



Administration for Children and Families

Administration on Children, Youth and Families

Demonstration Grants for Domestic Victims of Human Trafficking

HHS-2015-ACF-ACYF-TV-0959

Application Due Date: 08/19/2015

Demonstration Grants for Domestic Victims of Human Trafficking

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

Program Office: Administration on Children, Youth and Families - Family and Youth Services Bureau
Funding Opportunity Title: Demonstration Grants for Domestic Victims of Human Trafficking
Announcement Type: Initial
Funding Opportunity Number: HHS-2015-ACF-ACYF-TV-0959
Primary CFDA Number: 93.327
Due Date for Applications: **08/19/2015**

Executive Summary

Notices:

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

The Family and Youth Services Bureau (FYSB) will award approximately four cooperative agreements to implement the Domestic Victims of Human Trafficking (DVHT) Program demonstration grant. The DVHT Program is focused on providing comprehensive case management to domestic victims of severe forms of human trafficking. The intent of this program is to build, expand, and sustain organizational and community capacity to deliver trauma-informed, culturally relevant services for domestic victims of human trafficking through a coordinated system of agency services and partnerships with community-based organizations and allied professionals.

I. Program Description

Statutory Authority

The legislative authority for funding is Section 107(f) of the Trafficking Victims Protection Act (TVPA) of 2000 as amended by section 213(a)(1) of the William Wilberforce Trafficking Victims Protection Reauthorization Act of 2008, Pub. L. 109-164.

Description

BACKGROUND ON HUMAN TRAFFICKING

Human trafficking is a crime that involves the exploitation of a person for the purposes of compelled labor or a commercial sex act through the use of force, fraud, or coercion. Where a person younger than 18 is induced to perform a commercial sex act, it is a crime regardless of whether there is any force, fraud, or coercion. Lack of training, protocols, and policies makes it hard to identify human trafficking victims, which makes it difficult to provide services and support. Victims can be anyone from around the world or right next door: women and men, adults and children, citizens and noncitizens. As noted in the *Guidance to States and Services on Addressing Human Trafficking of Children and Youth in the United States* by the

Administration on Children, Youth and Families, there is no one common profile for trafficking victims.

A 2013 [report by the Institute of Medicine](#) (IOM) notes that traffickers frequently prey on individuals who are poor, lack stable social or family support, or are in search of a better life. The IOM report also describes the complex trauma experiences of many trafficked individuals and details the growing body of research on risk and protective factors influencing vulnerability to exploitation, including histories of child abuse and neglect, sexual assault, and exposure to domestic violence. With a mission to promote safety, stability, and well-being for people who have experienced or been exposed to violence, neglect, or trauma, Administration for Children and Families (ACF) programs, such as those within FYSB and the Office of Refugee Resettlement (ORR), serve populations that are particularly at risk of exploitation by traffickers, who take advantage of these vulnerabilities, as well as programs in the Department of Justice's Office for Victim of Crime (OVC).

To address the problem of human trafficking in the United States, Congress passed, and the President signed into law, the TVPA of 2000 (22 U.S.C. § 7101 et. seq.), which was amended by the Trafficking Victims Protection Reauthorization Act of 2003, and again amended in 2005, 2008, and 2013. The TVPA seeks to combat severe forms of human trafficking by punishing traffickers, protecting victims, and mobilizing U.S. Government agencies to wage a global anti-trafficking campaign. Building on the strong record of the TVPA, the [Federal Strategic Action Plan](#) on Services for Victims of Human Trafficking in the United States was developed in 2013 by the President's Interagency Task Force to amplify the federal response to human trafficking. The plan contains a strategy to assist victims of human trafficking in the U.S. in gaining access to the tools and services they need to escape exploitation and rebuild their lives. This funding opportunity through FYSB supports the goals of the Federal Strategic Action Plan.

OVERVIEW OF THE DOMESTIC VICTIMS OF HUMAN TRAFFICKING PROGRAM

Purpose and Scope

The purpose of the DVHT Program, is to develop and strengthen comprehensive victim-centered services model, which includes case management and direct victim response services, for domestic victims of severe forms of human trafficking in the U.S. A victim of human trafficking is a person who has been subjected to a severe form of trafficking in persons, which, as defined in 22 U.S.C. § 7102(9), means:

- a) Sex trafficking in which a commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such an act has not attained 18 years of age; or
- b) 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.

FYSBs intent is to increase the availability of comprehensive case management and victim services to domestic trafficking survivors as well as to decrease vulnerability to sex and labor trafficking among at-risk populations to include runaway and homeless youth and victims of sexual assault and domestic violence. The DVHT Program gives victims an opportunity to receive case management and direct services from the local community in a way that meets the victims where they are related to the victims' level of trauma. FYSB will play a strategic role in ACF's efforts of enhancing the work of victim services providers through an emphasis on strengthened partnerships among programs within a community.

Project Objectives

The DVHT Program has the following objectives:

1. Assess community needs and build capacity to connect providers who will work to conduct outreach and identify and provide services to domestic victims of severe forms of trafficking;
2. Develop and strengthen within the community comprehensive victim-centered services model

that includes case management and direct victim response services (i.e., victim assistance and response plans) for domestic victims of severe forms of human trafficking;

3. Address housing and shelter needs of victims through a continuum of flexible housing supports including emergency, transitional, and housing first strategies;
4. Foster collaborations and partnerships that facilitate communication and coordination between victim assistance service providers while enhancing the community response to human trafficking;
5. Develop networks within the community to expand access to services for which victims are eligible while providing a means to make referrals to other appropriate programs for ineligible victims. The networks and referrals can include the ORR Trafficking Victim Assistance Programs and the OVC Human Trafficking Victim Services programs, and state and local anti-human trafficking programs; and
6. Promote effective, culturally and linguistically appropriate trauma-informed services that improve the short- and long-term health, safety, and well-being of victims.

Geographic Location

FYSB is interested in implementing DVHT Programs that are located in areas that have proven to be easily accessible to trafficking victims, not limited to metropolitan areas, federally recognized tribes, and rural areas with a lack of current services and show evidence of high rates of domestic trafficking.

DVHT PROGRAM REQUIREMENTS

Eligible Beneficiaries

The legislative authority for this funding opportunity announcement (FOA) requires that DVHT Programs serve domestic victims of severe forms of human trafficking. Based on the legislative authority and for the purposes of this program, the term domestic means U.S. citizens or lawful permanent residents (LPRs) as referenced in 22 U.S.C. § 7105(f)(1). Through comprehensive case management, including providing victim assistance either directly or through project partner(s) or referrals, services are available to domestic victims of all forms of severe human trafficking within the stated geographic area. This includes adult and minor U.S. citizens and LPRs, regardless of gender (including victims who identify themselves as Lesbian, Gay, Bisexual, Transgender, and Questioning (LGBTQ)). When serving minors, DVHT Programs will be sensitive to their needs and be aware that trusted adult guidance may be needed to help them make informed decisions regarding services they may benefit from. The specific populations may include victims of human trafficking as well as populations that are culturally specific and linguistically specific. For victims under the age of 18, services may be provided in conjunction with a runaway and homeless youth shelter, foster care placement, or group home.

Domestic human trafficking victims are U.S. citizens and LPRs who meet the definitions of a victim of a severe form of trafficking in persons. For the purpose of this grant, victims are not required to be involved in criminal justice proceedings or formally identified by law enforcement. DVHT Programs support services for domestic victims of human trafficking who do not currently receive comprehensive case management services under other federal and state victim services programs, such as ORR's Trafficking Victim Assistance Program and OVC's Human Trafficking Victim Services programs. This funding must not be used to provide direct services for human trafficking victims who are determined not to be U.S. citizens or LPRs. Please see *Section IV.5. Funding Restrictions* for more information.

It is important to note that due to the nature of human trafficking, victims may not have immediate access to documentation to verify their status as a U.S. citizen or LPR. For example, victims who are minors may not know their status or have access to documents to establish it, or may have fraudulent documents provided by the trafficker. Adult victims may be foreign nationals who arrived with proper documentation but fell out of status when employers did not complete paperwork or traffickers did not give them access to documents to establish LPR status. Finally, domestic victims of trafficking are often identified and apprehended in groups that may include a mixture of U.S. citizens, LPRs, and foreign nationals.

Providing support for all of the victims, including support in the form of program referral for ineligible

victims, will be important to supporting criminal justice responses. Therefore, programs must assist victims of human trafficking with determining and documenting their eligibility for services. If it is determined that the victim is not a U.S. citizen or LPR, plans for proper referrals are required to be in place that are customized to the victim's needs. Until citizenship or status as an LPR is determined, victims of human trafficking must, at a minimum, be provided appropriate referrals developed through intake and case management. See related guidance in *Final Specification of Community Programs Necessary for Protection of Life or Safety Under Welfare Reform Legislation, Attorney General Order No. 2353-2001, 66 Fed. Reg. 3613-3616 (Jan 16, 2001)*.

Comprehensive Victim-Centered Services Model

Under the DVHT Program, FYSB requires a comprehensive case management approach as part of the comprehensive victim-centered services model. This entails a program that provides case management within the community and meets victims where they are when delivering and providing referrals for service. Comprehensive case management and victim response services will be provided for all eligible victims using trauma-informed and victim-centered models that avoid further stigmatization. Using a victim-centered and trauma-informed take on case management will help ensure that victims have the opportunity to a) make informed decisions about the support they need to work through the impact of their victimization, b) address the issues that shaped the trafficking situation, and c) are helped in identifying and achieving their personal goals. Case management services and activities may include service plan development; counseling; monitoring and evaluating client progress; and securing and coordinating direct services. Case management could be provided either directly through the agency or through a project partner. In conjunction with the case management provided to victims, programs will provide services to victims to address their needs, referred to as DVHT Victim Response Services.

The DVHT Program's comprehensive victim-centered services model supports the process of informing victims about their options. If they choose to cooperate with local, state, federal, or tribal law enforcement in the prosecution of the trafficker, programs will have expertise that will help to inform victims about their options in working with law enforcement in the investigation and prosecution of the trafficker and the support the victims will receive through the process.

A comprehensive victim-centered services model requires established protocols for information sharing and client confidentiality. The policies and procedures in place ensure the non-disclosure of confidential, private, or personally identifiable information concerning victims of human trafficking, domestic violence, or sexual violence without informed, written, reasonably time-limited consent by the person about whom the information is sought.

Additionally, factors such as cultural and linguistic relevance and competency, community-specific human trafficking patterns and responses, and victim preferences and options are taken into consideration during program implementation. Programs can use funds to support staff training, particularly as it relates to the requirement that select professionals providing certain services (i.e., legal, social services, health services, etc.) must have completed or will complete training related to trafficking.

DVHT Victim Response Services

In addition to case management, as part of the Comprehensive Victim-Centered Services Model, DVHT Programs must also provide direct services for victims who are determined to need the services. Under the DVHT Program, the following victim response services are required, but not limited to:

1. Victim identification, assessment, safety planning, and service planning;
2. Victim advocacy and information about crime victims' rights and services;
3. Legal advocacy and services;
4. Direct victim assistance to support unmet basic needs and assist in the stabilization and self-sufficiency of the program participant. Allowable and reasonable participant expenses include food, clothing, transportation assistance, and interpreter services;
5. Shelter, housing and sustenance, including assistance in securing emergency and transitional shelter,

- housing assistance, group, and independent living options;
6. Behavioral health, medical, and dental health services (excluding pregnancy termination per the Hyde Amendment);
 7. Literacy education and/or education/GED assistance;
 8. Life skills training, including managing personal finances, self-care, and programs that help clients achieve self-sufficiency; and
 9. Employment assistance and/or job training (including job search, resume development, and mock interviews).

DVHT Programs are required to have the capacity to deliver all of the nine required and necessary services to participants directly within their agency and/or through a formal partnership (including referring victims to the appropriate community agency to where services can be provided if no partnership exists). It is known that not all victims may need each of the nine services, but DVHT Programs are required to have the services available (directly, through a partner or through a referral to a community agency) and ready to be used as needed once a victim has gone through the intake and assessment process.

For the purposes of the DVHT Program, the following services must be included directly, through a program partner or through a community referral and expand on the nine DVHT Victim Response Services: 1) mental health screening and therapy; 2) counseling; 3) health screening and medical care, including treatment for sexually transmitted infections, family planning services; and 4) the full range of legally permissible gynecological and obstetric care, including, but not limited to exams, tests, pre-natal services and non-directive health-related counseling.

Victims must also be able to voluntarily take advantage of services offered that positively impact their safety, health, social, and emotional well-being. The services provided must be culturally and linguistically appropriate. By providing information about survivors rights, options, and experiences; offering encouragement, empathy and respect; and promoting opportunities to reestablish social connections, DVHT Programs will assist program participants to improve their sense of self-efficacy and hope for the future and increase their access to community resources, opportunities, and support.

A DVHT Program may not take any steps to discourage program participants from making a request for a service available under the program, nor may a DVHT Program direct subcontractors or subawardees to refrain from providing services when the subcontractor or subawardee has no religious objection to providing such services.

Faith-Based Organizations

Consistent with the ACF Policy on Grants to Faith-Based Organizations (please see *Section III.1 Eligible Applicants* for more information), ACF is mindful that DVHT Programs may have religious objections to providing certain kinds of services, including referrals. ACF is committed to providing the full range of legally permissible services to people who need them, and to do so in a timely fashion and in a manner that respects the diverse religious and cultural backgrounds of those we serve. At the same time, ACF is also committed to finding ways for organizations to partner with ACF and other programs even if they object to providing specific services on religious grounds.

If a DVHT Program has a religious objection to providing any of the services or referrals required, it may propose an approach to meeting its grant obligations consistent with ACF's faith-based policy. The alternative approach must be one that accomplishes the goal of ensuring that trafficking victims understand the full range of services available to them, including reproductive health services, and that there is a mechanism by which victims requesting such services can receive appropriate services and/or referrals. If an alternative approach is proposed, FYSB will determine whether to accept the alternative approach, based upon a determination of whether the alternative approach will ensure timely referrals to all services for which the individual is eligible, is not burdensome to the client, and is operationally feasible for FYSB.

Partnership Expansion

Identifying and expanding victim service partnerships with community agencies is a key part of providing comprehensive case management and victim services. DVHT Programs must partner with community agencies to effectively implement the program. DVHT Programs will monitor the performance of the partner(s) and how the partner(s) will provide services to victims. Partners can include domestic violence or runaway and homeless youth shelters or non-residential programs; behavioral and mental health treatment programs; community-based agencies offering comprehensive services for specific populations; and criminal justice programs. The specific populations may include victims of human trafficking as well as populations that are culturally specific and linguistically specific. For victims under the age of 18, services may be provided in conjunction with a runaway and homeless youth shelter, foster care placement, or group home.

In addition, partnerships can also be established with anti-human trafficking organizations, sexual assault victim services programs, and services for trauma survivors. Partnership expansion efforts include, but are not limited to:

1. Facilitating communication and coordination among the providers of assistance to victims;
2. Demonstrating meaningful collaboration and substantial involvement with victim service program partner(s);
3. Conducting training on human trafficking awareness and victim services;
4. Establishing the mechanism for necessary referrals; and
5. Establishing formal Memoranda of Understanding (MOU) to delineate partner roles and responsibilities and the sharing of project resources.

24-Hour Response Plan

A 24-hour response plan is required under the DVHT Program. This includes protocols for handling client emergencies and emergency calls from law enforcement during evenings and weekends. This may include hotline services, call-forwarding systems, or rotating on-call cell phones between staff.

Referral of Services

As part of the DVHT Program, it is imperative that all victims be properly referred to appropriate programs if they cannot be served by the DVHT Program. FYSB requires that all programs refer ineligible victims to other eligible federal program services offered outside the scope of this program. Examples are ORR's Trafficking Victim Assistance Program and OVC's Human Trafficking Victim Services programs that can be used for foreign victims. A list of providers for OVC's programs can be found at <http://ojp.gov/ovc/grants/traffickingmatrix.html>. Further, programs may make referrals to partners for services that cannot be provided directly by the program. Referrals may be made to formal partners (an MOU is in place specifically for the DVHT Program and the partner), historical agency partners (the agency has a long-standing formal or informal agreement that is not limited to its DVHT Program), or other reputable and appropriate community organizations that are able to fill service gaps. When making referrals, programs will document the referral date, nature of the referral and the agency/organization that the victim was referred to. Additionally, when victims have been referred to the program for services, the referral source will be documented.

Staff and Partner Training

DVHT Programs are required to have training in the human trafficking field on an ongoing basis. If a DVHT Program has a partner that is assisting in service delivery, training may be necessary to better equip them with the capacity to implement the DVHT Program. Many cities and communities have free human trafficking forums, seminars, and information sessions that may benefit the program and its partner(s). Both program staff and its partner(s) are encouraged to take part in local training opportunities focused on human trafficking.

Grant funds can be used to support staff training, particularly as it relates to the requirement that select

professional(s) providing certain services (i.e., legal, social services, health services, etc.) must have completed or will complete training related to trafficking.

For more information on application requirements specific to this FOA, please reference *Section IV.2. The Project Description.*

POST-AWARD REQUIREMENTS

Programs will be given a 6-month start-up period (180 days from Notice of Award date). This start-up period gives programs an opportunity to further assess the community's service gaps through community conversations and to expand the partnerships needed to successfully implement the program.

These activities will inform decision-making about the populations targeted for services, screening and assessment tools adopted, and the strategies and activities necessary to successfully implement the chosen programming. FYSB will require a community assessment and partnership expansion plan after the start-up period has concluded. The plan follows up on the activities submitted in the application and will include updated timelines and milestones as well as who new partners are, how the partnership was formed, and what services they will provide.

Similarly, a revised work plan may need to be submitted. The work plan will address the list of comprehensive services described in the DVHT Project Requirements section, the organization responsible for conducting the activity, and the referral process for services beyond the grantees' abilities or program scope. Although programs will have a 6-month start-up period, service delivery begins upon grant award and continues while strengthening case management and service through a continuous quality improvement approach.

Kick-off and Peer Meetings

A grantee kick-off meeting in Washington, DC or conference call will be held within the first three months of the official award date. Grantees are also expected to attend a 2-day peer meeting at one of the grantee locations during the project period. Both the project director and the key staff person responsible for tracking and documenting progress toward project milestones and outcomes must attend the meeting kick-off meeting. The project director and a second staff member must attend the peer meeting.

Technical Assistance

Each grantee will receive technical assistance (TA) and work cooperatively with TA providers identified by FYSB. TA services may support program development; capacity assessments; training related to trauma-informed service provision; training on serving underserved or historically marginalized populations (including tribal victims); strategies for improving partnerships with community-based organizations, the criminal justice system, and other community partner(s); interpreting and applying regulations or legislation; and strategic planning, evaluation, budget planning, marketing, or other management challenges.

Federal Evaluation

Grantees will participate in an ACF evaluation with the Office of Planning, Research and Evaluation (OPRE). The evaluation will assess grantee site policies, practices, services, and implementation strategies. The evaluation will also develop recommendations for expanding and enhancing services for domestic victims of human trafficking on a broader scale. In addition, grantees collect data and report on the following performance indicators. If an outside evaluator is used, the DVHT Program must not conduct its own evaluation and the evaluator must work in collaboration with OPRE's evaluation team. Grantees will monitor their own performance and must have appropriate staff and sufficient resources dedicated to evaluation activities, including data collection, data reporting, and coordination with the OPRE cross-project evaluator. This includes having a management information system (MIS) or allocating funds towards building an MIS to collect data.

The performance will be reported in the Program Progress Report (PPR), which is submitted every 6

months throughout the duration of the grant. FYSB will provide the PPR form to grantees. FYSB will be seeking approval from the Office of Management and Budget (OMB) for information collection under the Paperwork Reduction Act on the following data indicators for post-award reporting.

Data Elements for Each 6-Month Reporting Period

1. Trafficking Victims Served

1a: Number of NEW U.S. citizen or LPR victims served AND break down victim count by type of trafficking experienced (sex, labor, or both).

1b: TOTAL number of trafficking victims served. (This includes new clients and existing clients served.)

1c. Additional descriptors of victims served (e.g., gender, age, current or prior involvement in trafficking).

2. Services Provided

2a. Number of services provided to trafficking victims.

2b. Types of services provided to trafficking victims broken down by type. (Refer to the nine activities under DVHT Victim Response Services.)

2c. Number of collaborative partners serving trafficking victims.

3. Referrals

3a. Number of referrals made to other specialized trafficking victim assistance providers funded by ORR or OVC.

3b. Number of referrals made to program partners (includes formal and informal partners).

3c. Number of referrals made to other organizations.

3d. Referral sources for victims (number of referrals from domestic violence programs, runaway and homeless youth programs, anti-human trafficking organizations, etc.).

4. Partners and Professionals Trained

4a. Number of partners and professionals trained on identifying and serving human trafficking victims.

4b. Number of new collaborative partners and professionals associated with the program to serve victims.

4c. Number of MOUs signed with partners and the type of partner (domestic violence programs, runaway and homeless youth programs, anti-human trafficking organizations, etc.).

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

II. Federal Award Information

Funding Instrument Type:	Cooperative Agreement
Estimated Total Funding:	\$2,200,000
Expected Number of Awards:	4
Award Ceiling:	\$600,000 Per Project Period
Award Floor:	\$400,000 Per Project Period
Average Projected Award Amount:	\$500,000 Per Project Period

Anticipated Project Start Date: 09/30/2015

Length of Project Periods:

Other

Awards made under this announcement will have one 24-month project and budget period. Grantees must provide services through the entire 24-month project period such that approximately half of the funds are budgeted for the first year and half of the funds are budgeted for the second year.

Additional Information on Awards:

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

Applications requesting an award amount that exceeds the *Award Ceiling* per budget period or per project period, as stated in this section, will be disqualified from competitive review and from funding under this announcement. This disqualification applies only to the *Award Ceiling* listed for the first 12-month budget period for projects with multiple budget periods. If the project and budget period are the same, the disqualification applies to the *Award Ceiling* listed for the project period. Please see *Section III.3. Other, Application Disqualification Factors*.

Note: For those programs that require matching or cost sharing, grantees will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period or by project period for fully funded awards, even if the projected commitment exceeds the required amount of match or cost share. **A grantee's failure to provide the required matching amount may result in the disallowance of federal funds.** See *Section III.2.* of this announcement for information on cost-sharing or matching requirements.

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

All awards will be cooperative agreements. A cooperative agreement is an award instrument used when substantial involvement is anticipated between the awarding office and the recipient during performance of the contemplated project. FYSB will collaborate with the grantee throughout the project period including providing consultation and reviewing and approving the work plan for the project. FYSB also will approve any revisions to the work plan or structure of the project throughout the duration of the project. Additionally, FYSB will approve significant project activities and changes to project plans.

FYSB will organize periodic meetings, webinars, and other forums necessary to review current and planned activities, to share information, and to promote trauma-informed, culturally relevant services. FYSB will keep grantees informed about expectations for performance and current FYSB policy. FYSB and OPRE will oversee the cross-project evaluation and will facilitate coordination between the evaluator and the grantee including the possibility of uniform intake forms. The respective responsibilities of FYSB and grantee will be identified and incorporated into the terms and conditions of the award during the pre-award negotiations. It is anticipated that the cooperative agreement will not change the project requirements for the grantees under this announcement.

Please see *Section IV.5 Funding Restrictions* for limitations on the use of federal funds awarded under this announcement.

III. Eligibility Information

III.1. Eligible Applicants

Eligible entities according to 22 U.S.C. § 7105(f)(3)(A) are states, tribes, units of local government, and non-profit, non-governmental victim service organizations. Victim service organizations include those who by nature of their current operations serve victims of sexual assault, sexual violence, domestic violence, human trafficking, and youth homelessness. Victim service organizations may also include faith-based organizations that are addressing human trafficking in their services.

FYSB is particularly interested in applicants with experience serving victims of human trafficking in communities with evidence of high rates of human trafficking and a high need for victim services. It is important to acknowledge that human trafficking is not isolated to specific geographic locations. To that end, tribes and rural agencies are encouraged to apply when there is a proven need for services within those communities.

The purpose of the DVHT Program is to provide services in areas that have not been previously served. FYSB has issued previous awards in the following areas: 1) Five boroughs of New York City, New York (Manhattan, Brooklyn, Queens, Bronx, and Staten Island); 2) Maricopa and Pima Counties, Arizona; and 3) Salt Lake City, Utah metropolitan area. Applicants proposing to provide services in these areas will be considered non-responsive and will be disqualified from the review. For more information, please see *Section III.3. Other, FYSB Disqualification Factors*.

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

Faith-based and community organizations that meet the eligibility requirements are eligible to receive awards under this funding opportunity announcement. Faith-based organizations are encouraged to review the ACF Policy on Grants to Faith-Based Organizations at: <http://www.acf.hhs.gov/acf-policy-on-grants-to-faith-based-organizations>.

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

III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement: Yes

Grantees are required to meet a non-federal share of the project cost, in accordance with **22 U.S.C. §7105(f)(3)(B)**.

Grantees must provide at least **25** percent of the total approved cost of the project. The total approved cost of the project is the sum of the ACF (federal) share and the non-federal share. The non-federal share may be met by cash or in-kind contributions, although applicants are encouraged to meet their match requirements through cash contributions. For example, in order to meet the match requirements, a project requesting **\$600,000.00** in ACF (federal) funds must provide a non-federal share of the approved total project cost of at least **\$200,000.00**, which is **25** percent of total approved project cost of **\$800,000.00**.

Note: Grantees will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications, even when the projected non-federal commitment exceeds the required amount of matching or cost share. A grantee's failure to provide the required matching amount will result in the disallowance of federal funds. However, lack of supporting documentation at the time of application submission will not exclude the application from competitive review.

Non-federal resources will be evaluated under criteria found in *Section V.1.* of this announcement.

III.3. Other

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

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

Obtaining a DUNS Number may take 1 to 2 days.

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

Plan ahead. Allow up to 10 business days after you submit your registration for it to become active in SAM and an additional 24 hours before that registration information is available in other government systems, i.e. Grants.gov.

This action should allow you time to resolve any issues that may arise. Failure to comply with these requirements may result in your inability to submit your application through Grants.gov or prevent the award of a grant. Applicants should maintain documentation (with dates) of your efforts to register for, or renew a registration, at SAM. User Guides are available under the “Help” tab at <https://www.sam.gov>.

HHS requires all entities that plan to apply for, and ultimately receive, federal grant funds from any HHS Agency, or receive subawards directly from recipients of those grant funds to:

- Be registered in the SAM prior to submitting an application or plan;
- Maintain an active SAM registration with current information at all times during which it has an active award or an application or plan under consideration by an OPDIV; and
- Provide its active DUNS number in each application or plan it submits to the OPDIV.

ACF is prohibited from making an award until an applicant has complied with these requirements. At the time an award is ready to be made, if the intended recipient has not complied with these requirements, ACF:

- May determine that the applicant is not qualified to receive an award; and
- May use that determination as a basis for making an award to another applicant.

Application Disqualification Factors

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

Award Ceiling Disqualification

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

Required Electronic Application Submission

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

Applicants that do not have an Internet connection or sufficient computing capacity to upload large documents to the Internet may contact ACF for an exemption that will allow the applicant to submit applications in paper format. Information and the requirements for requesting an exemption from required electronic application submission are found in "Request an Exemption from Electronic Application Submission" in *Section IV.2. Content and Form of Application Submission*.

Application Deadlines

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

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

Each time an application is submitted via www.Grants.gov, the submission will generate a new date and time-stamp email notification. Only those applications with on-time date and time stamps that result in a validated application, which is transmitted to ACF, will be acknowledged.

The deadline for receipt of paper applications is 4:30 p.m., ET, on the due date listed in the Overview and in Section IV.3. Submission Dates and Times. Paper applications received after 4:30 p.m., ET, on the due date will be disqualified from competitive review and from funding under this announcement. **Paper applications received from applicants that have not received approval of an exemption from required electronic submission will be disqualified from competitive review and from funding under this announcement.**

FYSB Disqualification Factors

FYSB will conduct an initial pre-review of the applications to determine whether any application is disqualified under the following criteria. This initial review will be prior to the competitive process in which grant review panels will evaluate and score each application under the competitive review criteria. After FYSB's initial review all qualified applications will be forwarded to the grant review panel for the subsequent competitive review.

Applicants proposing to provide human trafficking services in the geographic location of FYSB's current human trafficking grantees are ineligible for review and will be disqualified from competitive review as stated in *Section III.1. Eligible Applicants*. That includes the following areas: 1) Five boroughs of New York City, New York (Manhattan, Brooklyn, Queens, Bronx, and Staten Island); 2) Maricopa and Pima Counties, Arizona; and 3) Salt Lake City, Utah metropolitan area. FYSB will determine this disqualification based on the information provided by the applicant on the SF-Project Performance Site Location(s) (SF-P/PSL) form.

Applications that do not address all components of the *Section I. Program Description, DVHT Program Requirements* of the FOA, including applications that propose an alternative approach to providing comprehensive case management and service delivery that is not determined acceptable by FYSB, will be disqualified from competitive review and from funding under this announcement. If an alternative approach is proposed, FYSB will decide whether to accept the alternative approach, based upon a determination of whether the alternative approach will ensure timely referrals to all services for which the individual is eligible, is not burdensome to the client, and is operationally feasible for ACF. Factors to be considered may include, but are not limited to, the additional oversight, administration, or use of resources

by FYSB required to ensure that program objectives would be met under the alternative approach.

Notification of Application Disqualification

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

IV. Application and Submission Information

IV.1. Address to Request Application Package

Family and Youth Services Bureau Operations Center
Attn: Domestic Victims of Human Trafficking FOA
1401 Mercantile Lane, Suite 401
Largo, MD 20774
Phone: 1-855-792-6551
Email: TechAssist@fysb.net

Electronic Application Submission:

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

Applications in Paper Format:

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

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

Available at the Grants.gov Forms Repository website at [http:// www.grants.gov/web/ grants/forms/sf-424-family.html](http://www.grants.gov/web/grants/forms/sf-424-family.html).

Federal Relay Service:

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

Section IV.2. Content and Form of Application Submission

FORMATTING ACF APPLICATIONS

In FY 2013 ACF implemented a new application upload requirement. Each applicant applying electronically via www.grants.gov is required to upload only two electronic files, excluding Standard Forms and OMB-approved forms. No more than two files will be accepted for the review, and additional files will be removed. Standard Forms and OMB-approved forms will not be considered additional files.

FOR ALL APPLICATIONS:

Authorized Organizational Representative (AOR)

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

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

Point of Contact

In addition to the AOR, a point of contact on matters involving the application must also be identified. The point of contact, known as the Project Director or Principal Investigator, should not be identical to the person identified as the AOR. The point of contact must be available to answer any questions pertaining to the application.

Application Checklist

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials.

Details concerning acknowledgment of received applications are available in *Section IV.3. Submission Dates and Times* of this announcement.

Accepted Font Style

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

Page Limitations

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

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

Application Elements Exempted from Double-Spacing Requirements

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

Adherence to FOA Formatting, Font, and Page Limitation Requirements

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

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

the submitted application. For example, an applicant using TNR, 11-point font, with 1-inch margins all around, and single-spacing, would have an additional 26 lines, or 1500 characters, which is equal to 4/5 of an additional page. Extra pages resulting from this formula will be removed and will not be reviewed.

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

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

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

Copies Required

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

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

Signatures

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

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

Accepted Application Format

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

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

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

PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:

With the exception of Standard Forms (SFs) and OMB-approved forms, the application submission in its entirety (Project Description and Appendices files) is limited to 75 pages. Applicants must adhere to the two-file requirements below.

The Project Description file must include the following items:

1. Table of Contents
2. Project Abstract
3. Objectives and Need for Assistance
4. Approach
5. Project Timeline and Milestones
6. Program Performance Evaluation Plan
7. Geographic Location
8. Organizational Capacity (description)

9. Project Budget and Budget Justification

The Appendices file must include the following:

1. Resumes or biographical sketches
2. Organizational chart
3. Organizational Capacity documents
4. Legal Status of Applicant Entity
5. Plan to Protect Sensitive and/or Confidential Information
6. Plan for Oversight of Federal Award Funds
7. Letters of support

ELECTRONIC APPLICATION SUBMISSION INSTRUCTIONS

Applicants are required to submit their applications electronically unless they have requested and received an exemption that will allow submission in paper format. See *Section IV.2. Application Submission Options* for information about requesting an exemption.

Electronic applications will only be accepted via www.Grants.gov. **ACF will not accept applications submitted via email or via facsimile.**

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

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

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

Adherence to the Two-File Requirement

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

Application Upload Requirements

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

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

However, ACF understands that all applicants may not have access to this software. Grants.gov offers a listing of several free PDF conversion programs. These programs can be found on Grants.gov by clicking on "Support" at the top menu bar and selecting "Technical Support". Under the "Technical Support"

section select "Recommended Software." A link to "PDF Conversion Software" is available in the left-hand menu box. Free PDF software, available on this page, will allow users to convert and merge their PDF documents. As an example, ACF is providing written instructions for downloading and using one type of free software listed at Grants.gov at <https://www.acf.hhs.gov/grants/howto#chapter-7> under "How to Apply for a Grant/Submit an Application." [ACF does not endorse any of the software listed on Grants.gov, and applicants are not required to use a specific type of PDF conversion software to submit an application.]

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

Required Standard Forms (SFs) and OMB-approved Forms

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

Naming Application Submission Files

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

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

ACF supports the following file formats:

- Adobe PDF – Portable Document Format (.pdf)
- Microsoft Word (.doc or .docx)
- Microsoft Excel (.xls or .xlsx)
- Microsoft PowerPoint (.ppt)
- Corel WordPerfect (.wpd)
- Image Formats (.JPG, .GIF, .TIFF, or .BMP only)

Do Not Encrypt or Password-Protect the Electronic Application Files

If ACF cannot access submitted electronic files because they are encrypted or password protected, the affected file will be removed from the application and will not be reviewed. This removal may make the application incomplete and ACF will not make awards based on an incomplete application.

FORMATTING FOR PAPER APPLICATION SUBMISSIONS:

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

Format Requirements for Paper Applications

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

Because each application will be duplicated, do not use or include separate covers, binders, clips, tabs, plastic inserts, maps, brochures, or any other items that cannot be processed easily on a photocopy machine with an automatic feed. Do not bind, clip, staple, or fasten in any way separate sections of the application. Applicants are advised that the copies of the application submitted, not the original, will be reproduced by the federal government for review. **All application materials must be one-sided for duplication purposes.**

Addresses for Submission of Paper Applications

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

Required Forms, Assurances, and Certifications

Applicants seeking grant or cooperative agreement awards under this announcement must submit the listed Standard Forms (SFs), assurances, and certifications with the application. All required Standard Forms, assurances, and certifications are available in the Application Package posted for this funding opportunity at www.grants.gov.

Other versions of required Standard Forms, assurances, and certifications are available at Grants.gov <http://www.grants.gov/web/grants/forms/sf-424-family.html>.

Forms / Assurances / Certifications	Submission Requirement	Notes / Description
SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non-Construction Programs	Submission is required for all applicants when applying for a non-construction project. Standard Forms must be used. Forms must be submitted by the application due date.	Required for all applications when applying for a non-construction project. By signing and submitting the SF-424B, applicants are making the appropriate certification of their compliance with all federal statutes relating to nondiscrimination.
SF-Project/Performance Site Location(s) (SF-P/PSL)	Submission is required for all applicants by the application due date.	Required for all applications. In the SF-P/PSL, applicants may cite their primary location and up to 29 additional performance sites. As a Standard Form (SF), this form is not included in the application's page limitation.
Certification Regarding Lobbying (Grants.gov Lobbying Form)	Submission required of all applicants with the application package. If it is not submitted with the application package, it must be submitted prior to	Submission of the certification is required for all applicants.

	the award of a grant.	
Training Certification	Submission of an assurance is required of all applicants with the application package.	Applicants are advised of the following requirement contained at 22 USC § 7105a(b)(1): An applicant desiring a grant, contract, or cooperative agreement shall certify that, to the extent practicable, persons or entities providing legal services, social services, health services, or other assistance have completed, or will complete, training in connection with trafficking in persons. To meet that requirement, those applicants must submit a written assurance to FYSB stating training in connection with trafficking in persons is completed or will take place.
SF-424 - Application for Federal Assistance	Submission is required for all applicants by the application due date.	Required for all applications.
DUNS Number (Universal Identifier) and Systems for Award Management (SAM) registration.	<p>A DUNS number is required of all applicants.</p> <p>To obtain a DUNS number, go to http://fedgov.dnb.com/webform.</p> <p>Active registration at the Systems Award Management (SAM) website must be maintained throughout the application and project award period.</p> <p>SAM registration is available at http://www.sam.gov.</p>	<p>A DUNS number and SAM registration are eligibility requirements for all applicants.</p> <p>See <i>Section III.3. Other</i> for information on obtaining DUNS number at http://fedgov.dnb.com/webform and registration at SAM.gov at http://www.sam.gov.</p>
SF-LLL - Disclosure of Lobbying Activities	If submission of this form is applicable, it is due at the time of application. If it is not available at the time of application, it may also be submitted prior to the award of a grant.	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.
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Non-Federal Reviewers

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

The Project Description

Part I: The Project Description Overview

Purpose

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

General Expectations and Instructions

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

Part II: General Instructions for Preparing a Full Project Description

Introduction

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

Table of Contents

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

Project Summary/Abstract

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

Please place the following at the top of the abstract:

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

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

Objectives And Need For Assistance

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

Approach

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

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

Applicants seeking funding must describe how they have prior experience in serving trafficking victims by documenting their experience in the field and the experience of their partners. The victims need not have been involved in the criminal justice system. Applicants must identify the total number of victims previously served in the past 3 calendar years (2012-2015) within the targeted geographic region; the types of victims they have served (sex trafficking, labor trafficking, or both); and why the community does not have the current capacity to provide the services needed. They also must document that they have case management and victim advocacy models in place or have specific plans to use grant funding to expand to programs and organizations referenced in *Section I. DVHT Program Requirements, Partnership Expansion*.

Applicants must describe how they will implement a comprehensive victim-centered services model, which includes providing case management and providing victim services. Information related to the case management plan must be provided as part of the application. The case management plan must include a prioritized victim services plans to address victim service needs and gaps in the community initiative. The plan must also include criteria and procedures for providing direct victim assistance and case management

protocols including proposed assessment tools and referral and confidentiality procedures. Identification and establishment of expanded partnerships to coordinate services, if applicable based on who is providing the services, whether case management or victim services, must also be included. Additionally, an outreach plan must be included that describes how victims will become aware of the services available through the DVHT Program.

Applicants must explain how they intend to carry out the objectives of the DVHT Program as described in *Section I. Overview of the Domestic Victims of Human Trafficking Program*. The application must clearly describe the scope of direct victim assistance that will be made available to meet basic needs, the process for determining eligibility for that assistance, and procedures to ensure program accountability. The application must clearly describe the plan to assess current services for domestic victims of trafficking and the status of community partnerships to address the need, as well as the plan for enhancing identification and services for those victims, and partnerships to enhance the community response to human trafficking. Additionally, applicants must explain the approach for addressing each of the nine elements under DVHT Victim Response Services, 24-Hour Response Plan and Referral of Services in *Section I. DVHT Program Requirements*. Applicants will be required to describe how grant-funded services will complement and not duplicate existing anti-trafficking services by stating which anti-trafficking programs currently exist in the targeted service area and by whom the organization is funded. Applicants must include the estimated number of victims in the target population to be served in the two-year project period.

Applicants must provide a description of their relevant experience partnering with community agencies through a coalition, task force, or similar body to foster community engagement and coordination, as it relates to providing services for victims of human trafficking. Applicants must describe how they have expertise and strong community relationships that will allow them to lead an initiative that involves significant collaboration. Applicants must provide evidence of previous collaborative projects and describe potential MOUs that outline partner agreements concerning each partner's roles and responsibilities and allocation of organizational and grant resources. Signed MOUs, if applicable, must be submitted within 60 days of Notice of Award date. Letters of support must be included from agencies with whom the applicant plans to partner. Applicants must document that their organization and partners have the capacity to work with a range of organizations, such as the range of organizations described in *Section I. DVHT Program Requirements, Partnership Expansion*, to include diverse community-based programs, and criminal, juvenile justice, and health and behavioral healthcare systems. Applicants must explain their experience and capacity to offer trauma-informed and culturally relevant services for people from diverse communities, including underserved and historically marginalized communities such as LGBTQ, racial and ethnic minorities, and economically disadvantaged communities. Applicants must describe how they will provide anti-trafficking training to staff and community partners to ensure the community is working together to address the needs of the victims.

Applicants and any partners must have in place policies and procedures promoting cultural competence and culturally and linguistically relevant services, including the accessibility of services for program participants with limited English proficiency. The policies and procedures must be described in the application. Additionally, applicants and any partners must describe their policies and procedures prohibiting harassment based on race, sexual orientation, gender, gender identity (or expression), religion, and national origin. Procedures will address monitoring harassment claims and documenting the corrective action that was taken.

Applicants must clearly state in the application if the plan includes the provision to implement the comprehensive victim-centered services model or if the applicant is requesting a religious accommodation through the proposal of an alternative approach to implementing the comprehensive victim-centered services model (including referrals). If an applicant has a religious objection to providing any of the services or referrals required in the program, it must explicitly describe the approach to meeting its grant obligations consistent with ACF's faith-based policy. The alternative approach must be one that

accomplishes the goal of ensuring that trafficking victims understand the full range of services available to them, including reproductive health services, and that there is a mechanism by which victims requesting such services can receive appropriate referrals. The alternative approach must ensure timely referrals to all services for which the individual is eligible, not be burdensome to the client, and be operationally feasible for FYSB.

Program Performance Evaluation Plan: Applicants must describe their plan for collecting the specified data elements required for the PPR for this funding. They must describe how the organization will collect and manage data (e.g., assigned skilled staff, data management software) in a way that allows for accurate and timely reporting of the data elements listed in *Section I. Post-Award Requirements, Federal Evaluation*.

Applicants must also describe how that data will contribute to continuous quality improvement. The program performance evaluation plan should describe how the applicant organization will monitor ongoing processes and the progress towards the goals and objectives of the project. The applicants must include descriptions of the inputs (e.g., organizational profile, collaborative partners, key staff, budget, and other resources) and the key processes that will influence the objectives and related data elements. The plan must explain how the resulting information will be used to inform quality improvement of funded activities. Applicants must describe any potential obstacles for implementing the data collection and program performance evaluation and how those obstacles will be addressed.

Project Timeline and Milestones

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

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

Geographic Location

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

Legal Status of Applicant Entity

Applicants must provide the following documentation:

Governing Board membership documentation and/or articles of incorporation, if applicable.

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

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

establishes non-profit status.

- Any of the items in the subparagraphs immediately above for a state or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

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

Additional Eligibility Documentation

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

Articles of incorporation or a the agency's mission statement must be included to show the applicant meets the FYSB standard of a victim service organization.

Organizational Capacity

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

- Organizational charts;
- Resumes (no more than two single-spaced pages in length);
- Biographical Sketches (short narrative description);
- Copy or description of the applicant organization's fiscal control and accountability procedures;
- Evidence that the applicant organization, and any partnering organizations, have relevant experience and expertise with administration, development, implementation, management, and evaluation of programs similar to that offered under this announcement;
- Evidence that each participating organization, including partners and/or subcontractors, possess the organizational capability to fulfill their role(s) and function(s) effectively;
- Copy or description of the applicant organization's personnel policies;
- Information on compliance with federal/state/local government standards;
- Job descriptions for each vacant key position.

Protection of Sensitive and/or Confidential Information

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

Third-Party Agreements

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

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

Letters Of Support

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

Plan for Oversight of Federal Award Funds

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

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

The Project Budget and Budget Justification

All applicants are required to submit a project budget and budget justification with their application. The project budget is entered on the Budget Information Standard Form, either SF-424A or SF-424C, according to the directions provided with the SFs. The budget justification consists of a budget narrative and a line-item budget detail that includes detailed calculations for "object class categories" identified on the Budget Information Standard Form. Applicants must indicate the method they are selecting for their indirect cost rate. See Indirect Charges for further information.

Project budget calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching or cost sharing is a requirement, applicants must include a detailed listing of any funding sources identified in Block 18 of the SF-424 (Application for Federal Assistance). See the table in *Section IV.2. Required Forms, Assurances, and Certifications* listing the appropriate budget forms to use in this application.

Special Note: *The Consolidated and Further Continuing Appropriations Act, 2015 (Pub.L. 113-235), enacted December 16, 2014, limits the salary amount that may be awarded and charged to ACF grants and cooperative agreements. Award funds issued under this announcement may not be used to pay the salary, or any percentage of salary, to an individual at a rate in excess of Executive Level II. The Executive Level II salary of the Federal Executive Pay scale is \$183,300. Please see <http://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2015/executive-senior-level>. This amount reflects an individual's base salary **exclusive** of fringe benefits and any income that an individual may be permitted to earn outside of the duties to the applicant organization. This salary limitation also applies to subawards/subcontracts under a ACF grant or cooperative agreement.*

Provide a budget using the 424A and/or the 424C, as applicable, for the proposed project that is being fully funded (the budget period and the project period are the same). Provide a budget justification, which includes a budget narrative and a line-item detail, for the proposed project. The budget narrative should describe how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

Awards made under this announcement will have one 24-month project and budget period. Grantees must provide services through the entire 24-month project period, such that roughly half of the funds are spent in the first year and half of the funds are spent in the second year.

Applicants must include the cost of the requisite travel of the project director and staff responsible for data

collection to Washington, DC for a 2-day grantee meeting (in the event a grantee conference call does not take place), a 2-day peer meeting for two staff members and the required 25 percent non-federal share when preparing the budget.

General

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

Personnel

Description: Costs of employee salaries and wages.

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

Fringe Benefits

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

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

Travel

Description: Costs of out-of-state or overnight project-related travel by employees of the applicant organization. Do not include in-state travel or consultant travel.

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

Equipment

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

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

Supplies

Description: Costs of all tangible personal property other than that included under the Equipment category. This includes office and other consumable supplies with a per-unit cost of less than \$5,000.

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

Contractual

Description: Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include third-party evaluation contracts, if applicable, and contracts with secondary recipient organizations (with budget detail), including delegate agencies and specific project(s) and/or businesses to be financed by the applicant. This area is not for individual consultants.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open, and free competition. Recipients and subrecipients, other than states that are required to use 45 CFR Part 75 procedures, must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed by 41 U.S.C. § 134, as amended by 2 CFR Part 200.88, and currently set at \$150,000. Recipients may be required to make pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc., available to ACF.

Note: Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each contractor/sub-contractor, by agency title, along with the same supporting information referred to in these instructions. If the applicant plans to select the contractors/sub-contractors post-award and a detailed budget is not available at the time of application, the applicant must provide information on the nature of the work to be delegated, the estimated costs, and the process for selecting the delegate agency.

Other

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

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

Indirect Charges

Description: Total amount of indirect costs. This category has one of two methods that an applicant can select. An applicant may only select one.

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

Note: An applicant must enclose a copy of the current approved rate agreement. If the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

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

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

Commitment of Non-Federal Resources

Description: Amounts of non-federal resources that will be used to support the project as identified in Block 18 of the SF-424. The match calculation applies to the total project cost (including match) and not just to the federal share.

Justification: If an applicant is relying on match from a third party, then a firm commitment of these resources (letter or other documentation) is required with the application. Detailed budget information must be provided for every funding source identified in Block 18 of the SF-424.

Note: Applicants are required to fully identify and document in their applications the specific costs or contributions they propose in order to meet a matching or cost-sharing requirement. Applicants are also required to provide documentation in their applications on the sources of funding or contribution(s) and, for in-kind contributions, a justification of how the stated valuation was determined.

Paperwork Reduction Disclaimer

As required by the Paperwork Reduction Act of 1995, 44 U.S.C. §§ 3501-3521, the public reporting burden for the Project Description and Budget/Budget Justification is estimated to average 60 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection information. The Project Description information collection is approved under OMB control number 0970-0139, which expires 10/31/2015. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Application Submission Options

Electronic Submission via www.Grants.gov

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

Application Validation at www.Grants.gov

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

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

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

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

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

NOTE: The Grants.gov validation check can affect whether the application is accepted for review. If an application fails the Grants.gov validation check and is not resubmitted by 11:59 p.m., ET, on the due date, it will not be transmitted to ACF and will be excluded from the review.

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

Systems Issues

For any systems issues experienced with Grants.gov or SAM.gov, please refer to ACF's "Policy for Applicants Experiencing Federal Systems Issues" document for complete guidance at https://www.acf.hhs.gov/sites/default/files/assets/systems_issue_policy_final.pdf.

Request an Exemption from Required Electronic Application Submission

ACF recognizes that some applicants may have limited or no Internet access, and/or limited computer capacity, which may prohibit them from uploading large files at www.Grants.gov. To accommodate such applicants, ACF offers an exemption from required electronic submission. The exemption will allow applicants to submit hard copy, paper applications by hand-delivery, applicant courier, overnight/express mail couriers, or by other representatives of the applicant.

To receive an exemption from required electronic application submission, applicants must submit a written request to ACF that must state that the applicant qualifies for the exemption for one of the two following reasons:

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

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

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

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

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

An exemption is applicable to all applications submitted by the applicant organization during the Federal Fiscal Year (FFY) in which it is received. Applicants need only request an exemption once in a FFY. Applicants must request a new exemption from required electronic submission for any succeeding FFY.

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

All exemption requests must include the following information:

- Funding Opportunity Announcement Title,
- Funding Opportunity Number (FON),
- The listed Catalog of Federal Domestic Assistance (CFDA) number,
- Name of Applicant Organization and DUNS Number,
- AOR name and contact information,
- Name and contact information of person to be contacted on matters involving the application (i.e., the Point of Contact), and
- The reason for which the applicant is requesting an exemption from electronic application submission. The request for exemption must state one of the following two reasons: 1) lack of Internet access or Internet connection; or 2) lack of computer capacity that prevents uploading large documents (files) to the Internet.

Exemption requests must be received by ACF no later than two weeks before the application due date, that is, 14 calendar days prior to the application due date listed in the *Overview* and in *Section IV.3. Submission Dates and Times*. If the fourteenth calendar day falls on a weekend or federal holiday, the due date for receipt of an exemption request will move to the next federal business day that follows the weekend or federal holiday.

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

Paper Format Application Submission

An exemption is now required for the submission of paper applications. See the preceding section on "Request an Exemption from Required Electronic Application Submission."

Applicants with exemptions that submit their applications in paper format, by mail or delivery, must submit one original and two copies of the complete application with all attachments. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by the AOR, and be unbound. The original copy of the application must have original signature(s). See *Section IV.6.* of this announcement for address information for paper format application submissions. Applications submitted in paper format must be received by 4:30 p.m, ET, on the due date.

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

IV.3. Submission Dates and Times

Due Date for Applications: **08/19/2015**

Explanation of Due Dates

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

Electronic Applications

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

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

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

Instructions for electronic submission via www.Grants.gov are available at: http://www.grants.gov/applicants/apply_for_grants.jsp.

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

Mailed Paper Format Applications

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

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

Hand-Delivered Paper Format Applications

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

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

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

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

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

Extensions and/or Waiving Due Date and Receipt Time Requirements

ACF may extend an application due date and receipt time when circumstances make it impossible for applicants to submit their applications on time. These events include natural disasters (floods, hurricanes, tornados, etc.), or when there are widespread disruptions of electrical service, or mail service, or in other rare cases. The determination to extend or waive due date and/or receipt time requirements rests with the Grants Management Officer listed as the Office of Grants Management Contact in *Section VII. Agency Contacts*.

Acknowledgement from www.Grants.gov

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

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

See "What to Expect After Submitting" at www.Grants.gov for more information.

Acknowledgement from ACF of an electronic application's submission:

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

Acknowledgement from ACF of receipt of a paper format application

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

IV.4. Intergovernmental Review of Federal Programs

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

IV.5. Funding Restrictions

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

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

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

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

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

This funding must not be used to provide direct services for human trafficking victims who are determined not to be U.S. citizens or LPRs. Federal funding received from different agencies for related activities will need to be separated to avoid supplantation of funds.

Additionally, no HHS funds may be expended for pregnancy termination, except in cases where pregnancy is a result of rape or incest or where the woman suffers from a physical condition that would place her life in danger unless pregnancy termination is performed. (Reference the Consolidated Appropriations Act, 2014, Pub.L. No. 113-76 §§ 506, 507.)

IV.6. Other Submission Requirements

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

Submission By Mail

Family and Youth Services Bureau Operations Center
Attn: Domestic Victims of Human Trafficking FOA
1401 Mercantile Lane, Suite 401
Largo, MD 20774

Hand Delivery

Family and Youth Services Bureau Operations Center
Attn: Domestic Victims of Human Trafficking FOA
1401 Mercantile Lane, Suite 401
Largo, MD 20774

Electronic Submission

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

For all submissions, see *Section IV.3. Submission Dates and Times*.

V. Application Review Information

V.1. Criteria

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

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

Objectives and Need for Assistance

Maximum Points: 10

1. The applicant clearly defines and justifies the geographic area to be served by the project. The applicant clearly describes the need for assistance within the geographic area including socioeconomic and demographic characteristics. The applicant provides data on local, state, or federal human trafficking investigations and prosecutions or other strong evidence for the proposed activities that is related to the geographic area and population. The applicant provides the number of individuals identified as domestic victims of severe forms of human trafficking. (0-4 points)
2. The applicant clearly identifies and describes the population to be served by the project as described in this FOA. The applicant demonstrates a thorough understanding of the needs of the target population, and identifies specific issues and challenges in engaging with the population in the targeted geographic area. (0-2 points)
3. The applicant presents a clear and concise statement of goals and objectives of the proposed project. The goals and objectives are aligned with the DVHT Program as described in *Section I. Overview of the Domestic Victims of Human Trafficking Program, Purpose and Scope and Project Objectives*. (0-4 points)

Approach

Maximum Points: 45

1. The application provides a detailed, sound, and feasible plan of action. The overall plan reflects an understanding of the comprehensive victim-centered services model as described in *Section I. DVHT Program Requirements, Comprehensive Victim-Centered Services Model*. The applicant thoroughly describes how it will effectively provide all nine elements under *DVHT Victim Response Services* either directly or through a community partners. If applicable, the applicant has included an alternative approach to implementing grant services if the agency has religious objections to implementing the requirements of the DVHT Program. Letters of Support or Third-Party Agreements are provided from partners to substantiate support in providing specified services. Program activities are provided in a manner that is trauma-informed, culturally sensitive, and linguistically appropriate to the target

population. (0-12 points)

2. The applicant provides a detailed and realistic description of the outreach plan and takes into consideration the particular needs of the target population. The applicant provides a clear and thorough intake process that meets the eligibility requirements as described in *Section I. DVHT Program Requirements, Eligible Beneficiaries*. The applicant's plan incorporates confidentiality measures, which includes established policies, procedures, and protocols to ensure the non-disclosure of confidential, private, or personally identifiable information concerning victims. The applicant provides a detailed and realistic mechanism for referral of services that addresses how it will refer individuals that are not eligible based on not being a U.S. citizen or LPR. (0-9 points)

3. The applicant provides a clear and thorough description of its plan to train staff and partners in anti-trafficking topics. (0-5 points)

4. The applicant provides a strategy for expanding victim service partnerships to enhance the community response to human trafficking to include runaway and homeless youth programs, domestic violence, sexual violence programs, criminal justice programs, and healthcare (including behavioral and mental health) and community-based programs serving underserved and historically marginalized populations (tribal and LGBTQ communities, victims with limited English proficiency, ethnic and racial minorities, and economically disadvantaged communities) described in *Section I. DVHT Program Requirements, Partnership Expansion*. (0-8 points)

5. The applicant provides a detailed 24-hour response plan as described in *Section I. DVHT Program Requirements, 24-Hour Response Plan*. The plan includes how to handle client emergencies and emergency calls from law enforcement during evenings and weekends. (0-3 points)

6. The applicant provides a reasonable timeline (e.g., charts such as a Gantt chart, bar chart, or other chart that illustrate project schedules) for implementing the proposed project, including the activities to be conducted in chronological order, showing a reasonable schedule of accomplishments and target dates, and the factors that may accelerate or decelerate the work. (0-5 points)

7. The applicant presents a clear justification that the estimated number of victims in the target population to be served by the project is reasonable and appropriate. (0-3 points)

Program Performance Evaluation Plan

Maximum Points: 10

1. The applicant provides a thorough plan to assess the quality of the project including the frequency and methods for data collection, monitoring performance, and data management system. The applicant describes how it will use program data to make program adjustments that will lead to continuous quality improvement. (0-4 points)

2. The applicant describes obstacles to implementing the data collection and program performance evaluation plan and presents reasonable solutions for addressing those obstacles. (0-4 points)

3. The applicant describes its plan for participating in the ACF-funded program evaluation (such as participating on TA calls and using common intake information). (0-2 points)

Organizational Capacity

Maximum Points: 25

1. The applicant and, if applicable, its partners, provides strong evidence of sufficient experience and expertise in the administration and management of providing services within the trafficking field that is culturally and linguistically appropriate. The applicant provides the number of trafficking victims it and, if applicable, its partners, has served within the past 3 years (2012-2015). (0-5 points)

2. The applicant demonstrates the expertise and organizational capacity to successfully undertake a

project that involves significant collaboration and coordination with other agencies that encounter trafficking victims including the fields of runaway and homeless youth, domestic violence and sexual assault victim services, criminal and juvenile justice, and healthcare (including behavioral and mental health). The applicant provides Letters of Support from intended partners that substantiates their commitment to the applicant and the project. (0-6 points)

3. The applicant clearly documents the roles, responsibilities, and time commitments of each proposed project staff position, including consultants, subcontractors, and, if applicable, partners. These are well-defined and appropriate to the successful implementation of the proposed project with respect to the target population. The applicant provides resumes or biographical sketches for key staff and position descriptions for vacant positions. (0-5 points)

4. The applicant provides a clear description of the staffing structure for the program and includes information about how the DVHT Program will be managed and how key staff, including case managers, will be supervised. If applicable, the applicant describes how partners will be monitored and activities are in accordance with the requirements as listed in *Section I. DVHT Program Requirements, Partnership Expansion*. The applicant includes an organizational chart. (0-5 points)

5. The applicant demonstrates strong evidence that the organization and its partners have the fiscal, administrative, and performance management capacity to effectively administer grant funds. If the applicant is receiving other federal funds to implement a human trafficking program, the application describes how they will ensure that any awarded funds from this FOA will not be used to supplant or augment any other related federal funding. (0-4 points)

Budget and Budget Justification

Maximum Points: 10

1. The applicant includes a detailed budget where all personnel funds for the applicant and, if applicable, partners, are reasonable for the responsibilities and time dedicated to the project activities. The explanations of the calculations sufficiently show the costs are critical to the success of the project. The budget is reasonable and appropriate for the project. (0-4 points)

2. The budget is clearly outlined, itemized, and aligned with the project proposal and includes a narrative justification that clearly states how each itemized expense will be used. The applicant explains how the costs of the project are reasonable, allocable, and program-related and are commensurate with the types and range of activities and services to be conducted, the number of participants to be served, and the expected goals and objectives. (0-3 points)

3. The applicant demonstrates that the budget includes funds for all required items, including travel for two staff members to attend the kick-off meeting in Washington, DC, and peer meeting. (0-3 points)

Bonus Points

Maximum Points: 8

1. The applicant describes the evidence of a high-rate of domestic trafficking and the accessibility to the program by victims of the proposed project. (3 points)

2. The applicant is a federally recognized tribe or in a rural location. For the purposes of this FOA, rural is defined as encompassing all populations outside of a metropolitan area. A metropolitan area contains a core urban area of 50,000 or more population. All counties that are not part of a Metropolitan Statistical Area are considered rural. For more information on metropolitan areas, see www.census.gov/population/metro/data/maps.html. (5 points)

V.2. Review and Selection Process

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

Initial ACF Screening

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

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

Objective Review and Results

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

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

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

Selection of Grant Recipients

Because other important factors are taken into consideration, highly ranked applications are not guaranteed funding. Other considerations include whether the applicant has experience in identifying and assisting both sex and labor trafficking victims; whether the applicant demonstrates evidence of a high need for services; the applicant's timely and successful completion of projects funded with ACF funds within the past 3 years; comments of reviewers and government officials; ACF staff evaluation and input; the amount of funds requested and the proposed project's consistency; compliance with grant terms and conditions under previously awarded HHS grants; and, if applicable, the applicant's progress in resolving any final audit or other disallowance on previous ACF or other federal agency grants.

FYSB will conduct an initial pre-review of the applications to determine whether any application is disqualified under the following criteria. This initial review will be prior to the competitive process in which grant review panels will evaluate and score each application under the competitive review criteria. After FYSB's initial review all qualified applications will be forwarded to the grant review panel for the subsequent competitive review.

When assessing any proposed alternative approach prior to competitive review FYSB will consider whether the alternative approach ensures timely referrals to all services for which the individual is eligible that cannot be delivered through the applicant or its direct partner, is not burdensome to the victim, and is operationally feasible for ACF. During the initial pre-review, FYSB may request and consider additional information to clarify any material received regarding an alternative approach to providing comprehensive case management. Any additional information that FYSB receives during this stage would not be provided

to the grant review panels or otherwise considered during the subsequent competitive grant review.

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

Approved but Unfunded Applications

Applications recommended for approval that were not funded under the competition because of the lack of available funds may be held over by ACF and reconsidered in a subsequent review cycle if a future competition under the program area is planned. These applications will be held over for a period of up to one year and will be re-competed for funding with all other competing applications in the next available review cycle. For those applications that have been deemed as approved but unfunded, notice will be given of such determination by postal mail.

V.3. Anticipated Announcement and Award Dates

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

VI. Award Administration Information

VI.1. Award Notices

Successful applicants will be notified through the issuance of a Notice of Award (NoA) that sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-federal share to be provided (if applicable), and the total project period for which support is contemplated. The NoA will be signed by the Grants Officer and transmitted via postal mail, email, or by GrantSolutions.gov or the Head Start Enterprise System (HSES), whichever is relevant. Following the finalization of funding decisions, organizations whose applications will not be funded will be notified by letter signed by the cognizant Program Office head. Any other correspondence that announces to a Principal Investigator, or a Project Director, that an application was selected is not an authorization to begin performance.

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

VI.2. Administrative and National Policy Requirements

Awards issued under this announcement are subject to 45 CFR Part 75 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards. The Code of Federal Regulations (CFR) is available at <http://www.gpo.gov>.

An application funded with the release of federal funds through a grant award does not constitute, or imply, compliance with federal regulations. Funded organizations are responsible for ensuring that their activities comply with all applicable federal regulations.

Prohibition Against Profit

Grantees are subject to the limitations set forth in 45 CFR § 75.215, Special provisions for awards to commercial organizations as recipients (45 CFR § 75.215(b)_Prohibition against profit.), which states that, "...no HHS funds may be paid as profit to any recipient even if the recipient is a commercial

organization. Profit is any amount in excess of allowable direct and indirect costs."

Equal Treatment for Faith-Based Organizations

Grantees are also subject to the requirements of 45 CFR § 87.1(c), Equal Treatment for Faith-Based Organizations, which says, "Organizations that receive direct financial assistance from the [Health and Human Services] Department under any Department program may not engage in inherently religious activities such as worship, religious instruction, or proselytization, as part of the programs or services funded with direct financial assistance from the Department." Therefore, organizations must take steps to completely separate the presentation of any program with religious content from the presentation of the Federally funded program by time or location *in such a way that it is clear that the two programs are separate and distinct*. If separating the two programs by time but presenting them in the same location, one program must *completely* end before the other program begins.

A faith-based organization receiving HHS funds retains its independence from federal, state, and local governments, and may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs. For example, a faith-based organization may use space in its facilities to provide secular programs or services funded with federal funds without removing religious art, icons, scriptures, or other religious symbols. In addition, a faith-based organization that receives federal funds retains its authority over its internal governance, and it may retain religious terms in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents in accordance with all program requirements, statutes, and other applicable requirements governing the conduct of HHS-funded activities.

Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which includes the prohibition against federal funding of inherently religious activities, "Understanding the Regulations Related to the Faith-Based and Neighborhood Partnerships Initiative" are available at <http://www.hhs.gov/partnerships/about/regulations/>. Additional information, resources, and tools for faith-based organizations is available through The Center for Faith-based and Neighborhood Partnerships website at <http://www.hhs.gov/partnerships/index.html> and at the <https://www.acf.hhs.gov/programs/ocs/resource/capacity-building-toolkits-for-faith-based-and-community-organizations>.

Award Term and Condition under the Trafficking Victims Protection Act of 2000

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

Requirements for Drug-Free Workplace

The Drug-Free Workplace Act of 1988 (41 U.S.C. §§ 8101-8106) requires that all organizations receiving grants from any federal agency agree to maintain a drug-free workplace. By signing the application, the Authorizing Official agrees that the grantee will provide a drug-free workplace and will comply with the requirement to notify ACF if an employee is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for debarment. Government-wide requirements for Drug-Free Workplace for Financial Assistance are found in 2 CFR Part 182; HHS implementing regulations are set forth in 2 CFR § 382.400. All recipients of ACF grant funds must comply with the requirements in Subpart B - Requirements for Recipients Other Than Individuals, 2 CFR § 382.225. The rule is available at <http://www.gpo.gov/fdsys/pkg/CFR-2001-title45-vol1/content-detail.html>.

Debarment and Suspension

HHS regulations published in 2 CFR Part 376 implement the governmentwide debarment and suspension system guidance (2 CFR Part 180) for HHS' non-procurement programs and activities. "Non-procurement transactions" include, among other things, grants, cooperative agreements, scholarships, fellowships, and loans. ACF implements the HHS Debarment and Suspension regulations as a term and condition of award. Grantees may decide the method and frequency by which this determination is made and may check the Excluded Parties List System (EPLS) located at <https://www.sam.gov/>, although checking the EPLS is not required. More information is available at <https://www.acf.hhs.gov/grants-forms>.

Pro-Children Act

The Pro-Children Act of 2001, 20 U.S.C. §§ 7181 through 7184, imposes restrictions on smoking in facilities where federally funded children's services are provided. HHS grants are subject to these requirements only if they meet the Act's specified coverage. The Act specifies that smoking is prohibited in any indoor facility (owned, leased, or contracted for) used for the routine or regular provision of kindergarten, elementary, or secondary education or library services to children under the age of 18. In addition, smoking is prohibited in any indoor facility or portion of a facility (owned, leased, or contracted for) used for the routine or regular provision of federally funded health care, day care, or early childhood development, including Head Start services to children under the age of 18. The statutory prohibition also applies if such facilities are constructed, operated, or maintained with federal funds. The statute does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, portions of facilities used for inpatient drug or alcohol treatment, or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per violation and/or the imposition of an administrative compliance order on the responsible entity.

HHS Grants Policy Statement

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

Freedom of Information Act (FOIA)

Applications funded by federal grant programs are subject to disclosure under the Freedom of Information Act (FOIA), 5 U.S.C. § 552. Such applications are frequently requested under the FOIA, consistent with the FOIA's requirement to proactively disclose frequently requested materials at 5 U.S.C. § 552(a)(2)(D). Each released application will receive appropriate redaction of specific information to protect personal privacy and competitively sensitive commercial information. Information on filing a FOIA request is available at <http://www.acf.hhs.gov/submit-a-foia-request>.

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

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

www.hhs.gov/ocr/civilrights/understanding/index.html.

HHS provides guidance to recipients of federal financial assistance on meeting the legal obligation to take reasonable steps to provide meaningful access to persons with limited English proficiency.

www.hhs.gov/ocr/civilrights/resources/laws/revisedlep.html. Recipients must ensure their contractors and sub-recipients also comply with federal civil rights laws.

Award Term and Condition for Unpaid Federal Tax Liability

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

VI.3. Reporting

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

Performance Progress Reports (PPR)

Notice of Award (NoA) documents will inform grantees of the appropriate performance progress report form or format to use. Grantees should consult their Notice of Award documents to determine the appropriate performance progress report format required under their award. Performance progress reports are due 30 days after the end of the reporting period. Final program performance reports are due 90 days after the close of the project period.

For awards that implement the use of the ACF-OGM-SF-PPR, the form is available under "Reporting, Disclosures, and other Standard Forms" at <http://www.acf.hhs.gov/grants/forms#chapter-4>.

Federal Financial Reports (FFR)

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

All expenditure reports will be due on one of the standard due dates by which cash reporting is required to be submitted to PMS or at the end of a calendar quarter as determined by ACF. As a result, a recipient that receives awards from more than one federal program may be subject to more than one approach, but will not be required to change its current means of submission or be subjected to more than eight standard due dates. **A final cumulative SF-425 is due 90 days after the close of the project period.**

For budget periods ending in the months of:	The FFR (SF425) is due to ACF on:
January 01 - March 31	April 30
April 01 - June 30	July 30
July 01 - September 30	October 30
October 01 - December 31	January 30

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

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

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

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

Awards issued as a result of this funding opportunity may be subject to the Transparency Act subaward and executive compensation reporting requirements of 2 CFR Part 170. See ACF's Award Term for Federal Financial Accountability and Transparency Act (FFATA) Subaward and Executive Compensation Reporting Requirement implementing this requirement and additional award applicability information at <https://www.acf.hhs.gov/grants/discretionary-competitive-grants>.

Tangible Property Report (SF-428)

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

Real Property Status Report (SF-429)

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

VII. Agency Contacts

Program Office Contact

Karal Busch

Administration for Children and Families
Administration on Children, Youth and Families
1250 Maryland Ave SW, 8th Floor
Washington, DC 20024
Phone: (202) 205-5924
Email: Karal.Busch@acf.hhs.gov

Office of Grants Management Contact

Katrina Morgan
Administration for Children and Families
Administration on Children, Youth and Families
370 L'Enfant Promenade SW, 6th Floor East
Washington, DC 20447
Phone: 1-855-792-6551
Email: TechAssist@fysb.net

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) <http://www.hhs.gov/>.

HHS Grants Forecast <http://www.acf.hhs.gov/hhsgrantsforecast/index.cfm>.

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

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

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

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

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

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

Standard grant forms are available at the [Grants.gov](http://www.grants.gov) Forms Repository webpage at <http://www.grants.gov/web/grants/forms/sf-424-family.html>.

For information regarding accessibility issues, visit the Grants.gov Accessibility Compliance Page at

<http://www07.grants.gov/web/grants/support/technical-support/accessibility-compliance.html>.

Code of Federal Regulations (CFR) <http://www.gpo.gov/fdsys/>.

The *Federal Register* <https://www.federalregister.gov/>.

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

Guidance to States and Services on Addressing Human Trafficking of Children and Youth in the United States http://www.acf.hhs.gov/sites/default/files/cb/acyf_human_trafficking_guidance.pdf.

Confronting Commercial Sexual Exploitation and Sex Trafficking of Minors in the United States <http://www.iom.edu/Reports/2013/Confronting-Commercial-Sexual-Exploitation-and-Sex-Trafficking-of-Minors-in-the-United-States.aspx>.

Application Checklist

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

What to Submit	Where Found	When to Submit
DUNS Number (Universal Identifier) and Systems for Award Management (SAM) registration.	Referenced in <i>Section III.3. Other</i> in the announcement. To obtain a DUNS number, go to http://fedgov.dnb.com/webform . To register at SAM, go to http://www.sam.gov .	A DUNS number and registration at SAM.gov are required for all applicants. Active registration at SAM must be maintained throughout the application and project award period.
SF-424A - Budget Information - Non- Construction Programs and SF-424B - Assurances - Non- Construction Programs	Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i> . For electronic application submission, these forms are available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Mandatory." Also available at http://www.grants.gov/web/grants/forms.html by using the link to "SF-424 Family." These forms are <i>required</i> for	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .

	<p>applications under this FOA:</p> <ul style="list-style-type: none"> • Projects that include only non-construction activities must submit the SF-424A and SF-424B, along with the SF-424 and SF-P/PSL. 	
<p>The Project Budget and Budget Justification</p>	<p>Referenced in <i>Section IV.2. The Project Budget and Budget Justification</i> of the announcement.</p>	<p>Submission is required in addition to submission of SF-424A or SF-424C. It must be submitted with the application package by the due date in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i>.</p>
<p>SF-Project/Performance Site Location(s) (SF-P/PSL)</p>	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i>.</p> <p>For electronic application submission, these forms are available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Mandatory."</p> <p>Also available at http://www.grants.gov/web/grants/forms.html by using the link to "SF-424 Family."</p>	<p>Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i>.</p>
<p>Certification Regarding Lobbying (Grants.gov Lobbying Form)</p>	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i>.</p> <p>For electronic application submission, these forms are available on the FOA's Grants.gov page under the "Application Package" tab in the section entitled, "Mandatory."</p> <p>Available at http://www.grants.gov</p>	<p>Submission is due with the application package. If it is not submitted with the application package, it must be submitted prior to the award of a grant.</p>

	<p>.gov/ web/ grants/ forms. html by using the link to "SF-424 Family."</p>	
<p>SF-424 - Application for Federal Assistance</p>	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></p> <p>For electronic application submission, these forms are available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Mandatory."</p> <p>Also available at http://www.grants.gov/web/ grants/ forms.html by using the link to "SF-424 Family."</p>	<p>Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times.</i></p> <p>Do not attach required application elements or additional pages to the SF-424 at Questions 14 or 15! See Section IV.2. Formatting ACF Applications.</p>
<p>SF-LLL - Disclosure of Lobbying Activities</p>	<p>"Disclosure Form to Report Lobbying" is referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></p> <p>For electronic application submission, this form is available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Optional."</p> <p>The form is available in the electronic application kit at Grants.gov and at http://www.grants.gov/ web / grants/ forms.html by using the link to "SF-424 Family."</p> <p>If applicable, submission of this form is required if any funds have been paid, or will be paid, to any person for influencing, or attempting to influence,</p>	<p>If submission of this form is applicable, it is due at the time of application. If it not available at the time of application, it may also be submitted prior to the award of a grant.</p>

	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.	
Third-Party Agreements (also, MOUs and Consortia Agreements)	Referenced in <i>Section IV.2. Project Description</i> .	If available, submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3</i> . If not available at the time of application submission, due by the time of award.
The Project Description	Referenced in <i>Section IV.2. The Project Description</i> .	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
Commitment of Non-Federal Resources	Referenced in <i>Section IV.2. The Project Budget and Budget Justification</i> .	Submission is due by the application due date found in the <i>Overview</i> and <i>Section IV.3. Submission Dates and Times</i> .
Geographic Location	Referenced in <i>Section IV.2. The Project Description</i> .	Submission due by the application due date found in <i>Overview</i> and <i>Section IV.3</i> .
Protection of Sensitive and/or Confidential Information	Referenced in <i>Section IV.2. The Project Description</i> .	Submission due by the application due date found in <i>Overview</i> and <i>Section IV.3</i> .
Plan for Oversight of Federal Award Funds	Referenced in <i>Section IV.2. The Project Description</i> .	Submission due by the application due date found in <i>Overview</i> and <i>Section IV.3</i> .
Required Governing Body Documentation	Referenced in <i>Section I</i> of the announcement.	If available, submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3</i> . If not available at the time of

		application submission, due by the time of award.
Job Descriptions	Referenced in <i>Section IV.2. The Project Description</i> .	Submission due by the application due date found in <i>Overview</i> and <i>Section IV.3</i> .
Resumes	Referenced in <i>Section IV.2. The Project Description</i> .	Submission due by the application due date found in <i>Overview</i> and <i>Section IV.3</i> .
Other Attachments	Referenced in <i>Section IV.2. The Project Description</i> .	Submission due by the application due date found in <i>Overview</i> and <i>Section IV.3</i> .
Indirect Cost Rate Agreement (IDR)	Referenced in <i>Section IV.2. The Project Budget and Budget Justification</i> . The IDR must be submitted with the application package.	If the IDR is available by the application due date, it must be submitted with the application package. If it is not available by the application due date, listed in the <i>Overview</i> and <i>Section IV.3. Submission Dates and Times</i> , it may be submitted prior to the award of a grant.
Proof of Non-Profit Status	Referenced in <i>Section IV.2. The Project Description, Legal Status of Applicant Entity</i> .	Proof of non-profit status should be submitted with the application package by the due date listed in the <i>Overview</i> and <i>Section IV.3. Submission Dates and Times</i> . If it is not available at the time of application submission, it must be submitted prior to the award of a grant.
Table of Contents	Referenced in <i>Section IV.2. The Project Description</i> .	Submit with the application by the due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .

Project Summary/Abstract	Referenced in <i>Section IV.2. The Project Description</i> . The Project Summary/Abstract is limited to one single-spaced page.	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
Letters of Support	Referenced in <i>Section IV.2. The Project Description</i> .	Submission is due by the application due date listed in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
Organizational Capacity	Referenced in <i>Section IV.2. The Project Description</i> .	Submission due by the application due date found in <i>Overview</i> and <i>Section IV.3</i> .
Training Certification	Referenced in <i>Section I. Program Description</i>	Submission due by the application due date found in <i>Overview</i> and <i>Section IV.3</i> .