



**Administration for Children and Families**

Office of Refugee Resettlement

Residential Services for Unaccompanied Alien Children

HHS-2014-ACF-ORR-ZU-0608

Application Due Date: 08/13/2013

Residential Services for Unaccompanied Alien Children

HHS-2014-ACF-ORR-ZU-0608

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

**Program Office:** Office of Refugee Resettlement  
**Funding Opportunity Title:** Residential Services for Unaccompanied Alien Children  
**Announcement Type:** Initial  
**Funding Opportunity Number:** HHS-2014-ACF-ORR-ZU-0608  
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**Due Date For Letter of Intent:** **06/24/2013**  
**Due Date for Applications:** **08/13/2013**

## Executive Summary

### Notices:

- **On January 1, 2012, the Administration for Children and Families implemented required electronic application submission via [www.grants.gov](http://www.grants.gov) for discretionary grant applications. 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.**
- **This Fiscal Year (FY 2013) ACF has implemented a new application upload requirement. Each applicant applying electronically via [www.grants.gov](http://www.grants.gov) is required to upload only two electronic files, excluding Standard Forms and OMB-approved forms. No more than two files will be accepted for the review, and additional files will be removed. Standard Forms and OMB-approved forms will not be considered additional files. Please see *Section IV.2 Content and Form of Application Submission* for detailed information on this requirement.**

The Office of Refugee Resettlement/Division of Children's Services (ORR/DCS) provides temporary shelter care and other related services to Unaccompanied Alien Children (UAC) in ORR custody. Shelter care services begin once ORR accepts a UAC for placement and ends when the minor is released from ORR custody, turns 18 years of age, or the minor's immigration case results in a final disposition of removal from the United States. Shelter care and other related services are provided by State-licensed residential shelter care programs in the least restrictive setting appropriate for the UAC's age and special needs. The majority of UAC are expected to remain in ORR custody between 30-35 days, but some will have a longer or shorter length of stay.

ORR is announcing this funding opportunity to seek residential care providers of basic shelters, group homes, staff secure, secure, and other specialized types of care.

## I. Funding Opportunity Description

### Statutory Authority

This program is governed by: Section 462 of the Homeland Security Act (6 USC 279); the William Wilberforce Trafficking Victims Protection Reauthorization Act of 2008 (8 USC 1232); the Violence Against Women Reauthorization Act of 2013 (Pub. L. 113-4); the Flores Settlement Agreement; Case No. CV 85-4544RJK (C.D. Cal. 1996); and the Perez-Olano Settlement Agreement, Case No. CV 05-3604 (C.D. Cal., 2010).

All grantees must comply with the pertinent laws, regulations and settlement agreements, and with ORR policies, procedures, and instructions.

## **Description**

### **BACKGROUND**

The primary function of ORR/DCS is to provide temporary shelter care and other related services to UAC in ORR custody. The Homeland Security Act of 2002 defines UAC as minors:

- Who have no lawful immigration status in the United States;
- Who have not attained 18 years of age; AND
- For whom:
  - There is no parent or legal guardian in the United States; OR
  - No parent or legal guardian in the United States is available to provide care and physical custody.

While the UAC population generally consists of adolescents 12 to 17 years of age with males representing a higher percentage of the overall population, ORR is looking for applicants who can provide services for a diverse population of UAC of all ages and genders as well as pregnant teens. UAC come from all over the world, but the majority is from El Salvador, Honduras, Mexico, and Guatemala. Unless otherwise specified, successful applicants are expected to provide services for UAC from any country.

UAC are in the legal custody of the Federal Government throughout their stay in ORR care but will be in the physical custody of the residential care provider. The majority of UAC are expected to stay in ORR custody between 30-35 days, but a UAC's length of stay with a residential care provider can vary. The size of the entire UAC population in ORR custody will fluctuate depending on the number of UAC the U.S. Department of Homeland Security (DHS) apprehends and UAC immigration case dispositions.

### **PROGRAM STRUCTURE**

Each of the program facilities listed is expected to provide all the services under *Program Requirements* unless otherwise noted. The majority of UAC are placed in Basic Shelter and/or Group Home Care. Other levels of care include Therapeutic Group Home; Staff Secure; Therapeutic Staff Secure Group Home; Secure; Residential Treatment Facilities; and Long Term Foster Care.

Residential care providers are required to provide proper physical care and shelter for UAC that includes but is not limited to suitable living accommodations (e.g., bed, chair, desk, storage for clothing and other personal items), culturally appropriate meals and snacks, several sets of new clothing, and personal grooming items. The facilities are required to have designated common areas, including space for education, recreation, and case management as well as space to hold confidential services, such as health services and counseling.

Services are required to be delivered in an open setting without the need for extraordinary security measures, unless otherwise noted, but care providers are required to also design programs and strategies to discourage runaways and prevent the unauthorized absence of UAC in their care. Residential care providers are required to be located in areas easily accessible to immigration courts, pro bono legal

services, national airports, and community mental health and medical service providers.

During an emergency influx of UAC, residential care providers are required to have a plan to safely house 'Basic Shelter Care and/or Group Home' eligible UAC until beds are available in *Basic Shelter and/or Group Home* care (with the exception of *Secure, Long Term Foster Care, and Residential Treatment Center* providers).

### **Basic Shelter Care and/or Group Home:**

Residential care providers operating basic shelters and group homes are required to provide UAC with a child-friendly, least restrictive setting that is appealing to UAC of all ages.

Basic shelter care facilities typically house between 16 and 200 children, depending on State licensing requirements, and group homes typically house between 6 and 18 children. Basic shelters are required to be designed to serve UAC of all ages and backgrounds but with an emphasis on serving a particular subset of UAC, such as young children, pregnant and parenting teens, and UAC with special needs.

The residential care provider's facility are required to be licensed by the State in which it is located and designed to serve UAC of all ages and backgrounds for 30-35 days. Residential care providers are required to anticipate that UAC who require a home study will have a longer length of stay in order to complete the home study process and ensure a safe release. A home study is an in-depth investigation of the UAC's needs and the safety issues related to the UAC.

**Note:** Residential care providers can also apply for ORR/DCS Post Release and Home Study (HHS-2014-ACF-ORR-ZU-0632) Funding Opportunity Announcement.

Residential care providers are required to have a security system to monitor the facility from unauthorized entrance and egress, including the use of alarm systems and video monitoring. All security measures are required to be in compliance with State licensing standards and not pose a threat to the safety of UAC in the event a UAC attempts to run from the facility.

### **Therapeutic Group Home:**

Residential care providers operating a therapeutic group home will serve a subset of the UAC population that would benefit from placement in a small, supervised, structured therapeutic environment but do not require the intensive mental health placement services of a residential treatment center (RTC).

Therapeutic group homes are required to be an independent cottage or facility that houses up to 12 UAC with 24-hour staffing and provides intensive supervision and structured daily programming. It is preferred that the educational services for UAC in Therapeutic Group Homes be provided in-house in designated classrooms that prevent UAC from commingling with children or adolescents from other programs. More information regarding educational services can be found in *Program Requirements*.

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

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

During an emergency influx of UAC, *Therapeutic Group Home* providers are required to have a plan to safely house ‘*Basic Shelter Care and/or Group Home*’ eligible UAC until beds are available in *Basic Shelter and/or Group Home* care.

### **Staff-Secure Care:**

Residential care providers operating a Staff-Secure Care facility will operate a structured, State licensed shelter care facility designed to serve a unique population to include:

- UAC who require close supervision but do not require placement in secure juvenile detention facilities;
- UAC with delinquent behavior, including gang involvement;
- UAC with serious behavior problems; and/or
- UAC who present a low to moderate flight risk.

Staff-secure care providers provide a heightened level of staff supervision, communication, and services for a small population of youth in a basic shelter-like environment. Staff-secure care providers are required to maintain stricter security measures and higher staffing ratios than shelters/group homes in order to control disruptive behavior and discourage flight but should not have lock-down procedures typically associated with juvenile detention facilities. The staff-secure care provider, for example, cannot have strip searches, use of mechanical restraints, cell-like sleeping rooms, or razor wire, but there should be effective monitoring so that entry to and egress from the building is controlled. A staff-secure facility may have a security fence and secure entrance(s) and exit(s).

Staff-secure care providers should provide a heightened level of staff supervision for any and all required community trips (medical, dental, immigration court, etc.). Security and accountability are maintained during transport through procedures, staffing patterns, and effective communication rather than bars, locks, and restraints associated with typical juvenile detention facilities.

Staff-secure care providers should have the capability to control UAC behavior, discourage the flight of high-risk UAC, and maintain constant and continuous supervision of all UAC. For example, staff-secure care providers should have the capability to upgrade to ‘one-on one’ supervision in the event a UAC is a danger to himself and/or others, and/or a flight risk. In order to prevent flight and/or protect the safety of staff and UAC, the use of physical (hands-on) restraint is authorized in cases where UAC are attempting to flee or cause harm to self or others; but the facility should not exceed the level of restraint permitted by the staff-secure care provider's shelter license. Staff should be trained and competent in the use of behavioral management techniques and other alternatives to mechanical restraints.

Staff-secure care providers should provide specialized services for UAC with substance abuse problems, anger management issues, and/or other special behavioral needs in addition to the services under *Program Requirements*. As part of case management services, the residential care provider will have to research UAC’s delinquent history and community supervision status, if any, of adjudicated delinquents. Finally, staff-secure care providers will monitor the length of stay of all UAC, timely family reunification and releases, and regularly evaluates the UAC's progress for transfer to a less restrictive setting. UAC with extremely disruptive behavior and/or attempts to flee may also be considered for transfer to a secure care provider.

During an emergency influx of UAC, *Staff Secure* providers are required to have a plan to safely house ‘*Basic Shelter Care and/or Group Home*’ eligible UAC until beds are available in *Basic Shelter and/or Group Home* care.

### **Therapeutic Staff-Secure Group Home:**

Residential care providers operating a therapeutic staff-secure group home will serve a subset of the UAC population who require a staff-secure placement. This therapeutic staff secure group home will serve UAC who would benefit from placement in a small, supervised, structured therapeutic staff-secure environment but who do not require the intensive mental health placement services of a residential treatment center

(RTC). The therapeutic staff-secure group home is required to be an independent cottage or facility that houses up to 12 UAC with 24-hour staffing and provides intensive supervision and structured daily programming. Therapeutic Staff-Secure Group Home educational services are required to be provided in-house and in designated classrooms that prevent the UAC from commingling with children or adolescents from other programs.

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

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

All therapeutic staff-secure group home staff should have child welfare experience and key staff positions, as described under *Program Staffing Requirements*, should be filled with individuals with professional mental health experience working with children with criminal backgrounds. The therapeutic staff-secure group home environment should be designed to look and feel like a home. Therapeutic services, at a minimum, should include bi-lingual individual psychotherapy, group counseling, psychiatric/psychological evaluation and care, medication management, and crisis intervention services.

During an emergency influx of UAC, *Therapeutic Staff-Secure Group Home* providers are required to have a plan to safely house ‘*Basic Shelter Care and/or Group Home*’ eligible UAC until beds are available in *Basic Shelter and/or Group Home* care.

### **Residential Treatment Center:**

Residential care providers operating a Residential treatment centers (RTC) are required to be licensed as a residential treatment facility in the State in which they are located and are required to also be accredited by the Joint Commission on Accreditation of Healthcare Organizations (JCAHO) or an equivalent accreditation agency. RTCs are required to provide services in a highly structured clinical program and have the ability to provide services to UAC with various diagnoses that include, but are not limited:

- Depressive Disorders;
- Oppositional Defiant Disorders;
- Bipolar Disorders;
- Conduct Disorder; and/or
- Attention Deficit Hyperactivity Disorder.

RTCs are required to also be able to treat UAC with a history of psychological, physical, sexual or emotional trauma that usually results in depression, dissociative disorders, or PTSD.

### **Secure Care:**

Residential care providers operating a secure facility are required to be licensed in the State in which it is

located to provide secure care. The secure care provider manages a specialized population of UAC who have exhibited the following behavior:

- violent or criminal behavior that endangers others (e.g. serious assault; carrying weapons in support of violence; sexual predator offenses);
- serious escape history/risk;
- extremely disruptive/dangerous behavior in a shelter; and/or
- disruptive/dangerous behavior in a staff-secure setting.

Secure care providers should provide or have access to specialized services for UAC with substance abuse problems, anger management issues, and/or other special behavior needs. The provider should also have in-house bilingual mental health/clinician services, including psychiatric evaluations and medication assessment and management. Secure care provider does not need to routinely provide recreational or educational outings outside the secure perimeter of facility. However, any special exceptions for outside trips may be approved by the Project Officer in consultation with the Federal Field Specialist. As part of case management services, the provider will have to research the UAC's delinquent history and community supervision status, if any, of adjudicated delinquents. Finally, the provider will monitor the length of stay of all UAC, timely family reunification and releases, and regularly evaluates the UAC's progress for transfer to a less restrictive setting.

Secure care providers are required to be in full compliance with the U.S. Department of Justice's regulations on National Standards to Prevent, Detect, and Respond to Prison Rape (28 CFR Part 115).

#### **Long Term Foster Care:**

Residential care providers operating long term foster care programs are required to be licensed in the State in which they are located to provide long term foster care services and are required to meet the needs of UAC by providing quality care in a community setting. ORR recognizes that implementation of ORR instructions and procedures for the care of UAC in a community setting may differ from shelter care settings, specifically in the areas of residential structure, education, recreation, etc. As a community-based form of care, not all services will be provided directly by the long term foster care provider. UAC who may qualify for placement in long term foster care include UAC:

- with special mental, emotional or physical health needs;
- without an eligible sponsor; and/or
- whose pending immigration case is expected to exceed more than six months.

UAC will access different elements of care in various locations, including but not limited to, public schools, counseling centers, and foster homes. Long term foster care providers, however, remain responsible for ensuring that all required services are properly provided and documented.

#### **PROGRAM REQUIREMENTS**

Residential care providers are required to provide services in a structured, safe, and productive environment that meets or exceeds respective State guidelines, the *Flores Settlement Agreement*, and ORR service requirements.

Residential care providers are required to comply with the United States Department of Health and Human Services (HHS) policy and procedures, regulations, unless otherwise expressly waived in the approved application, and all other applicable Federal statutes and regulations in effect during the time that applicant receives grant funding.

Residential care providers are required to provide or arrange for the program required services in a manner that is sensitive to the age, culture, religion, dietary needs, native language, sexual orientation, gender identity, and other important individual needs of each UAC. All critical services and assessments are required to be administered for all UAC even if they are in ORR custody for a short period of time. Residential care providers are required to have the capacity to provide services in the language the

majority of UAC in their facility speak.

### **Medical Services:**

Residential care providers are required to provide:

- a complete medical examination (including a screening for infectious diseases) within 48 hours of admission, excluding weekends and holidays, unless the UAC was recently examined at another ORR facility;
- appropriate immunizations in accordance with the U.S. Public Health Service and the Centers for Disease Control and Prevention;
- family planning services
- other appropriate and routine medical and dental care;
- emergency health care services;
- administration of prescribed medication and special diets; and
- appropriate mental health interventions when necessary.

### **Mental Health Services:**

Residential care providers are required to provide clinical services, including regular on-site individual and group counseling sessions and an ability to access community mental health services for UAC with special needs. Community mental health services include psychiatric evaluations, treatment, medication assessments and management, crisis intervention, in-patient acute psychiatric care, and other clinical interventions as identified by ORR.

### **Individualized Needs Assessments:**

Residential care providers are required to provide an individualized assessment for each UAC, which includes:

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

### **Individual Service Plan:**

Residential care providers are required to complete a comprehensive and realistic Individual Service Plan for each UAC in accordance with the UAC's needs as determined by the Individualized Needs Assessment, and assessment of any trafficking concerns. Individual Service Plans are implemented and closely coordinated through an operative clinical assessment and intervention plan as well as a case management system. In cases where human trafficking is suspected or confirmed, the residential care provider is required to refer the UAC to ORR's Anti-Trafficking in Persons (ATIP) division and provide or refer the UAC for other services to ensure the UAC has access to all services guaranteed by the

Trafficking Victims Protection Act of 2008.

**Case Management Services:**

Residential care providers are required to implement and administer a case management system that tracks and monitors a UAC's progress on a regular basis to ensure that each UAC receives the full range of program services in an integrated and comprehensive manner. The residential care provider's case management team is also responsible for maintenance of the ORR/DCS database. All placement, transfer, and family reunification requests as well as all significant incident reports are processed through this web-based system. When necessary, the residential care provider's case management staff are required to also work collaboratively with agencies that conduct home studies.

**Individual Counseling:**

Residential care providers are required to provide at least one individual counseling session per week for each UAC. A qualified and trained mental health clinician conducts the counseling session with the specific objective of assessing and responding to the UAC's mental health needs, reviewing the UAC's progress, establishing new short-term objectives, and addressing the developmental progress, immediate concerns, and crisis-related needs of each UAC.

**Group Counseling:**

Residential care providers are required to provide either two group counseling sessions or one group counseling session and one community meeting every week by a qualified and trained staff member. Community meetings usually involve the participation of all UAC and provide new UAC with the opportunity to get acquainted with the staff, other UAC, and the rules of the program. Community meetings provide an open forum for all UAC to discuss and provide input regarding program services, such as recreational activities, food, leisure activities, and program procedures. Group counseling sessions are required to be provided according to a psycho-educational curriculum that may be adjusted according to the needs of the population.

The topics of group counseling sessions are required to include developmentally appropriate educational and skill-building topics.

**Family Reunification and Release Services:**

Residential care providers are required to develop family reunification and release services to identify appropriate and safe UAC sponsors living in the U.S. Residential care providers will be responsible for accurately documenting their prompt and continuous efforts to reunify and release UAC to U.S. sponsors in accordance to ORR policies and procedures. The provision of reunification services will be monitored and evaluated by ORR, and poor performance may result in corrective actions, a high-risk designation, or termination of the agreement.

**Education:**

Educational services are required to be provided daily, Monday through Friday and appropriate to the UAC's level of development, education, and communication skills. Educational services are required to be administered in a structured classroom setting and concentrate primarily on the development of basic academic competencies and secondarily on English Language Training. The educational program should include instruction and educational and other reading material in such languages as needed. The educational program consists of instruction, educational materials, and other reading materials in the following basic academic areas: Science, Social Studies, Mathematics, Reading, Writing, and Physical Education. Educational services are required to serve both short-and long-term needs of UAC. Residential care providers are encouraged to partner with local school districts for the provision of educational services and/or for curriculum.

**Activities:**

Residential care providers are required to ensure that UAC participate in activities according to a recreation and leisure time plan that includes daily outdoor activities, weather permitting, of at least one hour per day of large muscle activity and one hour per day of structured leisure time activities. (This should not include time spent watching television.) Activities are required to be increased to a total of 3 hours daily on weekends and other days when school is not in session.

**Acculturation and Adaptation Services:**

Residential care providers are required to provide acculturation and adaptation services that include the development of social and interpersonal skills that contribute to the ability to live independently and responsibly in the community. Acculturation and adaptation services may be incorporated into other aspects of the program.

**Orientation:**

Upon admission, residential care providers are required to provide every UAC with a comprehensive orientation that covers the program's intent, services, rules (written and verbal), expectations, and the availability of free legal assistance.

**Religious Access:**

Whenever possible, residential care providers must provide or arrange for access to religious services of the minor's choice.

**Visitation/Phone Calls:**

UAC have the right to make phone calls to family members regardless of the family's immigration status and includes family members located in the UAC's country of origin. UAC also have a right to receive visitors. Attorneys of record are required to have reasonable access to UAC according to ORR/DCS instructions and procedures. Visitations, though, may need to occur off the premises of the residential care provider's facility to ensure the safety and well-being of the UAC and other UAC at the facility.

**Right to Privacy:**

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

**Legal Services Orientation:**

Residential care providers are required to inform UAC of the availability of free legal assistance, the right to be represented by counsel at no expense to the Federal Government, and the rights victims of trafficking have under the Trafficking Victims Protect Reauthorization Act of 2008. A private space for the UAC and his/her attorney to meet and confer on legal matters should be made available.

**Rules/Behavior Management:**

Residential care providers' program rules and discipline standards are required to be formulated with consideration for the range of ages and maturity levels of UAC in the program and with cultural sensitivity towards all UAC. Residential care providers are required to utilize a positive, strength-based behavior management approach, and shall never subject UAC to corporal punishment, humiliation, mental abuse, or punitive interference with the daily functions of living, such as eating or sleeping. Any sanctions employed should not: (a) adversely affect a UAC's health, physical, or psychological well-being; or (b) deny a UAC regular meals, sufficient sleep, exercise, medical care, correspondence privileges, or legal assistance.

**Transportation/Escort:**

Residential care providers are required to have the capacity to transport UAC to and from local airports and appointments (court, legal, medical, and mental health).

**Vocational Educational Training Program and/or Activities:**

Residential care providers are required to have structured vocational trainings in useful and appropriate skills, such as computer and other technological training, small engine repair, gardening, carpentry, or cooking skills is encouraged. All vocational training is required to be equally available to boys and girls.

**The following is not required but an optional service residential care providers can provide.**

**Digital and Ink-less Fingerprint Services:**

Residential care providers implement and administer digital and/or ink-less fingerprint services for UAC sponsor (sponsor and required adult household member). This service is available to sponsors within a four-hour drive of residential care provider's designated service location. This service includes the following: checking sponsor identification; completing required ORR/DCS background check authorization forms; taking digital fingerprints or ink-less fingerprints; if digital, transmitting digital prints on dedicated phone (land line); faxing routing template, authorization forms/copy of ID to ORR/DCS's security representative; expedited mailing of ink-less prints (two sets) with authorization forms, copy of ID; routing template to ORR/DCS security representative; maintaining log of sponsors served; establish effective bilingual (Spanish) message/phone line to accept appointments; appointments provided no later than three business days from sponsor or case worker's request, preferably sooner; follow guidance and direction from ORR/DCS and ORR/DCS security representative.

**Note:** Budgeting for digital fingerprint equipment and ink-less fingerprint equipment is not necessary. Digital and/or ink-less fingerprint equipment is provided to care providers by ORR/DCS's security representative. Additionally, ORR/DCS security representative provides required equipment maintenance and operational supplies. However, applicant provides staff support time; dedicated phone line (land line); copy/faxing services; expedited mailing of ink-less prints.

**PROGRAM STAFFING REQUIREMENTS**

Residential care providers are required to hire and retain direct care staff with experience in child welfare, youth work, child care, or a related field. The majority of staff who are responsible for delivering direct care is required to be bilingual in English and the language of the majority of UAC under their care. While Spanish is the primary language of the majority of UAC, access to other languages should be available when necessary. Residential care providers are encouraged to identify direct care staff with a minimum level of education equivalent to a high school diploma or higher.

Residential care providers must conduct criminal background checks for all employees that include past convictions of child and sexual abuse. Residential care providers must also demonstrate a commitment to comply with mandatory State reporting requirements for child abuse and neglect. This includes but is not limited to UAC who have been victims of commercial sexual exploitation.

Because State licensing requirements may differ in each state, ORR has established a minimum standard that includes a national criminal history fingerprint check prior to unsupervised access to UAC. Residential care providers should utilize their established licensing process to complete these background checks. However, if State licensing does not require fingerprint checks, the residential care provider should utilize alternative public or private vendors.

Residential care providers are required to ensure that facilities are staffed 24 hours a day. Staffing ratios and plans follow State licensing requirements and ORR policies and procedures but staff to child ratio recommendations should be no more than 1 to 20 for Clinicians and 1 to 15 for Case Workers.

Residential care providers are also encouraged, when feasible, to dedicate staff positions (full-time and/or part-time) for the following responsibilities: Transportation, Recreation, Health/Medical, and Training.

Residential care providers are required to provide direct training or training opportunities to all staff in accordance with state and/or local licensing requirements and ORR instructions and procedures. Required training topics include but are not limited to behavior management, cultural sensitivity, the applicant's zero tolerance policy towards sexual abuse and sexual harassment, and mental health and child welfare best practices. In addition, staff should receive training on the requirements set forth under: ORR/DCS instructions and policies and procedures; the *Flores Settlement Agreement*; Section 462 of the Homeland Security Act of 2002; Section 235 of the Trafficking Victims Protection Reauthorization Act of 2008; the *Perez-Olano Settlement Agreement*; and the Violence Against Women Reauthorization Act of 2013 (Pub. L. 113-4). ORR will assist by providing opportunities for applicants to attend trainings on identifying victims of human trafficking.

ORR approval is required for hiring the Program Director, Assistant Program Director (if applicable), Lead Clinician, Clinician, and Lead Case Manager. Exceptions to the required minimum qualifications listed require ORR approval.

**Program Director:** The Program Director is responsible for the entirety of the program and its outcomes and is the primary liaison to ORR. The Program Director's primary responsibilities include:

- Overall management of the programmatic, administrative, financial, and operational systems related to the provision of care and services to UAC in accordance with all applicable local, State, and Federal standards, instructions and procedures, regulations, laws, and settlement agreement;
- Provision of regular and timely reports to ORR regarding the care provider's operations, services, and finances in accordance with the care provider's cooperative agreement or statement of work;
- Establishing a workplace environment that is respectful and supportive UAC, staff, and external stakeholders; and
- Elevating any issues or concerns to the designated ORR/PO for the program.

At a minimum, all Program Directors are required to have at least a master's degree in social work (MSW) or an equivalent degree in education, psychology, sociology, or other relevant behavioral science. Alternatively, a Program Director may also qualify with a bachelor's degree in one of the aforementioned behavioral sciences plus five years of experience in child welfare administration, child protective services, program management, or in a director position of a licensed childcare program.

**Assistant Program Director:** The need for an Assistant Program Director will vary depending on the number of UAC served at a care provider facility. The Assistant Director provides support to the Program Director and is required to have a relevant bachelor's degree plus five years of progressive employment experience within a social services or childcare agency or organization.

**Lead Clinician:** Lead Clinicians have all the responsibilities of a Clinician with the added responsibilities of coordinating clinical services, training new clinicians, and supervising the clinical staff. Lead Clinicians are designated when there is more than one Clinician on staff at a care provider. Lead Clinicians are required to have a master's degree in social work (MSW) and two years of postgraduate direct service delivery experience or a master's degree or Ph.D. in psychology, sociology, or other relevant behavioral science in which clinical experience is a program requirement plus two years of postgraduate direct service delivery experience. Alternatively, a Lead Clinician may also qualify with a bachelor's degree in one of the aforementioned behavioral sciences plus five years of clinical employment experience in the behavioral sciences. Lead Clinicians are also required to have supervisory experience and current licensure.

**Clinicians:** Clinicians conduct mental health assessments for all UAC in care as well as provide ongoing individual and group counseling, screening for human trafficking concerns, and crisis intervention. Clinicians are required to be permanent staff members, unless prior authorization is received from the designated ORR/PO for smaller programs to obtain such services through community-based providers. Clinicians are required to have a master's degree in social work (MSW) and have clinical experience as a part of the master's program requirements. Alternatively, a Clinician may have a Master's degree in

psychology, sociology, or other relevant behavioral science in which clinical experience is a program requirement or a bachelor's degree in one of the aforementioned sciences plus five years of clinical employment experience in this area. Clinicians are required to be licensed or license-eligible. License-eligible Clinicians are required to be actively pursuing licensure, and shall obtain licensure as soon as possible.

**Lead Case Worker:** The Lead Case Worker is responsible for coordinating case management and family reunification services, training new case workers, and supervising the work of other case workers. The Lead Case Worker also serves as a Case Worker, who is responsible for assessing the needs of each UAC in care, developing an Individual Service Plan, screening for human trafficking concerns, facilitating the timely release or discharge of the UAC, and documenting the provision of services in each UAC's case file. Case Workers maintain direct contact with each UAC and, to the extent possible, with the UAC's family. Although Case Workers are primarily focused on completing safe and efficient family reunification, they are also responsible for general case management duties regardless of the UAC's release options. Lead Case Workers are required to have a master's degree in the behavioral sciences, human services, or social services fields or, alternatively, a minimum of a bachelor's degree and three years of progressive employment experience in the aforementioned fields that demonstrates supervisory and case management experience. All Case Worker staff are required to be computer proficient.

## **BUDGET STRUCTURE**

To allow flexibility in the capacity infrastructure, a two-tiered budget is used for this program. The program structure should separate grantee fixed costs from those that would be directly impacted by an increase in capacity.

### **Fixed Costs**

Fixed Costs would include facility/space, utilities, and core personnel/fringe costs to include administrative staff, licensed administrators, clinical staff and case managers. It would also include additional clinical staff and case managers (at 50 percent of required ratios) so that these staff would already be trained and on board if the emergency expanded level of capacity was requested. Fixed Costs would be detailed by line-item and would support the overall infrastructure to facilitate increases in capacity. For example: Facility/Space-the budget line-item would request funding to support the physical facility with licensed capacity to 96 beds; however, ORR may actually only request 48 beds to be on-line at a particular point in time.

### **Child Per Capita Costs**

Child Per Capita Costs would include food, clothing, medical needs, stipends, toiletries and child care workers (positions that are ratio-based). These costs would be calculated based on the number of beds actually used at any given time to care for UAC. It would also include the additional 50 percent of clinical staff and case management staff (not included in the fixed costs) to meet required ratios for the expansion capacity. These costs would be totaled into a per capita cost per child. For example: \$80 per child X 48 beds X 365 days per year.

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

## **II. Award Information**

Funding Instrument Type:	Cooperative Agreement
Estimated Total Funding:	\$300,000,000
Expected Number of Awards:	60

Award Ceiling: \$70,000,000 Per Budget Period  
Award Floor: \$700,000 Per Budget Period  
Average Projected Award Amount: \$4,000,000 Per Budget Period

**Length of Project Periods:**

36-month project with three 12-month budget periods

**Additional Information on Awards:**

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

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 by budget period or by project period for fully funded awards, even if the projected commitment exceeds the required amount of match or cost share. **A grantee's failure to provide the required matching amount may result in the disallowance of federal funds.**

Awards will be for the first budget period of the 36-month project period.

Applications for continuation grants funded under these awards beyond the one-year budget period may be awarded on a non-competitive basis, subject to availability of funds, satisfactory performance of the project, capacity needs and a determination that continued funding is in the best interest of the Federal Government.

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

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

ORR may issue new UAC policies and procedures in accordance with its legal authority. Each ORR grantee will have 30 days to review the new policy and notify ORR, in writing, that it will comply with the new policy or that it elects to terminate the Cooperative Agreement with the UAC program. If a grantee elects to terminate the relationship with ORR, the grantee must continue to provide services for 60 days from the date of notification under the UAC agreement and policies that were in place prior to the policy change unless ORR elects to terminate the agreement in a shorter time frame.

ORR supports grantees in the following areas:

- The design, implementation, and modification of program activities, services and facilities;
- The design of protocols or procedures;
- The evaluation of contractors (if applicable);
- The approval of key program staff;
- The provision of guidance in the collection and analysis of data;
- The provision of training and technical assistance to shelter staff;

- Select decisions regarding individual case management related activities; and
- The approval of all reunifications for UAC.

ORR monitors grantees reviewing of budgets, mandatory reports, and overall program performance outlined by the ORR/DCS policies and procedures manual.

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

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

Care providers are required to be appropriately licensed (at the time of submission of the application) as facilities for the provision of shelter care and other related services to dependent children.

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 the eligibility requirements are eligible to receive awards under this funding opportunity announcement. Faith-based organizations are encouraged to review the ACF Policy on Grants to Faith-Based Organizations at:

<http://www.acf.hhs.gov/acf-policy-on-grants-to-faith-based-organizations>.

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

Cost Sharing / Matching Requirement: No

#### III.3. Other

##### **DUNS Number and System for Award Management Eligibility Requirements (SAM.gov)**

All applicants must have a DUNS number ([www.dnb.com](http://www.dnb.com)) and be registered with the System for Award Management (SAM, [www.sam.gov](http://www.sam.gov)) and maintain an active SAM registration until the application process is complete, and should a grant be made, throughout the life of the award. Finalize a new, or renew an existing, registration at least two weeks before the application deadline. This action should allow you time to resolve any issues that may arise. Failure to comply with these requirements may result in your inability to submit your application or receive an award. Maintain documentation (with dates) of your efforts to register or renew at least two weeks before the deadline. See the SAM Quick Guide for Grantees at: [https://www.sam.gov/sam/transcript/SAM\\_Quick\\_Guide\\_Grants\\_Registrations-v1.6.pdf](https://www.sam.gov/sam/transcript/SAM_Quick_Guide_Grants_Registrations-v1.6.pdf).

HHS requires 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 SAM prior to submitting an application or plan;
- Maintain an active SAM 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 active 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.

## APPLICATION DISQUALIFICATION FACTORS

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

### Award Ceiling Disqualification

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

### Application Submission Disqualifications

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

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

Applications submitted to [www.Grants.gov](http://www.Grants.gov) at any time during the open application period, and prior to the due date and time, which fail the [www.Grants.gov](http://www.Grants.gov) validation check, will not be received at or acknowledged by ACF.

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

## IV.1. Address to Request Application Package

Shannon McGhee  
U.S. Department of Health and Human Services  
Administration for Children and Families  
Office of Refugee Resettlement  
Aerospace Building-370 L'Enfant Promenade SW  
8th Floor  
Washington, DC 20447  
Phone: (202) 205-9513  
Fax: (202) 401-1022  
Email: [shannon.mcgee@acf.hhs.gov](mailto:shannon.mcgee@acf.hhs.gov)

### **Electronic Application Submission:**

The electronic application submission package is available at [www.Grants.gov](http://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-forms>. See *Section IV.2. Request an Exemption from Required Electronic Application Submission* if applicants do not have an Internet connection or sufficient computing capacity to upload large documents (files) to [www.Grants.gov](http://www.Grants.gov).

### **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](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 AOR is an 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 AOR.

AOR authorization is part of the registration process at [www.Grants.gov](http://www.Grants.gov), where the AOR will create a short profile and obtain a username and password from the Grants.gov Credential Provider. AORs will only be authorized for the DUNS number registered in the System for Award Management (SAM).

#### **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 this application formatting section to ensure that your application does not exceed the page limitations and can be printed efficiently and consistently for the competitive review.**

### **Accepted Font Styles:**

All applicants must use 12-point font in Times New Roman (TNR).

### **Page Limitations for Application Submissions**

Applicants must observe the page limitations listed later in this section. Page limitations do not include OMB-approved Standard Forms (SFs) and OMB-approved forms

**All applications must be double-spaced and in Times New Roman, 12-point font.** An application that exceeds the cited page limitation for double-spaced pages in the Project Description file or the Appendices file will have the extra pages removed and these pages will not be reviewed.

Page limitations apply to electronically submitted and paper format applications. For applications that are single-spaced and/or one-and-a-half spaced (in whole or in part, except for the exempted elements listed later in this section) and/or use a font smaller than TNR, 12-point, ACF will use a formula to determine the actual number of pages. The formula counts the number of characters an applicant uses when following the instructions and using 12-point TNR and then compares the resulting number with that of the submitted application. For example, an applicant using TNR, 11-point font, with 1-inch margins all around, and single-spacing, would have an additional 26 lines, or 1500 characters, which is equal to 4/5 of an additional page. Extra pages resulting from this formula will be removed and will not be reviewed.

Be sure to print the Project Description and Appendices documents on paper and count the number of pages for each file before submission. Keep the printed copy as a hard copy of your application for your files.

### **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.

Applicants submitting applications in paper format must submit one original and two copies of the complete application, including all Standard Forms and OMB-approved forms. The original copy must have original signatures.

### **Signatures**

Applicants submitting electronic applications must follow the AOR Authorization and E-Biz POC instructions provided at [www.Grants.gov](http://www.Grants.gov).

The original of a paper format application must include original signatures.

### **Accepted Application Format**

With the exception of the required Standard Forms and OMB-approved forms, all application materials must be formatted so that they will print out onto 8 ½" x 11" white paper with 1-inch margins all around.

**The Project Description and Appendices files must be numbered separately.** The font size on any

scanned documents must be large enough so that it is readable. Do not scan more than one page of a document on a single page. Application pages with two or more pages of a document scanned to it will be removed and will not be reviewed.

### **Elements Exempted from Double-Spacing Requirements**

The following elements of the application submission are exempt from the double-spacing requirements listed earlier in this section: the one-page Project Summary/Abstract, required Assurances and Certifications, required Standard Forms, required OMB-approved forms, resumes, logic models, proof of legal status/non-profit status, contracts, and the Budget Justification. These items may be single-spaced. The Project Summary/Abstract is required to be one single-spaced page in 12-point font with 1-inch margins. The Budget Justification may be single-spaced but must be in 12-point font. Resumes must be in 12-point font, but are not required to be double-spaced. The font size on any scanned documents must be large enough so that it is readable.

### **ELECTRONIC APPLICATION SUBMISSION INSTRUCTIONS**

Applicants are 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* for information about requesting an exemption.

Electronic applications will only be accepted via [www.Grants.gov](http://www.Grants.gov). **ACF will not accept applications submitted via email or via facsimile.**

#### **Application Upload Requirements**

**Each applicant is required to upload ONLY two electronic files, excluding Standard Forms and OMB-approved forms. No more than two files will be accepted for the review, and additional files will be removed. Standard Forms and OMB-approved forms will not be considered additional files.**

ACF strongly recommends that electronic applications be uploaded as Portable Document Files (PDFs). One file must contain the entire Project Description and Budget Justification; the other file must contain all documents required in the Appendices. Details on the content of each of the two files, as well as page limitations for each, are listed later in this section.

To adhere to the two file requirement, applicants may need to convert and/or merge documents together using a PDF converter software. Many recent versions of Microsoft Office include the ability to save documents to the PDF format without need of additional software. Applicants using the Adobe Professional software suite will be able to merge these documents together. ACF recommends merging documents electronically rather than scanning multiple documents into one document manually, as scanned documents may have reduced clarity and readability.

However, ACF understands that all applicants may not have access to this software. Grants.gov offers a listing of several free PDF conversion programs. These programs can be found on Grants.gov by clicking on ‘Applicant Resources’ on the far left side of the home page, and then by following the link to ‘Download Software’ near the top of the screen, or by clicking [HERE](#). Free PDF software is available on this page that will allow users to convert and merge PDF documents. As an example, ACF is providing written instructions on downloading and using one type of free software listed at Grants.gov at the following link: [https:// www.acf.hhs.gov/ sites/default/ files/assets/ pdf995\\_ instructions\\_ for\\_ video.pdf](https://www.acf.hhs.gov/sites/default/files/assets/pdf995_instructions_for_video.pdf). A video demonstrating this process is also available at: <http://www.youtube.com/watch?v=IOly0HwXPsa>. ACF does not endorse any of the software listed on Grants.gov, and applicants are not required to use a specific type of PDF conversion software to submit an application.

**NOTE:** Applications submitted via [www.Grants.gov](http://www.Grants.gov) will undergo a validation check. See *Section IV.2. Application Submission Options* for more information. The validation check can affect whether the application is accepted for review. If an application fails the Grants.gov validation check and is not

resubmitted by 11:59 p.m., ET, on the due date, it will not be transmitted to ACF and will be excluded from the review. If an applicant resubmits their application to Grants.gov by 11:59 p.m., ET, on the due date and the application does not pass the validation check, it will not be transmitted to ACF and will be excluded from the review.

### **Required Standard Forms (SFs) and OMB-approved Forms**

Standard Forms (SFs) and OMB-approved forms, such as the SF-424 application and budget forms and the SF-P/PSL (Project/Performance Site Location), are uploaded separately at Grants.gov. These forms are submitted separately from the Project Description and Appendices files. See *Section IV.2. Required Forms, Assurances, and Certifications* for the listing of required Standard Forms, OMB-approved forms, and required assurances and certifications.

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

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

### **Use only file formats supported by ACF**

It is critical that applicants submit applications using only the supported file formats listed here. While ACF supports all of the following file formats, **we strongly recommend that the two application submission files (Project Description and Appendices) are uploaded as PDF documents in order to comply with the two file upload limitation.** 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 are encrypted or password protected, the affected file will be removed from the application and will not be reviewed. This removal may make the application incomplete and ACF will not make awards based on an incomplete application.

### **FORMATTING FOR PAPER APPLICATION SUBMISSIONS:**

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

### **Signatures**

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

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

All application materials must be submitted on 8 ½" x 11" white paper with 1-inch margins. Applications

must be in two sections. The first section must contain the entire Project Description and Budget Justification, and the second section must contain all required Appendices. The pages of the two sections must be separately and sequentially numbered.

All copies of mailed or hand-delivered paper applications must be submitted in a single package. If an applicant is submitting multiple applications under a single FOA, or multiple applications under separate FOAs, each application submission must be packaged separately. The package(s) must be clearly labeled for the specific FOA it addresses by FOA title and by Funding Opportunity Number (FON).

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 sections of the application. Applicants are advised that the copies of the application submitted, not the original, will be reproduced by the federal government for review. All application materials must be one-sided for duplication purposes.

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

### **Addresses for Submission of Paper Applications**

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

### **Page Limitations and Content of the Application for All Submission Formats:**

ORR is particularly interested in specific factual information and statements of measurable goals in quantitative terms. Project descriptions are evaluated on the basis of substance, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. With the exception of the Standard Forms and OMB-approved forms, the application submission in its entirety (Project Description and Appendices) is limited to 100 pages.

This limitation of 100 pages should be considered a maximum, and not necessarily a goal. Each page should be numbered sequentially.

The Project Description (Narrative) should include the following:

- A one page Project Summary/Abstract;
- Table of Contents;
- Approach;
- Outcomes Expected;
- Organizational Capacity;
- Logic Model;
- Line-item Budget and Budget Justifications; and
- Program Performance Evaluation Plan.

The Appendices should include the following:

- Required Certifications and Assurances;
- Proof of Legal Status;
- A List of Organization's Board of Directors;
- Third-Party Agreements;
- Resumes of Current Staff, and/or Position Descriptions;
- Organizational Chart of Applicant Entity and the Project;
- Letter of Agreement with a Cognizant Federal Agency on Indirect Charges, if applicable;
- Letters of Support; and
- Any Other Information the Applicant Deems Relevant and Necessary.

## 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
<p>DUNS Number (Universal Identifier) and Systems for Award Management (SAM) registration.</p>	<p>A DUNS number is required of all applicants.</p> <p>To obtain a DUNS number, go to <a href="http://fedgov.dnb.com/webform">http:// fedgov.dnb. com/ webform</a>.</p> <p>Active registration at the Systems Award Management (SAM) website must be maintained throughout the application and project award period.</p> <p>SAM registration is available at <a href="http://www.sam.gov">http://www.sam.gov</a>.</p>	<p>A DUNS number and SAM registration are eligibility requirements for all applicants. See <i>Section III.3. Other</i> for information on obtaining a DUNS number at <a href="http:// fedgov. dnb.com / webform">http:// fedgov. dnb.com / webform</a> and registration at SAM.gov at <a href="http://www.sam.gov">http://www.sam.gov</a>.</p>
<p>SF-424 - Application for Federal Assistance and SF-P/PSL - Project/Performance Site Location(s)</p>	<p>Submission is required for all applicants by the application due date.</p>	<p>Required for all applications.</p>
<p>SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non-Construction Programs</p>	<p>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.</p>	<p>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.</p>

<p>Certification of Filing and Payment of Federal Taxes</p>	<p>Submission of a certification is required prior to award for grantees receiving more than \$5,000,000 in Federal funding for the first budget year of a multi-year project; or for grantees receiving more than \$5,000,000 in Federal funding for a one-year (12 months) project period; or for grantees receiving more than \$5,000,000 in Federal funding for a multiyear project to be fully funded.</p>	<p>Applicants are advised of the following requirement contained in Section 523 of the "Departments of Labor, Health and Human Services, and Education and Related Agencies Appropriations Act, 2008," (P.L. 110-161, Division G). This requirement remains in effect:</p> <p style="text-align: center;">Sec. 523.</p> <p>None of the funds appropriated or otherwise made available by this Act may be used to enter into a contract in an amount greater than \$5,000,000 or to award a grant in excess of such amount unless the prospective contractor or grantee <b>certifies in writing to the agency awarding the contract or grant</b> that, to the best of its knowledge and belief, the contractor or grantee has filed all Federal tax returns required during the three years preceding the certification, has not been convicted of a criminal offense under the Internal Revenue Code of 1986, and has not, more than 90 days prior to certification, been notified of any unpaid Federal tax assessment for which the liability remains unsatisfied, unless the assessment is the subject of an installment agreement or offer in compromise that has been approved by the Internal Revenue Service and is not in default, or the assessment is the subject of a non-frivolous administrative or judicial proceeding. [Emphasis Added]</p> <p>Accordingly, if applicants request more than \$5 million in Federal funds for the first budget year of a multiyear project to be funded in FY 2010, or as a multiyear project to be fully funded in FY 2010, the applicant will be required to submit a certification complying with the requirements, prior to receiving an award.</p>
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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.
SF-LLL - Disclosure of Lobbying Activities	If applicable, submission of this form is due at the time of application.	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.
Maintenance of Effort (MOE) Certification	An example of a standard MOE is available at <a href="https://www.acf.hhs.gov/grants-forms">https:// www.acf. hhs. gov/ grants-forms</a> . Submission required for all applicants.	Required for all applications.
SF-424 Key Contact Form	Submission is required for all applicants by the application due date.	Required for all applications.

### Non-Federal Reviewers

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

## The Project Description

### Part I: The Project Description Overview

## **Purpose**

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. It should address the activity for which federal funds are being requested, and should be consistent with the goals and objectives of the program as described in *Section I. Funding Opportunity Description*. Supporting documents should be included where they can present information clearly and succinctly. When appropriate, applicants should cite the evaluation criteria that are relevant to specific components of their project description. 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**

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

## **Part II: General Instructions for Preparing a Full Project Description**

### **Introduction**

Applicants must prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria in *Section V.1. Criteria*. The text options give a broad overview of what the project description should include while the evaluation criteria identify the measures that will be used to evaluate applications.

### **Letter of Intent**

Applicants are strongly encouraged to notify ACF of their intention to submit an application under this announcement. Please submit the letter of intent by the deadline date listed in *Section IV.3 Submission Dates and Times*.

The letter of intent should include the following information: number and title of this announcement; the name and address of the applicant organization; and/or Fiscal Agent (if known); and the name, phone number, fax number and email address of a contact person.

Letter of intent information will be used to determine the number of expert reviewers needed to evaluate applications. **The letter of intent is optional.** Failure to submit a letter of intent **will not** impact eligibility to submit an application and **will not** disqualify an application from competitive review.

### **Table of Contents**

List the contents of the application including corresponding page numbers. The table of contents must be single spaced and will be counted against the total page limitations.

### **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, in Times New Roman 12-point font, and limited to one page in length. Additional pages will be removed and will not be reviewed.

### **Outcomes Expected**

Identify the outcomes to be derived from the project. Outcomes should relate to the overall goals of the project as described in *Section I. Funding Opportunity Description*. If research is part of the proposed work, outcomes must include hypothesized results and implications of the proposed research.

### **Approach**

Outline a plan of action that describes the scope and detail of how the proposed project will be accomplished. Applicants must account for all functions or activities identified in the application. Describe any design or technological innovations, reductions in cost or time, or extraordinary social and/or community involvement in the project. Provide a list of organizations, cooperating entities, consultants, or other key individuals that will work on the project, along with a short description of the nature of their effort or contribution.

Cite potential obstacles and challenges to accomplishing project goals and explain strategies that will be used to address these challenges.

### **Program Design and Service Provision**

- Applicants must submit a logic model for designing and managing their project.
- Applicants must describe their overall program designed and provide documentation supporting its ability to provide the required program services indicated in the *Program Services* section of *Section I*.
- Applicants' service delivery must be described in a manner that is sensitive to the culture, native language, and special needs of UAC.
- Applicant's program design must demonstrate that it is appropriate for the target population that the applicant is planning to serve.
- Applicants must demonstrate experience and proficiency in implementing a behavioral management system that utilizes a strength-based approach/model.
- Applicants must describe experience and provide documentation supporting their ability to provide appropriate case management services for UAC population, including developing and updating Individual Service Plans.
- Applicants must demonstrate an ability to comply with the pertinent laws, regulations and settlement agreements, and with ORR policies, procedures, and instructions.
- Applicants must design developmentally appropriate programs that address the specialized and individual needs of all UAC, including vulnerable and traumatized minors.
- Applicants are required to demonstrate a capacity to identify possible victims of human trafficking and other crimes.
- Applicants must demonstrate the ability to process the identification and reunification of UAC to eligible sponsors.

### **Program Management**

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

### **Administrative and Service Environment**

- Applicants must clearly states the type of facility(ies) that is(are) being proposed and has tailored their application to address the needs of that type of facility.
- Applicants must describe the facility's accessibility to immigration court, airports, fire, police, and the local community. Applicants must provide evidence on the feasibility of administering a program in the area that is proposed.
- Applicants must clearly describe and/or provide photographs of the proposed facility (including description of sleeping arrangements, food preparation, kitchen and dining area, classrooms, office space, rest rooms, outside recreation areas, and living space).
- Applicants must demonstrate that the facility meets all relevant zoning, licensing, fire, safety, and health codes required to operate a residential based social service program. Applicants must provide detailed information regarding type of State licensure, including information on capacity, age/gender permitted, and length of stay allowable. Any and all documented State licensing allegations/concerns must be reported.
- Applicants must explain and documents facility ownership or leasing agreements.
- Applicants must describe all security measures for the facility and demonstrate they adequately meet the requirements of the program in order to minimize unauthorized absence from the facility, and to monitor those who enter and exit the facility.
- Applicants must provide documented evidence/references or letters of local community support and acceptance of the applicant's program. This could include established relationships with local emergency services (i.e., police, fire), medical and mental health agencies, religious and community organizations, and state licensing offices' recommendations for serving UAC.

### **Project Timeline and Milestones**

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function, or activity, in such terms as the number of people to be served and the number of activities accomplished. Data may be organized and presented as project tasks and subtasks with their corresponding timelines during the project period. For example, each project task could be assigned to a row in the first column of a grid. Then, a unit of time could be assigned to each subsequent column, beginning with the first unit (i.e., week, month, quarter) of the project and ending with the last. Shading, arrows, or other markings could be used across the applicable grid boxes or cells, representing units of time, to indicate the approximate duration and/or frequency of each task and its start and end dates within the project period.

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

### **Program Performance Evaluation Plan**

Applicants must describe the plan for the program performance evaluation that will contribute to continuous quality improvement. The program performance evaluation should monitor ongoing processes and the progress towards the goals and objectives of the project. Include descriptions of the inputs (e.g., organizational profile, collaborative partners, key staff, budget, and other resources), key processes, and expected outcomes of the funded activities. The plan must be supported by a logic model and must explain how the inputs, processes and outcomes will be measured, and how the resulting information will be used to inform improvement of funded activities.

Applicants must describe the systems and processes that will support the organization's performance management requirements through effective tracking of performance outcomes, including a description of how the organization will collect and manage data (e.g. assigned skilled staff, data management software) in a way that allows for accurate and timely reporting of performance outcomes. Applicants must describe any potential obstacles for implementing the program performance evaluation and how those obstacles will be addressed.

- Applicants must demonstrate effective and resource-efficient strategies for programmatic control, predictability and accountability as evidenced by the program design.
- Applicants must demonstrate evaluation methodology based on performance. Focus will be placed on child welfare practices, particularly child safety, reunification performance and ability to ensure timely and appropriate release for those UAC with potential sponsors. Applicants should demonstrate measures that effectively track performance in this area.
- Applicants must provide an effective plan for developing and maintaining internal structure, control, and accountability through programmatic means.
- Applicants must demonstrate ability to produce statistical reports to track demographics and performance of program.
- Applicants must demonstrate ability to maintain adequate records, including client files, medical files, financial files and personnel files.
- Applicants must provide documentation of a system that preserves the confidentiality of UAC information and protects the records from unauthorized use or disclosure. The records of UAC are the property of ORR and are required to be provided to ORR upon request.
- Applicants must demonstrate the ability to make regular reports as required by ORR that permit ORR to monitor and enforce the Flores Settlement Agreement, Federal requirements, ORR policies and procedures and other requirements and standards.
- Applicants must demonstrate the ability to implement and maintain an internal client computer database system.
- Applicants must include a plan for assessing performance with regard to the reunification and release process for UAC. Applicants must address how it will monitor the progression of individual cases and include a clear structured timeline with regard to working with each UAC on reunification

and/or release.

### **Geographic Location**

Describe the precise location of the project and boundaries of the area to be served by the proposed project.

### **Logic Model**

Applicants must submit a logic model for designing and managing their project. A logic model is a tool that presents the conceptual framework for a proposed project and explains the linkages among program elements. While there are many versions of the logic model, they generally summarize the logical connections among the needs that are the focus of the project, project goals and objectives, the target population, project inputs (resources), the proposed activities/processes/outputs directed toward the target population, the expected short- and long-term outcomes the initiative is designed to achieve, and the evaluation plan for measuring the extent to which proposed processes and outcomes actually occur.

### **Organizational Capacity**

Provide the following information on the applicant organization and, if applicable, on any cooperating partners:

- Organizational charts;
- Resumes (no more than two single-spaced pages in length);
- Financial statements adhering to Generally Accepted Accounting Principles (GAAP), if available, submit statements for up to the two most recently completed fiscal years (this requirement does not apply to start-up organizations);
- Audit reports or statements from Certified Public Accountants/Licensed Public Accountants, if available, submit statements for up to the two most recently completed fiscal years (this requirement does not apply to start-up organizations);
- Copy or description of the applicant organization's fiscal control and accountability procedures;
- Evidence that the applicant organization, and any partnering organizations, have relevant experience and expertise with administration, development, implementation, management, and evaluation of programs similar to that offered under this announcement;
- Evidence that each participating organization, including partners and/or subcontractors, possess the organizational capability to fulfill their role(s) and function(s) effectively;
- Child care licenses and other documentation of professional accreditation;
- Information on compliance with federal/state/local government standards;

### **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**

Third-party agreements include Memoranda of Understanding (MOU) and Letters of Commitment. General letters of support are **not** considered to be third-party agreements. Third-party agreements must clearly describe the project activities and support to which the third party is committing. Third-party agreements must be signed by the person in the third-party organization with the authority to make such commitments on behalf of their organization.

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 must be included in the application package.

### **Plan for Oversight of Federal Award Funds**

Provide a plan describing how oversight of federal funds will be ensured and how grant activities and partner(s) will adhere to applicable federal and programmatic regulations. Applicants must identify staff that will be responsible for maintaining oversight of program activities, staff, and partner(s). Applicants must describe procedures and policies used to oversee staff and/or partners/contractors.

Describe organizational records systems that relate financial data to performance data by identifying the source and application of federal funds so that they demonstrate effective control over and accountability for funds, compare outlays with budget amounts, and provide accounting records supported by source documentation.

### **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, according to the directions provided with the SFs. The budget justification consists of a budget narrative and a line-item budget detail that includes detailed calculations for "object class categories" identified on the Budget Information Standard Form.

Project budget 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). See the table in *Section IV.2. Required Forms, Assurances, and Certifications* listing the appropriate budget forms to use in this application.

**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 benefits 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 budget using the 424A and/or 424C, as applicable, for the first year of the proposed project. Provide a budget justification, which includes a budget narrative budget and a line-item detail, for the first year of the proposed project. The budget narrative should describe how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

Funding for UAC medical services is provided under a separate ORR managed care program and should not be included as a component of the applicant's budget. Applicants, however, must include the cost of coordinating medical, dental, and mental health services.

The Applicant's costs and staffing requirements for periodic escorted transportation of UAC to another ORR facility located in the U.S., as well as to and from local airports, must be reflected in the proposed budget.

Applicants must demonstrate the ability to outline a structure in defining and calculating fixed costs and child per capita costs, as explained in the *Program Requirements* section, that will allow their infrastructure to expand and contract based on the rate of UAC apprehensions. ORR will work with successful applicants in development of a final approved per capita budget for child-related costs.

Applicants budget narrative must describe the budget in detail. The reasonableness and cost-effectiveness of the proposed budget in relation to proposed program activities must be explained.

Applicants and their subcontractor(s), if applicable, must provide a description of an internal financial monitoring system that demonstrates structure and accountability as well as demonstrate effective fiscal management and accountability. A discussion of most recent audit and findings should be included.

Applicants must include all program-related costs in their budget

For profit organizations must clearly demonstrate that they are only charging the program actual cost incurred.

## **General**

Use the following guidelines for preparing the budget and budget justification. When a match or cost share is required, both federal and non-federal resources must be detailed and justified in the budget and budget narrative justification. "Federal resources" refers only to the ACF grant funds for which the applicant is 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. Contractors and consultants should not be placed under this category.

## **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, and taxes.

## **Travel**

Description: Costs of out-of-state or overnight project-related travel by employees of the applicant organization. Do not include in-state travel or 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 project staff to attend ACF-sponsored workshops/conferences/grantee orientations 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 per unit 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 applicant organization's regular written accounting practices.)

Justification: For each type of equipment requested applicants must provide a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use of the equipment in the project; as well as a plan for the 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. This includes office and other consumable supplies with a per-unit cost of less than \$5,000.

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 (with budget detail), including delegate agencies and specific project(s) and/or businesses to be financed by the applicant. This area is not for individual consultants.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open, and free competition. Recipients and subrecipients, other than states that are required to use 45 CFR Part 92 procedures, must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed by 41 U.S.C. § 134 and 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 contractor/sub-contractor, by agency title, along with the same supporting information referred to in these instructions. If the applicant plans to select the contractors/sub-contractors post-award and a detailed budget is not available at the time of application, the applicant must provide information on the nature of the work to be delegated, the estimated costs, and the process for selecting the delegate agency.

## **Other**

Description: Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to: consultant costs, local travel; insurance; food (when allowable); medical and dental costs (noncontractual); professional services costs (including audit charges); space and equipment rentals; printing and publication; computer use; training costs, such as tuition and stipends; staff development costs; and administrative costs.

Justification: Provide computations, a narrative description, and a justification for each cost under this category.

## **Indirect Charges**

Description: Total amount of indirect costs. This category should be used only when the applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant federal agency.

Justification: An applicant that will charge indirect costs to the grant must enclose a copy of the current rate agreement. If the applicant organization is in the process of initially developing or renegotiating a rate, upon notification that an award will be made, it should immediately develop a tentative indirect cost rate proposal based on its most recently completed fiscal year, in accordance with the cognizant agency's guidelines for establishing indirect cost rates, and submit it to the cognizant agency. Applicants awaiting approval of their indirect cost proposals may also request indirect costs. When an indirect cost rate is requested, those costs included in the indirect cost pool should not be charged as direct costs to the grant. Also, if the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

## **Program Income**

Description: The estimated amount of income, if any, expected to be generated from this project. Program income includes, but is not limited to, income from fees for services performed, the use or rental of real or personal property acquired under federally-funded projects, the sale of commodities or items fabricated under an award, license fees and royalties on patents and copyrights, and interest on loans made with award funds.

Justification: Describe the nature, source, and anticipated use of program income in the budget or refer to the pages in the application that contain this information.

## **Paperwork Reduction Disclaimer**

As required by the Paperwork Reduction Act of 1995, 44 U.S.C. §§ 3501-3521, the public reporting burden for the Project Description is estimated to average 60 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 10/31/2015. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

## **Application Submission Options**

## Electronic Submission via [www.Grants.gov](http://www.Grants.gov)

- Additional guidance on the submission of electronic applications can be found at [http://www.grants.gov/applicants/get\\_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp).
- If applicants encounter any technical difficulties in using [www.Grants.gov](http://www.Grants.gov), contact the Grants.gov Contact Center at: 1-800-518-4726, or by email at [support@grants.gov](mailto:support@grants.gov), to report the problem and obtain assistance. Hours of Operation: 24 hours a day, 7 days a week. The Grants.gov Contact Center is closed on federal holidays.
- Applicants should always retain Grants.gov Contact Center service ticket number(s) as they may be needed for future reference.
- **Contact with the Grants.gov Contact Center prior to the listed application due date and time does not ensure acceptance of an application. If difficulties are encountered, the Grants Management Officer listed in *Section VII. Agency Contacts* will determine whether the submission issues are due to Grants.gov system errors or user error.**

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

After an application has been successfully submitted to [www.Grants.gov](http://www.Grants.gov), it still must pass a series of validation checks. After an application is submitted, Grants.gov generates a submission receipt via email and also sets the application status to "Received." This receipt verifies that the application has been successfully delivered to the Grants.gov system.

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

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

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

Applicants will be provided with an acknowledgement from 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 at [www.Grants.gov](http://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 that must state that the applicant qualifies for the exemption for one of the two following reasons:

- Lack of Internet access or Internet connection, or
- Limited computer capacity that prevents the uploading of large documents (files) at [www.Grants.gov](http://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](mailto: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.

Requests for exemption from required electronic application submission will be acknowledged with an approval or disapproval.

Requests that do not state one of the two listed reasons will not be approved.

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 must request a new exemption from required electronic submission for any succeeding FFY.

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

All exemption requests must include the following information:

- 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 (i.e., the Point of Contact), and
- The reason for which the applicant is requesting an exemption from electronic application submission. The request for exemption must state one of the following two reasons: 1) lack of Internet access or Internet connection; or 2) 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 the preceding section on "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.

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 Letter of Intent**

Due Date for Letter of Intent: **06/24/2013**

Due Date for Applications: **08/13/2013**

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

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

#### **Electronic Applications**

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

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

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

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

Applications submitted to [www.Grants.gov](http://www.Grants.gov) at any time during the open application period 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.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **Acknowledgement from ACF of receipt of a paper format application**

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 not subject to Executive Order (E.O.) 12372, "Intergovernmental Review of Federal Programs," or 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." No action is required of applicants under this announcement with regard to E.O. 12372.

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

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

**Note:** Costs incurred for grant application preparation are not considered allowable costs under an award and may not be included in the project budget or budget justification.

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**

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

##### **Hand Delivery**

Robin Bunch  
Office of Grants Management  
Division of Discretionary Grants  
Administration for Children and Families  
901 D Street, SW, Aerospace Building  
ACF Mailroom, 2nd Floor (near loading dock)  
Washington, DC 20024

##### **Electronic Submission**

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

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

#### **V. Application Review Information**

##### **V.1. Criteria**

**Please note:** Reviewers will not access, or review, any materials that are not part of the application documents. This includes information accessible on websites via hyperlinks that are referenced, or embedded, in the application. Though an application may include web links, or embedded hyperlinks, reviewers will not review this information as it is not considered to be part of the application documents. Nor will the information on websites be taken into consideration in scoring of evaluation criteria presented in this section. Reviewers will evaluate and score an application based on the documents that are presented in the application and **will not** refer to, or access, external links during the objective review.

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.

## **PROGRAM DESIGN AND SERVICE PROVISION**

**Maximum Points: 30**

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

- The applicant's response and accompanying documentation supporting its ability to provide the required program services indicated in the *Program Services* section of *Section I*. (0-6 points)
- Service delivery is described in a manner that is sensitive to the culture, native language, and special needs of UAC. (0-4 points)
- The extent to which the applicant's program design demonstrates that it is appropriate for the target population that the applicant is planning to serve. (0-3 points)
- The applicant demonstrates experience and proficiency in implementing a behavioral management system that utilizes a strength-based approach/model. (0-3 points)
- The applicant demonstrates an ability to comply with the pertinent laws, regulations and settlement agreements, and with ORR policies, procedures, and instructions. (0-3 points)
- The applicant describes experience and documentation supporting their ability to provide appropriate case management services for UAC population, including developing and updating Individual Service Plans. (0-4 points)
- The applicant incorporates screening for human trafficking in the program design and service provision. (0-3 points)
- The applicant demonstrates the ability to process the identification and reunification of UAC to eligible sponsors. (0-4 points)

## **PROGRAM MANAGEMENT**

**Maximum Points: 25**

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

- A comprehensive overview of the applicant's organization, including qualifications, history, organizational mission and goals, and lists of all Federal, State, or local funded grants and/or contracts received. (0-4 points)
- Experience in the provision of child welfare services, child protective services, services to children with special needs and/or victims of trafficking, youth outreach, and/or other social services. Demonstration of organizational experience working directly with UAC or cross cultural/international or related services to children from various cultural backgrounds, various

- language capabilities, and special needs, including vulnerability to human trafficking. (0-5 points)
- A clear organizational structure outlining lines of authority and supervision. (0-4 points)
- The extent to which staffing plans demonstrate a sound relationship between the proposed responsibilities of lead program staff, including Program Director, Clinician, and Lead Case Manager, and the educational and professional experience required for the position according to requirements outlined in Section I, Program Staffing Requirements. (0-4 points)
- A comprehensive plan for coordination of activities and communication between the various program components and with other community and governmental agencies. (0-4 points)
- A comprehensive staff training plan that meets State licensing requirements, ORR cooperative agreement requirements and includes elements specific to working with the UAC population, prevention and intervention in child abuse and neglect, including local reporting procedures, and staff code of conduct. (0-3 points)
- Demonstration that case management staff is proficient in using the Internet and related computer programs (i.e., Internet Explorer). (0-1 point)

## **BUDGET AND BUDGET JUSTIFICATION**

**Maximum Points: 15**

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

- Structure in defining and calculating fixed costs and child per capita costs that will allow the infrastructure to expand and contract based on the rate of UAC apprehensions. (0-3 points)
- The applicant's budget narrative describing the budget in detail. The reasonableness and cost-effectiveness of the proposed budget in relation to proposed program activities should be explained. (0-4 points)
- The applicant's description of an internal financial monitoring system that demonstrates structure and accountability. (0-2 points)
- The extent to which the applicant and any subcontractor(s) have demonstrated effective fiscal management and accountability. (0-2 points)
- A plan for overall fiscal and program management and accountability. A discussion of most recent audit and findings should be included. (0-2 points)
- Inclusion in the budget of all program-related costs. (0-2 points)

## **PROGRAM PERFORMANCE EVALUATION PLAN**

**Maximum Points: 15**

The application will be reviewed for evidence of the organization's capacity to manage proper documentation and reporting with regard to the proposed program, including internal accountability and plan for monitoring of performance through evaluation and other measures. Evidence of the following should be provided:

- Effective and resource-efficient strategies for programmatic control, predictability and accountability as evidenced by the program design. (0-2 points)
- Evaluation methodology based on performance. Focus will be placed on child welfare practices, particularly child safety, reunification performance and ability to ensure timely and appropriate release for those UAC with potential sponsors. Applicants should demonstrate measures that effectively track performance in this area. (0-2 points)
- Ability to include a plan for assessing performance with regard to the reunification and release process for UAC. Ability to address how it will monitor the progression of individual cases and include a clear structured timeline with regard to working with each UAC on reunification and/or release. (0-2 points)
- An effective plan for developing and maintaining internal structure, control, and accountability through programmatic means. (0-2 points)
- Ability to produce statistical reports to track demographics and performance of program. (0-1

- points)
- Ability to maintain adequate records, including client files, medical files, financial files and personnel files. (0-2 points)
- Ability to make regular reports as required by ORR that permit ORR to monitor and enforce the *Flores Settlement Agreement*, Federal requirements, ORR policies and procedures and other requirements and standards. (0-2 points)
- Ability to implement and maintain an internal client computer database system. (0-2 points)

## ADMINISTRATIVE AND SERVICE ENVIRONMENT

**Maximum Points: 15**

The application will be reviewed for information regarding the geographic location, community services, and facility design to adequately support program services by assessing the following:

- Applicant clearly states the type of facility that is being proposed and has tailored their application to address the needs of that type of facility. (0-1 point)
- Applicant describes accessibility to immigration court, airports, fire, police, and the local community. Application provides evidence on the feasibility of administering a program in the area that is proposed. (0-3 points)
- Applicant clearly describes and/or provides photographs of the proposed facility (including description of sleeping arrangements, food preparation, kitchen and dining area, classrooms, office space, rest rooms, outside recreation areas, and living space). (0-2 points)
- Applicant demonstrates that the facility meets all relevant zoning, licensing, fire, safety, and health codes required to operate a residential based social service program. Application provides detailed information regarding type of State licensure, including information on capacity, age/gender permitted, and length of stay allowable. Any and all documented State licensing allegations/concerns must be reported. (0-3 points)
- Applicant explains and documents facility ownership or leasing agreements. (0-2 points)
- Applicant describes all security measures for the facility and demonstrates they adequately meet the requirements of the program in order to minimize unauthorized absence from the facility, and to monitor those who enter and exit the facility. (0-2 points)
- The applicant provides documented evidence/references or letters of local community support and acceptance of the applicant's program. This could include established relationships with local emergency services (i.e., police, fire), medical and mental health agencies, religious and community organizations, and state licensing offices' recommendations for serving UAC. (0-2 points)

## V.2. Review and Selection Process

No grant award will be made under this announcement on the basis of an incomplete application. No grant award will be made to an applicant or sub-recipient that does not have a DUNS number ([www.dbn.com](http://www.dbn.com)) and an active registration at SAM ([www.sam.gov](http://www.sam.gov)). See *Section III.3. Other*.

### 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**

Announcement of awards and the disposition of applications will be provided to applicants at a later date.

## **VI. Award Administration Information**

### **VI.1. Award Notices**

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

Any other correspondence that announces to a Principal Investigator, or a Project Director, that an application was selected is not an authorization to begin performance.

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

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

Awards issued under this announcement are subject to the uniform administrative requirements and cost principles of 45 CFR Part 74 (Awards And Subawards To Institutions Of Higher Education, Hospitals, Other Nonprofit Organizations, And Commercial Organizations) or 45 CFR Part 92 (Grants And Cooperative Agreements To State, Local, And Tribal Governments). The Code of Federal Regulations (CFR) 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 CFR Part 74, Subpart E-Special Provisions for Awards to Commercial Organizations (45 CFR § 74.81\_Prohibition against profit), which states that, "... no HHS funds may be paid as profit to any recipient even if the recipient is a commercial organization. Profit is any amount in excess of allowable direct and indirect costs."

### **Equal Treatment for Faith-Based Organizations**

Grantees are also subject to the requirements of 45 CFR § 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 worship, religious instruction, 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 [Capacity Building Toolkits 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-and-condition-for-trafficking-in-persons>. 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. §§ 8101-8106) 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 CFR part 182; HHS implementing regulations are set forth in 2 CFR § 382.400. All recipients of ACF grant funds must comply with the requirements in Subpart B - Requirements for Recipients Other Than Individuals, 2 CFR § 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.sam.gov/>, although checking the EPLS is not required. More information is available at <https://www.acf.hhs.gov/grants-forms>.

### **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 <https://www.acf.hhs.gov/grants/discretionary-competitive-grants>.

## **Freedom of Information Act (FOIA)**

Applications funded by federal grant programs are subject to disclosure under the Freedom of Information Act (FOIA), 5 U.S.C. § 552, and are frequently requested under the FOIA. In accordance with the FOIA requirement to proactively disclose frequently requested materials at 5 U.S.C. § 552(a)(2)(D), and as part of on-going efforts to promote openness in government programs, ACF will post some of the top-ranked applications funded under this FOA in its online FOIA Reading Room at <http://www.acf.hhs.gov/e-reading-room>. As required under the FOIA, each of the top-ranked applications will receive appropriate redaction of specific information to protect personal privacy and competitively sensitive commercial information. Applications chosen for posting to the FOIA Reading Room will be placed on the internet website without further notice to the applicants.

## **Other Administrative and National Policy Requirements**

The U.S. Government is opposed to prostitution and related activities, which are inherently harmful and dehumanizing, and contribute to the phenomenon of trafficking in persons. U.S. non-governmental organizations, and their sub-grantees, cannot use U.S. Government funds to lobby for, promote, or advocate the legalization or regulation of prostitution as a legitimate form of work. It is the responsibility of the primary grantee to ensure these criteria are met by its sub-grantees. Accordingly, the grant application must ensure that no monies, if awarded, will be used for these unallowable purposes.

## **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)**

Notice of Award documents will inform grantees of the appropriate performance progress report form or format to use. Grantees should consult their Notice of 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. For awards that implement the use of the SF-PPR, that form may be found under "Reporting" at <https://www.acf.hhs.gov/grants-forms>.

## 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.

<b>For budget periods ending in the months of:</b>	<b>The FFR (SF-425) is due to ACF on:</b>
January 01 through March 31	April 30
April 01 through June 30	July 30
July 01 through September 30	October 30
October 01 through December 31	January 30

Fillable versions of the SF-425 form in Adobe PDF and MS-Excel formats, along with instructions, are available at [http://www.whitehouse.gov/omb/grants\\_forms](http://www.whitehouse.gov/omb/grants_forms), [www.forms.gov](http://www.forms.gov), and on at <https://www.acf.hhs.gov/grants-forms>. Further instructions will be provided, as necessary, with award terms and conditions that will address specific reporting periods and due dates on an award-by-award basis.

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

Program Progress Reports:	Quarterly
Financial Reports:	Semi-Annually

Awards issued as a result of this funding opportunity may be subject to the Transparency Act subaward and executive compensation reporting requirements of 2 CFR 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 at [https:// www.acf.hhs.gov/ grants/ discretionary-competitive-grants](https://www.acf.hhs.gov/grants/discretionary-competitive-grants).

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

As of April 1, 2012, the Administration for Children and Families has been 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 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 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 has been/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 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 are required to submit (as applicable) an SF-428 and SF-429 report as frequently as required in the terms and conditions of their award(s).

The forms are available at [http:// www.whitehouse.gov/ omb/ grants forms](http://www.whitehouse.gov/omb/grants/forms).

## **VII. Agency Contacts**

### **Program Office Contact**

Shannon McGhee  
Administration for Children and Families  
Office of Refugee Resettlement  
Division of Children Services  
Aerospace Building-370 L'Enfant Promenade, SW  
8th Floor  
Washington, DC 20447  
Phone: (202) 205-9513  
Fax: (202) 401-1022  
Email: [Shannon.Mcghee@acf.hhs.gov](mailto:Shannon.Mcghee@acf.hhs.gov)

### **Office of Grants Management Contact**

Robin Bunch

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  
Phone: (202) 401-5513  
Fax: (202) 205-3449  
Email: [acfogme-grants@acf.hhs.gov](mailto:acfogme-grants@acf.hhs.gov)

**Federal Relay Service:**

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

## VIII. Other Information

### Reference Websites

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

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

Administration for Children and Families - GRANTS homepage [https:// www.acf.hhs.gov /grants](https://www.acf.hhs.gov/grants).

Catalog of Federal Domestic Assistance (CFDA) [https:// www.cfda.gov/](https://www.cfda.gov/).

Code of Federal Regulations (CFR) [http:// www.gpo.gov](http://www.gpo.gov).

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

All required Standard Forms (SF), assurances, and certifications are available on the ACF Grants-Forms page at [https:// www.acf.hhs.gov /grants -forms](https://www.acf.hhs.gov/grants-forms).

Grants.gov Forms Repository webpage at [http://www.grants.gov /agencies /afoms repository information .jsp](http://www.grants.gov/agencies/afoms_repository_information.jsp).

Versions of other Standard Forms (SF) are available on the Office of Management and Budget (OMB) Grants Management Forms web site at [http:// www.whitehouse.gov /omb /grants\\_forms/](http://www.whitehouse.gov/omb/grants_forms/).

For information regarding accessibility issues, visit the Grants.gov Accessibility Compliance Page at [http:// www07.grants.gov /aboutgrants / accessibility compliance.jsp](http://www07.grants.gov/aboutgrants/accessibility_compliance.jsp).

Sign up to receive notification of ACF Funding Opportunities at [www.Grants.gov](http://www.Grants.gov)  
[http:// www.grants.gov / applicants /email subscription.jsp](http://www.grants.gov/applicants/email_subscription.jsp).

## Application Checklist

What to Submit	Where Found	When to Submit
<p>DUNS Number (Universal Identifier) and Systems for Award Management (SAM) registration.</p>	<p>Referenced in <i>Section III.3. Other</i> in the announcement. To obtain a DUNS number, go to <a href="http://fedgov.dnb.com/webform">http:// fedgov. dnb.com / webform</a>.</p> <p>To register at SAM, go to <a href="http://www.sam.gov">http:// www.sam. gov</a>.</p>	<p>A DUNS number and registration at SAM.gov are required for all applicants. Active registration at SAM must be maintained throughout the application and project award period.</p>
<p>SF-424 - Application for Federal Assistance and SF-P/PSL - Project/Performance Site Location(s)</p>	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i>. Found at <a href="http://www.acf.hhs.gov/grants-forms">http://www.acf.hhs.gov/ grants-forms</a> and at the Grants.gov Forms Repository at <a href="http://www.grants.gov/agencies/aforms_repository_information.jsp">http://www.grants.gov/ agencies/ aforms repository information.jsp</a>.</p>	<p>Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i>.</p>
<p>SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non-Construction Programs</p>	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i>. Found at <a href="http://www.acf.hhs.gov/grants-forms">http://www. acf.hhs.gov /grants-forms</a>.</p> <p>For electronic application submission, these forms are available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Optional Documents."</p> <p>These forms are <b>required</b> for applications under this FOA:</p> <ul style="list-style-type: none"> <li>• Projects that include only non-construction activities must submit the SF-424A and SF-424B, along with the SF-424 and SF-P/PSL.</li> </ul>	<p>Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i>.</p>

SF-424 Key Contact Form	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i>. Found at <a href="http://www.acf.hhs.gov/grants-forms">http://www.acf.hhs.gov/grants-forms</a> and at the Grants.gov Forms Repository at <a href="http://www.grants.gov/agencies/aforms_repository_information.jsp">http://www.grants.gov/agencies/aforms_repository_information.jsp</a>.</p>	<p>Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i>.</p>
Certification Regarding Lobbying	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i>. Found at <a href="http://www.acf.hhs.gov/grants-forms">http://www.acf.hhs.gov/grants-forms</a>.</p>	<p>Submission is due with the application package. If it is not submitted with the application package, it may also be submitted prior to the award of a grant.</p>
SF-LLL - Disclosure of Lobbying Activities	<p>"Disclosure Form to Report Lobbying" is referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i>. Found at <a href="http://www.acf.hhs.gov/grants-forms">http://www.acf.hhs.gov/grants-forms</a>.</p> <p>If applicable, submission of this form is required if any funds have been paid, or will be paid, to any person for influencing, or attempting to influence, an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan.</p>	<p>If applicable, submission of this form is applicable, it is due prior at the time of application. It may also be submitted prior to the award of a grant.</p>
Maintenance of Effort (MOE) Certification	<p>Referenced in <i>Section IV.2. Forms, Assurances, and Certifications</i>. An example of a standard MOE is available at <a href="https://www.acf.hhs.gov/grants-forms">https://www.acf.hhs.gov/grants-forms</a>.</p> <p>Submission is due with the application package. If it is not submitted with the application package, it may also be submitted prior to the award of a grant.</p>	<p>Submission is due by the application due date listed in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i>.</p>

Certification of Filing and Payment of Federal Taxes	Referenced in <i>Section IV.2. Forms, Assurances, and Certifications</i> of the announcement. The Certification may be found at <a href="http://www.acf.hhs.gov/grants-forms">http://www.acf.hhs.gov/grants-forms</a> .	If applicable to the applicant, 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> .
Third-Party Agreements	Referenced in <i>Section IV.2. Project Description</i> .	If available, submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3</i> . If not available at the time of application submission, due by the time of award.
Letter of Intent	Referenced in <i>Section IV.2. Project Description</i> .	Submission is due by the Letter of Intent due date found in the <i>Overview</i> and in <i>Section IV.3</i> .
Table of Contents	Referenced in <i>Section IV.2. The Project Description</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> .
Letters of Support	Referenced in <i>Section IV.2. The Project Description</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> .
Project Summary/Abstract	Referenced in <i>Section IV.2. The Project Description</i> . The Project Summary/Abstract is limited to one single-spaced page.	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .

<p>Logic Model</p>	<p>Referenced in <i>Section IV.2. The Project Description</i>.</p>	<p>Submission is due with the application package by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i>.</p>
<p>The Project Budget and Budget Justification</p>	<p>Referenced in <i>Section IV.2. The Project Budget and Budget Justification</i> of the announcement.</p>	<p>Submission of the Project Budget is required on the appropriate Standard Form (424A or 424C) is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i>.</p>
<p>Indirect Cost Rate Agreement (IDR)</p>	<p>Referenced in <i>Section IV.2. The Project Budget and Budget Justification</i>. The IDR must be submitted with the application package.</p>	<p>IF the IDR is available by the application due date, it must be submitted with the application package. If it is not available by the application due date listed in the <i>Overview</i> and <i>Section IV.3. Submission Dates and Times</i>, it may be submitted prior to the award of a grant.</p>