possibility of heavy traffic at the CCR website at application due**

**dates. Therefore, applicants are strongly encouraged to register at the CCR well in advance of the application due date. CCR registration must be updated annually. CCR registration must be active and maintained with current information at all times during which an organization has an active award or an application under consideration.**

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* in this announcement.

### **IV.3. Submission Dates and Times**

Due Date for Applications: **03/13/2012**

#### **Due Date for Applications:**

**Fiscal Year 2011:** June 30, 2011

**Fiscal Year 2012:** March 13, 2012

**Fiscal Year 2013:** March 13, 2013

#### **Explanation of Due Dates**

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

#### **Electronic Applications**

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

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

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

Instructions for electronic submission via [www.Grants.gov](http://www.Grants.gov) are available at [http://www.grants.gov/applicants/apply\\_for\\_grants.jsp](http://www.grants.gov/applicants/apply_for_grants.jsp).

#### **Please note:**

Applications submitted to [www.Grants.gov](http://www.Grants.gov) at any time during the open application period, and prior to the due date and time, that fail the Grants.gov validation check, will not be received at ACF. **These applications will not be acknowledged.** Applications that fail the Grants.gov validation check are not transmitted to ACF though they may have been submitted on time.

Each time an application is submitted via [www.Grants.gov](http://www.Grants.gov), the application will receive a new date and time-stamp. Only those applications with date and time-stamps that result in a validated application, which is transmitted to ACF, will be acknowledged.

#### **Mailed Paper Format Applications**

The deadline for mailed paper applications is 4:30 p.m., ET, on the due date. Mailed paper applications received after the due date and deadline time will be considered late and will be disqualified from

competitive review and from funding under this announcement.

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

### **Hand-Delivered Paper Format Applications**

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

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

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

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

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

### **Extensions and/or Waiving Due Date and Receipt Time Requirements**

ACF may extend an application due date and receipt time when circumstances make it impossible for applicants to submit their applications on time. These events include natural disasters (floods, hurricanes, tornados, etc.), or when there are widespread disruptions of electrical service, or mail service, or in other rare cases. The determination to extend or waive due date and/or receipt time requirements rests with the Grants Management Officer listed as the Office of Grants Management Contact in *Section VII. Agency Contacts*.

### **Acknowledgement from [www.Grants.gov](http://www.Grants.gov) of an electronic application's submission:**

Applicants will receive an initial email upon submission of their application to [www.Grants.gov](http://www.Grants.gov). This email will provide a **Grants.gov Tracking Number**. Applicants should refer to this tracking number in all communication with Grants.gov. The email will also provide a **date and time stamp**, which serves as the official record of application's submission. The date and time-stamp must reflect a submission time on, or before, 11:59 p.m., ET, on the application due date. Receipt of this email does not indicate that the application is accepted or that it has passed the validation check.

Each time an application is submitted, or re-submitted, via [www.Grants.gov](http://www.Grants.gov), the application will receive a new date and time-stamp. Only those applications with on time date and time-stamps that result in a validated application, which is transmitted to ACF, will be acknowledged.

Applicants will be provided with an acknowledgement from [www.Grants.gov](http://www.Grants.gov) that the submitted application package has passed, or failed, a series of checks and validations. Applications that are submitted on time that fail the validation check will not be transmitted to ACF and will not be acknowledged.

See "[What to Expect After Submitting](#)" at [www.Grants.gov](http://www.Grants.gov) for more information.

#### **Acknowledgement from ACF of an electronic application's submission:**

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

#### **Acknowledgement from ACF of a paper format (hard copy) application's submission:**

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

### **IV.4. Intergovernmental Review of Federal Programs**

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

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

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

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

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

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

### **IV.5. Funding Restrictions**

Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions, are considered unallowable costs under grants or cooperative agreements 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 paper applications to one of the following addresses. See *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

##### **Submission By Mail**

Daphne Weeden  
Grants Management Officer, Division of Discretionary Grants  
Administration for Children and Families  
370 L'Enfant Promenade, SW, 6th Floor East  
Washington, DC 20447

##### **Hand Delivery**

Daphne Weeden  
Grants Management Officer, Division of Discretionary Grants  
Administration for Children and Families  
901 D Street, SW  
ACF Mailroom, Second 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.

#### **ORGANIZATIONAL CAPACITY**

**Maximum Points: 20**

ORR seeks to fund applications from two types of organizations--1) Emerging local refugee ethnic community organizations that seek to support services to newly arrived refugees; or 2) newly formed or proposed collaborations of monoethnic and multi-ethnic based community organizations and other refugee service providers for the purposes of linking refugees to community resources, and promoting and strengthening refugee communities.

The applicant organization provides details showing that implementing staff, including volunteers,

proposed partners and consultants, if any, are well qualified. The section describes in detail administrative and management features of the project, including a plan for fiscal and programmatic management of each activity, with: i) proposed start-up times, ii) ongoing time lines, iii) major milestones or benchmarks, iv) a component/project organization chart, and v) a staffing chart.

In the case of collaborations between an Ethnic Community-Based Organization and another refugee service provider, the **primary applicant is the Ethnic Community-Based Organization**. The applicant has provided written agreements between grantees and sub-grantees or other cooperating entities, details of work to be performed, remuneration, and other terms and conditions that structure or define the relationship to this project. In this section, the applicant refers to specific instances of managing grants of the same size as that being requested.

## **OBJECTIVES AND NEED FOR ASSISTANCE**

**Maximum Points: 25**

The applicant clearly and concisely describes the need for ethnic organization in the specific target community. The applicant documents an understanding of local conditions pertaining to specific needs within the community as well as the distinguishing characteristics of the relevant ethnic group. When proposing to provide direct services independently, the applicant demonstrates convincingly why the need for such service(s) would not best be met through existing service providers or through a bridge relationship with those providers.

The applicant's objectives clearly identify who will be served, what will be achieved, and in what location project activities will take place, either through a logic model or charts and timelines.

The listed objectives are "SMART" in that they are:

- **Specific** - to avoid differing interpretations;
- **Measurable** - to monitor and evaluate progress (preferably numerically);
- **Appropriate** - to the identified problems/need in the targeted community and to the applicant organization;
- **Realistic** - achievable, yet challenging and meaningful; and
- **Time-Bound** - with a specific time for achieving them.

The applicant includes supporting documentation, such as individualized letters of support from all stakeholders, especially the targeted refugee community. The applicant describes in detail how the targeted refugee community has been involved in the project planning and how project participants are identified. The applicant provides evidence of their support for the plan of action and involvement as the project becomes operational. The applicant includes planning studies incorporating specific local demographic data and references participant information as needed.

## **APPROACH**

**Maximum Points: 25**

The applicant clearly outlines the project strategy and plan, with a rationale for their adoption. The plan of action describes the scope and detail showing how the project will accomplish all the functions or activities identified in the application. It highlights unusual features of the project such as design or technological innovations, reduction in cost or time, or extraordinary social and community involvement.

The section includes 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 to be accomplished.

The plan of action looks likely to achieve the proposed results; the proposed activities, timeframes and benchmarks are meaningful, reasonable, and feasible. The reason for taking the proposed approach to community organizations and support activities is adequately described. The project focuses on service

provision to individuals within the particular ethnic community. Proposed activities are likely to lead to desired outcomes, and the project is likely to lead to increased ethnic community self-help and participation in the larger community. The approach empowers refugees to act in their own interests and garners support from the mainstream communities into which they have been resettled. The approach includes a clear plan for project continuance beyond the grant support period through mainstream public and private funding. In the case of collaborative projects, partner organizations should demonstrate their ability to put together feasible plans for collaboration with a range of service providers to achieve the desired increased access to services for refugee ethnic communities.

## **EXPECTED OUTCOMES**

**Maximum Points: 20**

The applicant describes both direct and indirect outcomes that are likely to be reached through community organizing and the projected program activities. Two or more key indicators, preferably numerical, associated with ethnic community self-help, are provided as measures of the impact of the proposed project. Proposed outcomes are measurable and achievable within the grant project period, and the proposed monitoring, information collection, and documentation activities are adequately planned. The benefits to the target community are tangible and pertain to refugees' increased access to culturally and linguistically appropriate services, rather than to organizational development alone. Collaborative projects must clearly show the benefit of such partnership not only to the member organizations but also to the refugee communities they seek to represent. Above all, applicants should demonstrate the value added by their projects to the greater good of the refugees and the communities of which they are a part.

## **BUDGET AND BUDGET JUSTIFICATION**

**Maximum Points: 10**

The budget and narrative justification are clearly presented, detailed, reasonable, and cost-effective in relation to proposed activities and anticipated outcomes.

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

No grant award will be made under this announcement on the basis of an incomplete application. No grant award will be made to an applicant that does not have active CCR registration ([www.ccr.gov](http://www.ccr.gov) or 1-866-606-8220).

#### **Initial ACF Screening**

Each application will be screened to determine whether it meets one of the following disqualification criteria as described in *Section III.3. Application Disqualification Factors*:

- Applications that are designated as late according to *Section IV.3. Submission Dates and Times*,
- Application that are submitted in paper format without prior approval of an exemption from required electronic submission (*Section IV.2. Request an Exemption from Required Electronic Application Submission*), or
- Applications with requests that exceed the award ceiling stated in *Section II. Award Information*.

For those applications that have been disqualified under the initial ACF screening, notice will be provided by postal mail or by email. See *Section IV.3.* for information on ACF's acknowledgment of received applications.

#### **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. Criteria* of this announcement. Each panel is composed of

experts with knowledge and experience in the area under review. Generally, review panels include three reviewers and one chairperson.

Results of the competitive objective review are taken into consideration by ACF in the selection of projects for funding; however, objective review scores and rankings are not binding. They are one element in the decision-making process.

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

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

The ORR Director and program staff use review panel scores when considering competing applications. Review panel scores will weigh heavily in funding decisions, but will not be the only factors considered. Applications generally will be considered in order of the average scores assigned by the review panel. Because other important factors are taken into consideration, highly ranked applications are not guaranteed funding. These other considerations include the timely and proper completion by the applicant of projects funded with ORR funds granted in the last five years; comments of reviewers and government officials; ORR staff evaluation and input; amount and duration of the grant requested and the proposed project's consistency with ORR goals and policy; administrative costs associated with any sub-grantees; geographic distribution of applications; applicants' previous program performance; compliance with grant terms under previous U.S. Department of Health and Human Services (HHS) grants; audit reports; investigative reports; and the applicant's progress in resolving any final audit disallowance on previous ORR or other Federal agency grants.

ORR seeks to fund applications from two types of organizations--1) Emerging local ethnic community refugee organizations that seek to support services to newly arriving refugees; or 2) newly formed or proposed collaborations of multi-ethnic based community organizations and other refugee service providers for the purposes of linking refugees to community resources, and promoting and strengthening refugee communities.

Please reference *Section IV.2* for information on non-Federal reviewers in the review process.

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

### **Approved but Unfunded Applications**

Applications recommended for approval that were not funded under the competition because of the lack of available funds, may be held over by ACF and re-considered in a subsequent review cycle if a future competition under the program area is planned. These applications will be held over for a period of up to one year and will be re-competed for funding with all other competing applications in the next available review cycle. For those applications that have been deemed as approved but unfunded, notice will be given of such determination by postal mail.

### 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 Notice of Award (NoA) that sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-Federal share to be provided (if applicable), and the total project period for which support is contemplated. The NoA will be signed by the Grants Officer and transmitted via postal mail or email. Following the finalization of funding decisions, organizations whose applications will not be funded will be notified by letter signed by the cognizant Program Office head. Any other correspondence that announces to a Principal Investigator, or a Project Director, that an application was selected is not an authorization to begin performance.

Project costs that are incurred prior to the receipt of the NoA are at the recipient's risk and may be reimbursed only to the extent that they are considered allowable as approved pre-award costs. Information on allowable pre-award costs and the time period under which they may be incurred is available in *Section IV.5. Funding Restrictions*.

### VI.2. Administrative and National Policy Requirements

Awards issued under this announcement are subject to the uniform administrative requirements and cost principles of 45 C.F.R. Part 74 (Awards And Subawards To Institutions Of Higher Education, Hospitals, Other Nonprofit Organizations, And Commercial Organizations) or 45 C.F.R. Part 92 (Grants And Cooperative Agreements To State, Local, And Tribal Governments). The Code of Federal Regulations (C.F.R.) is available at <http://www.gpo.gov>.

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.

#### Prohibition Against Profit

Grantees are subject to the limitations set forth in 45 C.F.R. Part 74, Subpart E-Special Provisions for Awards to Commercial Organizations (45 C.F.R. Part 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."

#### Equal Treatment for Faith-Based Organizations

Grantees are also subject to the requirements of 45 C.F.R. Part 87.1(c), Equal Treatment for Faith-Based Organizations, which says, "Organizations that receive direct financial assistance from the [Health and Human Services] Department under any Department program may not engage in inherently religious activities such as religious instruction, worship, or proselytization as part of the programs or services funded with direct financial assistance from the Department." Therefore, organizations must take steps to completely separate the presentation of any program with religious content from the presentation of the Federally funded program by time or location *in such a way that it is clear that the two programs are separate and distinct*. If separating the two programs by time but presenting them in the same location, one

program must *completely* end before the other program begins.

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.

Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which includes the prohibition against Federal funding of inherently religious activities, "Understanding the Regulations Related to the Faith-Based and Neighborhood Partnerships Initiative" are available at <http://www.hhs.gov/partnerships/about/regulations/>. Additional information, resources, and tools for faith-based organizations is available through The Center for Faith-based and Neighborhood Partnerships website at <http://www.hhs.gov/partnerships/index.html> and at the [Administration for Children & Families: Toolkit for Faith-based and Community Organizations](#).

### **Award Term and Condition under the Trafficking Victims Protection Act of 2000**

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](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.

### **Requirements for Drug-Free Workplace**

The Drug-Free Workplace Act of 1988 (41 U.S.C. § 701 et seq.) requires that all organizations receiving grants from any Federal agency agree to maintain a drug-free workplace. By signing the application, the Authorizing Official agrees that the grantee will provide a drug-free workplace and will comply with the requirement to notify ACF if an employee is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for debarment. Government wide requirements for Drug-Free Workplace for Financial Assistance are found in 2 C.F.R. part 182; HHS implementing regulations are set forth in 2 C.F.R. part 382.400. All recipients of ACF grant funds must comply with the requirements in Subpart B - Requirements for Recipients Other Than Individuals, 2 C.F.R. part 382.225. The rule is available at [Requirements for Drug-Free Workplace](#).

### **Debarment and Suspension**

HHS regulations published in 2 CFR part 376 implement the government-wide debarment and suspension system guidance (2 CFR part 180) for HHS' non-procurement programs and activities. "Non-procurement transactions" include, among other things, grants, cooperative agreements, scholarships, fellowships, and loans. ACF implements the HHS Debarment and Suspension regulations as a term and condition of award. Grantees may decide the method and frequency by which this determination is made and may check the Excluded Parties List System (EPLS) located at <https://www.epls.gov/>, although checking the EPLS is not required. More information is available at [http://www.acf.hhs.gov/grants/grants\\_resources.html](http://www.acf.hhs.gov/grants/grants_resources.html).

### **Pro-Children Act**

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.

### **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](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. Final reports may be submitted in hard copy to the Grants Management Office Contact listed in *Section VII. Agency Contacts* of this announcement. Instructions on submission of reports electronically will be provided with award documents.

#### **Performance Progress Reports (PPR)**

ACF grantees are required to submit the SF-PPR Cover Page. ACF Programs that utilize reporting forms or formats in addition to, or instead of, the 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. Grantees should consult their award documents to determine the appropriate performance progress report format required under their award. Performance progress reports are due 30 days after the end of the reporting period.

Final program performance reports are due 90 days after the close of the project period. The SF-PPR may be found at [http://www.acf.hhs.gov/grants/grants\\_resources.html](http://www.acf.hhs.gov/grants/grants_resources.html).

#### **Federal Financial Reports (FFR)**

As of February 1, 2011, the Department of Health and Human Services (HHS) began the transition from

use of the SF-269, Financial Status Report (Short Form or Long Form) to the use of the SF-425 Federal Financial Report for expenditure reporting. SF-269s will no longer be accepted for expenditure reports due after that date. If an SF-269 is submitted, the Administration for Children and Families (ACF) will return it and require the recipient to complete the SF-425.

The transition strategy is allowing individual HHS Operating Divisions to select--from a limited number of options--the approach that best fits their programs and business process. This transition does not affect completion or submission of the cash reporting to the HHS Division of Payment Management's Payment Management System (PMS). The primary features of this transition for recipients are that OPDIVs that previously required electronic submission of the SF-269 will receive the SF-425 expenditure reports electronically and, until further notice, OPDIVs that have been receiving expenditure reports in hard copy will continue to do so.

All expenditure reports will be due on one of the standard due dates by which cash reporting is required to be submitted to PMS OR at the end of a calendar quarter as determined by the Operating Division. As a result, a recipient that receives awards from more than one OPDIV may be subject to more than one approach, but will not be required to change its current means of submission or be subjected to more than eight standard due dates.

Beginning with budget periods which end from January 1 - March 31, 2011, and for all budget periods thereafter, all affected ACF grantees will be required to submit an SF-425 report as frequently as is required in the terms and conditions of their award using due dates for reports to PMS.

**For budget periods ending in the months of:      The FFR (SF-425) is due to ACF on:**

January 01 through March 31	April 30
April 01 through June 30	July 30
July 01 through September 30	October 30
October 01 through December 31	January 30

Fillable versions of the SF-425 form in Adobe PDF and MS-Excel formats, along with instructions, are available at [http://www.whitehouse.gov/omb/grants\\_forms](http://www.whitehouse.gov/omb/grants_forms), [www.forms.gov](http://www.forms.gov), and on the [ACF Funding Opportunity website Forms](#) page.

ACF has implemented the use of the SF-428 *Tangible Property Report* and the SF-429 *Real Property Status Report* for all grantees. Both standard forms are available at [www.whitehouse.gov/omb/grants\\_forms/](http://www.whitehouse.gov/omb/grants_forms/).

Further instructions will be provided, as necessary, with award terms and conditions that will address specific reporting periods and due dates on an award-by-award basis. Additional information on frequency of reporting is available on the ACF Funding Opportunities web site at [http://www.acf.hhs.gov/grants/msg\\_sf425.html](http://www.acf.hhs.gov/grants/msg_sf425.html).

For planning purposes, reporting periods for awards made under this announcement are as follows:

Program Progress Reports:    Semi-Annually  
Financial Reports:            Semi-Annually

Awards issued as a result of this funding opportunity may be subject to the Transparency Act subaward and executive compensation reporting requirements of 2 C.F.R. Part 170. See ACF's [Award Term for Federal Financial Accountability and Transparency Act \(FFATA\) Subaward and Executive Compensation Reporting Requirement](#) implementing this requirement and additional award applicability information.

**Failure to submit reports on time will be factored into evaluations of grantees' performance.**

## VII. Agency Contacts

### Program Office Contact

Tabassum Siraj  
Administration for Children and Families  
Office of Refugee Resettlement  
Division of Community Resettlement  
Aerospace Building  
901 D St SW  
WASHINGTON, DC 20024  
Phone: (202) 401-4689  
Email: [Tabassum.Siraj@ACF.hhs.gov](mailto:Tabassum.Siraj@ACF.hhs.gov)

### Office of Grants Management Contact

Daphne Weeden  
Administration for Children and Families  
Grants Management Officer, Division of Discretionary Grants  
Office of Grant Management  
370 L'Enfant Promenade, SW, 6th Floor East  
Washington, DC 20447  
Phone: (202) 401-5513  
Email: [ACFOGME-Grants@acf.hhs.gov](mailto: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 - ACF Funding Opportunities

homepage <http://www.acf.hhs.gov/grants/>.

Catalog of Federal Domestic Assistance (C.F.D.A.) <https://www.cfda.gov/>.

Code of Federal Regulations (C.F.R.) <http://www.gpo.gov>.

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

All required Standard Forms, assurances, and certifications are available on the ACF Forms page at [http://www.acf.hhs.gov/grants/grants\\_resources.html](http://www.acf.hhs.gov/grants/grants_resources.html).

Grants.gov Forms Repository webpage  
at [http://www.grants.gov/agencies/aforms\\_repository\\_information.jsp](http://www.grants.gov/agencies/aforms_repository_information.jsp).

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/](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](http://www07.grants.gov/aboutgrants/accessibility_compliance.jsp)

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](http://www.grants.gov/applicants/email_subscription.jsp).

## Application Checklist

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

What to Submit	Where Found	When to Submit
<b>DUNS Number (Universal Identifier) and Central Contractor Registration (CCR)</b>	Referenced in <i>Section III.3.</i> of the announcement. Go to <a href="http://fedgov.dnb.com/webform">http://fedgov.dnb.com/webform</a> and <a href="http://www.ccr.gov">www.ccr.gov</a> to register.	Required for all applicants. <i>Note:</i> CCR registration is required for electronic application submission and must be maintained throughout the project period.
<b>SF-424 - Application for Federal Assistance and SF-P/PSL - Project/Performance Site Location(s)</b>	Referenced in <i>Section IV.2.</i> and found at <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http://www.acf.hhs.gov/grants/grants_resources.html</a> and at the Grants.gov Forms Repository at <a href="http://www.grants.gov/agencies/aforms_repository_information.jsp">http://www.grants.gov/agencies/aforms_repository_information.jsp</a> .	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times.</i>

<p><b>SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non-Construction Programs</b></p>	<p>Referenced in <i>Section IV.2.</i> and found at <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http:// www.acf.hhs.gov /grants/grants_resources.html</a>.</p>	<p>Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i>.</p>
<p><b>The Project Description</b></p>	<p>Referenced in <i>Section IV.2. The Project Description</i>. This is the title for the project narrative that describes the applicant's plan for the project.</p>	<p>Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i>.</p>
<p><b>The Project Budget and Budget Justification</b></p>	<p>Referenced in <i>Section IV.2. The Project Budget and Budget Justification</i> of the announcement.</p>	<p>Submission of the Project Budget is required on the appropriate Standard Form (424A or 424C). The Budget Justification is a separate document that may be no longer than 10 pages and is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i>.</p>
<p><b>SF-LLL - Disclosure of Lobbying Activities</b></p>	<p>"Disclosure Form to Report Lobbying" is referenced in <i>Section IV.2.</i> and found at <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http:// www.acf.hhs.gov /grants/grants_resources.html</a>.</p> <p>Submission of this form is required if any funds have been paid, or will be paid, to any person for influencing, or attempting to influence, an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan.</p>	<p>If submission of this form is applicable, it is due prior at the time of application. It may also be submitted prior to the award of a grant.</p>
<p><b>Certification Regarding Lobbying</b></p>	<p>Referenced in <i>Section IV.2.</i> of the announcement and found at <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http:// www.acf.hhs.gov /grants/grants_resources.html</a>.</p>	<p>Submission is due with the application package. If it is not submitted with the application package, it may also be submitted prior to</p>

		the award of a grant.
<p><b>Executive Order 12372, "Intergovernmental Review of Federal Programs,"</b></p> <p><b>and</b></p> <p><b>45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities"</b></p>	<p>Applicants should go to the following URL for the official list of the jurisdictions that have elected to participate in E.O. 12372 <a href="http://www.whitehouse.gov/omb/grants_s poc/">http://www.whitehouse.gov/omb/grants_s poc/</a> as indicated in <i>Section IV.4. Intergovernmental Review</i> of this announcement. The Executive Order and CFR require that applicants submit all required application materials to their State Single Point of Contact (SPOC) and indicate the date of submission on the Standard Form (SF) 424 at item 19.</p>	<p>Submission of application materials is due to SPOC by the application due date listed in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i>.</p>
<p><b>Third-Party Agreements</b></p>	<p>Referenced in Section IV.2. of the announcement under "Project Description."</p>	<p>If available, submission is due by the application due date found in the <i>Overview</i> and in Section IV.3. If not available at the time of application submission, due by the time of award.</p>
<p><b>Letters of Support</b></p>	<p>Referenced in <i>Section IV.2. The Project Description</i>. This is an element of the Project Description and may count against page limitations set in <i>Section IV.2. Formatting Requirements</i>.</p>	<p>Submission is due by the application due date listed in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i>.</p>
<p><b>Survey on Ensuring Equal Opportunity for Applicants</b></p>	<p>Non-profit private organizations (not including private universities) are encouraged to submit the survey with their applications. Applicants applying electronically, may submit this survey along with the application as part of the appendix or as a separate document. Applicants submitting in paper, please place the completed survey in an envelope labeled "Applicant Survey." Seal the envelope and include it along with the application package.</p> <p>The survey is referenced in Section IV.2. of the announcement. The survey may be found at <a href="http://">http://</a></p>	<p><b>Submission is voluntary.</b> Submission may be made with the application by the application due date listed in the <i>Overview</i> and <i>Section IV.3. Submission Dates and Times</i>. Or, it may be submitted prior to the award of a grant.</p>

	<p><a href="http://www.acf.hhs.gov/grants/grants_resources.html">www.acf.hhs.gov/grants/grants_resources.html</a>.</p> <p>The survey will not count in the page limitations.</p>	
<b>Proof of Non-Profit Status</b>	<p>Referenced in <i>Section IV.2. The Project Description</i> of the announcement under "Legal Status of Applicant Entity." Proof of non-profit status may be submitted as part of appendices to the application package. It is not considered as part of the project narrative/plan.</p>	<p>Proof of non-profit status should be submitted with the application package by the due date listed in the <i>Overview</i> and <i>Section IV.3. Submission Dates and Times</i>. If it is not available at the time of application submission, it must be submitted prior to the award of a grant.</p>
<b>Project Summary/Abstract</b>	<p>Referenced in <i>Section IV.2. The Project Description</i> of the announcement. It is an element of the Project Description and will be counted in page limitations that are stated in <i>Section IV.2. Formatting Requirements</i>.</p>	<p>Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i>.</p>
<b>Logic Model</b>	<p>Referenced in <i>Section IV.2. The Project Description</i> of the announcement. It is an element of the Project Description and will be counted in page limitations that are stated in <i>Section IV.2. Formatting Requirements</i>.</p>	<p>Submission is due with the application package by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i>.</p>
<b>Project Sustainability Plan</b>	<p>Referenced in <i>Section IV.2. The Project Description</i> of the announcement. It is an element of the Project Description and will be counted in page limitations that are stated in <i>Section IV.2. Formatting Requirements</i>.</p>	<p>Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i>.</p>

## Appendices