Standing Announcement for Residential (Long Term Foster Care) Services for Unaccompanied Alien Children
HHS-2021-ACF-ORR-ZU-1787
Application Due Date: 09/04/2020

Due Date for Applications:
FY 2020: 09/04/2020
FY 2021: 09/03/2021
FY 2022: 09/02/2022
Standing Announcement for Residential (Long Term Foster Care) Services for Unaccompanied Alien Children
HHS-2021-ACF-ORR-ZU-1787

TABLE OF CONTENTS

Overview
Executive Summary
I. Program Description
II. Federal Award Information
III. Eligibility Information
   1. Eligible Applicants
   2. Cost Sharing or Matching
   3. Other
IV. Application and Submission Information
   1. Address to Request Application Package
   2. Content and Form of Application Submission
   3. Unique Entity Identifier and System for Award Management (SAM)
   4. Submission Dates and Times
   5. Intergovernmental Review
   6. Funding Restrictions
   7. Other Submission Requirements
V. Application Review Information
   1. Criteria
   2. Review and Selection Process
   3. Anticipated Announcement and Federal Award Dates
VI. Federal Award Administration Information
   1. Federal Award Notices
   2. Administrative and National Policy Requirements
   3. Reporting
VII. HHS Awarding Agency Contact(s)
VIII. Other Information
# Funding Opportunity Title:
Standing Announcement for Residential (Long Term Foster Care) Services for Unaccompanied Alien Children

# Announcement Type:
Initial

# Funding Opportunity Number:
HHS-2021-ACF-ORR-ZU-1787

# Primary CFDA Number:
93.676

# Due Date for Letter of Intent:

# Due Date for Applications:
09/04/2020

# Due Date for Applications:
FY 2020: 09/04/2020  
FY 2021: 09/03/2021  
FY 2022: 09/02/2022

## Executive Summary

**Notice:**

- 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 & Funding Page at [https://www.acf.hhs.gov/grants/howto](https://www.acf.hhs.gov/grants/howto).

The Office of Refugee Resettlement (ORR), Division of Unaccompanied Children’s Operations (DUCO), within the Administration for Children and Families (ACF), provides temporary shelter care and other child welfare-related services to unaccompanied alien children (UAC) in ORR custody. Residential care services begin once ORR accepts a UAC for placement and ends when the UAC is released from ORR custody, turns 18 years of age, or the UAC’s immigration case results in a final disposition of removal from the United States. Residential care and other child welfare-related services are provided by state-licensed residential care programs in the least restrictive setting appropriate for the UAC's age and needs.

ORR is announcing this Standing FOA to seek long term foster care (LTFC) providers. LTFC providers are required to be licensed in the state in which they are located to provide foster care services and are required to meet the needs of UAC by providing quality care in a community
setting. UAC who may qualify for placement in LTFC include the following: UAC between the ages of 0-17 years of age, sibling groups, pregnant/parenting teens, and/or UAC who are especially vulnerable or with other needs.

All entities funded under this FOA must also comply with *Flores v. Reno*, Case No. CV 85-4544RJK (C.D. Cal. 1996) (*Flores* settlement agreement); pertinent regulations; laws; and ORR policies, instructions, and procedures. ORR encourages applicants to review ORR's policies, instructions, and procedures available at [http://www.acf.hhs.gov/programs/orr/resource/children-entering-the-united-states-unaccompanied](http://www.acf.hhs.gov/programs/orr/resource/children-entering-the-united-states-unaccompanied), as these will be critical to the overall program design.

### 1. Program Description

**Statutory Authority**

This program is governed by: Section 462 of the Homeland Security Act of 2002 (HSA of 2002), 6 U.S.C. § 279, which transferred responsibility for the care and custody of UAC from the Commissioner of the former Immigration and Naturalization Service to the Director of ORR. In making decisions on placement and residential services provided to UAC, the Director is governed by §462 of the HSA of 2002; section 235 of the William Wilberforce Trafficking Victims Protection Reauthorization Act of 2008 (TVPRA of 2008), 8 U.S.C. §1232, as amended; \(^1\) relevant portions of the Prison Rape Elimination Act of 2003 (PREA of 2003), 42 U.S.C. §15607, as amended; \(^2\) and when it is not inconsistent with subsequent law and the Flores settlement agreement.

In December 2014, the United States Department of Health and Human Services (HHS) released an Interim Final Rule (IFR) on standards to prevent, detect, and respond to sexual abuse and sexual harassment involving UAC. The IFR sets forth standards to prevent, detect, and respond to sexual abuse and sexual harassment in ORR care provider facilities that house UAC in accordance with section 1101(c) of the Violence Against Women Reauthorization Act of 2013, Pub. L. 113-4 (VAWA 2013). VAWA 2013 directed the Secretary of HHS to adopt national standards for the detection, prevention, reduction, and punishment of rape and sexual assault in facilities that maintain custody of UAC. The standards apply to all ORR care provider facilities housing UAC except secure care provider facilities and individual foster care homes. The standards build upon and enhance existing state and local laws, regulations, and licensing standards.

\(^1\) Section 235 of the TVPRA of 2008 was amended in part by Section 1262 of the VAWA 2013 and Section 301 of the TVPRA of 2017.

\(^2\) Section 8 of PREA of 2003, was amended in part by section 1101(c) of VAWA of 2013.

**Description**

**BACKGROUND**

The primary function of ORR/DUCO is to provide temporary shelter care and other related
services to UAC in ORR custody. The HSA of 2002 §462(g)(2) defines a UAC by a child who:

(A) has no lawful immigration status in the United States;
(B) has not attained 18 years of age; and
(C) with respect to whom—
   (i) there is no parent or legal guardian in the United States; or
   (ii) no parent or legal guardian in the United States is available to provide care and physical custody.

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

UAC are in the legal custody of the federal government throughout their stay in ORR care but are in the physical custody of the care provider. The length of time that a UAC remains in ORR custody must be no longer than necessary to facilitate a safe and timely release. The size of the UAC population in ORR custody will fluctuate depending on the number of UAC in the United States, the number of UAC the Department of Homeland Security refers for placement, and the rate at which UAC are discharged from ORR custody.

**PROGRAM STRUCTURE**

UAC are referred to long term foster care (LTFC) following placement in an ORR/DUCO care provider facility after efforts for the safe and timely release indicated that no sponsor is willing or able to care for the UAC. Generally, before placement into LTFC, the UAC is interviewed by an immigration attorney and assessed for the basis of legal relief to remain in the United States. Once placed in LTFC, ORR continues to explore options for release. LTFC providers (care providers) meet the individual needs of UAC aged from 0-17, sibling groups, pregnant/parenting teens, and/or UAC who are especially vulnerable or with other special needs. Care providers must be licensed to provide foster care services by the relevant state or local agency or authority with jurisdiction where services will be rendered. In addition, care providers must have state-certified caregivers, referred to as a "foster parent" or “house parent,” or an equivalent (as accepted by ORR). Care providers are responsible for recruiting, assessing, selecting, credentialing, training, monitoring, and retaining foster/house parents and foster care sites.

The LTFC program follows a community-based care model, so not all services are provided directly by the care providers. However, care providers remain responsible for ensuring that all required services, under Section I. Program Requirements section are properly administered and documented. Care provider services include a continuum of services with a focus on basic care and providing placement in a home or home-like environment such as a group home. In a LTFC setting, care and stabilization of UAC occurs in accordance with domestic child welfare guidelines administered through contracted provider programs specifically designed to meet the unique needs of UACs.

LTFC types vary depending on the placement setting and level of care provided. Categories
include the following: basic foster care, therapeutic foster care, basic group home (extended care), and/or therapeutic group home. Applicants can apply for one, multiple, or all levels of care under this FOA.

- Basic foster care: UAC resides with an unrelated licensed foster parent(s) and requires only the minimal services required in a licensed foster care setting.
- Therapeutic foster care: UAC resides with an unrelated licensed foster parent(s) but receives additional treatment services and/or supervision specific to the UAC's identified treatment needs. UAC with significant emotional, behavioral, medical, and/or developmental needs receive structured treatment within a therapeutic foster care setting.
- Basic group home: UAC resides in a group care living arrangement with a designated house parent(s) and/or staff. This setting is used for those UAC who do not wish to be placed in a family setting.
- Therapeutic group home: UAC resides in a group care living arrangement with a designated house parent(s) and/or staff. This setting is used for those UAC who have difficulties within a family setting and require therapeutic services/interventions because of significant emotional, behavioral, medical, and/or developmental needs. The UAC receives additional treatment services and/or supervision specific to the UAC identified treatment needs.

In addition to the placement settings mentioned above, care providers must have respite care homes available. Respite care is designed as short-term care for a UAC by someone other than the primary foster parent(s). Respite care gives foster parent(s) and UAC the chance to have short, regular periods of time apart. Respite care can also be offered in emergency situations and involves caring for a UAC when a foster family must temporarily transfer the UAC to a different home because of an emergency or other extenuating circumstances.

Care providers must provide documentation of state or county licensing to provide LTFC beds including information on capacity, age/sex permitted, and allowable length of stay.

Care providers must report any allegations/concerns of abuse and/or neglect; and any denial, suspension, and/or revocation of their and, if applicable, any subrecipient(s)’ licensing to provide child welfare related services.

**Facility Structure and Requirements**

Care providers must incorporate child welfare best practice standards and emphasize a child-centered approach while working with UAC. Care providers must comply with all applicable state child welfare laws and regulations and all state and local building, fire, health, and safety codes.

Care providers’ facility(ies) must be readily accessible to visitors, staff, and UAC with disabilities and must comply with local, state, and federal laws, codes, and regulations, including the Americans with Disabilities Act (ADA).

Care providers' facility(ies) are required to be located in areas easily accessible to immigration courts, pro bono legal services, national airports, and community mental health and medical services providers.

Care providers are required to have a security system to monitor the care provider facility from
Unauthorized entrance and egress, including the use of alarm systems and video monitoring. All security measures are required to be in compliance with state licensing standards and not pose a threat to the safety of UAC. In the event a care provider provides services to UAC at a central location or location other than an individual foster care home, relevant security features such as the use of video monitoring and storage are required.

Information on restrictions regarding property and renovations for the UAC Program, can be found in Section IV.6. Funding Restrictions.

**UAC Eligibility**

A UAC is a candidate for LTFC if he or she:

- is expected to have an extended stay of four months or more in ORR custody because he or she does not have a viable sponsor;
- has been identified by legal service provider as potentially eligible for various forms of immigration relief (unless waived by ORR); and
- is under the age of 17 years and six months old at the time of placement.

Generally UAC are ineligible for LTFC if, the UAC:

- is a moderate to high escape risk;
- has a history of significant criminal activity or violence who may pose a threat of harm to self, others (including the foster family), or community; and/or
- is seeking voluntary departure.

ORR also considers a LTFC placement on a case-by-case basis for a UAC who will have a longer stay because of other circumstances. ORR considers the following when making long term placement decisions:

- UAC’s mental, emotional, behavioral, and physical health need;
- UAC’s ability and commitment to live in a family and community-based setting;
- UAC’s age; and
- availability of an appropriate placement that meets the UAC's needs.

However, a UAC with past behavioral or safety concerns, but who does not pose a threat to self, others (including the foster family), or the community, may be considered for LTFC after demonstrating safe behavior in a non-secure setting.

**LTFC Parent/House Parent Requirements**

Care providers are required to follow the requirements of their state licensing agency; however at a minimum, all foster parents/house parents must meet the following requirements:

- Be at least 21 years of age;
- Be able to show proof of immunity to vaccine-preventable diseases transmitted by the respiratory route;
  - Varicella: two doses of varicella vaccine (at least four weeks apart) OR born in the United States before 1980 with a reported history of chickenpox (verified by
an adult present at the time of illness) OR titers indicating varicella immunity
OR documentation from healthcare provider verifying previous infection.
  o Measles, mumps, rubella (MMR): two doses of MMR vaccine (at least four
    weeks apart) OR titers indicating immunity to all three diseases
  o Tetanus, diphtheria, pertussis (TDap or Tdap): complete TDap primary
    vaccination series. If primary vaccination series completed in childhood, one
    Tdap dose in adulthood.
  o Influenza: one dose annually during flu season.
  • Be able to meet family’s current financial obligations;
  • Reside in a home that passes health and fire inspection; and
  • Obtain a background check clearance (including fingerprint background checks, child
    abuse and neglect checks, and other checks as required) in accordance with state law,
    including background checks of household members, the result of which must be
    available to ORR.

All foster parents identified to care for UAC must meet the care provider's and state regulatory
requirements and be actively licensed/certified to provide LTFC. Care providers must recruit
foster parents who are willing to foster UAC males between the ages of 15-17 as they represent
the majority of UAC eligible for LTFC.

PROGRAM STAFFING REQUIREMENTS

Care providers are required to develop, implement, and document a staffing plan based on the
population served, the scope and type of services provided, anticipated requirements, staff
vacancies, and budgets. The staffing plan must include staffing ratios in accordance with state
licensing requirements, and as required by ORR’s policies and procedures. Care provider
facilities must be staffed with qualified professionals, bi-lingual professionals,
paraprofessionals, and support staff to meet the diverse needs of, and the level of care,
supervision and safety, and well-being requirements of UAC. Care providers must also include
a plan to staff sufficiently to cover one-on-one safety planning when necessary.

Care providers must supervise UAC in accordance with state licensing requirements. However,
staff-children ratios for group homes must be maintained at the following minimum ratio:

  • One case manager for every 8 UAC; and
  • One clinician for every 12 UAC.

Care providers are subject to the provisions of the Service Contract Act, CFR Title 29 and must
abide by applicable state wage determination guidelines in their programs. For additional
information on the provisions of the Service Contract Act, please visit: http://www.dol.gov/whd
govcontracts/sca.htm and/or http://www.wdol.gov/

Additional or backup staff must be available for emergency situations or to meet the special
needs of UAC during busier periods. Rotating after-hours and holiday coverage personnel must
also be available in crisis situations. Same sex supervision must be provided when indicated by
individual treatment needs.

Care providers must complete background investigations on all staff, contractors, and
volunteers prior to hire to ensure the candidate is suitable for employment to work with minors in a residential setting. Background checks must be completed in accordance with ORR’s policies and state licensing requirements. At a minimum, a background check must be updated every five years. For additional information on the specific types of checks that must be completed, please consult the ORR Policy Guide at section 4.3 Personnel [https://www.acf.hhs.gov/orr/resource/children-entering-the-united-states-unaccompanied-section-4#4.3](https://www.acf.hhs.gov/orr/resource/children-entering-the-united-states-unaccompanied-section-4#4.3).

All hired staff must (at a minimum):

- Be at least 21 years of age;
- Possess the relevant experience and/or qualifications to work with UAC and/or children with special needs;
- Be properly trained and licensed, as necessary; and
- Be able to show proof of immunity to vaccine-preventable diseases transmitted by the respiratory route if working directly with UAC including:
  - Varicella: two doses of varicella vaccine (at least four weeks apart) OR born in the United States before 1980 with a reported history of chickenpox (verified by an adult present at the time of illness) OR titers indicating varicella immunity OR documentation from healthcare provider verifying previous infection.
  - MMR: two doses of MMR vaccine (at least four weeks apart) OR titers indicating immunity to all three diseases
  - TDap or Tdap: complete primary vaccination series. If primary vaccination series completed in childhood, one Tdap dose in adulthood.
  - Influenza: one dose annually during flu season.

Please Note: Criteria are different for healthcare personnel. More information can be found by clicking the visiting: [https://www.cdc.gov/vaccines/adults/](https://www.cdc.gov/vaccines/adults/). In addition, some state health codes or regulations require specific health maintenance for staff at licensed facilities. The care provider is responsible for knowing and satisfying requirements beyond ORR’s recommendations.

Care providers’ hiring and employment practices must meet all standards outlined in the IFR on preventing, detecting, and responding to sexual abuse and sexual harassment. These standards apply to any care provider staff member, contractor, or volunteer. For additional information on the standards outlined in the IFR, please visit: [https://www.regulations.gov/document?D=ACF-2015-0002-0001](https://www.regulations.gov/document?D=ACF-2015-0002-0001)

Care providers, not individual foster homes, must comply with and train staff on the following ORR policies on sexual abuse and harassment policies:

- Maintaining and enforcing a zero tolerance policy for all forms of sexual abuse, sexual harassment, and inappropriate sexual behavior;
- Meeting personnel requirements, including but not limited to background checks, training, and disciplinary sanctions and corrective actions;
- Meeting staffing and supervision requirements, including, but not limited to, staffing levels, staffing plans, and video monitoring restrictions;
- Providing responsive planning in the event there is an incident of sexual abuse or sexual harassment that occurs at the care provider facility(ies);
• Providing a coordinated response in coordination with medical and mental health care practitioners, community service providers, outside investigators, and care provider leadership immediately following an incident of sexual abuse or sexual harassment as well as the follow-up necessary to ensure the safety of all children and staff;
• Educating UAC of policies and topics related to preventing, detecting, and responding to sexual abuse and harassment via an orientation, pamphlets, and bulletin board postings;
• Assessing all UAC for risk of being a victim or a perpetrator of sexual abuse while in ORR care and custody in order to inform the UAC’s housing, education, recreation, and other service assignments;
• Providing medical and mental health care, including services following an incident of sexual abuse; and
• Reporting, providing notifications, and following up on sexual abuse, sexual harassment, inappropriate sexual behavior occurring in ORR care; any retaliatory actions resulting from reporting allegations; and staff neglect or violations of responsibilities that contributed to incidents.

Care providers must be familiar with and train staff on the issue of human trafficking in order to provide appropriate services to UAC who are victims of human trafficking, as well as to protect UAC from potential threats of human trafficking. The TVPRA of 2008 provides the following definition of human trafficking: the recruitment, harboring, transportation, provision, or obtaining of a person for sex trafficking in which a commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such act has not attained 18 years of age; labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery; or when any child (under the age of 18) engages in commercial sex (including prostitution, pornography, stripping).

Care providers must have job descriptions and selection criteria for all staff positions that state the qualifications, performance standards, and responsibilities for each position. Each job description must include a section on the employee's essential functions as mandated by the ADA.

Care providers are required to have a clear organizational structure that demonstrates lines of authority and supervision. Staffing plans must be in place that provide a sound relationship between the proposed responsibilities of lead program staff.

Care providers must obtain prior approval from ORR for the positions noted below. Any exceptions to the minimum qualifications require ORR’s explicit written approval prior to hire.

**Program Director** is responsible for the overall management of the programmatic, administrative, financial, and operational systems related to the provision of care and services; provision of regular and timely reports to ORR regarding operations, services, and finances; establishing a respectful and supportive workplace environment; and elevating any issues or concerns to ORR. At a minimum, the Program Director must have a Master’s of Social Work or an equivalent degree in education, psychology, sociology, or other relevant behavioral science degree; or a bachelor’s degree plus five years of experience in detention, child protective services, program management, or as director of a licensed child care program.

**Assistant Program Director** provides support to the Program Director and serves as secondary
liaison with ORR. The need for an Assistant Program Director will vary depending on the number of UAC served at care provider facility(ies). At a minimum, the Assistant Program Director must have a bachelor’s degree in education, psychology, sociology, or other relevant behavioral science, plus five years of progressive employment experience with a social services, detention, or child care agency or organization.

**Lead Clinician** coordinates clinical services, trains new clinicians, and supervises clinical staff. At a minimum, the Lead Clinician must have a Master’s of Social Work, plus two years of postgraduate direct service delivery experience or a master's degree or Ph.D in psychology, sociology, or other relevant behavioral science in which clinical experience is a program requirement, plus two years of postgraduate direct service delivery experience; or bachelor's degree plus five years of clinical employment experience in the behavioral sciences. The Lead Clinician must have supervisory experience and be licensed to provide clinical services in the state where the care provider is located.

**Clinician** conducts mental health assessments, provides ongoing individual and group counseling services, screens for human trafficking concerns, and provides crisis intervention services. At a minimum, the Clinician must have a Master’s of Social Work with clinical experience; or a master’s degree in psychology, sociology, or other relevant behavioral science in which clinical experience is a program requirement; or a bachelor’s degree plus five years of clinical employment experience. The Clinician must be licensed or eligible for licensure.

**Lead Case Manager** is responsible for coordinating case management and safe and timely release services, training new case managers, and supervising the work of other case managers. At a minimum, the Lead Case Manager must have a master’s degree in the behavioral sciences, human services or social services field; or a bachelor’s degree and at least three years of progressive employment experience that demonstrates supervisory and case management experience.

**Prevention of Sexual Abuse (PSA) Compliance Manager** is responsible for managing implementation and ongoing compliance with ORR policies and procedure related to sexual abuse and harassment. At a minimum, the PSA Compliance Manager must have a bachelor’s degree in the behavioral sciences, human services, or social service field; or a bachelor's degree in business administration or management and at least one year of experience working with child welfare standards, best practices, or quality assurance or compliance.

**PROGRAM REQUIREMENTS**

Care providers are required to provide services in a structured, safe, and productive environment that meets respective state guidelines, relevant federal laws, their cooperative agreement, the ORR Policy Guide and standard operating procedures for the UAC Program available at: [http://www.acf.hhs.gov/programs/orr/resource/children-entering-the-united-states-unaccompanied](http://www.acf.hhs.gov/programs/orr/resource/children-entering-the-united-states-unaccompanied).

Care providers are required to provide or arrange for the required services in a manner that is sensitive to the age, culture, religion, dietary needs, native language, sex, and other important individual needs of each UAC. All UAC in ORR care are entitled to human rights protections and freedom from discrimination and abuse. Care providers must ensure that all UAC are treated fairly and served during their time in ORR custody. All services and assessments are required to be administered for all UAC even if they are in ORR custody for a short period of
time. Care providers are required to have the capacity to provide services in the language spoken by the majority of UAC in their facility(ies) and/or provide translation services. Most UAC in ORR custody speak Spanish.

Care providers are expected to provide all the services under Section I. Program Requirements unless otherwise noted in this announcement.

**Important Time- Frames**

Care providers must adhere to specific time-frames for required assessments and/or reports that must be administered to UAC.

<table>
<thead>
<tr>
<th>Report / Assessment</th>
<th>Initial Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial Intake Assessment</td>
<td>Within 24 hours of admission</td>
</tr>
<tr>
<td>Initial Medical Exam</td>
<td>Within 2 business days (48 hours, excluding weekends and federal holidays) of admission</td>
</tr>
<tr>
<td>Assessment for Risk</td>
<td>Within 72 hours of admission and every 90 days thereafter</td>
</tr>
<tr>
<td>UAC Assessment</td>
<td>Within 5 days of admission</td>
</tr>
<tr>
<td>Individual Service Plan</td>
<td>Within 5 days of admission</td>
</tr>
<tr>
<td>UAC Case Review</td>
<td>On the UAC's 30th day in care and subsequently every 90 days; when the UAC is released or transferred; or when there is a substantial change in the UAC’s case</td>
</tr>
</tbody>
</table>

**Acculturation and Adaptation Services**

Care providers are required to provide acculturation and adaptation services that include the development of social and interpersonal skills that contribute to the ability to live independently and responsibly in the community.

**Case Management Services**

Care providers are required to implement and administer a case management system that tracks and monitors a UAC's progress on a regular basis to ensure that each UAC receives the full range of program services in an integrated and comprehensive manner. Care provider's case managers are required to meet with UAC once a month, at a minimum, either in-person (preferred) or by telephone. The care provider's case management team is also responsible for maintenance of the UAC Portal. All placement, transfer, and release requests, as well as all significant incident reports, are processed through this web-based system. When necessary, the care provider's case management staff are required to also work collaboratively with agencies that conduct home studies and provide post release services. If applicable, care providers are required to conduct safety and well-being follow-up calls to a UAC and sponsor 30 days after the UAC is released.

**Educational Services in a Community Based School**

Educational services are required to be provided daily for a minimum of 6 hours, Monday through Friday, and to be appropriate to the UAC’s level of development, education, and communication skills. Educational services are required to be administered in a structured classroom setting and concentrate primarily on the development of basic academic
competencies and secondarily on English language training. The educational program consists of instruction, educational materials, and other reading materials in the following basic academic areas: Science, Social Studies, Mathematics, Reading, Writing, and Physical Education. Care providers are required to enroll UACs into the local school district of the foster and/or group home.

**Individual Counseling**

Individual counseling, when needed, must be provided by qualified mental health professional.

**Individualized Needs Assessments**

Care providers are required to provide individualized ongoing assessments for each UAC, which include the following assessment:

- *Initial Intake Assessment* must be completed within 24 hours of a UAC’s admission. A trained staff member, with the care provider, must use an Initial Intake Assessment form to interview the UAC to identify any immediate needs or issues. This assessment guides the interviewer through a series of questions to obtain information about family members, immediate medical or mental health concerns, current medications, and any concerns about personal safety the UAC may have.

- *UAC Assessment* (initial intake assessment, psychosocial summary, medical information, and trauma and human trafficking assessment) must be completed within five days of UAC admission to the care provider facility. The UAC Assessment gathers initial information relating to the UAC's journey, current medical concerns and health history, the UAC and family’s psychosocial assessment, trauma and substance abuse history, information about a UAC's work history or concerns about working to pay off debt, exploitation or trafficking concerns, and other essential data relating to the identification and history of the UAC and his/her family;

- *Assessment for Risk* must be completed within 72 hours of admission and updated every 30 days to identify risk factors for potential sexual victimization or sexual abuser tendencies, so early intervention can take place to mitigate any potential risks or safety concerns.

- *UAC Case Review* every 90 days assessing the UAC’s:
  - Mental health and identification of any special medical needs, including any specific issues that may require immediate intervention;
  - Educational assessment and plan;
  - Ongoing behavioral issues and any previous juvenile justice or criminal involvement;
  - Statement of religious preference and practice; and
  - Identifying information. The UAC Case Review continues to pursue additional information regarding the UAC's immediate family members, other relatives, or family friends who may be residing in the United States and able to be the UAC’s sponsor.

**Individual Service Plan**

Care providers are required to complete a comprehensive and realistic Individual Service Plan (ISP) for each UAC in accordance with the UAC's needs as determined by the UAC Assessment
and assessment of any trafficking concerns. ISPs are implemented and closely coordinated through an operative clinical assessment and intervention plan, as well as a case management system. The ISP must be completed within five days of admission and every 90 days thereafter. In cases where human trafficking is suspected or confirmed, the care provider is required to refer the UAC to ACF’s Office on Trafficking in Persons and provide or refer the UAC for other services to ensure the UAC has access to all services guaranteed by TVPRA of 2008.

Legal Services
Care providers are required to provide UAC with ORR-supplied information about the availability of free legal assistance, the right to be represented by counsel at no expense to the federal government, the right to a removal hearing or a bond hearing before an immigration judge, the right to apply for asylum or to request voluntary departure in lieu of removal, and the rights that victims of trafficking have under TVPRA of 2008.

Care providers must make reasonable accommodations to allow the UAC to meet privately with their attorney or ORR-funded legal service provider and transport UAC to all hearings or proceedings to which the UAC is a party.

Maintenance of Case Files
Care providers must maintain comprehensive, accurate, and up-to-date case files and electronic records on UAC that are kept confidential and secure at all times and must be accessible to ORR upon request. Electronic records include those on the care provider’s network drive as well as those on the UAC Portal. Care providers must have written policies and procedures for organizing and maintaining the content of active and closed case files that incorporate state licensing requirements, accrediting agency requirements, and ORR policies and procedures. Care providers must ensure compliance with 45 CFR 75.303(e) to take reasonable measures to safeguard protected personally identifiable information of UAC, such as name, date of birth, alien number, etc.

Medical Services
Care providers are required to establish relationships with healthcare providers who will accept ORR's fee-for-service payment system (if not directly hired by the care provider program) and follow ORR's medical and dental guidelines for the following services:

- A complete medical examination (including screening for infectious diseases) within two business days (48 hours, excluding weekends and federal holidays) of admission, per ORR stay in custody, including appropriate immunizations in accordance with the United States Advisory Committee on Immunization Practices Immunization Schedule;
- Family planning services;
- An initial dental exam 60 to 90 days after admission to a care provider program;
- Follow-up immunizations; and
- Emergency health care services.

Care providers must also be able to administer prescribed medications and special diets, and arrange for appropriate mental health interventions and forensic medical examination, as necessary.
Mental Health Services
Care providers are required to offer clinical services, including regular on-site individual and group counseling sessions, and have the ability to access community mental health services for UAC with special needs. Community mental health services include psychiatric evaluations and treatment, medication assessments and management, crisis intervention, in-patient acute psychiatric care, and other clinical interventions as identified by ORR.

Nutritional Services
Care providers must provide nutritional services in accordance with U.S. Department of Agriculture and HHS nutritional guidelines and state licensing requirements. Care providers must establish procedures to accommodate dietary restrictions, food allergies, health issues, and religious or spiritual dietary requirements.

Orientation
Within 48 hours of admission, care providers are required to provide every UAC with a comprehensive program orientation that covers the program's services, rules (written and verbal), expectations, zero tolerance policy towards sexual abuse and sexual harassment, and the availability of free legal assistance. The orientation must be provided in formats that are accessible to UAC who are deaf, visually impaired, otherwise disabled, have limited English proficiency, and those who have limited reading skills.

Religious Access
Whenever possible, care providers must provide or arrange for access to religious services and counseling of the UAC's choice. Care providers must abide by 45 CFR § 87.3(b), which prohibits the program administrators from providing explicitly religious activities, such as worship and/or religious instruction or proselytization, as part of the federally funded program or services.

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

Rules/Behavior Management
Care providers' program rules and discipline standards are required to be formulated with consideration for the range of ages and maturity levels of UAC in the program and with cultural sensitivity towards all UAC. A behavior management plan used by the care provider must meet child welfare best practice standards and must be approved by ORR. Each group/foster home must have basic rules posted in both English and UAC’s native language. These rules must be reviewed with UAC upon placement with a focus on safety, respect, and family/group living. Misbehavior must be resolved on an individual basis. All interventions must be positive, strength-based, and must never subject UAC to corporal punishment, humiliation, mental abuse, or punitive interference with the daily functions of living, such as eating or sleeping.
Safe and Timely Release Services

Care providers must adhere to ORR’s policies and procedures that are in place to ensure the care and safety of UAC. These policies require the timely release of UAC to qualified parents, guardians, relatives or other adults, referred to as “sponsors.” Safe and timely release must occur within a setting that promotes public safety and ensures that sponsors are able to provide for the physical and mental well-being of UAC. ORR evaluates potential sponsors’ ability to provide for the UAC’s physical and mental well-being, as the law requires ORR to protect UAC from smugglers, traffickers, or others who might seek to victimize or otherwise engage the UAC in criminal, harmful, or exploitative activity. The process for the safe and timely release of a UAC from ORR custody involves many steps, including the identification of sponsors; the sponsor's submission of the application for release and supporting documentation; the evaluation of the suitability of the sponsor, including verification of the sponsor’s identity and relationship to the child, background checks, and in some cases home studies; and planning for post-release. The provision of safe and timely release services will be monitored and evaluated by ORR, and poor performance may result in corrective actions or termination of agreement.

Generally, UAC are placed in LTFC because they do not have immediate sponsorship options. However, LTFC providers are required to continue efforts to identify a potential sponsor for UAC in their care.

Safety Planning

Care providers must develop a written safety and security plan that includes policies and procedures for all UAC in their care and program staff. The safety plan must address emergency situations covering the following areas: runaways, shelter-in-place (e.g., due to tornadoes or high wind weather events), evacuation (e.g., due to a hurricane, fire, or other emergency), medical and mental health emergencies, and disease outbreaks. These plans must be exercised at least once per year.

Care providers must meet the safety requirements maintained by state and/or local licensing entities, fire code regulations, and local zoning and building code regulations.

Transportation/Escort

Care providers are required to provide UAC with transportation to local airports and local services and appointments such as medical and dental appointments, immigration court hearings, or community services as part of the ISP. Care providers will provide an escort for UAC, as necessary, according to ORR policies.

Visitation/Phone Calls

UAC must be provided the opportunity to make a minimum of two telephone calls per week (10 minutes each) to family members and/or sponsors, in a private setting. There is no limit on the length of calls to UAC’s attorneys of record. UAC are allowed to call both family members and sponsors living in the United States and abroad. UAC also have a right to receive visitors. Attorneys of record are required to have reasonable access to UAC according to ORR/DCS instructions and procedures and the care provider’s time and place restrictions. Visitations may need to occur in a setting other than the group/foster home placement to ensure the safety and well-being of the UAC and others in the group/foster home.

Vocational Educational Services
Care providers are encouraged to create or provide access to vocational training opportunities that will provide UAC with practical and competitive job skills and assist in the preparation for adulthood. Vocational programs may not replace academic education or be a substitute for the basic subject areas.

**FAITH-BASED ORGANIZATIONS**

ACF is mindful that potential recipients may have religious objections to providing certain kinds of services. ACF is committed to exploring ways for faith based organizations to partner with ACF and other recipients even if they object to providing specific services on religious grounds. At the same time, ACF is committed to providing the full range of legally permissible services to people who need them, and to do so in a timely fashion and in a manner that respects the diverse religious and cultural backgrounds of those we serve. To accomplish this goal with respect to religious objection and required services, ORR requires that organizations having a religious objection to providing any UAC required services must provide an alternative approach to meeting their grant obligations.

The alternative approach must be one that accomplishes the goal of ensuring that UAC in ORR’s custody understand the full range of services available in the program, and provide a mechanism by which UAC requesting such services can receive appropriate services, such as through the prime recipient, a partnering organization(s), or other means in consultation with ORR. If an alternative approach is proposed, ORR will review the alternative approach during the grant and cooperative agreement negotiations. ORR will review the alternative approach and make a determination based on the following criteria: 1) the approach will ensure timely provision of all services for which the individual is eligible; 2) the approach is not burdensome to the client; and 3) the approach is operationally feasible for ACF. If a recipient’s application includes an alternative approach then its cooperative agreement will be conditioned on the obligation to ensure that its approach conforms to these three criteria.

**SUBAWARDS**

Recipients under this grant program may opt to transfer a portion of substantive programmatic work to other organizations through subaward(s). The prime recipient is responsible for oversight of all programmatic, financial, and administrative matters, including reporting, related to the grant. This responsibility includes oversight of these matters as they relate to the subrecipient(s).

In addition, the prime recipient must maintain a substantive role in the project. ACF defines a substantive role as conducting activities and/or providing services funded under the award that are necessary and integral to the completion of the project. Subrecipient monitoring activities alone as specified in 45 CFR § 75.352 do not constitute a substantive role. Furthermore, ACF does not fund awards where the role of the applicant is primarily to serve as a conduit for passing funds to other organizations unless that arrangement is authorized by statute. See Section IV.6. Funding Restrictions for more information.

Subrecipient(s) must meet the eligibility requirements identified in Section III.1. Eligible Applicants. Additionally, all subrecipient(s) must obtain a DUNS number if they do not already
have one. Prime recipients are required to check the System for Award Management (SAM) to verify that the subrecipient(s) is/are not debarred, suspended, or ineligible. See Section IV.3. Unique Entity Identifier and System for Award Management (SAM).

The prime recipient must conduct a risk assessment of subrecipient(s) in accordance with 45 CFR § 75.352(b). Prime recipients are required to adhere to the requirements noted in 45 CFR § 75.352 and be in compliance with 45 CFR § 75.351 and § 75.353. Prime recipients may be required to report under the Federal Financial Accountability and Transparency Act (FFATA). Information about the FFATA is located at https://www.acf.hhs.gov/grants/award-term-for-federal-financial-accountability-and-transparency.

Should a subrecipient perform unsatisfactorily, the prime recipient is responsible for remediating subrecipient issues. The prime recipient will be held accountable for cost disallowances regarding subawarded funds. Subrecipient performance will also be considered during review of applications for non-competitor continuations. If requirements of the program cannot be met due to subrecipient issues, ACF may need to take one or more of the actions listed under 45 CFR § 75.371-.375.

If the applicant proposes to issue subaward(s), but has not yet identified the subrecipient organization(s) by the time of application submission, if awarded, the prime recipient must submit a prior approval request with the name of the subrecipient organization(s), updated description(s) of the work to be performed, and updated subaward budget(s) and budget justification(s). This information must be submitted within 90 days of the start date of the grant. If a subaward was not originally proposed in the application but later becomes necessary, ACF prior approval is required before any activities in the subaward request begin.

Monitoring and Quality Assurance of Subrecipient Agencies

Care providers that choose to utilize a subrecipient(s) agency(ies) to provide delivery of LTFC beds and/or the requirements listed in Section I. Program Requirements will be required to have a Memorandum of Understanding (MOU) with the agency(ies). The MOU must clearly define milestones, progress markers, and reporting requirements, and the potential for discontinuation of the subaward if these are not satisfactorily met. Care providers must have established corrective action policies and procedures to guide the practice of a subrecipient(s) and to ensure compliance. In addition, ORR requires that care providers conduct on-site, annual monitoring of their subrecipient(s) to ensure that they comply with all requirements outlined in this FOA, ORR policies, and all applicable laws and regulations, including 45 CFR § 75.351-75.353.

POST-AWARD REQUIREMENTS

Coronavirus Disease Response

ORR recognizes that as a result of the coronavirus disease (COVID-19) outbreak, activities may need to be adjusted and public health interventions implemented to ensure the safety and health of UAC and care provider staff. If during the project period grantees are required to adjust activities due to COVID-19, ORR will exercise maximum flexibilities as needed. Adjustments must be consistent with the COVID-19 recommendations provided by ORR, the care provider’s local health jurisdiction, and the Centers for Disease Control and Prevention (https://www.cdc.gov/coronavirus/2019-ncov/index.html). Modifications must include safeguards to prevent the
spread of COVID-19, planning to respond to COVID-19 cases among staff or UAC, and
planning for staffing absenteeism and shortages.

Required UAC Reporting

As required by the Paperwork Reduction Act (PRA) of 1995, 44 U.S.C. §§ 3501-3521, 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 Office of Management and Budget
(OMB) Control Number. The following ORR collections have been approved by OMB:

- Sponsorship Review Procedures for UAC documents below. The OMB Control
  Number is 0970-0278 and the expiration date is 06/30/2022:
  - Family Reunification Application
  - Authorization for Release of Information
  - Fingerprinting Instructions
  - Letter of Designation for Care of a Minor

- Request for Specific Consent to Juvenile Court Jurisdiction ORR-C-1 document below.
  The OMB Control Number is 0970-0385 and the expiration date is 07/31/2021:
  - Request for Specific Consent to Juvenile Court Jurisdiction

- Information Collection & Record Keeping for Medical Services documents below. The
  OMB Control Number is 0970-0466 and the expiration date is 05/31/2022:
  - Initial Medical Exam
  - Supplemental Tuberculosis (TB) Screening
  - Initial Dental Exam

- Information Collection & Record Keeping for the Timely Placement & Release of UAC
  in ORR Care documents below. The OMB Control Number is 0970-0498 and the
  expiration date is 07/31/2020:
  - UAC Portal Capacity Report
  - Further Assessment Swift Track Placement Tool
  - Placement Authorization
  - Notice of Placement in Secure or Staff Secure Facility
  - Initial Intake Assessment
  - UAC Assessment
  - Individual Service Plan
  - UAC Case Review
  - New Sponsor Form
  - Transfer Request
  - Long Term Foster Care Placement Memo
  - Travel Request Form for UAC LTFC
  - Notice of Transfer to U.S. Immigration and Customs Enforcement (ICE) Chief
    Counsel and Change of Address/Change of Venue
  - Care Provider Family Reunification Checklist
  - Release Request
  - Discharge Notification
  - Verification of Release
o Child Advocate Referral and Appointment Form
o Notice of Rights and Provision of Services Handout
o Legal Service Provider List for UAC
o Unaccompanied Refugee Minor Application
o Withdrawal of Application or Declination of Placement Form
o Standard Shelter Tour Request

- Information Collection & Record Keeping for Medical Services documents below. The OMB Control Number is 0970-0509 and the expiration date is 05/31/2021:
  o Medical Complaint Form
  o Contact Investigation Form: Non-TB Illness
  o Contact Investigation Form: Active/Suspect TB

ORR is seeking approval from OMB for the following information collections:

- Sponsor Assessment
- Assessment for Risk
- UAC Initial Placement Referral
- Transfer Request and Tracking From
- Corrective Action Form
- Authorization for Release of Records
- Medical Checklist for Transfers
- Medical Checklist for Influx Transfers
- Significant Incident Report
- Sexual Abuse Significant Incident Report
- Home Study Report
- Notification of Concern
- Post Release Services Report

**NOTE:** Consistent with the PRA of 1995, 44 U.S.C. §§ 3501-3521, under this announcement, 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 OMB control number.

ORR is seeking approval of its UAC program forms through the OMB Office of Information and Regulatory Affairs. ORR will not request this information if these forms are not approved at the time that reports are due.

**Please see Section VI.3. Reporting for more information.**

**Unallowable Costs for Facilities**

Recipients, and if applicable, subrecipient(s), awarded funds through this FOA must adhere to all property regulations found in 45 CFR Part 75. Per ORR’s statutory authority for the UAC program, the acquisition, construction, and major renovation of facilities are unallowable expenses under this program. Applicants must refer to Section IV.6. Funding Restrictions for more information.

**Lease Documentation**

All leases will be subject to ACF administrative review. After award, the recipient and, if
applicable, subrecipient(s) will be required to provide lease documentation for administrative review. For more information, refer to Section IV.2. The Project Description, Approach, Administrative and Service Environment.

Rental Costs for Leased Property and/or Space

Recipients awarded funds through this FOA must adhere to the rental costs of real property in accordance with 45 CFR §75.465. **Recipients may only charge the appropriate costs based on whether the arrangement is “arm's-length” (from an unrelated third party) or “less-than-arm's-length.”**

Under an “arm's-length” arrangement, per 45 CFR §75.465(a) “rental costs are allowable to the extent that the rates are reasonable in light of such factors as: rental costs of comparable property, if any; market conditions in the area; alternatives available; and the type, life expectancy, condition, and value of the property leased. Rental arrangements should be reviewed periodically to determine if circumstances have changed and other options are available.” Recipients must ensure that rental costs are reasonable and comparable to other like properties. When requested, ACF may require funded recipients to provide rental cost analysis assessments to verify cost are allowable, necessary, and reasonable. Examples of **unallowable costs** under an “arm's-length” lease are any ownership type expenses such as depreciation, taxes, insurance, and any maintenance costs that are, per 45 CFR §75.452, considered improvements which add to the permanent value, or are intended to prolong the intended life, of the building.

Under 45 CFR Part 75, “less-than-arm's-length” arrangements (45 CFR §75.465(c)) are bound by the same restrictions as those on “sale and lease back” arrangements (45 CFR §75.465(b)), under which rental costs are allowable only up to the amount that would have been allowed had the non-federal entity continued to own (occupy) the property. Generally, per 45 CFR §75.465(b) and (c), the allowable expense items related to property costs include depreciation, maintenance, taxes, and insurance. **However:**

- Depreciation must meet the requirements of 45 CFR §75.436.
- Taxes are generally allowable **unless** the agreement is classified as a capital lease under the Generally Accepted Accounting Principles (GAAP), at which time taxes are considered unallowable, per 45 CFR §75.465(c)(5). Taxes on entities (e.g., 501(c)(3) status) that are exempt from paying taxes and special assessments on land that represent capital improvements are also considered unallowable, per 45 CFR §75.470.
- Maintenance and repair costs are generally allowable so long as they are: **not** capital expenditures, meaning they **neither add to the permanent value of the property nor prolong its intended life, but keep it in efficient operating condition**, 45 CFR §75.452, §75.439, and GAAP; **not** paid through rental or other arrangements, 45 CFR §75.452.
- Minor Alterations and Renovations (A&R) costs are allowable up to the **$150,000** threshold for the **entire project period** per land parcel. Recipients must seek approval in this application or submit post-award **prior written approval** requests. For more information on minor A&R, please refer to **Section I. Post-Award Requirements, Minor Alterations and Renovations for Facilities.** Major A&R is unallowable under this program.
- Costs incurred for ordinary and normal rearrangement and alterations of facilities are generally allowable as indirect costs, 45 CFR §75.462. However, rearrangements and alterations are examples of capital asset expenditures. For more information see the capital asset and capital expenditure definitions under 45 CFR §75.2. This program does not have the statutory authority to use federal funds to direct charge these types of costs to the grant award.

A “less-than-arm's-length” arrangement, according to 45 CFR §75.465(c), is one under which one party to the lease agreement is able to control or substantially influence the actions of the other. “Such leases include, but are not limited to, those between:

1. Divisions of the non-Federal entity;
2. The non-Federal entity under common control through common officers, directors, or members; and
3. The non-Federal entity and a director, trustee, officer, or key employee of the non-Federal entity or an immediate family member, either directly or through corporations, trusts, or similar arrangements in which they hold a controlling interest. For example, the non-Federal entity may establish a separate corporation for the sole purpose of owning property and leasing it back to the non-Federal entity.
4. Family members include one party with any of the following relationships to another party:
   i. Spouse, and parents thereof;
   ii. Children, and spouses thereof;
   iii. Parents, and spouses thereof;
   iv. Siblings, and spouses thereof;
   v. Grandparents and grandchildren, and spouses thereof;
   vi. Domestic partner and parents thereof, including domestic partners of any individual in 2 through 5 of this definition; and
   vii. Any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.”

Rental cost under leases that are required to be treated as capital leases under GAAP are allowable only up to the amount (as explained in 45 CFR §75.465(b) of this section) that would be allowed had the non-federal entity purchased the property on the date the lease agreement was executed. The provisions of GAAP must be used to determine whether a lease is a capital lease. Interest costs related to capital leases are allowable to the extent they meet the criteria in 45 CFR §75.449. Unallowable costs include amounts paid for profit, management fees, and taxes that would not have been incurred had the non-federal entity purchased the property.

**Cost of Recipient/Grantee Owned Building and/or Office Space Donated to Award**

Depreciation is the method for allocating the cost of fixed assets owned by the recipient/grantee to periods benefiting from asset use. The recipient/grantee may be compensated for the use of its buildings, capital improvements, equipment, and software projects capitalized in accordance with GAAP, provided that they are used, needed in the recipients/grantees activities, and properly allocated to Federal awards. Such compensation must be made by computing
depreciation. When an entity owns a building and/or office space and it is claimed or contributed to the grant, 45 CFR §75.436 requires that the building and/or office space must be valued using depreciation, whether claimed as an administrative cost or for cost-sharing purposes. In addition, according to 45 CFR §75.434(b), the “value of services and property donated to the non-Federal entity may not be charged to the Federal award either as a direct or indirect (F&A) cost, however, they may be used to meet cost sharing or matching requirements. As this program does not have a cost sharing or matching requirement, depreciation of donated assets may be charged so long as it meets the requirements of 45 CFR §75.436.

Please see Section IV.6. Funding Restrictions for more information on unallowable costs.

**Commercial Leases**

Under 45 CFR Part 75, leases fall under two main categories, “arm’s-length” or “less-than-arm’s-length” arrangements, to determine allowability of costs. While there are a variety of commercial lease structures, it is the responsibility of the recipients funded under this FOA to ensure that only allowable costs are charged to the grant program according to 45 CFR Part 75.

The following are a few commercial lease types and basic structures:

- With a standard lease agreement, the tenant pays a flat rate in exchange for exclusive use of the property.
- Under a single-net lease, the tenant pays rent plus property taxes.
- With a double-net lease, the tenant pays rent plus property taxes and insurance.
- Under a triple-net lease, the tenant pays for rent plus property taxes, insurance, and maintenance.

However, commercial industry standards do not always fall in line with “arm’s-length” and “less-than-arm's-length” federal grant requirements, according to 45 CFR §75.465. For more information on allowable costs, refer to Section I. Post-Award Requirements, Rental Costs for Leased Property and/or Space.

**Minor Alterations and Renovations for Facilities**

Recipients that want to include costs for minor A&R to facilities must seek approval in this application or submit for post-award prior written approval from ORR and Office of Grants Management (OGM) before they undertake certain activities and/or incur specific costs. Please see 45 CFR §75.407 for more information. Minor A&R excludes construction and renovations such as a structural changes (e.g., to the foundation, roof, floor, or exterior or load-bearing walls of a facility, or extension of an existing facility) to achieve the following: increase the floor area, increase the estimated value, or prolong the estimated useful life and/or change function and purpose of the facility(ies). HHS specifies that for any single or aggregate minor A&R project, costs may not exceed the lesser of $150,000 or 25 percent of the total approved budget for the entire project period. The total approved budget includes direct and indirect costs, and both the federal and any non-federal share. The A&R threshold of $150,000 applies to each land parcel as identified by state property records where UAC activities occur, regardless of the number of structures/improvements that exist on each land parcel**. Recipients and if applicable, their subrecipient(s), must maintain entity property records and track the amount of federal funds being used for minor A&R to ensure that the threshold is not exceeded for the entire project period (e.g., if the project period is 10/1/2019
to 9/30/2022, a three year project period, minor A&R must not exceed a total of $150,000 per land parcel). Please reference HHS Grant Policy Statement (GPS) at II-49, Prior Approval for more information on A&R.

** The Uniform Guidance Requirements at 45 CFR Part 75 and HHS GPS do not define land parcel or a parcel of land. Generally, however, a parcel is a quantity of land identified for taxation purposes. A single parcel may contain multiple buildings with separate street and/or mailing addresses. Related terms include parcel number, legal description, and lot. A parcel number identifies the property as shown on the tax map. A legal description describes a specific parcel of real estate complete enough for an independent surveyor to locate and identify it. The legal description is by subdivision name, lot and block in a platted subdivision, by certified survey map and lot number, or in unplatted lands, and it is identified according to the township, section, range associated with the Public Land Survey System or Private Claims or Government Lots. A lot is a measured parcel of land having fixed boundaries.

**Post-Award Requests Involving Facilities**

After the initial award, if there are any modifications, budget revisions, and/or additional requests for funding, and they impact any of the original approved facility or facility-related costs, the facility listing and related costs documentation requested in Section IV.2., The Project Budget and Budget Justification must be included and updated, accordingly.

For more information on application requirements specific to this announcement, please reference Section IV.2. The Project Description and The Project Budget and Budget Justification.

**II. Federal Award Information**

<table>
<thead>
<tr>
<th>Funding Instrument Type:</th>
<th>Cooperative Agreement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimated Total Funding:</td>
<td>$50,000,000</td>
</tr>
<tr>
<td>Expected Number of Awards:</td>
<td>25</td>
</tr>
<tr>
<td>Award Ceiling:</td>
<td>$10,000,000 Per Budget Period</td>
</tr>
<tr>
<td>Award Floor:</td>
<td>$500,000 Per Budget Period</td>
</tr>
<tr>
<td>Average Projected Award Amount:</td>
<td>$1,500,000 Per Budget Period</td>
</tr>
<tr>
<td>Anticipated Project Start Date:</td>
<td>01/01/2021</td>
</tr>
</tbody>
</table>

**Length of Project Periods:**

| Length of Project Period: | 36-month project period 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.
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, recipients 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 recipient'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.

Funds for years two through three will be awarded on the basis of submission and approval of the non-competing continuation applications. Awards are subject to the satisfactory progress by the grantee and a determination that continued funding would be in the best interest of the federal government.

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

ORR supports grantees in the following areas:

- the design, implementation, and modification of program activities, services, and facilities;
- the design of protocols or procedures;
- the approval of key program staff;
- the provision of training and technical assistance to staff;
- the input of case information into the UAC Portal;
- the select decisions regarding individual case management activities; and
- the approval of all releases of UAC to sponsors.

ORR monitors grantees by reviewing budgets, mandatory reports, and overall compliance as outlined by ORR policies and procedures. ORR will not request any reports from grantees unless it has received OMB approval under PRA. Although ORR reviews budgets, OGM is included in all budgetary and fiscal matters and the final budget approval is made by OGM.

**III. Eligibility Information**

**III.1. Eligible Applicants**

Care providers are required to be licensed by a state licensing agency to provide residential, group, or foster care services for dependent children.

Applicants proposing multiple facilities and locations to provide residential services specific to
this FOA are strongly encouraged to submit all facilities and locations within a single application. Applicants must document each facility in the SF-Project/Performance Site Location(s) (SF- P/PSL).

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.

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

### III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement: No

For all federal awards, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part of the recipient’s cost sharing or matching when such contributions meet all of the criteria listed in 45 CFR § 75.306.

For awards that require matching by statute, recipients 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 amount required by the statutory match. A recipient’s failure to provide the statutorily required matching amount may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.

For awards that do not require matching or cost sharing by statute, where “cost sharing” refers to any situation in which the recipient voluntarily shares in the costs of a project other than as statutorily required matching, recipients 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. These include situations in which contributions are voluntarily proposed by a recipient or subrecipient and are accepted by ACF. Non-federal cost sharing will be included in the approved project budget so that the recipient will be held accountable for proposed non-federal cost-sharing funds as shown in the Notice of Award (NOA). A recipient’s failure to provide voluntary cost sharing of non-federal resources that have been accepted by ACF as part of the approved project costs and that have been shown as part of the approved project budget in the NOA, may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.
III.3. Other

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 ("per project period" refers only to fully funded awards), as stated in Section II. Federal 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 "ACF Policy for Requesting an Exemption from Electronic Application Submission" at www.acf.hhs.gov/grants/howto#chapter-6.

Missing the Application Deadline (Late Applications)
The deadline for electronic application submission is 11:59 p.m., ET, on the due date listed in the Overview and in Section IV.4. 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

25 of 74
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.4. 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
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 FOA.

IV. Application and Submission Information

IV.1. Address to Request Application Package
Karen Code
Administration for Children and Families
Office of Grants Management
Family Protection and Resilience Portfolio
Mary E. Switzer Building
330 C Street, SW.
Washington, DC 20201
Phone: (202) 401-6888
Fax: (202) 401-1022
Email: Karen.Code@acf.hhs.gov

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 "Select Grant Opportunity Package" available in the FOA's Grants.gov Synopsis under the Package tab at www.Grants.gov. 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.

Federal Relay Service:
Hearing-impaired and speech-impaired callers may contact the Federal Relay Service
IV.2. Content and Form of Application Submission

FORMATTING APPLICATION SUBMISSIONS
Each applicant applying electronically via [www.Grants.gov](http://www.Grants.gov) is required to upload only two electronic files, excluding Standard Forms and OMB-approved forms. No more than two files will be accepted for the review, and additional files will be removed. Standard Forms and OMB-approved forms will not be considered additional files.

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.

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.

Accepted Font Style
Applications must be in Times New Roman (TNR), 12-point font, except for footnotes, which may be TNR 10-point font. Pages that contain blurred text, or text that is too small to read comfortably, will be removed.

English Language
Applications must be submitted in the English language and must be in the terms of United States (U.S.) dollars. If applications are submitted using another currency, ACF will convert the foreign currency to U.S. currency using the date of receipt of the application to determine the rate of exchange.

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.

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).

**Corrections/Updates to Submitted Applications**

When applicants make revisions to a previously submitted application, ACF will accept only the last on-time application for pre-review under the Application Disqualification Factors. The Application Disqualification Factors determine the application's acceptance for competitive review. See *Section III.3. Application Disqualification Factors* and *Section IV.2. Application Submission Options*.

**Copies Required**

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

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

**Signatures**
Applicants submitting electronic applications must follow the registration and application submission instructions provided at www.Grants.gov.

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. Pages with blurred text will be removed from the application.

**PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:**
With the exception of the Standard Forms and OMB-approved forms, the application submission in its entirety (Project Description and Appendices) is limited to 200 pages.

The Project Description (Narrative) includes the following:

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

The appendices include the following:

- Required Certifications and Assurances;
- Proof of Legal Status;
- List of Organization’s Board of Directors;
- Third-Party Agreements;
- Resumes of Current Staff, and/or Position Descriptions;
- Implementation Plan;
- Organizational Chart of Applicant Entity and the Project;
- Letter of Agreement with a Cognizant Federal Agency on Indirect Charges, if applicable;
- Letters of Support;
• Proof of licensure to provide residential, group, or foster care services;
• Management Letter/Summary Report in lieu of full audit reports;
• Executed Leases for proposed facility(ies) and/or draft leases for proposed facility(ies) (for applicants that have multiple leases for different facilities, if the page limitation will be exceeded, only include the lease(s) for the highest number of UACs served). ORR and OGM will contact awardees through this announcement to obtain leases that were not submitted as part of the application; and
• Any other information the applicant deems relevant and necessary.

**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.

**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 earlier 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 Acrobat Reader software 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.

Applicants must ensure that the version of Adobe Acrobat Reader they are using is compatible with Grants.gov. To verify Adobe software compatibility please go to Grants.gov and click on “Applicants” at the top bar menu and select “Adobe Software Compatibility”, which is listed
under "Applicant Resources." The Adobe verification process allows applicants to test their version of the software by opening a test Workspace PDF form. Grants.gov also includes guidance on how to download a supported version of Adobe, as well as troubleshooting instructions for use, if an applicant is unable to open the test form.

The Adobe Software Compatibility page located on Grants.gov also provides guidance for applicants on filling out a Workspace PDF form. In addition, it addresses local network and/or computer security settings and the impact this has on use of Adobe software.

**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](http://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 "Select Grant Opportunity Package" at Grants.gov. Please also see [https://www.grants.gov/web/grants/applicants/submitting-utf-8-special-characters.html](https://www.grants.gov/web/grants/applicants/submitting-utf-8-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 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. For more information on the exemption, see "ACF Policy on Requesting an Exemption from Required Electronic Application Submission" at www.acf.hhs.gov/grants/howto#chapter-6

**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).

Applicants using paper format should download the application forms package associated with the FOA's Synopsis on www.Grants.gov under the Package tab.

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. All pages in the application submission must be sequentially numbered.

**Addresses for Submission of Paper Applications**
See Section IV.7. 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 FOA at www.Grants.gov.

<table>
<thead>
<tr>
<th>Forms / Assurances / Certifications</th>
<th>Submission Requirement</th>
<th>Notes / Description</th>
</tr>
</thead>
<tbody>
<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</td>
<td>Submission of the certification is required for all applicants.</td>
</tr>
<tr>
<td>Application Package</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-LLL - Disclosure of Lobbying Activities</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. By signing and submitting the SF-424B, applicants are making the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination.</td>
<td>Required for all applications when applying for a non-construction project.</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 by the application due date.</td>
<td>Required for all applications.</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>
<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>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 must cite their primary location and up to 29 additional performance sites.</td>
</tr>
</tbody>
</table>
**Unique Entity Identifier (DUNS) and Systems for Award Management (SAM) registration.**

Required of all applicants. To obtain a DUNS number, go to [http://fedgov.dnb.com/webform](http://fedgov.dnb.com/webform). Active registration at the Systems Award Management (SAM) website must be maintained throughout the application and project award period. SAM registration is available at [http://www.sam.gov](http://www.sam.gov).

See **Section IV.3. Unique Entity Identifier and System for Award Management (SAM)** for more information.

---

**Mandatory Grant Disclosure**

All applicants and recipients are required to submit, in writing, to the awarding agency and to the HHS Office of the Inspector General (OIG), all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. (Mandatory Disclosures, 45 CFR § 75.113)

Disclosures must be sent in writing to:


And to:

U.S. Department of Health and Human Services, Office of Inspector General, ATTN: Mandatory Grant Disclosures, Intake Coordinator, 330 Independence Avenue, SW., Cohen Building, Room 5527, Washington, DC 20201

Fax: (202) 205-0604 (Include “Mandatory Grant Disclosures” in subject line) or Email: [MandatoryGranteeDisclosures@oig.hhs.gov](mailto:MandatoryGranteeDisclosures@oig.hhs.gov)

---

**ORR Non-discrimination Assurance**

Submission of an application for this FOA constitutes assurance that in serving beneficiaries of this program, applicants have made reasonable good faith efforts to:

- have policies prohibiting discrimination and harassment of such beneficiaries based on race, sex, religion, and national origin;
• ensure that all staff serving program beneficiaries are trained to prevent and respond to harassment in all forms; and
• monitor claims of harassment and discrimination of beneficiaries, address them seriously, and document corrective action(s) so all participants are assured that programs are safe, inclusive, and non-stigmatizing by design and in operation.

Submission of an application for this award further constitutes an assurance that any sub-recipient(s) and/or contractor(s) directly engaged in the care and custody of UAC:

• will ensure that all staff will be trained prior to program implementation on how to prevent and respond to harassment and discrimination of beneficiaries in all forms; and
• are prepared to monitor claims of harassment and discrimination of beneficiaries, address them seriously, and document corrective action(s) so all participants are assured that programs are safe, inclusive, and non-stigmatizing by design and in operation.

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

The Project Description

The Project Description Overview

General Expectations and Instructions
The Project Description provides the majority of information by which an application is evaluated and ranked in competition with other applications for financial assistance. It must address all activities for which federal funds are being requested and all application requirements as stated in this section. The Project Description must explain how the project will meet the purpose of the FOA, as described in Section I. Program Description. As a reminder, reviewers will be evaluating this section in accordance with Section V.I. Criteria.

The Project Description must be clear, concise, and complete. ACF is particularly interested in Project Descriptions that convey strategies for achieving intended performance. Project Descriptions are evaluated on the basis of substance and measurable outcomes, not length. Cross-referencing should be used rather than repetition. Supporting documents designated as required must be included in the Appendix of the FOA.

Table of Contents
List the contents of the application including corresponding page numbers. The table of contents may be single spaced.

Project Summary
Provide a summary of the application project description. It must be clear, accurate, concise, and without cross-references to other parts of the application. The summary 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 Project Summary:

- Project Title
- Applicant Name
- Address
- Contact Phone Numbers (Voice, Fax, Cell)
- Email Address
- Website Address, if applicable

The Project Summary must be single-spaced, Times New Roman 12-point font, and limited to one page in length. Additional pages will be removed and will not be reviewed.

**Geographic Location**

Describe the precise physical 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:

Certification of their legal status and/or eligibility. This may include but is not limited to, Governing Board membership documentation and/or articles of incorporation.

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

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

Unless directed otherwise, applicants must include proof of non-profit status in the Appendices file of the application submission.
For-Profits and Small Businesses

For-profit organizations (including small businesses) applying for funding must submit the following to provide proof of their legal status: Documentation establishing the power granted to the entity to enter into contractual relationships and/or accept awards (i.e. articles of incorporation, bylaws).

Additional Eligibility Documentation

Applicants must provide the additional, required documentation, or required credentials, to support eligibility for an award, as described in Section III. Eligibility Information of this announcement.

Care provider and subrecipient(s), if applicable, must provide documentation of state or county licensing to provide residential, group, or foster care services for dependent children.

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.

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

Program Design and Service Provision

Applicants must provide their Program Design and Service Provision plan and if applicable, each subrecipient's plan in accordance with the requirements below:

- Applicants must describe their overall program design for foster and/or group homes, to include a timeline for the delivery of beds, and provide documentation supporting their ability to provide the required program services indicated in Section I. Program Requirements. Applicants must describe how their delivery is sensitive to the culture, native language, sex, and special needs of UAC. Applicants that are proposing an alternative approach must describe the approach.
- Applicants must describe how their delivery for foster and/or group homes is sensitive to the religious preferences, culture, native language, and special needs of UAC.
- Applicants must describe experience and proficiency in implementing a behavioral management plan for foster and/or group home, as indicated in Section I. Program Requirements, Rules/Behavior Management.
- Applicants must describe their experience and provide documentation supporting their ability to provide appropriate case management services for foster and/or group homes, including developing and updating ISPs, as well as other assessments required by ORR.
- Applicants must describe their ability to comply with the pertinent laws, regulations, and settlement agreements, and with ORR policies, procedures, and instructions as referenced in Section I. Statutory Authority and Section I. Program Requirements.
- Applicants must design developmentally appropriate programs for foster and/or group homes that address the specialized and individual needs of all UAC, including
vulnerable and traumatized UAC.

- Applicants must describe their capacity to identify possible victims of human trafficking and other crimes.
- Applicants must describe their ability to process the identification and safe and timely release of UAC to eligible sponsors, when applicable.
- Applicants must describe their ability to recruit and train foster parents utilizing their state’s licensing requirements for foster parent certification.

**Administrative and Service Environment**

Applicants must provide their Administrative and Service Environment plan and if applicable, each subrecipient's plan in accordance with the requirements below. Also, applicants proposing multiple facilities must delineate by facility the requirements below:

- Applicants must describe their overall program service environment and provide documentation supporting their ability to provide the required program services for foster and/or group home care indicated in Section I. Program Requirements.
- Applicants must describe each facility's accessibility to immigration court, airports, fire and police services, and the local community. Applicants must provide evidence on the feasibility of administering a program in the area that is proposed.
- Applicants must clearly describe and/or provide photographs of the proposed facility(ies) (including descriptions of sleeping arrangements, food preparation, kitchen and dining area, classrooms, office space, rest rooms, outside recreation areas, isolation/quarantine room, and living space).
- Applicants must describe how facility(ies) meets all relevant zoning, licensing, fire, safety, and health codes required to operate a juvenile detention facility.
- Applicants must provide detailed information regarding type of state licensure, including information on capacity, age/sex permitted, and length of stay allowable. Applicants must report any allegations/concerns of abuse and/or neglect; and denial, suspension, and/or revocation of care provider’s and, if applicable, subrecipient's, licensing to provide child welfare related services.
- Applicants must delineate their properties into the following three categories: owned, leased (current lease already in place), or intent to lease (through either a letter of intent or an actual draft/unsigned lease). If applicable, the applicant must provide a lease for each facility proposed as well as leases for any facility(ies) provided through subrecipient(s) partnerships. If a lease(s) has not been executed prior to submission of an application, the application must submit an actual draft, the unsigned lease, or letter of intent describing the potential arrangement, including address, terms, length, and proposed expenses. As part of the application, the applicant must identify if the lease is an "arm's-length" or "less-than-arm's-length" lease and provide how costs are calculated in accordance with 45 CFR § 75.465 and 45 CFR § 75.436. If any lease is a "less-than-arm's-length" lease, a copy of the residing state property records (no more than two years old) must be provided to show proof of the "less-than-arm's-length" arrangement. Applicants can delineate in the following manner:
  - Owned
  - Leased
    - Lessor is at "Arm's-Length" or
• Lessor is at "Less-Than-Arm's-Length"
  • Intent to Lease
    • Lessor is at "Arm's-Length" or
    • Lessor is at "Less-Than-Arm's-Length"

Please reference Section I. Post-Award Requirements, Rental Cost for Leased Property and/or Space for more information.

• Applicants must describe all security measures for the facility(ies) and describe how they adequately meet the requirements of the program in order to prevent unauthorized absence from the facility(ies) and to monitor those who enter and exit the facility(ies).
• Applicants must provide documented evidence/references, or letters of local community support, and acceptance of the applicant's program in the designated area(s). This must include established relationships with local emergency services (i.e., police, fire), medical and mental health agencies (e.g., local health department), religious and community organizations, and state licensing offices' recommendations for serving UAC.

Project Timeline and Milestones

Provide quantitative monthly or quarterly projections (for the entire project period) of the accomplishments to be achieved for each function or activity, in such terms as the number of people to be served and the number of activities accomplished. Data may be organized and presented as project tasks and subtasks with their corresponding timelines during the project period. When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

Organizational Capacity

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

• Organizational charts;
• Resumes;
• Financial statements adhering to Generally Accepted Accounting Principles (GAAP), if available, submit statements for up to the two most recently completed fiscal years (this requirement does not apply to start-up organizations);
• Audit reports or statements from Certified Public Accountants/Licensed Public Accountants, if available, submit statements for up to the two most recently completed fiscal years (this requirement does not apply to start-up organizations);
• Copy or description of the applicant organization's fiscal control and accountability procedures;
• Evidence that the applicant organization, and any partnering organizations, have relevant experience and expertise with administration, development, implementation, management, and evaluation of programs similar to that offered under this announcement;
• Evidence that each participating organization, including partners, contractors and/or subrecipients, possess the organizational capability to fulfill their role(s) and function(s)
effectively.
- Child care licenses and other documentation of professional accreditation;
- Information on compliance with federal/state/local government standards;

Program Management
Applicants must provide their Program Management plan and, if applicable, each subrecipient's plan in accordance with the requirements below:

- Applicants must provide a comprehensive overview of the applicant's organization including qualifications, history, organizational mission and goals, and lists of all federal, state, or locally funded grants and/or contracts received.
- Applicants must describe their experience in the provision of child welfare services, child protective services, services to children with special needs and/or victims of trafficking, youth outreach, and/or other social services. Applicants must describe organizational experience working directly with UAC, cross-cultural/international, or domestic children, or their experience providing related services to children from various cultural backgrounds, various language capabilities, and special needs, including vulnerability to human trafficking.
- Applicants must provide documentation of clear organizational structure outlining lines of authority and supervision within their organization.
- Applicants must describe staffing plans within their organization that provide a sound relationship between the proposed responsibilities of lead program staff, including Program Director, Lead Clinician, and Lead Case Manager, and the educational and professional experience required for the position according to requirements outlined in Section 1. Program Staffing Requirements.
- Applicants must describe a plan to implement ORR's sexual abuse and harassment policies, including, but not limited to, appropriate screening of new hires, developing internal policy documents, and training staff.
- As required by state licensing, applicants must provide a detailed plan for completing background checks for applicable staff, contractors, and volunteers.
- Applicants issuing subawards must provide an effective plan to monitor their subrecipients in accordance with 45 CFR § 75.352.
- Applicants must describe their ability to provide a comprehensive staff training plan that meets state licensing requirements and ORR policy requirements. In addition, applicants staff training plan must incorporate elements specific to working with the UAC population, including prevention of and intervention in child abuse and neglect, local reporting procedures, and staff code of conduct.
- Applicants must describe how case management staff is proficient in using the Internet and related computer programs.

Plan for Oversight of Federal Award Funds and Activities
Grantees are required to ensure proper oversight in accordance with 45 CFR Part 75 Subpart D. These regulations set forth the following standards for effective oversight:

- Financial and Program Management
• Property (if applicable by program legislation)
• Procurement
• Performance and Financial Monitoring and Reporting
• Subrecipient Monitoring and Management
• Record Retention and Access
• Remedies for Noncompliance

Describe the framework (e.g. governance, policies and procedures, risk management, systems) in place to ensure proper oversight of federal funds and activities in accordance with 45 CFR Part 75 Subpart D. The description must include: system(s) for record-keeping and financial management; procedures to identify and mitigate risks and issues (e.g., audit findings, continuous program performance assessment findings, program monitoring); and those key staff that will be responsible for maintaining oversight of program activities staff, and, if applicable, partner(s) and/or subrecipient(s).

Program Performance Evaluation Plan

Applicants must describe a plan for the program performance evaluation that will contribute to continuous quality improvement. The program performance evaluation must monitor ongoing activities 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 activities, and expected outcomes of the funded activities. The plan must explain how the inputs, activities, and outcomes will be measured; how the resulting information will be used to inform improvement of funded activities; and any processes that support the overall data quality of the performance outcomes.

Applicants must describe the organizational systems and processes that will effectively track performance outcomes, including a description of how the organization will collect and manage data (e.g., assign skilled staff, data management software, data integrity, etc.) 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 include a timeline for how information from the quality improvement evaluation will be reviewed and applied to the ongoing project.

• Applicants, including their subrecipients, if applicable, must describe effective and resource-efficient strategies for programmatic control, predictability, and accountability as evidenced by the program design for foster and/or group home care.
• Applicants, including their subrecipients, if applicable, must describe evaluation methodology based on performance. Focus will be placed on child welfare practices, particularly child safety, safe and timely release performance, and ability to ensure timely and appropriate release for those UAC with potential sponsors. Applicants must describe measures that effectively track performance in this area.
• Applicants, including their subrecipients, if applicable, must describe their ability to produce statistical reports for tracking demographics and program performance as referenced in Section 1. Post-Award Requirements, Required UAC Reporting.
• Applicants, including their subrecipients, if applicable, must describe their ability to
maintain adequate records, including client files, medical files, financial files, and personnel files.

- Applicants, including their subrecipients, if applicable, must provide documentation of a system that preserves the confidentiality of UAC information and protects those records from unauthorized use or disclosure. The records of UAC are the property of ORR and are required to be provided to ORR upon request.
- Applicants, including their subrecipients, if applicable, must describe their ability to make regular reports as required by ORR that permit ORR to monitor and enforce the Flores Settlement Agreement, federal requirements, ORR policies and procedures and other requirements and standards. ORR will not request any UAC reports from grantees unless it has received OMB approval under PRA.
- Applicants, including their subrecipients, if applicable, must describe their ability to implement and maintain the UAC Portal.
- Applicants, including their subrecipients, if applicable, must include a plan for assessing performance with regard to the safe and timely release process for UAC.
- Applicants must address how they will monitor the progress of individual cases and include a clearly structured timeline with regard to working with each UAC on safe and timely release, when applicable.

Logic Model

Applicants must submit a logic model for designing and managing their project. A logic model is a diagram that presents the conceptual framework for a proposed project and explains the links among program elements. Logic models must target the identified objectives and goals of the grant program. While there are many versions of logic models, for the purposes of this announcement, the logic model may include connections between the following items:

- Inputs (e.g., additional resources, organizational profile, collaborative partner(s), key staff, budget);
- Target population (e.g., the individuals to be served, identified needs);
- Activities, Mechanisms, Processes (e.g., evidence-based practices, best practices, approach, key intervention and evaluation components, continuous quality improvement efforts);
- Outputs (i.e., the immediate and direct results of program activities);
- Outcomes (i.e., the expected short and long-term results the project is designed to achieve, typically described as changes in people or systems), and
- Goals of the project (e.g., overarching objectives, reasons for proposing the project).

Protection of Sensitive and/or Confidential Information

Provide a description of how protected personally identifiable information and other information that is considered sensitive, consistent with applicable federal, state, local and tribal laws regarding privacy and obligations of confidentiality, will be collected and safeguarded. The applicant must provide the methods and/or systems that will be used to ensure that confidential and/or sensitive information is properly handled and if applicable, address the
process for subrecipient(s) and/or contractors. 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. Letters of Commitment and MOUs must both clearly describe the roles and responsibilities for project activities and the support and/or resources that the third-party (i.e., subrecipient, contractor, or other cooperating entity) is committing. The Letters of Commitment and MOUs must be signed by the person in the third-party organization with the authority to make such commitments on behalf of their organization. General letters of support are **not** considered to be third-party agreements.

Applicants must provide Letters of Commitment or MOUs between recipients and third-parties (i.e., subrecipients, contractors, or other cooperating entities). In addition to clearly describing the roles and responsibilities for project activities and support and/or resources that the third-party is committing, these agreements must detail work schedules and estimated remuneration with an understanding that a finalized agreement will be negotiated once the successful applicant is awarded the grant.

**Letters of Support**

Provide statements from community, public, and/or commercial leaders that support the project proposed for funding. All submissions must be included in the application package. At minimum, each letter of support must identify the individual writing the letter, the organization they represent, the date, and reason(s) for supporting the project.

**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. Applicants are encouraged to review the form instructions in addition to the guidance in this section. 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 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 Departments of Labor, Health and Human Services, and Education, and Related Agencies Appropriations Act, 2020 and Further Consolidated Appropriations Act, 2020, (Division A, Title II, Sec. 202), 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 of an individual at a rate in excess of [43 of 74]
Executive Level II. The Executive Level II salary of the "Rates of Pay for the Executive Schedule" is $197,300. 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 of the applicant organization. This salary limitation also applies to subawards and subcontracts under an ACF grant or cooperative agreement.

Provide a budget for the initial budget period only (typically the first 12 months of the project) using the SF-424A and/or SF-424C, as applicable. Provide a budget justification, which includes a budget narrative and a line-item detail, for only the first budget period 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.

The budget must include a detailed breakdown of all proposed costs for each property. It must clearly state the costs are related to each property. The budget justification must include a corresponding detailed narrative explaining the purpose and need for each proposed cost under this grant award in order to determine reasonableness, allocability, and allowability of costs. Each property must include a breakdown of proposed costs and narrative including all of the following, if applicable: the allocable percentage and total dollar amount, the depreciation amount with type of method and calculation used, rent amount with calculation, terms of lease, tax amount, insurance amount and what it covers, maintenance and repair amounts with details on each type of expense proposed and its associated cost, and minor A&R with specifics for each type of proposed expense and its associated cost.

Provide a listing of all buildings (e.g., facilities, administrative offices, structures, etc.), by property address(es), including county location and land parcel number. Each property listed must clearly identify whether the existing or proposed property is recipient-owned or leased. Leased property must be identified as either “arm’s-length” or “less-than-arm's-length” and provide how costs are calculated in accordance with 45 CFR § 75.465 and 45 CFR § 75.436.

Please refer to Section I. Post-Award Requirements for more information. Any format may be used to document facility and lease proposed, claimed, and/or contributed to the award. An example is provided on ACF’s website regarding Facility and Lease Documentation at: https://www.acf.hhs.gov/grants/real-property-and-tangible-personal-property#chapter-6.

If applicants propose using subaward(s) and the total amount budgeted for subawards exceeds 50 percent of total direct costs for the budget period, then the applicant must provide a justification for subawarding the portion of the project and must explain how the prime recipient plans to maintain a substantive role in the project. Applicants must explain why the participation of the subrecipient is necessary, and why the applicant cannot achieve the objectives without the subrecipient(s)’ participation. This 50 percent threshold does not preclude an applicant from submitting a budget where subawards go above and beyond 50 percent.

Applicants and their subrecipient(s), if applicable, must provide a description of an internal financial monitoring system that demonstrates structure and accountability. Effective fiscal management and accountability must also be described.
Applicants proposing staff allocated to several funding sources or several funding applications must ensure that full-time equivalent allocations do not exceed 100 percent. Budgets must include the names of staff for positions already filled and corresponding levels of effort (percentage dedicated to the project).

Funding for UAC medical services is provided under a separate ORR managed care program and must not be included as a component of the applicant's budget. However, applicants must include the cost of coordinating medical, dental, and mental health services. Coordination will include a staff person who dispenses prescriptions and over the counter medication; schedules appointments; and provides transportation for UAC to attend appointments.

Based on UAC needs, transfer to a facility within ORR’s network may be necessary. In addition, temporary placement outside of ORR's network such as to an acute psychiatric hospital and/or psychiatric residential setting, would require transportation of UAC for placement and discharge once treatment has been completed. Placement decisions outside of ORR’s network are initiated by the care provider in conjunction with ORR and final approval is made by ORR. These transfers would include airfare, escort, and transport to and from airport/facility. Applicant should include transport cost for no more than one percent of the estimated number of UAC applicant proposes to serve annually.

For-profit organizations must clearly describe that they are only charging for the program's actual cost incurred. For-profit organizations, including recipients and subrecipients, must clearly describe that they are only charging the program actual incurred costs. No HHS funds awarded through this announcement may be paid as profit to any recipient or subrecipient even if the recipient or subrecipient is a commercial organization. Profit is any amount in excess of allowable direct and indirect costs of administering the grant requirements. Please reference Section IV.6. Funding Restrictions for more information.

Use the following guidelines for preparing the project budget and budget justification. The budget justification includes a budget narrative and a line-item detail. Applications should only include allowable costs in accordance with 45 CFR Part 75 Subpart E.

**Personnel**

**Description:** Costs of employee salaries and wages. See 45 CFR § 75.430 for more information on allowable personnel costs. Do not include the personnel costs of consultants, contractors and subrecipients under this category.

**Justification:** For each position, provide: the name of the individual (if known), their 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. Identify the project director or principal investigator, if known at the time of application.

**Fringe Benefits**

**Description:** Costs of employee fringe benefits are allowances and services provided by employers to their employees in addition to regular salaries and wages. For more information on Fringe Benefits please refer to 45 CFR § 75.431. Do not include the fringe benefits of consultants, contractors, and subrecipients.
Typically, fringe benefit amounts are determined by applying a calculated rate for a particular class of employee (full-time or part-time) to the salary and wages requested. Fringe rates are often specified in the approved indirect cost rate agreement. Fringe benefits may be treated as a direct cost or indirect cost in accordance with the applicant's accounting practices. Only fringe benefits as a direct cost should be entered under this category.

**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, taxes, etc.

**Travel**  
**Description:** Costs of project-related travel (i.e., transportation, lodging, subsistence) by employees of the applicant organization who are in travel status on official business. Travel by non-employees such as consultants, contractors or subrecipients should be included under the Contractual line item. Local travel for employees in non-travel status should be listed on the Other line. Travel costs should be developed in accordance with the applicant's travel policies and 45 CFR § 75.474.

**Justification:** For each trip show: the total number of travelers; 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 justification.

**Equipment**  
**Description:** "Equipment" means an article of nonexpendable, tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) $5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation, shall be included in, or excluded from, acquisition cost in accordance with the organization's regular written accounting practices.) See 45 CFR § 75.439 for more information.

**Justification:** For each type of equipment requested provide: a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use on the project; as well as use and/or disposition of the equipment after the project ends.

**Supplies**  
**Description:** Costs of all tangible personal property, other than included under the Equipment category. This includes office and other consumable supplies with a per-unit cost of less than $5,000. See 45 CFR § 75.453 for more information.

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

**Contractual**

**Description:** Cost of all contracts and subawards except for those that belong under other categories such as equipment, supplies, construction, etc. Include third-party evaluation contracts, if applicable, and contract or subawards with secondary recipient organizations (with budget detail), including delegate agencies and specific project(s) and/or businesses to be financed by the applicant. Costs related to individual consultants should be listed on the Other line. Recipients are required to use 45 CFR §§ 75.326-.340 procurement procedures, and subawards are subject to the requirements at 45 CFR §§ 75.351-.353.

**Justification:** Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open, and free competition. Applicants must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold stated in Office of Management and Budget (OMB) Memorandum M-18-18: Implementing Statutory Change to the Micro-Purchase and the Simplified Acquisition Thresholds for Financial Assistance and 48 CFR Subpart 2.1 (when amended accordingly). 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.

Indicate whether the proposed agreement qualified as a subaward or contract in accordance with 45 CFR § 75.351. Provide the name of the contractor/subrecipient (if known), a description of anticipated services, a justification for why they are necessary, a breakdown of estimated costs, and an explanation of the selection process. In addition, for subawards, the applicant must provide a detailed budget and budget narrative for each subaward, by entity name, along with the same justifications referred to in these budget and budget justification instructions.

**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 (non-personnel), professional service costs (including audit charges), space and equipment rentals, printing and publications, computer use, training costs (such as tuition and stipends), staff development costs, and administrative costs. Please note costs must be allowable per 45 CFR Part 75 Subpart E.

**Justification:** Provide a breakdown of costs, 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.
**Justification:** 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. Choosing to charge a lower rate will not be considered during the objective review or award selection process.

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 cost 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 Section 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 the 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 rate. When the applicant chooses this method, costs included in the indirect cost pool must not be charged as direct costs to the grant.

**Commitment of Non-Federal Resources**

**Description:** Amounts of non-federal resources that will be used to support the project as identified in Block 18 of the SF-424. This line should be used to indicate required and/or voluntary committed cost sharing or matching, if applicable.

**For all federal awards,** any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part of the recipient's cost sharing or matching when such contributions meet all of the criteria listed in 45 CFR § 75.306.

**For awards that require matching or cost sharing by statute,** recipients will be held accountable for projected commitments of non-federal resources (at or above the statutory requirement) in their application budgets and budget justifications by budget period, or by project period for fully funded awards. A recipient's failure to provide the statutorily required matching or cost sharing amount (and any voluntary committed amount in excess) may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.

**For awards that do not require matching or cost sharing by statute,** recipients are not expected to provide cost sharing or matching. However, recipients are allowed to voluntarily propose a commitment of non-federal resources. If an applicant decides to voluntarily contribute non-federal resources towards project costs and the costs are accepted by ACF, the non-federal resources will be included in the approved project budget. The applicant will be held accountable for all proposed non-federal resources as shown in the Notice of Award (NOA). A recipient's failure to meet the voluntary amount of non-federal resources that
was accepted by ACF as part of the approved project costs and that was identified in the approved budget in the NOA, may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.

**Justification:** If an applicant is relying on cost share or match from a third-party, then a firm commitment of these resources (letter(s) or other documentation) is required to be submitted with the application. Detailed budget information must be provided for every funding source identified in Item 18. "Estimated Funding ($)" on the SF-424.

Applicants are required to fully identify and document in their applications the specific costs or contributions they propose in order to meet a matching requirement. Applicants are also required to provide documentation in their applications on the sources of funding or contribution(s). In-kind contributions must be accompanied by a justification of how the stated valuation was determined. Matching or cost sharing must be documented by budget period (or by project period for fully funded awards).

Applications that lack the required supporting documentation will not be disqualified from competitive review; however, it may impact an application's scoring under the evaluation criteria in Section V.1. Criteria of this announcement.

**Program Income**

**Description:** The estimated amount of gross income, if any, expected to be directly generated by or earned 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. See 45 CFR § 75.307 for more information.

**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 Act Disclaimer**

As required by the Paperwork Reduction Act, 44 U.S.C §§ 3501-3521, the public reporting burden for the Project Description is estimated to average 60 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. The Project Description information collection is approved under OMB control number 0970-0139, which expires 02/28/2022. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

**Application Submission Options**

**Electronic Submission via www.Grants.gov**

This section provides the application submission and receipt instructions for ACF program applications. Please read the following instructions carefully and completely.
Electronic Delivery
ACF is participating in the Grants.gov initiative to provide the grant community with a single site to find and apply for grant funding opportunities. ACF applicants are required to submit their applications online through Grants.gov.

How to Register and Apply through Grants.gov
Read the following instructions about registering to apply for ACF funds. Applicants should read the registration instructions carefully and prepare the information requested before beginning the registration process. Reviewing and assembling the required information before beginning the registration process will alleviate last-minute searches for required information.

The registration process can take up to four weeks to complete. Therefore, registration should be done in sufficient time to ensure it does not impact your ability to meet required application submission deadlines.

Organization applicants can find complete instructions here:
https://www.grants.gov/web/grants/applicants/organization-registration.html

Obtain a DUNS Number: All entities applying for funding, including renewal funding, must have a Data Universal Numbering System (DUNS) number from Dun & Bradstreet (D&B). Applicants must enter the DUNS number in the data entry field labeled "Organizations DUNS" on the SF-424 form.

For more detailed instructions for obtaining a DUNS number, refer to:

Register with SAM: In addition to having a DUNS number, organizations applying online through Grants.gov must register with the System for Award Management (SAM). All organizations must register with SAM in order to apply online. Failure to register with SAM will prevent your organization from applying through Grants.gov.

For more detailed instructions for registering with SAM, refer to:

Create a Grants.gov Account: The next step in the registration process is to create an account with Grants.gov. Applicants must know their organization's DUNS number to complete this process. Completing this process automatically triggers an email request for applicant roles to the organization's E-Business Point of Contact (EBiz POC) for review. The EBiz POC is a representative from your organization who is the contact listed for SAM. To apply for grants on behalf of your organization, you will need the AOR role.

For more detailed instructions about creating a profile on Grants.gov, refer to:
https://www.grants.gov/web/grants/applicants/registration.html
Authorize Grants.gov Roles: After creating an account on Grants.gov, the EBiz POC receives an email notifying them of your registration and request for roles. The EBiz POC will then log in to Grants.gov and authorize the appropriate roles, which may include the AOR role, thereby giving you permission to complete and submit applications on behalf of your organization. You will be able to submit your application online any time after you have been approved as an AOR.

For more detailed instructions about creating a profile on Grants.gov, refer to: https://www.grants.gov/web/grants/applicants/registration/authorize-roles.html

Track Role Status: To track your role request, refer to: https://www.grants.gov/web/grants/applicants/registration/track-role-status.html

When applications are submitted through Grants.gov, the name of the organization's AOR that submitted the application is inserted into the signature line of the application, serving as the electronic signature. The EBiz POC must authorize individuals who are able to make legally binding commitment on behalf of the organization as an AOR; this step is often missed and it is crucial for valid and timely submissions.

How to Submit an Application to ACF via Grants.gov
Grants.gov applicants can apply online using Workspace. Workspace is a shared, online environment where members of a grant team may simultaneously access and edit different webforms within an application. For each FOA, you can create individual instances of a workspace.

The following is an overview of applying via Grants.gov. For access to complete instructions on how to apply for opportunities, refer to: https://www.grants.gov/web/grants/applicants/apply-for-grants.html

Create a Workspace: Creating a workspace allows you to complete an application online and route it through your organization for review before submitting.

Complete a Workspace: Add participants to the workspace, complete all the required forms, and check for errors before submission.

Adobe Reader: If you decide not to apply by filling out webforms you can download individual PDF forms in Workspace so that they will appear similar to other Standard or ACF forms. The individual PDF forms can be downloaded and saved to your local device storage, network drive(s), or external drive(s), then accessed through Adobe Reader.

NOTE: Visit the Adobe Software Compatibility page on Grants.gov to download the appropriate version of the software at: https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html

Mandatory Fields in Forms: In the forms, you will note fields marked with an asterisk
and a different background color. These fields are mandatory fields that must be completed to successfully submit your application.

**Complete SF-424 Fields First:** The forms are designed to fill in common required fields across other forms, such as the applicant name, address, and DUNS number. To trigger this feature, an applicant must complete the SF-424 information first. Once it is completed, the information will transfer to the other forms.

**Submit a Workspace:** An application may be submitted through workspace by clicking the Sign and Submit button on the Manage Workspace page, under the Forms tab. Grants.gov recommends submitting your application at least 24-48 hours prior to the close date to provide you with time to correct any potential technical issues that may disrupt the application submission.

**Track a Workspace:** After successfully submitting a workspace package, a Grants.gov Tracking Number (GRANTXXXXXXXXX) is automatically assigned to the package. The number will be listed on the Confirmation page that is generated after submission.

For additional training resources, including video tutorials, refer to: [https://www.grants.gov/web/grants/applicants/applicant-training.html](https://www.grants.gov/web/grants/applicants/applicant-training.html)

Grants.gov provides applicants 24/7 support via the toll-free number 1-800-518-4726 and email at support@grants.gov. For questions related to the specific grant opportunity, contact the number listed in the application package of the grant you are applying for.

If you are experiencing difficulties with your submission, it is best to call the Grants.gov Support Center and get a ticket number. The Support Center ticket number will assist ACF with tracking your issue and understanding background information on the issue.

**Timely Receipt Requirements and Proof of Timely Submission**

All applications must be received by 11:59 p.m., ET, on the due date established for each program. Proof of timely submission is automatically recorded by Grants.gov. An electronic date/time stamp is generated within the system when the application is successfully received by Grants.gov. The applicant AOR will receive an acknowledgement of receipt and a tracking number (GRANTXXXXXXXXX) from Grants.gov with the successful transmission of their application. Applicant AORs will also receive the official date/stamp and Grants.gov Tracking number in an email serving as proof of their timely submission.

When ACF successfully retrieves the application from Grants.gov, and acknowledges the download of submission, Grants.gov will provide an electronic acknowledgment of receipt of the application to the email address of the applicant with the AOR role. Again, proof of timely submission shall be the official date and time that Grants.gov receives your application. Applications received by Grants.gov after the established due date for the program will be considered late and will not be considered for funding by ACF.

Applicants with slow internet, such as dial-up connections, should be aware that transmission can take some time before Grants.gov receives your application. Again, Grants.gov will provide
either an error or a successfully received transmission in the form of an email sent to the applicant with the AOR role. The Grants.gov Support Center reports that some applicants end the transmission because they think that nothing is occurring during the transmission process. Please be patient and give the system time to process the application.

**Issues with Federal Systems**

**Request an Exemption from Required Electronic Application Submission**
To request an exemption from required electronic submission please refer to ACF’s “Policy for Requesting an Exemption from Required Electronic Application Submission” document for complete guidance at: [https://www.acf.hhs.gov/sites/default/files/assets/acf_policy_for_requesting_an_exemption_from_required_electronic.pdf](https://www.acf.hhs.gov/sites/default/files/assets/acf_policy_for_requesting_an_exemption_from_required_electronic.pdf).

**Paper Format Application Submission**
An exemption is 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.7. 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.4. Submission Dates and Times in this announcement.

### IV.3. Unique Entity Identifier and System for Award Management (SAM)

All applicants must have a DUNS Number ([http://fedgov.dnb.com/webform](http://fedgov.dnb.com/webform)) and an active registration with the System for Award Management (SAM.gov/SAM, [https://www.sam.gov](https://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 must be active throughout the life of the award.
Plan ahead. Allow at least 10 business days after you submit your registration for it to become active in SAM and at least 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 their 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.

### IV.4. Submission Dates and Times

**Due Date for Applications:**

FY 2020: 09/04/2020  
FY 2021: 09/03/2021  
FY 2022: 09/02/2022

**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. Other, Application Disqualification Factors.

**Electronic Applications**

The deadline for submission of electronic applications via [www.Grants.gov](https://www.Grants.gov) is 11:59 p.m., ET, on the due date. Electronic applications submitted at 12:00 a.m., ET, on the day after the due date will be considered late and will be disqualified from competitive review and from funding under this announcement.
Applicants are required to submit their applications electronically via [www.Grants.gov](http://www.Grants.gov) unless they received an exemption through the process described in Section IV.2. Request an Exemption from Required Electronic Application Submission.

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


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

**Mailed Paper Format Applications**

The deadline for receipt of 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.7. Other Submission Requirements.

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

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

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

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

Emergency Extensions
ACF may extend an application due date when circumstances make it impossible for an applicant to submit their applications on time. Only events such as documented natural disasters (floods, hurricanes, tornados, etc.), or a verifiable widespread disruption of electrical service, or mail service, will be considered. The determination to extend or waive the due date, and/or receipt time, requirements in an emergency situation rests with the Grants Management Officer listed as the Office of Grants Management Contact in Section VII. HHS Awarding Agency Contact(s).

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 is has passed the validation check.

Applicants will also receive an email acknowledging that the received application is in the Grants.gov validation process, after which a third email is sent with the information that the submitted application package has passed, or failed, the 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 by ACF.


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.5. Intergovernmental Review

This program is not subject to Executive Order (E.O.) 12372, "Intergovernmental Review of Federal Programs," or 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." No action is required of applicants under this announcement with regard to E.O. 12372.
IV.6. Funding Restrictions

Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred to raise capital or obtain contributions are unallowable. Fund raising costs for the purposes of meeting the Federal program objectives are allowable with prior written approval from the Federal awarding agency. (45 CFR §75.442)

Proposal costs are the costs of preparing bids, proposals, or applications on potential Federal and non-Federal awards or projects, including the development of data necessary to support the non-Federal entity's bids or proposals. Proposal costs of the current accounting period of both successful and unsuccessful bids and proposals normally should be treated as indirect (F&A) costs and allocated currently to all activities of the non-Federal entity. No proposal costs of past accounting periods will be allocable to the current period. (45 CFR §75.460)

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

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

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

Federal funds awarded under this FOA may not be used to acquire (i.e., purchase), construct, and/or make major renovations to real property, including land improvements. Any costs associated with these type of activities or expenditures such as interest payments, financing payments, and capital payments are unallowable, and therefore, any 45 CFR Part 75 uniform administrative requirement reference allowing such costs would not apply to grant awards made under this announcement.

- **Real property**, as defined by 45 CFR §75.2, means “land, including land improvements, structures and appurtenances [affixed equipment] thereto, but excludes moveable machinery and equipment.” Please also reference *HHS GPS II-35, Land or Building Acquisition*, for more information.

- **Construction** is defined as including construction of a new facility(ies) or projects in an existing building that are considered to be construction such as relocation of exterior walls, roofs, and floors. Please reference *HHS GPS II-32, Construction and Modernization* for more information.

- **Major renovation** (also known as large-scale modernization or permanent improvement or major A&R) of facilities includes alterations, renovation, remodeling, improvement, expansion, or repair. It is a structural change (e.g., to the foundation, roof, floor, or exterior or load-bearing walls of a facility, or extension of an existing facility) to achieve an increase in floor area and/or change the function and purpose of the facility(ies). Please reference *HHS GPS II-98, Construction and Modernization of facilities* for more information.

- **Capital Expenditure**, as defined under 45 CFR §75.2, “means expenditures to acquire capital assets or expenditures to make additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations, or alterations to capital assets that materially increase their value or useful life.” Land and building
acquisition are unallowable under this grant program. Please refer to HHS GPS II-31 and II-35 for more information.

- **Land improvements** are capital expenditures. These may include, but are not limited to, paved areas (e.g., parking lots, sidewalks, etc.), permanent fences, utility conduits, and similar improvements.

- **Capital Assets**, as defined under 45 CFR §75.2, “means tangible or intangible assets used in operations having a useful life of more than one year which are capitalized in accordance with GAAP. Capital assets include: (1) Land, buildings (facilities), equipment, and intellectual property (including software), whether acquired by purchase, construction, manufacture, lease-purchase, exchange, or through capital leases; and (2) Additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations or alterations to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance).”

ACF does not fund awards where the role of the applicant is primarily to serve as a conduit of funds to other organizations, unless that arrangement is authorized by statute. In the absence of such statutory authority, each prime recipient’s primary role must be to ensure the delivery of the statutorily authorized services, whether provided directly or through collaborative involvement with their subrecipient(s).

Costs incurred for ordinary and normal rearrangement and alterations of facilities are generally allowable as indirect costs, 45 CFR §75.462. Rearrangements and alterations are examples of capital asset expenditures. For more information see the capital asset and capital expenditure definitions under 45 CFR §75.2. This program does not have the statutory authority to use federal funds to charge these types of costs and related costs directly to the grant award.

A trailer or modular unit also is considered real property when the unit and its installation are designed or planned to be permanently installed at a given location so as to seem fixed to the land as a permanent structure or appurtenance thereto. Please reference HHS GPS at II-42, Trailers and Modular Units for more information.

Minor A&R is an allowable cost, as long as the non-federal entity obtains the required prior written approval from ORR and OGM if not included with the application. For more information, refer to Section I. Post-Award Requirements, Minor Alterations and Renovations for Facilities.

ACF reserves the right to request and access any documents, papers, or other records of the recipient that are pertinent to the federal award. See HHS GPS II-86 and 45 CFR §75.364.

HHS specifies that for any single or aggregate minor A&R project, costs may not exceed the lesser of $150,000 or 25 percent of the total approved budget for the entire project period. The total approved budget includes direct and indirect costs and both the federal and any non-federal share. The A&R threshold of $150,000 applies to each land parcel as identified by state property records where UAC activities occur, regardless of the number of structures/improvements that exist on each land parcel. Minor A&R excludes construction and renovations such as a structural changes (e.g., to the foundation, roof, floor, or exterior or load-bearing walls of a facility, or extension of an existing facility) to achieve the following: increase the floor area; increase the estimated value; prolong the estimated useful life; and/or, change function and purpose of the facility (ies). Please reference HHS Grants Policy Statement
at II-49, Prior Approval for A&R for more information.

As referenced in 45 CFR §75.216(b), HHS funds awarded under this grant are prohibited from being paid as profit to any recipient, as well as subawards to such entities, even if they are a commercial organization. Profit is defined as any amount in excess of allowable direct and indirect costs.

Funding for UAC medical services is provided under a separate ORR managed care program and must not be included as a component of the applicant's budget.

Each year, HHS appropriations includes a prohibition, stating that none of the funds appropriated may be expended for an abortion, except in cases where pregnancy is a result of rape or incest or where the woman suffers from a physical disorder, physical injury, or physical illness, including a life-endangering physical condition caused by or arising from the pregnancy itself, and that would, as certified by a physician, place the woman in danger of death unless an abortion is performed (See Department of Defense and Labor, Health and Human Services, and Education Appropriations Act, 2019 and Continuing Appropriations Act, 2019, Pub. L. 115-245, §§ 506, 507).

IV.7. Other Submission Requirements

Submit paper applications to one of the following addresses. Also see ACF Policy on Requesting an Exemption from Required Electronic Application Submission at www.acf.hhs.gov/grants/howto#chapter-6.

Submission By Mail
UC Operations Center
c/o F2 Solutions
Attn: HHS-2021-ACF-ORR-1787 FOA
1401 Mercantile Lane
Suite 401
Largo, MD 20774

Hand Delivery
UC Operations Center
c/o F2 Solutions
Attn: HHS-2021-ACF-ORR-1787 FOA
1401 Mercantile Lane
Suite 401
Largo, MD 20774

Electronic Submission
See Section IV.2. for application requirements and for guidance when submitting applications electronically via www.Grants.gov. For all submissions, see Section IV.4. Submission Dates and Times.
V. Application Review Information

V.1. Criteria

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

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

PROGRAM DESIGN AND SERVICE PROVISION

The application will be reviewed for the overall program design and the applicant’s ability to explain the required services to be provided by the applicant and if applicable, subrecipient(s). This will be evidenced by the following:

- Detailed documentation and evidence supporting applicant’s ability and/or experience in providing the required program services indicated in the Section I. Program Requirements for foster and/or group home. (0-10 points)
- Clear description of overall program design for foster and/or group home facility(ies) and plan for provision of the services listed (i.e., medical services, ISP, education, etc.) in Section I. Program Requirements. Description must include ability to adhere to the time-frames required for the provisions of services. (0-3 points)
- Detailed information on how program activities, services, and materials are developed and provided in a manner that is appropriate for the target population taking into account the culture, native language, and special needs of UAC. (0-3 points)
- Detailed plan to identify and address the specialized needs of the UAC population, including victims of trafficking, and risk factors for potential sexual victimization or sexual abuser tendencies. (0-5 points)
- Detailed description of how the applicant’s behavior management plan for foster and/or group home will be developed and implemented as required in Section I. Program Requirements, Rules/Behavior Management. Description must identify how the behavior management plan is strength-based and meets child welfare best practices. In
addition, it must describe how the behavior management plan takes in to consideration the range of ages, maturity levels, and cultural sensitivities of the UAC. (0-2 points)

- Provides detailed supporting documentation and description of experience in providing appropriate case management services for foster and/or group homes (e.g., ISPs). Documentation must evidence applicant's experience with providing case management services to the UAC population, including cross-cultural/international and/or domestic children. (0-3 points)

- Detailed plan on how applicant will identify, assess, and release UAC with eligible domestic sponsors in a timely manner, when applicable. The plan identifies applicant’s ability to facilitate safe and timely release of UAC including, but not limited to, identifying sponsor(s), evaluating the suitability of the sponsor, evaluating the suitability of the sponsor, and verifying sponsor’s identity and relationship to the UAC according to the requirements outlined in Section I. Program Requirements, Safe and Timely Release Services. (0-4 points)

**PROGRAM MANAGEMENT**

The application will be reviewed for the capacity of the applicant and if applicable, subrecipient(s), to develop and manage a UAC program by assessing the following:

- Comprehensive and concise overview of the applicant's organization, including qualifications, history, and organizational mission and goals. Evidence that the applicant’s, including subrecipient(s)’, if applicable, key staff having sufficient and relevant experience, knowledge, and capability to implement and manage LTFC services. (0-5 points)

- Detailed plan to provide child welfare services to minors with special needs and/or victims of trafficking and minors from various cultural backgrounds and with various language capabilities. (0-5 points)

- Clear and comprehensive organizational structure of the proposed program for either foster and/or group home that describes delineation of authority, roles and responsibilities, and supervision across the entire organization allowing for communication and coordination between the various program components and partner agencies. Applicant addresses the educational and professional experience required for key positions according to requirements outlined in Section I. Program Staffing Requirements. (0-5 points)

- Detailed plan to screen, hire, and train staff to meet state licensing and ORR requirements. Training must address elements specific to working with the UAC population, prevention of and intervention in child abuse and neglect, local reporting procedures, and staff code of conduct. (0-4 points)

- Comprehensive plan to implement ORR’s sexual abuse and harassment policies including, but not limited to, assigning a PREA Staff Coordinator, appropriate screening of new hires, developing internal policy documents, and training staff and UACs on these policies. (0-3 points)

- Documentation of a detailed, thorough, and realistic description of recruitment and retention staffing plan that takes into consideration the particular needs of the target population. Detailed plan for completing background checks for staff, contractors, and
volunteers. (0-3 points)

**ADMINISTRATIVE AND SERVICE ENVIRONMENT**

Maximum Points: 15

The application will be reviewed for the applicant's and, if applicable, subrecipient(s)’, information regarding the geographic location(s), community services, and facility design(s) to adequately support program services by assessing the following:

- Comprehensive description of overall program service environment for foster and/or group homes with documentation supporting its ability to provide the required program services indicated in *Section I. Program Requirements*. (0-5 points)
- Clear description of the proposed facility(ies)/foster homes and/or group homes. The description must include information about sleeping arrangements, food preparation, kitchen and dining area, office space, restrooms, outside recreation areas, designated personal telephone call space, and living space. (0-2 points)
- Documentation of facility(ies)/foster homes' and/or group homes' accessibility to immigration court, airports, fire and police services, and the local community. Documentation that each facility foster home and/or group homes has met all relevant zoning, fire, safety, and health codes required to operate a residential based social service program. (0-2 points)
- Documentation of type of state licensure including information on capacity, age/sex permitted, and allowable length of stay; allegations/concerns of abuse and neglect; and denial, suspension, and/or revocation of licensure to provide any child welfare related services. (0-2 points)
- Explanation and documentation of facility(ies) (e.g., ownership type, and/or draft lease/intent to lease letter(s)) to include evidence of complete leased documentation provided in accordance with *Section IV.2. The Project Description, Approach, Administrative and Service Environment*. (0-2 points)
- Documented evidence/references or letters of local community support and acceptance of the applicant's program. This should include established relationships with local emergency services (i.e., police, fire), medical and mental health agencies (e.g., local health department), religious and community organizations, and state licensing offices' recommendations for serving UAC. (0-2 points)

**PROGRAM PERFORMANCE EVALUATION PLAN**

Maximum Points: 15

The application will be reviewed for evidence of the applicant's and if applicable, subrecipient(s)' capacity to manage proper documentation and reporting with regard to the proposed program, including internal accountability and a plan for monitoring of performance through evaluation and other measures. Evidence of the following must be provided:

- Clear description of an effective model for programmatic control, predictability, and accountability as evidenced by the program design for foster homes and/or group homes. (0-5 points)
- Detailed evaluation methodology based on performance. Evidence by a focus on child welfare practices, particularly child safety, safe and timely release performance, and ability to ensure timely and appropriate release for UAC with potential sponsors, when applicable. Measures that effectively track performance in this area must be described
in detail. Documentation of an effective plan to monitor subrecipient(s), if applicable, in accordance with 45 CFR 75.352 and monitor internal programming. (0-5 points)

- Ability to maintain adequate electronic and/or hard copy records, including client files, medical files, financial files, and personnel files. Ability to produce reports that track demographics and program performance, effective monitoring and enforcement of the Flores Settlement Agreement, federal requirements, ORR policies and procedures, and other requirements and standards. (0-3 points)
- Documentation of an effective and efficient plan to operate the UAC Portal and to upload all appropriate UAC forms and file information within the time-frames indicated in Section I. Program Requirements, Important Time-Frames. (0-2 points)

**BUDGET AND BUDGET JUSTIFICATION**

<table>
<thead>
<tr>
<th>Maximum Points: 15</th>
</tr>
</thead>
</table>

The application will be reviewed for fiscal soundness and accountability of the applicant and if applicable, subrecipient(s), by assessing the following:

- Accurate and detailed budget and budget justification noting line-item expenses with specific detail for understanding per-item costs for applicant to include a budget for each proposed facility delineated by facility name and location, inclusion of the names of staff for positions already filled, and corresponding levels of effort (percentage dedicated to the project). (0-5 points)
- Documentation of costs that are reasonable, allocable, program-related, and commensurate with the types and range of activities to be conducted. The documentation must include a sound plan that is in compliance with the funding restrictions noted in Section IV.6. Funding Restrictions. (0-6 points)
- Comprehensive plan for overall fiscal management, including internal and third-party financial monitoring systems that demonstrate structure and accountability for applicant and any subrecipient(s) and/or contractors. (0-2 points)
- Documentation of most recent financial audit management letter or summary report. (0-2 points)

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

No grant award will be made under this announcement on the basis of an incomplete application. No grant award will be made to an applicant or sub-recipient that does not have a DUNS number ([http://fedgov.dnb.com/webform](http://fedgov.dnb.com/webform)) and an active registration at SAM ([www.sam.gov](http://www.sam.gov)). See Section IV.3. Unique Entity Identifier and System for Award Management (SAM).

**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 FOA.

**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 reserves the right to evaluate applications in the larger context of the overall portfolio by considering geographic distribution of federal funds (e.g., ensuring coverage of states, counties, or service areas) in its pre-award decisions.

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 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.

ACF does not fund concurrent projects, i.e., funding a non-federal entity to provide the same types of services in the same service location.

ACF does not fund awards where the role of the applicant is primarily to serve as a conduit of funds to other organizations unless that arrangement is authorized by statute. In the absence of such statutory authority, each prime recipient’s primary role must be to ensure the delivery of the statutorily authorized services, whether provided directly or through collaborative involvement with their subrecipient(s). Prime recipients of an award under this FOA will be legally accountable to ACF for performance of the project or program. Prime recipients will be held solely responsible in the event of non-compliance by a subrecipient. Applicants proposing to use subrecipient(s) to complete the proposed project will be reviewed by ACF for any management or financial problems. ACF may elect to not allow a prime recipient to subaward if the prime recipient displays an inability to properly monitor and manage subrecipients.

**Federal Financial Review of Proposed UAC Projects**
ORR and OGM staff will perform an internal review and analysis of the applications ranked highest as a result of the panel’s review and scoring. This internal review is used to determine the application’s consistency with the requirements of the *Flores Settlement Agreement*; pertinent HHS regulations and laws; and ORR policies, instructions, and procedures. In addition, a review will be conducted to review all leases and assess all costs to ensure that they comply with federal regulations and FOA requirements. ACF reserves the right to reduce the budget due to unallowable costs.
For those applicants that have proposed an alternative approach, ORR will review the applicant’s proposal and reserves the right to negotiate with applicants on their alternative approach and revise budgets and activities accordingly.

**Federal Awarding Agency Review of Risk Posed by Applicants**

As required by 2 CFR Part 200, the Uniform Guidance, effective January 1, 2016, ACF is required to review and consider any information about the applicant that is in the Federal Awardee Performance and Integrity Information System (FAPIIS), [www.fapiis.gov/](http://www.fapiis.gov/), before making any award in excess of the simplified acquisition threshold (currently $250,000) over the period of performance. An applicant may review and comment on any information about itself that a federal awarding agency has previously entered into FAPIIS. ACF will consider any comments by the applicant, in addition to other information in FAPIIS, in making a judgment about the applicant's integrity, business ethics, and record of performance under federal awards when completing the review of risk posed by applicants as described in 2 CFR § 200.205 Federal Awarding Agency Review of Risk Posed by Applicants ([http://www.ecfr.gov/cgi-bin/text-idx?node=se2.1.200_1205&rgn=div8](http://www.ecfr.gov/cgi-bin/text-idx?node=se2.1.200_1205&rgn=div8)).

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 in the objective review process, but not selected for award, may receive funding if additional funds become available or may compete for funding during the next review cycle (if one occurs in the next fiscal year). Applications designated as “approved but unfunded” typically cannot be kept in an active status for more than 12 months. For those applications determined as “approved but unfunded,” notice will be given of the determination by email.

**V.3. Anticipated Announcement and Federal Award Dates**

Announcement of awards and the disposition of applications will be provided to applicants at a later date. ACF staff cannot respond to requests for information regarding funding decisions prior to the official applicant notification.

**VI. Federal Award Administration Information**

**VI.1. Federal 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.6. Funding Restrictions.

Grantees may translate the Federal award and other documents into another language. In the event of inconsistency between any terms and conditions of the Federal award and any translation into another language, the English language meaning will control. Where a significant portion of the grantee’s employees who are working on the Federal award are not fluent in English, the grantee must provide the Federal award in English and in the language(s) with which employees are more familiar.

VI.2. Administrative and National Policy Requirements

Awards issued under this announcement are subject to 45 CFR Part 75 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards. The Code of Federal Regulations (CFR) is available at www.ecfr.gov. Unless otherwise noted in this section, administrative and national policy requirements that are applicable to discretionary grants are available at: www.acf.hhs.gov/administrative-and-national-policy-requirements.

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. 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/discretionary-post-award-requirements#chapter-1.

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.

Care providers are subject to the provisions of the Service Contract Act, CFR Title 29 and must abide by applicable state wage determination guidelines in their programs. For additional information visit: http://www.dol.gov/whd/govcontracts/sca.htm and/or http://www.wdol.gov.
Pursuant to authority provided to federal agencies under 45 CFR 75.101(c), ACF is exercising its discretion to make awards issued through this announcement to for-profit entities, as well as subawards to such entities, subject to subparts A-E of 45 CFR Part 75, notwithstanding provisions of Part 75 that may otherwise exclude for-profit recipients and subrecipients from certain subparts of Part 75.

Accessibility Provisions for All Grant Application Packages and Funding Opportunity Announcements

Recipients of federal financial assistance (FFA) from HHS must administer their programs in compliance with federal civil rights laws that prohibit discrimination on the basis of race, color, national origin, disability, age and, in some circumstances, religion, conscience, and sex. This includes ensuring programs are accessible to persons with limited English proficiency. The HHS Office for Civil Rights provides guidance on complying with civil rights laws enforced by HHS. For information on civil rights laws enforced by the HHS Office of Civil Rights that may apply, please see https://www.hhs.gov/civil-rights/for-providers/provider-obligations/index.html and http://www.hhs.gov/ocr/civilrights/understanding/section1557/index.html.

- Recipients of FFA must ensure that their programs are accessible to persons with limited English proficiency. HHS provides guidance to recipients of FFA on meeting their legal obligation to take reasonable steps to provide meaningful access to their programs by persons with limited English proficiency. Please see https://www.hhs.gov/civil-rights/for-individuals/special-topics/limited-english-proficiency/fact-sheet-guidance/index.html and https://www.lep.gov. For further guidance on providing culturally and linguistically appropriate services, recipients should review the National Standards for Culturally and Linguistically Appropriate Services in Health and Health Care at https://minorityhealth.hhs.gov/omh/browse.aspx?lvl=2&amp;lvid=53.

- Recipients of FFA also have specific legal obligations for serving qualified individuals with disabilities. Please see http://www.hhs.gov/ocr/civilrights/understanding/disability/index.html.

- HHS funded health and education programs must be administered in an environment free of sexual harassment. Please see https://www.hhs.gov/civil-rights/for-individuals/sex-discrimination/index.html; and https://www2.ed.gov/about/offices/list/ocr/docs/shguide.html.

- Recipients of FFA must also administer their programs in compliance with applicable federal religious nondiscrimination laws and applicable federal conscience protection and associated anti-discrimination laws. Collectively, these laws prohibit exclusion, adverse treatment, coercion, or other discrimination against persons or entities on the basis of their consciences, religious beliefs, or moral convictions. Please see https://www.hhs.gov/conscience/conscience-protectons/index.html and https://www.hhs.gov/conscience/religious-free/index.html.

- Religious Freedom Restoration Act (RFRA) (42 U.S.C. 2000bb et seq.). If you are a faith-based organization and feel that your exercise of religion would be substantially burdened by compliance with any of the terms and conditions of this grant award, you may contact the HHS Office for Civil Rights.
Please contact the HHS Office for Civil Rights for more information about obligations and prohibitions under federal civil rights laws at https://www.hhs.gov/ocr/about-us/contact-us/index.html or call 1-800-368-1019 or TDD 1-800-537-7697.

Equal Treatment for Faith-Based Organizations

The grantee acknowledges its obligation to comply with 45 CFR § Part 87 “Equal Treatment For Faith-Based Organizations,” including the requirement that all faith-based or religious organizations are eligible, on the same basis as any other organization, to participate in this and any program for which they are otherwise eligible. Thus, the grantee agrees that when selecting service providers or subrecipients, it will not discriminate for or against any organization on the basis of the organization's religious character or affiliation as indicated in 45 CFR § 87.3(a). For further information visit https://www.acf.hhs.gov/administrative-and-national-policy-requirements#chapter-4.

VI.3. Reporting

Performance Progress Reports: Quarterly

Recipients under this FOA will be required to submit performance progress and financial reports periodically throughout the project period. Information on reporting requirements is available on the ACF website at www.acf.hhs.gov/discretionary-post-award-requirements#chapter-2.

For planning purposes, the frequency of required reporting for awards made under this announcement are as follows:

Financial Reports: Quarterly

Recipients under this FOA will be required to submit/administer forms to include, but not limited to:

- UAC Portal Capacity Report
- Placement Authorization
- Notice of Placement in a Restrictive Setting
- Initial Intake Assessment
- UAC Assessment
- Individual Service Plan
- UAC Case Review
- New Sponsor Form
- Transfer Request
- Long Term Foster Care Placement Memo
- Travel Request Form for UAC Long Term Foster Care
- Notice of Transfer to ICE Chief Counsel and Change of Address/Change of Venue
- Release Request
• Discharge Notification
• Verification of Release
• Child Advocate Referral and Appointment Form
• Notice of Rights and Provision of Services Handout
• Legal Service Provider List for UAC
• Standard Shelter Tour Request
• Initial Medical Exam
• Supplemental TB Screening
• Initial Dental Exam
• Medical Complaint Form
• Contact Investigation Form: Non-TB Illness
• Contact Investigation Form: Active/Suspect TB
• Family Reunification Application
• Authorization for Release of Information
• Fingerprinting Instructions
• Letter of Designation for Care of a Minor

These forms are approved by OMB. See Section I. Post-Award Requirements, Required UAC Reporting for the corresponding OMB control numbers and expiration dates. Section I. Post-Award Requirements, Required UAC Reporting also includes information collections for which ORR is seeking approval from OMB.

ORR is seeking approval from OMB for information collection under PRA on the UAC program forms for post-award reporting. Forms include:

• Sponsor Declaration
• Sponsor Assessment
• Assessment for Risk
• UAC Initial Placement Referral
• Transfer Request
• Corrective Action Form
• Authorization for Release of Records
• Medical Checklist for Transfers
• Medical Checklist for Influx Transfers
• Significant Incident Report
• Sexual Abuse Significant Incident Report
• UAC Immigration Case Status Summary
• Home Study Report

NOTE: Consistent with the PRA 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 OMB control number. ORR is seeking approval of its UAC program forms through OMB's Office of Information and Regulatory Affairs. ORR will not request this information if these forms are not approved at the time that reports are due.
VII. HHS Awarding Agency Contact(s)

Program Office Contact
Chad Burrows
Administration for Children and Families
Office of Refugee Resettlement
Division of Unaccompanied Children Operations
Mary E. Switzer Building
330 C Street, SW.
Washington, DC 20201
Phone: (202) 401-4978
Fax: (202) 401-1022
Email: DCS_ProjectOfficers@acf.hhs.gov

Office of Grants Management Contact
Karen Code
Administration for Children and Families
Office of Grants Management
Family Protection and Resilience Portfolio
Mary E. Switzer Building
330 C Street, SW.
Washington, DC 20201
Phone: (202) 401-6888
Email: Karen.Code@acf.hhs.gov

Federal Relay Service:
Hearing-impaired and speech-impaired callers may contact the Federal Relay Service (FedRelay) at www.gsa.gov/fedrelay.

VIII. Other Information

Reference Websites

U.S. Department of Health and Human Services (HHS) www.hhs.gov/
Administration for Children and Families (ACF) www.acf.hhs.gov/
ACF Funding Opportunities Forecast www.grants.gov/
ACF Funding Opportunity Announcements ami.grantsolutions.gov/
ACF "How To Apply For A Grant" https://www.acf.hhs.gov/grants/howto.

ACF Property Guidance https://www.acf.hhs.gov/grants/real-property-and-tangible-personal-property


**Application Checklist**

Applicants may use this checklist as a guide when preparing an application package.

<table>
<thead>
<tr>
<th>What to Submit</th>
<th>Where Found</th>
<th>When to Submit</th>
</tr>
</thead>
<tbody>
<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.4. Submission Dates and Times.</em></td>
</tr>
<tr>
<td>Mandatory Grant Disclosure</td>
<td>Requirement, submission instructions, and mailing addresses are found in the &quot;Mandatory Grant Disclosure&quot; in <em>Section IV.2. Required Forms, Assurances and Certifications.</em></td>
<td>If applicable, concurrent submission to the Administration for Children and Families and to the Office of the Inspector General is required.</td>
</tr>
<tr>
<td>SF-424 Key Contact Form</td>
<td>Referenced in <em>Section IV.2. Required Forms, Assurances, and Certifications.</em></td>
<td>Submission is due with the application by the application due date found in the <em>Overview</em> and in <em>Section IV.4. Submission Dates and Times.</em></td>
</tr>
<tr>
<td>Project</td>
<td>Referenced in <em>Section IV.2. The</em></td>
<td>Submission is due by the application</td>
</tr>
<tr>
<td>Summary/Abstract</td>
<td>Project Description. The Project Summary/Abstract is limited to one single-spaced page.</td>
<td>due date found in the Overview and in Section IV.4. Submission Dates and Times.</td>
</tr>
<tr>
<td>------------------</td>
<td>-------------------------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Certification Regarding Lobbying (Grants.gov Lobbying Form)</td>
<td>Referenced in Section IV.2. Required Forms, Assurances, and Certifications. This form is available in the FOA's forms package at <a href="http://www.Grants.gov">www.Grants.gov</a>.</td>
<td>Submission is due with the application package or prior to the award of a grant.</td>
</tr>
<tr>
<td>SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non-Construction Programs</td>
<td>Referenced in Section IV.2. Required Forms, Assurances, and Certifications. These forms are available in the FOA's forms package at <a href="http://www.Grants.gov">www.Grants.gov</a> in the Mandatory section. They are required for applications that include only non-construction activities.</td>
<td>Submission is due by the application due date found in the Overview and in Section IV.4. Submission Dates and Times.</td>
</tr>
<tr>
<td>SF-Project/Performance Site Location(s) (SF-P/PSL)</td>
<td>Referenced in Section IV.2. Required Forms, Assurances, and Certifications. This form is available in the FOA's forms package at <a href="http://www.Grants.gov">www.Grants.gov</a>.</td>
<td>Submission is due by the application due date found in the Overview and in Section IV.4. Submission Dates and Times.</td>
</tr>
<tr>
<td>Proof of Non-Profit Status</td>
<td>Referenced in 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 application due date and time listed in the Overview and Section IV.4. of the FOA. 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>SF-LLL - Disclosure of</td>
<td>&quot;Disclosure Form to Report Lobbying&quot; is referenced in</td>
<td>If submission of this form is applicable, it is due at the time of</td>
</tr>
<tr>
<td>---------------------</td>
<td>---------------------------------------------------------------</td>
<td>---------------</td>
</tr>
<tr>
<td></td>
<td>This form is available in the FOA's forms package at <a href="http://www.Grants.gov">www.Grants.gov</a>.</td>
<td>If it not available at the time of application, it may also be submitted prior to the award of a grant.</td>
</tr>
<tr>
<td>Indirect Cost Rate Agreement (IDR)</td>
<td>Referenced in Section IV.2. The Project Budget and Budget Justification.</td>
<td>If the IDR is available by the application due date, it must be submitted with the application package. If it is not available by the application due date, listed in the Overview and Section IV.4. Submission Dates and Times, it may be submitted prior to the award of a grant.</td>
</tr>
<tr>
<td>SF-424 - Application for Federal Assistance</td>
<td>Referenced in Section IV.2. Required Forms, Assurances, and Certifications.</td>
<td>Submission is due by the application due date found in the Overview and in Section IV.4. Submission Dates and Times.</td>
</tr>
<tr>
<td></td>
<td>This form is available in the FOA's forms package at <a href="http://www.Grants.gov">www.Grants.gov</a> in the Mandatory section.</td>
<td></td>
</tr>
<tr>
<td>Unique Entity Identifier (DUNS) and Systems for Award Management (SAM) registration.</td>
<td>Referenced in Section IV.3. Unique Entity Identifier and System for Award Management (SAM) in the announcement.</td>
<td>A DUNS number (Unique Entity Identifier) and registration at SAM.gov are required for all applicants. Active registration at SAM must be maintained throughout the application and project award period.</td>
</tr>
<tr>
<td></td>
<td>To obtain a DUNS number (Unique Entity Identifier), 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>.</td>
<td></td>
</tr>
<tr>
<td>Table of Contents</td>
<td>Referenced in Section IV.2. The Project Description.</td>
<td>Submit with the application by the due date found in the Overview and in Section IV.4. Submission Dates and Times.</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>.</td>
<td>Submission is required in addition to submission of SF-424A and / or SF-424C. Submission is required with the application package by the due date in the <em>Overview</em> and in <em>Section IV.4. Submission Dates and Times</em>.</td>
</tr>
</tbody>
</table>