



Administration for Children and Families

Office of Planning, Research and Evaluation

Enhanced Employment Services for Victims of Trafficking Demonstration

HHS-2012-ACF-OPRE-PH-0566

Application Due Date: 08/13/2012

Enhanced Employment Services for Victims of Trafficking Demonstration

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Department of Health & Human Services
Administration for Children & Families

Program Office: Office of Planning, Research and Evaluation
Funding Opportunity Title: Enhanced Employment Services for Victims of Trafficking Demonstration
Announcement Type: Initial
Funding Opportunity Number: HHS-2012-ACF-OPRE-PH-0566
CFDA Number: 93.647
Due Date for Applications: **08/13/2012**

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

Executive Summary:

The Office of Planning, Research and Evaluation (OPRE), in cooperation with the Office of Refugee Resettlement (ORR), within the Department of Health and Human Services (HHS) Administration for Children and Families (ACF), intends to award up to two cooperative agreements under the Enhanced Employment Services for Victims of Trafficking Demonstration funding opportunity announcement (FOA) to examine the feasibility and benefits of providing enhanced employment services to pre-certified, foreign trafficking victims and other foreign trafficking victims who are currently ineligible for Matching Grant Program services.

Currently, victims of trafficking can receive case management services through grantees funded by ORR and by the Office for Victims of Crime in the U.S. Department of Justice. When a victim of trafficking receives a Certification or Eligibility Letter from ORR, he or she is eligible for federal and state benefits and services to the same extent as a refugee, including, in the case of adults, the Matching Grant Program, which has a strong record of assisting participants find jobs and achieve economic self-sufficiency. The Matching Grant Program is designed to enable employable clients to become self-sufficient within 120 to 180 days from the date of eligibility. To be eligible to participate in the Matching Grant Program, adult trafficking victims must have received a Certification or Eligibility Letter from ORR and are required to enroll within 31 days of eligibility. Grantees provide services that must include case management, maintenance assistance (cash assistance and housing, when needed), and employment services; they may also make referrals for additional services such as English-language training, social adjustment services, health and medical services, employment training/re-certification, and support services. The Matching Grant program is an alternative to Refugee Cash Assistance and/or Temporary Assistance for Needy Families (TANF) and, thus, individuals who participate in the Matching Grant program are ineligible for these benefits, although they may access benefits without cash payments such as Supplemental Nutrition Assistance Program (SNAP), Medicaid, and Refugee Medical Assistance.

However, foreign victims of trafficking may find themselves in a variety of situations that would prohibit

access to the ORR Matching Grant Program and other pre-employment benefits and services. For example, foreign trafficking victims may find themselves in the following circumstances: pre-certification; in receipt of an Eligibility Letter as a minor; or U non-immigrant status. The purpose of this project is to examine the feasibility and benefits of providing enhanced employment services to pre-certified, foreign trafficking victims and other foreign trafficking victims who are currently ineligible for Matching Grant Program services.

The primary goal of the project is to examine whether engaging trafficking victims who are expected to receive Certification from ORR in enhanced pre-employment services can improve self-sufficiency outcomes, whether directly through the services provided under this grant or following transition from these services to the Matching Grant Program or other employment services. The goal is not to duplicate the case management services provided by the ORR-funded grantees that provide case management services - including assistance securing safe housing, food, clothing, medical care, and assistance navigating the process to obtain Certification or Letter of Eligibility from ORR. Applicants should demonstrate how they will work in cooperation with the case management grantees and victims to expand the services available to victims prior to their becoming eligible for Matching Grant services. A secondary goal is to demonstrate and evaluate the provision of comprehensive services – similar to those provided in the Matching Grant program – to foreign victims of trafficking who have work authorization but are not eligible for Matching Grant services. The desired outcome for all participants is self-sufficiency.

Applicants will identify and specify target populations they propose to serve through this cooperative agreement, including the geographic areas where the applicant will test this approach. Service recipients under this project are foreign victims of trafficking. When determining whether a potential recipient may have been trafficked, grantees should review for guidance the definition of severe forms of trafficking in the Trafficking Victims Protection Act of 2000 (TVPA), as amended, Section 103(13), 22 U.S.C. 7102(13). To enhance the effectiveness of services, grantees should assess whether prospective participants have the potential to achieve certification (if pre-certified) and obtain employment within 120 to 180 days (or within 120 to 180 days of receiving work authorization). To the extent practicable, the awarded organizations must provide services comparable to those provided under the Matching Grant Program to participants either directly through its own organization or through subcontract(s) to other organizations, except that the awarded organization should not duplicate services provided by the case management grantees, and services for pre-certification victims should focus on pre-employment services. Unlike the Matching Grant program, the successful applicants are not required to match the grant with cash or in-kind contributions of goods and services from the community.

Projects funded under this FOA are considered demonstration projects. As such, each grantee is required to conduct an evaluation that will examine whether and how services are successfully provided to the defined target population, and examine the achievement of self-sufficiency among service recipients, whether directly through the services provided under this grant or following transition from these services to the Matching Grant Program or other employment services. Each successful applicant will prepare a final evaluation report that will provide insights from qualitative and quantitative data regarding the program and the target population served.

Because ACF is interested in testing the utilization of current Matching Grant service providers, only those organizations that currently operate a Matching Grant Program may apply. Up to two cooperative agreements will be awarded for a project period of 24 months (2 years) with two 12-month budget periods. The initial awards will be made for the first 12-month budget period. Continuation awards for subsequent budget period 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.

I. Funding Opportunity Description

Statutory Authority

Awards under this FOA are authorized under Section 1110 of the Social Security Act, codified at 42 U.S.C. § 1310(a)(1)(B).

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. Many victims of human trafficking are forced to work in prostitution or the sex entertainment industry. 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 victims of human trafficking who are not U.S. citizens or permanent residents, 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:

- 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
- 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:

- 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;
- Conduct regional outreach, trainings, and public awareness activities in areas designated within the funding applications;
- Serve pre-certified and certified trafficking victims through a network of service providers throughout the United States;
- Raise public awareness of trafficking through the national *Rescue & Restore Victims of Human Trafficking* campaign; and
- 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, a victim 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.

Services for pre-certified and certified trafficking victims are provided by a network of service providers throughout the United States. For example, HHS grantees and their subcontractors provide up to one year of comprehensive case management services to assist a victim of trafficking to become certified and provide necessary services after certification. Case management is provided to help trafficking victims access services to meet their many needs – emergency needs such as food, shelter, clothing, and safety planning; legal assistance such as “know your rights” presentations and help in completing T visa applications; health and mental health services; employment services such as job training, transportation, and education services. Once certified, adult trafficking victims are eligible to receive benefits and services under any federal or state program or activity, such as TANF, Medicaid, and SNAP, to the same extent as a refugee and to the extent that they meet program eligibility requirements. Similarly, foreign minors who have been issued an Eligibility Letter are eligible for the federal benefits and services that are available to refugees. Victims who are ineligible for these benefits may be eligible for Office of Refugee Resettlement (ORR) program benefits and services, such as Refugee Cash Assistance (RCA), Refugee Medical Assistance (RMA), Refugee Social Services (RSS), and for unaccompanied foreign minors identified as victims of trafficking, the Unaccompanied Refugee Minors (URM) program.

Adult trafficking victims who have received a Certification or Eligibility Letter are also eligible to participate in ORR’s Matching Grant Program, a program designed to enable highly employable clients to become self-sufficient within 120 to 180 days from the date of eligibility (i.e., receipt of Certification or Eligibility Letter). Under the Matching Grant Program, clients are required to enroll within 31 days of eligibility to ensure adequate services are provided and self-sufficiency is achieved and maintained within the period of eligibility. Grantees provide services that must include case management, maintenance assistance (cash assistance and housing, when needed), and employment services; they may also make referrals for additional services such as English-language training, social adjustment services, health and medical services, employment training/re-certification, and support services. Because the Matching Grant program also provides income assistance, clients must achieve self-sufficiency without accessing public cash assistance (RCA or TANF), although they may access benefits without cash payments such as SNAP, Medicaid, and RMA. The services provided under this FOA are modeled on the services provided under the Matching Grant Program.

Foreign victims of trafficking may find themselves in a variety of situations that would prohibit access to the ORR Matching Grant Program and other pre-employment benefits and services. For example, foreign trafficking victims may find themselves in the following circumstances: pre-certification; in receipt of an Eligibility Letter as a minor; or U non-immigrant status. The purpose of this project is to examine the feasibility and benefits of providing enhanced employment services to pre-certified, foreign trafficking victims and other foreign trafficking victims who are currently ineligible for Matching Grant Program services.

Purpose and Scope

The primary goal of this project is to examine whether engaging trafficking victims who are expected to receive Certification from ORR in enhanced pre-employment services can improve self-sufficiency outcomes, whether directly through the services provided under this grant or following transition from these services to the Matching Grant Program or other employment services. The goal is not to duplicate the case management services provided by the ORR-funded grantees that provide case management services - including assistance securing safe housing, food, clothing, medical care, and assistance navigating the process to obtain certification or letter of eligibility from ORR. Applicants should demonstrate how they will work in cooperation with the case management grantees and victims to expand

the services available to victims prior to their becoming eligible for Matching Grant services. A secondary goal is to demonstrate and evaluate the provision of comprehensive services – similar to those provided in the Matching Grant program – to foreign victims of trafficking who have work authorization but are not eligible for Matching Grant services. The desired outcome for all participants is self-sufficiency.

Applicants will identify and specify target populations they propose to serve through this cooperative agreement, including the geographic areas where the applicant will test this approach. Service recipients under this project are foreign victims of trafficking. When determining whether a potential recipient may have been trafficked, grantees should review for guidance the definition of severe forms of trafficking in the Trafficking Victims Protection Act of 2000 (TVPA), as amended, Section 103(13), 22 U.S.C. 7102(13). To enhance the effectiveness of services, grantees should assess whether prospective participants have the potential to achieve certification (if pre-certified) and obtain employment within 120 to 180 days (or within 120 to 180 days of receiving work authorization). The primary population to be served **must** be victims of trafficking who have not yet received Certification from ORR but who could benefit from pre-employment training, skills development and preparation prior to receiving an Employment Authorization Document (EAD) from the U.S. Department of Homeland Security. Examples of additional target populations are victims who received Eligibility Letters when they were minors, are now becoming or have become adults seeking employment, and are beyond the 31-days-of-eligibility window for enrollment in the Matching Grant Program, and individuals with U non-immigrant status with trafficking noted as the qualifying criminal activity.

To the extent practicable, the awarded organizations must provide services comparable to those provided under the Matching Grant Program, to participants either directly through their own organization or through subcontractor(s) to other organizations, except that the awarded organizations should not duplicate services provided by the case management grantees, and services for pre-Certification victims should focus on pre-employment services. Applicants should describe how service delivery will be coordinated with the case management grantee(s), including how they will refer trafficking victims who are not Certified or do not have an Eligibility Letter and who are not working with a case management grantee to that organization. Services funded under this project cannot substitute for services typically provided by the case management grantees but are intended to augment those services.

Services required under this cooperative agreement include, but are not limited to, case management, employment services, maintenance assistance and cash allowance, and administration; and participants may not access public cash assistance outside of this program. Employment services can include, but are not limited to, the following: resume preparation, orientation to work, vocational English as a second language (VESL), job clubs, employer tours/visits, basic computer training, and job readiness assistance. Pre-employment services for recipients who cannot legally work are limited to those services that should assist the recipients in becoming ready for employment once they obtain authorization to do so and may not include the provision of cash assistance. Applicants should refer to the FY 2012 Voluntary Agency Matching Grant Program Guidelines

http://www.acf.hhs.gov/programs/orr/programs/mgcy_content_guidelines2012.pdf) and describe how they will provide the required services, to the extent applicable, to the target populations they have identified. The applicant should describe how the project will coordinate and partner with case management grantees to ensure that services are coordinated and that there is no duplication of services provided to potential victims of trafficking who are clients of trafficking victim service providers funded through grants from HHS or other federal agencies. The applicant must demonstrate that it has – or has the capacity to develop – a network of service capacity to meet the objectives of the Enhanced Employment Services for Victims of Trafficking Demonstration.

Funding under this announcement is provided through a cooperative agreement requiring ACF's substantial involvement in the program's implementation at all levels. ACF will award \$3,300 in federal funds per enrolled participant for those participants with work authorization but without certification. Note that while federal funds are calculated and awarded on a per capita or enrolled participant basis, the

actual spending of such funds is not per capita based. This is to allow Enhanced Employment Services for Victims of Trafficking Demonstration service providers flexibility in providing individually tailored services (higher or lower than the per capita rate) necessary for the participant to achieve self-sufficiency. For participants without work authorization, applicants are invited to propose and justify a per capita rate. Unlike the Matching Grant program, the successful applicant is not required to match the grant with cash and in-kind contributions of goods and services from the community.

Projects funded under this FOA are considered demonstration projects. As such, each grantee is required to conduct an evaluation that will examine the feasibility and benefits of providing enhanced employment services to pre-certified, foreign trafficking victims and other foreign trafficking victims who have the potential to achieve self-sufficiency within 120 to 180 days but are currently ineligible for Matching Grant Program services. The evaluation will provide an opportunity for learning about what kinds of services are most important, specific barriers or challenges to providing them to this population, and the distinctive needs of this population. Applicants should propose a plan to conduct a methodologically sound process evaluation of the Enhanced Employment Services for Victims of Trafficking Demonstration for specific target populations of trafficking victims who are ineligible for Matching Grant Program services. The successful applicant will prepare a final evaluation report that will provide insights from qualitative and quantitative data regarding the program and the target population served.

OPRE, in cooperation with ORR, intends to award up to two cooperative agreements for a project period of 24 months (2 years) with two 12-month budget periods. The initial awards will be made for the first 12-month budget period. Continuation awards for subsequent budget period 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.

Program Guidelines

To the extent they are applicable and practicable, applicants must adhere to the Voluntary Agencies Matching Grant Program Guidelines Fiscal Year 2012, which are posted on the ORR website at http://www.acf.hhs.gov/programs/orr/programs/match_grant_prg.htm.

Applicants must describe how they will provide the required services, to the extent applicable, to the specific target populations they have identified. Applicants must describe how they will coordinate with case management grantees to provide pre-employment services to those victims of trafficking who have not yet received Certification or an Eligibility Letter and describe how they will avoid duplicating the services that are already provided by the case management grantees. Pre-certified victims may transition from the Enhanced Employment Services for Victims of Trafficking Demonstration to the standard Matching Grant Program upon Certification; they are not required to be self-sufficient within 180 days of enrollment in the Enhanced Employment Services for Victims of Trafficking Demonstration. Applicants must describe how they will provide the full range of Matching Grant Program services to any specific target populations identified who are already authorized to work.

Successful applicants must provide ACF with information concerning the victim caseload to assist ACF in the evaluation of resource allocations of the program. These reports will include demographic profiles of participants being served under this grant opportunity as well as service start dates and status with regard to receipt of services and graduation from the program. Grantees shall collect, analyze, and regularly report to ACF, in accordance with the cooperative agreement, with particular attention given to the aggregate case load's characteristics.

Subcontractors must be knowledgeable about human trafficking, or have completed training in connection with trafficking in persons prior to providing services, so that they can effectively provide services to eligible persons. Subcontractors are not required to have previous experience working with qualified persons but must be able to contribute to the applicant's goals and expected results. Each grantee must obtain the Project Officer's prior approval for any subcontractors and must provide a signed Memorandum of Understanding (MOU) or a signed letter of intent and draft subcontractor agreement with a detailed

description of the subcontractor's responsibilities regarding service provision.

To assist in the education of new and/or additional subcontractors and others, applicants must show how they will educate the subcontractors and others, as requested, about human trafficking, how to effectively serve qualified persons, and federal benefits and services available to victims of trafficking with Certification or an Eligibility Letter from ORR. Applicants are encouraged to use *Rescue & Restore* campaign messages and materials for awareness and training and technical assistance efforts.

Applicants must describe how they and/or any subcontractors will coordinate assistance provided to a person served under this grant opportunity with an organization providing case management to that person, including those organizations that are recipients of federal anti-trafficking services funds, such as may be provided by the ORR National Trafficking Victim Assistance Program or the U.S. Department of Justice's (DOJ) Office for Victims of Crime (OVC). Applicants must ensure that qualified persons served under this grant funding opportunity are not concurrently provided duplicate services by other federal programs serving victims of trafficking.

Applicants must define the geographic area to which they can deliver, directly or through subcontracts, services under the cooperative agreement. Applicants must undertake activities to publicize to organizations that serve qualified persons that victims can access services provided under this cooperative agreement. The applicant must also establish, in coordination with its proposed subcontractors, realistic and achievable means for receiving and responding to referrals from the community and local organizations. Applicants must provide target numbers for numbers of organizations reached during awareness activities and describe strategies for outreach to and enrollment of participants.

The grantees shall notify ACF of all qualified persons who have been identified to be served under the grant. Grantees 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. Applicants must ensure coordination with and among subcontractors to ensure adherence to this time limit.

The grantees 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 services 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.

Allowable expenses, in addition to direct employment-related training and education, include public transportation passes and translation services. The narrative must describe the kind and duration of employment services the applicant and/or its subcontractor(s) is willing to provide and the projected impact on the qualified persons receiving them.

Evaluation

Each grantee is expected to engage in a methodologically sound process evaluation. Results from this evaluation are expected to inform programmatic improvements or adjustments, as well as expand the knowledge base on what may be potentially effective strategies for improving self-sufficiency outcomes for victims of trafficking. Guided by a logic model for the project, the evaluation should be designed to collect systematic data that will empirically determine the extent to which the project has achieved its stated objectives and, if possible, the extent to which the accomplishment of the objectives can be attributed to project activities. Applicants must describe the analytic method(s) to be used and descriptions of data collection tools or assessment instruments if applicable. Both qualitative and quantitative methods are appropriate and acceptable. Evaluation results should report relevant outputs and outcomes that appropriately reflect the consequences of the project activities.

Project evaluations are an important component of this project. If the applicant does not have the in-house capacity to conduct an objective, comprehensive evaluation of the project, ACF encourages the applicant to contract with a third-party evaluator specializing in social science or evaluation to conduct the evaluation. It is important that the evaluator has the necessary independence from the project to ensure

objectivity. A skilled evaluator can help develop a logic model and assist in designing an evaluation strategy that is appropriate given the goals and objectives of the proposed project. Additional assistance may be found in a document titled "Program Manager's Guide to Evaluation." A copy of this document can be accessed at http://www.acf.hhs.gov/programs/opre/other_resrch/pm_guide_eval/index.html.

Grantees will regularly update their federal project officer about ongoing evaluation activities and findings in required progress reporting and provide a written report at the end of the project detailing process evaluation findings, barriers encountered, and noted successes.

General information about the HHS Protection of Human Subjects regulations can be obtained at <http://www.hhs.gov/ohrp/>. Applicants may also contact the Office of Human Research Protections (OHRP) by email (ohrp@csophs.dhhs.gov) or by phone (240-453-6900).

Capacities

Each successful applicant must demonstrate that it will have the following capacities:

1. Within 10 calendar days of the effective date of award, the capacity to respond to requests for services submitted via phone calls, emails, and/or fax; and an established relationship with ORR grantees providing case management to victims of trafficking.
2. Within 15 calendar days of the effective date of award, the capacity to ensure the provision of pre-employment and employment 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 prepare and submit for approval a service provider manual (or term determined by the applicant) that clearly defines and describes: processes for determining the eligibility of persons for services under this cooperative agreement (i.e., eligibility criteria for the target population identified by the applicant); the kinds of services that can be provided; allowable expenses; and the standards for service provision;
4. Memoranda of Understanding (MOUs) or other agreements with identified subcontractors;
5. Adequate organizational capacity and experience with subcontractors, if subcontracting is planned, including the supervision and monitoring of subcontracted organizations;
6. A system for collecting and analyzing data on participants served and type of assistance provided, similar to that collected and analyzed under the Matching Grant Program;
7. Adequate staffing, expertise, and ability to provide technical assistance and training to subcontractors and others on human trafficking issues including: the Federal definition of severe forms of trafficking in persons; services available for victims who have received an HHS Certification or Eligibility Letter, as well as pre-certified victims; general information about human trafficking; and an overview of U.S. Government efforts to combat trafficking, including HHS and DOJ programs to assist victims of trafficking and potential victims.
8. Adequate staffing, expertise, and ability to conduct a methodologically sound process evaluation of the Enhanced Employment Services for Victims of Trafficking Demonstration.

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 10 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 participants served and subcontracted activities. The 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.

ROLES AND RESPONSIBILITIES OF GRANTEEES

- Participate in monthly phone calls or in-person meetings with ACF to discuss project activities, plans, problems, and solutions.
- Submit the following to the Project Officer for review and approval (where applicable):

- Resumes for key project staff, including subcontractors; key project staff are subject to approval by the Project Officer;
 - Job descriptions for each project staff person, including subcontract staff;
 - Names and locations of subcontract organizations; all subcontractors are subject to approval by the Project Officer;
 - MOUs with organizations selected for receipt of subcontracted funds;
 - A detailed description of the grantee's and each subcontractor's activities, if not described in the MOUs or project plan;
 - Amount of funding allocated to each subcontractor;
 - Schedule for monitoring subcontractors; and
 - 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.
- Submit reports following site visits of subcontractors within 30 days of site visit.
 - Submit quarterly performance and expenditure reports documenting progress on activities, including ongoing evaluation activities, and amount of grant funds expended, including:
 - Narrative report concerning operational management issues, reporting on significant events or issues with a bearing on the successful implementation of the grant, including its evaluation component. 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.
 - Reports on subcontractor identification and enrollment. If subcontracting funds, the grantee shall provide an updated directory of subcontractors, including names and full contact information. 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 and a list of outreach activities for identifying potential new subcontractors to improve service provision in the service area.
 - 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. The report should include 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. 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, such as materials for presentations, trainings, meetings, and outreach, and timelines for completion of each material's development prior to ACF clearance.
 - Financial report on the status of funds expended and subcontracted 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 participant (e.g., pre- or post-certified participant, adult/child, male/female).
 - Submit mid-term and final reports (due at the end of the 12th month of the project period and one month after the end of the 2-year project period, respectively) detailing process evaluation findings, barriers encountered, and noted successes. The reports should include final versions of documents and resources used during the implementation of the project such as policies, protocols, procedures, data on participant services provided, MOUs, resources and training materials, and public awareness and outreach materials.

- Grantees may be required to report on the data points that are required of Matching Grant Program grantees (e.g., number of newly enrolled individuals by target population, status of enrolled individuals as of 120 and 180 days of enrollment).

See *Section II. Award Information* for information regarding ACF's substantial involvement under the cooperative agreement.

II. Award Information

Funding Instrument Type:	Cooperative Agreement
Estimated Total Funding:	\$500,000
Expected Number of Awards:	2
Award Ceiling:	\$250,000 Per Budget Period
Award Floor:	\$100,000 Per Budget Period
Average Projected Award Amount:	\$250,000 Per Budget Period

Length of Project Periods:

24-month project with two 12-month budget periods

Additional Information on Awards:

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

Applications requesting an award amount that exceeds the *Award Ceiling* per budget period or per project period, as stated in this section, will be disqualified from competitive review and from funding under this announcement. This disqualification applies only to the *Award Ceiling* listed for the first 12-month budget period for projects with multiple budget periods. If the project and budget period are the same, the disqualification applies to the *Award Ceiling* listed for the project period. Please see *Section III.3. Application Disqualification Factors*.

Note: For those programs that require matching or cost sharing, grantees will be held accountable for projected commitments of non-Federal resources in their application budgets and budget justifications, even if the projected commitment exceeds the required amount of match or cost share. A grantee's failure to provide the required matching amount will result in the disallowance of Federal funds.

Applicants should provide a detailed budget and budget justification for the first 12-month budget period. Continuation awards for subsequent budget period 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.

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

ROLES AND RESPONSIBILITIES OF ACF

- ACF will consult at least annually with the grantee to assess program implementation and evaluation;
- ACF will provide annual Voluntary Agencies Matching Grant Program guidelines and reporting requirements to the grantee. These guidelines and reporting requirements may be modified in response to changes to eligible populations, program performance, and the access to new reporting technologies (Voluntary Agencies Matching Grant Program Guidelines for Fiscal Year 2012 are posted on the ORR website at http://www.acf.hhs.gov/programs/orr/programs/match_grant_prg.htm);

- ACF prior approval is needed for significant changes to the allocation of Program funding and services throughout the voluntary agency's service provider network;
- ACF prior approval is needed for significant changes to the scope of the evaluation component of the project;
- ACF prior approval is needed for any permanent change of key personnel at the national level;
- ACF will closely monitor the implementation, compliance, and results of services performed under the cooperative agreement. This may include affiliate site visits and requests to access the voluntary agency's Program database or any other print or electronic documentation associated with the implementation of the Program;
- ACF may require the formulation and implementation of a performance improvement plan if a cooperative agreement holder is under-performing at the national or selected service provider site level; and
- ACF may require the successful applicant to participate in status meetings by telephone with ACF representatives to review project implementation and evaluation (monthly, or as required by the Project Officer).

The length of the Project Period for this cooperative agreement is 24 months with two 12-month budget periods. Award(s) will be for one-year budget periods, although the project period will be 2 years. A continuation award 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. An application for a continuation grant beyond the first year (within the defined 2-year project period) may be entertained on a non-competitive basis.

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

III. Eligibility Information

III.1. Eligible Applicants

Competition for funding under this program is open only to those voluntary agencies that already provide Voluntary Agency Matching Grant Program services through a cooperative agreement with the U.S. Department of Health and Human Services. Those voluntary agencies are: Church World Service/Immigration and Refugee Program, New York, NY; Domestic and Foreign Missionary Society of the Protestant Episcopal Church of the U.S.A., New York, NY; Ethiopian Community Development Council, Inc./Refugee Resettlement Program, Arlington, VA; HIAS, Inc. (Hebrew Immigrant Aid Society)/Refugee and Immigrant Services, New York, NY; International Rescue Committee/Resettlement, New York, NY; Lutheran Immigration and Refugee Service, Baltimore, MD; U.S. Conference of Catholic Bishops, Washington, DC; U.S. Committee for Refugees and Immigrants, Arlington, VA; and World Relief Corporation of National Association of Evangelicals/Refugee & Immigration Programs, Baltimore, MD.

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

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

III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement: No

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

III.3. Other

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

DUNS Number Requirement

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

All applicants and subrecipients must have a DUNS number at the time of application in order to be considered for a grant or cooperative agreement. A DUNS number is required whether an applicant is submitting a paper application or using the Government-wide electronic portal, www.Grants.gov. A DUNS number is required for every application for a new award or renewal/continuation of an award, including applications or plans under formula, entitlement, and block grant programs. A DUNS number may be acquired at no cost online at <http://fedgov.dnb.com/webform>. To acquire a DUNS number by phone, contact the D&B Government Customer Response Center:

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

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

Monday - Friday 7 a.m. to 8 p.m., CST

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

Central Contractor Registration (CCR) Requirement

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

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

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

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

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

Additionally, all first-tier 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. CCR registration must be updated annually. CCR registration must be active and maintained with current information at all times during which an organization has an active award or an application under consideration.

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

Ineligible Participant Populations:

The following individuals are not eligible for the Enhanced Employment Services for Victims of Trafficking Demonstration:

- Individuals who are already economically self-sufficient. Economic self-sufficiency means earning a total family income at a level that enables a family unit to support itself without receipt of a cash assistance grant (45 CFR 400.2); and
- Individuals receiving other forms of cash assistance or supplementary income such as RCA, TANF, or Supplemental Security Income (SSI), or participating in ORR-funded Wilson/Fish Alternative Program, Public Private Partnerships, or URM programs.

APPLICATION DISQUALIFICATION FACTORS

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

Award Ceiling Disqualification

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

Application Submission Disqualifications

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

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

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

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

The deadline for receipt of paper applications is 4:30 p.m., ET, on the due date listed in the *Overview* and in *Section IV.3. Submission Dates and Times*. Paper applications received after 4:30 p.m., ET, on the due date will be disqualified from competitive review and from funding under this announcement.

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

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

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

Eligibility Disqualification

Applications received from organizations that are not listed in *Section III.1. Eligible Applicants*, will be disqualified and will not be considered for review or for funding under this announcement.

Section IV. Application and Submission Information

IV.1. Address to Request Application Package

Kathleen Dwyer
Office of Planning, Research and Evaluation
Administration for Children and Families
370 L'Enfant Promenade, SW, 7th floor west
Washington, DC 20447
Phone: (202) 401-5600
Email: kathleen.dwyer@acf.hhs.gov

Electronic Application Submission:

The electronic application submission package is available at www.Grants.gov.

Applications in Paper Format:

For applicants that have received an exemption to submit applications in paper format, Standard Forms, assurances, and certifications are available at the ACF Funding Opportunities Forms webpage at http://www.acf.hhs.gov/grants/grants_resources.html. See *Section IV.2. Request an Exemption from Required Electronic Application Submission* if applicants do not have an Internet connection or sufficient computing capacity to upload large documents (files) to www.Grants.gov.

Standard Forms that are compliant with Section 508 of the Rehabilitation Act (29 U.S.C. § 794d):
Available at the [Grants.gov Forms Repository](http://www.Grants.gov) website and at

http://www.whitehouse.gov/omb/grants_forms.

Federal Relay Service:

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

Section IV.2. Content and Form of Application Submission

FORMATTING ACF APPLICATIONS

For All ACF Applications:

Authorized Organizational Representative (AOR)

The individual(s), named by the applicant/recipient organization, who is authorized to act for the applicant/recipient and to assume the obligations imposed by the Federal laws, regulations, requirements, and conditions that apply to grant applications or awards.

Each applicant must designate an Authorized Organizational Representative (AOR). An AOR is named by the applicant, and is authorized to act for the applicant, to assume the obligations imposed by the Federal laws, regulations, requirements, and conditions that apply to the grant application or awards.

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

Point of Contact

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

Application Checklist

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

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

Observe page limitations.

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

Application Package Components

Applications must be divided into the sections listed in the table. (The order in which components are submitted electronically via www.Grants.gov or included in a paper application may not be the same as listed in the table.) Page limitations apply to the Project Description document and the Appendices and the following:

- The Project Summary/Abstract is limited to one single-spaced page.
- The Budget Justification should be no more than 10 single-spaced pages and will not count against page limitations.

Application Package Components	Page Limitations
Required Standard Forms (SFs) and/or OMB-approved Forms	No page limitations.
Required Certifications and Assurances	No page limitations.
Project Summary/Abstract	Limited to one single-spaced page.
Project Description	Page Limitations and included items are listed later in this section.
Budget Justification	No more than 10 single-spaced pages and will not count against page limitations.
Proof of Legal Status/Proof of Non-Profit Status	No page limitations.
Appendices	Page Limitations and included items are listed later in this section.

ELECTRONIC APPLICATIONS SUBMITTED VIA www.Grants.gov:

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

Electronic applications will only be accepted via www.Grants.gov. ACF will not accept applications submitted via email or via facsimile. Only applications, which pass the Grants.gov validation check, will be acknowledged.

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

Copies Required

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

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

Signatures

Follow the AOR Authorization and E-Biz POC instructions provided at www.Grants.gov.

Required OMB-Approved and Standard Forms (SFs)

www.Grants.gov provides its own protocols for the submission of OMB-approved and Standard Forms

(SFs) such as the SF-424 application and budget forms and the SF-P/PSL, Project/Performance Site Location form. See *Section IV.2. Required Forms, Assurances, and Certifications* for required OMB-approved Standard Forms and required assurances and certifications.

Application Package Components

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

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

Application Package Components	Page Limitations
Required Standard Forms (SFs) and/or OMB-approved Forms	No page limitations.
Required Certifications and Assurances	No page limitations.
Project Summary/Abstract	Limited to one single-spaced page.
Project Description	Page Limitations and included items are listed later in this section.
Budget Justification	No more than 10 single-spaced pages and will not count against page limitations.
Proof of Legal Status/Proof of Non-Profit Status	No page limitations.
Appendices	Page Limitations and included items are listed later in this section.

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

With the exception of the required Standard Forms (SFs), all application materials must be formatted so that they will print out onto 8 ½" x 11" white paper with 1-inch margins. **All pages of the application component, i.e., Project Description, Budget Justification, Appendices, must be sequentially numbered.** Applicants should print all attachments on paper and count the number of pages before submitting the application. Applicants should keep a hard copy of the submitted application package for their files.

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

Applicants must follow the instructions provided in this section:

Carefully observe the file naming conventions required by www.Grants.gov.

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

Use only file formats supported by ACF.

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

ACF supports the following file formats:

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

Do not encrypt or password protect the electronic application files!

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

PAPER APPLICATION SUBMISSIONS:

The following requirements are only applicable to applications submitted in paper format. Applicants must receive an exemption from ACF in order to submit an application in paper format. See Section IV.2. Request an Exemption from Required Electronic Application Submission later in this section under Application Submission Options.

Application Package Components	Page Limitations
Required Standard Forms (SFs) and/or OMB-approved Forms	No page limitations.
Required Certifications and Assurances	No page limitations.
Project Summary/Abstract	Limited to one single-spaced page.
Project Description	Page Limitations and included items are listed later in this section.
Budget Justification	No more than 10 single-spaced pages and will not count against page limitations.
Proof of Legal Status/Proof of Non-Profit Status	No page limitations.
Appendices	Page Limitations and included items are listed later in this section.

Copies Required

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

Signatures

An original signature of the AOR is required only on the original copy of paper application submissions. A point of contact on matters involving the application must also be identified on the SF-424 at item

8f. The point of contact, known as the Project Director or Principal Investigator, should not be identical to the person identified as the AOR.

Format Requirements for Paper Applications

Applicants must follow the instructions provided in this section.

All application materials must be submitted on 8 ½" x 11" white paper with 1-inch margins. **All pages of the paper application submission must be sequentially numbered.** Application materials must be printed on one side only of each page so that they may be easily reproduced. If two-sided pages are submitted, only the "front" page will be used.

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

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

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

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

Addresses for Submission of Paper Applications

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

Page Limitations for Paper Format Application Submissions

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

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

The Project Summary/Abstract is limited to one single-spaced page with 12-point Times New Roman font.

Page Limitations and Content of The Project Description and Appendices for All Application Formats:

Application Format

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

Page Limitation

The project narrative must be no longer than 40 pages; this page limit includes the Table of Contents, but does not include the one-page project summary/abstract or the budget justification. Pages submitted beyond the first 40 in the application project narrative section will be removed prior to panel review.

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 40-page limit. Pages submitted beyond the first 40 in the attachment section will be removed prior to panel review.

Standard forms, assurances, and certifications are not included in the page limits for either the narrative or the attachment section.

Number all application pages sequentially throughout the package, beginning with the Table of Contents as page one. Number the pages of the attachment section, if possible.

Content of Project Narrative

The project narrative is limited to 40 pages and must include the following items in this order:

- Table of Contents
- Objectives and Need for Assistance
- Outcomes Expected
- Approach
- Evaluation
- Geographic Location
- Organizational Capacity
- Protection of Sensitive and/or Confidential Information

Content of Attachments

The attachments are limited to 40 pages and must include the following items in this order:

- Logic Model
- Proof of Non-Profit Status
- Third-Party Agreements
- Letters of Support

Organizing the Application. Reviewers will use the specific evaluation criteria in *Section V.* of this FOA to review and evaluate each application. The applicant should address each of these specific evaluation criteria in the project description. Applicants should organize their project description in this sequence: (1) Objectives and Need for Assistance; (2) Approach; (3) Evaluation; (4) Organizational Profiles; (5) Geographic Capacity and Need for Assistance; and (6) Budget and Budget Justification. The applicant must use the same headings as these criteria, so that reviewers can readily find information that directly addresses each of the specific review criteria.

Required Forms, Assurances, and Certifications

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

Forms / Assurances / Certifications	Submission Requirement	Notes / Description
SF-424 - Application for Federal Assistance and SF-P/PSL - Project/Performance Site Location(s)	Submission is required for all applicants by the application due date.	Required for all applications.
SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non-Construction Programs	Submission is required for all applicants when applying for a non-construction project. Standard Forms must be used. Forms must be submitted by the application due date.	Required for all applications when applying for a non-construction project. By signing and submitting the SF-424B, applicants are making the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination.
Protection of Human Subjects Assurance Identification/IRB Certification/Declaration of Exemption (Common Rule)	Submission of the required information and forms is due with the application package by the due date listed in the <i>Overview and Section IV.3. Submission Dates and Times</i> . If the information is not available at the time of application, it must be submitted prior to the award of a grant.	Form is available at http://www.hhs.gov/ohrp/assurances/forms/index.html . General information about the HHS Protection of Human Subjects regulations can be obtained at http://www.hhs.gov/ohrp/ . Applicants may also contact OHRP by email (ohrp@csophs.dhhs.gov) or by phone (240-453-6900).
SF-LLL - Disclosure of Lobbying Activities	If submission of this form is applicable, it is due prior at the time of application. It may also be submitted prior to the award of a grant.	If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit the

		SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Applicants must furnish an executed copy of the Certification Regarding Lobbying prior to award.
Certification Regarding Lobbying	Submission required of all applicants with the application package. If it is not submitted with the application package, it may also be submitted prior to the award of a grant.	Submission of this Certification is required for all applications.

Non-Federal Reviewers

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

The Project Description

The Project Description Overview

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

General Expectations and Instructions

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

General Instructions for Preparing a Full Project Description

Introduction

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

Table of Contents

List the contents of the application including corresponding page numbers.

Project Summary/Abstract

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

Please place the following at the top of the abstract:

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

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

Objectives And Need For Assistance

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

Outcomes Expected

Identify the outcomes to be derived from the project.

Applicants must provide realistic and achievable target numbers for the number of eligible participants referred for services; the number of participants provided with services; the length of time services are to be provided to each qualified person; the number of pre-Certified persons who will be enrolled in the Matching Grant Program once Certified and the number of work-authorized persons who will achieve self-sufficiency through employment within 120-180 days of enrollment in this program or in the Matching Grant program.

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 other approaches. 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 outcomes 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 must describe how they will provide services throughout the proposed service area, any existing relationships or arrangements with service providers who will be subcontractors 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 subcontractors and case management personnel. Provide a description of how oversight of contractors will be maintained.

Describe how the applicant will address the Program Purposes 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 subcontracted 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 subcontractors will be measured and how technical assistance and other mechanisms will be used to assure quality and address substandard provision of services.

Applicants should propose a plan to conduct a methodologically sound process evaluation of the Enhanced Employment Services for Victims of Trafficking Demonstration for a specific target population of trafficking victims who are ineligible for Matching Grant Program services. The evaluation should provide insights from qualitative and quantitative data regarding the program and the target population served.

Examples of potential evaluation questions include:

- What are the characteristics of the participants who are enrolled in the Enhanced Employment Services for Victims of Trafficking Program?
- Are the administrative and service objectives being met? If not, why not?
- Are the intended services being delivered to the intended persons? If not, why not?
- Once enrolled, do sufficient numbers of participants remain in the program? If not, why not?
- Are the participants satisfied with the services provided?
- Are the outcome goals and objectives being achieved?
- Which participants are achieving self-sufficiency? Which are not?

Geographic Location

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

Logic Model

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

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

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.

The Project Budget and Budget Justification

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

Project budget Standard Forms and the budget justification will not count toward page limitations; however, the justification should be no more than 10 single-spaced pages in 12-point Times New Roman font.

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

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

General

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

Personnel

Description: Costs of employee salaries and wages.

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

Fringe Benefits

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

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

Travel

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

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

Equipment

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

Justification: For each type of equipment requested provide: a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use on the project; as well as use and/or disposal of the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy, or section of its policy, that includes the equipment definition.

Supplies

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

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

Contractual

Description: Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include third-party 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 C.F.R. 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

- Electronic applications must be submitted to www.Grants.gov by 11:59 p.m., ET, on the due date.
- A DUNS Number and current registration at the Central Contractor Registry (CCR) are required. DUNS and CCR registration are part of the www.Grants.gov registration process. See “Get Registered” at http://grants.gov/applicants/get_registered.jsp.
- ACF will not accept applications via facsimile or email.
- The electronic application can be downloaded from www.Grants.gov.
- It is to an applicant's advantage to submit their applications **at least 24 hours** in advance of the application due date and time in order to correct any failures found during the application validation check.
- Electronic submission at www.Grants.gov is two-step process:
 - Submission by the due date and time; and
 - Application validation check.
- Electronically submitted applications will not pass the validation check at Grants.gov if the AOR does not have a current CCR registration and electronic signature credentials.
- **Read and observe all application submission requirements provided at http://www.grants.gov/applicants/apply_for_grants.jsp.**
- Observe the formatting requirements and page limitations provided in the *Section IV.2. Formatting ACF Applications* section for electronic applications.
- Carefully read and observe electronic file naming conventions provided in the application submission instructions at http://www.grants.gov/applicants/apply_for_grants.jsp.
- Use only file formats supported by ACF. See *Section IV.2. Formatting ACF Applications*.
- Additional guidance on the submission of electronic applications can be found at http://www.grants.gov/assets/Organization_Steps_Complete_Registration.pdf.
- If applicants encounter any technical difficulties in using www.Grants.gov, 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.
- **Contact with the Grants.gov Contact Center prior to the listed due date and time does not ensure acceptance of your application. If difficulties are encountered, the Grants Management Officer listed in *Section VII. Agency Contacts* will determine whether the submission issues are due to Grants.gov system errors or user error.**

Application Validation at www.Grants.gov

After an applicant submits an application; Grants.gov generates a submission receipt via email and also

sets the application status to "Received." This receipt verifies the application has been successfully delivered to the Grants.gov system.

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

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

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

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

Request an Exemption from Required Electronic Application Submission

ACF recognizes that some applicants may have limited or no Internet access, and/or limited computer capacity, which may prohibit them from uploading large files to the Internet at www.Grants.gov. To accommodate such applicants, ACF offers an exemption from required electronic submission. The exemption will allow applicants to submit hard copy, paper applications by hand-delivery, applicant courier, overnight/express mail couriers, or by other representatives of the applicant.

To receive an exemption from required electronic application submission, applicants must submit a written request to ACF stating that the applicant qualifies for the exemption for one of two reasons:

- Lack of Internet access or Internet connection, or
- Limited computer capacity that prevents the uploading of large documents (files) to the Internet at www.Grants.gov.

Applicants may request and receive the exemption from required electronic application submission by either:

- Submitting an email request to electronicappexemption@acf.hhs.gov, or
- Sending a written request to the Office of Grants Management Contact listed in *Section VII. Agency Contacts* in this announcement.

An exemption is applicable to all applications submitted by the applicant organization during the Federal Fiscal Year (FFY) in which it is received. Applicants need only request an exemption once in a FFY. Applicants will need to request a new exemption from required electronic submission for any succeeding FFY.

Please Note: electronicappexemption@acf.hhs.gov may be used only to request an exemption from required application submission. All other inquiries must be directed to the appropriate Agency Contact listed in *Section VII.* of this announcement. Queries submitted to this email address that make requests for any reason other than a request for an exemption will not be acknowledged or answered.

Exemption requests by email to electronicappexemption@acf.hhs.gov and by postal mail must include:

- Funding Opportunity Announcement Title,
- Funding Opportunity Number (FON),
- The listed Catalog of Federal Domestic Assistance (CFDA) number,
- Name of Applicant Organization and DUNS Number,
- AOR name and contact information,
- Name and contact information of person to be contacted on matters involving the application, and
- The reason for which the applicant is requesting an exemption from electronic application submission. The reason must be either the lack of Internet access or connection, or lack of computer capacity that prevents uploading large documents (files) to the Internet.

Exemption requests must be **received by** ACF no later than two weeks before the application due date, that is, 14 calendar days prior to the application due date listed in the *Overview* and in *Section IV.3. Submission Dates and Times*. If the fourteenth calendar day falls on a weekend or Federal holiday, the due date for receipt of an exemption request will move to the next Federal business day that follows the weekend or Federal holiday.

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.

Paper Format Application Submission

An exemption is now required for the submission of paper applications. See "*Request an Exemption from Required Electronic Application Submission.*"

Applicants with exemptions that submit their applications in paper format, by mail or delivery, must submit one original and two copies of the complete application with all attachments. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by the AOR, and be unbound. The original copy of the application must have original signature(s). See *Section IV.6* of this announcement for address information for paper format application submissions.

Applications submitted in paper format must show a DUNS Number. A DUNS Number is a nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. A DUNS number may be acquired at no cost online at <http://www.dnb.com>. To acquire a DUNS number by phone, contact the D&B Government Customer Response Center: U.S. and U.S Virgin Islands: 1-866-705-5711; Alaska and Puerto Rico: 1-800-234-3867 (Select Option 2, then Option 1). Monday through Friday 7 a.m. to 8 p.m., CST.

As of October 1, 2010, all applicants for Federal grants and cooperative agreements, including those that apply in paper format, are required to have Central Contractor Registration (CCR). CCR registration is also required for organizations that will receive subawards under Federal grants and cooperative agreements. CCR registration may be made online at www.ccr.gov 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 on application due dates. Applicants are strongly encouraged to register at the CCR well in advance of the application due date. CCR registration must be active and maintained with current information at all times during which an organization has an active award or an application under consideration.

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

IV.3. Submission Dates and Times

Due Date for Applications: **08/13/2012**

Explanation of Due Dates

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

Electronic Applications

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

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

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

Instructions for electronic submission via www.Grants.gov are available at http://www.grants.gov/applicants/apply_for_grants.jsp.

Please note:

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

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

Mailed Paper Format Applications

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

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

Hand-Delivered Paper Format Applications

Applications that are hand-delivered by applicants, applicant couriers, by overnight/express mail couriers, or other representatives of the applicant must be received on, or before, the due date listed in the *Overview*

and in this section. These applications must be delivered between the hours of 8:00 a.m. and 4:30 p.m., ET, Monday through Friday (excluding Federal holidays). Applications should be delivered to the address provided in *Section IV.6. Other Submission Requirements*.

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

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

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

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

Extensions and/or Waiving Due Date and Receipt Time Requirements

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

Acknowledgement from www.Grants.gov of an electronic application's submission:

Applicants will receive an initial email upon submission of their application 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 the application's submission. The date and time-stamp must reflect a submission time on, or before, 11:59 p.m., ET, on the application due date. Receipt of this email does not indicate that the application is accepted or that it has passed the validation check.

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

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

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

Acknowledgement from ACF of an electronic application's submission:

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

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

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

IV.4. Intergovernmental Review of Federal Programs

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

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

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

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

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

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

IV.5. Funding Restrictions

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

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

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

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

IV.6. Other Submission Requirements

Submit paper applications to one of the following addresses. See *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

Submission By Mail

Tim Chappelle

U.S. Department of Health and Human Services
Administration for Children and Families
Office of Grants Management - HHS-2012-ACF-OPRE-PH-0566
370 L'Enfant Promenade, SW
6th Floor East
Washington, DC 20447

Hand Delivery

Tim Chappelle

U.S. Department of Health and Human Services
Administration for Children and Families
Office of Grants Management - HHS-2012-ACF-OPRE-PH-0566
901 D Street, SW
6th Floor East
Washington, DC 20024

Electronic Submission

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

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

V. Application Review Information

V.1. Criteria

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

Organizational Profile

Maximum Points: 25

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, financial, and evaluation 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. **(5 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; experience in coordinating and providing service referrals for trafficking victims;

experience providing technical assistance and training on the provision of services to human trafficking qualified persons to subcontractors 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; an overview of community-based services; and development of safety protocols for those in direct contact with potential trafficking victims**(5 points)**

Reviewers will also examine applicants' experience providing transitional assistance to international victims of trafficking after they receive an HHS Certification or Eligibility Letter, 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 the applicant has provided letters of support from relevant partners such as local service providers and current providers of case management services for international victims of trafficking in the United States. **(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 employment services; providing training and technical assistance to subcontractors and monitoring subcontracts; providing for and receiving service referrals; and conducting an evaluation of the project. 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

In reviewing the approach, reviewers will consider the extent to which:

The applicant proposes a sound technical approach for the proposed project. **(15 points)**

- The applicant outlines a clear, feasible plan of action, guided by a comprehensive, realistic timeline for the 24-month project period, that describes the scope and detail of how the proposed work will be accomplished, which accounts for all functions or activities identified for the Enhanced Employment Services for Victims of Trafficking Demonstration; states reasons for taking the proposed approach rather than others, and describes any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement; and
- The applicant presents a well-defined logic model, which guides the proposed project. The logic model demonstrates strong links between proposed inputs and activities and intended short-term, intermediate, and long-term outcomes. This includes a clear articulation of the connection between the needs of the target population, the core components of the service delivery approach, and desired outcomes (i.e., theory of change).

The applicant's proposal is strongly responsive to the purposes and requirements of Enhanced Employment Services for Victims of Trafficking Demonstration under this FOA. **(5 points)**

- The applicant clearly identifies a specific target population(s) that is currently ineligible for Matching Grant Program services and proposes clear eligibility criteria for the services to be provided through the Enhanced Employment Services for Victims of Trafficking Demonstration.
 - The proposed population to be served must include victims of trafficking who have not yet received Certification from ORR but who could benefit from enhanced pre-employment training, skills development and preparation prior to receiving an EAD from the U.S. Department of Homeland Security. Any additional target population(s) must be clearly defined.
 - The applicant clearly and thoroughly describes outreach strategies for reaching pre-certified victims and provides a convincing argument that the strategies will be successful.
 - The applicant clearly describes the geographic areas where services will be provided.
 - The applicant provides a thorough description of how the proposed project will provide

Enhanced Employment Services to the target population(s) identified.

- The applicant demonstrates how the proposed project will ensure that: (a) services are coordinated with case management grantees; (b) there is no duplication of services provided to potential victims of trafficking who are clients of trafficking victim service providers funded through grants from HHS or other federal agencies, and pre-employment services provided under this grant enhance such other services, such as through greater intensity, duration, or specialized content; and (c) pre-certified individuals do not receive cash assistance.

The application clearly describes how the proposed project will use Enhanced Employment Services for Victims of Trafficking Demonstration activities to improve self-sufficiency outcomes for the target population(s). **(5 points)**

Geographical Capacity

Maximum Points: 15

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 employment services throughout the proposed geographic service area. Reviewers will evaluate the extent to which the application demonstrates how the applicant's proposed program structure, subcontractor relationships, MOUs, and/or mechanism for developing subcontractor service capacity will maximize services throughout the proposed service area to enable victims to re-establish their ability to live independently. Reviewers will evaluate the extent to which organizations have an established nationwide or geographically significant structure and capacity to provide services in locations with a demonstrated need for services. **(15 points)**

Evaluation

Maximum Points: 15

In reviewing the evaluation plan, reviewers will consider the extent to which:

The application describes a clear and convincing plan for evaluating the project and satisfies the evaluation requirements published in this FOA. **(10 points)**

- The methods of evaluation are feasible, comprehensive, and appropriate to the goals, objectives, and context of the project.
- The evaluation plan is strongly guided by the project's logic model.
- The project's evaluation plan would provide answers to relevant evaluation questions such as those listed in the Evaluation section of this FOA.
- The application describes a sound plan for collecting high-quality data on the characteristics of the target population, the services provided, and the outcomes of these services. There is a sound plan for securing informed consent and implementing an Institutional Review Board (IRB) review, if necessary.
- The application provides an appropriate, feasible, and realistic plan for using evaluation findings to produce ongoing documentation of project activities and results. The evaluation plan includes performance feedback and periodic assessment of program progress that can be used to modify the program, as necessary, and serve as a basis for program adjustments.

The applicant has the in-house capacity to conduct an objective and rigorous evaluation of the project or presents a sound plan for contracting with a third-party evaluator. The proposed evaluator has sufficient experience with research and/or evaluation, understands the population of interest, and demonstrates the necessary independence from the project to assure objectivity. **(5 points)**

Need for Assistance and Objectives

Maximum Points: 10

The extent to which the applicant has provided and explained realistic estimates regarding the following:

- The numbers of participants potentially eligible to be served through the program by the grantee and any subcontractors, and the types of services needed. **(5 points)**
- The number of qualified persons provided with services during the project period, and the projected outcomes of the services in terms of achieving self-sufficiency through employment within 120 - 180 days of program enrollment or enrollment in the Matching Grant program. **(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 budget should specify expected per capita costs for participants without work authorization and reviewers will examine the strength of the rationale for these. Reviewers will examine the extent to which the applicant, in coordination with its proposed subcontractors, 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 subcontracts provided to local service providers for services. The budget must clearly describe the amount and source of any additional funding, including in-kind contributions, which will help support the project. **(5 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 that does not have an active CCR registration (www.ccr.gov or 1-866-606-8220).

Initial ACF Screening

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

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

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

Objective Review and Results

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

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

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

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

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 reconsidered 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 no later than September 30, 2012.

VI. Award Administration Information

VI.1. Award Notices

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

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

VI.2. Administrative and National Policy Requirements

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

An application funded with the release of Federal funds through a grant award does not constitute, or imply, compliance with Federal regulations. Funded organizations are responsible for ensuring that their activities comply with all applicable Federal regulations.

Prohibition Against Profit

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

Equal Treatment for Faith-Based Organizations

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

A faith-based organization receiving HHS funds retains its independence from Federal, State, and local governments, and may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs. For example, a faith-based organization may use space in its facilities to provide secular programs or services funded with Federal funds without removing religious art, icons, scriptures, or other religious symbols. In addition, a faith-based organization that receives Federal funds retains its authority over its internal governance, and it may retain religious terms in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents in accordance with all program requirements, statutes, and other applicable requirements governing the conduct of HHS funded activities.

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

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

Awards issued under this announcement are subject to the requirements of Section 106 (g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. § 7104). For the full text of the award

term, go to http://www.acf.hhs.gov/grants/award_term.html. If you are unable to access this link, please contact the Grants Management Contact identified in *Section VII. Agency Contacts* of this announcement to obtain a copy of the term.

Requirements for Drug-Free Workplace

The Drug-Free Workplace Act of 1988 (41 U.S.C. § 8102 et seq.) requires that all organizations receiving grants from any Federal agency agree to maintain a drug-free workplace. By signing the application, the Authorizing Official agrees that the grantee will provide a drug-free workplace and will comply with the requirement to notify ACF if an employee is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for debarment. Government wide requirements for Drug-Free Workplace for Financial Assistance are found in 2 C.F.R. part 182; HHS implementing regulations are set forth in 2 C.F.R. part 382.400. All recipients of ACF grant funds must comply with the requirements in Subpart B - Requirements for Recipients Other Than Individuals, 2 C.F.R. part 382.225. The rule is available at [Requirements for Drug-Free Workplace](#).

Debarment and Suspension

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

Pro-Children Act

The Pro-Children Act of 2001, 20 U.S.C. §§ 7181 through 7184, imposes restrictions on smoking in facilities where federally funded children's services are provided. HHS grants are subject to these requirements only if they meet the Act's specified coverage. The Act specifies that smoking is prohibited in any indoor facility (owned, leased, or contracted for) used for the routine or regular provision of kindergarten, elementary, or secondary education or library services to children under the age of 18. In addition, smoking is prohibited in any indoor facility or portion of a facility (owned, leased, or contracted for) used for the routine or regular provision of federally funded health care, day care, or early childhood development, including Head Start services to children under the age of 18. The statutory prohibition also applies if such facilities are constructed, operated, or maintained with Federal funds. The statute does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, portions of facilities used for inpatient drug or alcohol treatment, or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per violation and/or the imposition of an administrative compliance order on the responsible entity.

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 Notice of Award (NoA). The HHS GPS is available at http://www.acf.hhs.gov/grants/grants_related.html.

VI.3. Reporting

Grantees under this funding opportunity 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 Program Offices 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, 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 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 website at http://www.acf.hhs.gov/grants/msg_sf425.html.

For planning purposes, ACF 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.

SF-428 Tangible Property Report and SF-429 Real Property Status Report

As of April 1, 2012, the Administration for Children and Families will begin requiring the use of the SF-428 (Tangible Personal Property Form) as well as the SF-429 (Real Property Status Report).

The SF-428 is a standard form to be used by awarding agencies to collect information related to tangible personal property (equipment and supplies) when required by a Federal financial assistance award. The form consists of the cover sheet (SF-428) and three attachments to be used as required: Annual Report; Final (Award Closeout) Report and a Disposition Request/Report. A Supplemental Sheet, SF-428S, may be used to provide detailed individual item information.

The SF-429 is a standard report to be used by recipients of Federal financial assistance to report real property status (Attachment A) or to request agency instructions on real property (Attachments B, C) that was/will be provided as Government Furnished Property (GFP) or acquired (i.e., purchased or constructed) in whole or in part under a Federal financial assistance award (i.e., grant, cooperative agreement, etc.). This includes real property that was improved using Federal funds and real property that was donated to a Federal project in the form of a match or cost share donation. This report is to be used for awards that establish a Federal Interest on real property.

Beginning with budget periods ending September 30, 2012 and for all budget periods thereafter, all ACF grantees will be required to submit (as applicable) an SF-428 and SF-429 report as frequently as is required in the terms and conditions of their award.

The forms are available at http://www.whitehouse.gov/omb/grants_forms.

Project Reporting Requirements

1. Reports following site visits of subcontractors within 30 days of site visit.
2. Quarterly performance and expenditure reports documenting progress on activities, including ongoing evaluation activities, and amount of grant funds expended, including:
 - Narrative report concerning operational management issues, reporting on significant events or issues with a bearing on the successful implementation of the grant, including its evaluation component. 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.
 - Reports on subcontractor identification and enrollment. If subcontracting funds, the grantee shall provide an updated directory of subcontractors, including names and full contact information. 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 and a list of outreach activities for identifying potential new subcontractors to improve service provision in the service area.
 - 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. The report should include 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. 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, such as materials for presentations, trainings, meetings, and outreach, and timelines for completion of each material's development prior to ACF clearance.
 - Financial report on the status of funds expended and subcontracted 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 participant (e.g., pre- or post-certified participant, adult/child, male/female).
3. Mid-term and final reports (due at the end of the 12th month of the project period and one month after the end of the 2-year project period, respectively) detailing process evaluation findings, barriers encountered, and noted successes. The reports should include final versions of documents and resources used during the implementation of the project such as policies, protocols, procedures, data on participant services provided, MOUs, resources and training materials, and public awareness and outreach materials.
4. Grantees may be required to report on the data points that are required of Matching Grant Program grantees (e.g., number of newly enrolled individuals by target population, status of enrolled individuals as of 120 and 180 days of enrollment).

VII. Agency Contacts

Program Office Contact

Kathleen Dwyer

Administration for Children and Families
Office of Planning, Research and Evaluation
Division of Child and Family Development
370 L'Enfant Promenade, SW
7th Floor West
Washington, DC 20447
Phone: (202) 401-5600
Email: Kathleen.Dwyer@ACF.hhs.gov

Office of Grants Management Contact

Tim Chappelle
U.S. Department of Health and Human Services
Administration for Children and Families
Office of Grants Management
370 L'Enfant Promenade, SW
6th Floor East
Washington, DC 20447
Phone: (202) 401-4855
Email: Tim.Chappelle@acf.hhs.gov

Federal Relay Service:

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

VIII. Other Information

Reference Websites

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

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

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

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

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

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

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

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
SF-424 - Application for Federal Assistance and SF-P/PSL - Project/Performance Site Location(s)	Referenced in <i>Section IV.2.</i> 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 <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non-Construction Programs	Referenced in <i>Section IV.2.</i> and found at http:// www.acf.hhs.gov/grants/grants_resources.html .	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
Certification Regarding Lobbying	Referenced in <i>Section IV.2.</i> of the announcement and found at http:// www.acf.hhs.gov/grants/grants_resources.html .	Submission is due with the application package. If it is not submitted with the application package, it may also be submitted prior to the award of a grant.
SF-LLL - Disclosure of Lobbying Activities	"Disclosure Form to Report Lobbying" is referenced in <i>Section IV.2.</i> and found at http:// www.acf.hhs.gov/grants/grants_resources.html . Submission of this form is required if any funds have been paid, or will be paid, to any person for influencing,	If submission of this form is applicable, it is due prior at the time of application. It may also be submitted prior to the award of a grant.

	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.	
Protection of Human Subjects Assurance Identification/IRB Certification/Declaration of Exemption (Common Rule)	Referenced in <i>Section IV.2. Forms, Assurances, and Certifications</i> of the announcement. Additional information and necessary forms are available at http://www.hhs.gov/ohrp/assurances/forms/index.html . This information may be submitted in the appendices to the application and will not count in the limitations listed in <i>Section VI.2. Formatting Requirements</i> .	Submission of the required information and forms is due with the application package by the due date listed in the <i>Overview</i> and <i>Section IV.3. Submission Dates and Times</i> . If the information is not available at the time of application, it must be submitted prior to the award of a grant.
The Project Description	Referenced in <i>Section IV.2. The Project Description</i> . This is the title for the project narrative that describes the applicant's plan for the project.	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
The Project Budget and Budget Justification	Referenced in <i>Section IV.2. The Project Budget and Budget Justification</i> of the announcement.	Submission of the Project Budget is required on the appropriate Standard Form (424A or 424C). The Budget Justification is a separate document that may be no longer than 10 pages and is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
Project Summary/Abstract	Referenced in <i>Section IV.2. The Project Description</i> of the announcement. It is an element of the Project Description and will be counted in page limitations that are stated in <i>Section IV.2. Formatting Requirements</i> .	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .

Logic Model	Referenced in <i>Section IV.2. The Project Description</i> of the announcement. It is an element of the Project Description and will be counted in page limitations that are stated in <i>Section IV.2. Formatting Requirements</i> .	Submission is due with the application package by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
Project Sustainability Plan	Referenced in <i>Section IV.2. The Project Description</i> of the announcement. It is an element of the Project Description and will be counted in page limitations that are stated in <i>Section IV.2. Formatting Requirements</i> .	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
Letters of Support	Referenced in <i>Section IV.2. The Project Description</i> . This is an element of the Project Description and may count against page limitations set in <i>Section IV.2. Formatting Requirements</i> .	Submission is due by the application due date listed in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
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 <i>Overview</i> and in Section IV.3. If not available at the time of application submission, due by the time of award.
Table of Contents	Referenced in <i>Section IV.2. The Project Description</i> . This is an element of the Project Description and will usually be counted in page limitations listed in <i>Section IV.2. Formatting Requirements</i> .	Submission is due as part of the Project Description by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .

Appendices