



**Administration for Children and Families**

Office of Refugee Resettlement

Post Release Services for Unaccompanied Alien Children  
HHS-2010-ACF-ORR-ZU-0078

Post Release Services for Unaccompanied Alien Children  
HHS-2010-ACF-ORR-ZU-0078  
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**Department of Health & Human Services  
Administration for Children & Families**

**Program Office:** Office of Refugee Resettlement  
**Funding Opportunity Title:** Post Release Services for Unaccompanied Alien Children  
**Announcement Type:** Initial  
**Funding Opportunity Number:** HHS-2010-ACF-ORR-ZU-0078  
**CFDA Number:** 93.676  
**Due Date for Applications:** **[Insert 60 days from date of publication]**

**Executive Summary:**

One of the functions of the Office of Refugee Resettlement (ORR) Division of Unaccompanied Children's Services (DUCS) is to provide post release services (follow-up services) for children once they are released from ORR custody, based on the requirements outlined in the William Wilberforce Trafficking Victims Protection Reauthorization Act of 2008 (TVPRA).

ORR provides temporary housing and other related services to Unaccompanied Alien Children (UAC). Children in ORR custody receive services from a national network of providers that offer levels of care ranging from primary shelter care, foster care, staff secure, secure, and therapeutic care.

A number of these children are released from ORR custody to sponsors in the United States. In the interest of promoting safety and well-being after release, certain categories of children who display special needs are referred for follow-up services. Follow-up services consist of post-release home visits by a social worker who assists families obtaining appropriate resources and services. Follow-up services are provided to all children who require a pre-release home study. Cases are referred for follow-up only services (no pre-release home visit occurs) when there are no known release safety risks, but additional assistance is needed to connect the child and sponsor to appropriate resources post-release.

This announcement provides the opportunity to fund providers for the administration of post-release follow-up services for select children released from ORR custody.

## **I. Funding Opportunity Description**

### **Statutory Authority**

This program is authorized by Section 462 of the Homeland Security Act of 2002, which in March 2003, transferred responsibility for the Unaccompanied Alien Children's Program from the Commissioner of the former Immigration and Naturalization Service (INS) to the Director of ORR of the Department of Health and Human Services (HHS).

All programs must comply with the Flores Settlement Agreement, Case No. CV85-4544-RJK (C.D. Cal. 1996), pertinent regulations, and ORR/DUCS policies and procedures.

The William Wilberforce Trafficking Victims Protection Reauthorization Act of 2008 (Public Law 110-457), section 235(c)(3)(B) states, the Secretary of Health and Human Services shall conduct follow-up services, during the pendency of removal proceedings, on children for whom a home study was conducted and is authorized to conduct follow-up services in cases involving children with mental health or other needs who could benefit from ongoing assistance from a social welfare agency.

## Description

**PURPOSE AND OBJECTIVES:** The primary function of ORR/DUCS is to provide temporary shelter care and other related services to children in ORR custody. These are children:

1. Who have no lawful immigration status in the United States;
2. Who have not attained 18 years of age; and
3. For whom:
  1. There is no parent or legal guardian in the United States; or
  2. No parent or legal guardian in the United States is available to provide care and physical custody (6 U.S.C. 279(g)(2)).

Once the UAC is released from ORR custody, the UAC may receive follow-up services, administered by follow-up service providers. In this announcement, providers of follow-up services are referred to as "Applicants."

Follow-up services begin when ORR releases the UAC to a sponsor in the United States and, for UAC who receive a home study, end when the UAC turns 18 years of age or a final disposition of the UAC's immigration case results in removal of the UAC from the United States. For UAC receiving follow-up only services in which no home study was required, services begin when ORR releases the UAC to a sponsor in the United States and end when the UAC turns 18 years of age, a final disposition of the UAC's immigration case results in removal of the UAC from the United States, or services are professionally assessed to be no longer warranted.

The UAC population generally consists of adolescents, 12 to 17 years of age. The majority of UAC's released to sponsors are age 15 or older. Males represent a higher percentage of the total population of UAC. However, all applicants must be prepared to provide services to UAC from 0-17 years of age, including females and males, pregnant teens, and newborn babies. UAC may be nationals of any country. The majority are from El Salvador, Honduras, Mexico, Nicaragua, Guatemala, The People's Republic of China, and India. Unless otherwise specified, applicants shall be expected to provide services to UAC from various countries.

Sponsors-listed in order of preference according to the *Flores Settlement Agreement*-may be a parent; legal guardian; adult relative (sibling, aunt, uncle, cousin, or grandparents, etc.); adult individual or entity designated by the parent or legal guardian as capable and willing to care for the UAC's well being; licensed program willing to accept legal custody; or adult individual or entity seeking custody, in the discretion of ORR, when it appears that there is no other likely alternative to long term detention and family reunification does not appear to be a reasonable possibility. Historically, the majority of sponsors reside in New York, Florida, Texas, and California. However, services may be needed in any U.S. location.

Many sponsors do not have legal immigration status in the U.S. and have experienced a prolonged separation from the UAC. In addition to not having legal immigration status and being separated from their parents or legal guardians, many UAC are also fleeing poor socioeconomic conditions, gang violence/affiliation, family violence, homelessness, and abuse. They are also vulnerable to human trafficking. The Trafficking Victims Protection Act of 2000 (TVPA) defines "Severe Forms of Trafficking in Persons" as:

- **Sex Trafficking:** the recruitment, harboring, transportation, provision, or obtaining of a person for the purpose of a commercial sex act, in which a commercial sex act is induced by force, fraud, or coercion, or in which the person forced to perform such an act is under the age of 18 years; or
- **Labor Trafficking:** the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud or coercion for the purpose of subjection to

involuntary servitude, peonage, debt bondage or slavery.

Many have had very little formal education and have been working from a very young age. They have traveled for hundreds of miles by foot, train, bus, and/or plane to make it to the United States, often being physically assaulted and sexually abused during their journey. Most speak little to no English.

UAC with the issues outlined below may be considered for follow-up services, depending on the ability of the sponsor to provide for the UAC's physical and/or mental well-being:

- History of child abuse, neglect, or exploitation
- History of juvenile/criminal justice involvement, secure or staff secure placement or danger to the community
- Medical conditions
- Mental health/emotional concerns/trauma
- Risk of suicide or self-harming behaviors
- Cognitive or developmental delays
- History of residential treatment and/or psychiatric placements
- Ambivalence toward and limited relationship with sponsor
- Substance abuse
- Behavioral issues
- Gang-involvement
- Pregnant or parenting UAC

Applicants shall facilitate the provision of services for UAC, as outlined in the *Program Services* section below.

## **Programs Services**

Applicants shall provide or arrange for the services listed below for each assigned UAC. Service delivery shall be accomplished in a manner that is sensitive to the age, culture, religion, native language, and the individual needs of each UAC. Planning for follow-up services begins before the UAC is released from ORR custody, in collaboration with the ORR and shelter staff. **The following are the minimum required services that the applicant shall provide:**

Legal Services - The Applicant will assist the sponsor in accessing legal service resources to help the sponsor obtain an immigration attorney to represent the UAC. Moreover, the Applicant will monitor and help facilitate the sponsor's plan to ensure the UAC's attendance at all immigration court proceedings and comply with Department of Homeland Security (DHS) requirements. Some UAC may also have unresolved juvenile justice issues that will require specialized legal attention upon release.

Guardianship - If the sponsor is not a parent or legal guardian to the UAC, the Applicant assists the sponsor to initiate the steps toward obtaining legal guardianship of the UAC.

Education - UAC attend school while in ORR custody, but many UAC come to the U.S. with limited formal education. Sponsors may not be familiar with State education requirements or procedures to enroll a UAC in school. The applicant will assist the sponsor with school enrollment and monitor the UAC's experiences in school. If a UAC exceeds a State's minimum age requirement for mandatory school attendance, the Applicant may assist with alternative education plans.

Medical Services - Upon admission into ORR custody, UAC undergo a complete medical examination and receive appropriate immunizations. Post-release, the Applicant will assist the sponsor in obtaining medical insurance for the UAC or locating medical professionals who can provide services to the UAC, with respect

to the UAC's cultural, linguistic and financial needs. If a UAC requires specialized medical assistance, the Applicant monitors the sponsor's arrangement of and following through with the UAC's medical appointments and any other medical requirements.

Safety/Placement Issues - The Applicant works with sponsors to address challenges the sponsor experiences in parenting a UAC whom he/she has been separated from or has never parented before. This may include, but is not limited to providing guidance to the sponsor to maintain the safest environment possible for the UAC by ensuring the sponsor offers appropriate supervision and housing composition; is not experiencing safety threats from smugglers or traffickers; understands the dynamics of child abuse and neglect separation, grief and loss; and understands how these issues affect children and how they interact with caregivers.

Mental Health Services - Many UAC referred for follow-up services have a history of trauma and have related mental health needs. Recurrent diagnoses among UAC include Post Traumatic Stress Disorder, Major Depressive Disorder, and Adjustment Disorder. Sponsors receive psycho-education from ORR while the UAC is in ORR custody on the mental health needs of the UAC; however, sponsors often require ongoing education and assistance in the area of mental health. The Applicant will provide the sponsor with relevant mental health resources and referrals, with respect to the cultural, linguistic and financial needs of the UAC. If a UAC requires specialized mental health care, the applicant monitors the sponsor's ability to arrange appointments and provide transportation to a mental health care provider. The Applicant also provides guidance on services for psychotropic medication monitoring as needed.

- Family and Individual Counseling: While in ORR custody, UAC receive weekly individual counseling and bi-weekly group counseling sessions, and a UAC may wish to continue counseling upon reunification. Due to prolonged separation prior to reunification and significant changes to the household composition upon the UAC's release, some UAC and sponsors may benefit from family counseling post-release. Sponsors may also benefit from parenting classes. The Applicant provides the sponsor with relevant resources and referrals for family counseling and/or individual counseling, with respect to the family's cultural, linguistic and financial needs.
- Substance Abuse - Some UAC released from ORR care have a history of substance abuse. Substance abuse concerns may involve alcohol abuse and/or other controlled substances. As needed, the Applicant assists the sponsor in locating resources, such as Spanish-speaking Alcoholics or Narcotics Anonymous meetings to help address the substance abuse needs of the UAC.

Independent Living - UAC may need assistance in improving their independent living skills in areas such as finances, work authorization, vocational training, transportation, and housing. The Applicant will provide the UAC with relevant resources and referrals, based on the UAC's independent living goals.

Other - Every UAC and sponsor are unique. Needs in the areas such as acculturation and adjustment, pregnant and parenting teenagers, disability, juvenile justice, behavior management and/or religion may also require services.

### **Program Staffing Requirements**

Applicants shall hire and retain staff who have experience in child welfare, home assessments, foster care/adoption, family preservation or a related social work field. Staff that are responsible for home visits shall be bilingual in English and Spanish or have access to a professional Spanish interpreter. Spanish is the primary language of the majority of UAC; however, access to other languages should be available.

Applicants shall screen all employees for criminal background including past history of child abuse to include sexual abuse. Additionally, applicants shall demonstrate a commitment to comply with State mandatory reporting requirements for child abuse. This requirement includes but is not limited to UAC who have been victims of commercial sexual exploitation.

Exceptions to the required minimum qualifications listed below require ORR approval:

**Follow-up Services Case Managers** conducting the home studies shall have experience in home assessment and report writing, family preservation, foster care/child welfare, as well as a bachelor's degree in social work (BSW) or an equivalent degree in education, psychology, sociology, or other behavioral science equivalent.

**The Lead Follow-up Services Case Manager** shall have experience in home assessment and report writing, family preservation, foster care/child welfare, as well as a master's degree in social work (MSW) or an equivalent degree in education, psychology, sociology, or other behavioral science equivalent. This requirement may be substituted by a bachelor's degree in one of the aforementioned sciences, plus five years of relevant employment experience that demonstrates supervisory and case management experience. The Lead Follow-up Services Case Manager is responsible for coordinating case management services, training new case managers, and supervising the work of other case managers.

Staff-to-case ratio recommendations should be no more than 1-to-30.

Training must be provided by the Applicant to all staff to meet minimum State licensing standards. In addition, training shall cover ORR/DUCS policies and procedures, cultural sensitivity, *Flores Settlement Agreement*, The Trafficking Victims Protection Reauthorization Act of 2008, and mental health and child welfare best practices. Applicants should also plan on sending staff members to attend annual training with ORR/DUCS.

Service delivery is expected to be accomplished in a manner that is sensitive to the culture, native language, and special needs of these UAC.

Applicants will be required to maintain a standard of record keeping and recording. Applicants shall develop, maintain, and safeguard individual case records according to ORR guidelines. Applicants are required to develop a system of accountability that preserves the confidentiality of information and protects the records from unauthorized use or disclosure. The records of UAC served under this program are the property of ORR and must be provided to ORR upon request.

The applicant shall maintain records of the follow-up services' objectives and time frames; measurable outcomes of referrals and resources, and reasons for termination of services. Reports must be provided to ORR upon request.

In addition, staff shall be utilizing the ORR/DUCS database. This system requires, at a minimum, regular access to computers with high speed Internet access.

### **Program Locations**

Applications submitted pursuant to this announcement must plan for the delivery of the minimum services as described in *Program Services*. Applicants must have an established network of programs in various areas of the United States and knowledgeable of the local resources available to this population.

### **Program Design**

ORR is seeking applicants who can provide follow-up services to UAC who are released from ORR custody into the care of identified sponsors. Sponsors have been assessed and approved by documentation, interviews, and background checks prior to the UAC's release.

Approximately 500 UAC are approved by ORR to receive follow-up services in a 12-month period. The

Applicant shall specify their open caseload capacity and their ability to assist the UAC and their sponsors by working with communities, services providers, ORR shelters and headquarters, and the sponsor and UAC.

**During home visits and other ongoing case communication,** applicants shall assist sponsors in obtaining information regarding immigration requirements and in accessing legal services; family reunification adjustment; U.S. child welfare/parenting and discipline; navigating community services and resources, the ongoing needs of the UAC; overcoming service access obstacles due to legal status; and other areas depending on the needs of the UAC and sponsor.

Applicants shall collaborate with community service providers to address the needs of immigrant populations in areas including but not limited to eligibility to obtain services, immigration status, financial constraints, legal rights of UAC, and education and work authorization of UAC.

Follow-up services case management may require crisis intervention and the involvement of Child Protective Services.

Applicants shall demonstrate a deep knowledge of immigrant populations and community resources that will serve the needs of UAC and their sponsors. Applicants shall also demonstrate their skill in managing cases focused on family reintegration and preservation, taking into account the unique challenges of undocumented immigrant populations and utilizing child welfare and social work practices.

Service providers will be expected to shift capacity based on the particular needs of the program.

## II. Award Information

Funding Instrument Type:	Cooperative Agreement
Estimated Total Funding:	\$3,000,000
Expected Number of Awards:	2
Award Ceiling:	\$2,000,000 Per Budget Period
Award Floor:	\$500,000 Per Budget Period
Average Projected Award Amount:	\$1,500,000 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.

36 month project with three, 12-month budget periods: October 1, 2010 - September 30, 2013.

Awards will be for a one-year budget period from October 1, 2010 - September 30, 2011.

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

The floor amount on individual awards is based on the Applicant's case capacity and expected case numbers in a geographic region. The total funding under this announcement will not exceed \$3,000,000.

Based on the availability of funds, ORR anticipates the possibility of supplemental awards based on the need for additional capacity. This program is designed to respond to fluctuations in capacity and must have



complete flexibility to expand and reduce follow-up services cases on the current needs and immigration patterns. As long as quality services are provided by each organization and there is a need for follow-up services, continuations/renewals may apply every budget year until the end of the project period.

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

ORR directs and supports grantees in the following areas:

- The design, implementation, and modification of program services;
- The design of protocols or procedures;
- The selection of contractors (if applicable);
- The selection of key program staff;
- The provision of guidance in the collection and analysis of data;
- The provision of training and technical assistance to staff; and
- Select decisions regarding individual case management related activities.

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**

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

Eligibility is open to all types of domestic applicants other than individuals.

Non-profit organizations (including faith-based and community organizations) and for-profit organizations are eligible to apply. Organizations must be appropriately licensed (at the time of submission of the application) as facilities for the provision of shelter care and other related services to dependent children. For-profit organizations must clearly demonstrate that they are only charging the program actual costs incurred.

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

### **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](http://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](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>.

Shannon McGhee

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Email: [shannon.mcghee@acf.hhs.gov](mailto:shannon.mcghee@acf.hhs.gov)

URL: <http://www.Grants.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](http://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.

ORR is particularly interested in specific factual information and statements of measurable goals in quantitative terms. Project descriptions are evaluated on the basis of substance, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. 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 activities should be placed in an appendix. A table of contents and a Project Summary/Abstract should be included. The application narrative should be a 12-point font with a 20 page double spaced narrative limit and up to an additional 25 pages of attachments are allowable, not including letters of support, table of contents, Project Summary/Abstract, standard forms, certifications, budget, budget justification and all applicable State and local licensing and zoning permits. This limitation of 20 pages should be considered a maximum, and not necessarily a goal. Reviewers may disregard any narrative over the page limit. Each page should be numbered sequentially including the attachments and appendices. Do not staple or in any way bind the application other than with a rubber band or clip. Do not include books or videotapes as they are not easily reproduced and are inaccessible to reviewers. An original and two copies of the complete application are required. The original and the two copies must include all required forms, certifications, assurances, and appendices, be signed by an authorized representative, and have original signatures.

### **Budget Structure**

To allow flexibility in the capacity, ORR proposes a two-tiered budget approach. The program structure should separate grantee fixed costs from those that would be directly impacted by increase in case capacity.

1) Fixed Costs would include office space, utilities, and core personnel/fringe costs to include staff. It would also include additional follow-up services case workers so that these staff would already be trained if an increased number of case capacity was requested. Fixed Costs would be detailed by line-item and would support the overall infrastructure to facilitate increases in case capacity.

2) Per Capita Costs would be calculated based on the number of cases the Applicant can serve in a 12-month period. It would also include costs to meet requirements for case expansion capacity. These costs would be totaled into a per capita cost-per-case.

For example: \$100 per case x50 cases.

If ORR requested the number of cases per year to increase to 100, fixed costs would already be covered in the budget, and per capita costs, which would be calculated at the \$100 per child rate x the number of cases requested. These costs would be covered in a supplemental award.

Applicants are required to submit an estimate of fixed and per capita costs; ORR will work with applicants in the development of a final approved per capita for case-related costs.

### 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
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.
Maintenance of Effort (MOE) Certification	Submission required of all applicants.	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](http://www.acf.hhs.gov/grants/grants_related.html).

### **Non-Federal Reviewers**

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

### **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](http://www.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.

#### 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.

For example, attention should be paid to assessing the performance with regard to service objectives and measurable outcomes for each UAC and sponsor. This may include a plan for how the applicant anticipates monitoring the progression of individual cases with regard to school enrollment and/or legal proceeding attendance.

### **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.

### **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.

### **Geographic Location**

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

### **Logic Model**

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

### **Organizational Capacity**

- Organizational charts
- Financial statements adhering to Generally Accepted Accounting Principles (GAAP)
- Audit reports or statements from Certified Public Accountants/Licensed Public Accountants
- Contact persons and telephone numbers
- Names of bond carriers
- Child care licenses and other documentation of professional accreditation
- Information on compliance with Federal/State/local government standards
- Documentation of experience in the program area
- Any other pertinent information the applicant deems relevant.

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



## **Protection of Sensitive and/or Confidential Information**

If any confidential or sensitive information will be collected during the course of the project, whether from staff (e.g., background investigations) or project participants and/or project beneficiaries, provide a description of the methods that will be used to ensure that confidential and/or sensitive information is properly handled and safeguarded. Also provide a plan for the disposition of such information at the end of the project period.

## **Third-Party Agreements**

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

## **Letters Of Support**

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

## **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.

## **Construction**

Description: Costs of construction by applicant or contractor.

Justification: Provide a detailed budget and narrative in accordance with the instructions for other object class categories. Identify which construction activities/costs will be contractual and those that the applicant will assume.

## **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.

### **Program Income**

Description: The estimated amount of income, if any, expected to be generated from this project.

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

### **Paperwork Reduction Disclaimer**

As required by the Paperwork Reduction Act of 1995, 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](http://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](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](mailto: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 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](http://www.Grants.gov) may be found at [http://www.acf.hhs.gov/grants/registration\\_checklist.html](http://www.acf.hhs.gov/grants/registration_checklist.html).

After the application is submitted electronically via Grants.gov, the applicant will receive three emails. The following emails will be sent to the applicant from Grants.gov:

1. An automatic acknowledgement from Grants.gov of the application's submission that provides a 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 that the submitted application package has passed or failed a series of checks and validations.  
**Applications that fail the validation check at 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 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](http://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/](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.

## IV.6. Other Submission Requirements

Submit applications to one of the following addresses:

### Submission By Mail

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

### Hand Delivery

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

### Electronic Submission

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

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

## V. Application Review Information

### V.1. Criteria

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.

**Budget and Budget Justification**

**Maximum Points: 15**



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

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

### **Evaluation**

**Maximum Points: 15**

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

- Effective and resource-efficient strategies for programmatic control, predictability, and accountability as evidenced by the program design.
- Evaluation methodology based on performance. Focus will be placed on child safety, service objectives, assistance provided, and measurable outcomes. Applicants should demonstrate measures that effectively track performance in this area.
- An effective plan for developing and maintaining internal structure, control, and accountability through programmatic means.
- Ability to produce statistical reports to track demographics and performance of program.
- Ability to maintain adequate records, including client files, medical files, financial files and personnel files.
- Ability to make regular reports as required by ORR that permit ORR to monitor and enforce the *Flores Settlement Agreement*, the Trafficking Victims Protection Reauthorization Act of 2008, Federal requirements, ORR policies and procedures and other requirements and standards.
- Ability to implement and maintain an internal client computer database system.

### **Geographic Location**

**Maximum Points: 15**

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

- Applicant is located in a demonstrated high sponsor residence area/s.
- Application provides detailed information regarding type of State licensure, if applicable. Any and all documented State licensing allegations/concerns must be reported.
- Applicant describes all security measures for the program and UAC and family involved with the program.
- The Applicant provides documented evidence/references or letters of local community support and acceptance of the Applicant's program. This could include established relationships with medical and mental health agencies, religious and community organizations, and State licensing offices' recommendations for serving UAC.

## Approach

**Maximum Points: 30**

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

- The Applicant's response and accompanying documentation supporting its ability to provide the required program services indicated in the *Program Services* of *Section I*. This includes attention to the following areas of possible need for the UAC and sponsor:

Legal/immigration proceedings, guardianship, education, medical, placement/safety issues, mental health, family and individual counseling, substance abuse, independent living, acculturation and adjustment, pregnant and parenting teenagers, disabilities, juvenile/criminal justice, behavior management and/or religion.

- Service delivery is described in a manner that is sensitive to the culture, native language, and special needs of UAC.
- The extent to which the Applicant's program design demonstrates that it is appropriate for the target population that the Applicant is planning to serve.
- The Applicant describes experience and documentation supporting their ability to provide appropriate case management services for UAC population.
- The Applicant incorporates knowledge of anti-human trafficking in the program design and service provision.
- The Applicants demonstrate skill in managing cases focused on family reintegration and preservation, taking into account the unique challenges of undocumented immigrant populations in the program design and service provision.
- Applicants shall demonstrate a deep knowledge of immigrant populations and community resources that will serve the needs of UAC and their sponsors.

Providers will be expected to adjust case capacity based on the particular needs of the program.

## Organizational Profiles

**Maximum Points: 25**

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

- A comprehensive overview of the Applicant's organization, including qualifications, history, organizational mission and goals, and lists of all Federal, State, or local funded grants and/or contracts received.
- The extent to which the organization has a history of experience in the provision of child welfare services, child protective services, services to children with special needs and/or victims of trafficking, youth outreach, and/or other social services. Demonstration of organizational experience working directly with UAC or cross cultural/international or related services to children from various cultural backgrounds, various language capabilities, and special needs, including vulnerability to human trafficking.
- A clear organizational structure outlining lines of authority and supervision.
- The extent to which staffing plans demonstrate a sound relationship between the proposed responsibilities of program staff, including Lead Follow-up Services Case Manager and Follow-up Services Case Managers and the educational and professional experience required for the position according to requirements outlined in *Section I, Program Staffing Requirements*.
- A comprehensive plan for coordination of activities and communication between the various program components and with other community and governmental agencies.
- A comprehensive staff training plan that meets State licensing requirements, ORR cooperative

agreement requirements and includes elements specific to working with the UAC population, prevention and intervention in child abuse and neglect, including local reporting procedures, and staff code of conduct.

- Demonstration that case management staff is proficient in using the Internet and related computer programs (i.e., Internet Explorer).

## **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.

The results of the independent review panels will assist the ORR Director and ORR program staff in considering competing applications. Applications will generally be considered in order of the average scores assigned by reviewers. These include, but are not limited to, the number of similar types of existing grants or projects funded with ORR funds in the last five years, comments of reviewers and Government officials; staff evaluation and input; geographic distribution; previous program performance of applicants; compliance with grant terms under previous ORR grants; audit reports; investigative reports; an applicant's progress in resolving any final audit disallowance on previous ORR or other Federal agency grants.

The evaluation criteria are closely related and are considered as a whole in judging the overall quality of an application. Points are awarded only to applications that are responsive to the evaluation criteria within the

context of this program announcement.

Please refer to *Section IV.2.* of this announcement for information on non-Federal reviewers in the review process.

### **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/fbci/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](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](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](http://www.acf.hhs.gov/grants/grants_resources.html).

Program Progress Reports: Quarterly  
Financial Reports: Quarterly

## VII. Agency Contacts

### **Program Office Contact**

Shannon McGhee  
Administration for Children and Families  
Office of Refugee Resettlement  
Division of Unaccompanied Children's Service  
Aerospace Building  
901 D Street SW  
Washington, DC 20447  
Phone: (202) 205-9513  
Fax: 202-401-1022  
Email: [Shannon.Mcghee@ACF.hhs.gov](mailto:Shannon.Mcghee@ACF.hhs.gov)

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

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

### **Federal Relay Service:**

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

## VIII. Other Information

### Reference Websites

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

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](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](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/](http://www.whitehouse.gov/omb/grants_forms/).

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

What to Submit	Where Found	When to Submit
SF-424 - Application for Federal Assistance  SF-P/PSL - Project/Performance Site Location(s)	Referenced in Section IV.2 and found at <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http://www.acf.hhs.gov/grants/grants_resources.html</a> and at the Grants.gov Forms Repository at <a href="http://apply07.grants.gov/apply/FormLinks?family=15">http://apply07.grants.gov/apply/FormLinks?family=15</a> .	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 <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http://www.acf.hhs.gov/grants/grants_resources.html</a> .	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.
Certification Regarding Lobbying	Referenced in Section IV.2 of the announcement and found at <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http://www.acf.hhs.gov/grants/grants_resources.html</a> .	Submission due by date of award.
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	Applicants should go to the following URL for the official list of the jurisdictions that have elected to participate in E.O. 12372 <a href="http://www.whitehouse.gov/omb/grants_spoc/">http://www.whitehouse.gov/omb/grants_spoc/</a> as indicated in Section IV.4 of this announcement.	Submission due to State Single Point of Contact by the application due date found in Overview and Section IV.3.



materials to the State Single Point of Contact (SPOC) and indicate the date of submission on the Standard Form (SF) 424 at item 19.		
Logic Model	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-LLL - Disclosure of Lobbying Activities, if applicable	<p>"Disclosure Form to Report Lobbying" is referenced in Section IV.2 and found at <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http://www.acf.hhs.gov/grants/grants_resources.html</a>.</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 officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan.</p>	Submission due by application due date found in Overview and Section IV.3.
Maintenance of Effort (MOE) Certification	Referenced in Section IV.2 and found at <a href="http://www.acf.hhs.gov/programs/ofs/grants/maintain.htm">http://www.acf.hhs.gov/programs/ofs/grants/maintain.htm</a>	Submission due by application due date found in Overview and Section IV.3

## Signature

Date: 04/09/2010

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Eskinder Negash  
 Director  
 Office of Refugee Resettlement