



Administration for Children and Families

Office of Refugee Resettlement

National Human Trafficking Victim Assistance Program

HHS-2011-ACF-ORR-ZV-0148

Application Due Date: 07/26/2011

National Human Trafficking Victim Assistance Program

HHS-2011-ACF-ORR-ZV-0148

TABLE OF CONTENTS

Overview

Executive Summary

[Section I. Funding Opportunity Description](#)

[Section II. Award Information](#)

[Section III. Eligibility Information](#)

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

Section IV. Application and Submission Information

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

[Section V. Application Review Information](#)

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

[Section VI. Award Administration Information](#)

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

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

[Section VIII. Other Information](#)

Department of Health & Human Services
Administration for Children & Families

Program Office: Office of Refugee Resettlement
Funding Opportunity Title: National Human Trafficking Victim Assistance Program
Announcement Type: Initial
Funding Opportunity Number: HHS-2011-ACF-ORR-ZV-0148
CFDA Number: 93.598
Due Date For Letter of Intent: **06/13/2011**
Due Date for Applications: **07/26/2011**

Executive Summary:

The central purpose of this cooperative agreement is to efficiently fund comprehensive case management services on a per capita basis to foreign victims and potential victims of a severe form of trafficking in persons seeking HHS certification in any location within the United States. Persons qualified for services under this grant (qualified persons) means victims of a severe form of trafficking in persons who have received certification from ORR or, in the case of child victims, letters of eligibility from ORR; potential victims of a severe form of trafficking who are seeking assistance to achieve HHS certification; aliens classified as a non-immigrant under Section 1101 (a)(15)(T)(ii) of title 8 of the U.S. Code; and minor dependent children of victims of severe forms of trafficking in persons or potential victims of trafficking.

The Anti-Trafficking in Persons Division within the Department of Health and Human Services (HHS) Office of Refugee Resettlement (ORR) intends to accomplish this purpose by awarding a minimum of four cooperative agreements for a project period of 36 months (three years) with three 12-month budget periods. The initial award will be made for the first 12-month budget period. Continuation awards for subsequent budget periods will be subject to the availability of funds, satisfactory progress by the grantee and a determination that continued funding would be in the best interest of the Federal Government. Applicants must clearly define the dollar value of the per capita benefit to be provided to each qualified person served under this opportunity. The awarded organization must provide case management and referrals to qualified persons either directly through its own organization or through sub-award(s) to other organizations. The Director of ORR may give priority consideration to applications that demonstrate three or more years of experience in identifying and assisting both foreign victims of sex and labor trafficking, including the provision of, or management and oversight of, case management services, and providing technical assistance and trainings on human trafficking. The Director of ORR will give priority to those organizations with an established provider network for multiple states or metropolitan areas and capacity to provide case management services in locations with a demonstrated need for services. The Director of ORR will give priority to geographic locations with reported high incidence of human trafficking. The Director of ORR will give strong preference to applicants that are willing to offer all of the services and referrals delineated under the Project Objectives. Applicants that are unwilling to provide the full range of the services and referrals under the Project Objectives must indicate this in their narrative on approach in *Section IV.2* (Please see *Section IV.2, Content and Form of Application Submission*, for additional instructions).

I. Funding Opportunity Description

Statutory Authority

These grants are authorized by the Trafficking Victims Protection Act of 2000 (TVPA), as amended, Sections 106(b) and 107(b)(1)(B), 22 U.S.C. 7104(b) and 7105(b)(1)(B).

Section 106(b) of the TVPA provides: "The President, acting through the Secretary of Labor, the Secretary of Health and Human Services, the Attorney General, and the Secretary of State, shall establish and carry out programs to increase public awareness, particularly among potential victims of trafficking, of the dangers of trafficking and the protections that are available for victims of trafficking."

Section 107(b)(1)(B) of the TVPA, as amended, provides that "subject to the availability of appropriations . . . The Secretary of Health and Human Services . . . shall expand benefits and services to victims of severe forms of trafficking in persons in the United States and aliens classified as a non-immigrant under Section 101(a)(15)(T)(ii) of Title 8, without regard to the immigration status of such victims." The provision also notes that "In the case of non-entitlement programs funded by the Secretary of Health and Human Services, such benefits and services may include services to assist potential victims of trafficking in achieving certification and to assist minor dependent children of victims of severe forms of trafficking in persons or potential victims of trafficking." This provision anticipates activities to assist victims prior to HHS certification, which would otherwise be required in order for victims to access most federally funded benefits.

Description

Background

Human trafficking is a form of modern-day slavery. Victims of human trafficking are young children, teenagers, men and women. They may be United States citizens, Lawful Permanent Residents (LPRs), legal immigrants, or undocumented aliens. Traffickers subject victims of human trafficking to commercial sexual exploitation or labor exploitation through the use of force, fraud, or coercion. A child under the age of 18 involved who has been recruited, harbored, transported, provided, or obtained for the purpose of commercial sex is a victim of human trafficking, without regard to the presence of force, fraud, or coercion. Many victims of human trafficking are forced to work in prostitution or the sex entertainment industry. As noted in the Trafficking Victims Protection Act, 22 U.S.C. 7101(11), sex trafficking exposes victims to serious health risks. Women and children trafficked in the sex industry are exposed to deadly diseases, including HIV and AIDS. Trafficking also occurs in forms of labor exploitation, such as domestic servitude, often in industries such as restaurant work, janitorial work, factory work, and agricultural work. Traffickers use various techniques to instill fear in victims and to keep them enslaved.

The Trafficking Victims Protection Act of 2000 (TVPA) defines "Severe Forms of Trafficking in Persons" as:

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

The TVPA, as amended, designates HHS as the agency responsible for helping alien victims of human trafficking, as defined by TVPA, become eligible to receive Federally funded or administered benefits and services to the same extent as refugees to help them rebuild their lives safely in the United States.

The TVPA authorizes HHS to:

1. Conduct public awareness, which is accomplished through a national public awareness campaign, outreach, and education, and the provision of technical assistance and training to build local and regional capacity to identify victims of trafficking and assist them with needed services.; and
2. Certify victims to be eligible for services; certification is accomplished through victim outreach,

identification, receipt of HHS Certification or Eligibility Letter, and service provision.

HHS currently fulfills this mandate through the use of contracts and grants designed to:

- a) Identify trafficking victims and make service referrals for victims of human trafficking in the United States, including foreign national, U.S. citizen, and LPR victims;
- b) Conduct regional outreach, trainings, and public awareness activities in areas designated within the funding applications;
- c) Serve pre-certified and certified trafficking victims through a network of service providers throughout the United States;
- d) Raise public awareness of trafficking through the national *Rescue & Restore Victims of Human Trafficking* campaign; and
- e) Connect trafficking victims to local service providers and provide information and training to the general public, law enforcement, and service providers via the National Human Trafficking Resource Center (NHTRC) (1-888-3737-888).

To receive certification, victims of trafficking must:

- Be a foreign victim of a severe form of trafficking as defined by the Trafficking Victims Protection Act of 2000 (TVPA);
- Be willing to assist with the investigation and prosecution of trafficking cases, or be unable to cooperate due to physical or psychological trauma; and
- Have completed a bona fide application for a T visa that has not been denied; or Have received Continued Presence from the Department of Homeland Security in order to contribute to the investigation and prosecution of human traffickers.

Purpose and Scope

The central purpose of this cooperative agreement is to efficiently fund comprehensive case management and referral services on a per capita basis to foreign victims and potential victims of a severe form of trafficking in persons seeking HHS certification in any location within the United States. Persons qualified for services under this grant (qualified persons) means victims of a severe form of trafficking in persons who have received certification from ORR or, in the case of child victims, letters of eligibility from ORR; potential victims of a severe form of trafficking who are seeking assistance to achieve HHS certification; aliens classified as a non-immigrant under Section 1101 (a)(15)(T)(ii) of title 8 of the U.S. Code; and minor dependent children of victims of severe forms of trafficking in persons or potential victims of trafficking.

The Anti-Trafficking in Persons Division within the Department of Health and Human Services (HHS) Office of Refugee Resettlement (ORR) intends to accomplish this purpose by awarding a minimum of four cooperative agreements for a project period of 36 months (three years) with three 12-month budget periods. The initial award will be made for the first 12-month budget period. Continuation awards for subsequent budget periods will be subject to the availability of funds, satisfactory progress by the grantee and a determination that continued funding would be in the best interest of the Federal Government. Applicants must clearly define the dollar value of the per capita benefit to be provided to each qualified person served under this opportunity. The awarded organization must provide case management and referral services to qualified persons either directly through its own organization or through sub-award(s) to other organizations. The Director of ORR may give priority consideration to applications that demonstrate three or more years of experience in identifying and assisting both sex and labor trafficking victims, including the provision of, or management and oversight of, direct services, and providing technical assistance and trainings on human trafficking. The Director of ORR will give priority to those organizations with an established provider network for multiple states or metropolitan areas and capacity to provide case management services in locations with a demonstrated need for services. The Director of ORR will give priority to geographic locations with reported high incidence of human trafficking. The Director of ORR will give strong preference to applicants that are willing to offer all of the services and

referrals delineated under the Project Objectives. Applicants that are unwilling to provide the full range of the services and referrals under the Project Objectives must indicate this in their narrative on approach in *Section IV.2* (Please see *Section IV.2, Content and Form of Application Submission*, for additional instructions).

An applicant may apply to provide services in one or more metropolitan areas or states. The geographic area the applicant is applying to provide services within is considered the "service area" in this FOA. The applicant must demonstrate that it has - or has the capacity to develop - a network of service capacity in the proposed service area to meet the objective of the National Human Trafficking Victim Assistance Program. The applicant's proposed program structure and/or sub-awardee relationships must maximize case management and referral services to enable victims to rebuild their lives and re-establish their ability to live independently. ORR will give priority to those organizations that demonstrate capacity to serve multi-state or multi-metropolitan areas. Based on the strengths and demonstrated structural capacity of the applications received and the overall service needs of the program, ORR will make determinations to ensure national capacity. The National Human Trafficking Victim Services Program has the following objectives: (1) to provide comprehensive case management services and access to services to qualified persons, as described within this grant opportunity, (2) to ensure the efficiency of the trafficking program's resource allocation by making service funding available on a per capita basis only to serve qualified persons; (3) to provide for accountability and responsibility of the social service process by requiring the grantee to report the size of the trafficking victim client case load and to provide basic characteristics of that caseload so that appropriate system-wide monitoring of resource utilization can occur; (4) to provide referrals either directly to all qualified persons or through sub-award(s); (5) to ensure that qualified persons receive a high level of care by implementing, following, and enforcing the applicant's standards of care and protocols of service provision and as described in the application; and (6) to build and maintain nationwide capacity for case management service provision or for a designated geographical region and to maximize the number of qualified persons who receive benefits and services.

PROJECT OBJECTIVES

The National Human Trafficking Victim Assistance Program cooperative agreement has the following objectives:

1) To provide "comprehensive case management" (defined below) and referrals to qualified persons either directly or through sub-award(s) to other organizations, if necessary, to enable qualified persons to rebuild their lives and re-establish their ability to live independently. In all cases, case managers shall prioritize service referrals to meet the needs of newly identified victims. The primary goal of the comprehensive case management services funded under this opportunity is to provide for short-term referrals for services and emergency assistance to victims of a severe form of trafficking in the United States during their immediate efforts to obtain HHS certification (or eligibility in the case of a victim under the age of 18) for access to Federal benefits and services to the same extent as refugees. However, HHS recognizes that some victims will require additional assistance prior to receipt of those Federal benefits and services, thus case management services for HHS-certified victims may be provided during such initial time as is required by the victim to access, enroll, and receive Federal benefits and services to the same extent as a refugee. Therefore, services provided by this grant opportunity are intended only for:

- A) A foreign national victim of a severe form of trafficking without HHS certification who is actively pursuing obtainment of a T visa and/or Continued Presence (issued by the Department of Homeland Security (DHS)); or
- B) A dependent child of a victim listed under A above; or
- C) A foreign national victim of a severe form of trafficking who has received HHS certification; or
- D) A dependent child of a victim who has received HHS certification; or
- E) A family member in receipt of a derivative T visa as issued by DHS; or
- F) A child under the age of 18 who has been subjected to a severe form of trafficking.

Lawful Permanent Resident (LPR) and U.S. citizen are not eligible for services under this funding opportunity.

When determining eligibility of an individual for services under this program, the grantee must take into account the eligibility for Federal benefits and services, the date of HHS certification, if any, and any services accessed under any program, grant, or contract previously funded by the ORR/ATIP. Factors must include, but are not limited to, the types of services provided, length of time provided, age of client at time services provided, and ability (or inability) of the client to access and leverage refugee services due to receipt of EAD, immigration documentation, or the like.

Applicants must ensure that qualified persons served under this grant funding opportunity are not concurrently served by other Federal services for victims of trafficking such as those provided by the Department of Justice Office for Victims of Crime (OVC). Services provided are limited to provision of case management and referrals and, in crisis circumstances, emergency assistance, such as food, clothing, shelter, or emergency medical care when these needs cannot be met by any other Federal or state-funded program, including services provided by other ORR programs; or by funds from OVC; or by other federally funded benefits and services for which victims of a severe form of trafficking are eligible. Applicants must describe methodology to be used to prevent duplication of case management and referral services provided by the applicant, any other grantee under this program, and any other Federal program intended primarily to provide services to victims of a severe form of trafficking such as OVC funding.

The grantee shall notify ORR of all qualified persons who have been identified to be served under the grant. The grantee shall seek to minimize the length of time required to provide services to qualified persons under this grant. The program is not intended as a long-term support program or for individuals who have received more than one year of services under any services program previously funded by ORR/ATIP. Qualified persons served under this grant program are limited to a total of one year cumulative lifetime of services, including services currently or previously funded by ORR/ATIP. Applicants must ensure coordination with other grantee(s) to ensure adherence to these time limits. A successful application must demonstrate a plan to monitor and report to HHS on services provided under this grant opportunity so that the services provided to an individual victim shall not exceed one year.

The grantee shall seek to maximize other publicly and/or privately available funds for services to qualified persons under this grant, but at no time shall the case management and referral services and emergency assistance funded by this grant be a replacement of or used with the intent to delay HHS certification and enrollment in programs available for and provided to refugees. Applicants must describe how they will ensure each client served under this grant opportunity will be appropriately connected to and/or enrolled in the refugee services immediately following certification. To the maximum extent possible, the grantee(s) should utilize existing public benefit programs so as to minimize the amount of the proposed grant budget.

Allowable expenses include food, public transportation passes, translation services, and clothing. The grantee(s) and any sub-awardee(s) may not use these funds to act as attorneys of record or provide legal services for victims of trafficking or possible victims of trafficking in matters against the Federal Government. ORR grantees may, in limited fashion, assist clients with applications for immigration benefits. This may include assisting the client in completing the application form or helping the client to create a coherent statement of facts. Such assistance cannot go beyond basic assistance with the application. That is, it may not include discussion of, recommendation of, or selection of legal strategies or tactics, legal research, or the giving of legal advice. The assistance may not provide legal representation to potential victims in ways that might create an adversarial relationship between the funding recipient and the Federal government. The grantee(s) and any sub-awardee(s) may also use program funds to provide "know your rights" presentations and to facilitate legal representation by private attorneys willing to act on behalf of the individual *pro bono*. Under this grant opportunity, no funds may be used to pay for any fees associated with biometric, filing, or other fees (e.g., as required by DHS for Employment Authorization Documents (EAD) or visa applications). No HHS funds may be expended for an abortion, except in cases where pregnancy is a result of rape or incest or where the woman suffers from

a physical condition that would place her life in danger unless an abortion is performed. Consolidated Appropriations Act, 2010, Pub.L. No. 111-117 §§507, 508(a)-(c).

For purposes of this FOA, "comprehensive case management" shall include community referrals for housing, health screening and medical care, mental health screening and therapy, employability services, legal services, and other forms of counseling when needed or requested. Taking into consideration the particular health risks posed to victims of trafficking, preference will be given to grantees under this FOA that will offer all victims referral to medical providers who can provide or refer for provision of treatment for sexually transmitted infections, family planning services and the full range of legally permissible gynecological and obstetric care, including but not limited to exams, tests and pre-natal services and non-directive health-related counseling. An applicant that is unwilling to provide all of the services and referrals referenced in this paragraph may apply for a grant. However, ACF will give strong preference to applicants that are willing to offer all of the services and referrals delineated in this paragraph. Applicants that are unwilling to provide the full range of the services and referrals in this paragraph must indicate this in their narrative on approach in Section IV.2. (Please see *Section IV.2 Content and Form of Application Submission* for additional instructions.) The narrative must describe the services or referrals the applicant is unwilling to provide and the projected impact on clients. (Please see *Section IV.2 Content and Form of Application Submission* for additional instructions.)

2) To ensure the efficiency of the trafficking program's resource allocation by making service funding available on a per capita basis only for qualified persons. The primary applicant must describe, in coordination with any proposed sub-awardees, realistic estimates regarding the numbers of clients to be served through the program by the grantee and any sub-awardees.

3) To provide for accountability and responsibility of the social service process. An awarded organization must report the size of the trafficking victim client case load and basic characteristics of that caseload to ORR so that appropriate monitoring of resource utilization can occur. The grantee(s) must provide to ORR sufficient information concerning the victim caseload so as to justify level of continuing provision of comprehensive case management services, and to assist ORR in the evaluation of resource allocations of the program. These reports will include demographic profiles of clients being served under this grant opportunity as well as service start dates and status with regard to progress toward certification and graduation from the program. The grantee shall collect, analyze, and regularly report to ORR, in accordance with the Cooperative Agreement, with particular attention given to the aggregate case load's characteristics.

4) The grantee shall institute procedures and practices to monitor and evaluate the quality of case management services being provided to qualified persons by both the grantee and by any sub-awardee(s). Such monitoring may consist of a combination of telephonic and on-site inspections. The grantee shall deploy technical assistance to address any deficiencies.

Sub-awardees must be knowledgeable about human trafficking and well-positioned in the community so that they can effectively provide comprehensive case management services. Sub-awardees are not required to have previous anti-trafficking experience, but must be able to contribute to the applicant's goals and expected results. The applicant must obtain the Project Officer's prior approval for any sub-awards and must provide a signed Memorandum of Understanding (MOU) or a signed letter of intent and draft sub-award agreement with a detailed description of the sub-awardee's responsibilities regarding service provision.

To assist in the education of new and/or additional sub-awardees and others, applicants must show how they will educate the sub-awardees and others, as requested, about human trafficking, how to effectively serve qualified persons, the HHS certification process, application for and receipt of Federal benefits and services, and the protections that are available for victims. Applicants must describe how they will coordinate service provision among any sub-awardees that may also be recipients of other Federal anti-trafficking services funds, such as may be provided by the Department of Justice's Office for Victims

of Crime (OVC). Applicants are encouraged to use Rescue & Restore campaign messages and materials for training and technical assistance efforts.

5) To ensure that qualified persons receive a high level of care by implementing, following, and enforcing standards of care and protocols of comprehensive case management services. Applicants must describe in their application the standards of care and protocols to be used to provide qualified persons with necessary services. As a deliverable, successful applicants must provide assurance of their capacity to deliver case management and referral services throughout the proposed service area in accordance with their grant application within ten calendar days of the effective date of the award. In addition, the applicant must provide assurance that it will prepare and submit within one month of award a Service Provider Manual (or term determined by the applicant) which clearly defines comprehensive case management and describes processes for determining the level of per capita service benefits provided to each client served.

The document shall be updated as needed, but at least annually to account for developing program and subcontractor needs. If no updates to the manual are required, the grantee must obtain written concurrence of the Program Officer. Any updates to the manual shall be provided to the Program Officer at least 30 days prior to implementation by the grantee.

The combination of presenting needs will be different for each victim of human trafficking. Therefore, the applicant must establish, in coordination with its proposed sub-awardees, standards for the evaluation of each victim's case management needs at intake to identify the level of case management services, referrals and emergency assistance that the victim will require. In the case of all qualified persons, grantees shall ensure the provision of necessary case management, benefits coordination, and orientation services. The orientation at a minimum shall explain how the victim accesses the full range of federally funded benefits and obtains immigration relief. In addition, the applicant, in coordination with its proposed sub-awardees, must account for any geographic cost disparities for the provision of services at the time of intake assessments and within the design of a case management plan.

6) To build and maintain nationwide capacity for case management service provision or for a designated geographical region. Applicants must undertake activities to publicize to organizations, individuals, and others who may be aware of victims of severe forms of trafficking that victims may access benefits and services with assistance of the case management provided under this cooperative agreement and to maximize the number of victims of trafficking who receive benefits and services. ORR anticipates that most victims will be identified by the community and local organizations searching for services specific to trafficking victims. Therefore, the applicant must establish, in coordination with its proposed sub-awardees, realistic and achievable means for receiving and responding to referrals from the community and local organizations, including referrals to alternate service providers, as necessary.

Applicants are encouraged to use Rescue & Restore campaign messages and materials for awareness efforts. Applicants must provide target numbers for numbers of organizations reached during awareness activities.

Capacities

Awards will be mailed and projects will begin September 30, 2011.

The successful applicant must demonstrate that it will have the following capacities, based on an start date of award:

- 1) Within ten calendar days of the effective date of award, the capacity to respond 24/7 to emergency requests for assistance submitted via phone calls, emails, and/or fax;
- 2) Within ten calendar days of the effective date of award, the capacity to ensure the provision of case management and referral services throughout the proposed service area, in accordance with the grant application;
- 3) Within one month of the effective date of award, the capacity to ensure reasonable coverage throughout the proposed service area, through providers of case management and referral services, that minimizes access barriers for victims due to distance from a provider, with the understanding that additional

- development and expansion of service capacity may continue for a reasonable period of time thereafter;
- 4) Within one month of the effective date of award, the capacity to prepare and submit for approval a Service Provider Manual (or term determined by the applicant) that clearly defines comprehensive case management and describes processes for determining the level of per capita service benefits provided to each client served;
 - 5) Memoranda of Understanding (MOUs) or other agreements with identified sub-awardees;
 - 6) Adequate organizational capacity and experience with making sub-awards, including the supervision and monitoring of sub-awarded organizations;
 - 7) A system for collecting and analyzing data on clients served and type of assistance provided;
 - 8) Adequate staffing, expertise, and ability to provide technical assistance and training to sub-awardees and others on human trafficking issues including the provision of comprehensive case management; the Federal definition of severe forms of trafficking in persons; services available for victims who have not yet received an HHS Certification or Eligibility Letter; how trafficking victims become eligible for benefits and services to the same extent as refugees; the Trafficking Victims Protection Act and its reauthorizations; State anti-trafficking laws; Continued Presence and T non-immigrant status; indicators that a person may be a victim of human trafficking; general information about human trafficking; overview of the anti-trafficking field in the United States; overview of U.S. Government efforts to combat trafficking; overview of existing shelter models, residential facilities, and community-based services; development of safety protocols for those in direct contact with potential trafficking victims; provision of case management services to child victims of severe forms of trafficking; and community outreach strategies and effective public awareness campaigns.

The successful applicant(s) must provide assurance that it has the capacity to deliver case management and referral services in accordance with their grant application within ten calendar days of the effective date of the award throughout the proposed service area so that victims can access benefits and services; provide information, technical assistance, and training on the provision of comprehensive case management services to victims of severe forms of trafficking; and collect data on clients served and sub-awarded activities. Grantees can continue to develop and expand service capacity after the one month period, but must have reasonable coverage throughout the proposed service area within one month and a plan for minimizing access barriers for victims based on distance from a provider.

PROJECT REQUIREMENTS

- 1) Quarterly performance and financial reports documenting progress on activities and amount of grant funds expended;
- 2) Monthly and *ad hoc* reports showing grantee and sub-awardee identification and enrollment; a list of its outreach activities for identifying potential new sub-awardees, as needed to improve service provision in the service area; training and technical assistance provided to local service providers and potential service providers; development of materials, if any; status of funds sub-awarded under this grant with a breakdown of the aggregate costs of services that have been provided; and a narrative report concerning operational management issues, reporting on significant events or issues with a bearing on the successful implementation of the grant.
- 3) Quarterly reports on sub-awardee identification and enrollment.
- 4) Quarterly reports on the number and type of any recruitment and/or training and TA materials produced and distributed exclusively under this grant and an updated list of grantee's electronic mail and listserv members or list of networks with an approximate number of listserv members that have been utilized to execute the outreach strategy, training, and information dissemination activities.
- 5) Participate in monthly phone calls or in-person meetings with HHS to discuss project activities, plans, problems, and solutions; and
- 6) Mid-term and final reports (due at the end of the 30th month of project period and one month after end of five-year project period, respectively) outlining the implementation of the project, including successes, challenges, and lessons learned. The reports should include final versions of documents and resources used during the implementation of the project such as policies, protocols, procedures, data on client

services provided, MOUs, resources and training materials, and public awareness and outreach materials.

II. Award Information

Funding Instrument Type:	Cooperative Agreement
Estimated Total Funding:	\$4,250,000
Expected Number of Awards:	4
Award Ceiling:	\$4,250,000 Per Budget Period
Award Floor:	\$500,000 Per Budget Period
Average Projected Award Amount:	\$1,062,500 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.

The length of the Project Period for this cooperative agreement is 36 months with three 12-month budget periods. Award(s) will be for one-year budget periods, although the project period will be three years. Continuation awards beyond the first year will be contingent upon the availability of funds, satisfactory progress by the Grantee, and a determination that continued funding would be in the best interest of the Federal Government. Applicants should provide a detailed budget and budget justification for the first 12-month budget period. Applications for continuation grants beyond the first year (within the defined three year project period) may be entertained on a non-competitive basis.

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

Under a cooperative agreement, substantial involvement is anticipated between the awarding office and the recipient during performance of the funded activity. Substantial involvement will require that the project plan proposed be approved by the ORR Project Officer prior to implementation. Substantial involvement will include collaboration by the ORR Project Officer in certain specified activities as determined by ORR and, as appropriate, decision-making at specified milestones related to performance. Under the cooperative agreement, the successful applicant must participate in status meetings by telephone with ORR representatives to review project implementation (monthly, or as required by the Project Officer).

In addition, the successful applicant must submit the following to the Project Officer for review and approval (where applicable):

1. Resumes for key project staff, including sub-awardees; key project staff are subject to approval by the Project Officer;
2. Job descriptions for each project staff person, including sub-award staff;
3. Names and locations of sub-awardee organizations; all sub-awardees are subject to approval by the Project Officer;
4. Memoranda of Understanding (MOUs) with organizations selected for receipt of sub-awarded funds;
5. A detailed description of the awardee's and each sub-awardee's activities, if not described in the MOUs or project plan;
6. Amount of funding allocated to each sub-awardee;
7. Schedule for monitoring sub-awardees with respect to location, dates and topics;
8. Reports following site visits of sub-awardees within 30 days of site visit;
9. All non-Rescue and Restore materials used or created for trainings or outreach; these materials are subject to approval by the Project Officer and must be submitted to Project Officer 30 days before

they are used; and

10. Performance and expenditure reports, on a quarterly basis, including:

- Reports on sub-awardee identification and enrollment. If sub-awarding funds, the grantee shall provide an updated directory of sub-awardees, including names and full contact information. The directory should also be in a format easily disseminated to the field to ensure proper and rapid access to services. Because of ORR's desire to disseminate the information, and due to the sensitive nature of some expected sub-awardee's operations, the grantee may provide alternate contact information for the organizations (e.g. other than street address/location of services provided).
- A list of its outreach activities for identifying potential new sub-awardees for the month and future outreach or other strategy activities, includes dates and supporting information regarding each event.
- Reports on training and technical assistance provided to local service providers and potential service providers, including a list of providers who have received training and/or technical assistance, the type and method provided (e.g. phone, webinar, etc.), and, as known, how many staff members from each organization received each training. Additionally, the report should note planned future activities for information dissemination, including individuals and/or organizations to be reached.
- Report on development of materials, if any, including the number and type of materials produced and updated, including materials for presentations, trainings, meetings, and outreach, and timelines for completion of each material's development prior to HHS clearance.
- Financial report on the status of funds sub-awarded under this grant, providing a clear breakdown of the aggregate costs of services that have been provided, delineated by type of service and by type of client (e.g., pre- or post-certified client, adult/child, male/female). This report shall commence 60 days after the award date of the grant and shall continue monthly thereafter.
- Narrative report concerning operational management issues, reporting on significant events or issues with a bearing on the successful implementation of the grant. The management reports shall also provide collective characteristics of the aggregate case load of qualified persons being served by the grantee, either directly or through arrangements with other organizations. This report shall commence 90 days after the award date of the grant and shall continue quarterly thereafter.

The grantee shall provide reports quarterly on sub-awardee identification and enrollment, provided via a directory of potential sub-awardees, including names and full contact information, that indicates sub-awardees' level of human trafficking knowledge and level of capacity to provide case management services. The reports should also include information on geographic areas where service gaps exist, and, if any, locations where qualified persons were identified but a service provider was not identified.

The grantee shall provide the following reports quarterly:

1. The number and type of any recruitment and/or training and TA materials distributed that were produced exclusively under this grant.
2. An updated list of grantee's electronic mail and listserv members or list of networks with an approximate number of listserv members that have been utilized to execute the outreach strategy, training, and information dissemination activities.

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

III. Eligibility Information

III.1. Eligible Applicants

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

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

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

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

III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement: No

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

III.3. Other

Disqualification Factors

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

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

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

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

Section IV. Application and Submission Information

IV.1. Address to Request Application Package

Standard Forms, assurances, and certifications are available at the ACF Funding Opportunities Forms webpage. Standard Forms are also available at the [Grants.gov Forms Repository](http://Grants.gov) website.

Maggie Wynne

Anti-Trafficking in Persons Division
Office of Refugee Resettlement
370 L'Enfant Promenade, SW, 8th Floor West
Washington, DC 20447
Phone: (202) 401-4664
Fax: (202) 401-5487
Email: trafficking@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).

Section IV.2. Content and Form of Application Submission

Copies Required:

If applying in hard copy, applicants are required to submit one original and two copies of all application materials. **If applying electronically via www.Grants.gov**, applicants must submit one complete copy of the application package electronically. Applicants submitting electronic applications need not provide additional copies of their application materials.

Signatures:

The original signature of the Authorized Organization Representative (**AOR**) is required only on the original copy of hard copy application submissions. The AOR is named by the applicant, and is authorized to act for the applicant, to assume the obligations imposed by the Federal laws, regulations, requirements, and conditions that apply to the grant application or awards. A point of contact on matters involving the application must also be identified on the SF-424 at 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.

Formatting Requirements:

All application materials for both hard copy (mailed or hand delivered) and electronic submissions must be submitted on 8 ½" x 11" white paper with 1-inch margins. **All pages of the application submission (hard and electronic copies) must be sequentially numbered.** Project Descriptions, narratives, summaries, etc., must be in double-spaced format in 12-point font. Hard copy application materials must be one-sided for duplication purposes. Hard copy application copies (original and two copies) must not be bound, they may be clipped or rubber-banded together.

If an application exceeds the cited page limitation for double-spaced pages in the application narrative or the double-spaced page limitation cited for the appendices and resumes, 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. **Page limitations do not include the required Standard Forms.**

This section also may include instructions on the order of assembly for hard copy (mailed or hand delivered) application submissions. Acceptable formats for applications submitted electronically via www.Grants.gov are MS-Word and Excel, Word Perfect, Adobe PDF, Jpeg and Gif.

Later in this section of the announcement, specific information on page limitations is provided. Information on required Standard Forms and other forms, certifications and assurances, D-U-N-S Numbers and Central Contractor Registration (CCR) requirements, the project description, budget and budget justification requirements, and methods of application submission are also found later in this section (*Section IV.2.*).

A checklist of required application elements is available for applicants' use in *Section VIII. Additional Information.*

Application Format

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

Page Limitation

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

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

Forms, Assurances, and Certifications

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

Forms / Assurances / Certifications	Submission Requirement	Notes / Description
SF-424A - Budget Information - Non-Construction Programs SF-424B - Assurances - Non-Construction Programs	Submission required for all applicants when applying for a non-construction project by the application due date.	Required for all applications when applying for a non-construction project .
SF-424 - Application for Federal Assistance SF-P/PSL - Project/Performance Site Location(s)	Submission required for all applicants by the application due date.	Required for all applications.
Certification Regarding Lobbying	Submission required of all applicants prior to award.	Required for all applications.

Survey on Ensuring Equal Opportunity for Applicants	Submission is voluntary. 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.
DUNS Number (Universal Identifier)	Required of all applicants.	Required of all applicants.
SF-LLL - Disclosure of Lobbying Activities, if applicable	If applicable, submission is required prior to award.	If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Applicants must furnish an executed copy of the Certification Regarding Lobbying prior to award.
Central Contractor Registration (CCR)	Required of all applicants.	Required of all applicants.

Additional Assurances and Certifications

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.

The Drug-Free Workplace Act of 1988, 42 U.S.C. 701 *et seq.*, requires that all organizations receiving

grants from any Federal agency agree to maintain a drug-free workplace. The recipient must notify the awarding office if an employee of the recipient is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for debarment. HHS implementing regulations are set forth in 45 C.F.R. part 82, "Governmentwide Requirements for Drug-Free Workplace (Financial Assistance)."

The Certification Regarding Debarment, Suspension, and Other Responsibility Matters is available at http://www.acf.hhs.gov/grants/grants_resources.html.

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

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

Required Post Award Assurances

Successful applicants (grantees) must provide assurance that within ten calendar days after the effective date of the award the applicant can respond to requests for assistance submitted via phone calls and/or emails and/or fax; and provide information technical assistance and training on the services program and all protocols.

Program Requirement

Successful applicants (grantees) must certify that, to the extent practicable, its staff and sub-award staff, if applicable, providing case management services or other assistance have completed, or will complete, training in connection with trafficking in persons.

Statement on the Limitation on Use of Funds

All applicants are required to submit an assurance stating that they will observe the limitations on the use of funds regarding the following limitations on the use of funds:

1. No funds made available through this grant may be used to promote, support, or advocate the legalization or practice of prostitution. Nothing in the preceding sentence shall be construed to preclude assistance designed to promote the purposes of the Trafficking Victims Protection Act of 2000 by ameliorating the suffering of, or health risks to, victims while they are being trafficked or after they are out of the situation that resulted from such victims being trafficked.
2. No funds made available through this grant may be used to implement any program that targets victims of severe forms of trafficking in persons through any organization that has not stated in either a grant application, a grant agreement, or both, that it does not promote, support, or advocate the legalization or practice of prostitution. The preceding sentence shall not apply to organizations that provide services to individuals solely after they are no longer engaged in activities that resulted from such victims being trafficked. See 22 U.S.C. 7110(g).

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.

DUNS Number and CCR Registration Requirements

DUNS Number Requirement

All applicants and sub-recipients must have a DUNS number (Data Universal Numbering System) 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. 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., c.s.t.

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

Central Contractor Registration (CCR) Requirement

Effective October 1, 2010, HHS requires all entities that plan to apply for and ultimately receive Federal grant funds from any HHS Operating/Staff Division (OPDIV) or receivesubawards 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.

An award cannot be made 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, the OPDIV:

- 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 subaward recipients (i.e., direct subrecipient) must have a DUNS number at the time the subaward is made

CCR registration may be made online at www.ccr.gov or by phone at 1-866-606-8220.

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.

Definitions:

Central Contractor Registration (CCR): 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.

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

Entity:

Means all of the following:

- A Governmental organization, which is a State, local government, or Indian tribe;
- A foreign public entity;
- A domestic or foreign for-profit organization; and
- A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.

Subaward: This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that the recipient awards to an eligible subrecipient.

- This term does not include the procurement of property and services needed to carry out the project or program (for further explanation, see Sec. --.210 of the attachment to OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations").
- A subaward may be provided through any legal agreement, including an agreement that the grantee or a subrecipient consider to be a contract.

First Tier Subrecipient: An entity that receives a subaward from a prime grantee and is accountable to the prime for the use of the Federal funds provided by the subaward.

The Project Description

Part I: The Project Description Overview

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

General Expectations and Instructions

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

Part II: General Instructions for Preparing a Full Project Description

Introduction

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

Letter of Intent

Applicants are strongly encouraged to notify ACF of their intention to submit an application under this announcement. Please submit the letter of intent by the deadline date listed in Section IV.3 Submission Dates and Times. The letter of intent should include the following information: number and title of this announcement; the name and address of the applicant organization; and/or Fiscal Agent (if known); and the name, phone number, fax number and email address of a contact person. Letter of intent information will be used to determine the number of expert reviewers needed to evaluate applications. The letter of intent is **optional**. Failure to submit a letter of intent will not impact eligibility to submit an application and will not disqualify an application from competitive review.

Letters of intent are strongly encouraged but not required. ORR should receive letters of intent by 4:30 p.m., eastern time, on the due date found at the beginning of the announcement and in Section IV.3.

Letters should state the funding opportunity number and title, the applicant's name and address and the name, phone number, fax number, and email address of a contact person.

Letter of intent should be sent to the attention of Maggie Wynne, Director of Anti-Trafficking in Persons Division, Office of Refugee Resettlement, Administration of Children and Families, 370 L'Enfant Promenade, SW, 8th Floor West, Washington, DC 20447.

Letters may also be faxed to 202-401-5487 or submitted by email to trafficking@acf.hhs.gov.

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.

Applicants must provide realistic and achievable target numbers for the number of victims and eligible family members referred for services; the number of victims and eligible family members provided with services; the length of time services are to be provided to each qualified person; the number of victims who receive Certification, Eligibility, and/or Interim Assistance Letters as a result of grantee's or its sub-awards' efforts; the number of qualified persons who are connected to, enroll, and receive Federal benefits as a result of connecting to refugee service programs; and the number of persons and organizations provided with training and technical assistance in the provision of comprehensive case management funded under this grant opportunity.

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.

Applicants that are unwilling to provide the full range of the services and referrals detailed under the Project Objectives Section must indicate this in their narrative on Approach. The narrative must describe the services or referrals the applicant is unwilling to provide and the projected impact on clients.

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. Applicants must describe how they will provide services throughout the proposed service area, any existing relationships or arrangements with service providers who will be sub-awardees for this project, and how, if needed, the applicant will develop additional service provider capacity to assure service availability throughout the service area. Applicant must provide an estimated timeline for developing a service provider network, if one is not fully established already. The applicant must document how it will provide a reasonable level of coverage in the service area within one month and how access barriers for victims based on distance from a service provider will be minimized and addressed. The applicant must describe what will constitute "full coverage" within the service area and the estimated length of time it will take to achieve full coverage.

Provide a description of how the applicant will ensure quality services and provide training and technical assistance to sub-awardees and case management personnel. Provide a description of how oversight of contractors will be maintained.

Describe how the applicant will address the Program Purposes and all objectives listed in Purpose and Scope in Section I and will pursue a comprehensive plan for accomplishing all objectives.

Applicants should include a plan of overall fiscal and program management accountability of awarded funds (including sub-awarded funds).

Applicants must submit a logic model for designing and managing their project. Applicants are required to incorporate all program objectives into the logic model. The logic model must include specific activities for each objective, target numbers for each activity, outcomes and timelines for accomplishing activities.

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.

Discuss how the performance of sub-awardees will be measured and how technical assistance and other mechanisms will be used to assure quality and address substandard provision of services.

The description must show how the grantee will conduct program assessments based on outcomes to incorporate program improvements.

Geographic Location

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

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
- Board of Directors
- Audit reports or statements from Certified Public Accountants/Licensed Public Accountants
- Contact persons and telephone numbers
- Information on compliance with Federal/State/local government standards
- Documentation of experience in the program area
- Any other pertinent information the applicant deems relevant.

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

Protection of Sensitive and/or Confidential Information

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

Third-Party Agreements

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

Letters Of Support

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

Budget and Budget Justification

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

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

In developing the project budget, applicants should include the dollar value of the per capita benefit and describe the process used to determine the level of per capita service benefits. The budget should reflect costs associated with a maximum of one year of services to an eligible individual. Applicants should account for any geographic cost disparities for the provision of case management and referral services.

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

- ACF will not accept applications via facsimile or email.
- The Funding Opportunity Announcement is found on the Grants.gov website at <http://www.grants.gov> where the electronic application can be downloaded for completion.
- To apply electronically, applicants and sub-recipients must be registered with Grants.gov, Dun and Bradstreet (DUNS Number), and the Central Contractor Registry (CCR).
- All pages of the application package must be sequentially numbered.
- Electronically submitted applications must be received and time/date stamped by the due date and receipt time described in this announcement in *Section IV.3. Submission Dates and Times*.
- To submit an application through Grants.gov, the applicant must be the Authorized Organization Representative (AOR) for their organization and must have current registration with the Central Contractor Registry (CCR).
- **Central Contractor Registry (CCR) registration must be updated annually.** As of October 1, 2010, all applicants, and sub-recipients are required to have CCR registration in order to apply for Federal grants and cooperative agreements.

- 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.
- Electronically submitted applications will not pass the validation check at Grants.gov if the AOR does not have a current CCR registration and electronic signature credentials.
- Applications rejected by Grants.gov for an unregistered AOR will be disqualified and will not be considered for competition.
- Additional guidance on the submission of electronic applications can be found at the [Grants.gov Registration Checklist](#).
- If difficulties are encountered in using Grants.gov, applicants must contact the Grants.gov Contact Center at: 1-800-518-4726, or by email at support@grants.gov, to report the problem and obtain

assistance. 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.
- It is to an applicant's advantage to submit their applications at least 24 hours in advance of the closing date and time.
- Applicants should not wait until the due date for applications to begin submission of their application.

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, ACF's Grants Management Officer (GMO) will make a determination whether the issues are due to Grants.gov system errors or user error.

Hard Copy Submission

Applicants that are submitting their applications in hard copy 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 hard copy application submissions.

Applications submitted in hard copy 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., c.s.t.

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 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 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* of this announcement.

IV.3. Submission Dates and Times

Due Date for Letter of Intent: **06/13/2011**

Due Date for Applications: **07/26/2011**

Explanation of Due Dates

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

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

Mailed Applications

Mailed applications must be **received** no later than 4:30 p.m., eastern time, on the due date, listed in the *Overview* and in this section, at the address provided in *Section IV.6* of this announcement. Applications received after the stated due date and time will be designated as late and will be disqualified from competition.

Hand-Delivered Applications

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

Electronically-Submitted Applications

ACF does not accommodate transmission of applications by facsimile or email. Instructions for electronic submission via www.Grants.gov may be found at the [Grants.gov Registration Checklist](#).

Electronically-submitted applications must be **received and validated** at www.Grants.gov by 4:30 p.m., eastern time, on the due date.

Upon submission and receipt of an application via www.Grants.gov, the applicant will receive three emails:

1. Acknowledgement of the application's submission to 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 submission**. The date and time-stamp must reflect a submission time on, or before, 4:30 p.m., eastern time, on the application due date for the application to be considered as meeting the due date. Applications received at Grants.gov after the due date and time will be disqualified.
2. Acknowledgement from Grants.gov that the submitted application package has passed, or failed, a series of checks and validations. Applications received on the due date that fail the validation check on, or after, 4:30 p.m., eastern time, on the due date because the Authorized Organization Representative (AOR) is not registered with the Central Contractor Registry (CCR) will be

determined to be late and will not be considered for the review. Applications that do not pass the validation check at Grants.gov after the due date and time will be disqualified.

3. An additional email from ACF will be sent to the applicant indicating that the application has been retrieved from www.Grants.gov by ACF.

Late Applications

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

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

Extension/Waiver of Due Date and Receipt Time

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

Acknowledgement of Received Application

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

Upon submission of an application electronically via <http://www.Grants.gov>, the applicant will receive three emails:

1. Acknowledgement of the application's submission to Grants.gov. This email will provide a **Grants.gov tracking number**. The email will also provide a **date and time-stamp, which serves as the official record of application submission**.
2. Your application has been validated and provides a Time/Date Stamp. See the previous section on failing the validation check because of an unregistered Authorized Organization Representative (AOR).
3. An email will be sent to the applicant from ACF indicating that the application has been retrieved from Grants.gov by ACF.

IV.4. Intergovernmental Review of Federal Programs

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

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

Applicants from participating jurisdictions should contact their SPOC, as soon as possible, to alert them of

their prospective applications and to receive instructions on their jurisdiction's procedures. Applicants must submit all required application materials to the SPOC and indicate the date of submission on the Standard Form (SF) 424 at item 19.

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

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

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

IV.5. Funding Restrictions

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

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

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

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

No funds made available through this grant may be used to promote, support, or advocate the legalization or practice of prostitution. Nothing in the preceding sentence shall be construed to preclude assistance designed to promote the purposes of the Trafficking Victims Protection Act of 2000 by ameliorating the suffering of, or health risks to, victims while they are being trafficked or after they are out of the situation that resulted from such victims being trafficked.

No funds made available through this grant may be used to implement any program that targets victims of severe forms of trafficking in persons through any organization that has not stated in either a grant application, a grant agreement, or both, that it does not promote, support, or advocate the legalization or practice of prostitution. The preceding sentence shall not apply to organizations that provide services to individuals solely after they are no longer engaged in activities that resulted from such victims being trafficked. See 22 U.S.C. 7110(g).

IV.6. Other Submission Requirements

Submit applications to one of the following addresses:

Submission By Mail

Ben Sharp
Administration for Children and Families
Division of Discretionary Grants
370 L'Enfant Promenade, SW.
Office of Grants Management, 6th floor east
Washington, DC 20447

Hand Delivery

901 D Street, SW, Aerospace Building
Administration for Children and Families Mailroom, 2nd Floor (near loading dock)
Washington, DC 20447

Electronic Submission

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

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

V. Application Review Information

V.1. Criteria

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

Organizational Profile

Maximum Points: 45

Reviewers will evaluate the extent to which the applicant has clearly and thoroughly demonstrated organizational capacity and the ability to effectively implement and manage the programmatic and financial aspects of the project to achieve the project's objectives. The application must include an organizational mission statement, organizational chart, and management plan for the project. **(10 points)**

Reviewers will evaluate the extent to which the applicant has demonstrated comprehensive and pervasive organizational expertise in and knowledge of severe forms of trafficking, the TVPA and its reauthorizations, and the Federal definition of trafficking in persons. Reviewers will examine how well the applicant demonstrates it has knowledge of victim eligibility for Federally funded or administered benefits and services; at least three years of experience in providing comprehensive case management services to both labor and sex trafficking victims; experience in coordinating and providing service referrals for trafficking victims; experience coordinating with law enforcement; experience providing technical assistance and training on the provision of services to human trafficking qualified persons to sub-awardees and others on human trafficking issues. Reviewers will also examine the extent to which the applicant provided understanding of the indicators that a person may be a victim of human trafficking; overview of the anti-trafficking services in the United States; overview of existing shelter models, residential facilities, and community-based services; development of safety protocols for those in direct contact with potential trafficking victims; and community outreach strategies and effective public awareness campaigns **(20 points)**

Reviewers will also examine applicants' experience assisting international victims of trafficking to obtain Certification, Eligibility, and/or Interim Assistance Letters; providing transitional assistance to victims after they receive HHS certification, including enrollment into refugee services; and providing for and receiving referrals for victims from law enforcement agencies and other service providers. Reviewers will determine whether previous recipients of Federal anti-trafficking grants and/or contracts described the purpose of that (those) award(s) and the results achieved with Federal funds. Also, reviewers will determine whether the applicant has provided letters of support from relevant partners

such as law enforcement and local service providers. **(10 points)**

Reviewers will examine the extent to which the applicant has described in detail the professional qualifications of main project staff that will be responsible for leading, providing, and/or conducting oversight of case management services; providing training and technical assistance to sub-awards and monitoring sub-awards; providing for and receiving service referrals; conducting trainings, outreach, and technical assistance on service provision to trafficking victims; and coordinating with law enforcement. The application must include job descriptions for each project staff person and resumes of key project staff demonstrating appropriate professional background and work experience. **(5 points)**

Approach

Maximum Points: 25

Reviewers will evaluate the extent to which the application has addressed the Program Purposes and all six objectives as listed in Purpose and Scope in Section I and provided a comprehensive plan for accomplishing all six objectives and for overall fiscal and program management accountability of awarded funds. In particular, the reviewers will examine how clearly the applicant delineates and describes the mechanisms for the allocation of costs for administrative and case management services.

Applicants must clearly state the approach to staffing the project by providing estimated FTEs for each objective. Reviewers will evaluate how clearly the applicant describes the approach to identifying and qualifying any sub-awards that will be providing case management and referral services to qualified persons. Reviewers will evaluate the extent to which the application includes a plan for overall fiscal and program management accountability of sub-awarded funds; a description of the scope of each sub-awardee's activity and how its work will contribute to the overall project; and a Memorandum of Understanding or a letter of intent and draft sub-award agreements. (Applicants applying to provide less than the full set of services and referrals described under "comprehensive case management" will not receive a reduction in points in this section unless the limitations are likely to impede a victim's ability to become certified, and meet their food, clothing, shelter, and emergency health care needs.

However, strong preference will be given to applicants that are willing to offer all of the services and referrals delineated under the Project Objectives. Applicants that are unwilling to provide the full range of the services and referrals under the Project Objectives must indicate this in their narrative on approach.) **(15 points)**

Reviewers will evaluate applicant's logic model for designing and managing its project. Reviewers will determine whether the applicant incorporated all six program objectives into the logic model and included specific activities for each objective, target numbers for each activity, outcomes, and timelines for accomplishing activities. **(5 points)**

Reviewers will examine the extent to which the applicant describes how it will establish and operate the program, the credibility and comprehensiveness of the management plan, and reasonableness of the proposed activities and timeframes. **(5 points)**

Geographical Capacity and Need for Assistance

Maximum Points: 10

Evaluations on this criterion will focus on the extent to which the applicant demonstrates existing capacity or the ability to develop the capacity to provide services throughout the proposed geographic service area to meet the objective of the National Human Trafficking Victim Assistance Program.

Reviewers will evaluate to the extent to which the application demonstrates how the applicant's proposed program structure, sub-awardee relationships, and/or mechanism for developing sub-awardee service capacity will maximize comprehensive case management services throughout the proposed service area to enable victims to rebuild their lives and re-establish their ability to live independently.

ORR will give priority to those organizations with an established nationwide or geographically significant structure and capacity to provide case management services in locations with a demonstrated need for services. **(10 points)**

Outcomes

Maximum Points: 10

The extent to which the applicant has provided and explained realistic estimates regarding the numbers of trafficking clients to be served through the program, by the grantee and any sub-awardees; the number of qualified persons provided with services; the length of time services are to be provided to each eligible client; the number of victims who receive Certification, Eligibility, and/or Interim Assistance Letters as a result of grantee's or its sub-awards' efforts; the number of qualified persons who are connected to, enroll, and receive Federal benefits as a result of connecting to refugee service programs; and the number of persons and organizations provided with training and technical assistance in the provision of comprehensive case management funded under this grant opportunity. **(5 points)**

The application will be evaluated on the extent to which the applicant shows how the National Human Trafficking Victim Assistance Program and its outcomes will be evaluated. Reviewers will examine the extent to which the grantee shows how it will incorporate program improvements based on outcomes. **(5 points)**

Budget

Maximum Points: 10

The application will be evaluated on the extent to which the budget is clear, logical, accurate, and complete. The line-item budget narrative should be understandable and justify the costs proposed. The dollar value of the per capita benefit and the process used to determine the level of per capita service benefits should be clearly presented and reflect costs associated with a maximum of one year of services to an eligible individual. Reviewers will examine the extent to which the applicant, in coordination with its proposed sub-awardees, accounts for any geographic cost disparities for the provision of services. Reviewers will examine the extent to which the applicant shows how categorical costs are derived. Reviewers will examine the extent to which the applicant has demonstrated the cost effectiveness of the program and the necessity, reasonableness and allocation of proposed costs in relation to the proposed activities and outcomes. **(5 points)**

The applicant must propose a budget that clearly states the amount of total sub-awards provided to local service providers for case management and referral services. ORR is also interested in the amount and source of any additional funding, including in-kind contributions, which will help support the project. **(5 points)**

Bonus Points

Maximum Points: 10

The applicant will be evaluated on its proposed program structure and/or sub-awardee relationships. Reviewers will examine the applicant's demonstrated capacity to provide comprehensive case management and referral services to victims of trafficking in all states covered by one or more of ACF's regional structure illustrated at http://www.acf.hhs.gov/programs/oro/regions/acf_regions.html. The applicant should specify their service area under this application (e.g., geographical areas or state names), indicate which ACF Region or Regions are being mirrored and list any states in the region that are not included as a part of the applicant's service area. **(10 points)**

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 or sub-recipient that does not have active CCR registration (www.ccr.gov or 1-866-606-8220).

Initial ACF Screening

Each application will be screened to determine whether it was received by the closing date and time and whether the requested amount exceeds the award ceiling. Applications that are designated as late according to *Section IV.3. Submission Dates and Times*, or those with requests that exceed the award ceiling, stated in *Section II. Award Information*, will receive a screen-out letter noting that the application was deemed non-responsive and will not be considered for competitive review or funding under this announcement. For those applications that have been deemed disqualified under the initial ACF screening, notice will be given of such determination by postal mail.

Objective Review and Results

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

Results of the competitive objective review are taken into consideration by ACF in the selection of projects for funding; however, objective review scores and rankings are not binding. 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 Director of ORR will give priority to those organizations with an established provider network for multiple states or metropolitan areas and capacity to provide case management services in locations with a demonstrated need for services. The Director of ORR will give priority to geographic locations with reported high incidence of human trafficking. The Director of ORR reserves the right to give priority consideration to applications that demonstrate three or more years of experience in identifying and assisting both sex and labor trafficking victims, making service referrals for trafficking victims, providing tips to law enforcement, and providing technical assistance and trainings on human trafficking.

As described in *Section I, Funding Opportunity Description*, strong preference will be given to applicants that are willing to offer all of the services and referrals delineated under the Project Objectives.

Applicants that are unwilling to provide the full range of the services and referrals under the Project Objectives must indicate this in their narrative on approach in *Section IV.2* (Please see *Section IV.2, Content and Form of Application Submission*, for additional instructions).

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

Awards will be mailed and projects will begin on September 30, 2011.

VI. Award Administration Information

VI.1. Award Notices

Successful applicants will be notified through the issuance of a Financial Assistance Award (FAA) document that sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-Federal share to be provided (if applicable), and the total project period for which support is contemplated. The FAA will be signed by the Grants Officer and transmitted via postal mail. Following the finalization of funding decisions, organizations whose applications will not be funded will be notified by letter, signed by the Program Office head.

Other correspondence announcing to a Principal Investigator or Project Director that an application was selected is not an authorization to begin performance. Costs incurred before receipt of a FAA are at the recipient's risk and may be reimbursed only to extent considered allowable as approved pre-award costs.

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.gpoaccess.gov/cfr>.

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 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 separate, in time or location, their inherently religious activities from the services funded under this program.

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, and additional information on "Understanding the Regulations Related to the Faith-Based and Community Initiative" are available at <http://www.hhs.gov/fbci/regulations/index.html>.

The Code of Federal Regulations (C.F.R.) is available at <http://www.gpoaccess.gov/cfr>.

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. If you are unable to access this link, please contact the Grants Management Contact identified in Section VII. Agency Contacts of this announcement to obtain a copy of the Term.

HHS Grants Policy Statement

The HHS Grants Policy Statement (HHS GPS) is the Department of Health and Human Services' single policy guide for discretionary grants and cooperative agreements. ACF grant awards are subject to the requirements of the HHS GPS, which covers basic grants processes, standard terms and conditions, and points of contact, as well as important agency-specific requirements. Appendices to the HHS GPS include a glossary of terms and a list of standard abbreviations for ease of reference. The general terms and conditions in the HHS GPS will apply as indicated unless there are statutory, regulatory, or award-specific requirements to the contrary that are specified in the Financial Assistance Award (FAA). The HHS GPS is available at http://www.acf.hhs.gov/grants/grants_related.html.

VI.3. Reporting

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

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, www.forms.gov, and on the [ACF Funding Opportunity website Forms](#) page.

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.

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

Program Progress Reports: Quarterly

Financial Reports: Quarterly

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.

VII. Agency Contacts

Program Office Contact

Maggie Wynne

Administration for Children and Families

Office of Refugee Resettlement

Anti-Trafficking in Persons Division

370 L'Enfant Promenade SW

8th Floor West

Washington, DC 20447

Phone: (202) 401-4664

Fax: 202-401-5487

Email: trafficking@acf.hhs.gov

Office of Grants Management Contact

Ben Sharp

Administration for Children and Families

Office of Grants Management

Division of Discretionary Grants

370 L'Enfant Promenade SW

6th Floor East

Washington, DC 20447

Phone: (202) 401-5513

Email: 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

NOTICE: ACF intends to implement all electronic application submission via www.Grants.gov for applications for discretionary awards in FY 2012. For applicants without Internet access, or those without the computer capacity to upload large documents, ACF will offer a waiver procedure. In 2011, ACF will post a *Federal Register* notice soliciting public comment on the intended move to all electronic application submission via www.Grants.gov for applicants for discretionary awards.

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/fdsys>.

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.

Grants.gov Forms Repository webpage at 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/.

For information regarding accessibility issues, visit the Grants.gov Accessibility Compliance Page at 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/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
Central Contractor Registration (CCR)	Referenced in Section IV.2. of the announcement. Go to www.ccr.gov to register.	Required for all applicants. CCR registration must be active by time of award.
DUNS Number (Universal Identifier)	Referenced in Section IV.2. of the announcement. Go to http://fedgov.dnb.com/webform to obtain DUNS Number.	Required in application submission.

Letter of Intent	Referenced in Section IV.2. of the announcement. under "Project Description."	Submission is due by the Letter of Intent due date found in the Overview and in Section IV.3.
SF-424A - Budget Information - Non-Construction Programs SF-424B - Assurances - Non-Construction Programs	Referenced in Section IV.2. and found at http:// www.acf.hhs.gov /grants/grants_resources.html .	Submission is due by the application due date found in the Overview and in Section IV.3.
SF-424 - Application for Federal Assistance SF-P/PSL - Project/Performance Site Location(s)	Referenced in Section IV.2. and found at http:// www.acf.hhs.gov/ grants/grants_resources.html and at the Grants.gov Forms Repository at http://www.grants.gov/ agencies/ aforms_repository_information.jsp .	Submission is due by the application due date found in the Overview and in Section IV.3.
Project Description	Referenced in Section IV.2. of the announcement.	Submission is due by the application due date found in the Overview and in Section IV.3.
Budget and Budget Justification	Referenced in Section IV.2. of the announcement under "Project Description."	Submission is due by the application due date found in the Overview and in Section IV.3.
Certification Regarding Lobbying	Referenced in Section IV.2. of the announcement and found at http:// www.acf.hhs.gov /grants/grants_resources.html .	Submission is due prior to award.
Proof of Non-Profit Status	Referenced in Section IV.2. of the announcement under "Legal Status of Applicant Entity" in the "Project Description."	Submission is due prior to award.
Project Summary/Abstract	Referenced in Section IV.2. of the announcement under "Project Description."	Submission is due by the application due date found in the Overview and in Section IV.3.
SF-LLL - Disclosure of Lobbying Activities, if applicable	"Disclosure Form to Report Lobbying" is referenced in Section IV.2. and found at http:// www.acf.hhs.gov /grants/grants_resources.html .	If applicable, submission is due prior to award.

	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.	
Project Sustainability Plan	Referenced in Section IV.2. of the announcement under "Project Description."	Submission is due by the application due date found in the Overview and in Section IV.3.
Logic Model	Referenced in Section IV.2. of the announcement under "Project Description."	Submission is due by the application due date found in the Overview and in Section IV.3.
Letters of Support	Referenced in Section IV.2. of the announcement under "Project Description."	Submission is due by the application due date found in the Overview and in Section IV.3.
Third-Party Agreements	Referenced in Section IV.2. of the announcement under "Project Description."	If available, submission is due by the application due date found in the Overview and in Section IV.3. If not available at the time of application submission, due by the time of award.
This program is covered under E.O. 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." Applicants must submit all required application materials to the State Single Point of Contact (SPOC) and indicate the date of submission on the Standard Form (SF) 424	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_s poc/ as indicated in Section IV.4. of this announcement.	Submission due to State Single Point of Contact by the application due date found in the Overview and in Section IV.3.

at item 19.		
Survey on Ensuring Equal Opportunity for Applicants	<p>Non-profit private organizations (not including private universities) are encouraged to submit the survey with their applications. Applicants using a hard copy application, place the completed survey in an envelope labeled "Applicant Survey." Seal the envelope and include it along with the application package. Applicants applying electronically, may submit this survey along with the application.</p> <p>The survey is referenced in Section IV.2. of the announcement. The survey may be found at http://www.acf.hhs.gov/grants/grants_resources.html.</p>	Submission is voluntary. Submission may be made with the application or prior to award.
Statement on Limitation on Use of Funds	Referenced in Section IV.2. of the announcement.	Submission due by application due date or by the date of award.
Training Certification	Referenced in Section IV.2 of the announcement under Program Requirement.	Submission due by application due date.

Appendices