



Office of Refugee Resettlement (ORR)  
Refugee Program Bureau (RPB)

# Wilson Fish Bridge to Employment Program

Opportunity number: HHS-2026-ACF-ORR-RW-0008



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# Before you begin

If you believe you are a good candidate for this funding opportunity, secure your [SAM.gov](#) and [Grants.gov](#) registrations now. If you are already registered, make sure your registrations are active and up to date.

## **SAM.gov registration (this can take several weeks)**

You must have an active account with SAM.gov. This includes having a Unique Entity Identifier (UEI).

[See Step 2: Get Ready to Apply](#)

## **Grants.gov registration (this can take several days)**

You must have an active Grants.gov registration. Doing so requires a Login.gov registration as well.

[See Step 2: Get Ready to Apply](#)

## **Apply by the application due date**

Applications are due by 11:59 p.m. Eastern Time on Monday, August 10, 2026.



To help you find what you need, this NOFO uses internal links. In Adobe Reader, you can go back to where you were by pressing Alt + Left Arrow (Windows) or Command + Left Arrow (Mac) on your keyboard.



# Step 1:

## Review the Opportunity

### In this step

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# Basic information

Administration for Children and Families (ACF)

Office of Refugee Resettlement (ORR)

Refugee Program Bureau (RPB)

Wilson Fish Bridge to Employment Program will help make sure that ORR-eligible individuals receive required refugee-specific employment training and placement services as well as English language training services in states where these services are not available.

## Summary

The Wilson Fish Bridge to Employment (WF B2E) Program provides funds to make sure that all Refugee Cash Assistance (RCA) recipients receive certain services required for ORR-eligible individuals by the Immigration and Nationality Act (INA). This program will help ORR-eligible individuals, particularly RCA recipients, access employment training and placement services as well as English language training services in states where the Refugee Support Services (RSS) Program, which funds refugee employment and integration services to ORR-eligible individuals, will not be available beginning in FY 2027. Approved projects can provide services either directly or through sub-awards.

## Funding details

**Type:** Cooperative agreement

**Expected total program funding:** \$17,388,363

**Total expected awards:** 6

**Minimum award amount for the first budget period (award floor):** \$250,000

**Maximum award amount for the first budget period (award ceiling):** \$14,438,363

We plan to fund a three-year project period. The project period has three one-year budget periods.

We'll base Year 1 funding amounts on the most recent population arrived/served data set used to create RSS base funding allocations. Your funding tier may change each year based on updated data. ORR will use data submitted by states and data from other



Have questions?

See [Contacts and Support](#).

### Key facts

**Opportunity name:**  
Wilson Fish Bridge to  
Employment Program

**Opportunity number:**  
HHS-2026-ACF-ORR-  
RW-0008

**Federal assistance listing:**  
93.583

**NOFO version:** Original

### Key dates

**Application  
submission deadline:**  
August 10, 2026

**Expected project  
start date:**  
September 30, 2026

See [intergovernmental review](#) for other  
submission processes that  
may apply to this NOFO.

Federal sources. We'll let you know if we use other data sources to determine funding amounts in later years.

You may not request more money than your request cap. The Year 1 request caps are as follows.

**Table: Numbers of ORR-eligible individuals statewide and corresponding request caps.**

| Number of ORR-eligible individuals                                                                        | Request cap  |
|-----------------------------------------------------------------------------------------------------------|--------------|
| 0 to 999                                                                                                  | \$250,000    |
| 1,000 to 1,999                                                                                            | \$500,000    |
| 2,000 to 9,999                                                                                            | \$1,200,000  |
| 10,000 to 49,999<br><br>NOTE: There is not an eligible state in this tier as of the release of this NOFO. | \$4,500,000  |
| 50,000 and above                                                                                          | \$14,438,363 |

Please see [Appendix A](#) for the table with which you should determine which funding tier to use in your application for the first year of funding.

For the second and third 12-month budget periods, we'll use a two-year budgetary lookback period using data submitted by states and data from other Federal sources to determine the funding tiers. Although your state's arrived/served data may allow for movement between tiers, we'll limit any reductions in your budget to no more than 20% from the previous year's approved budget. This includes total direct and indirect budget costs. Any funding for the remaining budget periods will be made after award and ACF approval of a non-competing continuation application. Funding tiers for following budget periods will be released to you before it is time to submit your non-competing continuation application.

Awards made under this funding opportunity are subject to federal funds availability.

# Eligibility

## Eligible applicants

Public or private nonprofit agencies are eligible to apply.

## Other eligibility criteria

Individuals (including sole proprietorships), federal entities, and foreign entities are not eligible to apply.

Faith-based and community organizations that meet the eligibility requirements are eligible for awards under this funding opportunity.

This NOFO seeks applicants who will provide services in states where Refugee Support Services (RSS) are no longer available. As of the release of this NOFO, those select states are Alabama, Arkansas, Idaho, Louisiana, Tennessee, and Texas.

## Disqualifying factors

We will review your application to make sure it meets these responsiveness requirements.

We won't consider an application that:

- Requests funding above the [award ceiling](#).
- Is submitted after the [deadline](#).
- Is from an individual (including a sole proprietorship), a federal entity, or a foreign entity.
- Is received in paper format that didn't have a previously approved exemption from ACF.
- Requests funding outside of your funding tier.

## Application limits

If you submit the same application more than once under this notice of funding opportunity (NOFO), we will only acknowledge the last on-time submission.

We will not fund more than one recipient for each state.

## Cost sharing

This program has no cost-sharing requirement, meaning you do not need to contribute to the costs of this project.

If you choose to include cost-sharing funds, we won't consider it during review. If you receive an award, we will include your voluntary commitment in the award, and you must report on the funds. If you don't provide your promised amount, we may have to decrease your award amount or use other enforcement actions.

### Post-award requirements

Before you apply, make sure you understand the requirements that come with an award.

See [Step 6: Learn What Happens After Award](#) for information on regulations that apply, reporting, and more.

## Statutory authority

Immigration and Nationality Act (INA) 412(e) ([8 U.S.C. 1522\(e\)](#)), with specific reference to the INA 412(e)(2)(A), and the INA 412(e)(7) ([8 U.S.C. 1522\(e\)\(7\)](#)), known as the Wilson Fish Amendment.

Per section 412(a)(1)(A) of the INA ([8 U.S.C. 1522\(a\)\(1\)\(A\)](#)), ORR must provide employment training and placement and English language training to eligible individuals. Further, section 412(e)(2)(A) of the INA ([8 U.S.C. 1522\(e\)\(2\)\(A\)](#)), requires all employable ORR-eligible individuals to, except for good cause shown, participate in employment services as a condition of receiving RCA.

# Agency priorities

## Required alignment with ACF vision, mission, values, priorities, and guiding principles

The recipient of this award must implement any funds awarded under this NOFO to effectuate program goals or agency priorities in accordance with [ACF's vision, mission, values, priorities, and guiding principles](#) when authorized. Funded activities must advance ACF's vision of resilient, safe, healthy, and economically secure children, youth, families, and communities, and support ACF's mission to foster health and well-being through effective, accountable, and compassionate human services when awarded in any programs that authorize these priorities.

Consistent with ACF's values, in carrying out any project that is funded under this NOFO, the recipient is required to adhere to the following principle:

1. **Program Integrity and Fiscal Stewardship:** Administer funds in accordance with all applicable federal statutes, regulations, and award conditions; maintain strong internal controls; and prevent waste, fraud, and abuse.

The recipient is also required to adhere to the following principles when consistent with the authority and scope of the award and its activities:

2. **Promoting Work and Self-Sufficiency:** Design and deliver services using evidence-based or evidence-informed approaches, establish measurable performance goals, and use data to monitor outcomes and drive continuous improvement.

The recipient must demonstrate ongoing compliance with these values and priorities, in all programs that are authorized to advance them, through program design, implementation, reporting, and evaluation. Failure to meaningfully align funded activities with the applicable requirements may result in corrective action, additional reporting requirements, or other enforcement actions consistent with federal grant regulations found at 2 CFR Part 200 and the terms and conditions of this award.

# Program description

## Background

The Wilson Fish Amendment at section 412(e)(7) of the INA ([8 U.S.C. 1522\(e\)\(7\)](#)) authorizes ORR to develop and implement alternative projects that address an emergent need in the refugee resettlement program in a manner that promotes self-sufficiency and coordination among service providers. ORR has used the Wilson Fish authority to operate the Wilson Fish Alternative Program and the Wilson Fish Temporary Assistance for Needy Families (TANF) Coordination Program in previous fiscal years. The Wilson Fish Bridge to Employment Program (WF B2E) is ORR's latest alternative demonstration project offered under the Wilson Fish authority.

The Immigration and Nationality Act requires ORR to make sure that eligible individuals participate in refugee-specific employment training and placement services as well as English language services (see section 412(a) of the INA (8 U.S.C. 1522(a))). For employable individuals, participation in these services is a condition of receiving Refugee Cash Assistance (RCA) (see 412(e)(2) of the INA (8 U.S.C. 1522(e)(2))).

ORR typically provides those required services through the Refugee Support Services (RSS) Program. However, RSS will not be available in select states beginning in FY 2027. The WF B2E Program provides required refugee-specific employment training and placement services, as well as English language training services, in select states to make sure RCA recipients can achieve self-sufficiency and contribute to their communities.

## Goals and priorities

The goals of WF B2E are to:

- Make sure all RCA recipients have access to required employment training and placement services, as well as English language training services.
- Provide these services in states where they are otherwise not available.

The WF B2E Program aligns with the following [ACF vision, mission, values, priorities, and guiding principles](#):

- Promoting Work and Self-Sufficiency.

We will prioritize projects that demonstrate ability and capacity to coordinate with and potentially subaward to other entities outside of your organization to ensure services are available in all areas of your state.

# Program requirements

## Eligible individuals

### Eligibility for ORR services based on immigration status or category

It is your responsibility to verify the eligibility of each participant for ORR services upon enrollment. To determine whether an individual is ORR-eligible, review [ORR Policy Letter 16-01](#) (*Documentation Requirements for the Refugee Resettlement Program*) and the associated Documentation Guide. If you still have questions about ORR eligibility, contact [RefugeeEligibility@acf.hhs.gov](mailto:RefugeeEligibility@acf.hhs.gov).

### WF B2E eligibility

To meet ORR's requirements for WF B2E eligibility, individuals must:

- Hold ORR-eligible status, as defined above.
- Be within the first 36 months after they either arrive in the United States or are granted an immigration status or category that makes them eligible for ORR services.

Unless exempted, individuals enrolled in RCA must receive WF B2E services. The WF B2E services must be provided to RCA recipients in the state where the WF B2E project operates. Individuals must be enrolled in WF B2E at the same time or as close as possible to when they are enrolled into RCA. Individuals must receive WF B2E services for the entire time they receive RCA. Individuals may receive WF B2E services after they exit RCA for up to 36 months from their date of ORR eligibility.

Other ORR-eligible individuals not receiving CMA may receive WF B2E services in the state where the WF B2E project operates for up to 36 months from their date of ORR eligibility.

TANF recipients may be enrolled into WF B2E services if:

- There's a demonstrated need for services.
- The individual lacks access to appropriate employment training and placement services, or English language training services, from other providers in the state.

TANF recipients must meet all ORR eligibility requirements and be within their WF B2E 36-month eligibility period.

If a family includes both ORR-eligible and ineligible individuals, you must follow ORR requirements for providing federally funded services to these families as laid out in [45 CFR 400.208](#).

## Required services

Projects must enroll WF B2E participants with an agency that provides the following employment training and placement services to all adult WF B2E participants while they receive RCA:

- A Family Self-Sufficiency Plan (FSSP) and an Individual Employment Plan (IEP). (See [ORR Policy Letter 21-06](#) for FSSP and IEP requirements.)
- For individuals verified as legally eligible to work in the U.S., some or all of the following employment services:
  - World-of-work and job orientation.
  - Job clubs.
  - Job workshops.
  - Job development.
  - Referral to job opportunities.
  - Job search.
  - Job placement and follow-up.
- Some or all of the following employability services:
  - Employability assessment services, including aptitude and skills testing.
  - On-the-job training, when such training is provided at the employment site and is expected to result in full-time, permanent, unsubsidized employment with the employer who is providing the training.
  - Vocational training, including driver education and training when provided as part of an individual employment plan.
  - Skills recertification, when such training meets the criteria for appropriate training in 45 CFR 400.81(b).
  - Day care for children, when necessary for participation in an employability service or for the acceptance or retention of employment.
  - Transportation, when necessary for participation in an employability service or for the acceptance or retention of employment.
  - Translation and interpreter services, when necessary, in connection with employment or participation in an employability service.
  - Case management services, as defined in 45 CFR 400.2.
  - Assistance in obtaining Employment Authorization Documents (EADs).

Projects must assess English ability for all adult WF B2E participants and provide, as needed, either directly or through referrals to other trusted providers, **English language training while** they receive RCA. This English language training must be

focused on gaining employment and/or helping a participant assimilate into their community.

We will award bonus points to your application if you describe your previous experience administering ORR-funded employment programs that have a statewide scope.

## Geographic coverage

Projects must demonstrate consideration of service needs in the context of the entire state.

## Coordination with other stakeholders

You must regularly communicate and coordinate with the office of the [State Refugee Coordinator](#) (SRC) and ORR-funded service providers.

If your organization does not house the office of the SRC in your state, you must not duplicate services administered by the SRC's office. Some state SRC offices could liquidate RSS funds in FY 2027 while you're in your first year of the WF B2E project period, and it's important that your project does not duplicate services provided by the SRC during that liquidation period.

## Case documentation

Your service providers must open and maintain a case file for each family receiving WF B2E services. You're required to regularly review service provider WF B2E case files to make sure the required information is included in each file.

When you enroll an individual into WF B2E, you must document this information:

- Eligibility for ORR services.
- Enrollment date into WF B2E.
- Whether the individual is receiving RCA. If the individual is receiving RCA, documentation of communication with the RCA provider that the individual is complying with RCA requirements.
- Creation of an FSSP and IEP.

When a WF B2E participant stops receiving RCA either because they have reached the end of their RCA eligibility period or they have obtained a job, you must document:

- Date the individual stopped receiving RCA.
- Which, if any, WF B2E services will continue for the individual after the RCA exit date.
- Why the individual needs continued WF B2E services.

Once the individual exits WF B2E services, you must make sure that each individual receives a case closure notice. This notice should include contact information for the organization that provided the WF B2E services and information that helps the individual access local community resources.

## Client confidentiality

You must take reasonable measures to safeguard personally identifiable information for WF B2E participants. Electronic case file systems should be encrypted, and access should be limited. Paper files must be stored in a locked file cabinet that can be accessed only by authorized staff.

For documents in the case file that require the participant's signature, you must make sure participants with limited English proficiency understand what they are signing.

## Cooperative agreement

### Description of ACF's involvement

This award is a cooperative agreement, which means we'll have substantial involvement in your project. The terms and conditions of your award will include details around the responsibilities and relationships of the cooperative agreement. You and ORR will agree on your specific responsibilities before award. At a minimum, we will:

- Approve the project's work plan each year.
- Discuss project activities throughout the year and recommend changes to the work plan, especially if there are changes in eligible populations.
- Monitor and provide written reports on the fulfillment, compliance, service outcomes, and resources you provide to refugees. Monitoring and other oversight activities may include site visits, meetings, conference calls, data and report review, and requests for access to information.
- Discuss any ORR regulatory or policy modifications, updates, and any effect they have on your project.
- Meet with you regularly to discuss goals, objectives, outcomes, and challenges. We will also provide technical assistance as needed during these discussions.

# Funding policies and limitations

## Changes in HHS regulations

As of October 1, 2025, HHS adopted [2 CFR 200](#), with some exceptions included in [2 CFR 300](#). These regulations replace those in 45 CFR 75.

## General policies

- We will only make awards if this program receives funding. If Congress appropriates funds for this purpose, we will move forward with the review and award process.
- Support beyond the first budget period will depend on:
  - Appropriation of funds.
  - Satisfactory progress in meeting your project's objectives.
  - A decision that continued funding is in the government's best interest.
- If we receive more funding for this program, we will consider:
  - Funding more applicants.
  - Extending the period of performance.
  - Awarding supplemental funding.
- To the extent permitted by law, including any relevant court orders, you may not use funds from this NOFO for any diversity, equity, inclusion, and accessibility (DEI and DEIA) activities. This includes:
  - DEI- or DEIA-related research.
  - Activities that discriminate or show preference based on race, color, religion, sex, national origin, or other protected traits.
  - Any efforts that promote a "discriminatory equity ideology."
- To the extent permitted by law, including any relevant court orders, ACF will also not allow funds awarded under this NOFO to support any services or activities that inculcate or promote gender ideology.

For guidance on other types of costs that we restrict or do not allow, see General Provisions for Selected Items of Costs of the Uniform Guidance, [2 CFR part 200](#).

## Program-specific limitations and policies

We do not allow the following costs under this notice of funding opportunity (NOFO):

- Construction.
- Purchase of real property.
- Major renovation.
- Pre-award.
- Direct assistance payments to WF B2E participants. You may not use WF B2E funding to provide cash assistance or pay for mortgage payments, rent, or other housing costs for participants. You may not use WF B2E funding to pay for medical exam fees.
- U.S. Citizenship and Immigration Services (USCIS) application fees. Funds may only be used for costs associated with application assistance related to EADs.

## Indirect costs

Indirect costs are those shared across multiple projects and not easily separated.

To charge indirect costs you can select one of two methods:

**Method 1 — Approved rate.** If you currently have an indirect cost rate approved by your cognizant federal agency, you may use that rate.

**Method 2 — *De minimis* rate.** If you do not have a negotiated indirect cost rate, you may elect to charge a *de minimis* rate (see [2 CFR 200.414\(f\)](#)). This rate may be up to 15% of modified total direct costs (MTDC). See the definition of MTDC ([2 CFR 200.1](#)). You can use this rate indefinitely.

You may not charge costs included in your indirect cost pool as direct costs.

## Subawards

As the prime recipient, you must maintain a substantive role in the project. This means that you conduct funded activities and provide services necessary and integral to completing the project.

Monitoring your subrecipient's activities alone as described in [2 CFR 200.332](#) is not a substantive role.

We do not fund awards where your role is primarily a conduit for passing funds to other organizations unless that arrangement is authorized by statute.

All subrecipients must have a Unique Entity Identifier (UEI) through the System for Award Management (SAM.gov).

Subrecipients must meet the [eligibility requirements](#) of this NOFO.

## Salary rate limitation

The salary rate limitation in the current appropriations act applies to this program. You may not use awarded funds to pay a salary at a higher rate than the rate for Executive Level II.

For the Executive Level II salary, please see [the Office of Personnel Management information on executive and senior level employee pay](#).

The salary limitation reflects a person's base salary (including any portion of the salary that is paid with indirect costs). It does not include fringe benefits or any income the person is allowed to earn outside of the duties of the applicant organization.

This salary limitation also applies to subawards, contracts, and subcontracts under an ACF grant or cooperative agreement.



# Step 2:

# Get Ready to Apply

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# Find the application package

The application package has all the forms you need to apply. You can find it at this NOFO's Grants.gov opportunity page. Then select the Package tab.

We recommend that you select the **Subscribe** button from the View Grant Opportunity page for this NOFO to get updates.

If you can't use Grants.gov to download application materials or have other technical difficulties, including issues with application submission, [contact Grants.gov](#) for assistance.

# Get registered

## SAM.gov

You must have an active account with SAM.gov to apply. SAM.gov registration can take several weeks. Begin that process today.

To register:

- Go to [SAM.gov Entity Registration](#) and select Get Started. From the same page, you can also select the Entity Registration Checklist for the information you will need to register.
- You must agree to the [financial assistance general certifications and representations \[PDF\]](#) specifically. Those for contracts are different.

When you register, you will also receive your required Unique Entity Identifier (UEI).

Once you register:

- You will have to maintain your registration throughout the life of any award.
- If your organization has multiple UEIs, use the one associated with your physical location.

## Grants.gov

You must also have an active account with [Grants.gov](#). You can see step-by-step instructions at the Grants.gov [Quick Start Guide for Applicants](#).

Need help? See [Contacts and Support](#).

## Learn more

Visit [Applying for an ACF Grant Award](#) on the ACF Grants page.



# Step 3:

# Build Your Application

## In this step

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# Application checklist

Make sure that you have everything you need to apply. You will find the forms in Grants.gov.

## File one: Narratives

Use the Project Narrative Attachment form.

| Component                                                                      | Included in page limit? |
|--------------------------------------------------------------------------------|-------------------------|
| <input type="checkbox"/> <a href="#">Table of contents</a>                     | Yes                     |
| <input type="checkbox"/> <a href="#">Project summary</a>                       | Yes                     |
| <input type="checkbox"/> <a href="#">Project narrative</a>                     | Yes                     |
| <input type="checkbox"/> <a href="#">Line-item budget and budget narrative</a> | Yes                     |

## File two: Attachments

Insert each in a single Other Attachments form.

| Component                                                                                              | Included in page limit? |
|--------------------------------------------------------------------------------------------------------|-------------------------|
| <input type="checkbox"/> ACF Priorities Alignment Attestation                                          | No                      |
| <input type="checkbox"/> Indirect cost agreement                                                       | Yes                     |
| <input type="checkbox"/> Legal proof of nonprofit status                                               | Yes                     |
| <input type="checkbox"/> Organizational capacity supporting information (including organization chart) | Yes                     |
| <input type="checkbox"/> Third-party agreements                                                        | Yes                     |

## Standard forms

Use each required form in Grants.gov.

| Component                                                                           | Included in page limit? |
|-------------------------------------------------------------------------------------|-------------------------|
| <input type="checkbox"/> Project Abstract Summary                                   | No                      |
| <input type="checkbox"/> Application for Federal Assistance (SF-424)                | No                      |
| <input type="checkbox"/> Budget Information for Non-Construction Programs (SF-424A) | No                      |
| <input type="checkbox"/> (SF-424B) Assurances for Non-Construction Programs         | No                      |
| <input type="checkbox"/> Key Contacts                                               | No                      |
| <input type="checkbox"/> Grants.gov Lobbying form                                   | No                      |
| <input type="checkbox"/> Disclosure of Lobbying Activities (SF-LLL)                 | No                      |
| <input type="checkbox"/> Project/Performance Site Location(s) (SF-P/PSL)            | No                      |

# Application contents and format

You will submit two files plus the [standard forms](#) in the application package.

Your organization's authorized official must certify your application.

See [intergovernmental review](#) to find out if you need to make any other submissions.

## Required format

**Page limit for file one and file two combined: 80 pages**

**File format:** Portable Document Format (PDF) is recommended, but not required. ACF supports the following file formats when you attach files to the Project Narrative Attachment form and the Other Attachments form:

## Accepted file formats

- Adobe PDF (.pdf).
- Microsoft Word (.doc or .docx).
- Microsoft Excel (.xls or .xlsx).
- Microsoft PowerPoint (.ppt).
- Image formats (.JPG, .GIF, .TIFF, or .BMP only).

## Document formats

**Paper size:** 8 ½ inches x 11 inches

**Margins:** 1 inch all around

**Language:** English

If possible, include page numbers.

Do not include external links to information you want reviewers to assess because reviewers will score the application solely on information provided in the application.

## Fonts

**Font:** Times New Roman

**Color:** Black

**Size:** 12-point font

Footnotes and text in tables and graphics may be 10-point.

## Spacing

**Table of contents:** Must be single-spaced

**Project summary:** Must be single-spaced

**Project narrative:** Must be double-spaced

**Line-item budget and budget narrative:** Can be single-spaced

**Attachments:** Can be single-spaced

**Tables and footnotes throughout:** Can be single-spaced

See [disqualifying factors](#) to understand what may disqualify your application from consideration.

## File one

To submit file one, you will use the Project Narrative Attachment form found in the Grants.gov application package for this NOFO.

This file includes:

- Table of contents.
- Project summary, one page.
- Project narrative.
- Line-item budget and budget narrative.

### Table of contents

At the beginning of file one, insert a table of contents that guides a reader through the contents of both files in your application. If possible, include links to the relevant content in file one.

### Project summary

Provide a one-page summary of the project description. Do not cross-reference to other parts of your application. The summary must include:

- At the top, the project title, applicant name, address, phone numbers, email addresses, and any website URL.
- A brief description of the project, including the needs and population you will address, your proposed services or research questions.

## Project narrative

The project narrative is where you address all your proposed activities. It is a critical section of your application, which we evaluate using [merit review criteria](#) and rank based on application scores.

Remember that substance and measurable outcomes are more important than length. We are particularly interested in project narratives that convey strategies for achieving intended performance.

In it, you must:

- Explain how the project will meet the purpose of the NOFO, as described in [the program description section](#).
- Make sure your narrative is clear, concise, and complete.
- Use cross-referencing rather than repetition.
- Be sure to include any required supporting documents noted. You generally provide these in your [attachments](#).
- Use the headings and order of the sections that follow.

## Purpose and need

### Objectives

State your main objectives and any sub-objectives. Address how the objectives stated relate to the overall purpose of this program and describe how you will achieve the objectives.

Describe how your proposed project will meet the ACF-wide priorities identified in [Step 1: Goals and priorities](#).

## Response

### Approach

Outline your action plan. Describe the scope of your proposed project and describe in detail how you will accomplish it. Account for all functions or activities you identify in your application.

Explain potential obstacles and challenges to accomplishing your project goals. Explain the strategies you will use to address them.

Provide assurance that you have discussed your project with your state's State Refugee Coordinator to make sure that the same services aren't duplicated with any RSS liquidation activities the SRC is conducting in FY 2027. If your organization houses the State Refugee Coordinator, please state this in your application.

Describe how you will coordinate enrollment for eligible individuals into WF B2E with the entity administering RCA in your state. Outline your process to help guarantee enrollment into WF B2E services as close to RCA enrollment as possible.

Describe how you will make sure that all individuals enrolled in your WF B2E project are eligible for ORR and WF B2E services.

Describe how you will provide services to eligible individuals across the state, including individuals who live in remote areas of the state.

Provide assurance that your project will provide required employment training and placement services as well as required English language training services. If your project will provide additional employment-related services, identify which of the allowable services you will provide.

Describe a plan to provide services in different forms, if required by public health guidance arising from a public health emergency.

Describe a plan for reaching out to, communicating, and coordinating with the following entities over the course of your project:

- The office of the State Refugee Coordinator.
  - (If your organization is not the office of the State Refugee Coordinator for your state.)
- Local resettlement providers.
- Other ORR-funded service providers, community organizations, and relevant community stakeholders.

Describe how you will obtain the necessary tools, partnerships, and, if applicable, subrecipients to establish and manage a WF B2E project. Include your plan to provide required services as well as documents and/or systems to manage and track participation.

### **Project timeline and milestones**

Provide a timeline for your project that includes milestones. To do so:

- Organize the information by task and subtask, showing related milestones.
- Provide monthly or quarterly quantitative projections for tasks you plan to complete and by when. For example, provide the number of people you plan to serve or the number of a certain activity you plan to complete by a specific date.
- Provide target dates for activities you can't quantify.
- Cover the full period of performance in your timeline.

## Impact

### Project performance evaluation plan

Describe how you will evaluate your project's performance and how it will contribute to continuous quality improvement. This plan must describe:

- How you will monitor ongoing activities and progress toward the project's goals and objectives.
- The inputs, key activities, and expected outcomes of the funded activities. Inputs might include your collaborative partners, key staff, budget, service processes, or other resources.
- How you will measure the inputs, activities, and outcomes.
- How you will use the resulting information to improve your funded activities.
- Any processes that support overall data quality.
- The organizational systems and processes you will use to track performance outcomes.
- How your organization will collect and manage data in a way that allows for accurate and timely reporting of performance outcomes. This might include assigned skilled staff, data management software, and data integrity.
- Any potential obstacles to implementing the project performance evaluation and how you will address them.
- A timeline for how you will review information from the performance evaluation and apply it to your ongoing project.

## Resources and capabilities

### Organizational capacity

Provide the following information for your full project team, including the applicant organization and any cooperating partners, contractors, and subrecipients:

- Provide evidence that your team has the relevant experience and expertise needed to carry out your project.
- Describe your team's experience (including any partnering organizations) with administering, developing, implementing, managing, and evaluating similar projects.
- Provide evidence that your team, including partnering organizations, has the organizational capability to fulfill their roles and functions effectively.
- You must disclose your plan to enter into subaward agreements. If planning subawards, describe the work each subrecipient will complete.

- Provide evidence that your team has the organizational capability to operate a statewide project either directly or through subawards.
- Provide confirmation that your organization employs in-person staff in the state in which you propose to conduct your project.
- Provide some supporting information in the organizational capacity supporting information section of your [attachments](#).

### **Plan for oversight of federal award funds and activities**

You must ensure proper award oversight. The regulation that governs this oversight is [2 CFR part 200](#). It includes standards for:

- Financial and program management.
- Property management.
- Procurement.
- Performance and financial monitoring and reporting.
- Subrecipient monitoring and management.
- Record retention and access.
- Remedies for noncompliance.
- Prior written approval.

Describe your framework to make sure that your federal funds and activities have proper oversight. Include:

- A description of the governance, policies and procedures, and systems you use for record-keeping and financial management.
- A description of the procedures you use to identify and mitigate risks and issues. These might include audit findings, continuous performance assessment findings, and monitoring.
- The key staff who will be responsible for maintaining oversight of program staff and any partners or subrecipients.

### **Protection of sensitive or confidential information**

Describe how you will collect and safeguard protected personally identifiable information and other information that is considered sensitive. Make sure your approach is consistent with applicable federal, state, local, and tribal laws regarding privacy and obligations of confidentiality. Provide:

- The methods and systems you will use to make sure that you properly handle confidential and sensitive information, including information from any subrecipients or contractors.
- A plan for the disposition of such information at the end of the period of performance.

For more information, see [2 CFR 200.303\(e\)](#).

## Bonus points

Applications that include the following additional details will be eligible for award points:

- Project design that demonstrates statewide coverage or includes subawards to an organization or organizations other than your own to help guarantee statewide coverage and incorporate local community knowledge into your services.
- Previous experience administering an ORR-funded statewide employment program(s).
- Staff physically located in the state your project proposes to serve.

## Line-item budget and budget narrative

The line-item budget and budget justification support the information you provide in the Budget Information Standard Form SF-424A.

HHS now uses the definitions for [equipment](#) and [supplies](#) in [2 CFR 200.1](#). The new definitions change the threshold for equipment to the lesser of the recipient's capitalization level or \$10,000 and the threshold for supplies to below that amount.

Justify the costs you ask for and provide detail, including calculations for the “object class categories” in the Budget Information Standard Form. You will provide this information for the initial budget period only. See information on [funding periods](#).

As you develop your budget, consider:

- If the costs are necessary, reasonable, allocable, and consistent with your project's purpose and activities.
- How you calculate your costs in ways that are clear and repeatable.
- The restrictions on spending funds. See the [funding policies and limitations](#).
- The budget should not be more than the request cap for the state in which your project takes place.
- How you will make sure that funds will not be used for unallowable costs as referenced in the funding policies and limitations section.

Please also review the Standard Form instructions.

To create your line-item budget and justification, see [detailed budget instructions on our website](#).

In general, you must:

- Indicate the method you will use for your indirect cost rate. See the [indirect costs](#) section for further information.
- Include estimation methods, quantities, unit costs, and other similar quantitative detail necessary for the calculation to be duplicated.
- For any cost sharing, include a detailed listing of any funding sources identified in Block 18 of the SF-424 Application for Federal Assistance.
- For applicants planning to use subawards, if your subaward budget is more than 50% of total direct costs, justify why you are subawarding that portion of the project. Explain:
  - How you plan to maintain a substantive role in the project.
  - Why you cannot achieve your goals without the subrecipients' participation.

## Proprietary or personally identifiable information

Clearly identify any salary or other proprietary information or personally identifiable information within your application. Identification will ensure this information is not shared with reviewers. Note on page 1 of the attachments file (file two) where the information to be redacted is located.

If you have an [exemption for a paper submission](#), you can protect salary information and any proprietary information by placing that information only in the original application. You can remove the information from the copies, keeping summary information.

## File two: Attachments

To submit file two, you will use the Other Attachments form found in the Grants.gov application package for this NOFO.

This file includes all attachments.

### ACF priorities alignment attestation

*Not included in the page limit. This should be submitted with the application or before award.*

You must self-certify that you will align with the ACF priorities that are relevant to this funding opportunity, as identified in both the Program description and *Step 4, under* Merit review process, Scoring criteria, Alignment with ACF Vision, Mission, Values, Priorities, and Guiding Principles, elements 2 and 3. You must provide the following on your organization's letterhead.

I hereby attest and certify that:

(Applicant Name) affirms its commitment to supporting and advancing ACF's published Vision, Mission, Values, Priorities, and Guiding Principles of the Administration for Children and Families (ACF), consistent with applicable federal statutes, regulations, and Administration priorities.

Insert Date of Signature:

Print Name and Title of the Authorized Organization Representative (AOR):

Signature of AOR:

### Indirect cost agreement

If you include indirect costs in your budget using an approved rate, include a copy of your current agreement approved by your [cognizant agency for indirect costs](#). If you use the *de minimis* rate, you do not need to submit this attachment.

See the [indirect costs](#) section for more information.

### Legal proof of nonprofit status

If your organization is a nonprofit, you need to attach proof. We will accept any of the following:

- A reference to your listing in the IRS's most recent list of tax-exempt organizations.
- A copy of a current tax exemption certificate from the IRS.
- A letter from your state's tax department, attorney general, or another appropriate state official saying that your group is a nonprofit and that none of your net earnings go to private shareholders or others.

- A certified copy of your certificate of incorporation or similar document. This document must show that your group is a nonprofit.
- Any of these documents for a parent organization. Also include a statement signed by an official of the parent group that your organization is a nonprofit affiliate.

## Organizational capacity supporting information

You must attach the following information to support the information in your [organizational capacity](#) section:

- Organizational charts, including all partners.
- Resumes, biographical sketches, or curricula vitae for all key personnel.
- Job descriptions for each vacant key position.
- Financial statements adhering to Generally Accepted Accounting Principles (GAAP), if available, for up to the two most recently completed fiscal years (this requirement does not apply to start-up organizations).
- Audit reports or statements from certified public accountants or licensed public accountants, if available, for up to the two most recently completed fiscal years (this requirement does not apply to start-up organizations).
- Audit summary report including auditor's opinion, if applicable.
- Copy or description of your organization's fiscal control and accountability procedures.
- Information on compliance with federal, state, and local government standards.

## Third-party agreements

You must submit agreements with all third parties involved in the project. Third parties include subrecipients, contractors, and other cooperating entities. Third-party agreements include letters of commitment, memoranda of understanding, and memoranda of agreement. We do not consider general letters of support to be third-party agreements.

Any such agreement must:

- Describe each party's roles and responsibilities for project activities.
- Describe the support and resources that the third party is committing to the proposed project.
- Be signed by the person in the third-party organization with the authority to make such commitments.

## Standard forms

You will need to complete some other required standard forms other than those in files one and two. You can find them in the NOFO [application package](#) or review them and their instructions at [Grants.gov Forms](#).

| Forms                                                      | Submission requirement                                                                      |
|------------------------------------------------------------|---------------------------------------------------------------------------------------------|
| Project Abstract Summary                                   | With the application.                                                                       |
| Application for Federal Assistance (SF-424)                | With the application.                                                                       |
| Budget Information for Non-Construction Programs (SF-424A) | With the application.                                                                       |
| Assurances for Non-Construction Programs (SF-424B)         | With the application.                                                                       |
| Key Contacts                                               | With the application.                                                                       |
| Grants.gov Lobbying form                                   | With the application or before award.                                                       |
| Disclosure of Lobbying Activities (SF-LLL)                 | If applicable based on instructions, with the application or before award.                  |
| Project/Performance Site Location(s) (SF-P/PSL)            | With the application. Cite your primary location and up to 29 additional performance sites. |

### Important: Public information

When filling out your SF-424 form, pay attention to Box 15: Descriptive Title of Applicant's Project.

We share what you put there with [USAspending](#). This is where the public goes to learn how the federal government spends taxpayer money.

Instead of just a title, insert a short description of your project and what it will do.

[See instructions and examples \[PDF\]](#).



# Step 4:

## Learn About Review and Award

### In this step

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| Application review | <u><a href="#">36</a></u> |
| Award notices      | <u><a href="#">43</a></u> |

# Application review

## Initial review

We will review your application to make sure that it meets the responsiveness requirements listed in the [disqualification factors section](#). If your application does not meet these criteria, we will disqualify it and we will not move it to the merit review (scoring) phase.

We will let you know if your application is disqualified within 30 days of the application deadline. You won't receive any notice from ACF if your application failed Grants.gov validation checks.

If you submit more than two files in addition to your forms, we will remove the extra files. We will let you know if this happens.

We will also remove blurred or illegible pages and any file formats that are not supported.

We will not review any pages that exceed the page limit.

If your application fails to adhere to ACF's NOFO formatting, font, and page limitation requirements, we will adjust your application by removing page(s) from the application. We will remove the pages before the merit review and will not send them to reviewers.

If we do so, we will send you a letter after we make awards to notify you that we amended your application.

## Merit review process

A panel reviews all applications that pass the initial review. The panel members use the criteria shown in each section of the project narrative and in the line-item budget and budget narrative section.

Our reviewers typically are not federal employees. See the section on [proprietary and personally identifiable information](#).

## Criteria summary

| Criterion                                     | Total number of points = 116 |
|-----------------------------------------------|------------------------------|
| 1. <a href="#">Purpose and need</a>           | 7 points                     |
| 2. <a href="#">Response</a>                   | 59 points                    |
| 3. <a href="#">Impact</a>                     | 10 points                    |
| 4. <a href="#">Resources and capabilities</a> | 24 points                    |
| 5. <a href="#">ACF Priority Alignment</a>     | 10 points                    |
| 6. <a href="#">Bonus points</a>               | 6 points                     |

## Scoring criteria

### 1. Purpose and need

**Maximum points: 7**

The reviewer will assess how well you:

- Describe the geographic areas you or any of your subrecipients will serve in your selected state. **(0 to 7 points)**

### 2. Response

**Maximum points: 59**

The reviewer will assess how well you:

- Describe the scope of your proposed project and the action steps you will take to carry out your project. **(0 to 7 points)**
- Explain potential obstacles and challenges to accomplishing your project goals, and the strategies you will use to address them. **(0 to 7 points)**
- Provide assurance that you have discussed your proposed project with your state's State Refugee Coordinator to make sure that there will be no duplicated services in the first year of the project period. **(0 to 7 points)**
- Provide a plan for coordinating enrollment of eligible individuals into your WF B2E project with the entity that administers Refugee Cash Assistance in your state. The plan must include a process to make sure that WF B2E enrollment happens as close to RCA enrollment as possible. **(0 to 7 points)**

- Provide a plan for how you will identify and provide services to eligible individuals across the state, including individuals who live in remote areas of the state. **(0 to 7 points)**
- Provide a plan to provide services in different forms, if required by public health guidance related to a public health emergency. **(0 to 7 points)**
- Provide a plan for communicating and coordinating with the office of the State Refugee Coordinator, local resettlement providers, other ORR-funded service providers, community organizations, and relevant stakeholders over the course of your project. **(0 to 7 points)**
- Demonstrate that you have obtained, or have a clear plan to obtain, the necessary tools, partnerships, and, if applicable, subrecipients to establish and manage a WF B2E project. Include details on how you will use those tools, partnerships, and subrecipients to provide required services and document participation in those services. **(0 to 5 points)**
- Provide a reasonable timeline for carrying out the project, including the activities you will conduct in chronological order, accomplishments and target dates, and factors that may accelerate or delay the work. **(0 to 5 points)**

### 3. Impact

**Maximum points: 10**

The reviewer will assess how well you:

- Present an efficient and effective information collection strategy to monitor how well the project is accomplishing its proposed goals and objectives. The strategy must involve collecting information from partners and subrecipients, as applicable. Show how the information collection tools and information management system you will use are appropriate, considering the services you will deliver. **(0 to 5 points)**
- Present a specific, detailed evaluation plan with an efficient and effective methodology to assess whether the project's outcomes are consistent with its goals and objectives. The plan must include the elements described in the project performance evaluation plan section of the project narrative. The plan must include quality improvement efforts, with a written protocol for modifying ineffective plans, activities, and expenditures, in addition to showing how you will report those evaluations to ORR. **(0 to 5 points)**

## 4. Resources and capabilities

**Maximum points: 24**

The reviewer will assess how well you:

- Demonstrate your organizational capacity to carry out a WF B2E project that includes the elements described in the organizational capacity section under the project narrative. **(0 to 4 points)**
- Confirm that your organization employs in-person staff in the state you propose to conduct your project. Describe the number and roles of these in-person staff. **(0 to 4 points)**
- Describe how you plan to oversee federal funds and outline how you and your subrecipients will comply with applicable federal and programmatic regulations. This plan must include safeguarding personally identifiable information, as referenced in the case documentation section under the program description. **(0 to 4 points)**
- Provide a detailed budget listing itemized expenses aligned with the project proposal. **(0 to 4 points)**
- Make sure that your budget justification shows clear alignment with the proposed project. The justification should clearly describe how you calculated categorical costs and the purpose of each itemized expense. The budget justification should demonstrate that costs are necessary, reasonable, allocable, and consistent with your project's purpose and activities. **(0 to 4 points)**
- Describe documented internal controls and procedures that comply with funding restrictions and rules for tracking project funds, including those disbursed to subrecipients, as applicable. **(0 to 4 points)**

We do not consider voluntary cost sharing during merit review.

## 5. Alignment with ACF vision, mission, values, priorities, and guiding principles (up to 10 points)

ACF's published Vision, Mission, Values, Priorities, and Guiding Principles inform programmatic and administrative expectations under this funding opportunity.

Applicants must demonstrate alignment by describing how the proposed project advances relevant ACF priorities through program design and evaluation. Applicants should clearly identify which ACF priorities are relevant and explain how those priorities are reflected in the proposed approach. Applicants are encouraged to provide examples of prior experiences that can show alignment efforts that have already been achieved. Examples should describe strategies used, measurable results (if available), and lessons learned.

Applicants are strongly encouraged to organize their response using the three criteria below.

Reviewers will assess the extent to which the application demonstrates clear, specific, and measurable connections between ACF priorities and the proposed project. Scores will reflect the strength, clarity, and specificity of those connections.

**Scoring considerations for the next three criteria:**

- **High-scoring applications** will demonstrate clear understanding, intentional integration, and measurable alignment with ACF priorities across all three criteria.
- **Moderate-scoring applications** may reference ACF priorities but provide limited specificity, uneven integration, or minimal connection to measurable outcomes.
- **Low-scoring applications** will show minimal or unclear understanding of ACF priorities and lack meaningful connection to program design or performance.

**Demonstrated review and understanding (up to 2 points)**

The extent to which the applicant demonstrates that it has reviewed ACF's Vision, Mission, Values, Priorities, and Guiding Principles and explains their relevance to the proposed project.

Reviewers will look for:

- Identification of specific ACF priorities (not general or vague references).
- A clear explanation of how those priorities relate to the proposed project.

**Operationalization in program design and implementation (up to 3 points)**

The degree to which the following one or more ACF priorities are translated into specific elements of the proposed project: Promoting Work and Self-Sufficiency.

Reviewers will assess if the applicant:

- Connects identified ACF priorities to program design, service delivery, and implementation.
- Demonstrates how priorities influence partnerships, staffing, or key program decisions.
- Provides clear, actionable examples of how alignment will be carried out in practice.

### Integration into performance and continuous improvement (up to 5 points)

The extent to which the following one or more ACF priorities are reflected in measurable outcomes and ongoing program improvement: Promoting Work and Self-Sufficiency.

Reviewers will assess the extent to which the application:

- Aligns performance measures and expected outcomes with identified priorities.
- Includes evaluation methods or performance indicators that reflect those priorities.
- Describes how data will be used for continuous quality improvement.

## 6. Bonus points

**Maximum points: 6**

The reviewer will assess how well you:

- Demonstrate that you have statewide coverage or will subaward to an organization or organizations other than your own to help guarantee maximum statewide coverage and local community knowledge within the context of your own state. **(2 points)**
- Provide an overview of any previous experience you have had administering ORR-funded statewide employment programs, including any programs that provided services in the state your project proposes to serve. **(0 to 2 points)**
- Demonstrate that your organization has staff located in the state your project proposes to serve at the time of application submission. **(2 points)**

## Risk review

Before making an award, we review the risk that you will mismanage federal funds or fail to complete the project objectives. We need to make sure you've handled any past federal awards well and demonstrated sound business practices.

We use [SAM.gov](https://sam.gov) Responsibility/Qualification and Exclusions to check this history for all awards likely to be over \$250,000.

If we find a significant risk, we may choose not to fund your application or to place specific conditions on the award.

For more details, see [2 CFR 200.206](https://www.ecfr.gov/current/title-49/chapter-I/subchapter-B/part-200/subpart-206).

## Selection process

When making funding decisions, we consider:

- Merit review and scoring results, including the ten points for *Alignment with ACF Vision, Mission, Values, Priorities, and Guiding Principles* to the extent permitted by law. These are key in making decisions but are not the only factor.
- Organizations serving emerging, unserved, or underserved populations.
- The larger portfolio of agency-funded projects by considering geographic distribution.
- The past performance of the applicant.
- The application's compliance with this NOFO's prohibition on using funds awarded under this NOFO to support [DEI and DEIA activities](#), to the extent permitted by law, including any relevant court orders.
- Funding Preference for Alignment with Agency Priorities. Before final funding decisions are made, division leadership will review awards for consistency with applicable laws and alignment with [agency priorities](#).

We may:

- Fund applications in whole or in part.
- Fund applications at a lower amount than requested.
- Decide not to allow a prime recipient to subaward if they may not be able to monitor and manage subrecipients properly.
- Decide not to fund a project with high start-up costs or unreasonably high operating costs.
- Choose not to fund applicants with management or financial problems.
- Designate your application as “approved but unfunded” if it was successful but there was not sufficient funding to make an award. You may receive funding if additional funds become available within the fiscal year.
- Choose to fund no applications under this NOFO.

We will not fund:

- A [disqualified application](#).
- An incomplete application.

# Award notices

If you are successful, we will email or transmit through our grant systems a Notice of Award (NoA) to your authorized official. We will email you if your application is disqualified or unsuccessful.

The NoA is the only official award document. The NoA tells you about the amount of the award, important dates, and the terms and conditions you need to follow. Until you receive the NoA, you have not received an award. Project costs that you incur before you receive a NoA are at your risk.

By drawing down funds, you accept the terms and conditions of the award. The award incorporates the requirements of the program and funding authorities, the grant regulations, the GPS, and the NOFO.

If you want to know more about NoA contents, go to [Notice of Award at ACF's website](#).



# Step 5:

# Submit Your Application

## In this step

Application submission and deadlines

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# Application submission and deadlines

## Application

### Deadline

**Due on Monday, August 10, 2026.**

- For electronic submissions, the due time is 11:59 p.m. ET.
- If you receive an exemption from electronic submission, the due time is 4:30 p.m. ET. See the section on [exemptions for paper submissions](#).

Grants.gov creates a date and time record when it receives the application. If you submit the same application more than once, we will accept only the last on-time submission.

The grants management officer may extend an application due date based on emergency situations such as documented natural disasters or a verifiable widespread disruption of electric or mail service.

### Grants.gov submission

You must submit your application through Grants.gov unless we give you an exemption for a paper submission. See information on [getting registered](#).

For instructions on how to submit in Grants.gov, see the [Quick Start Guide for Applicants](#).

Make sure your application passes the Grants.gov validation checks. Do not encrypt, zip, or password protect any files. We encourage you to leave yourself plenty of time to upload documents.

See [Contacts and Support](#) if you need help.

### Issues with federal systems

If you experience a systems issue with Grants.gov or SAM.gov, please refer to [ACF's Policy for Applicants Experiencing Federal Systems Issues \[PDF\]](#).

## Exemptions for paper submissions

We need to give you an exemption before you can apply on paper. See the [ACF Policy for Requesting an Exemption from Required Electronic Application Submission \[PDF\]](#).

Once we have approved your exemption, download your forms package under the Package tab in Grants.gov.

To submit your application, mail it to:

**Amy Menefee-Longs**

Administration for Children and Families

Office of Grants Management

801 Market Street, Ste 8300

Philadelphia, PA 19107

Follow these requirements when you submit your paper application:

- Print your application and all copies one-sided.
- Submit one original and two copies of the complete application, including all required forms.
- Submit both the original and additional copies in a single package. If you plan to submit more than one application under this NOFO or others, you must submit them separately. Clearly label each package with the NOFO title and funding opportunity number.
- Your authorized organization official must sign the application. The original application must include an original signature.

## Intergovernmental review

[Executive Order 12372, Intergovernmental Review of Federal Programs](#) does not apply to this NOFO. You do not need to take any action.



# Step 6:

## Learn What Happens After Award

### In this step

Post-award requirements and administration [48](#)

# Post-award requirements and administration

## Administrative and national policy requirements

There are important rules you'll need to follow if you get an award. You must follow:

- All terms and conditions in the Notice of Award, including the [ACF Standard Terms and Conditions](#) and, if applicable, any program-specific terms and conditions. We incorporate this NOFO by reference.
- The rules listed in [2 CFR 200](#), Uniform Administrative Requirements, Cost Principles, and Audit Requirements, effective October 1, 2025. These replace those in 45 CFR 75, with some exceptions in [2 CFR 300](#).
- The HHS [Grants Policy Statement \(GPS\)](#). This document has terms and conditions tied to your award. If there are any exceptions to the GPS, they'll be listed in your Notice of Award.
- All federal statutes and regulations relevant to federal financial assistance, including those highlighted in the [HHS Grants Policy Statement](#), Appendix D: HHS Administrative and National Policy Requirements and the [ACF Administrative and National Policy Requirements](#).
- [45 CFR Part 87 Appendix B, Equal Treatment for Faith-Based Organizations](#). This appendix explains the obligations of and protections for faith-based organizations applying for grants.
- Applicable program statute Immigration and Nationality Act 412 ([8 U.S.C 1522](#)), specifically Immigration and Nationality Act 412(e)(2)(A) ([8 U.S.C. 1522\(e\)\(2\)\(A\)](#)) and Immigration and Nationality Act 412(e)(7) (8 U.S.C. 1522(e)(7)); Immigration and Nationality Act 412(a)(1)(A) ([8 U.S.C. 1522\(a\)\(1\)\(A\)](#))
- Recipients are required to use E-Verify or another form to verify that all participants receiving employment services are legally eligible to work in the United States.
- Recipients must forward to ORR any request from external entities (e.g., the Department of Homeland Security) for records or information and await further instruction.

## Reporting

As a recipient, you will have to submit performance and financial reports. To learn more about reporting, see [Reporting at the ACF website](#).

- Financial report form: SF-425 FFR
  - Financial report frequency: Quarterly
- ORR-5 Refugee Data Submission System  
(OMB Control Number 0970-0043, Expiration date 05/31/2027)
  - Report frequency: Annually
- ORR-6 Performance Report, as applicable  
(OMB Control Number 0970-0036, Expiration date 03/31/2029)
  - Report frequency: Semiannually
- Annual Outcome Goal Plan
  - Report frequency: Annually



# Contacts and Support

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| Agency contacts                    | <a href="#"><u>51</u></a> |
| Help with systems                  | <a href="#"><u>51</u></a> |
| Reference websites                 | <a href="#"><u>52</u></a> |
| Paperwork Reduction Act disclaimer | <a href="#"><u>53</u></a> |
| Appendix A                         | <a href="#"><u>54</u></a> |

# Agency contacts

## Program

Zahra Cheema

[Zahra.Cheema@acf.hhs.gov](mailto:Zahra.Cheema@acf.hhs.gov)

(202) 401-5676

## Grants management

Amy Menefee-Longs

[Amy.menefee-long@acf.hhs.gov](mailto:Amy.menefee-long@acf.hhs.gov)

(215) 861-4785

# Help with systems

## Grants.gov

Grants.gov provides 24/7 support. Hold on to your ticket number.

- Phone: 1-800-518-4726
- Email: [support@grants.gov](mailto:support@grants.gov)

## SAM.gov

If you need help, you can:

- Call 866-606-8220.
- Live chat with the [Federal Service Desk](#).

# Reference websites

- [U.S. Department of Health and Human Services \(HHS\)](#)
- [Administration for Children and Families \(ACF\)](#)
- [Grants.gov](#)
- [Applying for an ACF Grant Award](#)
- [Grants.gov Accessibility Information](#)
- [Code of Federal Regulations \(CFR\)](#)
- [United States Code \(U.S.C.\)](#)
- [Award Terms and Conditions](#) (see also the [ACF Standard Terms and Conditions \[PDF\]](#))
- [ACF Administrative and National Policy Requirements](#)
- [ACF Property Guidance](#)

# Paperwork Reduction Act disclaimer

As required by the Paperwork Reduction Act, 44 U.S.C. 3501-3521, the public reporting burden for the project description (project narrative, line-item budget, and 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 April 30, 2029. 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.

# Appendix A

Through this NOFO, ORR seeks to provide required services to Refugee Cash Assistance (RCA) recipients within the 1) geographic areas (states) undergoing transition of the RSS program as required by ORR PL 25-04, and 2) where the State government has chosen not to administer the RSS program.

As of the release of this NOFO, the states that meet this definition are **Alabama, Arkansas, Idaho, Louisiana, Tennessee, and Texas.**

Funding based on the arrived/served numbers for FY 2023 and FY 2024 as recorded in RADS as well as other Federal sources is described in the table below.

| Number of ORR-eligible clients | States undergoing transition of the RSS program       |
|--------------------------------|-------------------------------------------------------|
| 0-999                          | Alaska, <b>Arkansas</b>                               |
| 1,000-1,999                    | <b>Alabama, Idaho, Louisiana,</b> Maine, South Dakota |
| 2,000-9,999                    | Kansas, Missouri, Nevada, <b>Tennessee</b>            |
| 10,000-49,999*                 | New Jersey, Kentucky                                  |
| 50,000 and above               | <b>Texas</b>                                          |

\*NOTE: there are no states that meet the need for assistance identified by ORR in this tier as of the release of this NOFO.

# Modifications

| Modification Description | Updated Date |
|--------------------------|--------------|
|                          |              |