



Administration for Children and Families

Office of Refugee Resettlement

National Human Trafficking Hotline, Training, and Technical Assistance Program
HHS-2011-ACF-ORR-ZV-0025

National Human Trafficking Hotline, Training, and Technical Assistance Program
HHS-2011-ACF-ORR-ZV-0025
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**Department of Health & Human Services
Administration for Children & Families**

Program Office: Office of Refugee Resettlement
Funding Opportunity Title: National Human Trafficking Hotline, Training, and Technical Assistance Program
Announcement Type: Initial
Funding Opportunity Number: HHS-2011-ACF-ORR-ZV-0025
CFDA Number: 93.598
Due Date For Letter of Intent: [Insert 30 days from date of publication]
Due Date for Applications: [Insert 60 days from date of publication]

Executive Summary:

The central purpose of this cooperative agreement is to increase the identification and protection of victims in the United States, provide service referrals for victims, pass on tips to law enforcement agents and provide information and training on human trafficking. The Anti-Trafficking in Persons Division within the Department of Health and Human Services (HHS) Office of Refugee Resettlement (ORR) intends to accomplish this purpose by awarding one cooperative agreement for a period of three years to an anti-trafficking organization to implement the National Human Trafficking Hotline, Training, and Technical Assistance Program, which funds the National Human Trafficking Resource Center. The NHTRC is a dedicated, toll-free, U.S. national telephone hotline (1-888-3737-888) that provides emergency assistance 24 hours a day, seven days a week, every day of the year. The NHTRC must provide emergency assistance and service referrals to potential victims, service providers, law enforcement officials or other persons who encounter a potential victim and who call the NHTRC; make service referrals to social service organizations; pass on time-sensitive tips to appropriate local, State, or Federal law enforcement authorities; and provide information, training and technical assistance to callers. The Director of ORR may give priority consideration to applications that demonstrate five or more years of experience in identifying and assisting both sex and labor trafficking victims, and three or more years of experience responding to crisis telephone calls related to human trafficking, making service referrals for trafficking victims, providing tips to law enforcement, and providing technical assistance and trainings on human trafficking.

I. Funding Opportunity Description

Statutory Authority

This grant is authorized by the Trafficking Victims Protection Act of 2000 (TVPA), as amended, Sections 106(b) and 107(b)(1)(B), 22 U.S.C. 7104(b) and 7105(b)(1)(B); and the Immigration and Nationality Act Sec. 412(c)(1)(A), 8 U.S.C. 1522(c)(1)(A).

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

Description

Background

Human trafficking is a form of modern-day slavery. Victims of human trafficking are young children, teenagers, men and women. They may be U.S. citizens, Lawful Permanent Residents (LPRs), legal immigrants, or undocumented aliens. Traffickers subject victims of human trafficking to commercial sexual exploitation or labor exploitation through the use of force, fraud, or coercion. All children under the age of 18 involved in commercial sex are victims of human trafficking, without regard to the presence of force, fraud, or coercion. Many victims of human trafficking are forced to work in prostitution or the sex entertainment industry, but trafficking also occurs in forms of labor exploitation, such as domestic servitude, restaurant work, janitorial work, factory work, and agricultural work. Traffickers use various techniques to instill fear in victims and to keep them enslaved.

The TVPA and subsequent reauthorizations designate HHS as the agency responsible for helping alien victims of human trafficking, as defined by the Federal law, become eligible to receive means-tested public benefits and services so they may rebuild their lives safely in the United States.

The TVPA authorizes HHS to:

1. Conduct public awareness, which is accomplished through a national public awareness campaign, outreach, and education, and the provision of technical assistance and training to build local and regional capacity; and
2. Certify victims to be eligible for services; certification is accomplished through victim outreach, identification, receipt of HHS Certification or Eligibility Letter, and service provision.

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

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

Purpose and Scope

The central purpose of this cooperative agreement is to increase the identification and protection of victims in the United States, provide service referrals for victims, pass on tips to law enforcement agents and provide information, training, and technical assistance on human trafficking to anti-trafficking organizations, law enforcement agents, social service agencies, and the general public. The Anti-Trafficking in Persons Division within HHS ORR intends to accomplish this purpose by awarding one cooperative agreement for a period of three years to an anti-trafficking organization to implement the National Human Trafficking Hotline, Training, and Technical Assistance Program, which includes the NHTRC (1-888-3737-888). The training and technical assistance program involves providing callers with both in-depth training on topics related to human trafficking and short-term technical assistance on a particular topic related to human trafficking.

Project Objectives

The National Human Trafficking Hotline, Training, and Technical Assistance Program cooperative agreement has the following seven objectives:

1) HOTLINE:

To implement the National Human Trafficking Resource Center (NHTRC), a dedicated U.S. national, toll-free telephone hotline (1-888-3737-888), providing emergency assistance to callers 24 hours a day, seven days a week, every day of the year. The NHTRC must provide emergency assistance and service referrals to potential victims, service providers, law enforcement officials or other persons who encounter a potential victim and who contact the NHTRC; make service referrals to social service organizations, providing or facilitating the provision of crisis care for trafficking victims, including food, shelter, clothing, medical and mental health care, and other services; promptly pass on time-sensitive tips to appropriate local, State or Federal law enforcement authorities. The successful applicant must demonstrate its organization's experience in handling crisis calls regarding potential victims and in screening potential trafficking victims. Also, the successful applicant must establish a low numerical annual target for numbers of missed calls; define response times to phone calls and other communications, such as emails, requesting emergency assistance, and response times for passing on tips to law enforcement; and ensure that all NHTRC staff will receive up-to-date training in connection with trafficking in persons: The grantee must fulfill this last requirement before staff respond to calls to the hotline. In addition, the successful applicant must show how it will measure the effectiveness of providing emergency technical assistance.

2) TECHNICAL ASSISTANCE AND TRAINING:

To provide non-emergency assistance to those who call or email the NHTRC requesting non-urgent information, technical assistance or training on human trafficking issues. Technical assistance can be short-term assistance provided over the phone or by email on a specific topic or it may involve intensive assistance, allowing for exchange of information and resources and sharing of expertise. It can include providing guidance on how to recognize human trafficking indicators or assist a trafficking victim, providing written materials on trafficking in persons, referring callers to service organizations or anti-trafficking organizations, and reviewing and providing comments or advice on materials prepared by individuals or organizations. Trainings and presentations are pre-scheduled and provide in-depth information on a particular topic or topics; they can be in person (anywhere in the United States), over the phone, or online. Topics for technical assistance and training must include, but are not limited to, the Federal definition of severe forms of trafficking in persons; services available for victims who have not yet received an HHS Certification or Eligibility Letter; how trafficking victims become eligible for benefits and services to the same extent as refugees; human trafficking victim social services case management for adult and child trafficking victims (U.S. citizen, (LPR), or alien); special considerations for child trafficking victims, which may include relevant legal and social welfare systems such as juvenile justice, child welfare, and immigration; promising practices in serving U.S. citizen, LPR, and alien adult and child trafficking victims; the Trafficking Victims Protection Act and its reauthorizations; State anti-trafficking laws; Continued Presence and T nonimmigrant status; indicators that a person may be a victim of human trafficking; general information about human trafficking, including types of trafficking and current trends traffickers use to recruit and retain victims; overview of the anti-trafficking field in the United States; overview of U.S. Government efforts to combat trafficking; overview of existing shelter models, residential facilities, and community-based services; development of safety protocols for those in direct contact with potential trafficking victims; and community outreach strategies.

Non-urgent requests for service referrals, information, and training and technical assistance may not require an immediate response; they can be processed during business hours within two to three business days of receiving the request. The successful applicant must demonstrate experience in providing training and non-emergency technical assistance to service providers; anti-trafficking organizations; local, State, and Federal law enforcement agents; government officials at the local, State, and Federal levels; anti-trafficking task forces and coalitions; and attorneys, healthcare professionals, and community and faith-based

organizations. Each applicant must include target numbers for scheduled phone consultations and trainings, web-based trainings, reviews of third-party materials, on-site technical assistance trips and on-site trainings and presentations. Applicants must show how they will measure the effectiveness of trainings and non-emergency technical assistance.

3) REFERRAL DATABASE:

To demonstrate upon award that it has compiled at least 1,000 contact referrals including service providers, law enforcement officials, anti-trafficking organizations, immigration attorneys, shelters, and anti-trafficking coalitions and task forces, so that the NHTRC can refer callers to local organizations and agencies throughout the United States. Within six months of the grant award, the successful applicant will create and maintain an up-to-date, Nationwide, State-by-State database of at least 2,500 contact referrals. The database must contain contact information for organizations and individuals and up-to-date information on the expertise and/or capacities of each person or organization. The applicant must demonstrate familiarity with non-emergency and emergency referral protocols developed or used in local areas such as 911, 211, Crime Stoppers, and local anti-trafficking hotlines.

4) INFORMATION PORTAL

Within six months of the grant award, to implement and manage the NHTRC Web Portal, which will be used to consolidate and disseminate national promising practices for anti-trafficking activities at local, regional, and State levels; and to offer anti-trafficking resources and opportunities for training. The Web Portal must contain information on the NHTRC and its services; the Federal definition of severe forms of trafficking in persons; indicators that a person may be a victim of human trafficking; and the Trafficking Victims Protection Act, as amended. In addition, it must allow website users to contact the NHTRC by email. The Web Portal must provide training and technical assistance resources, including, but not limited to, trainings on human trafficking; questions to ask when screening potential victims; fact sheets on human trafficking; best practices in conducting outreach, trainings, and public awareness activities; outreach materials; and information related to coalition and task-force development and maintenance.

5) TRAINING MODULES:

Within one year of the grant award, to develop, pilot, implement, and host online training modules on human trafficking issues, such as live and archived web-streaming video trainings, webinar trainings, or similar web-based seminars with audio-visual capacity. Trainings must be practical and provide, at a minimum, information and ideas on assisting adult and child alien victims, conducting community outreach, assisting alien child victims, and working with law enforcement.

6) REPORTING:

To collect and analyze data so that the applicant can generate detailed monthly and *ad hoc* reports for HHS on NHTRC calls, emails, and information, training and technical assistance requests, including numbers of missed calls, types of assistance provided by NHTRC, non-identifying information about callers, language spoken on phone calls, data on calls and emails referencing potential trafficking victims, information on tips received and reported to law enforcement, and results or impact of training and technical assistance.

7) RESOURCE LIBRARY:

To develop and maintain a library of hard-copy and electronic resources on human trafficking, including print publications, informational documents, toolkits, fact sheets, audio-visual trainings, training manuals, best and promising practices, model programs, and sample outreach materials. The applicant must have the ability to distribute these resources and materials to callers upon request and make them available on the NHTRC Web Portal.

7A) To develop and update written informational materials covering topics not currently in circulation and emerging issues related to human trafficking. To draft for approval monthly emails regarding human trafficking issues, conferences, resources, training opportunities, and funding opportunities.

7B) To develop and maintain a calendar of national and local anti-trafficking events and activities, lists of internship and volunteer opportunities, and lists of local anti-trafficking coalitions and task forces, so that the NHTRC can provide such information to callers. To the extent this information is in the public domain, the successful applicant must make this information available on the NHTRC Web Portal.

7C) To provide a moderated online forum or listserv for HHS anti-trafficking grantees to communicate with each other and share information, promising practices, and ideas related to trafficking in persons.

Activities that the Successful Applicant May Not Sub-award

The successful applicant must itself conduct the following tasks; it cannot sub-award them to another organization or agency:

- 1) Answering and responding to all calls and emails to the NHTRC;
- 2) Providing training and technical assistance on the following topics: legal definition of human trafficking, services available for victims who have not yet received an HHS Certification or Eligibility Letter; how trafficking victims become eligible for benefits and services to the same extent as refugees, the Trafficking Victims Protection Act and its reauthorizations, State anti-trafficking laws, Continued Presence, T nonimmigrant status, indicators that a person may be a victim of human trafficking, general information about human trafficking, including types of trafficking and current trends traffickers use to recruit and retain victims; overview of human trafficking criminal networks in the United States; overview of the anti-trafficking field in the United States; overview of U.S. Government efforts to combat trafficking; overview of existing shelter models, residential facilities, and community-based services; development of safety protocols for those in direct contact with potential trafficking victims; community outreach strategies; and effective public awareness campaigns;
- 3) Developing, piloting, implementing and hosting online training modules, including live and archived web-streaming video trainings, webinar trainings, or similar web-based seminars with audio-visual capacity;
- 4) Implementing and managing an NHTRC Web Portal, which will be used to consolidate and disseminate national promising practices for anti-trafficking activities at local, regional, and State levels; and to offer anti-trafficking resources and opportunities for training.
- 5) Collecting and analyzing data in order to generate detailed monthly and *ad hoc* reports for HHS on NHTRC calls, emails, training and technical assistance requests, and website usage;
- 6) Developing and maintaining a library of hard-copy and electronic resources on human trafficking including print publications, informational documents, toolkits, fact sheets, audio-visual trainings, training manuals, best and promising practices, model programs, and sample outreach materials;
- 7) Develop and update written informational materials [covering topics not currently in circulation](#) and emerging issues related to human trafficking;
- 8) Providing a moderated online forum or listserv for HHS anti-trafficking grantees to communicate with each other and share information, promising practices, and ideas related to trafficking in persons.

Activities that the Successful Applicant May Sub-Award

None of the activities described above may be sub-awarded with the exception of the following:

Providing technical assistance and training on the following topics: Building community capacity and response to trafficking; facilitating linkages, relationships, and protocols between social service providers and local, State, and Federal law enforcement or other organizations; best or promising practices for conducting outreach to farmworker populations; promising practices for conducting outreach to persons victimized in commercial sexual exploitation, including, but not limited to, prostitution, exotic dancing, escort services, massage parlors, and online exotic services; demand-reduction strategies; human trafficking victim social services case management for adult and child trafficking victims (U.S. citizen, LPR or alien); special considerations for child trafficking victims which may include relevant legal and social welfare systems including juvenile justice, child welfare and immigration; promising practices in serving U.S. citizen, LPR, and alien adult and child trafficking victims.

For activities that the applicant sub-awards, the applicant must include in the application the name of the organization of each proposed sub-awardee and include as an attachment a signed memorandum of understanding (MOU) or a signed letter of intent and draft sub-award agreement with a detailed description of the sub-awardee's activity.

Capacities

The successful applicant must demonstrate that it has or will have by the time of award all of the following capacities:

- 1) Adequate staffing to respond 24/7 to emergency phone calls;
- 2) Adequate staffing to provide technical assistance and training on human trafficking and to create and maintain the NHTRC website;
- 3) Centralized technical and staff capacity to answer at least four calls at the same time during extended business hours;
- 4) Capacity for additional staff to answer phone calls during large public awareness events;
- 5) Bilingual (English- and Spanish-speaking) staff to answer phone calls and emails;
- 6) Arrangements for professional interpreters to provide real-time interpretation of phone calls, and to translate emails, in languages including but not limited to Portuguese, French, Russian, Polish, Croatian, Dutch, Turkish, Ukrainian, Korean, Vietnamese, Khmer, Farsi, Arabic, Mandarin, Cantonese, Hindi, Thai, and Indonesian;
- 7) A Nationwide State-by-State referral network of at least 1,000 service providers, law enforcement agents, and anti-trafficking organizations;
- 8) A system for collecting and analyzing data on calls and emails received and type of assistance provided;
- 9) Expertise and ability to provide technical assistance and training on human trafficking issues including the Federal definition of severe forms of trafficking in persons; services available for victims who have not yet received an HHS Certification or Eligibility Letter; how trafficking victims become eligible for benefits and services to the same extent as refugees; the Trafficking Victims Protection Act and its reauthorizations; State anti-trafficking laws; Continued Presence and T nonimmigrant status; indicators that a person may be a victim of human trafficking; general information about human trafficking, including types of trafficking and current trends traffickers use to recruit and retain victims; overview of the anti-trafficking field in the United States; overview of U.S. Government efforts to combat trafficking; overview of existing

shelter models, residential facilities, and community-based services; development of safety protocols for those in direct contact with potential trafficking victims; community outreach strategies and effective public awareness campaigns;

10) Protocols for handling different types of phone calls and emails, including crisis calls, addressing safety issues, screening for trafficking victims, making service referrals, handling tips regarding potential victims, and responding to technical assistance and training requests;

11) Familiarity with emergency and non-emergency referral protocols developed or used in various local regions of the United States such as 911, 211, Crime Stoppers and local anti-trafficking hotlines;

12) Ability to receive toll-free calls from all 50 States and all U.S. territories.

The successful applicant must provide assurance that within three business days of award date it can respond to emergency phone calls and emails on a 24/7 basis; provide information, technical assistance, and training on human trafficking; and collect data on phone calls and emails.

Deliverables

1) Quarterly performance and financial reports documenting progress on activities and amount of grant funds expended;

2) Monthly and *ad hoc* reports showing details on trends of phone calls, emails, website usage, and the provision of training and technical assistance, including, but not limited to, numbers of missed calls; type of assistance provided by NHTRC; non-identifying information about callers; language spoken on phone calls; data on calls and emails referencing potential trafficking victims; and information on tips received and reported to law enforcement;

3) Participate in monthly phone calls or in-person meetings with HHS to discuss project activities, plans, problems, and solutions;

4) Mid-term and final reports (due at the end of the 19th month of project period and one month after end of three-year project period, respectively) outlining the implementation of the project, including successes, challenges, and lessons learned. The reports should include final versions of documents and resources used during the implementation of the project such as policies, protocols, procedures, data on phone calls, emails and website usage, MOUs, resources and training materials, and public awareness and outreach materials;

5) Within six months of grant award, to implement and manage the NHTRC Web Portal.

II. Award Information

Funding Instrument Type:	Cooperative Agreement
Estimated Total Funding:	\$800,000
Expected Number of Awards:	1
Award Ceiling:	\$800,000 Per Budget Period
Award Floor:	\$0 Per Budget Period
Average Projected Award Amount:	\$800,000 Per Budget Period

Length of Project Periods:

36-month project with three 12-month budget periods

Additional Information on Awards:

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

The length of the Project Period for this cooperative agreement is 36 months with three 12-month budget periods. Awards will be for one-year budget periods, although the project period will be three years. Awards will be contingent upon the outcome of the competition and the availability of funds. Applicants should provide a detailed budget and budget justification for the first 12-month budget period. Applications for continuation grants funded under these awards beyond the one-year budget period may be entertained on a non-competitive basis, subject to availability of funds, satisfactory progress of the projects, and a determination that continued funding is in the best interest of the Federal Government.

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

Under a cooperative agreement, substantial involvement is anticipated between the awarding office and the recipient during performance of the funded activity. Substantial involvement will require that the project plan proposed be approved by the ORR Project Officer prior to implementation. Substantial involvement will include collaboration by the ORR Project Officer in certain specified activities as determined by ORR and, as appropriate, decision-making at specified milestones related to performance.

Under the cooperative agreement, the successful applicant must participate in status meetings by telephone with ORR representatives to review project implementation (monthly, or as required by the Project Officer). In addition, the successful applicant must submit the following to the Project Officer for review and approval (where applicable):

- (1) Resumes for key project staff, including sub-awardees; key project staff are subject to approval by the Project Officer;
- (2) Names and locations of sub-awardee organizations. All sub-awardees are subject to approval by the Project Officer;
- (3) List of names and locations (city, county, State) of individuals, organizations and agencies in database of referrals;
- (4) All materials used or created for trainings, general information requests, and technical assistance;
- (5) All policies, procedures and protocols used or created for handling both emergency and non-emergency

calls and emails to the NHTRC;

(6) All materials used to determine effectiveness of trainings and technical assistance;

(7) All content of the NHTRC Web Portal;

(8) All drafts of monthly emails;

(9) Memoranda of Understanding with organizations selected for receipt of sub-awarded funds (if applicable);

(10) Amount of funding for each sub-awardee (if applicable) and;

(11) Quarterly performance and expenditure reports.

If an organization fails to address any required elements of Section I in its application, the Project Officer will require the grantee to include these elements in the plan of action and logic model.

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

III. Eligibility Information

III.1. Eligible Applicants

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

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

III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement: No

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

III.3. Other

Disqualification Factors

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

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

this announcement.

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

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

Section IV. Application and Submission Information

IV.1. Address to Request Application Package

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

Standard Forms are also available at the Grants.gov Forms Repository website at <http://apply07.grants.gov/apply/FormLinks?family=15>.

Maggie Wynne

Anti-Trafficking in Persons Division

Office of Refugee Resettlement

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Phone: (202) 401-4664

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Email: trafficking@acf.hhs.gov

Federal Relay Service:

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

Section IV.2. Content and Form of Application Submission

This section provides information on the required format, Standard Forms (SFs) and other forms, certifications, assurances, D-U-N-S requirement, project description, budget and budget justification, and methods of application submission. A checklist of required application elements is available for applicants' use in *Section VIII* of this announcement.

Applicants are required to submit one original and two copies of all application materials if applying in hard-copy. Applicants submitting applications electronically via www.grants.gov need not provide additional copies of their application materials. The original signature of the Authorized Organization Representative (AOR) is required only on the original copy. The AOR is named by the applicant, and is

authorized to act for the applicant, to assume the obligations imposed by the Federal laws, regulations, requirements, and conditions that apply to the grant application or awards. A point of contact on matters involving the application must also be identified on the SF-424 at 8f. This point of contact, known as the Project Director or Principal Investigator, should not be identical to the person identified as the AOR.

Program Requirement

Applicants must certify that, to the extent practicable, its staff and subaward staff, if applicable, providing legal services, social services, health services, or other assistance have completed, or will complete, training in connection with trafficking in persons.

Application Format

The narrative must be double-spaced, the font size must be no smaller than 12-point, and the margins must be at least one inch on all sides.

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

For those submitting in hardcopy, submit application materials on white 8.5 x 11 inch paper only.

For those submitting in hardcopy, present application materials either in loose-leaf notebooks or in folders with page two-hole punched at the top center and fastened separately with a slide paper fastener.

Page Limitation

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

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

Forms, Assurances, and Certifications

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

Forms / Assurances / Certifications	Submission Requirement	Notes / Description
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SF-424 - Application for Federal Assistance SF-P/PSL - Project/Performance Site Location(s)	Submission required for all applicants by the application due date.	Required for all applications.
SF-424A - Budget Information - Non-Construction Programs SF-424B - Assurances - Non-Construction Programs	Submission required for all applicants applying for a non-construction project by the application due date.	Required for all applications.
Certification Regarding Lobbying	Submission required of all applicants prior to award.	Required for all applications.
SF-LLL - Disclosure of Lobbying Activities, if applicable	If applicable, submission is required prior to award.	If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Applicants must furnish an executed copy of the Certification Regarding Lobbying prior to award.
Certification Regarding Drug-free Workplace Environment	Submission required for all applicants applying for a construction project by the application due date.	Required for all applications.
Certification Regarding Environmental Tobacco Smoke	Submission required for all applicants applying for a construction project by the application due date.	Required for all applications.

The Pro-Children Act of 2001, 42 U.S.C. 7181 through 7184, imposes restrictions on smoking in facilities where federally funded children's services are provided. HHS grants are subject to these requirements only if they meet the Act's specified coverage. The Act specifies that smoking is prohibited in any indoor facility (owned, leased, or contracted for) used for the routine or regular provision of kindergarten, elementary, or secondary education or library services to children under the age of 18. In addition, smoking is prohibited in any indoor facility or portion of a facility (owned, leased, or contracted for) used for the routine or regular provision of federally funded health care, day care, or early childhood development, including Head Start

services to children under the age of 18. The statutory prohibition also applies if such facilities are constructed, operated, or maintained with Federal funds. The statute does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, portions of facilities used for inpatient drug or alcohol treatment, or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per violation and/or the imposition of an administrative compliance order on the responsible entity.

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

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

D-U-N-S Requirement

All applicants must have a D&B Data Universal Numbering System (D-U-N-S) number. A D-U-N-S number is required whether an applicant is submitting a paper application or using the Government-wide electronic portal, Grants.gov. A D-U-N-S number is required for every application for a new award or renewal/continuation of an award, including applications or plans under formula, entitlement, and block grant programs. A D-U-N-S number may be acquired at no cost online at <http://www.dnb.com>. To acquire a D-U-N-S number by phone, contact the D&B Government Customer Response Center:

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

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

Monday - Friday 7 AM to 8 PM C.S.T.

The process to request a D-U-N-S® Number by telephone takes between 5 and 10 minutes. You will need to provide the following information:

- Legal Name
- Tradestyle, Doing Business As (DBA), or other name by which your organization is commonly recognized
- Physical Address, City, State and Zip Code
- Mailing Address (if separate)
- Telephone Number
- Contact Name
- SIC Code (Line of Business)
- Number of Employees at your location
- Headquarters name and address (if there is a reporting relationship to a parent corporate entity)
- Is this a home-based business?

The Project Description

Part I: The Project Description Overview

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

General Expectations and Instructions

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

Part II: General Instructions for Preparing a Full Project Description

Introduction

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

Letter of Intent

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

Letters of intent are strongly encouraged but not required. ORR should receive letters of intent by 4:30 p.m., eastern time, on the due date found at the beginning of the announcement and in Section IV.3. Letters should state the funding opportunity number and title, the applicant's name and address and the name, phone number, fax number, and email address of a contact person.

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

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

Table of Contents

List the contents of the application including corresponding page numbers.

Project Summary/Abstract

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

Please place the following at the top of the abstract:

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

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

Objectives And Need For Assistance

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

Outcomes Expected

Identify the outcomes to be derived from the project.

Applicants should identify outcomes that show how the NHTRC will assist callers requesting emergency or non-emergency assistance.

Applicants must provide annual low target numbers for missed calls; response times for emergency calls, service referrals, passing on tips to law enforcement and non-urgent requests; and numbers of scheduled phone consultations or trainings, web-based trainings, reviews of third-party materials, and on-site technical assistance trips or on-site trainings and presentations.

Approach

Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished. Account for all functions or activities identified in the application. Cite factors that might accelerate or decelerate the work and state your reason for taking the proposed approach rather than others. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

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

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

Provide a list of organizations, cooperating entities, consultants, or other key individuals who will work on the project, along with a short description of the nature of their effort or contribution.

Describe how the applicant will operate the NHTRC, including providing training and technical assistance, providing service referrals, passing on tips to law enforcement officials, and connecting callers to local anti-trafficking and service agencies. Describe how the applicant will address the Program Purposes and accomplish each of the seven objectives as listed in Purpose and Scope in Section I.

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

Applicants should include a plan for overall fiscal and program management accountability of awarded funds (and subawarded funds, if applicable).

Applicants must provide assurance that within three business days of award date the applicant can respond to emergency phone calls and emails on a 24/7 basis; provide information technical assistance and training on human trafficking; and collect data on phone calls and emails.

Evaluation

Provide a narrative addressing how the conduct of the project and its results will be evaluated. In addressing the evaluation of results, state what measures will be used to determine the extent to which the project has achieved its stated objectives and the extent to which the accomplishment of objectives can be attributed to the project. Discuss the criteria to be used to evaluate results, and explain the methodology that will be used to determine if the needs identified and discussed are being met and if the project results and benefits are being achieved. With respect to the conduct of the project, define the procedures to be employed to determine whether the project is being conducted in a manner consistent with the work plan presented and discuss the impact of the project's various activities that address the project's effectiveness.

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

Logic Model

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

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

Project Sustainability Plan

Provide a plan for sustainability that details how the proposed project approach will create project self-sufficiency and help to ensure that the impact of the project will continue after Federal assistance has ended. The applicant may include information on plans to secure additional financial resources.

Organizational Capacity

- Organizational charts

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

Third-Party Agreements

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

Letters Of Support

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

Budget and Budget Justification

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

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

General

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

Personnel

Description: Costs of employee salaries and wages.

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

Fringe Benefits

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

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

Travel

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

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

Equipment

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

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

Supplies

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

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

Contractual

Description: Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include thirdparty evaluation contracts, if applicable, and contracts with secondary recipient organizations, including delegate agencies and specific project(s) and/or businesses to be financed by the applicant.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open and free competition. Recipients and subrecipients, other than States that are required to use 45 CFR Part 92 procedures, must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed at 41 U.S.C. 403(11), currently set at \$100,000. Recipients may be required to make pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc. available to ACF.

Note: Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each delegate agency, by agency title, along with the same supporting information referred to in these instructions.

Other

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

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

Indirect Charges

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

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

Paperwork Reduction Disclaimer

As required by the Paperwork Reduction Act of 1995, Pub.L. 104-13, the public reporting burden for the Project Description is estimated to average 40 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection information. The Project Description information collection is approved under OMB control number 0970-0139, which expires 11/30/2012. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Application Submission Options

Electronic Submission via www.Grants.gov

- ACF will not accept applications via facsimile or email.
- The Funding Opportunity Announcement is found on the Grants.gov website at <http://www.grants.gov> where the electronic application can be downloaded for completion.
- To apply electronically, applicants must be registered with Grants.gov, Dun and Bradstreet, and the Central Contractor Registry (CCR).
- Electronically submitted applications must be submitted and time/date stamped by the due date and receipt time described in *Section IV.3. Submission Dates and Times*, of this announcement.

- To submit an application through Grants.gov, the applicant must be an Authorized Organization Representative (AOR) for their organization and must have a current registration with the Central Contractor Registry (CCR).
- **Central Contractor Registry (CCR) registration must be updated annually.** Electronically submitted applications will not pass the validation check at Grants.gov if the AOR does not have a current CCR registration and electronic signature credentials.
- Applications rejected by Grants.gov for an unregistered AOR will be disqualified and will not be considered for competition.
- Additional guidance on the submission of electronic applications can be found at http://www.acf.hhs.gov/grants/registration_checklist.html.
- If difficulties are encountered in using Grants.gov, applicants must contact the Grants.gov Contact Center at: 1-800-518-4726, or by email at support@grants.gov, to report the problem and obtain assistance.
- Applicants are advised to retain Grants.gov Contact Center service ticket number(s) as they may be needed for future reference.
- Applicants that submit their applications electronically are encouraged to retain a hard copy of their application.
- It is to an applicant's advantage to submit their applications 24 hours in advance of the closing date and time.

Contact with the Grants.gov Contact Center prior to the listed due date and time does not ensure acceptance of your application. If difficulties are encountered, the Grants Management Officer (GMO) will make a determination whether the issues are due to system errors or user error.

Hard Copy Submission

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

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

IV.3. Submission Dates and Times

Due Date for Letter of Intent: **[Insert 30 days from date of publication]**

Due Date for Applications: **[Insert 60 days from date of publication]**

Explanation of Due Dates

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

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

Mailed Applications

Mailed applications must be **received** no later than 4:30 p.m., eastern time, at the address provided in *Section IV.6* of this announcement on the due date listed in this section.

Hand-Delivered Applications

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

Electronically-Submitted Applications

ACF cannot accommodate transmission of applications by facsimile or email. Instructions for electronic submission through www.Grants.gov may be found at http://www.acf.hhs.gov/grants/registration_checklist.html.

After the application is submitted electronically via [Grants.gov](http://www.Grants.gov), the applicant will receive three emails. The following emails will be sent to the applicant from [Grants.gov](http://www.Grants.gov):

1. An automatic acknowledgement from [Grants.gov](http://www.Grants.gov) of the application's submission that provides a [Grants.gov](http://www.Grants.gov) tracking number.
The date/time-stamp in this email serves as the official record of your application submission. The date/time-stamp must reflect a submission time on or before 4:30 p.m., eastern time, on the application due date for the application to be considered as meeting the due date and to be considered for competition.
2. An acknowledgement from [Grants.gov](http://www.Grants.gov) that the submitted application package has passed or failed a series of checks and validations.
Applications that fail the validation check at [Grants.gov](http://www.Grants.gov) because the Authorized Organization Representative (AOR) is not currently registered with the Central Contractor Registry (CCR) will be disqualified and will not be considered for competition.
3. An additional email from the Administration for Children and Families (ACF) will be sent to the applicant indicating that the application has been retrieved from [Grants.gov](http://www.Grants.gov) and received by ACF.

Late Applications

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

- **Hard-copy applications received after 4:30 p.m., eastern time, on the due date will be classified as late and will be disqualified.**
- **Electronically-submitted applications are considered late and are disqualified when the date/time-stamp received by email from www.Grants.gov is after 4:30 p.m., eastern time, on the due date.**

- **Electronically-submitted applications submitted by an AOR that does not have a current registration with the Central Contractor Registry (CCR) will be rejected by Grants.gov. Although the applicant may have an acceptable dated and time-stamped email from Grants.gov, these applications are considered late and are disqualified and will not be considered for competition.**

Extension/Waiver of Due Date and Receipt Time

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

Acknowledgement of Received Application

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

Applicants who submit their application packages electronically via <http://www.Grants.gov> will receive two email acknowledgements from that website:

1. Your application has been submitted and provides a Time/Date Stamp. **This is considered the official submission time.**
2. Your application has been validated and provides a Time/Date Stamp. See the previous section on **disqualification for failing validation check because of an unregistered Authorized Organization Representative.**

An acknowledgement email from the Administration on Children and Families (ACF) indicating that the application has been retrieved and received by ACF will be sent to applicants that apply via <http://www.Grants.gov>

IV.4. Intergovernmental Review of Federal Programs

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

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

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

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

SPOC comments may be submitted directly to ACF to: U.S. Department of Health and Human Services, Administration for Children and Families, Office of Grants Management, Division of Discretionary Grants,

370 L'Enfant Promenade SW., 6th Floor East, Washington, DC 20447.

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

IV.5. Funding Restrictions

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

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

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

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

IV.6. Other Submission Requirements

Submit applications to one of the following addresses:

Submission By Mail

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

Hand Delivery

Ben Sharp
Office of Grants Management, 6th floor east
Division of Discretionary Grants
Administration for Children and Families
901 D St. SW, Aerospace Building
ACF Mailroom, 2nd Floor (near loading dock)

Electronic Submission

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

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

V. Application Review Information

V.1. Criteria

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

Organizational Profile

Maximum Points: 40

Reviewers will evaluate the extent to which the applicant has demonstrated organizational capacity and the ability to effectively implement and manage the programmatic and financial aspects of the project. The application must include organizational mission statement, organizational chart and management plan for the project. Reviewers will evaluate the extent which the applicant demonstrates it has capacities 1-8 and 12 as listed under Capacities in Section I. **(10 points)**

Reviewers will evaluate the extent to which the applicant has demonstrated that it has experience in assisting both labor and sex trafficking victims and experience in responding to crisis calls related to human trafficking, making service referrals for trafficking victims, providing tips to law enforcement, and providing technical assistance and trainings on human trafficking. The evaluation criterion includes applicant's experience in operating a dedicated hotline that assists callers requesting information or assistance related to human trafficking. Reviewers will evaluate the applicant's experience in conducting trainings and developing new ones and the applicant's ability to build and maintain an up-to-date State-by-State Nationwide database of service providers, law enforcement agents, and anti-trafficking organizations. Reviewers will also evaluate the extent to which the applicant has demonstrated it has capacities 9-11 as listed under Capacities in Section I. **(15 points)**

Reviewers will determine whether the applicant has described whether it or one or more sub-awardee organizations will carry out the activities that ORR allows to be sub-awarded. Reviewers will determine the extent to which the applicant shows that it or its sub-awardee has expertise on providing technical assistance on each issue specified under Activities That the Successful Applicant May Sub-award in Section I. If an applicant plans to work with sub-awardees, it must provide the following in the application: the name, location (city, State), and expertise of each sub-awardee; a description of the scope of each sub-awardee's activity; and a Memorandum of Understanding or a letter of intent and draft sub-award agreement. If an applicant chooses not to issue any sub-awards, reviewers will evaluate how the applicant demonstrates that it can and will accomplish the activities that ORR allows to be sub-awarded. **(5 points)**

Reviewers will examine the extent to which the applicant has described in detail the professional qualifications of project staff that will be responsible for assisting callers who contact the NHTRC, training staff, providing service referrals, conducting trainings or providing technical assistance on human trafficking and passing on tips to law enforcement. The application must include resumes of key project staff, demonstrating appropriate professional background, work experience, and linguistic capacity to assist those who call the NHTRC. **(10 points)**

Approach

Maximum Points: 30

This evaluation criterion focuses on the extent to which the application has addressed the Program Purposes and all seven objectives as listed in Purpose and Scope in Section I and provided a comprehensive plan for operating the NHTRC, including providing training and technical assistance, providing service referrals, passing on tips to law enforcement officials, and connecting callers to local anti-trafficking and service agencies. **(10 points)**

Applicants must submit a logic model for designing and managing their project. Applicants are required to incorporate all seven program objectives into the logic model. The logic model must include specific activities for each objective, target numbers for each activity, outcomes and timelines for accomplishing activities. **(10 points)**

Reviewers will evaluate the extent to which the application includes a plan for overall fiscal and program management accountability of awarded funds (and subawarded funds, if applicable). **(5 points)**

Reviewers will evaluate the extent to which the application provides assurance and demonstrates that within three business days of award date the applicant can respond to emergency phone calls and emails on a 24/7 basis; provide information technical assistance and training on human trafficking; and collect data on phone calls and emails. **(5 points)**

Objectives and Need for Assistance

Maximum Points: 10

Evaluations on this criterion will focus on the extent to which the applicant demonstrates the need for and purpose of a national hotline dedicated to human trafficking as well as the need for a national training and technical assistance provider. **(5 points)**

Reviewers will evaluate to the extent to which the application demonstrates how this program will help to identify and protect human trafficking victims and to provide service referrals for them. **(5 points)**

Outcomes

Maximum Points: 10

The extent to which the applicant has provided and explained realistic and satisfactory target numbers for missed calls; response times for emergency calls, service referrals, passing on tips to law enforcement and non-urgent requests; numbers of scheduled phone consultations or trainings, web-based trainings, reviews of third-party materials, and on-site technical assistance trips or on-site trainings and presentations. **(5 points)**

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

Budget

Maximum Points: 10

The application will be evaluated on the extent to which the budget is clear, logical, accurate, and complete. The line-item budget narrative should be understandable and justify the costs proposed. Reviewers will examine the extent to which the applicant shows how categorical costs are derived. Reviewers will examine the extent to which the applicant has demonstrated the cost effectiveness of the program and the necessity, reasonableness and allocation of proposed costs in relation to the proposed activities and outcomes. ORR is also interested in the amount and source of any additional funding, including in-kind contributions, that will help support the project. **(10 points)**

V.2. Review and Selection Process

No grant award will be made under this announcement on the basis of an incomplete application.

Initial ACF Screening

Each application will be screened to determine whether it was received by the closing date and time and whether the requested amount exceeds the award ceiling. Applications that are designated as late according to *Section IV.3. Submission Dates and Times* or those with requests that exceed the award ceiling, stated in *Section II. Award Information* will be returned to the applicant with a notation that they were deemed non-responsive and will not be reviewed.

Objective Review and Results

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

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

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

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

Selection of Grant Recipients: The Director of ORR reserves the right to give priority consideration to applications that demonstrate five or more years of experience in identifying and assisting both sex and labor trafficking victims, and three or more years of experience responding to crisis telephone calls related to human trafficking, making service referrals for trafficking victims, providing tips to law enforcement, and providing technical assistance and trainings on human trafficking.

Approved but Unfunded Applications

Applications that are approved but unfunded may be held over for funding in the next funding cycle, pending the availability of funds, for a period not to exceed one year.

V.3. Anticipated Announcement and Award Dates

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

VI. Award Administration Information

VI.1. Award Notices

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

VI.2. Administrative and National Policy Requirements

Awards issued under this announcement are subject to the uniform administrative requirements and cost principles of 45 CFR Part 74 (Awards And Subawards To Institutions Of Higher Education, Hospitals, Other Nonprofit Organizations, And Commercial Organizations), or 45 CFR Part 92 (Grants And Cooperative Agreements To State, Local, And Tribal Governments).

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.

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

Grantees are also subject to the requirements of 45 CFR Part 87, Equal Treatment for Faith-Based Organizations: "Direct Federal grants, sub-award funds, or contracts under this ACF program shall not be used to support inherently religious activities such as religious instruction, worship, or proselytization. Therefore, organizations must take steps to separate, in time or location, their inherently religious activities from the services funded under this program. Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which includes the prohibition against Federal funding of inherently religious activities, can be found at the HHS web site at: <http://www.hhs.gov/fbc/waisgate21.pdf>.

A faith-based organization receiving HHS funds retains its independence from Federal, State, and local governments, and may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs. For example, a faith-based organization may use space in its facilities to provide secular

programs or services funded with Federal funds without removing religious art, icons, scriptures, or other religious symbols. In addition, a faith-based organization that receives Federal funds retains its authority over its internal governance, and it may retain religious terms in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents in accordance with all program requirements, statutes, and other applicable requirements governing the conduct of HHS funded activities." Additional information on "Understanding the Regulations Related to the Faith-Based and Community Initiative" can be found at: <http://www.hhs.gov/fbci/regulations/index.html>.

The Code of Federal Regulations (CFR) is available at <http://www.gpoaccess.gov/CFR/>.

Award Term and Condition for Trafficking in Persons

Awards issued under this announcement are subject to the requirements of Section 106 (g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104). For the full text of the award term, go to http://www.acf.hhs.gov/grants/award_term.html. If you are unable to access this link, please contact the Grants Management Contact identified in Section VII. Agency Contacts of this announcement to obtain a copy of the Term.

HHS Grants Policy Statement

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

VI.3. Reporting

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

In FY 2009, most ACF grantees began using a standard form for required performance progress reporting (PPR). Use of the new standard form, the ACF-OGM SF-PPR, began for new awards and continuation awards made by ACF in FY 2009. At a minimum, grantees are required to submit the ACF-OGM SF-PPR, which consists of the ACF-OGM SF-PPR Cover Page and the Program Indicators-Attachment B. ACF Programs that utilize reporting forms or formats in addition to, or instead of, the ACF-OGM SF-PPR have listed the reporting requirements later in this section.

Grant award documents will inform grantees of the appropriate performance progress report form or format to use beginning in FY 2009. Grantees should consult their award documents to determine the appropriate performance progress report format required under their award.

Grantees will continue to use the Financial Status Report (FSR) SF-269 (long form) for required financial reporting.

Performance progress and financial reports are due 30 days after the end of the reporting period. Final program performance and financial reports are due 90 days after the close of the project period. Final

reports may be submitted in hard copy to the Grants Management Office Contact listed in *Section VII. Agency Contacts* of this announcement.

The SF-269 (long form) and the ACF-OGM-SF-PPR may be found at http://www.acf.hhs.gov/grants/grants_resources.html.

Program Progress Reports: Quarterly
Financial Reports: Quarterly

VII. Agency Contacts

Program Office Contact

Maggie Wynne
Administration for Children and Families
Anti-Trafficking in Persons Division
370 L'Enfant Promenade, SW.
8th Floor West
Washington, DC 20447
Phone: (202) 401-4664
Fax: (202) 401-5487
Email: trafficking@acf.hhs.gov

Office of Grants Management Contact

Ben Sharp
Administration for Children and Families
Office of Grants Management
Division of Discretionary Grants
370 L'Enfant Promenade, SW.
6th Floor East
Washington, DC 20447
Phone: (202) 401-5513
Fax: (202) 401-5548
Email: ACFOGME-Grants@acf.hhs.gov

Federal Relay Service:

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

VIII. Other Information

Reference Websites

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

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

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

Catalog of Federal Domestic Assistance (CFDA) <https://www.cfda.gov/>.

Code of Federal Regulations (C.F.R.) <http://www.gpoaccess.gov/cfr/index.html>

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

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

Checklist

All required Standard Forms, assurances, and certifications are available on the ACF Forms page at http://www.acf.hhs.gov/grants/grants_resources.html and on the Grants.gov Forms Repository webpage at <http://apply07.grants.gov/apply/FormLinks?family=15>.

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

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

Applicants may use the checklist below as a guide when preparing your application package.

What to Submit	Where Found	When to Submit
Letter of Intent	Referenced in Section IV.2 of the announcement under "Project Description."	Submission due by application due date found in Overview and Section IV.3.
SF-424 - Application for Federal Assistance SF-P/PSL - Project/Performance Site Location(s)	Referenced in Section IV.2 and found at http://www.acf.hhs.gov/grants/grants_resources.html and at the Grants.gov Forms Repository at http://apply07.grants.gov/apply/FormLinks?family=15 .	Submission due by application due date found in Overview and Section IV.3.

SF-424A - Budget Information - Non-Construction Programs SF-424B - Assurances - Non-Construction Programs	Referenced in Section IV.2 and found at http://www.acf.hhs.gov/grants/grants_resources.html .	Submission due by application due date found in Overview and Section IV.3.
Table of Contents	Referenced in Section IV.2 of the announcement under "Project Description."	Submission due by application due date found in Overview and Section IV.3.
Project Summary/Abstract	Referenced in Section IV.2 of the announcement under "Project Description."	Submission due by application due date found in Overview and Section IV.3.
Project Description	Referenced in Section IV.2 of the announcement.	Submission due by application due date found in Overview and Section IV.3.
Budget and Budget Justification	Referenced in Section IV.2 of the announcement under "Project Description."	Submission due by application due date found in Overview and Section IV.3.
Third-Party Agreements	Referenced in Section IV.2 of the announcement under "Project Description."	If available, submission is due by application due date found in Overview and Section IV.3. or by time of award.
Letters of Support	Referenced in Section IV.2 of the announcement under "Project Description."	Submission due by application due date found in Overview and Section IV.3.

<p>Project Sustainability Plan</p>	<p>Referenced in Section IV.2 of the announcement under "Project Description."</p>	<p>Required of all applicants for projects of three years (36 months) or more in length.</p> <p>By application due date found in Overview and Section IV.3.</p>
<p>Certification Regarding Lobbying</p>	<p>Referenced in Section IV.2 of the announcement and found at http:// www.acf.hhs.gov /grants/grants_resources.html.</p>	<p>Submission due by date of award.</p>
<p>This program is covered under E.O. 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities". Applicants must submit all required application materials to the State Single Point of Contact (SPOC) and indicate the date of submission on the Standard Form (SF) 424 at item 19.</p>	<p>Applicants should go to the following URL for the official list of the jurisdictions that have elected to participate in E.O. 12372 http:// www.whitehouse.gov /omb/grants_spoc/ as indicated in Section IV.4 of this announcement.</p>	<p>Submission due to State Single Point of Contact by the application due date found in Overview and Section IV.3.</p>
<p>Logic Model</p>	<p>Referenced in Section IV.2 of the announcement under "Project Description."</p>	<p>Submission due by application due date found in Overview and Section IV.3.</p>
<p>SF-LLL - Disclosure of Lobbying Activities, if applicable</p>	<p>"Disclosure Form to Report Lobbying" is referenced in Section IV.2 and found at http:// www.acf.hhs.gov /grants/grants_resources.html.</p> <p>Submission of this form is required if any funds have been paid, or will be paid, to any person for influencing, or attempting to influence, an officer or employee of any agency, a Member of Congress, an</p>	<p>Submission due by application due date found in Overview and Section IV.3.</p>

	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.	
Certification Regarding Drug-free Workplace Environment	Referenced in Section IV.2 of the announcement and found at http:// www.acf.hhs.gov /grants/grants_resources.html .	Submission due by date of award and found in Section IV.2.
Certification Regarding Environmental Tobacco Smoke	Referenced in Section IV.2 of the announcement and found at http:// www.acf.hhs.gov /grants/grants_resources.html .	Submission due by date of award and found in Section IV.2.
Statement on Limitation on Use of Funds	Referenced in Section IV.5 of the announcement.	Submission due by application due date or date of award.
Training Certification	Referenced in Section IV.2 of the announcement under Program Requirement	Submission due by application due date

Signature

Date:

Eskinder Negash
 Director
 Office of Refugee Resettlement