



Administration for Children and Families

Office of Refugee Resettlement

Residential (Group Home, Shelter, Transitional Foster Care) Services for Unaccompanied Alien  
Children

HHS-2025-ACF-ORR-ZU-0042

Application Due Date: 10/14/2025

**Due Date for Applications:** Include projected due dates for future fiscal years.

FY 2027: April 1, 2026 (November 1, 2026 - October 31, 2029)

FY 2029: September 1, 2028 (April 1, 2029 - March 31, 2032)

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**Funding Opportunity Title:**

Residential (Group Home, Shelter, Transitional Foster Care) Services for Unaccompanied Alien Children

**Announcement Type:**

Initial

**Funding Opportunity Number:**

HHS-2025-ACF-ORR-ZU-0042

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## Executive Summary

**Notice:**

- You are strongly encouraged to read the entire notice of funding opportunity (NOFO) carefully and observe the application formatting requirements listed in [Section IV.2. Content and Form of Application Submission](#). For more information on applying for an award, please visit "Applying for an ACF Award" at <https://www.acf.hhs.gov/grants/how-apply-grant>.
- 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.

**PROGRAM PURPOSE:** The Office of Refugee Resettlement (ORR) in the Administration for Children and Families (ACF) provides temporary residential care to unaccompanied alien children (referred to as child or children). An Unaccompanied Alien Child is defined by law (6 U.S.C. 279(g)(2)) as a child who has no lawful immigration status in the United States (U.S.); has not attained 18 years of age; and with respect to whom there is no parent or legal guardian in the U.S., or no parent or legal guardian in the U.S. is available to provide care and physical custody. ORR is seeking group home, shelter, or transitional foster care (TFC) providers that specialize in high-quality care of children.

**ELIGIBILITY:** Funding is open to various entities, including state and local governments, educational institutions, Native American tribal governments, non-profit organizations, for-profit organizations, and small businesses.

**ACTIVITIES:** Care providers offer comprehensive, on-site services for children, such as education, case management, counseling, recreational activities, and access to healthcare services.

**OUTCOMES AND MEASUREMENT:** Recipients will be evaluated based on child safety, successful reunification with sponsors, oversight of children's health and well-being, and bed capacity.

**COMPLIANCE:** Recipients must comply with applicable laws, regulations, state requirements, this funding opportunity, and post-award requirements, including the [ORR Unaccompanied Alien Children \(UAC\) Bureau Policy Guide](#).

**QUESTIONS:** Please submit your questions for this funding opportunity to [UCBGrants@acf.hhs.gov](mailto:UCBGrants@acf.hhs.gov). You may submit questions anonymously. The due date for submitting questions is 45 calendar days after the publication date. Only questions submitted by the due date will be considered for answering.

## I. Program Description

### Statutory Authority

ORR's residential services for Unaccompanied Alien Children is authorized under several laws and regulations:

- Section 462 of the Homeland Security Act of 2002 (HSA of 2002), 6 U.S.C. 279;
- Section 235 of the William Wilberforce Trafficking Victims Protection Reauthorization Act of 2008 (TVPRA of 2008), 8 U.S.C. 1232, as amended;
- Relevant portions of the Prison Rape Elimination Act of 2003 (PREA of 2003), as amended, 34 U.S.C. 30307(d);
- Unaccompanied Children Program Foundational Rule, 45 C.F.R. Part 410 (Apr. 30, 2024);
- Standards to Prevent, Detect, and Respond to Sexual Abuse and Sexual Harassment Involving Children, 45 C.F.R. Part 411 (Dec. 24, 2014; and
- ORR's Investigations of Child Abuse and Neglect Rule, 45 C.F.R. Part 412 (Nov. 27, 2024).

ORR must also comply with applicable terms of the Stipulated Settlement Agreement, *Flores v. Reno*, No. 85-4544-RJK (Px) (C.D. Cal. Jan. 17, 1997).

### Description

The goal of the Residential (Group Home, Shelter, or Transitional Foster Care (TFC)) Services for Unaccompanied Alien Children funding opportunity is to provide funding to organizations that can deliver high-quality and child-centered care, ensuring the safety and well-being of the children. Services must be available 24/7, with the ability to accept children at any time (as long

as it aligns with state licensing requirements and is safe to do so). While children in ORR care are under the legal custody of the federal government, they are physically cared for by the care provider. In this funding opportunity, the term "care provider" refers to the prime recipient and, if applicable, its subrecipient.

### **Project may focus on Group Home, Shelter, or TFC services.**

**Group Home:** Specializes in caring for specific populations (e.g., teen mothers). A group home is run by 24-hour staff or house parents and typically houses 4 to 12 unaccompanied alien children.

**Shelter:** Children receive all the programmatic requirements onsite in the least restrictive environment. Providers must offer a child-friendly setting that is appropriate for children of all ages.

**Transitional Foster Care (TFC):** Specializes in caring for children under 13 years of age, sibling groups or related children with one sibling or related child under 13 years of age, pregnant/parenting teens, or children with specific individualized needs. Children in TFC are placed with foster families and must receive services at a central location. This includes educational services, which must be delivered by care provider staff, unless ORR approval has been granted for a child to attend a community-based school. Other required services, such as clinical (in this funding opportunity, "clinical services" means "mental or behavioral health counseling") and case management services.

In extenuating circumstances dealing with influx situations, ORR may process requests through supplements from recipients, post-award, to provide additional shelter, group home, or TFC beds within existing facilities and locations for a temporary period.

### **Facility Structure Requirements**

Care provider facilities must:

- Be readily available to visitors, staff, and individuals with disabilities.
- Comply with local, state, and federal laws, including the [Americans with Disabilities Act \(ADA\)](#) and [Section 504 of the Rehabilitation Act of 1973](#).
- Comply with state child welfare laws, regulations, and local building, zoning, fire, health, and safety codes. Automated external defibrillators (AEDs) and first aid kits must be available in key areas, following state licensing requirements. Personal protective equipment (PPE) must be available for staff and children.
- Be conveniently located with access to immigration courts, pro bono legal services, national airports, and community healthcare providers, including specialty services.

More specifically, the space must accommodate:

- Designated common areas, spaces for recreation, education, and case management, as well as confidential areas for individual and group counseling and healthcare services.
- Private spaces for meetings with attorneys.

- A separate bedroom for communicable disease isolation/quarantine purposes, with a minimum duration of 28 days. Ideally, there should be at least one isolation-capable bedroom, for every 25 children, equipped with a door that closes while allowing line-of-sight through a small window. An attached private bathroom is preferred. Isolation plans should account for the fact that children in the program may require separate bedrooms for distinct illnesses at the same time (e.g., one child with varicella, one child with influenza).

Children placed in medical isolation or quarantine must still receive ORR services (e.g., legal, educational, case management) if they are feeling well. However, the delivery of these services can be adapted during the isolation or quarantine period (e.g., video calls instead of in-person meetings) to ensure the health and safety of staff and visitors. Services that do not require confidentiality should be provided in an open setting.

Care providers' residential facilities (except for individual foster care homes) must provide a security system, including alarm systems and video monitoring. Care providers must comply with state child placement licensing standards and ensure the safety of children in case of attempted escape.

Minimum safety and security requirements include:

- Controlled entry and exit.
- Video monitoring in common areas.
- A communications and alarm system.
- Exterior video monitoring.
- Resident counting system.
- Daily log of residents' movements.
- Mirrored or small windows for one-on-one meetings.
- Facility inspection checklist.
- Quarterly safety assessments.
- Spot inspections.

Care providers must adhere to [2 C.F.R. 200.216](#) when selecting and purchasing video monitoring and telecommunications systems.

## **Hiring Considerations**

Care providers must prioritize the safety and well-being of the children in their care by implementing robust policies and procedures to prevent, detect, and respond to any instances of sexual abuse and harassment.

This includes:

- Conducting thorough background checks.
- Providing comprehensive training on appropriate conduct and reporting protocols.
- Establishing accountability and transparency.

Care providers' hiring and employment practices must comply with the HHS Interim Final Rule (IFR): Standards to Prevent, Detect, and Respond to Sexual Abuse and Sexual Harassment Involving Unaccompanied Children. These standards apply to any care provider, staff member, contractor, or volunteer. See [45 C.F.R. Part 411](#) for additional information.

## **Staffing Requirements**

Prior to hiring, care providers must submit the name of each potential staff member to ORR for final approval.

All staff must be at least 21 years of age and have the required qualifications, training, and vaccinations.

Care provider staff who work directly with children must show proof of documented immunization or demonstrated immunity to vaccine-preventable diseases transmitted through the respiratory route.

## **Position Description and Qualifications**

- **Program Director:** Responsible for the overall management of the programmatic, administrative, financial, and operational systems related to the provision of care and services. This includes providing regular and timely reports to ORR regarding operations, services, and finances; establishing a respectful and supportive workplace environment; and elevating any issues or concerns to ORR.  
QUALIFICATIONS: At a minimum, the Program Director must have a Master of Social Work (MSW) or an equivalent degree in education, psychology, sociology, or other relevant behavioral science degree or a bachelor's degree plus five years' experience in child welfare administration, child protective services; and two years of experience in program management or two years as director of a licensed childcare program. The Program Director must possess the administrator's license for the care provider's facility, if applicable. Program Director qualifications must be compliant with state licensing standards, if applicable.
- **Assistant Program Director:** Supports the Program Director and serves as secondary liaison with ORR. The need for an Assistant Program Director will vary depending on the number of children served at a care provider facility.  
QUALIFICATIONS: At a minimum, the Assistant Program Director must have a bachelor's degree in education, psychology, sociology, or other relevant behavioral science degree and five years of progressive employment experience with a social services or childcare agency or organization.
- **Lead Clinician:** Oversees clinical services, trains, and supervises clinical staff. Ensures that behavioral health specialists complete relevant training on evidence-based practices in mental and behavioral health-care delivery. They must ensure that child-facing services are provided on-site and in a confidential manner.

**QUALIFICATIONS:** At a minimum, the Clinician must have a master's or doctorate degree in psychology, social work, counseling, marriage and family counseling, or another relevant behavioral health discipline from an accredited program, university, or college where, clinical experience is a program requirement and includes two years of post-graduate direct service delivery experience. The Lead Clinician must have supervisory experience and be licensed to provide clinical services in the state where the care provider is located.

- **Clinician:** Conducts mental health assessments, provides ongoing individual and group counseling services, screens for human trafficking concerns, and provides crisis intervention services. Must provide child-facing services on-site.

**QUALIFICATIONS:** At a minimum, the Clinician must have a master's or doctorate degree from an accredited program, university, or college in psychology, social work, counseling, marriage and family counseling, or other behavioral discipline in which clinical experience is a program requirement. The Clinician must be licensed or eligible for licensure. Non-licensed staff must be actively working towards licensure while employed and attain Licensure within three years of employment date.

- **Lead Case Manager:** Responsible for coordinating case management and safe and timely release services. Lead Case Managers supervise and train case managers and ensure that case managers complete relevant training on child welfare topics. Must provide child-facing services on-site.

**QUALIFICATIONS:** At minimum, the Lead Case Manager must have a master's degree in the behavioral sciences, human services, or social services fields; or a bachelor's degree and at least three years of progressive employment experience that demonstrates supervisory and case management experience.

- **Case Manager:** Responsible for coordinating case management services for children in care under the direction of the Lead Case Managers. This includes coordinating timely referrals to external care providers and consistent communication with relevant stakeholders on referral status, ensuring consistent care coordination communication between medical and behavioral health staff internally and externally, coordinating timely referrals to child advocate services as needed, ensuring that the appropriate health interpretation and translation services are available, and ensuring the coordination of the appropriate post-release services that include the continuity of health-care services.

**QUALIFICATIONS:** At a minimum, Case Managers must have a bachelor's degree in the behavioral sciences, human services, or social services fields. Child welfare or case management experience is strongly encouraged.

- **Lead Medical Coordinator:** Responsible for overseeing health services as well as coordinating the provision of timely, appropriate health services for children in care. They supervise other Medical Coordinators and provide appropriate staff training on medical, dental, and public health topics relevant to pediatric, adolescent, and migrant health. They are responsible for developing and maintaining policies and procedures for confidential health record management, triage of health concerns, medical emergency response, environmental health and safety, and post-release health-care planning/care coordination.

**QUALIFICATIONS:** Minimum of one year of employment in public health or a health-care setting with demonstrated experience in care coordination, health administration, or



direct clinical care AND a licensed Registered Nurse (RN) with a bachelor's degree or higher health-related qualification (e.g., Physician Assistant, Nurse Practitioner)

**Note:** Programs with more than one Medical Coordinator (more than 35 delivered bed capacity), must have at least one Medical Coordinator as a Lead Medical Coordinator. The Lead Medical Coordinator may supervise up to 12 Medical Coordinators.

- **Medical Coordinator:** Arrange and coordinate appropriate health services, including urgent, emergent, and preventative health services, for children in care. This includes maintaining complete, confidential medical records for children, ensuring appropriate communication of health needs to case managers and clinicians, scheduling health-care appointments, coordinating transportation to health-care appointments, ensuring qualified interpretation and translation services are in place, and serving as a liaison for community health-care providers.

**QUALIFICATIONS:** Minimum of one year of employment in public health or a healthcare setting with demonstrated experience in care coordination, health administration or direct clinical care, and any of the following:

- Licensed practical or vocational nurse (LPN/LVN) or higher health-related qualification (e.g., licensed registered nurse (RN) with a bachelor's degree).
- Bachelor's degree in a relevant field.

**Note:** Programs must have the ability to hire a Medical Coordinator with the appropriate qualifications within one year of award. Programs with more than one Medical Coordinator (more than 35 delivered bed capacity), must have at least one Medical Coordinator as a Lead Medical Coordinator. Smaller programs (under 35 delivered bed capacity) must have at least one Medical Coordinator, who must be a Lead Medical Coordinator. Smaller providers can have someone who meets qualifications for being a "Medical Coordinator," but they will have to also perform the duties of a Lead Medical Coordinator. The Lead Medical Coordinator may supervise up to 12 Medical Coordinators.

- **Background Check Specialist:** Responsible for helping with the background check investigation process. Coordinating and documenting required background check requests and results. Conducts quality assurance reviews to ensure background checks are submitted completely and accurately prior to submission and within the required timeframes and deadlines.

**QUALIFICATIONS:** At minimum, the Background Check Specialist must have a high school diploma or equivalent degree and a minimum of three years employment experience. Must have base technical skills in Microsoft applications to include Excel, Word, and Smartsheets. Must have good communication and project management skills.

- **Prevention of Sexual Abuse (PSA) Compliance Manager:** Responsible for managing implementation and ongoing compliance with the HHS IFR: Standards to Prevent, Detect, and Respond to Sexual Abuse and Sexual Harassment Involving Unaccompanied Children (45 C.F.R. Part 411) and ORR policies and procedures related to sexual abuse and harassment. Must provide child-facing services on-site.

**QUALIFICATIONS:** Bachelor's degree in behavioral sciences, human services, or social service fields; or a bachelor's degree in business administration or management, and at least one year of experience working with child welfare standards, best practices, or quality assurance or compliance.

- **Teacher:** Responsible for providing educational services and assessments, including curriculum building that meets *Flores* Settlement Agreement standards for education requirements. Must provide child-facing services on-site.  
QUALIFICATIONS: Bachelor's degree. Certification by the relevant governing authority, Teaching English as a Second Language/Teaching English to Speakers of Other Languages certification or other appropriate accrediting body and additional training to meet the special needs of unaccompanied alien children.
- **Trainer:** Responsible for conducting training, select or develop training materials; maintain records on training program attendance, training offered, and evaluation measures. This position does not have to be full time, and the responsibilities may be combined with another position.  
QUALIFICATIONS: Bachelor's degree.
- **Youth Care Worker:** Responsible for providing direct supervision of children in care and always maintain line-of-sight. Must provide services on-site.  
QUALIFICATIONS: High school diploma or equivalent degree. A minimum of one year employment experience in the child welfare field working with children or adolescents.

### Staffing Ratio Requirements

Care providers must meet ORR staffing ratio requirements as outlined in [ORR's UAC Bureau Policy Guide, Section 4.4.1](#) and state licensing requirements. If state licensing requirements differ, the stricter (i.e., higher staffed) ratio should be followed:

- One (1) on-duty Youth Care Worker for every eight children during waking hours.
- One (1) on-duty Youth Care Worker for every 16 children during sleeping hours.
- One (1) on-duty Case Manager for every eight children.
- One (1) on-duty Clinician for every 12 children.
- One (1) Medical Coordinator for every 35 children.
- One (1) PSA Compliance Manager for every 50 children.
- Sufficient staff to cover one-on-one safety plans, when necessary.

### Required Background Checks

Background checks must follow ORR's policies and state licensing requirements. At a minimum, a background check must be updated every five years in accordance with [ORR's UAC Bureau Policy Guide, Section 4.3.1](#).

### Foster Parent Requirements

Foster parents must be at least 21 years old and have the state required qualifications, training, and vaccinations.

### Training Requirements

Newly hired employees, contractors, interns, and volunteers who will be in direct contact with children must complete training prior to having contact with children. Staff must also complete annual training. Please refer to [ORR's UAC Bureau Policy Guide, Section 4.3.6](#) for additional information on ORR's training policies.

Required training topics include:

- The right of unaccompanied alien children and staff to be free from sexual abuse, sexual harassment, and inappropriate sexual behavior.
- Recognition of physical, behavioral, and emotional signs of sexual abuse and methods of preventing and responding to such occurrences.
- Procedures for reporting knowledge or suspicion of sexual abuse, sexual harassment, or inappropriate behavior as well as how to comply with relevant laws related to mandatory reporting.
- Other trauma informed training for all staff, including youth care workers, as identified by ORR on a rolling basis.

### **Unaccompanied Alien Children Bureau (UACB) Required Services - Care Provider Responsibilities**

All children in ORR custody must be cared for in a way that meets ORR minimum standards and ensures they are free from discrimination and abuse. Care providers must provide services and assessments that support the health and well-being of each child, even if they are in ORR care for a short time frame. Services must focus on children's strengths and abilities, prioritize collaboration with children to promote their well-being, and help them achieve their goals while in care. Care providers should creatively partner with the community and youth to promote normalcy and independence. Examples include vocational training, educational planning, non-repetitive and English as a Second Language curriculum, opportunities for purchasing clothing, mentorship, participation in clubs, and hobbies.

Services must be tailored to each child's age and individualized needs. Care providers offer direct services in the children's languages or provide interpretation and translation, and consider commonly spoken languages like Spanish, Haitian Creole, Q'eqchi', Mam, and K'iche'. Care providers must strive to incorporate children's input into decisions about their services and futures.

Services are provided for an average length of stay ranging from 30 to 35 days, depending on the type of sponsor to whom a child may be discharged. For children who remain in custody longer than the average length of stay, providers must offer programming that addresses the impact of their extended stay.

Care providers must arrange access to outside services as needed for issues beyond their scope or skill set.

See [ORR's UAC Bureau Policy Guide, Section 1.3.3](#) for the four narrow circumstances under which care providers may deny a placement after ORR has made a placement request.

### **Important Time frames**

The following table provides assessment timeframes that must be met once a care provider has physical custody of a child:

<b>Assessment</b>	<b>Due Dates</b>
Initial Intake Assessment	Within 24 hours of admission
Initial Medical Exam	Within two business days (48 hours, excluding weekends and federal holidays) of admission
Assessment for Risk	Within 72 hours of admission and updated every 30 days
Unaccompanied Alien Child Assessment	Within five days of admission
Individual Service Plan	Within five days of admission and updated every 30 days
Unaccompanied Alien Child Case Review	Must be completed at least every 30 days

### **GENERAL**

**Activities** - Must ensure that children participate in activities according to a recreation and leisure time plan that includes daily outdoor activities, weather permitting, of at least one hour of large muscle activity and one hour of structured leisure time activities other than television, each day. Activities are required to be increased to three hours daily on weekends and on other days when school is not in session. Recreation and leisure time activities are separate from the required physical education during school day instruction. Children must have access to appropriate reading materials in languages other than English for use during the unaccompanied alien child's leisure time.

**Legal Services** - Provide children with ORR-supplied information about the availability of free legal assistance, the right to be represented by counsel at no expense of the federal government, the right to a removal hearing or a bond hearing before an immigration judge, the right to apply for legal relief or to request voluntary departure in lieu of removal, and the rights victims of trafficking have under the TVPRA of 2008. Care providers must provide children with access to ORR-funded legal services. Children will meet individually and in groups with the ORR-funded legal service provider to receive legal services and assistance. Care providers must ensure the availability of sufficient, scheduled private time for children in spaces that are free from extraneous noise and distractions and transport children to all hearings or proceedings to which the child is a party.

**Academic Educational Services** - Required daily for a minimum of six hours; Monday through Friday, year-round, and must be appropriate to the child's level of development, education, and communication skills. Educational services are required to be administered in a structured classroom setting and concentrate primarily on the development of basic academic competencies and secondarily on English Language Training. The educational program consists of instruction, educational materials, and other reading materials in the following basic academic areas: Science, Social Studies, Mathematics, Reading, Writing, and Physical Education.

**Nutritional Services** - Must provide nutritional services in accordance with U.S. Department of Agriculture and HHS nutritional guidelines and state licensing requirements. Must establish procedures to accommodate dietary restrictions, food allergies; health issues; and religious, or spiritual dietary requirements.

**Religious Activity** - Whenever possible, must provide or arrange for access to religious services and counseling of the child's choice.

**Right to Privacy** - Ensure children have a reasonable right to privacy that includes the rights to wear his or her own clothes; retain a private space in the residential facility for the storage of personal belongings; talk privately on the phone, as permitted by the care provider's rules and regulations; visit privately with guests, as permitted by the care provider's rules and regulations; and receive and send uncensored mail, unless there is a reasonable belief that the mail contains contraband.

**Behavior Management** - Care providers' program rules and discipline standards must consider the range of ages and developmental stages of children in the program. These standards must be evidence- and strengths-based and incorporate principles of trauma-informed care, such as conflict resolution and de-escalation techniques that teach children accountability and self-regulation. Care providers are required to identify, train, and implement an evidenced-based behavior management plan grounded in child welfare best practices that is appropriate for staff to address behavioral issues in a therapeutic, non-punitive manner and develops pro-social skills to all children in care. See [45 C.F.R. 410.1304](#).

**Rules** - Each shelter must have basic rules posted at children's eye-level, in a legible font and size, in both English and the languages understood by children in their program. Care providers must make available all ORR-required documents in the languages understood by children in their program and, where possible, include visuals, subject to verification by ORR. These rules must be reviewed with children upon placement, and care providers must have a feedback mechanism for children to share input on the rules.

**Visitation** - Care providers must encourage visitation between children and family members, sponsors, and approved visitors.

**Calls** - Children are allowed to call both family members and sponsors living in the United States and abroad. They must be provided the opportunity to make a minimum of a 10-minute call daily or a minimum of 50-minute calls allocated throughout the five weekdays (Monday through Friday) as the child and the care provider determine appropriate, based on the child's unique situation, or the child and their family's preference. Time taken to connect calls must not be included in the minimum time allotment.

You may refer to [ORR's UAC Bureau Policy Guide, Section 3.3.10](#) for additional guidance on Visitation and Calls.

**Vocational Educational Services** - Care providers are encouraged to create or provide access to vocational training opportunities that are suitable to the children and will provide children with practical and competitive job skills and assist in the preparation for adulthood. Vocational programs may not replace academic education or be a substitute for the basic subject areas.

## **CASE MANAGEMENT**

**Orientation** - Within 48 hours of admission, care providers are required to provide every child with a comprehensive program orientation that covers the program's services, rules (written and verbal), expectations, zero tolerance policy towards sexual abuse and sexual harassment, initial medical exam, and the availability of free legal assistance. The orientation must be provided in formats that are age-appropriate and available to children who are limited English proficient, deaf, visually impaired, or otherwise disabled; and have limited reading skills.

**Individualized Needs Assessment** - Care providers are required to provide an individualized ongoing assessment for each child, which includes:

- **Initial Intake Assessment** must be completed within 24 hours of a child's admission. This assessment guides the interviewer through a series of questions to obtain information about family members, immediate medical or mental health concerns, current medications, and any concerns about a child's personal safety.
- **Assessment for Risk** must be completed within 72 hours of a child's admission and updated every 30 days. This assessment is used to identify risk factors for potential sexual victimization or sexual abuser tendencies, so early intervention can take place to mitigate any potential risks or safety concerns.
- **Unaccompanied Alien Children Assessment** must be completed within five days of the child's admission. This assessment gathers initial information relating to the child's journey, current medical concerns and health history, the child and family's psychosocial assessment, trauma and substance abuse history; information about a child's work history or concerns about working to pay off debt; exploitation or trafficking concerns; and other essential data relating to the identification and history of the child and their family.
- **Unaccompanied Alien Children Case Review** must be completed at least every 30 days to assess the child's:

- Educational assessment and plan.
- Ongoing behavioral issues and any previous juvenile justice or criminal involvement.
- Statement of religious preference and practice.
- Identifying information.
- **Individual Service Plan (ISP)** - Care providers must complete a comprehensive and plausible ISP for each child in accordance with the child's needs as determined by the child and assessments of trafficking concerns, such as the Unaccompanied Alien Children Assessment.
  - ISPs are implemented and closely coordinated through a clinician's assessment and intervention plan and supported by the case management team.
  - The ISP must be completed within five days of admission and updated every 30 days thereafter. In cases where human trafficking is suspected or confirmed, the care provider is required to refer the child to [ACF's Office on Trafficking in Persons](#) and provide or refer the child to other services to ensure the child has access to all services guaranteed by the TVPRA of 2008. Same-sex supervision must be provided when indicated by individual treatment needs.
- **Case Management Services** - Care providers are required to implement and administer a case management system that tracks and monitors a child's progress on a regular basis to ensure that each child receives the full range of program services in an integrated and comprehensive manner. At a minimum, Case Managers must meet with children once a week, in person.

**Seven-Day Case Management** - Care providers must provide case management services seven-days-a-week from 8 am - 10 pm local time, including holidays.

**Maintenance of Case Files** - Care providers must maintain comprehensive, accurate, and up-to-date case files, as well as electronic records, ensuring they are always kept confidential and secure. All unaccompanied alien child-related records are the property of ORR and must be provided to ORR upon request. Electronic records include those on the care provider's network drive as well as those on ORR's electronic case management system. Care providers must have written policies and procedures for organizing and maintaining active and closed case files. They must ensure compliance with [45 C.F.R. 75.303\(e\)](#) to take reasonable measures to safeguard protected personally identifiable information of children such as name, date of birth, and A-number (child's identifying number issued by the United States Citizenship and Immigration Services).

**Safe and Timely Release Services** - Care providers must adhere to ORR's policies and procedures that are in place to ensure the care and safety of children. These policies require the timely release of children to qualified parents, guardians, relatives, or other adults, referred to as "sponsors." Safe and timely release must occur within a setting that promotes public safety and ensures that sponsors are able to provide for the physical and mental well-being of each child.

The law requires ORR to protect children from smugglers, traffickers, or others who might seek to victimize or otherwise engage children in criminal, harmful, or exploitative activity. As such, ORR evaluates potential sponsors' ability to provide for a child's physical and mental well-being. The process for the safe and timely release of a child from ORR custody involves many steps, including the identification of sponsors; the sponsor's submission of the application for release and supporting documentation; and evaluating the suitability of the sponsor, including verification of the sponsor's identity and relationship to the child, background checks, and, in some cases, home studies and planning for post-release.

**Safety Planning** - Care providers must develop a written safety and security plan that includes policies and procedures for all children in their care and program staff. The safety plan must address emergency situations including, but not limited to, runaways; shelter-in-place (e.g., due to weather events); evacuation (e.g., due to a hurricane, fire, or other emergency); medical and mental health emergencies; and disease outbreaks. These plans must be exercised at least once per year in accordance with the minimum state licensing requirements.

**Transportation/Escort** - Based on children's needs, transfer to a residential facility within the ORR network may be necessary. In addition, temporary placement outside the ORR network in an acute psychiatric hospital or psychiatric residential setting may become necessary and would require transportation of children for placement and discharge once treatment has been completed. Care providers are also required to provide children with transportation services to local airports and, if necessary, provide an escort for the children according to ORR policies and provide transportation to local services and appointments.

**Acculturation and Adaptation Services** - Care providers must provide appropriate services to children that develop children's social and interpersonal skills and critical life skills.

## HEALTHCARE SERVICES

- **Medical** - Programs must establish relationships with primary and back-up licensed healthcare providers (MD, DO, NP or PA) of the program who can perform initial medical exams, wellness exams, provide routine childhood vaccinations, and non-emergent sick and follow-up care services to children in a timely manner. The primary and back-up healthcare providers may be employed or contracted by the program or based in the community. The primary healthcare providers must have the capability and agree to provide the following services:
  - Conduct comprehensive initial and routine medical exams, including childhood immunizations and screenings for infectious disease. The initial exam must occur within two business days of placement in ORR care to include immunizations in accordance with the [Advisory Committee on Immunization Practices' Immunization Schedule](#), on all children including pregnant youth.
  - Enrolled in the [Vaccines for Children \(VFC\)](#) Program and willing and able to provide additional routine childhood immunizations.



- Appropriate routine medical care, including pregnancy tests, medical services requiring heightened ORR involvement; and comprehensive information about and access to medical reproductive health services and emergency contraception, and emergency health-care services.
- Referrals for specialty care, as needed.
- **Mental Health** - Programs are required to provide the following mental health services on-site:
  - Individual counseling session with a certified counseling staff at least once per week for each child.
  - Group counseling sessions at least twice a week. At least one group counseling session must be provided according to a psycho-educational curriculum that may be adjusted according to the needs of the population.
  - Referral of children with advanced clinical needs to community mental health services.
- **Dental** - Programs must establish primary and back-up licensed dental providers. The primary dental providers must agree to:
  - Perform a mandatory initial dental exam (IDE) within 60 to 90 days of admission into ORR care.
  - Preventative dental care for children in long-term ORR care and preventative dental care visits every six months or sooner, as recommended.

## LICENSING REQUIREMENTS

Generally, standard ORR care provider facilities must be licensed by an appropriate State agency, or meet the State's licensing requirements if located in a State that does not allow State licensing of programs providing or proposing to provide care and services to unaccompanied children. See 45 CFR 410.1302(a).

You are not required to have a license from a licensing agency when applying for funding to provide group home, shelter, or TFC care for children. However, you are subject to certain requirements after receiving funding:

- Provide monthly updates to ORR on your progress in getting the required license for the program that you are proposing.
- If you are proposing TFC services, you must obtain the required license within six months of receiving your initial award.
- If you are proposing shelter or group home services, you must obtain the required license within six months of receiving your initial award.
- If you fail to obtain the necessary licenses within the 6-month period, your funding may be discontinued according to the rules outlined in [45 C.F.R. 75.371-75.375](#). If you submit multiple facilities and not all of them meet the requirements, ORR will take action on the noncompliant facility or facilities, rather than affecting the entire award.

## II. Federal Award Information

**Funding Instrument Type:**

CA (Cooperative Agreement)

**Estimated Total Funding:**

\$1,500,000,000

**Expected Number of Awards:**

100

**Award Ceiling:**

\$500,000,000

Per Budget Period

**Award Floor:**

\$15,000,000

Per Budget Period

**Average Projected Award Amount:**

\$5,000,000

Per Budget Period

**Anticipated Project Start Date:**

04/01/2026

**Length of Project Periods:**

36-month project period with three 12-month budget periods

**Additional Information on Project Periods and Explanation of 'Other'**

**Additional Information on Awards:**

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

If an application asks for more money than the award ceiling, it will not be considered for review or funding. Please see [Section III.3. Other, Application Disqualification Factors](#).

The maximum award ceiling is to accommodate applicants proposing a multiple site model in various geographic locations or applicants proposing a significant bed capacity.

Once a care provider is awarded initial funds and starts the three-year project period, funding for years two and three depend on the submission and approval of continuation grant applications, which are non-competitive and contingent upon satisfactory progress (i.e., meeting all UACB requirements referenced in [Section I. Program Description](#) and [Appendix C. Post Award Requirements](#)), availability of funds, compliance with the terms and conditions of the current award, and the best interests of the Federal government (including a determination that continuing the award effectuates program goals and agency priorities).

**Special Note: Until your funded capacity is achieved, funding will be released gradually according to the approved pre-license budgets (your budget prior to receiving a license).**

See [Section IV.2. Content and Forms of Application Submission, The Project Description, The Project Budget and Budget Justification](#) for additional information.

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

UACB is actively involved in the programs after awards are made. Examples of UACB's involvement include:

- Timely review of required documentation and requests for approval.
- Budget reviews and program oversight to ensure program is in the best interest of the federal government.
- Training on ORR processes and procedures, as needed.
- Regular communication and oversight of program activities.
- Informing recipients of substantive changes that impact the program.
- Making all release and transfer decisions on behalf of all unaccompanied alien children.

ACF can ask for and review any documents or records related to the federal award. See [HHS Grants Policy Statement](#) and [45 C.F.R. 75.364](#).

## **III. Eligibility Information**

### **III.1. Eligible Applicants**

Eligibility is unrestricted.

#### **Current Recipients**

Current recipients in the final year of their project period must check when their project period ends. If the project period end date aligns with this funding opportunity's projected award date, and you want to apply to continue providing services, you must apply to this funding opportunity.

Current recipients who are not in the final year of their project period and want to apply to this funding opportunity must propose services in a new facility and new location from where they are currently funded. ACF does not fund multiple projects that offer the same type of service in the same location.

Individuals, including sole proprietorships, and foreign entities are not eligible. See [Section III.3. Other, Application Disqualification Factors](#).

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

## Reference to Legal Status

See [Section IV.2. Legal Status of Applicant Entity](#) for documentation required to support eligibility.

## III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement:

No

## III.3. Other

### Application Disqualification Factors

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

### Award Ceiling Disqualification

If an application asks for more money than the award ceiling, it will not be considered for review or funding.

### Required Electronic Application Submission

ACF requires electronic submission of applications at Grants.gov. **Paper applications are not allowed unless they have prior approval.**

You may contact ACF for an exemption if you do not have an internet connection or sufficient capacity to upload large documents to the internet. Please see the [ACF Policy for Requesting an Exemption from Electronic Application Submission](#) for more information.

### Missing the Application Deadline (Late Applications)

**Electronic applications must be submitted through Grants.gov by 11:59 pm ET on the due date listed in the Overview and in [Section IV.4. Submission Dates and Times](#).** Applications submitted after 11:59 pm ET on the due date, as indicated by a dated and time-stamped email from Grants.gov, will be disqualified from review and funding.

Applications which fail their Grants.gov validation check will not be received or acknowledged by ACF. If you submit the same application for the same NOFO more than once, only the last on-time submission will be acknowledged.

**Paper applications with an approved exemption from the electronic submission requirement must be received by 4:30 pm ET on the due date listed in the Overview and in [Section IV.4. Submission Dates and Times](#).** Paper applications received after 4:30 pm ET on the due date will be disqualified from the merit review and funding.

### Notification of Application Disqualification

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.

## **IV. Application and Submission Information**

### **IV.1. Address to Request Application Package**

Anita  
White  
Administration for Children and Families  
Office of Grants Management  
Mary E. Switzer Building  
330 C. Street, S.W.  
Washington  
DC  
20201  
anita.white@acf.hhs.gov

#### **Application Packages**

#### **Electronic Application Submission:**

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

### **IV.2. Content and Form of Application Submission**

#### **FORMATTING APPLICATION SUBMISSIONS**

#### **General Requirements**

1. Two-File Requirement: Upload only two electronic files via Grants.gov, excluding Standard Forms (SFs) and OMB-approved forms. Extra files will be removed before review.
2. Authorized Organization Representative (AOR): Designate an AOR to sign all required forms. The AOR's signature confirms compliance with all applicable Federal statutes and regulations.
3. Font Style and Size: Use Times New Roman 12-point font for the main text and 10-point font for footnotes. Ensure scanned documents are legible and are no more than one scan to a page. Blurred or illegible pages will be removed.
4. Language and Currency: Submit applications in English and in U.S. dollars. See 45 CFR §75.111 for more information.
5. Page Limitations: Follow the page limits specified under "PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS." Extra pages will be removed and not reviewed.
6. Double-space all application pages. Exemptions: The following can be single-spaced:
  - Table of Contents
  - One-page Project Summary
  - Required Assurances and Certifications
  - SFs and OMB-approved forms
  - Resumes, Logic Models, Proof of Legal Status/Non-Profit Status, Third-Party Agreements, Letters of Support, footnotes, and tables
  - Line-Item Budget and/or Budget Justification

7. Formatting Adherence: Applications that do not observe the formatting requirements will have pages removed before merit review. Applicants will be notified of any adjustments and the reason for the adjustment after awards are issued.
8. Corrections/Updates: Only the last on-time application will be considered for pre-review under the Application Disqualification Factors. See [Section III.3. Other, Application Disqualification Factors](#) and [Section IV.2. Application Submission Options](#).
9. Copies Required: Submit one complete copy of the application package electronically via Grants.gov.  
Accepted Application Format: Use 8 ½" x 11" white paper with 1-inch margins. Include page numbers if possible.

The page limit for file one and file two combined: **200 pages**.

Standard Forms are uploaded to [Grants.gov](#) separately from the two files.

Required documents must be submitted at the time of application.

You must upload your application as **two electronic files**, along with the Standard Forms. If you submit more than two files in addition to your forms, we will remove the extra files.

**File 1** - Must contain the following:

- Table of Contents
- Project Summary, one page
- Geographic Location
- Proof of Non-Profit Status, For-Profits and Small Businesses, or Small Business
- Approach
- Project Timeline and Milestones
- Plan for Oversight of Federal Award Funds and Activities
- Program Performance Evaluation Plan
- Protection of Sensitive or Confidential Information
- Line-item Budget and Budget Justifications

**File 2** - Must contain the following:

- Third-Party Agreements
- Legal Status of Applicant Entity
- Organizational Capacity
  - Audited financial statements.
  - Executed leases for proposed real property or draft leases for proposed real property (for applicants that have multiple leases for different real property, if the

page limitation will be exceeded, only include the lease for the highest number of children served).

### **Multiple Real Property Locations**

If you are proposing multiple real property locations to provide services specific to this funding opportunity, submit all real property locations within a single application. Document each real property in the SF-Project/Performance Site Location. Each real property location must be clearly identified and described (including the proposed bed capacity) within the application package.

### **PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:**

#### **Electronic Application Submission**

1. Submission: Only through Grants.gov. No applications will be accepted through facsimile or email.
2. File Upload: Upload only two files, excluding Standard Forms and OMB-approved forms:
  - File One: Entire Project Description, Budget, and Budget Justification.
  - File Two: All documents required in the Appendices.
3. File Naming: Follow Grants.gov naming conventions. Limit file names to 50 characters. <https://www.grants.gov/applicants/submitting-utf-8-special-characters>.
4. Suggested File Format: PDF format for both files. ACF recommends applicants merge documents electronically using Adobe Acrobat Reader or PDF converter software compatible with Grants.gov.
5. Other supported File Formats:
  - Adobe PDF (.pdf)
  - Microsoft Word (.doc or .docx)
  - Microsoft Excel (.xls or .xlsx)
  - Microsoft PowerPoint (.ppt)
  - Image Formats (.JPG, .GIF, .TIFF, .BMP)

Documents in file formats not listed here will be removed from the application and will not be used in the merit review. This may make the application incomplete, and ACF will not make awards based on an incomplete application.

1. No Encryption or Password Protection: Do not encrypt or password-protect files. Inaccessible files will not be reviewed.

#### **Paper Application Submission**

1. Exemption Requirement: Obtain an exemption to submit a paper application. Follow the [ACF Policy for Requesting an Exemption from Required Electronic Application Submission](#).
2. Application Requirements: Download the forms package associated with the NOFO's synopsis on Grants.gov under the Package Tab.
3. Submission Package: Submit one original and two copies of the complete application, including all SFs and OMB-approved forms. The original must have original signatures.

All pages must be one-sided and sequentially numbered. Submit all copies in a single package. Clearly label with the NOFO title and Funding Opportunity Number. For applicants submitting more than one application, each application must be submitted in a separate package.

### Required Forms, Assurances, and Certifications

**Please submit the listed SFs, assurances, and certifications with the application.** All required SFs, assurances, and certifications are available in the Application Package posted for this NOFO at Grants.gov.

Forms/Assurances/Certifications	Submission Requirement	Notes/Description
SF-424 - Application for Federal Assistance	Submission is required for all applicants by the application due date.	Required for all applications.
Unique Entity Identifier (UEI) and System for Award Management (SAM) registration.	Required of all applicants.  Applicants must have a UEI and maintain an active SAM registration throughout the application and project award period.  Obtain a UEI and SAM registration at: <a href="http://www.sam.gov">http://www.sam.gov</a> .	See <i>Section IV.3. Unique Entity Identifier (UEI) and System for Award Management (SAM)</i> for more information.
SF-424 Key Contact Form	Submission is required for all applicants by the application due date.	Required for all applications.
Certification Regarding Lobbying (Grants.gov Lobbying Form)	Submission required of all applicants with the	Submission of the certification is required for all applicants.



Forms/Assurances/Certifications	Submission Requirement	Notes/Description
	application package. If it is not submitted with the application package, it must be submitted prior to award.	
SF-424A - Budget Information - Non- Construction Programs and SF-424B - Assurances - Non-Construction Programs	<p>Submission is required for all applicants when applying for a non-construction project. SFs must be used. Forms must be submitted by the application due date.</p> <p>By signing and submitting the SF-424B, applicants are making the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination.</p>	Required for all applications when applying for a non-construction project.
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 must cite their primary location and up to 29 additional performance sites.
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	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,

Forms/Assurances/Certifications	Submission Requirement	Notes/Description
	time of application, it may also be submitted prior to award.	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.

#### Additional Required Assurances and Certifications

##### **Mandatory Grant Disclosures**

All applicants must submit any information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. See Mandatory Disclosures, 45 CFR § 75.113 (or, starting October 1, 2025, [2 CFR 200.113](#)). Send written disclosures to:

The Administration for Children and Families, U.S. Department of Health and Human Services, Office of Grants Management, ATTN: Grants Management Specialist, 330 C Street, SW., Switzer Building, Corridor 3200, Washington, DC 20201

**And to:**

U.S. Department of Health and Human Services, Office of Inspector General, ATTN: Mandatory Grant Disclosures, Intake Coordinator, 330 Independence Avenue, SW., Cohen Building, Room 5527, Washington, DC 20201

**Fax:** (202) 205-0604 (Include "Mandatory Grant Disclosures" in subject line) or

**Email:** [grantdisclosures@oig.hhs.gov](mailto:grantdisclosures@oig.hhs.gov)

##### **ORR Non-discrimination Assurance**

By accepting funds from this award, you and any subrecipients agree to make reasonably good faith efforts to the following:

- Compliance with all federal statutes relating to non-discrimination.
- Policies prohibiting discrimination and harassment of such beneficiaries based on race, sex, and religion.
- Non-stigmatizing toward any individuals (e.g., children, staff, sponsors, and foster parents).
- Training for all staff serving children to ensure they can prevent and respond to harassment in all forms.
- A process to monitor claims of harassment and discrimination of children, address them seriously and promptly; and document corrective action, so all participants are assured that programs are safe and non-stigmatizing by design and in operation.

## **Proprietary Information and Personally Identifiable Information (PII)**

In your application, you may identify salary or other proprietary information or personally identifiable information. We will remove this information from applications before they go to reviewers.

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.

## **The Project Description**

### **The Project Description Overview**

#### **General Expectations and Instructions**

The Project Description requests the information by which an application is evaluated and ranked in competition with other applications for financial assistance. It must address all activities for which federal funds are being requested and all application requirements as stated in this section. The Project Description must explain how the project will meet the purpose of the NOFO, as described in [Section I. Program Description](#). As a reminder, reviewers will be evaluating this section in accordance with [Section V.1. Criteria](#).

The Project Description must be clear, concise, and complete. ACF is particularly interested in Project Descriptions that convey strategies for achieving intended performance. Project Descriptions are evaluated based on substance and measurable outcomes, not length. Cross-referencing should be used rather than repetition. Supporting documents designated as required must be included in the Appendix of the NOFO.

#### **Table of Contents**

List the contents of the application including corresponding page numbers. The table of contents may be single spaced.

#### **Project Summary**

Provide a summary of the project description. The summary must include a brief description of the applicant's proposed grant project including the needs to be addressed, the proposed activities or services, and if applicable, the population group(s) to be served. The summary must be clear, accurate, concise, and without cross-references to other parts of the application. Please place the following at the top of the Project Summary:

- Project Title
- Applicant Name
- Address

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

#### **Geographic Location**

Describe the precise physical location of the project and boundaries of the area to be served by the proposed project. If the geographic area(s) are served by both the primary grant recipient and

subrecipient organization(s) describe the locations covered by all organizations anticipated to receive funding from the grant award.

### **Legal Status of Applicant Entity**

Applicants must provide the following documentation:

#### **Non-Profit Organizations**

##### **Proof of Non-Profit Status Options:**

##### **Option 1: 501(c)(3) and non-501(c)(3) non-profit organizations are eligible**

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 application submission.

#### **For-Profits and Small Businesses**

For-profit organizations (including small businesses) applying for funding must submit the following to provide proof of their legal status: Documentation establishing the power granted to the entity to enter into contractual relationships and/or accept awards (i.e., articles of incorporation, bylaws).

#### **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.

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

#### **Program Implementation**

- Provide a detailed description of your organization's past work and experience in efficiently and effectively implementing and operating a residential group home, shelter, or TFC program designed to serve children. Include information about the scope, scale, and outcomes of these programs.

- Outline the step-by-step plan for implementing the proposed program, including key activities, timelines, and milestones. Identify who will be responsible for each task and what resources will be required.
- Describe your plan to recruit, onboard, train, and retain staff (see [Section I. Program Description, Staffing Requirements, Position Description and Qualifications](#)).
- If proposing TFC services, describe the plan to recruit, onboard, train, and retain foster parents, while adhering to your state's licensing requirements for foster parent certification.
- Describe any partnerships or collaborations with other organizations that you will establish to support the proposed program's implementation. This may include working with community organizations, government agencies, or other stakeholders.

### **Program Design**

- Describe the overall design and structure of your proposed group home, shelter, or TFC program.
- Outline a comprehensive staff training plan that meets state licensing requirements and ORR policies, including training on working with unaccompanied alien children, child abuse prevention, local child abuse reporting procedures, and staff code of conduct.
- Provide details on:
  - The qualifications of the staff who will be working directly with children.
  - How you will ensure that staff are equipped to handle the specific challenges faced by unaccompanied alien children.
  - How you will incorporate trauma-informed care in the day-to-day management of the proposed program.
- Describe how the services in [Section I. Program Description, Unaccompanied Alien Children Bureau \(UACB\) Required Services-Care Provider Responsibilities](#), will be integrated (except any required service or services to which the applicant has expressed a religious objection to providing) into the daily operations of your proposed program. Describe how you will meet case management and health services timelines, including triaging healthcare requests.
- Explain the measures you will take to:
  - Ensure the safety and well-being of the children in your care.
  - Create a nurturing, stable, and child-centered environment (including but not limited to physical safety, and emotional support, and access to healthcare and educational requirements).
- Describe your approach to planning for children's transition out of a group home, shelter, or TFC. Include strategies you will use to prepare the children and their families for these transitions and ensure they have the necessary skills and support.

### **Program Location and Real Property**

**If you are proposing multiple real properties, you must clearly indicate each location in your responses.**

- Describe each location where you are proposing to provide services. In your description, include the distance (in time and mileage) between the proposed location and the local immigration court, airport, fire department, police station, and the nearest healthcare facilities.
- Describe whether the location that you are proposing complies with zoning, fire, safety, and health codes that are required for the proposed program. If it does not, include a detailed plan for how you will address the noncompliance.
- Explain how you will successfully operate your proposed program in the location you have chosen. Describe any local resources, partnerships, or community support that will help you achieve your goals.
- Describe the proposed location where group home, shelter, TFC services will take place. Include photographs or drawings with measurements that identify the sleeping arrangements, food preparation areas, kitchen and dining spaces, classrooms, office spaces, restrooms, outside recreation areas, isolation/quarantine rooms, and living spaces.
- Describe all security measures in place to prevent unauthorized absences and entrances and monitor entry and exit at the proposed group home, shelter, TFC program.

### **Program Management**

- Describe the management structure of your program.
  - Identify who will be responsible for overall program oversight, and their qualifications.
  - Include an organizational chart that supports your proposed program's structure.
- Provide a detailed operational plan that outlines the day-to-day management of the program.
  - Describe how you will ensure that all activities are carried out efficiently and effectively; also include information on key processes and procedures.
- Explain your approach to identifying, assessing, and mitigating risks associated with implementing the proposed program.
  - Explain the strategies you will use to handle potential challenges and ensure program continuity.
- Provide details on how you will manage the program's budget and financial resources.
  - Explain the systems and controls you will put in place to ensure proper financial oversight and accountability.
  - Include information on how you will handle financial reporting and audits.
- Provide a detailed plan that demonstrates how you will comply with the background check requirements in [Section I. Program Description, Required Background Checks](#).
- If you are issuing subawards, describe how you plan to transfer some of the proposed program work to other organizations, how you will effectively monitor this work, and how you will comply with the requirements in [Section IV.2. Project Description, The Project Budget and Budget Justification, Subawards](#).

### **Bonus Points**

ORR may award bonus points if your proposal clearly demonstrates that your proposed shelter or group home program, as a whole, will have a maximum capacity of 24 beds. Bonus points may also be awarded to applicants proposing to provide shelter, group home, or TFC care in certain geographic locations.

### **Faith-Based Organizations**

**Applicants proposing an alternative approach** - If you have requested religious objection to providing a required service, you will not be penalized (i.e., will not receive a lower score, priority, or preference) for not providing that service, unless ACF determines that you do not meet the following standards and any federal conscience or religious freedom laws that you cited.

ACF is mindful that potential recipients may have religious objections to providing certain kinds of services. ACF is committed to exploring ways for faith-based organizations to partner with ACF and other recipients even if they object to providing specific services on religious grounds. At the same time, 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 religious backgrounds of those we serve.

ORR requires that organizations that have a religious objection to providing any UACB-required service must indicate in their application that they have such an objection and include a summary of an alternative approach that clearly describes how the organization will meet its award obligations. If an alternative approach is proposed, ORR will review the alternative approach during the merit review process to preliminarily determine whether it is consistent in principle with the following three criteria:

- The approach will ensure timely provision of all services for which the individual is eligible.
- The approach is not burdensome to the child.
- The approach is operationally feasible for ACF

### **Project Timeline and Milestones**

Provide quantitative monthly or quarterly projections (for the entire project period) of the accomplishments to be achieved for each function or activity, for example 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. When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

### **Organizational Capacity**

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

- Organizational charts.
- List of Board of Directors.

- Financial statements adhering to Generally Accepted Accounting Principles (GAAP), if available, submit statements for up to the two most recently completed fiscal years (this requirement does not apply to start-up organizations).
- Copy or description of your organization's fiscal control and accountability procedures.
- Job descriptions for each vacant key position.
- Management Letter/Summary Report in lieu of full audit reports, including the disclosure of any findings or recommendations noted in the most recently completed single audit.
- Audit reports or statements from Certified Public Accountants/Licensed Public Accountants, if available, submit statements from the most recently completed Fiscal Year (this requirement does not apply to start-up organizations).

### **Plan for Oversight of Federal Award Funds and Activities.**

Recipients must ensure proper oversight. The regulation that governs this oversight is [45 CFR part 75](#) (or, starting October 1, 2025, [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 the framework (e.g., governance, policies and procedures, risk management, systems) in place to ensure proper oversight of federal funds and activities. The description must include system(s) for record-keeping and financial management; procedures to identify and mitigate risks and issues (e.g., audit findings, continuous program performance assessment findings, program monitoring); and those key staff that will be responsible for maintaining oversight of program activities staff, and, if applicable, partner(s) and/or subrecipient(s).

### **Program Performance Evaluation Plan**

Applicants must describe a plan for the program performance evaluation that will contribute to continuous quality improvement. The program performance evaluation must monitor ongoing activities 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, service processes and other resources), key activities, and expected outcomes of the funded activities. The plan must explain how the inputs, activities, and outcomes will be measured; how the resulting information will be used to inform improvement of funded activities; and any processes that support the overall data quality of the performance process measurements and outcomes.

Applicants must describe the organizational systems and processes that will effectively track performance outcomes, including a description of how the organization will collect and manage data (e.g., assigned skilled staff, data management software, data integrity, etc.) 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. Applicants must include a timeline for how information from the quality improvement evaluation will be reviewed and applied to the ongoing project.

### **Funded Activities Evaluation Plan**

Applicants must describe the plan for rigorous evaluation of funded activities. The evaluation must assess activities and progress towards the goals and objectives of the project, and whether the project is having the expected effects and impacts. The evaluation plan must specify expected outcomes and any research questions, as well as how the results of this evaluation will provide greater understanding and improvement of the funded activities.

The plan must include a valid and reliable measurement plan, detailed timeline, and sound methodological design. Details regarding the proposed data collection activities, the participants, data management, data integrity, and analyses plans must be described. Applicants must describe any potential obstacles foreseen in implementing the evaluation and how those obstacles will be addressed.

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

Provide a description of how protected personally identifiable information and other information that is considered sensitive; consistent with applicable federal, state, local, and tribal laws regarding privacy and obligations of confidentiality, will be collected and safeguarded. The applicant must provide the methods and/or systems that will be used to ensure that confidential and/or sensitive information is properly handled and if applicable, address the process for subrecipient(s) and/or contractors. Also, provide a plan for the disposition of such information at the end of the project period. [See 45 CFR 75.303\(e\)](#) (or, starting October 1, 2025, [2 CFR 200.303\(e\)](#)).

### **Third-Party Agreements**

Third-party agreements include Letters of Commitment, Memoranda of Understanding (MOU), and Memoranda of Agreement (MOA). Letters of Commitment, MOUs, and MOAs must both clearly describe the roles and responsibilities for project activities and the support and/or resources that the third-party (i.e., subrecipient, contractor, or other cooperating entity) is committing to the proposed project. Letters of Commitment, MOUs, and MOAs must be signed by the person in the third-party organization with the authority to make such commitments on behalf of their organization. General letters of support are **not** considered to be third-party agreements.

Applicants must provide Letters of Commitment, MOUs, or MOAs between recipients and third-parties (i.e., subrecipients, contractors, or other cooperating entities). In addition to clearly describing the roles and responsibilities for project activities and support and/or resources that the third-party is committing, these agreements must detail work schedules and estimated remuneration with an understanding that a finalized agreement will be negotiated once the successful applicant is awarded the grant.

### **Letters of Support**

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

minimum, each letter of support must identify the individual writing the letter, the organization they represent, the date, and reason(s) for supporting the project.

## **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 also entered on the Budget Information Standard Form, either SF-424A or SF-424C. Applicants are encouraged to review the form instructions in addition to the guidance in this section. The project budget 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 Departments of Labor, Health and Human Services, and Education, and Related Agencies Appropriations Act, 2022 and Consolidated Appropriations Act, 2022, (Division H, Title II, Sec. 202), limits the salary amount that may be awarded and charged to ACF grants and cooperative agreements. Award funds issued under this NOFO may not be used to pay the salary of an individual at a rate in excess of Executive Level II. The Executive Level II salary of the "Rates of Pay for the Executive Schedule" which can be found at <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/>. The salary limitation reflects an individual's base salary **exclusive** of fringe benefits, indirect costs, and any income that an individual may be permitted to earn outside of the duties of the applicant organization. This salary limitation also applies to subawards and subcontracts under an ACF grant or cooperative agreement.*

Provide a budget for the initial budget period only (typically the first 12 months of the project) using the SF-424A and/or SF-424C, as applicable.

For the first budget period only, provide a budget justification, which includes a budget narrative and a line-item detail, for only the first budget period 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

If you don't have the required licenses, you must include the "pre-license" budget. This pre-license budget includes the costs and timeline for getting a state child placement license if you are proposing a TFC program or a facility license if you are proposing a shelter or group home program. Please review [Section I. Program Description, Licensing Requirements](#) for specific timelines that you must meet.

**Start-up Costs:** Identify one-time costs called "start-up costs" that are necessary to get the facility, foster home, and group home up and running. Start-up costs are expenses that occur in

the first year and are related to setting up a new program. These costs are included in the total costs of the first-year budget. Start-up costs must be clearly identified in the detailed cost breakdown and budget explanation, separate from ongoing operating costs, and aligned with the SF-424A cost categories.

**Overtime Costs:** If you anticipate the need for overtime for certain positions like Clinicians, Case Managers, Youth Care Workers, and Medical Staff, you must include the projected overtime costs in the Personnel budget category.

**Hiring and retention incentives:** You must consider developing an incentive program for staff hiring and retention. If submitted, ORR must approve your incentive program's internal policies, procedures, and cost before implementation.

**Subawards:** If proposing to use subaward, and total amount budgeted for the subawards exceeds 50% of total direct costs for the budget period, you must provide a justification for subawarding the portion of the project and explain how the prime recipient plans to maintain a substantive role in the project. You must explain why the participation of the subrecipient is necessary and why the applicant cannot achieve the objectives without the subrecipient's participation. This 50% threshold does not preclude an applicant from submitting a budget where subawards go above and beyond 50%.

According to [45 C.F.R. 75.352](#), the main recipient must pay the approved indirect cost rate agreed upon between the subrecipient and the Federal Government. If no such rate exists, they can use a rate agreed upon between the main recipient and the subrecipient, or a minimal indirect cost rate as defined in [45 C.F.R. 75.414](#).

**Staff Allocation:** Applicants proposing staff allocated to several funding sources or several applications must ensure that full-time equivalent (FTE) allocations do not exceed 100 percent. Budgets must include the names of staff for positions already filled and corresponding levels of effort (percentage dedicated to the project).

**Service Contract Act (SCA) Requirements:** This award is also subject to the provisions of [SCA](#). Budgets must reflect SCA-compliant compensation and fringe benefit rates for all positions that are subject to SCA provisions.

To find SCA wage and benefit rates, you can search [SAM.gov](#) using the location of the facility or service location for TFC in their application. You must then match the job position to the wage determination list to find the correct wages and benefits. More information on identifying job codes can be found at [ACF's Service Contract Act \(SCA\) Wage Classifications for ORR Providers](#).

**Transportation Cost:** The budget must include transportation costs for airfare, escort, and transport to and from a residential facility. Cost should reflect no more than 1% of the estimated number of children the applicants propose to serve annually. See [Section I. Program Description, Unaccompanied Alien Children Bureau \(UACB\) Required Services - Care Provider Responsibilities, Case Management, Transportation/Escort](#) for additional information.

**Office Space:** The budget must include a detailed breakdown of **all proposed costs for each real property**. It must clearly state which costs are related to each real property. The budget justification must include a corresponding detailed narrative explaining the purpose and need for each proposed cost under this award in order to determine reasonableness, allocability, and allowability of costs. Each real property listed must include a separate breakdown of proposed costs and narrative, including all the following, if applicable (in accordance with [45 C.F.R. 75.465](#) and [45 C.F.R. 75.436](#)):

- The terms of the lease.
- The total dollar amounts and allocable percentages of all cost.
- Maintenance and repair amounts with details on each type of expense proposed and its associated cost.
- Minor Alterations & Renovations (A&R) with specifics for each type of proposed expense and its associated cost.
- For arms-length leases, clearly identify as such and include the rent amount with calculation.
- For less-than-arms-length leases, clearly identify as such and include the depreciation amount with type of method and calculation used, the tax amount, the insurance amount and what it covers. You must provide a listing of all real property (e.g., buildings, facilities, administrative offices, structures, land, etc.), by property address, including county location and land parcel number.
- Each proposed real property must clearly identify whether the existing or proposed real property is owned, leased (current lease already in place), or intent to lease (through either a letter of intent, an actual draft, or unsigned lease).

For examples, see ACF's website regarding [Real Property Documentation](#).

If any lease is a "less-than-arm's-length" lease, a copy of the residing state or county real property records (no more than two years old) must be provided to show proof of the "less-than-arm's-length" arrangement. For more information, refer to ACF's [Rent/Lease Arrangement Guidance and Real Property Documentation](#).

To create your line-item budget and justification, see detailed instructions on our website: <https://www.acf.hhs.gov/grants/prepare-budget>.

#### **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 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 03/31/2026. 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

Please read the following instructions carefully and completely.

### Electronic Delivery

You are required to submit your application online through [Grants.gov](https://www.grants.gov).

### Get registered

#### Grants.gov

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

Grants.gov provides 24/7 support. You can call 1-800-518-4726 or email [support@grants.gov](mailto:support@grants.gov).

For questions related to this funding opportunity, please contact the number listed in the application package.

### Issues with Federal Systems

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

### 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.

Follow the requirements in [Section IV.2. Content and Form of Application Submission, Paper Application Submission](#).

### Paper Application Submission

See [Section IV.7. Other Submission Requirements](#) of this funding opportunity for address information for paper application submissions.

## IV.3. Unique Entity Identifier (UEI) and System for Award Management (SAM)

You must have an active account with SAM.gov. This includes having a UEI.

To register, go to [SAM.gov Entity Registration](#) and click Get Started. From the same page, you can also click on the Entity Registration Checklist for the information you will need to register.

When you register or update your SAM.gov registration, you must agree to the [financial assistance general certifications and representations](#). You must agree to those for financial assistance specifically, as opposed to contracts, because the two sets of agreements are different. You will have to maintain your registration throughout the life of any award.

If you need help, you can call 1-866-606-8220 or live chat with the Federal Service Desk.

## IV.4. Submission Dates and Times

Number of Days from Publication 60

### Due Dates for Applications

10/14/2025

**Due Date for Applications:** Include projected due dates for future fiscal years.

FY 2027: April 1, 2026 (November 1, 2026 - October 31, 2029)

FY 2029: September 1, 2028 (April 1, 2029 - March 31, 2032)

## Explanation of Due Dates

### Electronic Applications

Electronic submissions are due by 11:59 pm ET on the due date.

Applications that fail the Grants.gov validation check will not be received or acknowledged by ACF.

### Mailed Paper Applications

If you receive an exemption from electronic submission, the due time is 4:30 pm ET. on the due date listed in the Overview and in this section. Applications should be mailed to the address provided in [Section IV.7. Other Submission Requirements](#).

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.

## Acknowledgement of Received Application

### Acknowledgement from ACF of receipt of a paper application:

ACF will not acknowledge receipt of hard copy application packages submitted via mail.

## IV.5. Intergovernmental Review

This program is not subject to [Executive Order \(E.O.\) 12372, "Intergovernmental Review of Federal Programs."](#) No action is needed.

## IV.6. Funding Restrictions

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

Construction.

Purchase of real property.

Major renovation.

No funds under this award may be used to fund, sponsor, promote, assist, or support the so-called “transition” of a child from one sex to another.

ACF does not allow funds awarded under this NOFO to support any costs related to diversity, equity, and inclusion (DEI) activities, including research in support of such initiatives, and any other initiatives that discriminate on the basis of race, color, religion, sex, national origin or another protected characteristic. This also includes any diversity, equity, inclusion, and accessibility (DEIA) initiatives, and any discriminatory equity ideology in violation of a Federal anti-discrimination law. The definition of “discriminatory equity ideology” is in Section 2(b) of Executive Order 14190 of January 29, 2025, which can be found here: [2025-02232.pdf](#)

For guidance on some types of costs that we restrict or do not allow, see General Provisions for Selected Items of Costs of the Uniform Guidance, [45 CFR part 75](#) (or, starting October 1, 2025, [2 CFR part 200](#)).

## **IV.7. Other Submission Requirements**

Submit paper applications to the following address.

### **Submission by Mail**

Anita  
White  
Administration for Children and Families  
Office of Grants Management  
Mary E. Switzer Building  
330 C. Street, SW.  
Washington  
DC  
20201

## **V. Application Review Information**

### **V.1. Criteria**

A panel reviews all applications that pass the initial review. The panel members use the criteria in this section. The required elements of the project description and budget justification may be found in [Section IV.2. The Project Description](#) of this funding opportunity.

Our reviewers typically are not federal employees. See [Section IV.2. Proprietary Information and Personally Identifiable Information \(PII\)](#).

### **Program Implementation**

#### **Maximum Points: 20**

**Reviewers will examine the extent to which your application includes a detailed description of:**

- Your organization's past work that shows your team's documented expertise in efficiently and effectively implementing and operating a residential shelter, group home, and/or TFC program designed to serve children. You include specific information about the scope, scale, and outcomes of the referenced residential programs. (0-3)



- A realistic and specific outline of your step-by-step plan for program implementation, including key activities, timelines, and milestones. You identify who will be responsible for each task and the resources that you will need to accomplish your plan. (0-5)
- Clear qualifications and roles of key personnel that shows your team can implement and operate the proposed program and services. The information aligns with the requirements of [Section I. Program Description, Staffing Requirements, Position Description and Qualifications](#). You also describe a detailed and realistic plan to recruit, onboard, train, and retain staff. (0-4)
- A comprehensive plan to recruit, onboard, train, and retain foster parents (if proposing TFC services) that demonstrate adherence to your state's licensing requirements for foster parent certification. (0-5)
- You clearly define the partnerships or collaborations you will establish to support the program's implementation, including plans to partner with community organizations, government agencies, or other stakeholders. (0-3)

## **Program Design**

**Maximum Points: 20**

**Reviewers will examine the extent to which you provide a clear, detailed, and comprehensive:**

- Description of the overall design and structure of your proposed shelter, group home, and/or TFC program. (0-1)
- Staff training plan that meets state licensing requirements and ORR policies. You specifically mention training staff on working with unaccompanied alien children, child abuse prevention, local child abuse reporting procedures, and staff code of conduct. (0-4)
- Qualifications of the staff who will work directly with the children. You fully describe how you will:
  - Ensure that staff are equipped to handle the specific challenges faced by unaccompanied alien children; and
  - Incorporate trauma-informed care in the day-to-day program management. (0-3)
- Description of how you will:
  - Integrate the services in [Section I. Program Description, Unaccompanied Alien Children Bureau \(UACB\) Required Services-Care Provider Responsibilities](#), (except any required service to which you have expressed a religious objection to providing) into the daily operations of your proposed program.
  - Meet case management and health services timelines; and
  - Triage healthcare requests. (0-5)
- Measures you will take to create a nurturing, stable, and child-centered environment that ensures the safety and well-being of the children in your care. The measures are specific and realistic and includes, but is not limited to, physical safety, emotional support, access to healthcare and educational requirements. (0-4)
- Plan for preparing children to transition out of shelter, group home, or TFC that:
  - Demonstrates a commitment to ensuring the well-being of children;



- Includes strategies that you will use to prepare the children and their families for these transitions and ensure they have the necessary skills and support. (0-3)

### **Program Location and Real Property**

**Maximum Points: 15**

**If you are proposing multiple real properties, you must clearly indicate each location in your responses.**

**Reviewers will examine the extent to which your application adequately includes a detailed and comprehensive description of:**

- Each location where you are proposing to provide services that include the distance, in time and mileage, between your proposed location and the local immigration court, airport, fire department, police station, and the nearest healthcare facilities. (0-2)
- Location compliance with the required zoning, fire, safety, and health codes. (0-5)
- How you will realistically and successfully run your proposed program in the location, including local resources, partnerships, or community support that will help you effectively implement and operate the program. (0-2)
- The proposed location where the shelter, group home, and/or TFC services will take place including photographs and/or drawings with measurements that identify the sleeping arrangements, food preparation areas, kitchen and dining spaces, classrooms, office spaces, restrooms, outside recreation areas, isolation/quarantine rooms, and living spaces. (0-5)
- All security measures in place to prevent unauthorized absences and entrances and how you will monitor entry and exit at the proposed shelter, group home, and/or TFC program. (0-1)

### **Program Management**

**Maximum Points: 25**

**Reviewers will examine the extent to which your application adequately includes a detailed and comprehensive description of:**

- Your program's management structure that shows that your team can efficiently and effectively manage the proposed program. You specifically detail who will be responsible for overall program oversight and their qualifications. You include an organizational chart that supports your proposed program's structure. (0-8)
- Your operational plan that outlines the program's day-to-day management, including how you will ensure that all required activities are carried out efficiently and effectively. (0-7)
- Your approach to identifying, assessing, and mitigating risks associated with implementing the proposed program. You discuss the strategies that you will use to handle potential challenges and ensure program continuity. (0-5)
- How you will comply with the background check requirements in [Section I. Program Description, Required Background Checks](#). (0-5)

### **Budget and Budget Justification**

**Maximum Points: 20**

**The application will be reviewed for fiscal soundness and accountability of the applicant and, if applicable, subrecipient, by assessing the extent to which you:**

- Present a detailed line-item budget and budget justification for the first budget period. All proposed costs are reasonable and cost-effective. (0-5)
- Clearly list each proposed real property by facility name and location and include the names of staff for positions already filled and the percentage dedicated to the project. (0-5 points)
- Clearly link each budget item to program objectives through your proposed activities, accounting for funding restrictions as noted in [Section IV.6. Funding Restrictions](#). (0-5 points)
- Provide a detailed description on how you will manage the program's budget and financial resources. You discuss what systems and controls you will put in place to ensure proper financial oversight and accountability and how you will handle financial reporting and audits. (0-4 points)
- Provide documentation of your most recent financial audit management letter or summary report that includes the disclosure of any findings or recommendations noted in the most recently completed single audit. (0-1 points)

**Bonus Points (Bed Capacity)**

**Maximum Points: 10**

Your proposal clearly demonstrates that your proposed shelter or group home program, as a whole, will have a maximum capacity of 24 beds.

(For example, if a program is a 100-bed facility with 5 cottages of 10 beds each, it should not receive the bonus points.)

**Bonus Points (Geographic Locations)**

**Maximum Points: 20**

**Bonus points will be awarded to applicants proposing to provide shelter, group home, or TFC care in the geographic locations listed below.**

- Arizona (5 points)
- California (1 point)
- Georgia (1 point)
- Louisiana (1 point)
- Maryland (1 point)
- Massachusetts (1 point)
- New Jersey (1 point)
- New Mexico (5 points)
- New York (1 point)
- North Carolina (1 point)
- Tennessee (1 point)
- Virginia (1 point)

A maximum of 20 bonus points may be awarded, with no more than the points issued for each state proposed (e.g., if an applicant proposes five facilities in New York, five facilities in New Jersey, and one facility in Maryland, the applicant may be awarded 3 bonus points).

## **V.2. Review and Selection Process**

### **Initial ACF Screening**

Disqualified applications are considered “non-responsive” and are excluded from the merit review process. Applicants will be notified of a disqualification determination within 30 federal business days from the closing date of this NOFO.

### **Merit Review Results**

When making funding decisions, we consider:

- Merit review results. They are key in making decisions but are not the only factor.
- Organizations serving emerging, unserved, or under-served populations.
- The larger portfolio of agency-funded projects by considering geographic distribution.
- The applicant's past performance.
- The application’s compliance with this NOFO’s prohibition on using funds awarded under this NOFO to support any costs related to:
  - Diversity, equity, and inclusion (DEI) activities, including research in support of such initiatives,
  - Any other initiatives that discriminate on the basis of race, color, religion, sex, national origin or another protected characteristic, and
  - Any diversity, equity, inclusion, and accessibility (DEIA) initiatives, and any discriminatory equity ideology in violation of a Federal anti-discrimination law. The definition of “discriminatory equity ideology” is in Section 2(b) of Executive Order 14190 of January 29, 2025, which can be found here: [2025-02232.pdf](#)

ACF may:

- Fund applications in whole or in part.
- Fund applications at lower amount than requested.
- Decide not to allow a prime recipient to subaward if they are not able to properly monitor and manage subrecipients properly.
- Choose not to fund applicants with management or financial problems.
- Choose to fund no applications under this NOFO.

We may decide not to fund a project with high start-up costs or unreasonably high operating costs.

When selecting awards, ORR will take the past performance of existing recipients into account.

Additionally, ORR will consider the ability of applicants to accommodate future increases in the number of group home, shelter, or TFC beds within their existing facilities.

### **Federal Financial Review of Proposed UACB Projects**

ORR and Office of Grants Management (OGM) staff will perform an internal review and analysis of the applications ranked highest in the panel’s review and scoring. This internal review is used to determine the application’s consistency with the requirements of the *Flores* Settlement Agreement; pertinent HHS regulations and laws; pertinent SCA provisions; and ORR policies, instructions, and procedures. In addition, a review will be conducted by OGM of all leases and associated costs to ensure that they comply with federal regulations and requirements of this funding opportunity. ACF reserves the right to reduce the budget due to unallowable costs (e.g., rental costs, indirect costs, etc.).

If you have a religious objection to providing any required services and have proposed an alternative approach, ORR will review your proposal and may negotiate with you and revise budgets and activities accordingly.

### **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 practice. We use Sam.gov [Responsibility/Qualification](#) 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 [45 CFR 75.205](#) (or, starting October 1, 2025, [2 CFR 200.206](#)).

### **Approved but Unfunded Applications**

We may 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.

## **V.3. Anticipated Announcement and Federal Award Dates**

Award announcements and the application disposition will be provided to applicants at a later date. We cannot respond to requests for information regarding funding decisions prior to the official applicant notification.

## **VI. Federal Award Administration Information**

### **VI.1. Federal Award Notices**

If you are successful, we will email or transmit through our award 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 risk.

## VI.2. Administrative and National Policy Requirements

### 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 [45 CFR part 75](#), Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards in effect at the time of award and any updates, or any superseding regulations.
  - Effective October 1, 2024, HHS adopted the following superseding provisions:
    - [2 CFR 200.1](#), Definitions, Modified Total Direct Cost.
    - [2 CFR 200.1](#), Definitions, Equipment.
    - [2 CFR 200.1](#), Definitions, Supplies.
    - [2 CFR 200.313\(e\)](#), Equipment, Disposition.
    - [2 CFR 200.314\(a\)](#), Supplies.
    - [2 CFR 200.320](#), Procurement Methods
    - [2 CFR 200.333](#), Fixed amount subawards.
    - [2 CFR 200.344](#), Closeout.
    - [2 CFR 200.414\(f\)](#), Indirect (F&A) costs.
    - [2 CFR 200.501](#), Audit requirements.
  - Effective October 1, 2025, HHS will adopt the remaining 2 CFR part 200 provisions, and the HHS-specific modifications located in 2 CFR part 300.
- The [HHS Grants Policy Statement \[PDF\]](#) (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 Administrative and National Policy Requirements \[PDF\]](#) 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.

### Service Contract Act (SCA)

Pursuant to authority provided to federal agencies under [45 C.F.R. 75.101\(c\)](#), ACF is exercising its discretion to make awards issued through this funding opportunity to for-profit entities, as well as subawards to such entities, subject to subparts A-E of [45 C.F.R. Part 75](#), notwithstanding provisions of Part 75 that may otherwise exclude for-profit recipients and subrecipients from certain subparts of Part 75.

### Authorities for UACB:

- Further Consolidated Appropriations Act, 2024, Pub. L. No. 118-47 (Mar. 23, 2024).
- Homeland Security Act of 2002 (HSA), Pub. L. No. 107-296 (Nov. 25, 2002).

- William Wilberforce Trafficking Victims Protection Reauthorization Act of 2008 (TVPRA), Pub. L. No. 110-457 (Dec. 23, 2008).
- Unaccompanied Children Program Foundational Rule, 45 C.F.R Part 410 (Apr. 30, 2024).
- HHS IFR: Standards To Prevent, Detect, and Respond to Sexual Abuse and Sexual Harassment Involving Unaccompanied Children, 45 C.F.R. Part 411.
- HHS IFR: Investigations of Child Abuse and Neglect, 45 C.F.R. Part 412.
- Stipulated Settlement Agreement, *Flores v. Reno*, No. 85-4544-RJK (Px) (C.D. Cal. Jan. 17, 1997). (as applicable to ORR).
- Joint Stipulation of Dismissal Without Prejudice, *J.D. v. Azar*, No. 1:17-cv-02122 (D.D.C. Sep. 29, 2020), ECF No. 168. (as applicable)
- Order Granting Final Approval of Settlement Agreement and Certifying the Settlement Classes, *Ms. L. v. US Immigration and Enforcement*, No. 3:18-cv-00428 (S.D. Cal. Dec. 11, 2023), ECF No. 727.
- Order re Defendants' Motion to Dismiss, Plaintiffs' Motion for Declaratory Judgment, and Parties' Cross-Motions for Final Judgment, *Lucas R. v. Becerra*, No. 2:28-cv-05741 (C.D. Cal. Sep. 16, 2024), ECF No. 447.

### VI.3. Reporting

Performance Progress Reports:

Quarterly

#### Reporting Requirements

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

For planning purposes, the frequency of required reporting for awards made under this funding opportunity are as follows:

Financial Reports:

Quarterly

#### Information Collections:

According to the Paperwork Reduction Act of 1995, 44 U.S.C. 3501-3521, ORR will not ask for or require any information from individuals unless it has a valid OMB control number. This means that ORR will only collect information if it has been approved and assigned a control number. ORR will not request any information if forms are not approved at the time that reports are due.

The following ORR collections have been approved by OMB:

- Placement and Transfer of Unaccompanied Alien Children into ORR Care Provider Facilities (OMB #0970-0554), Expiration Date June 30, 2026.
- Release of Unaccompanied Alien Children from ORR Custody (OMB #0970-0552), Expiration Date April 30, 2027.
- Family Reunification Packet for Sponsors of Unaccompanied Alien Children (OMB #0970-0278), Expiration Date August 31, 2025.

- Monitoring and Compliance for ORR Care Provider Facilities (OMB #0970-0564), Expiration Date November 30, 2026.
- Risk Determination Hearings for Unaccompanied Alien Children (OMB #0970-0633), Expiration Date June 30, 2027
- Mental Health Assessment Form, Public Health Investigation Form: Non-TB Illness, and Public Health Investigation Form: Active TB (OMB #0970-0509), Expiration Date September 30, 2026.
- Serious Medical Procedure Request (SMR) Form (OMB #0970-0561), Expiration Date December 31, 2026.
- Medical Assessment Form and Dental Assessment Form (OMB #0970-0466), Expiration Date October 31, 2026.
- Administration of Psychotropic Medication to Unaccompanied Alien Children (OMB #0970-0641), Expiration Date January 31, 2028.

The forms approved under (OMB #0970-0547), (OMB #0970-0553), and (OMB #0970-0565) are currently under review with OMB for revisions and extension of approval.

## VII. HHS Award Agency Contact(s)

### Program Office Contact

Joseph  
Clark  
Administration for Children and Families  
Division of Children's Services  
Attn: HHS-2025-ACF-ORR-ZU-0042  
Mary E. Switzer Building  
330 C. Street, SW.  
Washington  
DC  
20201  
UBCGrants@acf.hhs.gov  
<https://www.acf.hhs.gov/orr/grants/ucb>

### Office of Grants Management Contact

Anita  
White  
Administration for Children and Families  
Office of Grants Management  
Attn: HHS-2025-ACF-ORR-ZU-0042  
Mary Switzer Building  
330 C. Street, SW.  
Washington  
DC  
20201

## VIII. Other Information

## Reference Websites

U.S. Department of Health and Human Services (HHS) [www.hhs.gov/](http://www.hhs.gov/)

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

ACF Funding Opportunities Forecasts and NOFOs [www.grants.gov/](http://www.grants.gov/)

ACF "Applying for an ACF Award" <https://www.acf.hhs.gov/grants/how-apply-grant>

ACF Property Guidance <https://www.acf.hhs.gov/grants/real-property-and-tangible-personal-property>

Grants.gov Accessibility Information <https://www.grants.gov/accessibility-compliance>

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

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

SCA Wage determination website <https://www.acf.hhs.gov/orr/service-contract-act-wage-classifications>.

SCA additional information on provisions: <https://www.dol.gov/agencies/whd/government-contracts/service-contracts>.

SCA additional information on minimum wage and paid sick leave requirements: <https://www.dol.gov/agencies/whd/government-contracts/minimum-wage> and <https://www.dol.gov/agencies/whd/government-contracts/sick-leave>.

## Application Checklist

Make sure that you have everything you need to apply.

What to Submit	Where Found	When to Submit
SF-424 - Application for Federal Assistance	Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i> .  This form is available in the NOFO's forms package at <a href="http://www.Grants.gov">www.Grants.gov</a> in the Mandatory section.	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .
Unique Entity Identifier (UEI) and System for Award Management (SAM) registration.	Referenced in <i>Section IV.3. Unique Entity Identifier (UEI) and System for Award Management (SAM)</i> in the funding opportunity.  To obtain a UEI and SAM registration, go to <a href="http://www.sam.gov">http://www.sam.gov</a> .	A UEI and registration at SAM.gov are required for all applicants.  Active registration at SAM must be maintained throughout the application and project award period.



What to Submit	Where Found	When to Submit
SF-424 Key Contact Form	Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i> . This form is available in the NOFO's forms package at <a href="http://www.Grants.gov">www.Grants.gov</a> .	Submission is due with the application by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .
Certification Regarding Lobbying (Grants.gov Lobbying Form)	Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i> . This form is available in the NOFO's forms package at <a href="http://www.Grants.gov">www.Grants.gov</a> .	Submission is due with the application package or prior to award.
SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non-Construction Programs	Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i> . These forms are available in the NOFO's forms package at <a href="http://www.Grants.gov">www.Grants.gov</a> in the Mandatory section. They are required for applications that include only non-construction activities.	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .
SF-Project/Performance Site Location(s) (SF-P/PSL)	Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i> . This form is available in the NOFO's forms package at <a href="http://www.Grants.gov">www.Grants.gov</a> .	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .
SF-LLL - Disclosure of Lobbying Activities	"Disclosure Form to Report Lobbying" is referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i> . This form is available in the NOFO's forms package at <a href="http://www.Grants.gov">www.Grants.gov</a> .	If submission of this form is applicable, it is due at the time of application.  If not available at the time of application, it may also be submitted prior to award.
Table of Contents	Referenced in <i>Section IV.2. The Project Description</i> .	Submit with the application by the due date found in the

<b>What to Submit</b>	<b>Where Found</b>	<b>When to Submit</b>
		<i>Overview and in Section IV.4. Submission Dates and Times.</i>
Project Summary	Referenced in <i>Section IV.2. The Project Description.</i> The Project Summary 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.4. Submission Dates and Times.</i>
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 application due date and time listed in the <i>Overview</i> and <i>Section IV.4.</i> of the NOFO.  If it is not available at the time of application submission, it must be submitted prior to award.
Mandatory Grant Disclosure	Requirement, submission instructions, and mailing addresses are found in the "Mandatory Grant Disclosure" in <i>Section IV.2. Required Forms, Assurances and Certifications.</i>	If applicable, concurrent submission to the Administration for Children and Families and to the Office of the Inspector General is required.
The Project Budget and Budget Justification	Referenced in <i>Section IV.2. The Project Budget and Budget Justification.</i>	Submission is required in addition to submission of SF-424A and / or SF-424C.  Submission is required with the application package by the due date in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i>

What to Submit	Where Found	When to Submit
Indirect Cost Rate Agreement (IDR)	Referenced in <i>Section IV.2. The Project Budget and Budget Justification</i> .  The IDR must be submitted with the application package.	If the IDR is available by the application due date, it must be submitted with the application package.  If it is not available by the application due date, listed in the <i>Overview</i> and <i>Section IV.4. Submission Dates and Times</i> , it may be submitted prior award.
The Project Description	Referenced in <i>Section IV.2. The Project Description</i> .	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .
Eligibility Documentation by For-Profit Organizations	Referenced in <i>Section IV.2. The Project Description, Legal Status of Applicant Entity</i> .	Submission is required with the application by the Application Due Date in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .

## Appendix

### Appendix A: Service Contract Act (SCA) Labor Standards Clauses for Federal Service Contracts Exceeding \$2,500 (29 C.F.R. 4.6)

(a) This contract is subject to the Service Contract Act of 1965, as amended (41 U.S.C. 351 *et seq.*) and is subject to the following provisions and to all other applicable provisions of the Act and regulations of the Secretary of Labor issued thereunder (29 C.F.R. Part 4).

(b)

(1) Each service employee employed in the performance of this contract by the contractor, or any subcontractor shall be paid not less than the minimum monetary wages and shall be furnished fringe benefits in accordance with the wages and fringe benefits determined by the Secretary of Labor or authorized representative, as specified in any wage determination attached to this contract.

**(2)**

**(i)** If there is such a wage determination attached to this contract, the contracting officer shall require that any class of service employee which is not listed therein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed class of employees shall be paid the monetary wages and furnished the fringe benefits as are determined pursuant to the procedures in this section.

**(ii)** Such conforming procedure shall be initiated by the contractor prior to the performance of contract work by such unlisted class of employee. A written report of the proposed conforming action, including information regarding the agreement or disagreement of the authorized representative of the employees involved or, where there is no authorized representative, the employees themselves, shall be submitted by the contractor to the contracting officer no later than 30 days after such unlisted class of employees performs any contract work. The contracting officer shall review the proposed action and promptly submit a report of the action, together with the agency's recommendation and all pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, U.S. Department of Labor, for review. The Wage and Hour Division will approve, modify, or disapprove the action or render a final determination in the event of disagreement within 30 days of receipt or will notify the contracting officer within 30 days of receipt that additional time is necessary.

**(iii)** The final determination of the conformance action by the Wage and Hour Division shall be transmitted to the contracting officer who shall promptly notify the contractor of the action taken. Each affected employee shall be furnished by the contractor with a written copy of such determination, or it shall be posted as a part of the wage determination.

**(iv)**

A. The process of establishing wage and fringe benefit rates that bear a reasonable relationship to those listed in a wage determination cannot be reduced to any single formula. The approach used may vary from wage determination to wage determination depending on the circumstances. Standard wage and salary administration practices which rank various job classifications by pay grade pursuant to point schemes or other job factors may, for example, be relied upon. Guidance may also be obtained from the way different jobs are rated under Federal pay systems (Federal Wage Board Pay System and the General Schedule) or from other wage determinations issued in the same locality. Basic to the establishment of any conformable wage rate(s) is the concept that a pay relationship should be maintained between job classifications based on the skill required and the duties performed.

B. In the case of a contract modification, an exercise of an option or extension of an existing contract, or in any other case where a contractor succeeds a contract under which the classification in question was previously conformed pursuant to this section, a new conformed wage rate and fringe benefits may be assigned to such

conformed classification by indexing (i.e., adjusting) the previous conformed rate and fringe benefits by an amount equal to the average (mean) percentage increase (or decrease, where appropriate) between the wages and fringe benefits specified for all classifications to be used on the contract which are listed in the current wage determination, and those specified for the corresponding classifications in the previously applicable wage determination. Where conforming actions are accomplished in accordance with this paragraph prior to the performance of contract work by the unlisted class of employees, the contractor shall advise the contracting officer of the action taken but the other procedures in paragraph (b)(2)(ii) of this section need not be followed.

C. No employee engaged in performing work on this contract shall in any event be paid less than the currently applicable minimum wage specified under section 6(a)(1) of the Fair Labor Standards Act of 1938, as amended.

**(v)** The wage rate and fringe benefits finally determined pursuant to paragraphs (b)(2)(i) and (ii) of this section shall be paid to all employees performing in the classification from the first day on which contract work is performed by them in the classification. Failure to pay such unlisted employees the compensation agreed upon by the interested parties and/or finally determined by the Wage and Hour Division retroactive to the date such class of employees commenced contract work shall be a violation of the Act and this contract.

**(vi)** Upon discovery of failure to comply with paragraphs (b)(2)(i) through (v) of this section, the Wage and Hour Division shall make a final determination of conformed classification, wage rate, and/or fringe benefits which shall be retroactive to the date such class of employees commenced contract work.

**(3)** If, as authorized pursuant to section 4(d) of the Service Contract Act of 1965 as amended, the term of this contract is more than 1 year, the minimum monetary wages and fringe benefits required to be paid or furnished thereunder to service employees shall be subject to adjustment after 1 year and not less often than once every 2 years, pursuant to wage determinations to be issued by the Wage and Hour Division of the Department of Labor as provided in such Act.

**(c)** The contractor or subcontractor may discharge the obligation to furnish fringe benefits specified in the attachment or determined conformably thereto by furnishing any equivalent combinations of bona fide fringe benefits, or by making equivalent or differential payments in cash in accordance with the applicable rules set forth in subpart D of 29 C.F.R. part 4, and not otherwise.

**(d)**

**(1)** In the absence of a minimum wage attachment for this contract, neither the contractor nor any subcontractor under this contract shall pay any person performing work under the contract (regardless of whether they are service employees) less than the minimum wage specified by section 6(a)(1) of the Fair Labor Standards Act of 1938. Nothing in this provision shall relieve the contractor or any subcontractor of any other obligation under law or contract for the payment of a higher wage to any employee.

(2) If this contract succeeds a contract, subject to the Service Contract Act of 1965 as amended, under which substantially the same services were furnished in the same locality and service employees were paid wages and fringe benefits provided for in a collective bargaining agreement, in the absence of the minimum wage attachment for this contract setting forth such collectively bargained wage rates and fringe benefits, neither the contractor nor any subcontractor under this contract shall pay any service employee performing any of the contract work (regardless of whether or not such employee was employed under the predecessor contract), less than the wages and fringe benefits provided for in such collective bargaining agreements, to which such employee would have been entitled if employed under the predecessor contract, including accrued wages and fringe benefits and any prospective increases in wages and fringe benefits provided for under such agreement. No contractor or subcontractor under this contract may be relieved of the foregoing obligation unless the limitations of § 4.1b(b) of 29 C.F.R. Part 4 apply or unless the Secretary of Labor or his authorized representative finds, after a hearing as provided in § 4.10 of 29 C.F.R. Part 4 that the wages and/or fringe benefits provided for in such agreement are substantially at variance with those which prevail for services of a character similar in the locality, or determines, as provided in § 4.11 of 29 C.F.R. Part 4, that the collective bargaining agreement applicable to service employees employed under the predecessor contract was not entered into as a result of arm's-length negotiations. Where it is found in accordance with the review procedures provided in 29 C.F.R. 4.10 and/or 4.11 and Parts 6 and 8 that some or all of the wages and/or fringe benefits contained in a predecessor contractor's collective bargaining agreement are substantially at variance with those which prevail for services of a character similar in the locality, and/or that the collective bargaining agreement applicable to service employees employed under the predecessor contract was not entered into as a result of arm's-length negotiations, the Department will issue a new or revised wage determination setting forth the applicable wage rates and fringe benefits. Such determination shall be made part of the contract or subcontract, in accordance with the decision of the Administrator, the Administrative Law Judge, or the Administrative Review Board, as the case may be, irrespective of whether such issuance occurs prior to or after the award of a contract or subcontract. 53 Comp. Gen. 401 (1973). In the case of a wage determination issued solely as a result of a finding of substantial variance, such determination shall be effective as of the date of the final administrative decision.

(e) The contractor and any subcontractor under this contract shall notify each service employee commencing work on this contract of the minimum monetary wage and any fringe benefits required to be paid pursuant to this contract or shall post the wage determination attached to this contract. The poster provided by the Department of Labor (Publication WH 1313) shall be posted in a prominent and accessible place at the worksite. Failure to comply with this requirement is a violation of section 2(a)(4) of the Act and of this contract.

(f) The contractor or subcontractor shall not permit any part of the services called for by this contract to be performed in buildings or surroundings or under working conditions provided by or under the control or supervision of the contractor or subcontractor which are unsanitary or hazardous or dangerous to the health or safety of service employees engaged to furnish these services, and the contractor or subcontractor shall comply with the safety and health standards applied under 29 C.F.R. Part 1925.

**(g)**

**(1)** The contractor and each subcontractor performing work subject to the Act shall make and maintain for 3 years from the completion of the work records containing the information specified in paragraphs (g)(1)(i) through (vi) of this section for each employee subject to the Act and shall make them available for inspection and transcription by authorized representatives of the Wage and Hour Division of the U.S. Department of Labor:

**(i)** Name and address and social security number of each employee.

**(ii)** The correct work classification or classifications, rate or rates of monetary wages paid, and fringe benefits provided, rate or rates of fringe benefit payments in lieu thereof, and total daily and weekly compensation of each employee.

**(iii)** The number of daily and weekly hours so worked by each employee.

**(iv)** Any deductions, rebates, or refunds from the total daily or weekly compensation of each employee.

**(v)** A list of monetary wages and fringe benefits for those classes of service employees not included in the wage determination attached to this contract but for which such wage rates or fringe benefits have been determined by the interested parties or by the Administrator or authorized representative pursuant to the labor standards clause in paragraph (b) of this section. A copy of the report required by the clause in paragraph (b)(2)(ii) of this section shall be deemed to be such a list.

**(vi)** Any list of the predecessor contractor's employees which had been furnished to the contractor pursuant to § 4.6(l)(2).

**(2)** The contractor shall also make available a copy of this contract for inspection or transcription by authorized representatives of the Wage and Hour Division.

**(3)** Failure to make and maintain or to make available such records for inspection and transcription shall be a violation of the regulations and this contract, and in the case of failure to produce such records, the contracting officer, upon direction of the Department of Labor and notification of the contractor, shall take action to cause suspension of any further payment or advance of funds until such violation ceases.

**(4)** The contractor shall permit authorized representatives of the Wage and Hour Division to conduct interviews with employees at the worksite during normal working hours.

**(h)** The contractor shall unconditionally pay to each employee subject to the Act all wages due free and clear and without subsequent deduction (except as otherwise provided by law or Regulations, 29 C.F.R. Part 4), rebate, or kickback on any account. Such payments shall be made no later than one pay period following the end of the regular pay period in which such wages were earned or accrued. A pay period under this Act may not be of any duration longer than semi-monthly.

**(i)** The contracting officer shall withhold or cause to be withheld from the Government prime contractor under this or any other Government contract with the prime contractor such sums as an appropriate official of the Department of Labor requests or such sums as the contracting

officer decides may be necessary to pay underpaid employees employed by the contractor or subcontractor. In the event of failure to pay any employees subject to the Act all or part of the wages or fringe benefits due under the Act, the agency may, after authorization or by direction of the Department of Labor and written notification to the contractor, take action to cause suspension of any further payment or advance of funds until such violations have ceased. Additionally, any failure to comply with the requirements of these clauses relating to the Service Contract Act of 1965, may be grounds for termination of the right to proceed with the contract work. In such event, the Government may enter into other contracts or arrangements for completion of the work, charging the contractor in default with any additional cost.

(j) The contractor agrees to insert these clauses in this section relating to the Service Contract Act of 1965 in all subcontracts subject to the Act. The term *contractor* as used in these clauses in any subcontract, shall be deemed to refer to the subcontractor, except in the term *Government prime contractor*

(k)

(1) As used in these clauses, the term ***service employee*** means any person engaged in the performance of this contract other than any person employed in a bona fide executive, administrative, or professional capacity, as those terms are defined in part 541 of title 29, Code of Federal Regulations, as of July 30, 1976, and any subsequent revision of those regulations. The term *service employee* includes all such persons regardless of any contractual relationship that may be alleged to exist between a contractor or subcontractor and such persons.

(2) The following statement is included in contracts pursuant to section 2(a)(5) of the Act and is for *informational purposes only*:

The following classes of service employees expected to be employed under the contract with the Government would be subject, if employed by the contracting agency, to the provisions of 5 U.S.C. 5341 or 5 U.S.C. 5332 and would, if so employed, be paid not less than the following rates of wages and fringe benefits:

<b>Employee class (OPM Classification for Occupational Groups and Families)</b>	<b>Role</b>	<b>Monetary wage- fringe benefits (General Schedule Grade Range)</b>
340	Program Managers	14 - 15
1001	Communication Team	5-13
1101/1910	Quality Assurance Team	5-13
1035	Public Information Officer	13-14
1103	Property Management Team	5-13



1107	Waste Management Team	6-7
1160	Finance Team	9-15
1530	Warehouse Data	11
1601	Maintenance Team	9
1670	Equipment Team	11
1701	Training Team	7-13
1720	Education Team	7-13
1801	Compliance Team	7
2003	Supply Program Management	13
2005	Supply Clerical and Technician Team	4-12
2101/21012	Transportation Team	7-13
2151	Emergency Response Services	5-13
2210	Information Technology	9-14
3566	Custodial Team	WG 1, WG2
3704	Laundry Support Team	WG 2
4749	General Maintenance Team	NA05, WL5
5413	Fuel Distribution Team	WG8
5703	Bus Drivers	4-8
5704	Fork Lift Operator	5
6901	Warehouse Manager	WL 7
6907	Warehouse Support	NA04, WG5
6912	Vendor Specialist	WL7
7408	Food Services Team	6, WG 4
7603	Barber Team	7-8
0018	Safety Officer	9
0080	Security Team	9-13

0081	Firefighter	6-9
0089	Fire Officer	11-14
0101	Case Management Team	7-14
0110	Cost Specialist	13
0185	Clinical Team	11-14
0186	Clinical Support Services	4-7
0187	Shelter Operations Team	9-13
0189	Recreational Services Team and Youth Care Specialists	NF1
0201	Staffing Team	7-13
0301	Administrative Team	7-14
0303	Supportive Services Team	5-14
0346	Logistics Team	7-14
0540	Voucher Services Team	5
0592	CTM Agent	9
0601	Epidemiologist	12-14
0602	Physician Team	13-15
0610	Nursing Team	7-13
0622	Medical Aide Team	3-7
0630	Paramedic	3
0640	Finance Team	5-14
0660	Pharmacist Team	7
0661	Pharmacy Tech Team	3
0670	Health System Administrative Team	14-15
0679	Medical Support Assistant Services Team	3-6
0685	Public Health Specialists	12-14

0962	Call Center Staff	5
0986	Legal Specialists	6-9

**(l)**

**(1)** If wages to be paid or fringe benefits to be furnished any service employees employed by the Government prime contractor or any subcontractor under the contract are provided for in a collective bargaining agreement which is or will be effective during any period in which the contract is being performed, the Government prime contractor shall report such fact to the contracting officer, together with full information as to the application and accrual of such wages and fringe benefits, including any prospective increases, to service employees engaged in work on the contract, and a copy of the collective bargaining agreement. Such report shall be made upon commencing performance of the contract, in the case of collective bargaining agreements effective at such time, and in the case of such agreements or provisions or amendments thereof effective at a later time during the period of contract performance, such agreements shall be reported promptly after negotiation thereof.

**(2)** Not less than 10 days prior to completion of any contract being performed at a Federal facility where service employees may be retained in the performance of the succeeding contract and subject to a wage determination which contains vacation or other benefit provisions based upon length of service with a contractor (predecessor) or successor (§ 4.173 of Regulations, 29 C.F.R. Part 4), the incumbent prime contractor shall furnish to the contracting officer a certified list of the names of all service employees on the contractor's or subcontractor's payroll during the last month of contract performance. Such list shall also contain anniversary dates of employment on the contract either with the current or predecessor contractors of each such service employee. The contracting officer shall turn over such list to the successor contractor at the commencement of the succeeding contract.

**(m)** Rulings and interpretations of the Service Contract Act of 1965, as amended, are contained in Regulations, 29 C.F.R. Part 4.

**(n)**

**(1)** By entering into this contract, the contractor (and officials thereof) certifies that neither it (nor he or she) nor any person or firm who has a substantial interest in the contractor's firm is a person or firm ineligible to be awarded Government contracts by virtue of the sanctions imposed pursuant to section 5 of the Act.

**(2)** No part of this contract shall be subcontracted to any person or firm ineligible for award of a Government contract pursuant to section 5 of the Act.

**(3)** The penalty for making false statements is prescribed in the U.S. Criminal Code, 18 U.S.C. 1001.

**(o)** Notwithstanding any of the clauses in paragraphs (b) through (m) of this section relating to the Service Contract Act of 1965, the following employees may be employed in accordance with the following variations, tolerances, and exemptions, which the Secretary of Labor, pursuant to section 4(b) of the Act prior to its amendment by Public Law 92-473, found to be necessary and

proper in the public interest or to avoid serious impairment of the conduct of Government business:

**(1)** Apprentices, student-learners, and workers whose earning capacity is impaired by age, physical, or mental deficiency or injury may be employed at wages lower than the minimum wages otherwise required by section 2(a)(1) or 2(b)(1) of the Service Contract Act without diminishing any fringe benefits or cash payments in lieu thereof required under section 2(a)(2) of that Act, in accordance with the conditions and procedures prescribed for the employment of apprentices, student-learners, handicapped persons, and handicapped clients of sheltered workshops under section 14 of the Fair Labor Standards Act of 1938, in the regulations issued by the Administrator (29 C.F.R. Parts 520, 521, 524, and 525).

**(2)** The Administrator will issue certificates under the Service Contract Act for the employment of apprentices, student-learners, handicapped persons, or handicapped clients of sheltered workshops not subject to the Fair Labor Standards Act of 1938, or subject to different minimum rates of pay under the two acts, authorizing appropriate rates of minimum wages (but without changing requirements concerning fringe benefits or supplementary cash payments in lieu thereof), applying procedures prescribed by the applicable regulations issued under the Fair Labor Standards Act of 1938 (29 C.F.R. Parts 520, 521, 524, and 525).

**(3)** The Administrator will also withdraw, annul, or cancel such certificates in accordance with the regulations in parts 525 and 528 of title 29 of the Code of Federal Regulations.

**(p)** Apprentices will be permitted to work at less than the predetermined rate for the work they perform when they are employed and individually registered in a bona fide apprenticeship program registered with a State Apprenticeship Agency which is recognized by the U.S. Department of Labor, or if no such recognized agency exists in a State, under a program registered with the Bureau of Apprenticeship and Training, Employment and Training Administration, U.S. Department of Labor. Any employee who is not registered as an apprentice in an approved program shall be paid the wage rate and fringe benefits contained in the applicable wage determination for the journeyman classification of work actually performed. The wage rates paid apprentices shall not be less than the wage rate for their level of progress set forth in the registered program, expressed as the appropriate percentage of the journeyman's rate contained in the applicable wage determination. The allowable ratio of apprentices to journeymen employed on the contract work in any craft classification shall not be greater than the ratio permitted to the contractor as to his entire work force under the registered program.

**(q)** Where an employee engaged in an occupation in which he or she customarily and regularly receives more than \$30 a month in tips, the amount of tips received by the employee may be credited by the employer against the minimum wage required by Section 2(a)(1) or 2(b)(1) of the Act to the extent permitted by section 3(m) of the Fair Labor Standards Act and Regulations, 29 C.F.R. Part 531. To utilize this provision:

**(1)** The employer must inform tipped employees about this tip credit allowance before the credit is utilized;

**(2)** The employees must be allowed to retain all tips (individually or through a pooling arrangement and regardless of whether the employer elects to take a credit for tips received);

(3) The employer must be able to show by records that the employee receives at least the applicable Service Contract Act minimum wage through the combination of direct wages and tip credit;

(4) The use of such tip credit must have been permitted under any predecessor collective bargaining agreement applicable by virtue of section 4(c) of the Act.

**(r) *Disputes concerning labor standards.*** Disputes arising out of the labor standards provisions of this contract shall not be subject to the general disputes clause of this contract. Such disputes shall be resolved in accordance with the procedures of the Department of Labor set forth in 29 C.F.R. Parts 4, 6, and 8. Disputes within the meaning of this clause include disputes between the contractor (or any of its subcontractors) and the contracting agency, the U.S. Department of Labor, or the employees or their representatives.

The information collection, recordkeeping, and reporting requirements contained in this section have been approved by the Office of Management and Budget under the following numbers:

Paragraph	OMB Control No.
(b)(2)(i)-(iv)	1235-0007
(e)	1235-0007
(g)(1)(i)-(iv)	1235-0007
	1235-0018
(g)(1)(v)-(vi)	1235-0007
(l)(1), (2)	1235-0007
(q)(3)	1235-0007

[48 FR 49762, Oct. 27, 1983; 48 FR 50529, Nov. 2, 1983, as amended at 61 FR 68663, Dec. 30, 1996; 82 FR 2224, Jan. 9, 2017]

## Appendix B: Executive Order 13706, Establishing Paid Sick Leave for Federal Contractors

**(a) *Executive Order 13706.*** This contract is subject to Executive Order 13706, the regulations issued by the Secretary of Labor in 29 C.F.R. Part 13 pursuant to the Executive Order, and the following provisions.

**(b) *Paid Sick Leave.***

1. The contractor shall permit each employee (as defined in 29 C.F.R. 13.2) engaged in the performance of this contract by the prime contractor or any subcontractor, regardless of

any contractual relationship that may be alleged to exist between the contractor and employee, to earn not less than 1 hour of paid sick leave for every 30 hours worked. The contractor shall additionally allow accrual and use of paid sick leave as required by Executive Order 13706 and 29 C.F.R. Part 13. The contractor shall in particular comply with the accrual, use, and other requirements set forth in 29 C.F.R. 13.5 and 13.6, which are incorporated by reference in this contract.

2. The contractor shall provide paid sick leave to all employees when due free and clear and without subsequent deduction (except as otherwise provided by 29 C.F.R. 13.24), rebate, or kickback on any account. The contractor shall provide pay and benefits for paid sick leave used no later than one pay period following the end of the regular pay period in which the paid sick leave was taken.
3. The prime contractor and any upper-tier subcontractor shall be responsible for the compliance by any subcontractor or lower-tier subcontractor with the requirements of Executive Order 13706, 29 C.F.R. Part 13, and this clause.

**(c) *Withholding.*** The contracting officer shall, upon its own action or upon written request of an authorized representative of the Department of Labor, withhold or cause to be withheld from the prime contractor under this or any other Federal contract with the same prime contractor, so much of the accrued payments or advances as may be considered necessary to pay employees the full amount owed to compensate for any violation of the requirements of Executive Order 13706, 29 C.F.R. Part 13, or this clause, including any pay and/or benefits denied or lost by reason of the violation; other actual monetary losses sustained as a direct result of the violation, and liquidated damages.

**(d) *Contract Suspension/Contract Termination/Contractor Debarment.*** In the event of a failure to comply with Executive Order 13706, 29 C.F.R. Part 13, or this clause, the contracting agency may on its own action or after authorization or by direction of the Department of Labor and written notification to the contractor, take action to cause suspension of any further payment, advance, or guarantee of funds until such violations have ceased. Additionally, any failure to comply with the requirements of this clause may be grounds for termination of the right to proceed with the contract work. In such event, the Government may enter into other contracts or arrangements for completion of the work, charging the contractor in default with any additional cost. A breach of the contract clause may be grounds for debarment as a contractor and subcontractor as provided in 29 C.F.R. 13.52.

**(e)** The paid sick leave required by Executive Order 13706, 29 C.F.R. Part 13, and this clause is in addition to a contractor's obligations under the Service Contract Act and Davis-Bacon Act, and a contractor may not receive credit toward its prevailing wage or fringe benefit obligations under those Acts for any paid sick leave provided in satisfaction of the requirements of Executive Order 13706 and 29 C.F.R. Part 13.

**(f)** Nothing in Executive Order 13706 or 29 C.F.R. Part 13 shall excuse noncompliance with or supersede any applicable Federal or State law, any applicable law or municipal ordinance, or a collective bargaining agreement requiring greater paid sick leave or leave rights than those established under Executive Order 13706 and 29 C.F.R. Part 13.

**(g) *Recordkeeping.***

1. Any contractor performing work subject to Executive Order 13706 and 29 C.F.R. Part 13 must make and maintain, for no less than three (3) years from the completion of the work on the contract, records containing the information specified in paragraphs (i) through (xv) of this section for each employee and shall make them available for inspection, copying, and transcription by authorized representatives of the Wage and Hour Division of the U.S. Department of Labor:
  - i. Name, address, and Social Security number of each employee;
  - ii. The employee's occupation(s) or classification(s);
  - iii. The rate or rates of wages paid (including all pay and benefits provided);
  - iv. The number of daily and weekly hours worked;
  - v. Any deductions made;
  - vi. The total wages paid (including all pay and benefits provided) each pay period;
  - vii. A copy of notifications to employees of the amount of paid sick leave the employee has accrued, as required under 29 C.F.R. 13.5(a)(2);
  - viii. A copy of employees' requests to use paid sick leave, if in writing, or, if not in writing, any other records reflecting such employee requests;
  - ix. Dates and amounts of paid sick leave taken by employees (unless a contractor's paid time off policy satisfies the requirements of Executive Order 13706 and 29 C.F.R. Part 13 as described in § 13.5(f)(5), leave must be designated in records as paid sick leave pursuant to Executive Order 13706);
  - x. A copy of any written responses to employees' requests to use paid sick leave, including explanations for any denials of such requests, as required under 29 C.F.R. 13.5(d)(3);
  - xi. Any records reflecting the certification and documentation a contractor may require an employee to provide under 29 C.F.R. 13.5(e), including copies of any certification or documentation provided by an employee;
  - xii. Any other records showing any tracking of or calculations related to an employee's accrual or use of paid sick leave;
  - xiii. The relevant covered contract;
  - xiv. The regular pay and benefits provided to an employee for each use of paid sick leave; and
  - xv. Any financial payment made for unused paid sick leave upon a separation from employment intended, pursuant to 29 C.F.R. 13.5(b)(5), to relieve a contractor from the obligation to reinstate such paid sick leave as otherwise required by 29 C.F.R. 13.5(b)(4).
2.
  - i. If a contractor wishes to distinguish between an employee's covered and non-covered work, the contractor must keep records or other proof reflecting such

distinctions. Only if the contractor adequately segregates the employee's time will time spent on non-covered work be excluded from hours worked counted toward the accrual of paid sick leave. Similarly, only if that contractor adequately segregates the employee's time may a contractor properly refuse an employee's request to use paid sick leave on the ground that the employee was scheduled to perform non-covered work during the time she asked to use paid sick leave.

ii. If a contractor estimates covered hours worked by an employee who performs work in connection with covered contracts pursuant to 29 C.F.R. 13.5(a)(i) or (iii), the contractor must keep records or other proof of the verifiable information on which such estimates are reasonably based. Only if the contractor relies on an estimate that is reasonable and based on verifiable information will an employee's time spent in connection with non-covered work be excluded from hours worked counted toward the accrual of paid sick leave. If a contractor estimates the amount of time an employee spends performing in connection with covered contracts, the contractor must permit the employee to use her paid sick leave during any work time for the contractor.

3. In the event a contractor is not obligated by the Service Contract Act, the Davis-Bacon Act, or the Fair Labor Standards Act to keep records of an employee's hours worked, such as because the employee is exempt from the FLSA's minimum wage and overtime requirements, and the contractor chooses to use the assumption permitted by 29 C.F.R. 13.5(a)(1)(iii), the contractor is excused from the requirement in paragraph (1)(d) of this section to keep records of the employee's number of daily and weekly hours worked.

4.

i. Records relating to medical histories or domestic violence, sexual assault, or stalking, created for purposes of Executive Order 13706, whether of an employee or an employee's child, parent, spouse, domestic partner, or other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship, shall be maintained as confidential records in separate files/records from the usual personnel files.

ii. If the confidentiality requirements of the Genetic Information Nondiscrimination Act of 2008 (GINA), section 503 of the Rehabilitation Act of 1973, and/or the Americans with Disabilities Act (ADA) apply to records or documents created to comply with the recordkeeping requirements in this contract clause, the records and documents must also be maintained in compliance with the confidentiality requirements of the GINA, section 503 of the Rehabilitation Act of 1973, and/or ADA as described in 29 C.F.R. 1635.9, 41 C.F.R. 60-741.23(d), and 29 C.F.R. 1630.14(c)(1), respectively.

iii. The contractor shall not disclose any documentation used to verify the need to use 3 or more consecutive days of paid sick leave for the purposes listed in 29 C.F.R. 13.5(c)(1)(iv) (as described in 29 C.F.R. 13.5(e)(1)(ii)) and shall maintain confidentiality about any domestic abuse, sexual assault, or stalking, unless the employee consents or when disclosure is required by law.



5. The contractor shall permit authorized representatives of the Wage and Hour Division to conduct interviews with employees at the worksite during normal working hours.

6. Nothing in this contract clause limits or otherwise modifies the contractor's recordkeeping obligations, if any, under the Davis-Bacon Act, the Service Contract Act, the Fair Labor Standards Act, the Family and Medical Leave Act, Executive Order 13658, their respective implementing regulations, or any other applicable law.

**(h)** The contractor (as defined in 29 C.F.R. 13.2) shall insert this clause in all of its covered subcontracts and shall require its subcontractors to include this clause in any covered lower-tier subcontracts.

***(i) Certification of Eligibility.***

By entering into this contract, the contractor (and officials thereof) certifies that neither it (nor he or she) nor any person or firm who has an interest in the contractor's firm is a person or firm ineligible to be awarded Government contracts by virtue of the sanctions imposed pursuant to section 5 of the Service Contract Act, section 3(a) of the Davis-Bacon Act, or 29 C.F.R. 5.12(a)(1).

No part of this contract shall be subcontracted to any person or firm whose name appears on the list of persons or firms ineligible to receive Federal contracts currently maintained on the System for Award Management Web site, [SAM.gov](http://SAM.gov)

The penalty for making false statements is prescribed in the U.S. Criminal Code, 18 U.S.C. 1001.

***(j) Interference/Discrimination.***

1. A contractor may not in any manner interfere with an employee's accrual or use of paid sick leave as required by Executive Order 13706 or 29 C.F.R. part 13. Interference includes, but is not limited to, miscalculating the amount of paid sick leave an employee has accrued, denying or unreasonably delaying a response to a proper request to use paid sick leave, discouraging an employee from using paid sick leave, reducing an employee's accrued paid sick leave by more than the amount of such leave used, transferring an employee to work on non-covered contracts to prevent the accrual or use of paid sick leave, disclosing confidential information contained in certification or other documentation provided to verify the need to use paid sick leave, or making the use of paid sick leave contingent on the employee's finding a replacement worker or the fulfillment of the contractor's operational needs.
2. A contractor may not discharge or in any other manner discriminate against any employee for:
  - i. Using, or attempting to use, paid sick leave as provided for under Executive Order 13706 and 29 C.F.R. Part 13;
  - ii. Filing any complaint, initiating any proceeding, or otherwise asserting any right or claim under Executive Order 13706 and 29 C.F.R. Part 13;
  - iii. Cooperating in any investigation or testifying in any proceeding under Executive Order 13706 and 29 C.F.R. Part 13; or

iv. Informing any other person about his or her rights under Executive Order 13706 and 29 C.F.R. Part 13.

**(k) Waiver.** Employees cannot waive, nor may contractors induce employees to waive, their rights under Executive Order 13706, 29 C.F.R. Part 13, or this clause.

**(l) Notice.** The contractor must notify all employees performing work on or in connection with a covered contract of the paid sick leave requirements of Executive Order 13706, 29 C.F.R. Part 13, and this clause by posting a notice provided by the Department of Labor in a prominent and accessible place at the worksite, so it may be readily seen by employees. Contractors that customarily post notices to employees electronically may post the notice electronically, provided such electronic posting is displayed prominently on any website that is maintained by the contractor, whether external or internal, and customarily used for notices to employees about terms and conditions of employment.

**(m) Disputes concerning labor standards.** Disputes related to the application of Executive Order 13706 to this contract shall not be subject to the general disputes clause of the contract. Such disputes shall be resolved in accordance with the procedures of the Department of Labor set forth in 29 C.F.R. part 13. Disputes within the meaning of this contract clause include disputes between the contractor (or any of its subcontractors) and the contracting agency, the U.S. Department of Labor, or the employees or their representatives.

## Appendix C: Post Award Requirements

The post award requirements in this section reflect some, but not all the requirements that must be complied with if you are funded.

### VACCINATION REQUIREMENTS

Residential care provider staff who work directly with children must show proof of documented immunization or demonstrated immunity to vaccine-preventable diseases transmitted by the respiratory route, including:

- **Varicella:** Two doses of varicella vaccine (at least four weeks apart) **OR** born in the United States before 1980 with a reported history of chickenpox (verified by an adult present at the time of illness) **OR** titers indicating varicella immunity **OR** documentation from a healthcare provider verifying previous infection.
- **MMR:** Two doses of MMR vaccine (at least four weeks apart) **OR** titers indicating immunity to all three diseases.
- **Tdap:** One Tdap dose within the past 10 years.
- **Influenza:** One dose annually during flu season (August/September through June).
- Compliance with state licensing requirements for all other health screenings and requirements, including tuberculosis (TB) screening, as applicable.

Vaccination criteria for healthcare personnel may be different. For additional information, please refer to the [CDC's Vaccine Information for Adults](#). In addition, some state health codes or regulations require specific health maintenance for staff at licensed facilities. The care provider is responsible for knowing and satisfying the requirements beyond ORR's recommendations.

## **FOSTER PARENT REQUIREMENTS**

Foster parents must:

- Be able to meet the family's current financial obligations.
- Reside in a home that passes health and fire inspections.
- Obtain background check clearance (including fingerprint background checks, child abuse and neglect checks, and other required checks) in accordance with state law and ORR policy. This includes background checks of household members, which must be available to ORR.
- Only provide housing and care for unaccompanied alien children. Unaccompanied alien children cannot live with children from the U.S. domestic foster care system.
- Meet the care provider and state regulatory requirements before accepting any children for placement.
- Attend a foster parent certification training and become licensed before accepting any unaccompanied alien children for placement.

## **ADDITIONAL BACKGROUND CHECK REQUIREMENTS**

In addition to the background check requirements in [Section I. Program Description, Background Check Requirements](#), care providers must:

- Complete and file background checks on all staff, contractors, volunteers, and adults in host homes before hiring to ensure they are suitable to work with minors in a residential setting.
- Keep the results of all background checks in the employee's personnel file.
- Provide all information about a background investigation, including the background check and conclusions, to ORR, if requested.
- Comply with [ORR's UAC Bureau Policy Guide, Section 4.3.3.3](#), which provides that federal, contracted, and recipient personnel who are determined to provide services for or on behalf of ORR's UACB must undergo a suitability determination investigation to evaluate a person's character and conduct that may impact the integrity and efficiency of the federal service.

## **CASE MANAGEMENT**

As part of the Individualized Needs Assessment, the provider must accomplish an Unaccompanied Alien Children Case Review. During the Unaccompanied Alien Children Case Review, the care provider continues to gather additional information regarding the child's immediate family members, other relatives, or family friends who may be residing in the U.S. and able to be the child's sponsor.

- **Case Management Services** - At a minimum:
  - Must meet with children once a week, in person and be knowledgeable on ORR reunification policies and procedures to ensure the timely release of children with viable sponsors (in addition to the requirements in [Section I. Program Description, Unaccompanied Alien Children Bureau \(UACB\) Required Services - Care Provider Responsibilities, Case Management](#)).
  - Is responsible for inputting and maintaining data into ORR's electronic case management system, the Unaccompanied Alien Children Portal. All placement, transfer, and release requests, as well as all child-level events, are processed through the Unaccompanied Alien Children Portal.
  - When necessary, work collaboratively with agencies that conduct home studies and provide post-release services. If applicable, care providers are required to conduct safety and well-being follow-up calls to children and their sponsors 30 days after the child's release.

## **LICENSING AND ACCREDITATION**

### **Reporting Licensing Concerns**

After the initial award, recipients must immediately report the following to ORR for any facility that the recipient operates, even if the facility is not funded by ORR:

- Any allegations and concerns of abuse, neglect, or both.
- Any denial, suspension, revocation of your license to provide child welfare related services.
- Any denial, suspension, revocation of any subrecipient's license to provide child welfare related services.

The reporting period covers the past five years.

### **Accreditation Requirement**

After the initial award, recipients must be accredited, or become accredited, by a nationally recognized accreditation organization.

### **Medical Services**

After the initial award, recipients must establish a relationship with a healthcare service provider that is willing to accept reimbursement on a fee-for-service basis based on the Medicare rate and must be contracted with ORR's health underwriter.

## **PROPERTY**

### **Requests Involving Real Property**

After the initial award, if there are any modifications, budget revisions, or additional requests for funding that impact any of the original approved real property or real property-related costs, the real property listing, and related costs documentation requested in [Section IV.2. Project Description, The Project Budget and Budget Justification](#) must be included and updated, accordingly.

All real property costs are subject to ACF administrative review. Recipients, and if applicable, subrecipients, if not provided during the application, will be required to provide detailed listings of all real property addresses and their associated costs (45 C.F.R. [75.436](#), [75.439](#), [75.462](#), and [75.465](#)) used and claimed under this federal award. This includes all real property owned or leased by the recipient, and if applicable, subrecipients. Information on residential facilities, administrative buildings, and offices must be provided. The requested information for all real property that has a cost claimed under the award must be provided. Please refer to ACF's [Property Guidance](#) for additional information.

## **SERVICE CONTRACT ACT (SCA) REQUIREMENTS**

The SCA establishes standards for prevailing wages and safety and health protection for employees performing work for contractors and subcontractors involving the federal government and the District of Columbia. The SCA has been determined to apply to the Unaccompanied Alien Children Bureau cooperative agreement awards and subrecipients, including awards made pursuant to this funding opportunity. For this reason, every service employee under this agreement must be paid not less than the monetary wages and must be furnished fringe benefits that the Secretary of Labor has determined to be prevailing in the locality for the classification in which the employee is working. The SCA sets rules for fair wages and safety for employees working on federal contracts.

A service employee is anyone working on a federal contract to provide services in the U.S., except for those in executive, administrative, or professional roles as defined by specific regulations.

The SCA applies to service employees under cooperative agreements from this funding opportunity, as well as those under subrecipient or vendor relationships within these agreements.

Care providers must follow the SCA rules and wage determinations found at [SAM.gov](https://www.sam.gov) and [29 C.F.R. Part 4.6 \(Appendix A\)](#). This award is also subject [Executive Order 13706 \(Appendix B\)](#), and its implementing regulations in [29 CFR Part 13](#), which establishes paid sick leave for federal contractors.

For more details about the SCA, visit the [Department of Labor, 29 C.F.R. Part 4](#), or refer to [Section VI.2. Administrative and National Policy Requirements](#), and [Appendix A](#) of this funding opportunity.

## **MONITORING AND EVALUATION**

### **Program Performance Evaluation**

Providers are expected to be fully compliant for standards in which processes on safety, family unification, and health have clearly defined metrics as outlined in policy. ORR will evaluate providers against such standards with a Provider Scorecard that assesses the provider's performance over the prior 90 days. Providers will receive their data and anonymized data from other providers for a comparative understanding of performance.

Providers must demonstrate that their continuous quality improvement plans include processes to review the Provider Scorecard and outline a process to make organizational and practice improvements to ensure 100% of standards are achieved with numerical metrics.

### **Monitoring and Quality Assurance of Subrecipient Agencies**

Care providers using subrecipient agencies for group home, shelter, or TFC must have a Memorandum of Understanding (MOU) and a subaward agreement with them. The MOU should clearly outline goals, progress markers, reporting requirements, and the possibility of ending the subaward if these are not met. The main recipient is responsible for ensuring the subrecipients follow program requirements and timelines set by ORR.

Care providers must have policies and procedures to correct any issues with subrecipients to ensure compliance with the rules. ORR requires care providers to conduct annual on-site monitoring of subrecipients to ensure they meet all requirements, ORR policies, and applicable laws, including [45 C.F.R. 75.351-352](#), and [2 C.F.R. 200.333](#). Care providers must also ensure ORR has timely access to corrective action plans and monitoring reports for subrecipients.

