



Administration for Children and Families

Office of Refugee Resettlement

Trafficking Victim Assistance Program

HHS-2015-ACF-ORR-ZV-0976

Application Due Date: 08/19/2015

Trafficking Victim Assistance Program

HHS-2015-ACF-ORR-ZV-0976

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

Program Office: Office of Refugee Resettlement
Funding Opportunity Title: Trafficking Victim Assistance Program
Announcement Type: Initial
Funding Opportunity Number: HHS-2015-ACF-ORR-ZV-0976
Primary CFDA Number: 93.598
Due Date For Letter of Intent: **07/20/2015**
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 Office of Refugee Resettlement (ORR) within the U.S. Department of Health and Human Services (HHS), Administration for Children and Families (ACF) announces that it will accept competing applications for cooperative agreements to administer the Trafficking Victim Assistance Program (TVAP).

The central purpose of these cooperative agreements is to efficiently fund time-limited comprehensive case management services on a per capita basis to foreign victims of a severe form of trafficking in persons and potential victims of trafficking seeking ORR certification in any location within the United States. ORR intends to accomplish this purpose by awarding cooperative agreements to organizations that will individually or collectively ensure national coverage. An awarded organization must provide case management and referrals to qualified persons, either directly through its own organization or by partnering with other organizations through contracts or both.

Persons qualified for services under this grant (qualified persons) means victims of a severe form of trafficking in persons who have received ORR certification; potential victims of a severe form of trafficking who are actively seeking to achieve ORR certification; and minor dependent children of foreign victims of severe forms of trafficking in persons or potential victims of trafficking.

I. Program Description

Statutory Authority

These grants are authorized by Section 107(b)(1)(B) of the Trafficking Victims Protection Act of 2000, as amended, codified at 22 U.S.C. § 7105(b)(1)(B).

Description

BACKGROUND ON HUMAN TRAFFICKING AND HHS' ROLE UNDER THE TRAFFICKING VICTIMS PROTECTION ACT

Human trafficking is a crime involving the exploitation of someone 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. Victims can be anyone from around the world or right next door: women and men, adults and children, citizens and noncitizens.

The Trafficking Victims Protection Act of 2000, as amended (TVPA), designates HHS as the agency responsible for helping foreign victims of a severe form of trafficking in persons, as defined by the TVPA, become eligible to receive federal and state benefits and services to the same extent as a refugee. Such assistance allows these victims to rebuild their lives safely in the United States. The TVPA authorizes HHS to provide services in the United States to foreign victims of a severe form of trafficking in persons, to assist potential victims of a severe form of trafficking in achieving ORR certification, and to assist minor dependent children of victims of severe forms of trafficking in persons or potential victims of trafficking. The Secretary of HHS delegated authority for certification and eligibility determinations to the Assistant Secretary for Children and Families who in turn delegated them to the Director of the Office of Refugee Resettlement (ORR).

The TVPA also authorizes HHS to conduct public awareness, which it does through a national public awareness campaign, including the operation of a national hotline, outreach, education, and the provision of technical assistance and training to build local and regional capacity to address human trafficking.

PURPOSE AND SCOPE

The central purpose of the TVPA cooperative agreements is to efficiently fund time-limited comprehensive case management services on a per capita basis in any location within the United States to foreign victims of a severe form of trafficking in persons and to assist potential victims of trafficking in achieving ORR certification.

ORR intends to accomplish this purpose by awarding cooperative agreements to organizations that will individually or collectively ensure national coverage. An awarded organization must provide case management and referrals to qualified persons, either directly through its own organization or by partnering with other organizations through contracts or both.

The primary goal of the comprehensive case management services funded under this funding opportunity is to provide time-limited, comprehensive case management services to victims of a severe form of trafficking in the United States during their immediate efforts to obtain ORR certification. The purpose of post-certification enrollment is to assist victims to enroll promptly in federal and state benefits and services to the same extent as refugees, to obtain employment, and to become self-sufficient.

DEFINITIONS AND TERMS

For the purposes of the announcement, these terms have the following meanings:

- *Comprehensive case management* must include providing direct services and/or community referrals for housing, mental health screening and therapy, employability services, legal services, counselling, health screening and medical care, including treatment for sexually transmitted infections, family planning services and 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 counselling.
- *Foreign national victim or foreign victim* refers to a person who is not a U.S. citizen, a Lawful Permanent Resident (LPR), or a refugee.
- *ORR certification* refers to a Certification Letter or Eligibility Letter issued by ORR to a victim of a severe form of trafficking.

- *Outreach* is communication for the purpose of recruiting new subcontractors or informing professionals about the Trafficking Victim Assistance Program (TVAP), services available to foreign victims of trafficking, and ORR certification (may include phone calls, e-mails, presentations, etc.).
- *Per capita basis or per capita services* refers to funding for administrative and participant expenses on a per-person or per-family basis.
- *Pre-certified victim or participant* refers to a victim of a severe form of trafficking who has not yet received ORR certification.
- *Post-certification* refers to the time on or after the eligibility date on the ORR certification.
- *Training* is an organized activity to impart information or instructions to improve a recipient's knowledge or skills.

Victim of a severe form of trafficking is defined in Section 103(14) of the TVPA.

HHS certification of adult victims of a severe form of trafficking is described in Section 107(b)(1)(E) of the TVPA.

HHS determinations regarding the eligibility of foreign minors for interim and long-term assistance are described in Section 107(b)(1) of the TVPA.

PROGRAM OBJECTIVES

The Trafficking Victim Assistance Program has the following objectives:

- 1) Comprehensive Case Management Services:** To provide time-limited comprehensive case management services, through direct services and/or community referrals to qualified persons to help them achieve ORR certification and timely access to benefits and services to the same extent as refugees so they can rebuild their lives and re-establish their ability to live independently.
- 2) Per Capita Services:** To ensure the efficiency of the trafficking program's resource allocation by making administrative and participant funding available on a per capita basis only for qualified persons.
- 3) Nationwide or Regional Service Capacity:** To build and maintain nationwide capacity for comprehensive case management service provision or for a designated geographical region.
- 4) Technical Assistance, Training, and Monitoring:** To build the capacity of subcontractors by providing technical assistance and training to subcontractors and to monitor their performance.

PROGRAM REQUIREMENTS

TVAP Participant Eligibility

Persons qualified for services under this program (qualified persons or participants) are the following:

- A foreign national adult potential victim of a severe form of trafficking who is seeking a Certification Letter from ORR and who is actively pursuing T nonimmigrant status and/or Continued Presence (CP) issued by the Department of Homeland Security (DHS);
- A foreign national potential victim of a severe form of trafficking who is under 18 years of age (minor) and is seeking an Eligibility Letter from ORR;
- A foreign national victim of a severe form of trafficking who has received ORR certification;
- A foreign national under 18 years of age who has been subjected to a severe form of trafficking;
- A dependent minor child of a potential victim of trafficking seeking ORR certification; or
- A dependent minor child of a victim of a severe form of trafficking who has received ORR certification.

Lawful Permanent Residents (LPRs), U.S. citizens, and refugees are not eligible for services under this program.

When determining the eligibility of an individual for services under this program, the grantee must take into account the following:

- The victim's progress in achieving ORR certification (pre-certified participants) or the victim's receipt of an ORR Certification or Eligibility Letter;
- Whether and to what extent funds for services or case management are available from any other federal or state-funded program, including services or case management provided by other ORR programs, such as the Matching Grant Program; the Office for Victims of Crime (OVC) in the U.S. Department of Justice (DOJ); the Bureau of Population, Refugees, and Migration in the U.S. Department of State; or other federal or state agencies or programs funding benefits and services for which foreign trafficking victims or potential victims are eligible; and
- Any services accessed under any program, grant, or contract previously funded by the ORR/Division of Anti-Trafficking in Persons.

Trafficking Victim Assistance Program grant recipients (TVAP grantees) must screen all pre-certified participants (including those referred by an attorney or a law enforcement official) to determine whether the person is a victim of a severe form of trafficking as defined by Section 103(14) of the TVPA, including the type of trafficking and indicators of human trafficking related to force, fraud, or coercion.

Comprehensive Case Management Services

TVAP grantees must ensure that qualified persons receive a high level of care by implementing, following, and enforcing standards of care and protocols for comprehensive case management services. TVAP grantees must assess each participant's basic needs to determine appropriate comprehensive case management services.

TVAP grantees must ensure that participants served under this program are not concurrently served with other federally funded grants, contracts, or sub-awards made to the grantee or sub-recipient agency specifically for services for victims of human trafficking. TVAP grantees or subcontractors that receive DOJ Office for Victims of Crime (OVC) trafficking services funds to serve pre-certified victims must use funds awarded by OVC until the victim achieves ORR certification. After ORR certification, the victim can be transferred to the TVAP-funded project. TVAP funds must not be used when other federal or state-funded resources are available, such as case management and assistance provided through the ORR Matching Grant Program and benefits and assistance available through the U.S. Department of State's Reception and Placement Program. Before using TVAP funds, TVAP grantees must maximize other available federal and state funds for services to qualified persons under this grant.

TVAP grantees must seek to minimize the length of time required to provide services to qualified persons under this grant. TVAP is not a long-term support program. Pre-certified participants and their dependent minor children served under this grant program are limited to a total of 12 months of services, which do not need to be received in consecutive periods, including trafficking victim services currently or previously funded by ORR.

Pre-certified adult participants who have not yet started the process for receiving T nonimmigrant status or CP must meet with a law enforcement official and/or an attorney within 4 weeks of enrollment in TVAP unless unable to do so due to physical or psychological trauma. TVAP grantees must establish evaluative benchmarks regarding a pre-certified participant's progress in achieving ORR certification (such as in the case of adults meeting with a federal law enforcement official, requesting a federal law enforcement application for CP, or applying to U.S. Citizenship and Immigration Services (USCIS) for T nonimmigrant status) and use progress on these benchmarks to evaluate subsequent requests for approval for continued enrollment beyond initial enrollment.

TVAP grantees must limit initial enrollment of each participant to no more than 3 months. Subsequent requests for enrollment must be in increments of 1, 2, or 3 months. Enrollment for ORR-certified victims and their dependent minor children must not exceed a total of 3 months.

TVAP grantees must not use the case management services funded by this grant to delay ORR certification and replace enrollment in programs that ORR certified victims of trafficking are eligible to

receive. TVAP grantees must request ORR certification as soon as a participant is eligible and, in the case of an adult, has a government-issued identification document.

TVAP grantees must inform participants of their eligibility for benefits and services to the same extent as refugees immediately upon each participant's certification by ORR. These may include the ORR Matching Grant Program (subject to availability), Medicaid, and the State Department's Reception and Placement Program, which is administered by nine voluntary agencies.

TVAP grantees and subcontractors must make efforts to coordinate with the State Refugee Coordinator and State Refugee Health Coordinator (where applicable) to assist certified victims in accessing benefits and services to the same extent as refugees.

A grantee may not take any steps to discourage program participants from making a request for a service available under the program, nor may a grantee direct subcontractors to refrain from providing services when the subcontractor 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 potential grantees 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 grantees even if they object to providing specific services on religious grounds.

If an organization has a religious objection to providing any of the services or referrals required in the program, 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 referrals. If an alternative approach is proposed, ORR will decide whether to accept the alternative approach, based upon a determination of whether the alternative approach will ensure timely referrals to all services and/or referrals for which the individual is eligible, is not burdensome to the client, and is operationally feasible for ACF.

Per Capita Services

TVAP grantees must pay themselves and subcontractors for administrative and participant expenses on a per capita basis only.

- Administrative expenses must include the salary, fringe, and operating costs that are directly attributable to the lead trafficking case manager and his supervisor.
- Participant expenses are services and items that provide for basic needs and assist in the stabilization and self-sufficiency of the participant.
- TVAP grantees must reimburse themselves and subcontractors for participant expenses based on actual participant expenses.
- TVAP grantees must indicate separate per capita dollar amounts for administrative and participant expenses.

Allowable participant expenses include housing, food, clothing, employability services, public transportation passes, translation services, and legal services.

Nationwide or Regional Service Capacity

Each TVAP grantee must define the geographic area in which it will provide comprehensive case management services, which must include, at a minimum, all the states and territories in one of the 10

ACF Regions. A TVAP grantee must provide full coverage for comprehensive case management services in each ACF Region it is proposing to cover directly through its own organization or by partnering with other organizations, or both.

TVAP grantees must serve all qualified persons requesting assistance in its proposed/assigned region and ensure the provision of case management services throughout the region. TVAP grantees must minimize barriers to access for victims due to distance from a service provider.

TVAP grantees must provide comprehensive case management services to qualified persons either directly by its own organization or through subcontracts to other organizations or both.

A TVAP grantee may subcontract with service provider organizations outside of the ACF Region(s) in which it provides full coverage. A subcontractor organization must work with only one primary TVAP grantee.

Subcontractors are not required to have previous anti-trafficking experience, but must be able to effectively provide comprehensive case management services. TVAP grantees must obtain the Project Officer's prior approval for any subcontractors and must provide a signed Memorandum of Understanding (MOU) or a signed letter of intent and draft subcontract agreement with a detailed description of the subcontractor's responsibilities regarding comprehensive case management service provision.

TVAP grantees must conduct outreach in the assigned region to recruit subcontractors for the TVAP project. TVAP grantees or subcontractors must also conduct outreach and provide technical assistance upon request to service providers, attorneys, law enforcement officials, and DHS and FBI victim specialists about TVAP, services, and ORR certification.

Technical Assistance, Training, and Monitoring

TVAP grantees must provide technical assistance and training to subcontractors on, or ensure that the subcontractor is already knowledgeable about the following:

- TVAP requirements;
- Human trafficking 101;
- The federal definition of severe forms of trafficking in persons;
- Indicators of human trafficking;
- Needs of trafficking victims;
- Comprehensive case management services;
- Trauma-informed care;
- Services available for victims who have not yet received ORR certification;
- Continued Presence and T nonimmigrant status, including derivative T visas;
- How to obtain an ORR Certification Letter or Eligibility Letter;
- Benefits and services for which victims with ORR certification are eligible;
- Federal and state resources for victims;
- Not using TVAP funds when other federal and state resources, such as OVC pre-certification services, are available; and
- The eligibility of derivative family members for federal and state benefits and services to the same extent as refugees.

TVAP grantees must track subcontractors' participation in its trainings.

TVAP grantees must monitor and evaluate the quality of case management services provided to qualified persons by any subcontractors; such monitoring may consist of a combination of desk-audits and on-site monitoring visits. TVAP grantees must provide technical assistance to address any deficiencies in a subcontractor's performance. TVAP grantees must monitor subcontractors' efforts to help participants achieve ORR certification and become self-sufficient. TVAP grantees must require subcontractors to provide monthly updates on each pre-certified participant's progress toward ORR certification and each certified participant's enrollment in benefits and services.

Program Performance Evaluation Plan

Performance Indicators

TVAP grantees must provide data to ORR on the following indicators on a monthly, quarterly, or annual basis, as directed by the Project Officer:

Comprehensive Case Management Services

- The number of participants served;
- Participant demographics including age, sex, and country of origin;
- The type of assistance provided, such as food, clothing, and housing;
- Types of trafficking experienced by participants (sex, labor, or both);
- The number of clients who received services as pre-certified, certified, or both;
- The average length of participant enrollment as pre-certified, certified, or both;
- The average length of time for a pre-certified victim to obtain Continued Presence or T nonimmigrant status;
- The number and percentage of pre-certified participants who achieve ORR certification within 12 months of TVAP enrollment;
- The number of clients who transferred out of a grantee's geographic region; and
- The reasons for disenrolling participants.

Per Capita Services

- The average annual total cost per participant as pre-certified, certified, or both; and
- The total annual cost per type of service provided to participants (food, clothing, housing, etc.).

Nationwide or Regional Service Capacity

- The number and location of subcontractors with signed MOUs;
- The number of subcontractors' service site locations;
- The number of subcontractors that provided services;
- The numbers of states and cities in which the subcontractors provided services;
- Subcontractors disenrolled and reason for disenrollment;
- The number and type of outreach to potential subcontractors;
- The type of outreach to service providers, attorneys, law enforcement officials, and DHS and FBI victim specialists about TVAP, services, and ORR certification, and the number of persons reached; and
- The number of occasions of technical assistance for service providers, attorneys, law enforcement officials, and DHS and FBI victim specialists about TVAP, services, and ORR certification.

Technical Assistance, Training, and Monitoring

- The number of trainings for subcontractors with signed MOUs;
- The number of participants in trainings for subcontractors;
- The number of states and territories in which the grantee provided training;
- The number of occasions of technical assistance for subcontractors and the type of technical assistance provided to subcontractors; and
- The number of monitoring visits and/or desk audits for subcontractors.

NOTE: Consistent with the Paperwork Reduction Act of 1995, 44 U.S.C. §§ 3501-3521, under this FOA, the ORR Project Officer will not conduct or sponsor – and a person is not required to respond to - a collection of information covered by such Act, unless it displays a currently valid OMB control number. ORR will seek approval of its TVAP Participant Demographic Information through the OMB Office of Information and Regulatory Affairs (OIRA). The ORR Project Officer 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.

ADDITIONAL INFORMATION

Comprehensive Case Management Services

TVAP grantees may use private resources to achieve the objective of this program, such as food pantries, thrift stores, employment and training services operated by nongovernmental organizations, and *pro bono* professional services.

TVAP grantees may use these grant funds for legal assistance that can include the following activities:

- Legal immigration services, including assistance in screening the pre-certified participant to ensure that the person is a victim of a severe form of trafficking;
- Explanation of legal rights and protections;
- Coordination with law enforcement to request CP;
- Assistance in applying for T nonimmigrant status or, in the case of minors, other immigration relief;
- Assistance in applying for adjustment of status;
- Assistance on family and civil matters, including protection from abuse orders, victims' rights enforcement and compliance efforts, representation in family court, and emancipation of minors;
- Legal assistance with repatriation or family reunification; and
- General legal advocacy on matters that arise as a direct result of the human trafficking situation.

Assistance can also include victim advocacy and information about crime victims' rights and services. TVAP grantees may also use program funds to provide 'know your rights' presentations and to facilitate legal representation by private attorneys willing to act on behalf of the individual *pro bono*. TVAP funding may not be used for criminal defense attorney services or to pay for biometric fees or other administrative fees associated with applying for immigration relief. (See ORR State Letter #12-04.)

Per Capita Services

TVAP grantees may base the dollar amount of administrative reimbursement on the level of case management provided. For example, TVAP grantees may reduce the administrative per capita payment if the victim is receiving minimal case management. TVAP grantees may also prorate administrative reimbursement based on the number of days the participant is enrolled.

TVAP grantees may reimburse administrative and participant expenses on per-family unit basis, rather than a per-person basis, when both an adult victim and his/her dependent child are enrolled.

Nationwide or Regional Service Capacity

The geographic area can be nationwide.

TVAP grantees may provide remote case management only if they are unable to find a service provider located near the victim, subject to the approval of the Project Officer.

POST-AWARD REQUIREMENTS

The following post-award items are required of each successful applicant:

- 1) Within 10 calendar days of date of award, TVAP grantees must have the capacity to respond to emergency requests for assistance submitted via phone calls and e-mail;
- 2) Within 10 calendar days of date of award, TVAP grantees must have the capacity to ensure the provision of comprehensive case management services for qualified persons throughout the proposed/assigned area;
- 3) Within 10 calendar days of award, TVAP grantees must have a dedicated e-mail address and toll-free number for receiving requests for TVAP assistance.
- 4) Within 1 month of award, each TVAP grantee must ensure reasonable coverage for case management services for qualified persons throughout its geographic area that minimizes barriers to accessing services;

- 5) Within 1 month of award, TVAP grantees must establish policies and procedures for enrolling participants in TVAP and selecting, reimbursing, training, and monitoring subcontractors.
- 6) Within 1 month of award, TVAP grantees must prepare and submit a service provider manual for subcontractors that clearly defines standards of care and protocols for comprehensive case management services. This manual must contain information on TVAP requirements, allowable and unallowable costs, the federal definition of human trafficking, pre-certified and certified participants, how to obtain an ORR Certification or Eligibility Letter, the benefits for which victims with ORR Certification are eligible, a description of the ORR Matching Grant Program, how to maximize non-TVAP available public funds for services, submitting invoices, reporting requirements, and monitoring. The TVAP grantees must update the service provider manual at least annually. The TVAP grantees must provide the updated manual to the ORR Project Officer at least 30 days prior to implementation by the grantee.
- 7) Within 1 month of award, TVAP grantees must have an electronic system for collecting data listed in *Program Performance Evaluation Plan*.
- 8) Within 60 days of award, TVAP grantees must make a brochure geared toward potential subcontractors that is useful in recruiting them as subcontractors and that provides information about TVAP and services for foreign national trafficking victims.
- 9) Multiple grantees must not make subcontracts with the same organization; subcontractors may sign an MOU with only one grantee.
- 10) Adequate organizational capacity and experience with making subcontracts and providing subcontractors with technical assistance and training on topics listed in the PROGRAM REQUIREMENTS for Technical Assistance, Training, and Monitoring.
- 11) Monthly, fiscal year, and *ad hoc* reports showing data listed in *Program Performance Evaluation Plan*.

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

II. Federal Award Information

Funding Instrument Type:	Cooperative Agreement
Estimated Total Funding:	\$6,000,000
Expected Number of Awards:	3
Award Ceiling:	\$6,000,000 Per Budget Period
Award Floor:	\$250,000 Per Budget Period
Average Projected Award Amount:	\$2,000,000 Per Budget Period
Anticipated Project Start Date:	09/30/2015

Length of Project Periods:

36-month project with three 12-month budget periods

Additional Information on Awards:

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

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

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

Awards will be for 1-year budget periods, although the project period will be 3 years. Awards will be contingent upon the outcome of the competition, which includes the process described in *Section V.2. Review and Selection Process*, and the availability of funds. Applicants should provide a detailed budget for the first 12-month budget period.

Applications for continuation grants funded under these awards beyond the 1-year budget period may be entertained on a non-competitive basis, subject to the availability of funds, satisfactory progress of the projects, and a determination that continued funding is in the best interest of the federal government.

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

Under a cooperative agreement, substantial involvement is anticipated between the awarding office and the recipient during performance of the funded activity. ORR will provide recipients with a cooperative agreement document that further elaborates on the roles and responsibilities of each party and must be signed within 5 days of the notice of the award. Substantial involvement will require that the ORR Project Officer approve the proposed project plan, performance evaluation plan, and budget prior to implementation. Substantial involvement will include collaboration by the ORR Project Officer in certain specified activities as determined by ORR and, as appropriate, will include decision-making at specified milestones related to performance.

Under the cooperative agreement, the successful applicant must participate in status meetings by telephone with ORR representatives to review project implementation (monthly, or as required by the Project Officer).

A successful applicant must submit the following to the ORR Project Officer for review and prior approval throughout the project period:

- Resumes and job descriptions for project staff, including subcontractor staff;
- Names, locations, and full contact information for subcontractor organizations and MOUs with subcontractors; all subcontractors are subject to prior approval by the Project Officer;
- A detailed description of the grantee's and subcontractors' activities, if not described in the project plan;
- Reports following site visits/desk audits of subcontractors within 30 days of site visit/desk audits; and
- All non-Rescue & Restore materials used or created for trainings, technical assistance, or outreach as part of the project supported by TVAP funds; these materials must be submitted to Project Officer 30 days before they are used.

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

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

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

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

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

III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement: No

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

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.

TVAP Program Requirements Disqualification Factor

Applications that do not address all components of the *Section I. Program Description, Program Requirements* of the FOA, including applications that propose an alternative approach to providing comprehensive case management that is not determined acceptable by ORR, will be disqualified from competitive review and from funding under this announcement. If an alternative approach is proposed, ORR 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 ORR 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

Maggie Wynne
Division of Anti-Trafficking in Persons
Office of Refugee Resettlement
370 L'Enfant Promenade SW
8th Floor West
Washington, DC 20447
Phone: (202) 401-4664
Phone 2: (202) 401-5510
Email: trafficking@acf.hhs.gov

Electronic Application Submission:

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

Applications in Paper Format:

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

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

Available at the Grants.gov Forms Repository website at <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 is limited to 75 pages in its entirety.

The two files applicants must submit are:

- The Project Description file, which includes the Table of Contents, one-page Project Summary/Abstract, Approach, Project Timeline and Milestones, Program Performance Evaluation Plan, Organizational Capacity, Protection of Sensitive and/or Confidential Information, Plan for Oversight of Federal Award Funds, and the Project Budget and Budget Justification; and
- The Appendices file, which includes required Certifications and Assurances, Proof of Legal Status, Third-Party Agreements, Resumes of current staff and/or Position Descriptions, and 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-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 the award of a grant.	Submission of the certification is required for all applicants.
SF-424 - Application for Federal Assistance	Submission is required for all applicants by the application due date.	Required for all applications.

SF-424 Key Contact Form	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-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-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.

Training Certification

Applicants must sign and date a statement certifying 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. This certification must be submitted by the

application due date.

ORR Non-discrimination Assurance

Submission of an application for this funding opportunity constitutes assurance that in serving beneficiaries of this program, the applicant:

- has policies prohibiting discrimination and harassment of such beneficiaries based on race, sexual orientation, gender, gender identity (or expression), religion, and national origin in place;
- will be inclusive of and non-stigmatizing toward lesbian, gay, bisexual, and transgender (LGBT) including LGBT youth;
- will ensure that all staff serving program beneficiaries are trained to prevent and respond to harassment in all forms; and
- is prepared to monitor claims of harassment and discrimination of beneficiaries, address them seriously, and document corrective action(s) so all participants are assured that programs are safe, inclusive, and non-stigmatizing by design and in operation.

Submission of an application for this award further constitutes an assurance that any subcontractors:

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

Non-Federal Reviewers

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

The Project Description

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.

Letter of Intent

Applicants are strongly encouraged to notify ACF of their intention to submit an application under this announcement. Please submit the letter of intent by the deadline date listed in *Section IV.3. Submission Dates and Times*.

The letter of intent should include the following information: number and title of this announcement; the name and address of the applicant organization; and/or Fiscal Agent (if known); and the name, phone number, fax number and email address of a contact person.

Letter of intent information will be used to determine the number of expert reviewers needed to evaluate applications. **The letter of intent is optional.** Failure to submit a letter of intent **will not** impact eligibility to submit an application and **will not** disqualify an application from competitive review.

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

Potential applicants can also fax letters of intent to (202) 401-5487 or email them to trafficking@acf.hhs.gov.

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.

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.

Project Plan

- The applicant must clearly articulate in its plan how it will achieve each of the four objectives listed under *Section I. Program Description, Program Objectives*.
- The applicant must describe how its plan will fulfill the requirements addressed in *Section I. Program Description, Program Requirements, TVAP Participant Eligibility*.
- The applicant must describe how its plan will fulfill the requirements addressed in *Section I. Program Description, Program Requirements, Comprehensive Case Management Services* and *Section I. Program Description, ADDITIONAL INFORMATION, Comprehensive Case Management Services*.
- The applicant must clearly state in the application if the plan includes provision of comprehensive case management services or if the applicant is requesting a religious accommodation through the proposal of an alternative approach to providing comprehensive case management services.
- 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 ORR.
- The applicant must describe evaluative benchmarks regarding a pre-certified victim's progress in achieving ORR certification and show how it will use these benchmarks to evaluate subsequent approval for enrollment beyond initial enrollment.
- The applicant must describe how its plan accords with the requirements listed in *Section I. Program Description, Program Requirements, Per Capita Services* and *Section I. Program Description, ADDITIONAL INFORMATION, Per Capita Services*.
- The applicant must clearly define the dollar value of the per capita benefit available to be provided to each qualified person to be served under this funding opportunity, and may scale that value to the

level of assistance provided during a defined unit of time, such as a month, and to the number of qualified persons in a family.

- The applicant must provide separate per capita dollar amounts for administrative and participant expenses.
- The applicant must describe how its plan accords with the requirements addressed in *Section I. Program Description, Program Requirements, Nationwide or Regional Service Capacity* and *Section I. Program Description, ADDITIONAL INFORMATION, Nationwide or Regional Service Capacity*.
- The applicant must describe the specific geographic area in which it will provide full coverage for comprehensive case management services.
- The applicant must describe its criteria for the selection of subcontractors.
- The applicant must list the names of subcontractor organizations that will provide comprehensive case management services and provide copies of signed MOUs.
- The applicant must describe how its plan accords with the requirements addressed in *Section I. Program Description, Program Requirements, Technical Assistance, Training, and Monitoring*.
- The applicant must show how its plan meets the requirements listed in *Section I. Program Description, POST-AWARD REQUIREMENTS*.
- The applicant must describe activities supporting the Performance Indicators referenced in *Section I. Program Description, Program Requirements, Program Performance Evaluation Plan*.

Organizational Experience

- The applicant must describe in detail the professional qualifications of main project staff who will be responsible for providing comprehensive case management services; determining eligibility and length of enrollment for participants; and selecting, reimbursing, training, assisting, and monitoring subcontractors.
- The applicant organization must describe its relevant experience and expertise with administration, development, implementation, management, and evaluation of trafficking programs similar to that offered under this announcement.
- The applicant must demonstrate experience providing training and technical assistance on TVAP, comprehensive case management services, and ORR certification to service providers and those communities or professions who work with foreign victims of human trafficking.
- The applicant must describe its network and infrastructure as it supports the resettlement of refugees and further complements services for victims of trafficking through this award.
- The applicant must demonstrate its experience managing federal grants with subcontracts. The applicant must provide information on any previous federal grants or contracts received to assist foreign victims of trafficking and describe the purpose of the award(s) and the results achieved with federal funds.

Service Capacity

- The applicant must demonstrate that it has significant experience in identifying and assisting both labor trafficking and sex trafficking victims, as defined by Section 103(14) of the TVPA, in non-U.S. citizen and non-LPR populations, including adults, children, males, and females.
- The applicant must demonstrate that it has the capacity to provide resettlement benefits and case management services to refugees through an established infrastructure that is fully equipped to address the needs of victims of trafficking.
- The applicant must demonstrate that it can provide full coverage of comprehensive services in a geographic area that includes at least 1 of the 10 ACF Regions directly through its own organization, or by partnering with organizations through contracts, or both.

Performance Indicators

The applicant must provide realistic and achievable target numbers for year one of the project period for each of the following program objectives:

Comprehensive Case Management Services

- The number of participants served; and
- The number of pre-certified participants who will achieve ORR certification within 12 months of TVAP enrollment.

Nationwide or Regional Service Capacity

- The number of subcontractors with signed MOUs; and
- The number of persons reached through outreach to service providers, attorneys, law enforcement officials, and DHS and FBI victim specialists about TVAP, services, and ORR Certification.

Technical Assistance, Training and Monitoring

- The number of trainings for subcontractors with signed MOUs; and
- The number of monitoring visits and desk audits for subcontractors.

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.

Program Performance Evaluation Plan

Applicants must describe the plan for the program performance evaluation that will contribute to continuous quality improvement. The program performance evaluation should monitor ongoing processes and the progress towards the goals and objectives of the project. Include descriptions of the inputs (e.g., organizational profile, collaborative partners, key staff, budget, and other resources), key processes, and expected outcomes of the funded activities. The plan may be supported by a logic model and must explain how the inputs, processes and outcomes will be measured, and how the resulting information will be used to inform improvement of funded activities.

Applicants must describe the systems and processes that will support the organization's performance management requirements through effective tracking of performance outcomes, including a description of how the organization will collect and manage data (e.g. assigned skilled staff, data management software) in a way that allows for accurate and timely reporting of performance outcomes. Applicants must describe any potential obstacles for implementing the program performance evaluation and how those obstacles will be addressed.

The applicant must clearly articulate how its program performance evaluation plan correlates with collecting and managing ORR performance indicators identified in *Section I. Program Description, Program Requirements, Program Performance Evaluation Plan*.

The applicant must allocate sufficient resources for the program performance evaluation. Applicants should budget for data collection, management, and reporting.

Legal Status of Applicant Entity

Applicants must provide the following documentation:

Governing Board Membership documentation and/or articles of incorporation.

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

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

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

Organizational Capacity

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

- Organizational charts;
- Resumes (no more than two single-spaced pages in length);
- Evidence that the applicant organization, and any partnering organizations, have relevant experience and expertise with administration, development, implementation, management, and evaluation of programs similar to that offered under this announcement;

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 424C, as applicable, for each year of the proposed project. Provide a budget justification, which includes a budget narrative and a line-item detail, for the first year of the proposed project. The budget narrative should describe how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

Note: This solicitation does not require a match. However, if a successful application proposes a voluntary matching or cost-sharing amount, and ACF approves the budget, the total matching or cost-sharing amount incorporated into the approved budget becomes mandatory and subject to audit. The recipient will be held accountable for these voluntary funds and must report them on federal financial reports.

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.

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 Letter of Intent

Due Date for Letter of Intent: **07/20/2015**

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

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

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

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

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

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

IV.5. Funding Restrictions

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

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

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

HHS funds may not be paid as profit to any recipient even if the recipient is a commercial organization (45 CFR 75.215(b)).

IV.6. Other Submission Requirements

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

Submission By Mail

William Kim
Office of Grants Management, 6th Floor East
Division of Discretionary Grants
Administration for Children and Families
370 L'Enfant Promenade, SW
Washington, DC 20447

Hand Delivery

William Kim
Office of Grants Management, 6th Floor East
Division of Discretionary Grants
Administration for Children and Families
901 D St. SW, Aerospace Building
ACF Mailroom, 2nd Floor (near loading dock)
Washington, DC 20024

Electronic Submission

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

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

V. Application Review Information

V.1. Criteria

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

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

Approach

Maximum Points: 30

The applicant proposes a sound technical approach for addressing the following four *Program Objectives* described in *Section I. Program Description*:

Comprehensive Case Management Services

1. The applicant demonstrates that its plan to provide comprehensive case management is sound. The applicant demonstrates the capacity and ability to carry out the plan set forth in the proposal to achieve program requirements for service delivery listed under *Comprehensive Case Management Services* in *Section I. Program Description* and *Section IV.2, The Project Description, Approach*, including target numbers of qualified participants to serve and of pre-certified victims to obtain ORR certification. **(0-5 points)**

2. The applicant describes a sound plan to determine eligibility for each participant for TVAP services that is in accord with the requirements listed under *Section I. Program Description, Program Requirements, TVAP Participant Eligibility* and *Section IV.2, The Project Description, Approach*. **(0-3 points)**.

3. The target numbers of participants to serve and of pre-certified victims to obtain HHS certification are reasonable and appropriate. **(0-2 points)**

Per Capita Services

1. The applicant's plan makes administrative and participant funding available on a per capita basis only for qualified persons that is in accord with the program objective, requirements, and additional information listed under *Per Capita Services* in *Section I. Program Description* and *Section IV.2, The Project Description, Approach*. **(0-4 points)**

2. The applicant clearly defines the dollar value of the per capita benefit available to be provided to each qualified person served under this funding opportunity and provides separate per capita dollar amounts for administrative and participant expenses. **(0-3 points)**

Nationwide or Regional Service Capacity

1. The applicant demonstrates a sound plan for providing nationwide capacity for comprehensive case management services or for a designated geographic region that fully addresses the program objective, requirements, and additional information listed under *Nationwide or Regional Service Capacity* in *Section I. Program Description* and the requirements of *Section IV.2, The Project Description, Approach*, including target numbers for the number of subcontractors with MOUs and the number of persons to which it will conduct outreach. **(0-3 points)**

2. If the applicant will provide services through subcontracts with other organizations, the applicant shows how it will recruit, select, and work with these organizations. **(0-3 points)**

Technical Assistance, Training, and Monitoring

1. The applicant describes how it will provide technical assistance, training, and monitoring to subcontractors that fully accords with the program objective and requirements listed under *Technical Assistance, Training, and Monitoring* in *Section I. Program Description* and the requirements of *Section IV.2, The Project Description, Approach*. **(0-3 points)**

2. The applicant shows how it will provide training on, or ensure subcontractors knowledge of, all topics listed under program requirements for *Technical Assistance, Training, and Monitoring* in *Section I. Program Description*. **(0-2 points)**

3. The applicant provides reasonable target numbers for the number of trainings for subcontractors, the number of participants in subcontractor trainings, and the number of monitoring visits and desk audits for subcontractors. **(0-2 points)**

Organizational Experience

Maximum Points: 25

1. The applicant describes in detail the professional qualifications of main project staff who will be responsible for main project activities including providing and/or overseeing comprehensive case management services and determining the eligibility and length of enrollment for participants. **(0-2 points)**

2. The applicant demonstrates it has well-qualified staff for selecting, reimbursing, training, assisting, and monitoring subcontractors. **(0-2 points)**

3. The applicant demonstrates that it has the capacity to provide resettlement benefits and case management services to refugees through an established infrastructure and network that is fully equipped to address the needs of foreign victims of trafficking. **(0-4 points)**

4. The applicant demonstrates experience providing training and technical assistance on TVAP, comprehensive case management services, and ORR certification to service providers and those in communities or professions who work with foreign victims of human trafficking. **(0-4 points)**

5. The applicant demonstrates experience in managing federal grants with subcontracts. The applicant provides information on any previous federal grants or contracts received to assist foreign victims of trafficking and describes the purpose of the award(s) and the results achieved with federal funds. **(0-4 points)**

6. The responsibilities and roles of the organization's staff, and if applicable, partnering organizations, are specifically stated and substantiated by requirements stated in *Section IV.2, The Project Description, Organizational Experience*. **(0-4 points)**

7. The applicant describes a clear plan for the oversight of federal funds and shows how it will ensure

grant activities and partner(s) will adhere to applicable federal and programmatic regulations. The applicant identifies staff who will be responsible for program oversight and describes the procedures and policies that will be used to oversee staff and/or partners/contractors. **(0-3 points)**

8. The applicant describes the organizational records systems that will be used to ensure financial data accords with programmatic functions. **(0-2 points)**

Service Capacity

Maximum Points: 15

1. The applicant demonstrates it has significant experience in identifying and assisting victims of labor trafficking and sex trafficking in non-U.S. citizen and non-LPR populations, including adults, children, males, and females. **(0-5 points)**

2. The applicant demonstrates it has significant experience providing benefits and services to refugees directly through its own organization, or by partnering with other organizations through contracts, or both. **(0-5 points)**

3. The applicant demonstrates it can provide full coverage of comprehensive services in a geographic area that includes all the states and territories in at least one of the 10 ACF Regions directly through its own organization, or by partnering with other organizations through contracts, or both. **(0-5 points)**

Program Performance Evaluation Plan

Maximum Points: 10

1. The applicant provides an efficient and effective plan for evaluation for the project as described in *Section I. Program Description, Program Requirements, Program Performance Evaluation Plan* and *Section IV.2., The Project Description, Program Performance Evaluation Plan*. The applicant describes an evaluation methodology that will assess whether the expected results and benefits are consistent with the proposed project's goals and objectives. **(0-3 points)**

2. The applicant proposes an effective and efficient plan for data collection. The description of the data collection tools to be used and the description of the data management system is thorough and adequately aligned with program activities. **(0-2 points)**

3. The plan to evaluate the success of the project and to measure the benefits to clients served is complete and appropriate. A detailed evaluation plan clearly describes the process for how the applicant plans to achieve its target numbers for the ORR performance indicators provided in *Section I. Program Description, Program Requirements, Program Performance Evaluation Plan*. **(0-3 points)**

4. The applicant provides a reasonable description of how ORR performance indicators will be used for continuous program improvement during the project period. **(0-2 points)**

Timeline

Maximum Points: 10

1. The applicant presents a detailed timeline and uses it to discuss how the project will document progress toward project milestones in a manner that is thorough, reasonable, and adequate for the project's size and scope. **(0-5 points)**
2. The applicant's timeline clearly defines progress for each of the four program objectives and the corresponding ORR performance indicators referenced in *Section I. Program Description*. **(0-5 points)**

Budget

Maximum Points: 10

1. The applicant's year-one budget is clear, logical, accurate, and reasonable. **(0-5 points)**
2. The budget narrative is clearly outlined and aligned with the project proposal and includes a detailed narrative justification for the amount requested that clearly states how the applicant derived categorical costs, and how each itemized expense will be used. **(0-3 points)**
3. Applicants who are current recipients of federal, state, or local financial assistance have clearly described how they will ensure that any awarded funds from this FOA will not be used to supplant any funding, as referenced in the program requirements for *Comprehensive Case Management Services* in *Section I. Program Description*. **(0-2 points)**

V.2. Review and Selection Process

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

Initial ACF Screening

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

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

Objective Review and Results

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

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

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

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

ORR Application Review

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, providing tips to law enforcement, and providing training and technical assistance on human trafficking; the applicant's timely and successful completion of projects funded with ORR funds within the last 5 years; comments of reviewers and government officials; ORR staff evaluation and input; the amount of funds requested and the proposed project's consistency and compliance with ORR goals and policy; compliance with grant terms and conditions under previously awarded HHS grants; audit reports; investigative reports; and the applicant's progress in resolving any final audit or other disallowance on previous ORR or other federal agency grants.

ORR will conduct an initial threshold review of the applications to determine whether any application is disqualified under the criteria included in *Section III.3 Other, TVAP Program Requirements Disqualification Factor*. This initial review will be prior to the competitive process in which a grant review panel(s) will evaluate and score each application under the competitive review criteria. After ORR's initial review all qualified applications will be forwarded to the grant review panel(s) for the subsequent competitive review.

When assessing any proposed alternative approach prior to competitive review ORR will consider whether the alternative approach ensures timely referrals to all services for which the individual is eligible, is not burdensome to the client, and is operationally feasible for ACF. During the initial threshold inquiry, ORR may request and consider additional information to clarify any material received regarding an alternative approach to providing comprehensive case management. Any additional information that ORR receives during this stage would not be provided to the grant review panel(s) or otherwise considered during the subsequent competitive grant review.

The Director of ORR may give priority consideration for award to applications that demonstrate 3 or more years of experience in identifying and assisting foreign victims of sex trafficking and foreign victims of labor trafficking, including the provision of, or management and oversight of, case management services.

The Director of ORR may give priority consideration for award to applications from organizations with an established provider network for multiple states and the capacity to provide case management services in all states within one or more ACF Regions. (See <https://www.acf.hhs.gov/programs/oro> for a map of ACF Regions.)

The Director of ORR may give priority consideration for award to organizations with infrastructure and experience providing benefits and services to refugees through a network of contractors because they are uniquely equipped with the capacity to provide case management in support of the path to self-sufficiency.

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.”

Award Term and Condition for Federal Recognition of Same-Sex Spouses/Marriage

A standard term and condition of award will be included in the final Notice of Awards (NOA) that states: “In any grant-related activity in which family, marital, or household considerations are, by statute or regulation, relevant for purposes of determining beneficiary eligibility or participation, grantees must treat same-sex spouses, marriages, and households on the same terms as opposite-sex spouses, marriages, and households, respectively. By “same-sex spouses,” HHS means individuals of the same sex who have entered into marriages that are valid in the jurisdiction where performed, including any of the 50 states, the District of Columbia, or a U.S. territory or in a foreign country, regardless of whether or not the couple resides in a jurisdiction that recognizes same-sex marriage. By “same-sex marriages,” HHS means marriage between two individuals validly entered into in the jurisdiction where performed, including any of the 50 states, the District of Columbia, or a U.S. territory or in a foreign country, regardless of whether or not the couple resides in a jurisdiction that recognizes same-sex-marriage. By “marriage,” HHS does not mean registered domestic partnerships, civil unions or similar formal relationships recognized under the law of the jurisdiction of celebration as something other than a marriage.”

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:	Quarterly
Financial Reports:	Quarterly

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

VII. Agency Contacts

Program Office Contact

Bridget Miller

Administration for Children and Families
Office of Refugee Resettlement
Division of Anti-Trafficking in Persons
370 L'Enfant Promenade SW
8th Floor West
Washington, DC 20447
Phone: (202) 205-5901
Phone 2: (202) 401-5510
Fax: (202) 401-5487
Email: Bridget.Miller@acf.hhs.gov

Office of Grants Management Contact

William Kim
Administration for Children and Families
Office of Grants Management
Division of Discretionary Grants
370 L'Enfant Promenade SW
6th Floor East
Washington, DC 20447
Phone: (202) 401-5513
Phone 2: (202) 401-5548
Email: acfogme-grants@acf.hhs.gov

Federal Relay Service:

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

VIII. Other Information

Reference Websites

U.S. Department of Health and Human Services (HHS) <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/web/grants/forms/sf-424-family.html) 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/>.

Application Checklist

What to Submit	Where Found	When to Submit
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.
Letter of Intent	Referenced in <i>Section IV.2. Project Description.</i>	Submission is due by the Letter of Intent due date found in the <i>Overview</i> and in <i>Section IV.3.</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>

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> .
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> .
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.
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> .
Training Certification	Referenced in the Rescue & Restore Training Certification in <i>Section IV.2 Required Forms, Assurances, and Certifications</i> .	Submission due by the application due date.
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> .
The Project Budget and Budget Justification	Referenced in <i>Section IV.2. The Project Budget and Budget Justification</i> of the announcement.	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>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/web/grants/forms.html by using the link to "SF-424 Family."</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>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, an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an</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>

	<p>employee of a member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan.</p>	
<p>SF-424A - Budget Information - Non- Construction Programs and SF-424B - Assurances - Non- Construction Programs</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>These forms are required for 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>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>SF-424 Key Contact Form</p>	<p>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 also available at http://www.grants.gov/web/grants/forms.html by using the link to "SF-424 Family."</p>	<p>Submission is due with the application by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times.</i></p>

SF-424 - Application for Federal Assistance	Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</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>
	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."	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.
	Also available at http://www.grants.gov/web/grants/forms.html by using the link to "SF-424 Family."	
SF-Project/Performance Site Location(s) (SF-P/PSL)	Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</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>
	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."	
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.