Administration for Children and Families

Office of Refugee Resettlement

Direct Services for Survivors of Torture
HHS-2015-ACF-ORR-ZT-0980
Application Due Date: 06/24/2015
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Department of Health & Human Services
Administration for Children and Families

Program Office: Office of Refugee Resettlement
Funding Opportunity Title: Direct Services for Survivors of Torture
Announcement Type: Initial
Funding Opportunity Number: HHS-2015-ACF-ORR-ZT-0980
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Due Date for Applications: 06/24/2015

Executive Summary

Notices:

- Applicants are strongly encouraged to read the entire funding opportunity announcement (FOA) carefully and observe the application formatting requirements listed in Section IV.2. Content and Form of Application Submission. For more information on applying for grants, please visit "How to Apply for a Grant" on the ACF Grants Page at http://www.acf.hhs.gov/grants/howto.

The Office of Refugee Resettlement (ORR) within the Administration for Children and Families (ACF) is planning to award up to 30 grants through the Direct Services for Survivors of Torture (DS SOT) grant program. The main purpose of the DS SOT grant program is to increase access to holistic, strengths-based, and trauma-informed services to assist survivors of torture and their families in the healing and recovery process. Under this grant program, direct services are provided to refugees, asylum seekers, asylees, certain immigrant classes and United States citizens who have been tortured on foreign soil. The program uses a holistic approach to service delivery that involves providing medical, psychological, legal, and social work services to promote healing from the effects of torture. All of these services are to be provided either directly by the grantee or indirectly through partner organizations and/or affiliates.

I. Program Description

Statutory Authority

Section 5(a) of the "Torture Victims Relief Act of 1998," Pub. L. 105-320 (22 U.S.C. § 2152 note) Assistance for Treatment of Torture Victims - The Secretary of Health and Human Services may provide grants to programs in the United States (U.S.) to cover the cost of the following services:
1. Services for the rehabilitation of victims of torture, including treatment of the physical and psychological effects of torture.
2. Social and legal services for victims of torture.
3. Research and training for health care providers outside of treatment centers, or programs for the purpose of enabling such providers to provide the services as described in paragraph (1).

Description
Survivors of Torture Background

Torture constitutes one of the most extreme forms of trauma, with the potential for long-term psychological and physical suffering and intergenerational effects of trauma. Torture is defined in Section 3 of the Torture Victims Relief Act of 1998 with references to 18 U.S.C. §2340(1), which defines torture as “an act committed by a person acting under the color of law specifically intended to inflict severe physical or mental pain or suffering (other than pain or suffering incidental to lawful sanctions) upon another person within his custody or physical control.” Section 3 of the Torture Victims Relief Act of 1998 also specifies that the term torture includes the use of rape and other forms of sexual violence by a person acting under the color of law upon another person under his custody or physical control. Severe mental pain or suffering means prolonged mental harm caused by or resulting from—

(A) the intentional infliction or threatened infliction of severe physical pain or suffering;
(B) the administration or application, or threatened administration or application, of mind-altering substances or other procedures calculated to disrupt profoundly the senses or the personality;
(C) the threat of imminent death; or
(D) the threat that another person will imminently be subjected to death, severe physical pain or suffering, or the administration or application of mind-altering substances or other procedures calculated to disrupt profoundly the senses or personality.

The number of torture survivors has been estimated primarily by extrapolating the torture rate from populations most at risk for torture. It has been reported that between 5 to 35 percent of refugees, asylum seekers, and internally displaced persons have experienced torture. In 2013, the United Nations estimated there to be more than 16.7 million refugees, over 1 million asylum seekers, and nearly 33.3 million internally displaced persons worldwide.

The psychosocial and health repercussions of violence and traumatic stress have emerged as one of the major public health problems of our time. The physical consequences of torture may include acute injury, infections, chronic pain, and exacerbations of chronic illness. The mental and emotional effects of torture may include post-traumatic stress disorder, depression, substance abuse, and anxiety disorders. Access to health care providers versed in trauma-informed care is critical for survivors’ healing and recovery process. The provision of therapeutic, social, and legal services can also help many torture survivors restore their lives.

Direct Services for Survivors of Torture Overview

The purpose of the DS SOT program is to increase survivors’ access to strengths-based, holistic, and sustainable services that assist them in the healing and recovery process. For the purpose of this funding announcement, a holistic approach to service delivery is defined as offering the totality of medical, psychological, legal, and social work services that support healing and recovery from the effects of torture for survivors and their families. This is also referred to as a “bio-psycho-social-spiritual” approach to healing. Programs must provide all of these services either through direct services or a combination of direct and indirect services through partnership(s) and/or affiliation(s).

DS SOT Goal and Objectives

The goal of the DS SOT program is to assist torture survivors and their families in the healing and recovery process so they can attend to their health, build effective support networks, and lead productive and meaningful lives.

The primary objective is to provide holistic, strengths-based, trauma-informed services to assist survivors manage their health and rebuild their lives.

Required activities include:

- Provide medical, psychological, social, and legal services to address the bio-psycho-social-spiritual effects of torture on survivors and their families.
- Conduct comprehensive assessments and personal wellness planning to help survivors to identify and
progress towards goals for healing and recovery.

- Provide strengths-based, trauma-informed case management to coordinate care and access to services and community resources.
- Facilitate support groups and provide referrals and linkages to help survivors build a sustainable social support network.
- Conduct client assessments, focus groups, or satisfaction surveys to evaluate program effectiveness and strengthen service delivery.

A secondary objective is to increase access, awareness, and sustainability of quality care for survivors through education, training, strategic partnerships, and client evaluations.

Allowable activities include:

- Partner with state refugee programs, refugee service providers and/or ethnic community-based organizations to promote culturally and linguistically appropriate services for survivors.
- Provide educational workshops to refugee and immigrant community leaders and service providers to increase community awareness and support for survivors.
- Provide training to medical, behavioral health, legal, and social service providers on identifying and caring for survivors.
- Offer in-house training and development opportunities to staff and volunteers using promising and evidence-based practices to improve quality of care.
- Collaborate with other service providers to increase service capacity in areas of need through partnership agreements and affiliations.
- Make targeted investments in infrastructure and processes to strengthen programs and promote sustainability (e.g., electronic medical records, medical billing).

### Eligible Populations for DS SOT Services

Individuals eligible for services under this program are those who have suffered torture in foreign countries and are now present in the U.S., including refugees, asylees, asylum seekers, immigrants, and other displaced persons. U.S. Citizens who were tortured abroad are also eligible. To determine eligibility for services, programs will use the definition cited in 18 U.S.C. § 2340(1).

### DS SOT APPROACH

#### Holistic, Strengths-Based, and Trauma-Informed Service Delivery

The DS SOT program uses a holistic approach to service delivery that provides medical, psychological, legal, and social work services to survivors and their families. These services are to be culturally and linguistically appropriate. Torture is designed to break a person down. Therefore, it is important to provide integrated services that restore the whole person, healing the body, mind, and spirit. The tool(s) used during intake should assess the clients’ “bio-psycho-social-spiritual” needs as well as the need for legal assistance. To address the diverse and dynamic needs of this population, services will be provided either directly by the grantee or indirectly through partner organizations and/or referral agencies. Oversight is to be provided for both direct and indirect services.

The DS SOT program also uses a strengths-based approach to services that places the survivor at the center of program planning, implementation, and evaluation. Case managers partner with survivors and help them pursue their goals and priorities. This approach enables survivors to regain a sense of control and dignity in their lives and self-manage their health. During intake, if a survivor is seeking only legal or social services, access to these services should not be contingent upon mandatory participation in psychological services. It is important to receive feedback from survivors (e.g., satisfaction surveys, focus groups) to evaluate services from the participants perspective. Furthermore, a strengths-based approach involves a collaborative, mutually enriching relationship where staff recognize that survivors are the ones who best understand their own personal circumstances. In turn, staff possess specialized knowledge and skills to help survivors make informed choices about their own healing and recovery.
Experience with refugees and survivors of war trauma has demonstrated that early and adequate access to trauma-informed social support and legal services may preclude or reduce the need for more specialized psychological services. Receipt of trauma-informed legal and social services (such as housing, employment assistance, and vocational training) may correlate with successful psychosocial adjustment and general well-being. In addition, services may be needed for family members who are likely to experience the effects of torture and trauma in their relationship with the survivor, particularly in the early stages of healing and recovery.

Increase Capacity and Sustainability

Programs are encouraged to engage in activities that increase the capacity and sustainability of services to survivors. Activities to promote sustainability include securing diversified funding streams and investing in processes that create a revenue stream (e.g., medical billing). Fundraising and solicitation of funds is not an allowable activity under this grant (45 CFR §75.442). Please see Section IV.5 Funding Restrictions for further information. Activities to increase capacity include developing strategic partnerships and affiliations with other service providers in new geographic and/or service areas. For example, an organization that provides legal advice to detained asylum seekers who are torture survivors might affiliate with another legal or social services organization in order to expand their reach locally or in another part of a state or region. An organization that provides mental health services may decide to partner with a health care organization and embed their services in a primary-care clinic.

Increase Access and Quality of Care

There are over 30 centers of healing across the U.S.; however, many survivors are not aware of or do not have access to these highly specialized services. Training mainstream providers whose clientele includes refugees and immigrants will help them to identify survivors and improve their skills to provide trauma-informed care. Likewise, it is important to hold training events for refugee and immigrant communities (e.g., in mental health literacy) in order to raise awareness and facilitate referrals. The primary purpose of trainings is to increase the trainees’ knowledge or skills in some facet of torture-related service or issue. To improve the quality of care, DS SOT programs may need to provide professional development and training opportunities (e.g., on promising and evidence-based practices) to their own staff and volunteers.

As part of the DS SOT program, funded partnerships can be created with ethnic community-based organizations to promote holistic as well as culturally and linguistically appropriate services. For example, some services may be more effectively delivered by ethnic community service providers with staff that have been trained by survivors of torture programs. In addition, DS SOT programs can coordinate with state refugee programs and refugee service providers to assist in the process of identifying and referring survivors. For example, DS SOT programs could assist states in setting up an initial refugee mental health screening program and accept referrals of refugees who screen positive for emotional distress, or they could provide clinical support services to refugee and asylee adjustment support groups.

For more information on application components specific to this Funding Opportunity Announcement (FOA), please reference Section IV.2 the Project Description

POST-AWARD PROGRAM REQUIREMENTS

DS SOT Meetings and Trainings

ORR will conduct a one-day grantee meeting in Washington, DC, in the spring of 2016 and 2018, to which grantees will be required to send at least one key staff person. Additionally, grantees will be required to participate in training webinars to review program requirements and ACF data collection systems, including Grant Solutions.

DS SOT Performance Measures

ORR will be seeking approval for information collection under the Paperwork Reduction Act (PRA) on
the DS SOT Performance Measures for post-award reporting.

ORR is planning to collect demographic and output data points for new and ongoing clients who are receiving services from DS SOT program either directly or indirectly.

The proposed data points are: 1) Number of clients served by survivor type (primary or secondary); 2) Age when first subjected to torture; 3) Type of torture suffered; 4) Reason for torture/persecution; 5) Reason client is seeking services; 6) Gender; 7) Immigration status; 8) Age at intake; 9) Employment status; 10) Length of time in the U.S. at intake; 11) Country of birth; 12) Country where torture occurred; 13) Ethnicity; 14) Religion; 15) Language; 16) Housing status; 17) Number of clients served by service category; 18) Number of community trainings held; 19) Number of people trained by profession; and 20) Number of hours contributed by pro-bono service.

NOTE: Consistent with the Paperwork Reduction Act of 1995, 44 U.S.C. §§ 3501-3521, under this FOA, ORR will not conduct or sponsor – and a person is not required to respond to - a collection of information covered by such Act, unless it displays a currently valid Office of Management and Budget (OMB) control number. ORR will be seeking approval of its DS SOT Indicators through the OMB Office of Information and Regulatory Affairs. ORR will not request this information if these data points are not approved at the time that reports are due. Please see Section VI.3. Reporting for more information.

II. Federal Award Information

Funding Instrument Type: Grant
Estimated Total Funding: $10,000,000
Expected Number of Awards: 30
Award Ceiling: $500,000 Per Budget Period
Award Floor: $150,000 Per Budget Period
Average Projected Award Amount: $330,000 Per Budget Period
Anticipated Project Start Date: 09/30/2015

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. Other, 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. See Section III.2. of this announcement for information on cost-sharing or matching requirements.
Awards for the second and third 12-month budget periods will be made subsequent to approval of non-competing continuation applications and will be subject to the availability of funds, satisfactory progress by the grantee, and a determination that continued funding would be in the best interest of the federal government.

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

Eligibility is open to the following types of entities: State governments; county governments; city or township governments; special district governments; independent school districts; public and state controlled institutions of higher education; Native American tribal governments (federally recognized); public housing authorities/Indian housing authorities; Native American tribal organizations (other than federally recognized tribal governments); nonprofits having a 501(c)(3) status with the IRS other than institutions of higher education; nonprofits without 501(c)(3) status with the IRS other than institutions of higher education; private institutions of higher education; for profit organizations other than small businesses; and small businesses.

Applications from individuals (including sole proprietorships) and foreign entities are not eligible and will be disqualified from competitive review and from funding under this announcement. See Section III.3. Other, Application Disqualification Factors.

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](http://www.acf.hhs.gov/acf-policy-on-grants-to-faith-based-organizations).

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

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

Cost Sharing / Matching Requirement: No

#### III.3. Other

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

All applicants must have a DUNS Number ([http://fedgov.dnb.com/webform](http://fedgov.dnb.com/webform)) and an active registration with the Central Contractor Registry (CCR) on the System for Award Management (SAM.gov, [www.sam.gov](http://www.sam.gov)).

Obtaining a DUNS Number may take 1 to 2 days.

All applicants are required to maintain an active SAM registration until the application process is complete. If a grant is awarded, registration at SAM.gov must be active throughout the life of the award.

**Plan ahead. Allow up to 10 business days after you submit your registration for it to become active in SAM and an additional 24 hours before that registration information is available in other government systems, i.e. Grants.gov.**
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 through Grants.gov or prevent the award of a grant. Applicants should maintain documentation (with dates) of your efforts to register for, or renew a registration, at SAM. User Guides are available under the “Help” tab at https://www.sam.gov.

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 (including sole proprietorships) and foreign entities are not eligible and will be disqualified from competitive review and from funding under this announcement.

**Award Ceiling Disqualification**

Applications that request an award amount that exceeds 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.

**Required Electronic Application Submission**

ACF requires electronic submission of applications at www.Grants.gov. Paper applications received from applicants that have not been approved for an exemption from required electronic submission will be disqualified from competitive review and from funding under this announcement.

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 the applicant to submit applications in paper format. Information and the requirements for requesting an exemption from required electronic application submission are found in "Request an Exemption from Electronic Application Submission" in *Section IV.2. Content and Form of Application Submission*.

**Application Deadlines**

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

Applications submitted to www.Grants.gov at any time during the open application period, and prior to the due date and time, which fail the www.Grants.gov validation check, will not be received at, or acknowledged by, ACF.
Each time an application is submitted via www.Grants.gov, the submission will generate a new date and time-stamp email notification. 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.

Notification of Application Disqualification
Applications that are disqualified under these criteria are considered to be “non-responsive” and are excluded from the competitive review process. Applicants will be notified of a disqualification determination by email or by USPS postal mail within 30 federal business days from the closing date of this funding opportunity announcement.

IV. Application and Submission Information

IV.1. Address to Request Application Package

Timothy Kelly
Administration for Children and Families
Office of Refugee Resettlement
Division of Refugee Health
370 L'Enfant Promenade, SW
8th Floor West
Washington DC, DC 20447
Phone: (202) 260-7614
Fax: (202) 401-5487
Email: tim.kelly@acf.hhs.gov
URL: http://www.acf.hhs.gov/programs/orr/

Electronic Application Submission:
The electronic application submission package is available in the FOA's listing at www.Grants.gov.

Applications in Paper Format:
For applicants that have received an exemption to submit applications in paper format, Standard Forms, assurances, and certifications are available in the Application Package available in the FOA's Grants.gov synopsis at www.Grants.gov. They are also available at http://www.grants.gov/web/grants/forms/sf-424-family.html. See Section IV.2.Request an Exemption from Required Electronic Application Submission if applicants do not have an Internet connection or sufficient computing capacity to upload large documents (files) to www.Grants.gov.

Standard Forms that are compliant with Section 508 of the Rehabilitation Act (29 U.S.C. § 794d):
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

In FY 2013 ACF implemented a new application upload requirement. Each applicant applying electronically via 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.

FOR ALL APPLICATIONS:

Authorized Organizational Representative (AOR)

AOR is the designated representative of the applicant/recipient organization with authority to act on the organization’s behalf in matters related to the award and administration of grants. In signing a grant application, this individual agrees that the organization will assume the obligations imposed by applicable Federal statutes and regulations and other terms and conditions of the award, including any assurances, if a grant is awarded.

AOR authorization is part of the registration process at www.Grants.gov, where the AOR will create a short profile and obtain a username and password from the Grants.gov Credential Provider. AORs will only be authorized for the DUNS number registered in the System for Awards 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.

Accepted Font Style

Applications must be in Times New Roman (TNR), 12-point font, except for footnotes, which may be TNR 10-point font.

Page Limitations

Applicants must observe the page limitation(s) listed under "PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:". Page limitation(s) do not include SFs and OMB-approved forms.

All applications must be double-spaced. An application that exceeds the cited page limitation for double-spaced pages in the Project Description file or the Appendices file will have the last extra pages removed and the removed pages will not be reviewed.

Application Elements Exempted from Double-Spacing Requirements
The following elements of the application submission are exempt from the double-spacing requirements and may be single-spaced: the table of contents, the one-page Project Summary/Abstract, required Assurances and Certifications, required SFs, required OMB-approved forms, resumes, logic models, proof of legal status/non-profit status, third-party agreements, letters of support, footnotes, tables, the line-item budget and/or the budget justification.

**Adherence to FOA Formatting, Font, and Page Limitation Requirements**

Applications that fail to adhere to ACF’s FOA formatting, font, and page limitation requirements will be adjusted by the removal of page(s) from the application. Pages will be removed before the objective review. The removed page(s) will not be made available to reviewers.

In instances where formatting and font requirements are not adhered to, ACF uses a formula to determine the actual number of pages to be removed. The formula counts the number of characters an applicant uses when following the instructions and using 12-point TNR and 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.

Applications that have more than one scanned page of a document on a single page will have the page(s) removed from the review.

For applicants that submit paper applications, double-sided pages will be counted as two pages. When the maximum allowed number of pages is reached, excess pages will be removed and will not be made available to reviewers.

**NOTE:** Applicants failing to adhere to ACF’s FOA formatting, font, and page limitation requirements will receive a letter from ACF notifying them that their application was amended. The letter will be sent after awards have been issued and will specify the reason(s) for removal of page(s).

**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**


The original of a paper format application must include original signatures of the authorized representatives.

**Accepted Application Format**

With the exception of the required Standard Forms (SFs) and OMB-approved forms, all application materials must be formatted so that they are 8 ½” x 11” white paper with 1-inch margins all around.

If possible, applicants are encouraged to include page numbers for each page within the application.

ACF generally does not encourage submission of scanned documents as they tend to have reduced clarity and readability. If documents must be scanned, the font size on any scanned documents must be large enough so that it is readable. Documents must be scanned page-for-page, meaning that applicants may not scan more than one page of a document onto a single page.

**PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:**
With the exception of Standard Forms (SFs) and OMB-approved forms, the application submission in its entirety (Project Description and Appendices files) is limited to 60 pages.

The Project Description File must include the following items:
- Table of Contents;
- Project Summary/Abstract;
- Project Description;
- Logic Model;
- Program Performance Evaluation Plan;
- Project Budget and Budget Justification.
- Project Sustainability Plan;
- Plan to Protect Sensitive and/or Confidential Information.

The Appendices File must include the following:
- Legal Status of Applicant Entity;
- Organizational Capacity (e.g., organizational charts, resumes);
- Third-Party Agreements;
- Letters of Support.

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. ACF will not accept applications submitted via email or via facsimile.

Each applicant is required to upload ONLY two electronic files, excluding SFs and OMB-approved forms.

File One: Must contain the entire Project Description, and the Budget and Budget Justification (including a line-item budget and a budget narrative).

File Two: Must contain all documents required in the Appendices.

Adherence to the Two-File Requirement

No more than two files will be accepted for the review. Applications with additional files will be amended and files will be removed from the review. SFs and OMB-approved forms will not be considered additional files. Please do not attach additional documents to the SF-424 at Question 14 and/or after Question 15. Instead of providing a separate response to Question 14, all applicants are required to submit the SF for Project/Performance Site Location(s) (SF-P/PSL). In the SF-P/PSL, applicants may cite their primary location and up to 29 additional performance sites. Documents submitted as attachments to the SF-424 will be removed from the application and will not be reviewed.

Application Upload Requirements

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, 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 "Support" at the top menu bar and selecting “Technical Support”. Under the "Technical Support" section select “Recommended Software.” A link to "PDF Conversion Software" is available in the left-hand menu box. Free PDF software, available on this page, will allow users to convert and merge their PDF documents. As an example, ACF is providing written instructions for downloading and using one type of free software listed at Grants.gov at https://www.acf.hhs.gov / grants /howto #chapter-7 under "How to Apply for a Grant/Submit an Application." [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.]

For any systems issues experienced with Grants.gov or with SAM.gov, please refer to ACF’s “Policy for Applicants Experiencing Federal Systems Issues” document for complete guidance at https://www.acf.hhs.gov/sites/default/files/assets/systems_issue_policy_final.pdf under "How to Apply for a Grant/Submit an Application."

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.

Naming Application Submission Files

Carefully observe the file naming conventions required by www.Grants.gov. Limit file names to 50 characters (characters and spaces). Special characters that are allowed under Grants.gov’s naming conventions, and are accommodated by ACF’s systems, are listed in the instructions available in the Download Application Package at Grants.gov. Please also see http://www.grants.gov. /web /grants/support/technical -support/troubleshooting/restricting-special-characters.html

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 any 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.

Format Requirements for Paper Applications

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.**

Addresses for Submission of Paper Applications

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

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 in the Application Package posted for this funding opportunity at [www.grants.gov](http://www.grants.gov).


<table>
<thead>
<tr>
<th>Forms / Assurances / Certifications</th>
<th>Submission Requirement</th>
<th>Notes / Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SF-Project/Performance Site Location(s) (SF-P/PSL)</td>
<td>Submission is required for all applicants by the application due date.</td>
<td>Required for all applications. In the SF-P/PSL, applicants may cite their primary location and up to 29 additional performance sites. As a Standard Form (SF), this form is not included in the application's page limitation.</td>
</tr>
<tr>
<td>Certification Regarding Lobbying (Grants.gov Lobbying Form)</td>
<td>Submission required of all applicants with the application package. If it is not submitted with the application package, it must be submitted prior to the award of a grant.</td>
<td>Submission of the certification is required for all applicants.</td>
</tr>
<tr>
<td>Form Description</td>
<td>Instructions</td>
<td>Notes</td>
</tr>
<tr>
<td>-------------------------------------------------------</td>
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<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>SF-LLL - Disclosure of Lobbying Activities</td>
<td>If submission of this form is applicable, it is due at the time of application. If it is not available at the time of application, it may also be submitted prior to the award of a grant.</td>
<td>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, &quot;Disclosure Form to Report Lobbying,&quot; in accordance with its instructions.</td>
</tr>
<tr>
<td>SF-424 Key Contact Form</td>
<td>Submission is required for all applicants by the application due date.</td>
<td>Required for all applications.</td>
</tr>
<tr>
<td>DUNS Number (Universal Identifier) and Systems for Award Management (SAM) registration.</td>
<td>A DUNS number is required of all applicants. To obtain a DUNS number, go to <a href="http://fedgov.dnb.com/webform">http://fedgov.dnb.com/webform</a>. Active registration at the Systems Award Management (SAM) website must be maintained throughout the application and project award period. SAM registration is available at <a href="http://www.sam.gov">http://www.sam.gov</a>.</td>
<td>A DUNS number and SAM registration are eligibility requirements for all applicants. See Section III.3. Other for information on obtaining 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>.</td>
</tr>
<tr>
<td>SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non-Construction Programs</td>
<td>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.</td>
<td>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.</td>
</tr>
<tr>
<td>SF-424 - Application for Federal Assistance</td>
<td>Submission is required for all applicants by the application due date.</td>
<td>Required for all applications.</td>
</tr>
</tbody>
</table>
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. Program 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.

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
Objectives And Need For Assistance
Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance including the nature and scope of the problem must be demonstrated, and the principal and subordinate objectives of the project must be clearly and concisely stated; supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as well as data describing the needs of the target population and the proposed service area as needed. When appropriate, a literature review should be used to support the objectives and needs described in this section.

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.

Applications must describe program activities aligned with Section I. Direct Services for Survivors of Torture Overview, DS SOT Goal and Objectives, and propose activities that address the bio-psycho-social-spiritual needs of survivors. Applicants must describe how they plan to provide holistic, strengths-based, trauma-informed services in a manner that is culturally and linguistically appropriate.

Applicants must indicate whether they plan to provide services directly through their agency and/or indirectly through referrals. For services that are referred out, the applicant must describe the process for referring clients to each partner agency, and whether the agency is part of the applicant’s subcontract to provide specific services. The applicant must also describe how they will provide oversight for direct and indirect services.

The applicant must address the intake and client evaluation process, the steps taken in the event of a waiting list, and services for which the applicant anticipates a waiting list, if applicable. Applicants must also describe the tool(s) used during the intake and client evaluation process. If the tool is unstructured (e.g., open-ended intake interviews, focus groups), the applicant must describe what information will be documented.

The applicant must describe their process for determining and documenting eligibility for services using the definition of torture given in 18 U.S.C. § 2340(1) as specified in Section I. Direct Services for Survivors of Torture Overview, Eligible Populations for DS SOT Services.

If the applicant plans to partner with state refugee program(s), refugee service providers, and/or ethnic community-based, organizations, the applicant must describe the relationship and services to be provided. The strategy for providing these services must be consistent with the service delivery model as described
in Section I. DS SOT Approach, Holistic, Strengths-Based, and Trauma-Informed Service Delivery. Partnerships with other organizations must be clearly described and documented with third-party agreements or letters of support from potential partners and/or referral agencies.

If the applicant proposes community or service provider training events, a plan for delivering these events must be provided, including a schedule, the intended audience, the topic, the length of the event, and the number of staff involved.

**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 may 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 provide a program performance evaluation plan that describes how they will collect and report demographic and output data points as described in Section I., Post Award Program Requirements, DS SOT Performance Measures. The applicant’s plan must describe how it will obtain data related to services provided by partner and/or referral agencies and be responsive to the sensitive nature of the information being obtained. Finally, the plan must describe how the applicant will collect feedback from survivors as described in Section I., DS SOT Approach, Holistic, Strengths-Based, and Trauma-Informed Service Delivery and measure satisfaction of those receiving services directly and indirectly.

**Geographic Location**

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

**Legal Status of Applicant Entity**

Applicants must provide the following documentation:

Non-profit 501(c)(3) organizations applying for funding are required to submit proof of their non-profit status. Proof of 501(c)(3) non-profit status is any one of the following:

- A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt 501(c)(3) organizations described in the IRS Code.
- A copy of a currently valid IRS 501(c)(3) tax-exemption certificate.

Unless directed otherwise, applicants must include proof of non-profit status in the Appendices file of the electronic application submission.

**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.

**Project Sustainability Plan**

Applicants must propose a plan for project sustainability after the period of federal funding ends. Grantees are expected to sustain key elements of their grant projects, e.g., strategies or services and interventions, which have been effective in improving practices and those that have led to improved outcomes for children and families.

Describe the approach to project sustainment that will be most effective and feasible. Describe the key individuals and/or organizations whose support will be required in order to sustain program activities. Describe the types of alternative support that will be required to sustain the planned program. If the proposed project involves key project partners, describe how their cooperation and/or collaboration will be maintained after the end of federal funding.

**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);
- 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;
- Information on compliance with federal/state/local government standards;
- Job descriptions for each vacant key position.

**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.
Collaboration/consortia applicants must provide letters of commitment or MOU identifying the primary applicant that is responsible for administering the grant. The primary applicant must provide documentation of the commitments made by partnering organizations and describe in detail their roles and responsibilities as partners in the collaboration/consortia.

**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 entered 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. Applicants must indicate the method they are selecting for their indirect cost rate. See Indirect Charges for further information.

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 and Further Continuing Appropriations Act, 2015 (Pub.L. 113-235), enacted December 16, 2014, 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 $183,300. Please see [http://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2015/executive-senior-level](http://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2015/executive-senior-level). 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 each year of the proposed project. Provide a budget justification, which includes a budget narrative 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.
Applicants must provide a budget that allocates travel funds for key staff to travel to Washington DC for the 2016 and 2018 grantee conferences as described in Section I. Post Award Program Requirements, DS SOT Conference.

**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 75 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, as amended by 2 CFR Part 200.88, and currently set at $150,000. 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 has one of two methods that an applicant can select. An applicant may only select one.  

1) The applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant federal agency

Note: An applicant must enclose a copy of the current approved rate agreement. 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.

2) Per 45 CFR § 75.414(f) Indirect (F&A) costs, “any non-Federal entity [i.e., applicant] that has never received a negotiated indirect costs rate, … may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely. As described in § 75.403, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. If chosen, this methodology once elected must be used consistently for all Federal awards until such time as a non-Federal entity chooses to negotiate for a rate, which the non-Federal entity may apply to do at any time.”

Justification: This method only applies to applicants that have never received an approved negotiated indirect cost rate from HHS or another cognizant federal agency. Applicants awaiting approval of their indirect cost proposal may request the 10 percent de minimis. When the applicant chooses this method, costs included in the indirect cost pool must not be charged as direct costs to the grant.

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 and Budget/Budget Justification 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


- Additional guidance on the submission of electronic applications can be found at http://www.grants.gov /web /grants /applicants /apply- for- grants.html.
- If applicants encounter any technical difficulties in using www.Grants.gov, contact the Grants.gov Contact Center at: 1-800-518-4726, or by email at support@grants.gov, to report the problem and obtain assistance. Hours of Operation: 24 hours a day, 7 days a week. The Grants.gov Contact Center is closed on federal holidays.
- Applicants should 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

After an application has been successfully submitted to 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 for more information.

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

NOTE: The Grants.gov 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.

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

Systems Issues


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. 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.

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

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

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 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. Applications submitted in paper format must be received by 4:30 p.m, ET, on the due date.
Applicants may refer to Section VIII. Other Information for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in Section IV.3. Submission Dates and Times in this announcement.

IV.3. Submission Dates and Times

Due Date for Applications: 06/24/2015

Explanation of Due Dates

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

Electronic Applications

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

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

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


Applications submitted to 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 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, tornadoes, 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.


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

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


Acknowledgement from ACF of an electronic application's submission:

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

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

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

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

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

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

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

IV.5. Funding Restrictions

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

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.

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.

Costs incurred in connection with any criminal, civil, or administrative proceeding commenced by the federal government, a state, local government, or foreign government, or joined by the federal government against the non-federal entity are not allowable if the proceeding relates to a violation of, or failure to comply with, a Federal, state, local or foreign statute, regulation or the terms and conditions of the federal award, by the non-federal entity; and results in any of the following dispositions found in 45 CFR §75.435(b)(ii)(A) through 45 CFR §75.435(h). Dispositions include: a conviction from a criminal proceeding, a determination of non-federal entity liability in a civil or administrative proceeding involving allegations of fraud or similar misconduct; disallowance of costs or the imposition of a monetary penalty, a final decision by an appropriate Federal official to debar or suspend the non-federal entity to take correct action under 10 U.S.C. § 2409 or 41 U.S.C. § 4712; costs of prosecution of claims against the federal government, including appeals of final Department of Health and Human Services agency decisions; and costs of legal, accounting and consultant services, and related costs, incurred in connection with patent infringement litigation.

IV.6. Other Submission Requirements

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

Submission By Mail

William Kim
Administration for Children and Families
Office of Grants Management
Division of Discretionary Grants
370 L'Enfant Promenade SW, 6th Floor East
Washington, DC 20447
Hand Delivery
William Kim
Administration for Children and Families
Office of Grants Management
Division of Discretionary Grants
901 D Street SW
ACF Mailroom (near loading dock), 2nd Floor
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. Submission 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.

<table>
<thead>
<tr>
<th>OBJECTIVES AND NEED FOR ASSISTANCE</th>
<th>Maximum Points: 20</th>
</tr>
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<tbody>
<tr>
<td>1. The applicant presents a clear and concise statement of goals and objectives for the proposed project. The objectives clearly align with the information in Section I. Direct Services for Survivors of Torture Overview, DS SOT Goal and Objectives. (0-5 Points)</td>
<td></td>
</tr>
<tr>
<td>2. The applicant clearly identifies the population to be served and describes the process for determining and documenting eligibility in accordance with Section I. Direct Services for Survivors of Torture Overview, Eligible Populations for DS SOT Services. (0-5 Points)</td>
<td></td>
</tr>
<tr>
<td>3. The applicant provides a current breakdown of data by immigration status and/or other strong evidence that supports the need for assistance among the target population in the proposed service area and the lack of capacity to address that need. (0-7 Points)</td>
<td></td>
</tr>
<tr>
<td>4. The applicant describes the need for training events, the lack of other resources to address this need, and training activities to address these needs. (0-3 Points)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>APPROACH</th>
<th>Maximum Points: 33</th>
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<td></td>
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</table>
1. The approach relates to the goal and objectives, as described in Section I. Direct Services for Survivors of Torture Overview, DS SOT Goal and Objectives and addresses the needs of the target population and service area. (0-3 Points)

2. The applicant proposes a reasonable project and thoroughly describes services that incorporate medical, psychological, legal, and social work services that are culturally and linguistically appropriate as described in Section I. DS SOT Approach, Holistic, Strengths-Based, and Trauma-Informed Service Delivery. (0-12 Points)

3. The applicant provides a complete description of the intake and client evaluation process and identifies the tool(s) used; and the steps to be taken in the event of a waiting list. (0-3 Points)

4. The applicant provides a detailed description of how activities, services, and materials are developed and provided in a manner that is appropriate to the population being served. (0-3 Points)

5. The applicant includes services that are in alignment with the holistic approach, identifies the services to be provided directly and indirectly by partner(s) and/or affiliate(s), and describes how supervision, staff orientation and training will be provided. (0-4 Points)

6. Partnerships and affiliations are well documented through partnership agreements and/or letters of support. (0-3 Points)

7. The application includes an appropriate plan for training events to ensure that community service providers have the necessary knowledge and skills to identify survivors and deliver effective services. (0-3 Points)

8. The applicant’s plan for project sustainability after the period of federal funding ends is thorough and realistic. The applicant describes how they will sustain key elements of their grant process, e.g., strategies or services and interventions. (0-2 Points)

**PROGRAM PERFORMANCE EVALUATION PLAN**

Maximum Points: 17

1. The applicant provides a program performance evaluation plan that describes how they will collect and report information related to the demographic and output data points as described in Section I. Direct Services for Survivors of Torture, DS SOT Performance Measures. The plan describes how data collection techniques are sensitive in nature and how information will be kept confidential. (0-7 Points)

2. The plan describes how the applicant will report on medical, psychological, social work and legal services provided either directly or indirectly as described in Section I. Direct Services for Survivors of Torture, DS SOT Performance Measures. (0-5 Points)

3. The plan describes how the applicant will collect feedback from survivors, as described in Section I. DS SOT Approach, Holistic, Strengths-Based, and Trauma-Informed Service Delivery, and measure the satisfaction of those receiving services directly and indirectly. (0-5 Points)

**ORGANIZATIONAL CAPACITY**

Maximum Points: 20

1. The applicant demonstrates the experience necessary to deliver appropriate services to survivors and build capacity as described in Section I., DS SOT Approach, Increase Capacity and Sustainability. (0-7 Points)

2. The application includes resumes for the organization’s key staff and, if applicable, their partner(s) and/or affiliates. These individuals possess sufficient knowledge, experience, and capabilities to effectively implement, manage, and carry out the proposed program activities. (0-6 Points)

3. The roles and responsibilities of proposed staff position(s) are well defined and relate to the proposed activities with respect to the target population. (0-3 Points)

4. The application describes appropriate systems for client records, data, and financial management and identifies staff responsible for oversight of federal funds as well as procedures and policies to ensure adherence to federal regulations. (0-4 Points)

**PROJECT BUDGET AND BUDGET JUSTIFICATION**

Maximum Points: 10
1. The project budget is clearly outlined and aligned with the project goals and objectives. The budget details the itemized expenses for the project and includes a narrative justification. (0-5 Points)
2. Personnel, travel and other project costs are reasonable, allocatable, and program-related, and are commensurate with the types and range of activities and services to be conducted. (0-5 Points)

V.2. Review and Selection Process

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

Initial ACF Screening

Each application will be screened to determine whether it meets any of the disqualification factors described in Section III.3. Other, Application Disqualification Factors.

Disqualified applications are considered to be “non-responsive” and are excluded from the competitive review process. Applicants will be notified of a disqualification determination by email or by USPS postal mail within 30 federal business days from the closing date of this funding opportunity announcement.

Objective Review and Results

Applications competing for financial assistance will be reviewed and evaluated by objective review panels using only 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. Scores and rankings are only one element used in the award 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, email, or by GrantSolutions.gov or the Head Start Enterprise System (HSES), whichever is relevant. 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


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 § 75.215, Special provisions for awards to commercial organizations as recipients (45 CFR § 75.215(b) 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/](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](http://www.hhs.gov/partnerships/index.html) and at the [https://www.acf.hhs.gov/resource/capacity-building-toolkits-for-faith-based-and-community-organizations](https://www.acf.hhs.gov/resource/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](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 [http://www.gpo.gov/fdsys/pkg/CFR-2001-title45-voll/content-detail.html](http://www.gpo.gov/fdsys/pkg/CFR-2001-title45-voll/content-detail.html).

**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/](https://www.sam.gov/), although checking the EPLS is not required. More information is available at [https://www.acf.hhs.gov/grants-forms](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. Such applications are frequently requested under the FOIA, consistent with the FOIA’s requirement to proactively disclose frequently requested materials at 5 U.S.C. § 552(a)(2)(D). Each released application will receive appropriate redaction of specific information to protect personal privacy and competitively sensitive commercial information. Information on filing a FOIA request is available at http://www.acf.hhs.gov/submit-a-foia-request.

Award Term and Condition under Title VI of the Civil Rights Act of 1964

Recipients of federal financial assistance must not discriminate on the basis of race, color, national origin, disability, age, and in some cases sex and religion. The HHS Office for Civil Rights provides guidance to grantees in complying with civil rights laws that prohibit discrimination. www.hhs.gov/ocr/civilrights/understanding/index.html.

HHS provides guidance to recipients of federal financial assistance on meeting the legal obligation to take reasonable steps to provide meaningful access to persons with limited English proficiency. www.hhs.gov/ocr/civilrights/resources/laws/revisedlep.html. Recipients must ensure their contractors and sub-recipients also comply with federal civil rights laws.

Award Term and Condition for Unpaid Federal Tax Liability

Grantees are subject to the requirement contained in Section 744 of the “Consolidated and Further
Continuing Appropriations Act, 2015,” (Pub.L. 113-235, Title VII, General Provisions – Government-Wide), which says “None of the funds made available by this or any other Act may be used to enter into a contract, memorandum of understanding, or cooperative agreement with, make a grant to, or provide a loan or loan guarantee to, any corporation that has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, where the awarding agency is aware of the unpaid tax liability, unless a Federal agency has considered suspension or debarment of the corporation and has made a determination that this further action is not necessary to protect the interests of the Government."

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.

Performance Progress Reports (PPR)

Notice of Award (NoA) 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 ACF-OGM-SF-PPR, the form is available under "Reporting, Disclosures, and other Standard Forms" at [http://www.acf.hhs.gov/grants/forms#chapter-4](http://www.acf.hhs.gov/grants/forms#chapter-4).

Federal Financial Reports (FFR)

ACF grantees are required to use the SF-425 Federal Financial Report (FFR) for expenditure reporting. SF-425 reports will be due as frequently as is required in the terms and conditions of their award using due dates from reports to PMS. The SF-269 is no longer accepted for expenditure reports. If an SF-269 is submitted, the ACF will return it and require the recipient to complete the SF-425.

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 ACF. As a result, a recipient that receives awards from more than one federal program 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. **A final cumulative SF-425 is due 90 days after the close of the project period.**

For budget periods ending in the months of:

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

The FFR (SF425) is due to ACF on:

- April 30
- July 30
- October 30
- January 30

The SF-425 form in Adobe PDF and MS-Excel formats, along with instructions, is available at [http://www.whitehouse.gov/omb/grants_forms](http://www.whitehouse.gov/omb/grants_forms).

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

Performance Progress Reports: Semi-Annually
Financial Reports: Semi-Annually

Federal Financial Accountability and Transparency Act (FFATA) Subaward and Executive Compensation

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.

Tangible Property Report (SF-428)

All ACF grantees are required to submit the Tangible Personal Property Form (SF-428). The SF-428 is a standard form used to collect information related to tangible personal property: equipment with a unit cost of $5,000 or more, and residual supplies with an aggregate fair market value exceeding $5,000. The form consists of the cover sheet and three attachments to be used as required by the terms and conditions of the award: Annual Report; Final Report and a Disposition Request. A Supplemental Sheet, SF-428S, may be used to provide detailed individual item information. The form is available at http://www.whitehouse.gov/omb/grants_forms.

Real Property Status Report (SF-429)

All ACF grantees are required to submit the Real Property Status Report SF-429, if applicable. The SF-429 is a standard report to be used by recipients of federal financial assistance to report real property status or to request agency instructions on real property that is provided as Government Furnished Property (GFP) or acquired (i.e., purchased, constructed, or renovated) in whole or in part under a Notice of Award. This form consists of the cover sheet and three attachments to be used as frequently as required in the terms and conditions of the award: General reporting (SF-429A, Attachment A), Request to Acquire, Improve or Furnish (SF-429B, Attachment B), or Disposition or Encumbrance Request (SF-429C, Attachment C). The forms are available at http://www.whitehouse.gov/omb/grants_forms.

VII. Agency Contacts

Program Office Contact

Timothy Kelly
Administration for Children and Families
Office of Refugee Resettlement
Division of Refugee Health
370 L'Enfant Promenade, SW, 8th Floor West
Washington, DC 20447
Phone: (202) 260-7614
Fax: (202) 401-5487
Email: tim.kelly@acf.hhs.gov
URL: http://www.acf.hhs.gov/programs/orr/

Office of Grants Management Contact

William Kim
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


ACF Grants Homepage https://www.acf.hhs.gov/grants.

ACF Funding Opportunities http://www.acf.hhs.gov/grants/open/foa/.

ACF "How to Apply for a Grant" https://www.acf.hhs.gov/grants/how-to-apply-for-grants.


For submission of a paper format application, all required Standard Forms (SF), assurances, and certifications are available on the ACF Grants-Forms page at https://www.acf.hhs.gov/grants-forms.


Application Checklist

Applicants may use the checklist below as a guide when preparing your application package.
<table>
<thead>
<tr>
<th>What to Submit</th>
<th>Where Found</th>
<th>When to Submit</th>
</tr>
</thead>
</table>
| SF-424A - Budget Information - Non- Construction Programs and SF-424B - Assurances - Non-Construction Programs | Referenced in *Section IV.2. Required Forms, Assurances, and Certifications.*<br><br>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, "Mandatory."
Also available at [http://www.grants.gov/web/grants/forms.html](http://www.grants.gov/web/grants/forms.html) by using the link to "SF-424 Family."
These forms are *required* for applications under this FOA:<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. | Submission is due by the application due date found in the *Overview* and in *Section IV.3. Submission Dates and Times.* |
| Certification Regarding Lobbying (Grants.gov Lobbying Form)                   | Referenced in *Section IV.2. Required Forms, Assurances, and Certifications.*<br><br>For electronic application submission, these forms are available on the FOA's Grants.gov page under the "Application Package" tab in the section entitled, "Mandatory."
Available at [http://www.grants.gov/web/grants/forms.html](http://www.grants.gov/web/grants/forms.html) by using the link to "SF-424 Family."
| Submission is due with the application package. If it is not submitted with the application package, it must be submitted prior to the award of a grant. |
| SF-424 - Application for Federal Assistance | Referenced in *Section IV.2. Required Forms, Assurances, and Certifications.*
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, "Mandatory."
Also available at [http://www.grants.gov/web/grants/forms.html](http://www.grants.gov/web/grants/forms.html) by using the link to "SF-424 Family."
| Submission is due by the application due date found in the *Overview* and in *Section IV.3. Submission Dates and Times.*
*Do not attach required application elements or additional pages to the SF-424 at Questions 14 or 15!* *See Section IV.2. Formatting ACF Applications.* |
| SF-424 Key Contact Form | Referenced in *Section IV.2. Required Forms, Assurances, and Certifications.*
For electronic application submission, this form is available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Optional."
The form is also available at [http://www.grants.gov/web/grants/forms.html](http://www.grants.gov/web/grants/forms.html) by using the link to "SF-424 Family."
| Submission is due with the application by the application due date found in the *Overview* and in *Section IV.3. Submission Dates and Times.* |
| SF-Project/Performance Site Location(s) (SF-P/PSL) | Referenced in *Section IV.2. Required Forms, Assurances, and Certifications.*
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, "Mandatory." | Submission is due by the application due date found in the *Overview* and in *Section IV.3. Submission Dates and Times.* |
<table>
<thead>
<tr>
<th><strong>DUNS Number (Universal Identifier) and Systems for Award Management (SAM) registration.</strong></th>
<th><strong>Referenced in</strong> Section III.3. Other in the announcement. To obtain a DUNS number, go to <a href="http://fedgov.dnb.com/webform">http://fedgov.dnb.com/webform</a>. To register at SAM, go to <a href="http://www.sam.gov">http://www.sam.gov</a>.</th>
<th><strong>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.</strong></th>
</tr>
</thead>
</table>
| **SF-LLL - Disclosure of Lobbying Activities** | "Disclosure Form to Report Lobbying" is referenced in Section IV.2. Required Forms, Assurances, and Certifications. For electronic application submission, this form is available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Optional."

The form is available in the electronic application kit at Grants.gov and at http://www.grants.gov/web/grants/forms.html by using the link to "SF-424 Family."

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. | If submission of this form is applicable, it is due at the time of application. If it not available at the time of application, it may also be submitted prior to the award of a grant. |
<table>
<thead>
<tr>
<th>Table of Contents</th>
<th>Referenced in <em>Section IV.2. The Project Description</em>.</th>
<th>Submit with the application by the due date found in the <em>Overview</em> and in <em>Section IV.3. Submission Dates and Times</em>.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Summary/Abstract</td>
<td>Referenced in <em>Section IV.2. The Project Description</em>. The Project Summary/Abstract is limited to one single-spaced page.</td>
<td>Submission is due by the application due date found in the <em>Overview</em> and in <em>Section IV.3. Submission Dates and Times</em>.</td>
</tr>
<tr>
<td>The Project Description</td>
<td>Referenced in <em>Section IV.2. The Project Description</em>.</td>
<td>Submission is due by the application due date found in the <em>Overview</em> and in <em>Section IV.3. Submission Dates and Times</em>.</td>
</tr>
<tr>
<td>Logic Model</td>
<td>Referenced in <em>Section IV.2. The Project Description</em>.</td>
<td>Submission is due with the application package by the application due date found in the <em>Overview</em> and in <em>Section IV.3. Submission Dates and Times</em>.</td>
</tr>
<tr>
<td>The Project Budget and Budget Justification</td>
<td>Referenced in <em>Section IV.2. The Project Budget and Budget Justification</em> of the announcement.</td>
<td>Submission is required in addition to submission of SF-424A or SF-424C. It must be submitted with the application package by the due date in the <em>Overview</em> and in <em>Section IV.3. Submission Dates and Times</em>.</td>
</tr>
<tr>
<td>Project Sustainability Plan</td>
<td>Referenced in <em>Section IV.2. The Project Description</em>.</td>
<td>Submission is due by the application due date found in the <em>Overview</em> and in <em>Section IV.3. Submission Dates and Times</em>.</td>
</tr>
<tr>
<td>Protection of Sensitive and/or Confidential Information</td>
<td>Referenced in <em>Section IV.2. The Project Description</em>.</td>
<td>Submission due by the application due date found in <em>Overview</em> and <em>Section IV.3</em>.</td>
</tr>
<tr>
<td>Section</td>
<td>Referenced in</td>
<td>Instructions</td>
</tr>
<tr>
<td>---------</td>
<td>---------------</td>
<td>--------------</td>
</tr>
<tr>
<td>Plan to Protect Sensitive and/or Confidential Information</td>
<td>Section IV.2. The Project Description of the announcement. It is an element of the Project Description and will be counted in page limitations that are stated in Section IV.2. Formatting Requirements</td>
<td>Submission is due by the application due date found in the Overview and in Section IV.3. Submission Dates and Times.</td>
</tr>
<tr>
<td>Proof of Non-Profit Status</td>
<td>Section IV.2. The Project Description, Legal Status of Applicant Entity.</td>
<td>Proof of non-profit status should be submitted with the application package by the due date listed in the Overview and Section IV.3. Submission Dates and Times. If it is not available at the time of application submission, it must be submitted prior to the award of a grant.</td>
</tr>
<tr>
<td>Organizational Capacity</td>
<td>Section IV.2. The Project Description.</td>
<td>Submission due by the application due date found in Overview and Section IV.3.</td>
</tr>
<tr>
<td>Third-Party Agreements (also, MOUs and Consortia Agreements)</td>
<td>Section IV.2. Project Description.</td>
<td>If available, submission is due by the application due date found in the Overview and in Section IV.3. If not available at the time of application submission, due by the time of award.</td>
</tr>
<tr>
<td>Letters of Support</td>
<td>Section IV.2. The Project Description.</td>
<td>Submission is due by the application due date listed in the Overview and in Section IV.3. Submission Dates and Times.</td>
</tr>
</tbody>
</table>