Administration for Children and Families

Office of Refugee Resettlement

Preferred Communities (PC) Program
HHS-2021-ACF-ORR-RP-1908
Application Due Date: 06/21/2021

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Executive Summary

Notice:

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

MODIFICATION: ORR has modified the FOA from its original version to extend the due date to June 21, 2021 to reflect the observation of Juneteenth on June 18, 2021. This is the only modification to the announcement.

The Office of Refugee Resettlement (ORR) within the Administration for Children and Families (ACF) announces the availability of funds for fiscal year 2021 under the Preferred Communities (PC) Program. The goal of the PC Program is the successful resettlement and integration of especially vulnerable groups of newly and vulnerable longer-term refugee arrivals (and other ORR client populations). Services under the PC Program include, but are not limited to, intensive case management, culturally and linguistically appropriate linkages, and coordination with other service providers to improve these refugees' access to services. For further details, please see *Section I. Program Requirements, Eligible Clients.*

The PC Program encompasses a comprehensive approach for refugee self-sufficiency and integration with the following four objectives:

1.To facilitate the achievement of self-sufficiency of especially vulnerable refugee populations with special needs.

2.To support, through the use of pass-through funds to affiliates and implementing partners, the development of PC Programs' capacity to assist refugee clients who require intensive case management.

3.To provide resources for PC Programs to develop new capacity for placement and to cover the costs of changing community placements so that refugees, including those with special or unique needs, are resettled in particular sites where they will have optimal chances of attaining self-sufficiency and of integrating in their new communities.

4.To alleviate the impact of increased or unanticipated arrivals in communities where state formula funds have not been allocated or are inadequate.

I. Program Description

Statutory Authority

The statutory authority for this program is Immigration and Nationality Act § 412 (c)(1)(A), 8 U.S.C.§1522 (c)(1)(A).

Description
PREFERRED COMMUNITIES (PC) PROGRAM OVERVIEW

Background

ORR provides vulnerable refugees and other eligible immigrant populations with the opportunity to maximize their potential in the United States. During their initial resettlement period, refugees receive Reception & Placement (R&P) services from a network of resettlement agencies at diverse locations across the United States. While R&P services, funded under cooperative agreements through the Department of State (DOS), support many newly arriving refugees in their initial resettlement phase effectively, there is an increasing number of especially vulnerable individuals that still have difficulty navigating systems and attaining self-sufficiency. Their prolonged displacement in refugee camps, or survival on the fringes of society as "urban refugees", with inadequate access to food, supplies, and sanitation and health care services sometimes results in malnutrition, infectious diseases, and chronic conditions. Furthermore, most refugees have experienced varying levels of trauma, which can impact mental health, further affecting their ability to reach self-sufficiency and to integrate successfully in their new communities. ORR intends to address the service and capacity gaps affecting service providers and their refugee clients by providing funds under the PC Program to complement R&P services with intensive case management. By providing funds via the PC Program, ORR aims to increase access to intensive case management for especially vulnerable refugees, enhance PC Programs' ability to place vulnerable refugees in areas where they are most likely to achieve self-sufficiency, and increase PC Programs' capacity to offer specialized services.

Goals, Objectives, and Scope of the PC Program
The following are the two goals of the PC Program: resettle refugees successfully and integrate especially vulnerable populations (and other ORR-eligible populations) into their new communities; and enhance PC Program providers' capacity to serve such populations at new, or established, PC Program locations.
The PC Program encompasses a comprehensive approach for refugee self-sufficiency and integration with the following four objectives:

1. To Facilitate Refugee Self-Sufficiency: To facilitate the achievement of self-sufficiency of especially vulnerable refugee populations.

Allowable Activities:
These include, but are not limited to, the following:

- Providing intensive case management for a fixed term to especially vulnerable refugees who face difficulty in gaining access to supporting services; for further details refer to *Section I. PC Program Requirements*.
- Holding extended cultural orientation on navigating systems in the United States. Possible topics may include, but are not limited to, the following: navigating the healthcare system; living with disabilities including human immunodeficiency virus (HIV); resources for survivors of domestic violence (DV) and gender-based violence (GBV); emotional wellness; and lesbian, gay, bisexual, transgender, and queer or questioning (LGBTQ) health.
- Providing interpretation and transportation assistance during medical appointments.

- Ensuring PC Program clients' access and linkages to culturally and linguistically appropriate services. For further details refer to *Section I. PC Program Requirements.*

2. To Support Service Providers: To support, through the use of pass-through funds to affiliates and implementing partners, the development of PC Programs' capacity to assist vulnerable refugee clients who require intensive case management.

Allowable Activities:

These include, but are not limited to, the following:

- Assessing and Selecting Locations: The assessments of sites are intended to result in the provision of culturally and linguistically appropriate services at PC Program providers, and in agencies' enhanced capacity to provide such services for vulnerable refugees.
- Monitoring and Providing Training and Technical Assistance: PC Programs will undertake to monitor, and provide training and technical assistance to PC Program personnel at PC Program providers to ensure their enhanced ability to provide specialized case management services that their vulnerable clients require. Technical assistance should focus on programming that help especially vulnerable refugees successfully resettle and integrate (e.g., Mental Health First Aid).

3. To Provide Resources: To provide resources for PC Programs to develop new capacity for placement and to cover the costs of changing community placements so that refugees, including those with special or unique needs, are resettled in particular sites where they will have optimal chances of attaining self-sufficiency and of integrating in their new communities.

Allowable Activities:

These include, but are not limited to, the following:

- Engaging in Outreach and Collaboration: Engaging with multiple, mutually supportive service providers and other stakeholders at the national, state, and local levels. PC Programs should maintain relationships with other community services providers and resources to ensure PC Program clients are included in their services. It is required for local PC Program implementing partners to coordinate their services with other mainstream and refugee service providers in their communities, as appropriate.
- Administering Project Implementation: The PC Programs will oversee all activities associated with implementation of the PC Program at participating sites. Such oversight will include, but is not limited to, monitoring project activities, providing training and technical assistance, maintaining oversight of federal funds, and reporting program progress to ORR to the extent authorized by the Office of Management and Budget (OMB). For further details, please refer to *Section I. Post-Award Requirements, Program Performance Monitoring and Evaluation.*

At the local implementing site level, activities will include, but are not limited to, the following:

- Providing Intensive Case Management: PC Program site activities will focus on intensive case management services appropriate for especially vulnerable refugee populations and on the supporting social services needed to manage increased placements across resettlement sites. The case management activities includes in-house direct services and appropriate referrals to external service providers to address clients' unmet needs. Services may be grouped under the various categories of assistance, such as health and medical interventions; mental health interventions; and social adjustment services. They include, but are not limited to, facilitating access to specialized medical care for refugees

with identified health conditions (including HIV); assisting disabled clients to access physical therapy; training in development of independent living skills; facilitating options for appropriate housing; providing cultural orientation and social skills; linking PC Program clients to mental health services, such as those for coping with the traumatic experiences of war; providing focused assistance to LGBTQ refugees; disseminating information on DV and GBV to vulnerable women and families; pairing special-needs refugees with volunteer mentors; and assisting young refugee adults who lack family support.

- Collaborating and Coordinating with Other Local Service Providers: These efforts will ensure that PC Program clients are enrolled at the appropriate sites that are well-placed to serve them, regardless of the agency that initially resettled them.
- Incorporating Initiatives to Expand and Enhance Organizational Capacity: Such activities include increasing local staff and the coordination of volunteers or national service members to provide specialized services.

4. To Support Resettlement Communities to Address the Needs of Vulnerable Populations: To alleviate the impact of vulnerable populations where gaps in services have been identified.

Allowable Activities:

These include, but are not limited to, the following:

- Providing Remote Intensive Case Management: This mechanism would allow for the ORR-approved delivery of services to PC Program clients who move to underserved locations.
- Expanding Organizational Capacity: Agencies may use approved PC Program funds to expand staff capacity at PC Program locations to demonstrating the need for services.
- Planning and Coordinating with Community Partners: Agencies are encouraged to collaborate with and tap into existing community resources and providers to provide a holistic and comprehensive service package for clients to ensure successful integration.
- Addressing Service Gaps: PC Program activities should include identifying gaps in services available to vulnerable refugees and develop a response to meet the unmet needs of vulnerable refugees.
- Providing direct assistance to refugees that are in immediate need and not able to access other support systems. Examples of allowable direct assist include, but are not limited to, homeless prevention.

PC Site Selection

The PC Program supports the resettlement of especially vulnerable refugee groups at resettlement sites designated by PC Program service providers as "preferred communities." Preferred communities are locations that offer excellent opportunities for the integration and resettlement of the most vulnerable newly arrived refugees that have been identified for PC Program services post-arrival. PC sites are established sites that are arranged by DOS. PC sites offer these refugees the opportunities to overcome barriers to integration, which include, but are not limited to, limited English proficiency (LEP), medical and mental health conditions, physical disabilities, lack of psychosocial support, and trauma. Using PC Program funds to implement specialized projects for refugees with increased vulnerabilities, PC Program service providers concurrently develop new programming strengths and/or enhance their organizational capacity in resettlement locations where refugees may not have been placed previously or in areas where

vulnerable refugees had difficulty attaining self-sufficiency. PC sites are selected based on their ability to meet the goals of the PC Program, namely the successful resettlement and integration of especially vulnerable refugees (and other ORR client populations); and the enhancement of PC Program service providers' capacity to provide specialized services to those refugees. They may be established and successful resettlement sites or new locations showing increasing or unanticipated refugee arrivals. PC sites generally possess most, if not all, of the following features:

- Extensive medical coverage through Refugee Medical Assistance, Medicaid, and/or Medicare;
- Access to medical care and social adjustment support services;
- Access to specialized medical services, treatments, and physical therapy, etc.;
- Access to mental health counseling and related services;
- Established community resources to address the needs of PC Program clients;
- Excellent employment opportunities in a strong, entry-level labor market;
- Affordable housing and accessible transportation;
- Communities that meet the cultural and social needs of arriving populations;
- Local community support for, and receptiveness to, refugees; and
- Diverse and supportive school environments.

To support the resettlement of refugees in communities where they will have the best opportunities for integration and to provide services for populations with special or unique needs, in their proposals PC Programs, the site plan must be national in scope and identify specific sites that they propose to implement PC Program projects during the first budget period. While most PC sites tend to have a history of successful refugee placement, new locations where refugees may not have been placed previously are occasionally necessary. Each PC Program's PC site plan is approved by ORR through the award process, and any proposed subsequent changes to the plan must be approved by ORR and the Office of Grants Management after consultations with respective local and national stakeholders.

PC PROGRAM REQUIREMENTS

Partnership Agreements

ORR requires PC Programs to have existing cooperative agreements with DOS to provide R&P services that are national in scope.

Capacity Building

In order to support the goal of sufficient capacity to support vulnerable refugees, ORR requires staffing at both grantee headquarters and PC sites to support this initiative. Responsibilities should include volunteer coordination and community sponsorship outreach activities.

Eligible Clients

To qualify for PC Program-funded services, individuals are required to meet three essential criteria. They must: i. hold refugee status as defined below; ii. be deemed in need of intensive case management services by virtue of belonging to the especially vulnerable groups described below; and iii. have been in the United States for no longer than 5 years.

i. Persons deemed eligible for Refugee Resettlement Program benefits: (see 45 CFR § 400.43(a) (1)-(6) or statutory provisions cited below) include the following:

1. Individuals paroled as refugees or asylees under § 212(d)(5) of the Immigration and Nationality Act (INA).

2. Refugees admitted under § 207 of the INA.
3. Asylees whose status was granted under § 208 of the INA.
4. Cuban and Haitian entrants, in accordance with the requirements in 45 CFR § 401.2.
a. Any individual granted parole status as a Cuban/Haitian Entrant (status pending) or granted any other special status subsequently established under the immigration laws for nationals of Cuba or Haiti, regardless of the status of the individual at the time assistance or services are provided;
b. A national of Cuba or Haiti who was paroled into the United States and has not acquired any other status under the INA and with respect to whom a final, non-appealable, and legally enforceable order of removal, deportation, or exclusion has not been entered;
c. A national of Cuba or Haiti who is the subject of removal, deportation, or exclusion proceedings under the INA and with respect to whom a final, non-appealable, and legally enforceable order of removal, deportation, or exclusion has not been entered; or
d. A national of Cuba or Haiti who has an application for asylum pending with the Department of Homeland Security/United States Citizenship and Immigration
Services (USCIS) or Department of Justice/ Executive Office for Immigration Review and with respect to whom a final, non-appealable, and legally enforceable order of removal, deportation or exclusion has not been entered.
5. Lawful permanent residents provided the individuals previously held one of the statuses identified above. (Note that this does not refer to Amerasians and Special Immigrant Visa holders from Iraq & Afghanistan who are admitted as lawful permanent residents. See #6 and #7 below.)
6. Certain Amerasians from Vietnam who are admitted to the United States as immigrants pursuant to § 584 of the Foreign Operations, Export Financing, and Related Programs. Appropriations Act, 1988 (as contained in § 101(e) of Public Law 100-202), as amended (8 U.S.C. 1101 note).
7. Iraqi and Afghan Special Immigrants per section 1244(g) of Div. A of Public Law 110181, as amended (8 U.S.C. 1157 note) and section 602(b) (8) of Div. F of Public Law 111-8 as amended (8 U.S.C. 1101 note).
8. Victims of a severe form of trafficking in persons per the Victims of Trafficking and Violence Protection Act of 2000, Public Law No. 106-386, as amended, 22 U.S.C. 7105(b). (1) (A) and (C).
Detailed information on eligibility, including documenting the date of eligibility, for ORR-funded projects is available at 45 CFR § 400.43 and ORR Policy Letter 16-01, which can be found on the ORR website at: www.acf.hhs.gov/progr ams/orr/resource/policy-letters.
ii. Refugees deemed as especially vulnerable and in need of intensive case management include, but are not limited to, the following:
1. Refugees with special or unique needs who have migrated to underserved locations from their original resettlement communities;
2. Secondary migrants;
3. Youth and young adults without parents or permanent guardians who have spent an unusually long period in displaced situations;
4. Single-headed refugee households;
5. Victims of DV and GBV;
6. Elderly refugees without an adequate family support system;

7. Refugees experiencing anti-social or psychological conditions, including emotional trauma resulting from war, and those at risk of suicide;
8. LGBTQ refugees; and
9. Refugees with physical disabilities or medical conditions (including HIV) that are identified as needing intensive case management.

iii. Refugees must produce documentation that they have been in the United States for less than 5 years.

ORR-funded services under the PC Program are intended to benefit refugees (including other ORR-eligible populations) who have arrived in the United States within the last 5 years.

Naturalized U.S. citizens who entered as refugees are not eligible for ORR-funded services.

ORR assistance and services must be provided to refugees without regard to race, religion, nationality, sex, or political opinion.

To ensure eligibility, all individuals wishing to enroll in PC Program services are required to provide documentary proof of one of the statuses included in the list above, and the documentation must then be included in the client's case file upon enrollment. In exceptional cases, ORR grants approval for provision of services to refugees who may otherwise be ineligible for PC Program services, as noted below.

Intensive Case Management

The PC Program requires the provision of intensive case management services (ICM) for a fixed term to overcome the barriers they might face on the path to integration. PC sites enroll clients identified as highly vulnerable and in need of ICM. Each individual's ICM service will be customized to address the needs of that individual, regardless of whether that person arrived unaccompanied or as part of a family.

Self-Sufficiency

While economic self-sufficiency is the primary goal of other ORR-funded programs, client self-sufficiency is defined differently in the PC Program. In light of the PC service population being categorized as especially vulnerable individuals in need of intensive case management, clients are regarded to have reached self-sufficiency when they have achieved the goals of their client self-sufficiency plan; found stability in life areas affected by their vulnerability; and are able to live independently of agency services, through individual capacity, family support, and/or linkages to necessary community support services.

Note: The definition of self-sufficiency for the purposes of the PC Program does not change the definition of self-sufficiency as categorized under other ORR-funded programs.

Client Enrollment and Self-Sufficiency Plan

After establishing a client's need for intensive case management and enrolling the individual in the PC Program, the PC site must establish a client self-sufficiency plan with each refugee participant. The self-sufficiency plan must include the following:

1. An identification of the specific areas of vulnerability that merit intensive case management;
2. The specific services that the client will receive under the intensive case management program;
3. The self-sufficiency goal(s) toward which the client and the agency (and, where necessary, family members) will work; and
4. A description of any training or counseling that the client agrees to attend, including the type, intended duration, expected outcomes, and the provider of the program.

Enrollment Exceptions

ORR's approval of enrollment of clients under exceptional circumstances is necessary. ORR will consider PC Programs' requests for exceptions in the following circumstances:

Lapse of Eligibility Window: In the case of an exceptionally vulnerable client who has exceeded the 5-year eligibility window for enrollment in the PC Program, ORR may approve enrollment of the individual, providing the implementing site documents the exceptional circumstances pertaining to that prospective client. ORR considers all such requests on a case-by-case basis.

Evidence-Based Activities and Culturally and Linguistically Appropriate Services (CLAS)

ORR requires the use of evidence-based case management activities that are rooted in effective best practices for serving vulnerable populations. Additionally, due to the diverse nature of the refugee population, mainstream local health and mental health providers must be engaged in implementing the National CLAS Standards. The National CLAS standards are intended to advance health equity, improve quality, and help eliminate health care disparities by providing a blueprint for individuals and health and healthcare organizations to implement culturally and linguistically appropriate services. More information on the National CLAS standards can be found at:

http://minorityhealth.hhs.gov/omh/browse.aspx?lvl=2&;;lvlid=53

Maintenance of Case Files

PC Program service providers are required to create and maintain case files for each client that are kept confidential. Providers must ensure compliance with 45 CFR § 75.303(e) to take reasonable measures to safe-guard protected personally identifiable information. Files should be stored in a filing cabinet or other records storage areas, locked at all times when not in use, and accessible only to program personnel. If the PC Program service provider uses an electronic case file system, then safeguards such as limiting access to the data, and encryption must be in place to protect participant information. The case file will, at the minimum, include copies of documents that show eligibility for service under this project, records of expenditures made on behalf of the participant, related documents, and case notes per the cooperative agreement and PC Program guidelines.

Intake information must include the participant's name, status under which client arrived in the United States, date of enrollment, date of projected program service termination, and documentation of eligibility for PC Program services. If a client is enrolled in other service programs, including ORR-funded programs, or is referred to another agency for service, documentation of the program and services provided under that program must be included in the case file.

Duration of Service Period

Refugees with physical or mental health disabilities or medical conditions that are identified as needing long-term intensive case management should be enrolled for a service period of a minimum of 1 year and a maximum of 2 years. All other refugees needing intensive case management should be enrolled for a service period of a minimum of 6 months and a maximum of 1 year.

Service Term Limits

If, at the end of their service period, a client has not achieved desired outcomes identified in the self-sufficiency plan and requires substantial further services, the PC Program must request ORR approval to re-enroll the client. Following ORR approval of that client's re-enrollment, the local implementing agency will initiate a new service period with a new self-sufficiency plan, while maintaining documentation of the previous service period under the PC Program. A client may

be enrolled no more than two times in the PC Program unless specifically authorized by ORR through a request for exception.

Non-Duplicative Nature of Services

The PC Program requires that a PC provider structure regular communication and coordination quarterly between the state refugee coordinator, state, ORR-funded refugee service providers, and refugee resettlement agencies to ensure that PC Program clients receive the full range of services that they are eligible for in order to facilitate their achievement of self-sufficiency and well-being, and to avoid duplication of services and/or documentation.

Intensive case management services funded under the PC Program must complement, rather than replace or duplicate, any case management provided under other federal, state, or local programming. Communication with other such projects or service providers is critical, as it will give providers the opportunity to share information as allowable, coordinate services, and avoid duplication of services or efforts, including duplication of case documentation.

If a client is receiving the same types of services (such as psychosocial and adjustment services) that requires a self-sufficiency plan from other ORR-funded programming, the PC Program provider is responsible for documenting the development and implementation of that of that plan. In addition, PC Program providers are responsible for developing a self-sufficiency plan comparable with PC Program requirements and documenting how services are not duplicative of other services.

Grievance and Complaint Policy Form

Upon enrollment, the client will receive a written description of the grievance and complaint policy procedures instituted by the PC Program service provider. Grantees are required to have or put in place a grievance and complaint process at both the local and national levels.

Client Confidentiality Form

Upon enrollment, the client will receive a signed form from the agency regarding protecting the identity and privacy of clients.

Client Release of Information Form

Upon enrollment, the client will receive a signed form from the agency regarding release of private information instituted by the PC Program service provider and/or ORR.

Case Documentation

PC Program providers' case information and/or materials, including self-sufficiency plans , can be included in the forms or case files of other ORR-funded programming, as long as information specific to the PC Program is clearly identified as such. Likewise, case information and/or materials (such as self-sufficiency plans) from other ORR-funded or Temporary Aid for Needy Families programs, may be included in PC Program provider case files, and to fulfill the case documentation requirements as long as the relevant program allows such information-sharing, and information specific to the PC Program is clearly identified as such.

Case workers are required to concisely record contact with, and monitor progress of, a client over time with summary notes regarding the purpose and outcomes of each contact. All documents requiring client signatures must take into consideration LEP clients. For further details, please see *Section I. Program Requirements, Evidence-Based Activities and Culturally and Linguistically Appropriate Services (CLAS).*

Remote Intensive Case Management

Occasionally particularly vulnerable clients are located in areas without a local PC Program provider. In such cases, enrollment in remote intensive case management may be approved by

ORR. ORR will consider whether the service plan is specific, measurable, achievable, relevant and time-bound; demonstrates that all required PC Program services; and case management will be provided.

Transfer of PC Clients

PC Programs must ensure the smooth transfer of services to PC clients who are migrating to locations where there is no PC provider within their respective agency's resettlement network. In such cases, the implementing site must provide the out-migrating client with contact information of the implementing partners of other PC Programs. To ensure continuity and/appropriateness of services, agencies may also choose to transfer PC Program clients to another PC Program's implementing site, when both providers are in agreement that the receiving agency is best equipped to provide required services due to special circumstances or needs. When a transfer has been arranged, the transfer status must be noted in the Case Closure Form of the transferring agency. Such transfers are to be noted in semi-annual and annual reports.

Withdrawals

Clients who voluntarily cease to access PC services before the end of the service period are effectively withdrawing from the PC Program, and that withdrawal must be noted in the case file. Similarly, if a client has reached the two-term maximum enrollment for PC services without achieving the goals identified in the self-sufficiency plan during intake and assessment, the Case Closure Form must note that status and list the PC services provided. In all situations, where possible, the implementing site will notify the client in writing of the termination of PC services.

Case Closure Form

Upon completion of the PC service term, clients must receive a document indicating the closure of their case. The document will contain, at minimum, the following items:

1. A description of the PC services received and the relevant outcome/s;
2. A reminder to adjust immigration status to that of Lawful Permanent Resident (LPR) at the appropriate time frame from grant of the immigration status that made the individual eligible for ORR Services (if applicable), and resources or referrals to support the client's adjustment to LPR;
3. A reminder that failure to naturalize will result in the loss of Supplemental Security Income (SSI) benefits (where applicable);
4. A reminder that upon moving to a new address, the client must complete and submit a Change of Address Form AR-11 to USCIS and a Change of Address Form with the United States Postal Service (USPS); 5. A list of ORR-funded and mainstream resources and services available in the respective community. PC Program clients must be advised that they are eligible for ORR State- administered Social Services for up to 5 years from their date of eligibility; and
6. Contact information of a representative of the implementing partner as a reference point for subsequent service provider/s.

Subawards

Recipients under this grant program may opt to transfer a portion of substantive programmatic work to other organizations through subaward(s). The prime recipient must maintain a substantive role in the project. ACF defines a substantive role as conducting activities and/or providing services funded under the award that are necessary and integral to the completion of the project. Subrecipient monitoring activities alone as specified in 45 CFR § 75.352 do not constitute a substantive role. Furthermore, ACF does not fund awards where the role of the

applicant is primarily to serve as a conduit for passing funds to other organizations unless that arrangement is authorized by statute.

Subrecipient(s) must meet the eligibility requirements identified in the Funding Opportunity Announcement (FOA), *Section III.1. Eligible Applicants*. Additionally, all subrecipient(s) must obtain a Data Universal Numbering System number, or after government-wide implementation, a Unique Entity Identifier assigned by the System for Award Management (SAM), if they do not already have one. Prime recipients are required to check the SAM to verify that the subrecipient(s) is/are not debarred, suspended, or ineligible.

Should a subrecipient perform unsatisfactorily, the prime recipient is responsible for remedying subrecipient issues. The prime recipient will be held accountable for cost disallowances regarding subawarded funds. Subrecipient performance will also be considered during review of applications for non-competing continuations. If requirements of the program cannot be met due to subrecipient issues, ACF may need to take one or more of the actions listed under 45 § CFR 75.371-.375.

Please reference the Award Term and Condition on Subawards;on the ACF Administrative and National Policy Requirements;website for further requirements involving subawards As the PC Program requires national coordination with clients served by local PC Service Providers, ORR expects that the major portion of the funding will be passed through to subrecipients. See further requirements in *Section IV.2. Budget and Budget Justification*

POST-AWARD REQUIREMENTS

PC Program Guidelines

All entities funded under this FOA must adhere to the PC Program Implementation Guidelines posted on the ORR website. PC Program guidelines are subject to change by ORR director during the project period.

Participation in PC Program-Related Events

ORR recognizes that as a result of the COVID-19 pandemic, in-person contact should be minimized to ensure the safety and health of participants. During this time, prime recipients and if applicable, subrecipient(s) are required to adjust activities. ORR will exercise maximum flexibilities, as needed. Prime recipients' public-facing project activities must include proposed modifications that are responsive to the Centers for Disease Control and Prevention's COVID-19 recommendations that can be found at: https://www.cdc.gov/coronavirus/2019-nCoV/index.html . Modifications must include safeguards to prevent the spread of COVID-19. This includes, but is not limited to, the following: social distancing strategies (e.g., remote case management and use of video and audio conferencing) and planning for staffing absenteeism and shortages. Grantees that receive an award under this FOA must propose innovative solutions for providing services during the pandemic.

ORR will convene and/or facilitate annual and quarterly meetings that grantees are required to attend. These meetings are usually announced in advance. Additionally, there may be periodic workshops, peer learning circles, and other training and consultation events that grantees and their implementing partners are required to participate. The majority of these events will be held via teleconference; however, at the start of each program year, PC Program managers are required to attend one in-person meeting in the Washington, DC area.

Program Performance Monitoring and Evaluation

ORR will be seeking approval from OMB for information collection under the Paperwork Reduction Act (PRA) on collecting PC client level data by utilizing the Refugee Arrival Data System database.

NOTE: *Consistent with the PRA of 1995, (44 U.S.C. 3501-3521), under this FOA, ORR will not conduct or sponsor – and a person is not required to respond to - a collection of information covered by such Act, unless it displays a currently valid OMB control number. ACF will obtain OMB approval under the PRA prior to collecting or requesting the collection of information from more than 9 individuals or entities*

Grantees are required to monitor implementing partner sites and to issue a report of monitoring visits. Grantees will document all instructions for corrective actions as well as the follow-up on those corrective actions. Monitoring reports are to be summarized and included in the semi-annual program progress reports provided to ORR to the extent authorized by OMB.

PC service providers are required to report client progress using the Intensive case management Client Assessment Indicators framework included in the PC data points. In addition, PC service providers should incorporate PC indicators as part of their goals and objectives. For subsequent years, ORR will utilize achieved outcomes against those proposed in their applications for PC funding to ORR.

As required by PRA, ORR has obtained approval from the OMB on data indicators for post-award reporting. Grant recipients will be required to report data points collected on OMB Form 0970-0490 (Expiration date: January 31, 2023) on a Semi Annual basis. See the *Appendix* for the complete list of indicators.

II. Federal Award Information

Funding Instrument Type:
CA (Cooperative Agreement)

Estimated Total Funding:
$ 32,000,000

Expected Number of Awards:
9

Award Ceiling:
$ 4,500,000
Per Budget Period

Award Floor:
$ 1,500,000
Per Budget Period

Average Projected Award Amount:
$ 3,500,000
Per Budget Period

Anticipated Project Start Date:
09/30/2021

Length of Project Periods:

60-month project period with five 12-month budget periods

Additional Information on Project Periods and Explanation of 'Other'

Additional Information on Awards:
Awards made under this announcement are subject to the availability of federal funds.

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

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

ORR's expectation of requests for funding is that amounts support the proposed number of clients to be served and network capacity needs in the first year of the project period. Note that the expectation of a request for the award ceiling of $4,500,000 is that the proposal would support service to over 1,000 clients and demonstrate substantial capacity building.

In considering non-competing continuation applications for the remainder of the project period. ORR will review performance of the grantee including indicators from PC Program data report and the results of monitoring visits. Numbers of clients served and success of capacity building will be evaluated in these requests. These awards will be made subsequent to ORR approval of a noncompeting continuation application and will be subject to the availability of funds, satisfactory performance by the grantee, and a determination that continued funding would be in the best interest of the federal government.

Description of ACF's Anticipated Substantial Involvement Under the Cooperative Agreement Award
The following is a description of ORR's anticipated substantial involvement under the cooperative agreement. ORR will:

- Provide approval for PC project sites proposed by grantees following consultation with DOS and the PC Programs on especially vulnerable refugee populations.
- Provide annual funding for implementation of the approved grantees' activities as described in their respective applications, subject to the availability of federal funds.
- Consider, as necessary, enrollment exception requests and interventions to address gaps in services to vulnerable refugees as proposed by grantees.

- Closely monitor the implementation, compliance, and results of services provided to refugees under the cooperative agreement. Such monitoring may include site visits, follow-up calls in reference to submission of reports, and requests for access to information associated with the implementation of the PC Program.
- To review, and respond to, all requests from grantees in a timely manner.

III. Eligibility Information

III.1. Eligible Applicants

Eligible applicants for refugee programs under § 412 (c)(1)(A), 8 U.S.C.§1522 (c)(1)(A) are "public and private nonprofit agencies.

Faith-based organizations may apply for this award on the same basis as any other organization, as set forth at and, subject to the protections and requirements of this part and 42 U.S.C. 2000bb et seq., the Department will not, in the selection of recipients, discriminate against an organization on the basis of the organization?s religious character, affiliation, or exercise.

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

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

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
For all federal awards, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part of the recipient's cost sharing or matching when such contributions meet all of the criteria listed in 45 CFR § 75.306.

For awards that require matching by statute, recipients will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period, or by project period for fully funded awards, even if the projected commitment exceeds the amount required by the statutory match. **A recipient's failure to provide the statutorily required matching amount may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

For awards that do not require matching or cost sharing by statute, where "cost sharing" refers to any situation in which the recipient voluntarily shares in the costs of a project other than as statutorily required matching, recipients will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period, or by project period for fully funded awards. These include situations in which contributions are voluntarily proposed by a recipient or subrecipient and are accepted by ACF. Non-federal cost sharing will be included in the approved project budget so that the recipient will be held accountable for proposed non-federal cost sharing funds as shown in the Notice of Award

(NOA). **A recipient's failure to provide voluntary cost sharing of non-federal resources that have been accepted by ACF as part of the approved project costs and that have been shown as part of the approved project budget in the NOA, may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

III.3. Other

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

Award Ceiling Disqualification

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

Required Electronic Application Submission

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

Applicants that do not have an Internet connection or sufficient computing capacity to upload large documents to the Internet may contact ACF for an exemption that will allow the applicant to submit applications in paper format. Information and the requirements for requesting an exemption from required electronic application submission are found in "ACF Policy for Requesting an Exemption from Electronic Application Submission" at www.acf.hhs.gov/grants/howto#chapter-6.

Missing the Application Deadline (Late Applications)

The deadline for electronic application submission is 11:59 pm ET on the due date listed in the *Overview* and in *Section IV.4. Submission Dates and Times.* Electronic applications submitted to www.Grants.gov after 11:59 pm ET on the due date, as indicated by a dated and time-stamped email from www.Grants.gov, will be disqualified from competitive review and from funding under this announcement. That is, applications submitted to www.Grants.gov, on or after 12:00 am ET on the day after the due date will be disqualified from competitive review and from funding under this announcement.

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

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

The deadline for receipt of paper applications is 4:30 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 competitive review and from funding under this announcement. **Paper applications received from applicants that have not received approval of an exemption from required electronic submission will be disqualified from competitive review and from funding under this announcement.**

Notification of Application Disqualification
Applicants will be notified of a disqualification determination by email or by USPS postal mail within 30 federal business days from the closing date of this FOA.

IV. Application and Submission Information

IV.1. Address to Request Application Package

First Name:
Vanessa

Last Name:
Mndolo

Organization 1:
Administration for Children and Families

Organization 2:
Office of Refugee Resettlement

Organization 3:
Division of Refugee Services

Street 1:
330 C Street, SW

Street 2:

City:
Washington

State:
DC District of Columbia

Zip:
20201

Phone:
(202) 205-8051

Phone 2:
Fax:
Email:
Vanessa.mndolo@acf.hhs.gov
URL:
http://www.acf.hhs.gov/programs/orr

Application Packages

Electronic Application Submission:

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

Applications in Paper Format:
For applicants that have received an exemption to submit applications in paper format, Standard Forms, assurances, and certifications are available in the "Select Grant Opportunity Package" available in the FOA's Grants.gov Synopsis under the Package tab at www.Grants.gov. See *Section IV.2. Request an Exemption from Required Electronic Application Submission* if applicants do not have an Internet connection or sufficient computing capacity to upload large documents (files) to www.Grants.gov.

Federal Relay Service:
Hearing-impaired and speech-impaired callers may contact the Federal Relay Service (FedRelay) for assistance at www.gsa.gov/fedrelay.

IV.2. Content and Form of Application Submission

FORMATTING APPLICATION SUBMISSIONS
Each applicant applying electronically via www.Grants.gov is required to upload only two electronic files, excluding Standard Forms and OMB-approved forms. No more than two files will be accepted for the review, and additional files will be removed. Standard Forms and OMB-approved forms will not be considered additional files.

FOR ALL APPLICATIONS:

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

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

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

Accepted Font Style
Applications must be in Times New Roman (TNR), 12-point font, except for footnotes, which may be TNR 10-point font. Pages that contain blurred text, or text that is too small to read comfortably, will be removed.

English Language
Applications must be submitted in the English language and must be in the terms of United States (U.S.) dollars. If applications are submitted using another currency, ACF will convert the foreign currency to U.S. currency using the date of receipt of the application to determine the rate of exchange.

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

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

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

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

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

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

NOTE: Applicants failing to adhere to ACF's FOA formatting, font, and page limitation requirements will receive a letter from ACF notifying them that their application was amended.

The letter will be sent after awards have been issued and will specify the reason(s) for removal of page(s).

Corrections/Updates to Submitted Applications
When applicants make revisions to a previously submitted application, ACF will accept only the last on-time application for pre-review under the Application Disqualification Factors. The Application Disqualification Factors determine the application's acceptance for competitive review. See *Section III.3. Other, Application Disqualification Factors* and *Section IV.2. Application Submission Options*.

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

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

Signatures
Applicants submitting electronic applications must follow the registration and application submission instructions provided at www.Grants.gov.
The original of a paper format application must include original signatures of the authorized representatives.

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

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

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

PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:

With the exception of SFs and OMB-approved forms, the PC application submission in its entirety *(*Project Description and Appendices files) is limited to **250** pages.

The Project Description (Narrative File) must contain the following items:

- Table of Contents;

- Project Summary
- Need for Assistance
- Objectives
- Expected Outcomes;
- Approach;
- Program Performance Evaluation Plan;
- Organizational Capacity
- Project Line-Item Budget and Justification
- Geographic Location
- Legal status of Applicant Entity
- Dissemination Plan
- Letters of Support
- Plan for Oversight of Federal Award Funds and Activities

The Appendices must include the following:

- Evidence of an existing cooperative agreement with DOS to provide placement and initial services to refugees on a national scope.
- Logic Model
- Project Timeline and Milestones;
- Plan for Protection of Sensitive and/or Confidential Information;
- Documentation of coordination from the State Refugee Coordinator's office, or the office responsible for the statewide or regional coordination of the refugee resettlement program, as applicable, of the state where the proposed project will be implemented;
- Third-Party Agreements;
- Any additional information that the applicant deems relevant to the application (e.g., job descriptions, training materials, etc.).

ELECTRONIC APPLICATION SUBMISSION INSTRUCTIONS

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

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

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

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

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

Adherence to the Two-File Requirement
No more than two files will be accepted for the review. Applications with additional files will be amended and files will be removed from the review. SFs and OMB-approved forms will not be considered additional files.

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

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

Applicants must ensure that the version of Adobe Acrobat Reader they are using is compatible with Grants.gov. To verify Adobe software compatibility please go to Grants.gov and click on "Applicants" at the top bar menu and select "Adobe Software Compatibility", which is listed under "Applicant Resources." The Adobe verification process allows applicants to test their version of the software by opening a test Workspace PDF form. Grants.gov also includes guidance on how to download a supported version of Adobe, as well as troubleshooting instructions for use, if an applicant is unable to open the test form.

The Adobe Software Compatibility page located on Grants.gov also provides guidance for applicants on filling out a Workspace PDF form. In addition, it addresses local network and/or computer security settings and the impact this has on use of Adobe software.

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

Naming Application Submission Files
Carefully observe the file naming conventions required by www.Grants.gov**. Limit file names to 50 characters (characters and spaces).** Special characters that are allowed under Grants.gov's naming conventions, and are accommodated by ACF's systems, are listed in the instructions available in the "Select Grant Opportunity Package" at Grants.gov. Please also see https://www.grants.gov/web/grants/applicants/submitting-utf-8-special-characters.html.

Use only file formats supported by ACF
It is critical that applicants submit applications using only the supported file formats listed here.

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

ACF supports the following file formats:

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

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

FORMATTING FOR PAPER APPLICATION SUBMISSIONS:
The following requirements are only applicable to applications submitted in paper format. Applicants must receive an exemption from ACF in order for a paper format application to be accepted for review. For more information on the exemption, see "*ACF Policy on Requesting an Exemption from Required Electronic Application Submission'" at* *www.acf.hhs.gov/grants/howto#chapter-6*

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

Applicants using paper format should download the application forms package associated with the FOA's Synopsis on www.Grants.gov under the Package tab.

Applicants are advised that the copies of the application submitted, not the original, will be reproduced by the federal government for review. **All application materials must be one-sided for duplication purposes. All pages in the application submission must be sequentially numbered.**

Addresses for Submission of Paper Applications
See *Section IV.7. Other Submission Requirements* for addresses for paper format application submissions.

Required Forms, Assurances, and Certifications

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

Forms/Assurances/Certifications	Submission Requirement	Notes/Description
SF-LLL - Disclosure of Lobbying Activities	If submission of this form is applicable, it is due at the time of application. If it is not available at the time of application, it may also be submitted prior to the award of a grant.	If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
SF-424 - Application for Federal Assistance	Submission is required for all applicants by the application due date.	Required for all applications.
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.
Unique Entity Identifier (DUNS) and Systems for Award Management (SAM) registration.	Required of all applicants. To obtain a DUNS number, go to http://fedgov.dnb.com/ webform. Active registration at the SAM	See *Section IV.3. Unique Entity Identifier and System for Award Management (SAM)* for more information.

Forms/Assurances/Certifications	Submission Requirement	Notes/Description
	website must be maintained throughout the application and project award period. SAM registration is available at http://www.sam.gov.	
Certification Regarding Lobbying (Grants.gov Lobbying Form)	Submission required of all applicants with the application package. If it is not submitted with the application package, it must be submitted prior to the award of a grant.	Submission of the certification is required for all applicants.
SF-424A - Budget Information - Non- Construction Programs and SF-424B - Assurances - Non- Construction Programs	Submission is required for all applicants when applying for a non-construction project. Standard Forms must be used. Forms must be submitted by the application due date. By signing and submitting the SF-424B, applicants are making the appropriate certification of their compliance with all federal statutes relating to nondiscrimination.	Required for all applications when applying for a non-construction project.
SF-424 Key Contact Form	Submission is required for all applicants by the application due date.	Required for all applications.

Additional Required Assurances and Certifications

Mandatory Grant Disclosure
All applicants and recipients are required to submit, in writing, to the awarding agency and to the HHS Office of the Inspector General (OIG), all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. (Mandatory Disclosures, 45 CFR § 75.113)

Disclosures must be sent in writing 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:** MandatoryGranteeDisclosures@oig.hhs.gov

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

The Project Description

The Project Description Overview

General Expectations and Instructions
The Project Description provides the majority of 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 FOA, 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 on the basis of 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 FOA.

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

Please place the following at the top of the Project Summary:

- Project Title
- Applicant Name
- Address
- Contact Phone Numbers (Voice, Fax, Cell)
- Email Address
- Website Address, if applicable

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.

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.

Need for Assistance
Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s)

requiring a solution. The need for assistance, including the nature and scope of the problem, must be demonstrated. Supporting documentation, such as letters of support and testimonials from concerned parties, may be included in the Appendix. Any relevant data based on planning studies or needs assessments should be included or referred to in the endnotes or footnotes. Incorporate demographic data and participant/beneficiary information, as available.

Objectives
Clearly state the principal and subordinate objectives of the project. Applicants must address how the objectives stated relate to the overall purpose of the program and describe how objectives will be achieved.

Expected Outcomes
Identify the outcomes to be achieved from the project. Outcomes should relate to the overall program as described in *Section I. Program Description*. If research is part of the proposed work, outcomes must include hypothesized results and implications of the proposed research.

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.

Describe in detail how the applicant will design, implement, and manage the PC Program Requirements and all four PC Program Objectives structure and activities to achieve the goal, objectives, and subobjectives outlined in in *Section I. Preferred Communities (PC) Program Overview, Goals, Objectives, and Scope of the PC Program.*

Provide a description of program documentation procedures(such as intake, enrollment , and/or plan for determining client eligibility) that guide the successful resettlement and integration of especially vulnerable groups of newly and recently arrived refugees (and other ORR client populations).

Describe the evidence-based program activities that are appropriate for achieving each of the designated PC Objectives, and show how those activities are in accordance with allowable activities under PC Objectives, as described in *Section I. Preferred Communities (PC) Program Overview, Goals, Objectives, and Scope of the PC Program.* State how the proposed services conform to national standards as outlined in CLAS, cited in *Section I. PC Requirements, Evidence-Based Activities and Culturally and Linguistically Appropriate Services (CLAS).*

Provide a PC site plan that is national in scope, and specifies proposed implementation sites for the first project year.

Describe the geographic scope of the proposed site and justify the selection of those areas for either in-person or remote services, based on factors such as the key demographic and socioeconomic characteristics of the targeted community as they relate to the program.

Include a short description of each proposed site, including the number of refugees projected to be served, and the types of vulnerability the PC Program implementing site intends to address.

Describe the population/s with special needs that require more intensive case management at that site. Provide a description of the plan, and show how each site is appropriate for effective refugee placement and integration.

Describe policies and procedures governing subrecipient(s) staff and volunteer activities, especially as they relate to the provision of direct service or assistance to clients.

Include evidence of a cooperative agreement with DOS to provide R&P services and describe how PC Program services will enhance the capacity of the applicant to place vulnerable refugees in areas where they are most likely to achieve self-sufficiency.

Describe policies and procedures to distinguish PC Program case management services from those funded under the site's R&P, if applicable and other federal programs.

Describe the plan to acquire the necessary tools, partnerships, and, if applicable, subrecipient(s), to establish and manage a PC Program. This includes, but is not limited, to a plan for providing case management and other services as needed, documents to manage and track participation, and resources that may be prepared for clients who are not able to access in-person services.

Describe how the applicant, potential partners, and proposed subrecipients, will coordinate referrals among its organization, local resettlement agencies, and the state refugee coordinator's office, or the office responsible for the statewide or regional coordination of the refugee resettlement program, as applicable, of the state where the proposed project will be implemented. Applicants must provide documentation of coordination with the state refugee coordinator's office, or other office responsible for refugee resettlement, that their plan complements existing state services for refugees and other ORR-eligible populations.

Describe the agency's process for identifying gaps in services for vulnerable refugees and for proposing to address those gaps.

Describe a plan to provide ongoing technical assistance to and training of implementing partners regarding PC Program Guidelines, reporting, and other grant requirements.

Describe the target population and provide the following data and/or estimates:

- An estimate of the number of arriving ORR-eligible populations for the next federal fiscal year in the proposed PC site
- An estimate of the number of those arrivals anticipated to be PC-eligible
- The projected number of PC-eligible clients to be served by the PC Program Site

Provide realistic and achievable Year 1 target numbers for in-person refugee service, by service and appropriate to the service.

Describe how the proposed PC Program will complement existing programs in the community instead of replacing or duplicating existing efforts.

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, in such terms as the number of people to be served and the number of activities accomplished. Data may be organized and presented as project tasks and subtasks with their corresponding timelines during the project

period. 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 the applicant organization and, if applicable, on any cooperating partners:

- Organizational charts;
- Resumes;
- Copy or description of the applicant organization's fiscal control and accountability procedures;
- Evidence that the applicant organization, and any partnering organizations, have relevant experience and expertise with administration, development, implementation, management, and evaluation of programs similar to that offered under this announcement;
- Evidence that each participating organization, including partners, contractors and/or subrecipients, possess the organizational capability to fulfill their role(s) and function(s) effectively.
- Copy or description of the applicant organization's personnel policies;
- Information on compliance with federal/state/local government standards;
- Job descriptions for each vacant key position.

If known at the time of application submission, the applicant must disclose their intent to enter into subaward arrangements in their application. For each proposed subaward, the applicant must include a description of the work to be performed by the subrecipient(s).

In addition to proposed number of clients, the applicant should outline capacity building for the grantee and PC sites that include personnel dedicated to capacity development (e.g., volunteer coordinators). Applicants must explain the overall strategic vision of its proposed PC site and its approach to capacity building by describing the eligible activities they propose to conduct to address the capacity building needs of ORR-eligible clients. The applicant must explain how the proposed activities are feasible and practical to meeting the capacity building needs based on resettlement trends.

Describe the applicant’s past experiences and current work with the refugee communities, resettlement agencies, refugee service providers, and other partners. Include evidence of sufficient capacity, experience, and expertise in the program areas of this FOA, and, if applicable, in collaboration with partner organizations and in culturally and linguistically competent service delivery, including use of the National CLAS Standards.

Describe the applicant’s the administrative and management features of the project, including a national plan for fiscal and programmatic management of each program activity, with proposed start-up times, ongoing time-lines, major milestones or benchmarks. Include a component/project organization chart, management of implementing partners, monitoring and evaluation activities, and a staffing chart of its national and local PC network.

Plan for Oversight of Federal Award Funds and Activities
Recipients are required to ensure proper oversight in accordance with 45 CFR Part 75 Subpart D.

These regulations set forth the following standards for effective oversight:

- Financial and Program Management
- Property (if applicable by program legislation)
- Procurement
- Performance and Financial Monitoring and Reporting
- Subrecipient Monitoring and Management
- Record Retention and Access
- Remedies for Noncompliance

Describe the framework (e.g. governance, policies and procedures, risk management, systems) in place to ensure proper oversight of federal funds and activities in accordance with 45 CFR

Part 75 Subpart D. 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, 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 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., assign 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.

Describe how the PC applicant will meet the requirements and expectations regarding subaward(s) referenced in *Section I. PC Program Requirements, Subawards.*

Describe the strategy for collecting the information referenced in *Section I. Post-Award Requirements, Program Performance Monitoring and Evaluation* and *Appendix* and any additional information necessary to monitor the project's progress in meeting its proposed goals and objectives. Include a complete and clear account of its organizational processes and national staff capacity to ensure timely oversight of PC implementing partners; to track and report

national self-sufficiency outcomes to ORR; and validating data for use in program management, monitoring, and evaluation.

Describe the plan for evaluating the project to assess whether the expected results and benefits are consistent with the proposed project's goals and objectives. Include quality improvement efforts, a written protocol for modifying ineffective plans, activities, expenditures, and reporting to ORR on the evaluation of the activities. If applicable, describe the plan to monitor subrecipients in accordance with 45 CFR § 75.352.

Logic Model

Applicants must submit a logic model for designing and managing their projects. A logic model is a diagram that presents the conceptual framework for a proposed project and explains the links among program elements. Logic models must target the identified objectives and goals of the grant program. While there are many versions of logic models, for the purposes of this announcement, the logic model may include connections between the following items:

- Inputs (e.g., additional resources, organizational profile, collaborative partner(s), key staff, budget);
- Target population (e.g., the individuals to be served, identified needs);
- Activities, Mechanisms, Processes (e.g., evidence-based practices, best practices, approach, key intervention and evaluation components, continuous quality improvement efforts);
- Outputs (i.e., the immediate and direct results of program activities);
- Outcomes (i.e., the expected short and long-term results the project is designed to achieve, typically described as changes in people or systems), and
- Goals of the project (e.g., overarching objectives, reasons for proposing the project).

Describes the process by which the agency plans to collect the PC Program Data Indicators provided in the *Appendix*. Include the data collection tools to be used and of the data management system are thorough and adequately aligned with the services to be delivered, while ensuring the confidentiality of all client-specific sensitive information.

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.

Dissemination Plan

Applicants must propose a plan to disseminate reports, products, and/or grant project outputs so that project information is provided to key target audiences. Dissemination plans must include:

- Dissemination goals and objectives;

- Strategies to identify and engage with target audiences;
- Allocation of sufficient staff time and budget for dissemination purposes;
- A preliminary plan to evaluate the extent to which target audiences have received project information and have used it as intended, and
- The timeline for dissemination.

Third-Party Agreements

Third-party agreements include Memoranda of Understanding (MOU) and Letters of Commitment. Letters of Commitment and MOUs 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. The Letters of Commitment and MOUs 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 or MOUs 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 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 budget justification consists of a budget narrative and a line-item budget detail that includes detailed calculations for "object class categories" identified on the Budget Information Standard Form. Applicants must indicate the method they are selecting for their indirect cost rate. See Indirect Charges for further information.

Project budget calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If cost sharing or matching 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, 2021 and Consolidated Appropriations Act, 2021,*

(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 announcement 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" is $199,300. This amount reflects an individual's base salary exclusive of fringe benefits and any income that an individual may be permitted to earn outside of the duties 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. 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.

Include all details related to travel justification and costs for key PC staff to attend the annual ORR-convened, in-person consultation at the start of each program year, as mentioned in *Section I. Post-Award Requirements, Participation in PC Program-Related Events.*

Be sure to state costs (with detailed explanations) for monitoring, training and technical assistance, as cited in *Section I. Post-Award Requirements, Program Performance Monitoring and Evaluation.*

For applicants proposing to use subaward(s), if the total amount budgeted for subawards exceeds 50 percent of total direct costs for the budget period, the applicant must provide a justification for subawarding the portion of the project and must explain how the prime recipient plans to maintain a substantive role in the project. Applicants must explain why the participation of the subrecipient is necessary, and why the prime recipient cannot achieve the objectives without their participation. This 50 percent threshold does not preclude an applicant from submitting a budget where subawards go above and beyond 50 percent. For more information, please reference *Section I. PC Program Requirements, Subawards.*

Describe how the applicant will ensure that funds will not be used for unallowable costs as referenced in *Section IV.6. Funding Restrictions*.

General

Use the following guidelines for preparing the project budget and budget justification. The budget justification includes a budget narrative and a line-item detail. Applications should only include allowable costs in accordance with 45 CFR Part 75 Subpart E.

Personnel

Description: Costs of employee salaries and wages. See 45 CFR § 75.430 for more information on allowable personnel costs. Do not include the personnel costs of consultants, contractors and subrecipients under this category.

Justification: For each position, provide: the name of the individual (if known), their title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent; annual salary; grant salary; wage rates; etc. Identify the project director or

principal investigator, if known at the time of application.

Fringe Benefits

Description: Costs of employee fringe benefits are allowances and services provided by employers to their employees in addition to regular salaries and wages. For more information on Fringe Benefits please refer to 45 CFR § 75.431. Do not include the fringe benefits of consultants, contractors, and subrecipients.

Typically, fringe benefit amounts are determined by applying a calculated rate for a particular class of employee (full-time or part-time) to the salary and wages requested. Fringe rates are often specified in the approved indirect cost rate agreement. Fringe benefits may be treated as a direct cost or indirect cost in accordance with the applicant's accounting practices. Only fringe benefits as a direct cost should be entered under this category.

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

Travel

Description: Costs of project-related travel (i.e., transportation, lodging, subsistence) by employees of the applicant organization who are in travel status on official business. Travel by non-employees such as consultants, contractors or subrecipients should be included under the Contractual line item. Local travel for employees in non-travel status should be listed on the Other line. Travel costs should be developed in accordance with the applicant's travel policies and 45 CFR § 75.474.

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

Equipment

Description: "Equipment" means an article of nonexpendable, tangible personal property (including information technology systems) having a useful life of more than one year and a per unit acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) $5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in- transit insurance, freight, and installation, shall be included in, or excluded from, acquisition cost in accordance with the organization's regular written accounting practices.) See 45 CFR §75.439 for more information.

Justification: For each type of equipment requested provide: a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use on the project; as well as use and/or disposition of the equipment after the project ends.

Supplies

Description: Costs of all tangible personal property, other than included under the Equipment category. This includes office and other consumable supplies with a per-unit cost of less than $5,000. See 45 CFR § 75.453 for more information.

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

Contractual

Description: Cost of all contracts and subawards except for those that belong under other categories such as equipment, supplies, construction, etc. Include third-party evaluation contracts, if applicable, and contract or subawards with secondary recipient organizations (with budget detail), including delegate agencies and specific project(s) and/or businesses to be financed by the applicant. Costs related to individual consultants should be listed on the Other line. Recipients are required to use 45 CFR §§ 75.326-.340 procurement procedures, and subawards are subject to the requirements at 45 CFR §§ 75.351-.353.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open, and free competition. Applicants must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold stated in 48 CFR Subpart 2.1 (when amended accordingly). Recipients may be required to make pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc., available to ACF.

Indicate whether the proposed agreement qualifies as a subaward or contract in accordance with 45 CFR § 75.351. Provide the name of the contractor/subrecipient (if known), a description of anticipated services, a justification for why they are necessary, a breakdown of estimated costs, and an explanation of the selection process. In addition, for subawards, the applicant must provide a detailed budget and budget narrative for each subaward, by entity name, along with the same justifications referred to in these budget and budget justification instructions.

Other

Description: Enter the total of all other costs. Such costs, where applicable and appropriate, may include, but are not limited to: consultant costs, local travel, insurance, food (when allowable), medical and dental costs (non-personnel), professional service costs (including audit charges), space and equipment rentals, printing and publications, computer use, training costs (such as tuition and stipends), staff development costs, and administrative costs. Please note costs must be allowable per 45 CFR Part 75 Subpart E.

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

Indirect Charges

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

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

   Justification: An applicant must enclose a copy of the current approved rate agreement. If the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed. Choosing to charge a lower rate will not be considered during the objective review or award selection process.

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

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

Commitment of Non-Federal Resources

Description: Amounts of non-federal resources that will be used to support the project as identified in Block 18 of the SF-424. This line should be used to indicate required and/or voluntary committed cost sharing or matching, if applicable.

For all federal awards, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part of the recipient's cost sharing or matching when such contributions meet all of the criteria listed in 45 CFR § 75.306.

For awards that require matching or cost sharing by statute, recipients will be held accountable for projected commitments of non-federal resources (at or above the statutory requirement) in their application budgets and budget justifications by budget period, or by project period for fully funded awards. **A recipient's failure to provide the statutorily required matching or cost sharing amount (and any voluntary committed amount in**

excess) may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.

For awards that do not require matching or cost sharing by statute, recipients are not expected to provide cost sharing or matching. However, recipients are allowed to voluntarily propose a commitment of non-federal resources. If an applicant decides to voluntarily contribute non-federal resources towards project costs and the costs are accepted by ACF, the non-federal resources will be included in the approved project budget. The applicant will be held accountable for all proposed non-federal resources as shown in the Notice of Award (NOA). **A recipient's failure to meet the voluntary amount of non-federal resources that was accepted by ACF as part of the approved project costs and that was identified in the approved budget in the NOA, may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

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

Applicants are required to fully identify and document in their applications the specific costs or contributions they propose in order to meet a matching requirement. Applicants are also required to provide documentation in their applications on the sources of funding or contribution(s). In-kind contributions must be accompanied by a justification of how the stated valuation was determined. Matching or cost sharing must be documented by budget period (or by project period for fully funded awards).

Applications that lack the required supporting documentation will not be disqualified from competitive review; however, it may impact an application's scoring under the evaluation criteria in *Section V.1. Criteria* of this announcement.

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 of information. The Project Description information collection is approved under OMB control number 0970-0139, which expires 02/28/2022. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Application Submission Options

Electronic Submission via Grants.gov

This section provides the application submission and receipt instructions for ACF program applications. Please read the following instructions carefully and completely.

Electronic Delivery

ACF is participating in the Grants.gov initiative to provide the grant community with a single site to find and apply for grant funding opportunities. ACF applicants are required to submit their

applications online through Grants.gov.

How to Register and Apply through Grants.gov

Read the following instructions about registering to apply for ACF funds. Applicants should read the registration instructions carefully and prepare the information requested before beginning the registration process. Reviewing and assembling the required information before beginning the registration process will alleviate last-minute searches for required information.

The registration process can take up to four weeks to complete. Therefore, registration should be done in sufficient time to ensure it does not impact your ability to meet required application submission deadlines.

Organization applicants can find complete instructions here:
https://www.grants.gov/web/grants/applicants/organization-registration.html

***Obtain a DUNS Number*:** All entities applying for funding, including renewal funding, must have a Data Universal Numbering System (DUNS) number from Dun & Bradstreet (D&B). Applicants must enter the DUNS number in the data entry field labeled "Organizations DUNS" on the SF-424 form.

For more detailed instructions for obtaining a DUNS number, refer to:
https://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtainduns-number.html

***Register with SAM*:** In addition to having a DUNS number, organizations applying online through Grants.gov must register with the System for Award Management (SAM). All organizations must register with SAM in order to apply online. Failure to register with SAM will prevent your organization from applying through Grants.gov.

For more detailed instructions for registering with SAM, refer to: https://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with- sam.html

***Create a Grants.gov Account*:** The next step in the registration process is to create an account with Grants.gov. Applicants must know their organization's DUNS number to complete this process. Completing this process automatically triggers an email request for applicant roles to the organization's E-Business Point of Contact (EBiz POC) for review. The EBiz POC is a representative from your organization who is the contact listed for SAM. To apply for grants on behalf of your organization, you will need the AOR role.

For more detailed instructions about creating a profile on Grants.gov, refer to:
https://www.grants.gov/web/grants/applicants/registration.html

***Authorize Grants.gov Roles*:** After creating an account on Grants.gov, the EBiz POC receives an email notifying them of your registration and request for roles. The EBiz POC will then log in to Grants.gov and authorize the appropriate roles, which may include the AOR role, thereby giving you permission to complete and submit applications on behalf of your organization. You will be able to submit your application online any time after you have been approved as an AOR.

For more detailed instructions about creating a profile on Grants.gov. refer to: https://www.grants.gov/web/grants/applicants/registration/authorize-roles.html

***Track Role Status*:** To track your role request, refer to: https://www.grants.gov/web/grants/applicants/registration/track-role-status.html

When applications are submitted through Grants.gov, the name of the organization's AOR that submitted the application is inserted into the signature line of the application, serving as the electronic signature. The EBiz POC must authorize individuals who are able to make legally binding commitment on behalf of the organization as an AOR; this step is often missed, and it is crucial for valid and timely submissions.

How to Submit an Application to ACF via Grants.gov

Grants.gov applicants can apply online using Workspace. Workspace is a shared, online environment where members of a grant team may simultaneously access and edit different webforms within an application. For each FOA, you can create individual instances of a workspace.

The following is an overview of applying via Grants.gov. For access to complete instructions on how to apply for opportunities, refer to: https://www.grants.gov/web/grants/applicants/apply-for-grants.html

***Create a Workspace*:** Creating a workspace allows you to complete an application online and route it through your organization for review before submitting.

***Complete a Workspace*:** Add participants to the workspace, complete all the required forms, and check for errors before submission.

***Adobe Reader*:** If you decide not to apply by filling out webforms you can download individual PDF forms in Workspace so that they will appear similar to other Standard or ACF forms. The individual PDF forms can be downloaded and saved to your local device storage, network drive(s), or external drive(s), then accessed through Adobe Reader.

NOTE: Visit the Adobe Software Compatibility page on Grants.gov to download the appropriate version of the software at: https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html

***Mandatory Fields in Forms*:** In the forms, you will note fields marked with an asterisk and a different background color. These fields are mandatory fields that must be completed to successfully submit your application.

***Complete SF-424 Fields First*:** The forms are designed to fill in common required fields across other forms, such as the applicant name, address, and DUNS number. To trigger this feature, an applicant must complete the SF-424 information first. Once it is completed, the information will transfer to the other forms.

***Submit a Workspace*:** An application may be submitted through workspace by clicking the Sign and Submit button on the Manage Workspace page, under the Forms tab. Grants.gov recommends submitting your application **at least 24-48 hours prior to the close date** to

provide you with time to correct any potential technical issues that may disrupt the application submission.

***Track a Workspace*:** After successfully submitting a workspace package, a Grants.gov Tracking Number (GRANTXXXXXXXX) is automatically assigned to the package. The number will be listed on the Confirmation page that is generated after submission.

For additional training resources, including video tutorials, refer to: https://www.grants.gov/web/grants/applicants/applicant-training.html

Grants.gov provides applicants 24/7 support via the toll-free number 1-800-518-4726 and email at support@grants.gov. For questions related to the specific grant opportunity, contact the number listed in the application package of the grant you are applying for.

If you are experiencing difficulties with your submission, it is best to call the Grants.gov Support Center and get a ticket number. The Support Center ticket number will assist ACF with tracking your issue and understanding background information on the issue.

Timely Receipt Requirements and Proof of Timely Submission

All applications must be received by 11:59 pm ET on the due date established for each program. Proof of timely submission is automatically recorded by Grants.gov. An electronic date/time stamp is generated within the system when the application is successfully received by Grants.gov. The applicant AOR will receive an acknowledgment of receipt and a tracking number (GRANTXXXXXXXX) from Grants.gov with the successful transmission of their application. Applicant AORs will also receive the official date/stamp and Grants.gov Tracking number in an email serving as proof of their timely submission.

When ACF successfully retrieves the application from Grants.gov, and acknowledges the download of submission, Grants.gov will provide an electronic acknowledgment of receipt of the application to the email address of the applicant with the AOR role. Again, proof of timely submission shall be the official date and time that Grants.gov receives your application.

Applications received by Grants.gov after the established due date for the program will be considered late and will not be considered for funding by ACF.

Applicants with slow internet, such as dial-up connections, should be aware that transmission can take some time before Grants.gov receives your application. Again, Grants.gov will provide either an error or a successfully received transmission in the form of an email sent to the applicant with the AOR role. The Grants.gov Support Center reports that some applicants end the transmission because they think that nothing is occurring during the transmission process. Please be patient and give the system time to process the application.

Issues with Federal Systems

For any systems issues experienced with Grants.gov or SAM.gov, please refer to ACF's "Policy for Applicants Experiencing Federal Systems Issues" document for complete guidance at https://acf.hhs.gov/sites/default/files/documents/systems_issue_policy_final_0.pdf

Request an Exemption from Required Electronic Application Submission

To request an exemption from required electronic submission please refer to ACF's "Policy for Requesting an Exemption from Required Electronic Application Submission" document for

complete guidance at:https://acf.hhs.gov/sites/default/files/documents/acf_policy_for_requesting_an_exemption_from_required_electronic_0.pdf

Paper Format Application Submission

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

Applicants with exemptions that submit their applications in paper format, by mail or delivery, must submit one original and two copies of the complete application with all attachments. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by the AOR, and be unbound. The original copy of the application must have original signature(s). See *Section IV.7. Other Submission Requirements* of this announcement for address information for paper format application submissions. Applications submitted in paper format must be received by 4:30 pm ET on the due date.

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.4. Submission Dates and Times* in this announcement.

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

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

Obtaining a DUNS Number may take 1 to 2 days.

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

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

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

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

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

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

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

IV.4. Submission Dates and Times

The LOI date will generate once the Synopsis is published if Days or a Date are entered.

Due Dates for Applications

Due Date for Applications 06/21/2021

06/21/2021

Explanation of Due Dates

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

Electronic Applications

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

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

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

Instructions for electronic submission via www.Grants.gov are available at: www.grants.gov/web/grants/applicants/apply-for-grants.html.

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

Mailed Paper Format Applications

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

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

Hand-Delivered Paper Format Applications

Hand-delivered applications must be received on, or before, the due date listed in the *Overview* and in this section. These applications must be delivered between the hours of 8:00 am ET and 4:30 pm ET Monday through Friday (excluding federal holidays).

Applications should be delivered to the address provided in *Section IV.7. Other Submission Requirements*.

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

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

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

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

Emergency Extensions

ACF may extend an application due date when circumstances make it impossible for an applicant to submit their applications on time. Only events such as documented natural disasters (floods, hurricanes, tornados, etc.), or a verifiable widespread disruption of electrical service, or mail service, will be considered. The determination to extend or waive the due date, and/or receipt time, requirements in an emergency situation rests with the Grants Management Officer listed as the Office of Grants Management Contact in *Section VII. HHS Awarding Agency Contact(s)*.

Acknowledgement of Received Application

Acknowledgement from Grants.gov

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

Applicants will also receive an email acknowledging that the received application is in the **Grants.gov validation process**, after which a third email is sent with the information that the submitted application package has passed, or failed, the series of checks and validations.

Applications that are submitted on time that fail the validation check will not be transmitted to ACF and will not be acknowledged by ACF.

Acknowledgement from ACF of an electronic application's submission:

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

Acknowledgement from ACF of receipt of a paper format application:
ACF will not provide acknowledgement of receipt of hard copy application packages submitted via mail or courier services.

IV.5. Intergovernmental Review

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

IV.6. Funding Restrictions

Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred to raise capital or obtain contributions are unallowable. Fund raising costs for the purposes of meeting the Federal program objectives are allowable with prior written approval from the Federal awarding agency. (45 CFR § 75.442)

Proposal costs are the costs of preparing bids, proposals, or applications on potential Federal and non-Federal awards or projects, including the development of data necessary to support the non-Federal entity's bids or proposals. Proposal costs of the current accounting period of both successful and unsuccessful bids and proposals normally should be treated as indirect (F&A) costs and allocated currently to all activities of the non-Federal entity. No proposal costs of past accounting periods will be allocable to the current period. (45 CFR § 75.460)

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

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

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

IV.7. Other Submission Requirements

Submit paper applications to one of the following addresses. Also see *ACF Policy on Requesting an Exemption from Required Electronic Application Submission at www.acf.hhs.gov/grants/howto#chapter-6*.

Submission by Mail

First Name:
Diane

Last Name:
Bragdon

Organization 1:
Department of Health and Human Services

Organization 2:
Administration for Children and Families

Organization 3:
Office of Grants Management [HHS-2021-ACF-ORR-RP-1908]
Street 1:
Mary E. Switzer Building
Street 2:
330 C Street, SW
City:
Washington
State:
DC District of Columbia
Zip:
20201

Hand Delivery

First Name:
Diane
Last Name:
Bragdon
Organization 1:
Department of Health and Human Services
Organization 2:
Administration for Children and Families
Organization 3:
Office of Grants Management [HHS-2021-ACF-ORR-RP-1908]
Street 1:
Mary E. Switzer Building
Street 2:
330 C Street, SW
City:
Washington
State:
DC District of Columbia
Zip:
20201

Electronic Submission

See *Section IV.2.* for application requirements and for guidance when submitting applications electronically via www.Grants.gov.
For all submissions, see *Section IV.4. Submission Dates and Times*.

V. Application Review Information

V.1. Criteria
The Review Criteria - Lead-In Paragraph

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

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

APPROACH **Maximum Points:** 45

The applicant presents a detailed plan to provide Intensive Case management to in-person clients. The plan identifies the elements of the proposed case management, which are in accordance with the requirements specified in *Section I. PC Program Requirements, Intensive Case Management*. The plan is thorough and describes strategies for enrollment and retention of project clients, while demonstrating how it will avoid duplication of effort and/or case management offered by other service providers. (0-7 points)

The applicant's description of the target population accords with *Section I. PC Program Requirements, Program Overview, Eligible Clients*. The applicant include an estimated number of especially vulnerable refugee and a projected number of ORR-eligible clients to be served by the PC Program.The applicant provides justification for each estimate and projected number. (0-5 points)

The applicant demonstrates that identified activities are informed by a comprehensive understanding of and conform to the national CLAS Standards. The evidence-based program activities, services, and materials will be developed and provided in a manner that is linguistically and culturally appropriate to the refugee population being served. The estimated number of refugees to be served across the applicant's network of implementing partners is specified and reasonable in light of the applicant's national resettlement capacity and the types of special refugee populations that it intends to serve. (0- 5 points)

The application clearly includes a realistic and detailed plan of how the applicant will coordinate referrals among its organization; local resettlement agencies; and the state refugee coordinators' office, or the office responsible for the statewide or regional coordination of the refugee resettlement program, as applicable, of the state where the proposed project will be implemented. (0- 5 points)

The applicant has already acquired, or proposes a clear plan to acquire, the necessary tools and partnerships to establish and manage a PC Program including, but not limited to, providing case management and other services as needed, documenting and tracking client participation, and developing resources for clients. (0-5 points)

The applicant provides a clear plan to provide ongoing training, technical assistance, and support to implementing partners and their designated PC Program staff. The applicant includes effective strategies for developing the capacity of implementing partners and for enhancing their ability to provide specialized intensive case management services to vulnerable refugee groups, such as single-headed refugee families and clients with mental health needs. Monitoring and information collection activities are adequately planned, feasible, and timely.(0-4 points)

The application contains documentation from the state refugee coordinator's office, or the office responsible for the statewide or regional coordination of the refugee resettlement program, as applicable, of the states where the proposed project will be implemented, that shows the applicant has discussed its proposed PC Program service plan and that it complements existing state services for refugees and other ORR-eligible populations. (0-4 points)

The applicant includes details of policies and procedures governing staff and volunteer activity, especially in terms in providing direct service or assistance to clients.(0-4 points)

The applicant provides realistic and achievable Year 1 target numbers for in-person refugee clients, by service. Targets are reasonable and appropriate to identified services. The proposed number of refugees to be served is appropriately supported by the applicant's proposed budget, and the budget supports capacity building at the national and PC site locations (0-3 points)

The applicant demonstrates the ability to identify gaps in services for vulnerable refugees and to propose viable responses. (0-3 points)

ORGANIZATIONAL PROFILE **Maximum Points:** 30

The application includes a detailed and comprehensive organizational chart that demonstrates the agency's ability to effectively implement and manage the programmatic and financial aspects of the project on a national level. The applicant includes a detailed description of the administrative and management features of the project, including a national plan for fiscal and programmatic management of each program activity, with proposed start-up times, ongoing time-lines, major milestones or benchmarks, a component/project organization chart, management of implementing partners, monitoring and evaluation activities, and a staffing chart of its national and local PC network. (0-8 points)

Staff members have professional expertise in the program areas of this FOA, with the capacity for culturally and linguistically competent service delivery. Key national staff members are qualified to manage the PC Program and to fulfill the monitoring and technical assistance requirements of the program. (0-5 points)

The applicant demonstrates a strong awareness of the activities and characteristics of implementing sites. Implementing site descriptions are adequate and reflect a qualified, well-designed, and coordinated national PC Program that builds local capacity to serve special needs populations. (0-5 points)

The applicant explains the overall strategic vision of its proposed PC site and its approach to capacity building by describing the eligible activities they propose to conduct to address the capacity building needs of ORR-eligible clients. The proposed activities are feasible and practical to meeting the capacity building needs based on resettlement trends. (0-4 points)

The applicant provides sufficient evidence that personnel at each PC Program implementing site, including staff, volunteers, partners, and/or subcontractors, possess the organizational capability to fulfill their roles and functions appropriately, as directly related to the program objectives specified by the application. Where certain staff has not yet been identified, the qualifications of the individuals to be hired are specific and relevant to the PC Program areas being implemented. (0-4 points)

The applicant adequately describes its plan for ensuring oversight of federal funds and outlines how all implementing entities will adhere to applicable federal and programmatic regulations. This plan includes safeguarding personally identifiable information as referenced in *Section I. PC Program Requirements, Case Documentation* and, if applicable, meeting the requirements and expectations regarding subawards referenced in S*ection I. PC Program Requirements, Subawards.* Specifically, the applicant describes its plan to monitor any sub-recipient(s) in accordance with 45 CFR § 75.352. (0-4 points)

BUDGET AND BUDGET JUSTIFICATION **Maximum Points:** 15

The applicant includes a detailed budget and a budget justification for the first year of the grant. The budget is clear, logical, accurate, and incorporates reasonable personnel, travel, and supply costs. (0-3 points)

The applicant includes a breakdown of the line item on contractual costs, showing that subcosts for each implementing partner site are cost-effective and reasonable. The budget justification should include a separate budget and budget justification for subrecipients. (0-3 points)

The budget narrative is clearly outlined and aligned with the project proposal and includes a detailed narrative justification for the amount requested that clearly states how the applicant derived categorical costs and how each itemized expense will be used. The narrative justification clearly demonstrates that the costs are reasonable, justified, and critical to achieve the program objectives of the grantee network and those of the PC Program overall. (0-3 points)

The applicant demonstrates how it will ensure that costs to the PC Program remain distinct from those charged to other federal programs. (0-3 points)

The applicant describes uniform and documented procedures for disbursing and tracking funds throughout the affiliate network and at implementing partner sites, and demonstrates compliance with all funding restrictions, as referenced in *Section IV.6. Funding Restrictions.* (0-3 points)

PROGRAM PERFORMANCE EVALUATION **Maximum Points:** 10

The applicant presents a complete and clear account of its organizational processes and national staff capacity to ensure timely oversight of PC implementing partners and to track and report national self-sufficiency outcomes to ORR as well as validating data for use in program management, monitoring, and evaluation as stated in *Section I. Post-Award Requirements, Program Performance Monitoring and Evaluation* . (0-5 points)

The Program Performance Monitoring and Evaluation Plan is efficient and effective in properly documenting and reporting the outcomes expected and milestones and describing the plan to use performance outcomes data to continuously improve services. The applicant clearly describes the process by which the agency plans to collect the PC Program Data Indicators provided in the *Appendix.* Descriptions of the data collection tools to be used and of the data management system are thorough and adequately aligned with the services to be delivered, while ensuring the confidentiality of all client-specific sensitive information. (0-5 points)

BONUS POINTS **Maximum Points:** 10

Within the information provided in response to *Section IV.2. The Project Description Overview, Organizational Capacity,* the applicant describes and demonstrates outreach plans to remote areas with vulnerable refugees eligible for PC Program Services (0-5 points)

The applicant clearly and comprehensively identifies the needs of the target population in the proposed area of service, including the barriers impeding wellbeing and self-sufficiency. Indicators of the need for assistance may include data or other strong evidence demonstrating limitations or lack of refugee-specific PC Program services in the area, high rates of especially vulnerable refugee, and limited capacity within the state to serve PC Program-eligible clients through alternative programs, such as the ORR-funded Matching Grant and Wilson-Fish programs. Data, or other strong evidence for the proposed activities, relates to the targeted service area and population. (0-5 points)

V.2. Review and Selection Process

No grant award will be made under this announcement on the basis of an incomplete application. No grant award will be made to an applicant or subrecipient that does not have a DUNS number (http://fedgov.dnb.com/webform) and an active registration at SAM (www.sam.gov). See *Section IV.3. Unique Entity Identifier and System for Award Management (SAM)*.

Initial ACF Screening

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

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

Objective Review and Results

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

Results of the competitive objective review are taken into consideration by ACF in the selection of projects for funding; however, objective review scores and rankings are not binding. Scores and rankings are only one element used in the award decision-making process. ACF reserves the right to evaluate applications in the larger context of the overall portfolio by considering geographic distribution of federal funds (e.g., ensuring coverage of states, counties, or service areas) in its pre-award decisions.

ACF may elect not to fund applicants with management or financial problems that would indicate an inability to successfully complete the proposed project. In addition, ACF may elect to not allow a prime recipient to subaward if there is any indication that they are unable to properly monitor and manage subrecipients.

Applications may be funded in whole or in part. Successful applicants may be funded at an amount lower than that requested.

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

If a successful applicant submitted a budget request exceeding the relevant request cap, ORR and the Office of Grants Management will adjust the award to the maximum total budget (including direct and indirect costs) based on the proposed number of clients to be served in the first year of the project period within *Section II. Federal Award Information*.

Federal Awarding Agency Review of Risk Posed by Applicants

As required by 2 CFR Part 200, the Uniform Guidance, effective November 12, 2020, ACF is required to review and consider any information about the applicant that is in the Federal Awardee Performance and Integrity Information System (FAPIIS), www.fapiis.gov/, before making any award in excess of the simplified acquisition threshold over the period of performance. An applicant may review and comment on any information about itself that a federal awarding agency has previously entered into FAPIIS. ACF will consider any comments by the applicant, in addition to other information in FAPIIS, in making a judgment about the applicant's integrity, business ethics, and record of performance under federal awards when completing the review of risk posed by applicants as described in 2 CFR § 200.206 Federal Awarding Agency Review of Risk Posed by Applicants.

Non-Federal Reviewers Reference
Please refer to *Section IV.2. Required Forms, Assurances, and Certifications* of this announcement for information on non-federal reviewers in the review process.

Approved but Unfunded Applications
Applications recommended for approval in the objective review process, but not selected for award may receive funding if additional funds become available in the current Fiscal Year. For those applications determined as “approved but unfunded,” notice will be given of the determination by email.

V.3. Anticipated Announcement and Federal Award Dates

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

Successful applicants will be notified through the issuance of a Notice of Award (NoA) that sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-federal share to be provided (if applicable), and the total project period for which support is contemplated. The NoA will be signed by the Grants Officer and transmitted via email or by GrantSolutions, or the Head Start Enterprise System (HSES), whichever is
relevant.

Following the finalization of funding decisions, organizations whose applications will not be funded will be notified by letter signed by the cognizant Program Office head. Any other correspondence that announces to a Principal Investigator, or a Project Director, that an application was selected is not an authorization to begin performance.

Project costs that are incurred prior to the receipt of the NoA are at the recipient's risk and may be reimbursed only to the extent that they are considered allowable as approved pre-award costs. Information on allowable pre-award costs and the time period under which they may be incurred is available in *Section IV.6. Funding Restrictions*.

Recipients may translate the Federal award and other documents into another language. In the event of inconsistency between any terms and conditions of the Federal award and any translation into another language, the English language meaning will control. Where a significant portion of the recipient's employees who are working on the Federal award are not fluent in English, the recipient must provide the Federal award in English and in the language(s) with which employees are more familiar.

VI.2. Administrative and National Policy Requirements

Awards issued under this announcement are subject to 45 CFR Part 75 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards currently in effect or implemented during the period of award, other Department regulations and policies in effect at the time of award, and applicable statutory provisions. The Code of Federal Regulations (CFR) is available at www.ecfr.gov. Unless otherwise noted in this section, administrative and national policy requirements that are applicable to discretionary grants are available
at: www.acf.hhs.gov/administrative-and-national-policy-requirements.

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

HHS Grants Policy Statement

The HHS Grants Policy Statement (HHS GPS) is the Department of Health and Human Services' single policy guide for discretionary grants and cooperative agreements. ACF grant awards are subject to the requirements of the HHS GPS, which covers basic grants processes, standard terms and conditions, and points of contact, as well as important agency-specific requirements. The general terms and conditions in the HHS GPS will apply as indicated unless there are statutory, regulatory, or award-specific requirements to the contrary that are specified in the NoA. The

HHS GPS is available at https://www.acf.hhs.gov/discretionary-post-awardrequirements#chapter-1.

Other Administrative and National Policy Requirements
Equal Treatment for Faith-Based Organizations

The grantee must comply with 45 CFR § Part 87 "Equal Treatment For Faith-Based Organizations," including the requirement that all faith-based or religious organizations are eligible, on the same basis as any other organization, to participate in this and any program for which they are otherwise eligible. Thus, when selecting service providers or subrecipients, it may not discriminate for or against any organization on the basis of the organization's religious character or affiliation as indicated in 45 CFR § 87.3(a).

A faith-based organization that participates in this program will retain its independence from the Government and may continue to carry out its mission consistent with religious freedom, nondiscrimination, and conscience protections in Federal law, including the Free Speech and Free Exercise Clauses of the First Amendment of the U.S. Constitution, the Religious Freedom Restoration Act (42 U.S.C. 2000bb et seq.), the Coats-Snowe Amendment (42 U.S.C. 238n), Title VII of the Civil Rights Act of 1964 (42 U.S.C. 2000e–1(a) and 2000e–2(e)), the Americans with Disabilities Act, 42 U.S.C. 12113(d)(2), section 1553 of the Patient Protection and Affordable Care Act (42 U.S.C. 18113), the Weldon Amendment (e.g., Further Consolidated Appropriations Act, 2020, Public Law 116–94, 133 Stat. 2534, 2607, div. A, sec. 507(d) (Dec. 20, 2019)), or any related or similar Federal laws or regulations. Religious accommodations may also be sought under many of these religious freedom and conscience protection laws.

Consistent with 45 CFR 87.3 (b), a faith-based organization may not use direct financial assistance from the Department to engage in any explicitly religious activities (including activities that involve overt religious content such as worship, religious instruction, or proselytization). Consistent with 45 CFR 87.3 (d), Such an organization also may not, in providing services funded by the Department, discriminate against a program beneficiary or prospective program beneficiary on the basis of religion, a religious belief, a refusal to hold a religious belief, or a refusal to attend or participate in a religious practice.

VI.3. Reporting

Performance Progress Reports:
Semi-Annually

Reporting Requirements
Recipients under this FOA will be required to submit performance progress and financial reports periodically throughout the project period. Information on reporting requirements is available on the ACF website at www.acf.hhs.gov/discretionary-post-award-requirements#chapter-2.

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

Financial Reports:
Semi-Annually
Recipients under this FOA will be required to submit performance progress and financial reports with PC Program Data Indicators provided in *the Appendix.*

VII. HHS Award Agency Contact(s)

Program Office Contact

First Name:
Vanessa

Last Name:
Mndolo

Organization 1:
Department of Health and Human Services

Organization 2:
Administration for Children and Families

Organization 3:
Division of Refugee Service

Street 1:
Mary E. Switzer Building

Street 2:
330 C Street, SW

City:

State:
DC District of Columbia

Zip:
20201

Phone:
(202) 205-8051

Phone 2:

Fax:

Email:
vanessa.mndolo@acf.hhs.gov

URL:
http://www.acf.hhs.gov/programs/orr/

Office of Grants Management Contact

First Name:
Diane

Last Name:
Bragdon

Federal Agency:
Department of Health and Human Services

Sub OpDiv:
Administration for Children and Families

OpDiv:
Office of Grants Management [HHS-2021-ACF-ORR-RP-1908]

Street 1:
Mary E. Switzer Building

Street 2:
330 C Street, SW

City:
Washington

State:
DC District of Columbia

Zip:
20201

Phone:
(202) 401-0933

Phone 2:

Fax:

Email:
Diane.Bragdon@acf.hhs.gov

URL:

Federal Relay Service:
Hearing-impaired and speech-impaired callers may contact the Federal Relay Service (FedRelay) at www.gsa.gov/fedrelay.

VIII. Other Information

Reference Websites

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

Administration for Children and Families (ACF) www.acf.hhs.gov/.

ACF Funding Opportunities Forecast www.grants.gov/.

ACF Funding Opportunity Announcements ami.grantsolutions.gov/.

ACF "How To Apply For A Grant" https://www.acf.hhs.gov/grants/howto.

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

Grants.gov Accessibility Information www.grants.gov/ web/grants/accessibility-compliance.html.

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

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

Application Checklist

Applicants may use this checklist as a guide when preparing an application package.

What to Submit	Where Found	When to Submit
SF-424 Key Contact Form	Referenced in *Section IV.2. Required Forms, Assurances, and Certifications.* This form is available in the FOA's forms package at www.Grants.gov.	Submission is due with the application by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times.*
The Project Description	Referenced in *Section IV.2. The Project Description*.	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times*.
Project Summary	Referenced in *Section IV.2. The Project Description.* The Project Summary is limited to one single-spaced page.	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times*.
Certification Regarding Lobbying (Grants.gov Lobbying Form)	Referenced in *Section IV.2. Required Forms, Assurances, and Certifications.* This form is available in the FOA's forms package at www.Grants.gov.	Submission is due with the application package or prior to the award of a grant.
Documentation of Applicant's Existing Cooperative Agreement with DOS and for Provision of R&P Services	Referenced in *Section IV.2 Project Description*	Submission is due by the application due date found in the *Overview* and *Section IV.4. Submission Dates and Times sections of the FOA.*
SF-LLL - Disclosure of Lobbying Activities	"Disclosure Form to Report Lobbying" is referenced in *Section IV.2. Required Forms, Assurances, and Certifications.* This form is available in the FOA's forms package at www.Grants.gov.	If submission of this form is applicable, it is due at the time of application. If it not available at the time of application, it

What to Submit	Where Found	When to Submit
		may also be submitted prior to the award of a grant.
SF-Project/Performance Site Location(s) (SF-P/PSL)	Referenced in *Section IV.2.Required Forms, Assurances, and Certifications.* This form is available in the FOA's forms package at www.Grants.gov.	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times.*
Mandatory Grant Disclosure	Requirement, submission instructions, and mailing addresses are found in the "Mandatory Grant Disclosure" in *Section IV.2. Required Forms, Assurances and Certifications*.	If applicable, concurrent submission to the Administration for Children and Families and to the Office of the Inspector General is required.
Proof of Non-Profit Status	Referenced in *Section IV.2. The Project Description, Legal Status of Applicant Entity*.	Proof of non-profit status should be submitted with the application package by the application due date and time listed in the *Overview* and *Section IV.4.* of the FOA. If it is not available at the time of application submission, it must be submitted prior to the award of a grant.
Table of Contents	Referenced in *Section IV.2. The Project Description*.	Submit with the application by the due date found in the *Overview* and in *Section IV.4. Submission Dates and Times*.
SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances -	Referenced in *Section IV.2. Required Forms, Assurances, and Certifications.* These forms are available in the FOA's forms package at www.Grants.gov in the	Submission is due by the application due date found in the *Overview* and in *Section IV.4.*

What to Submit	Where Found	When to Submit
Non- Construction Programs	Mandatory section. They are required for applications that include only non-construction activities.	*Submission Dates and Times.*
The Project Budget and Budget Justification	Referenced in *Section IV.2. The Project Budget and Budget Justification*.	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 *Overview* and in *Section IV.4. Submission Dates and Times*.
SF-424 - Application for Federal Assistance	Referenced in *Section IV.2.Required Forms, Assurances, and Certifications.* This form is available in the FOA's forms package at www.Grants.gov in the Mandatory section.	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times.*
Unique Entity Identifier (DUNS) and Systems for Award Management (SAM) registration.	Referenced in *Section IV.3. Unique Entity Identifier and System for Award Management (SAM)* in the announcement. To obtain a DUNS number (Unique Entity Identifier), go to http://fedgov.dnb.com/webform. To register at SAM, go to http://www.sam.gov.	A DUNS number (Unique Entity Identifier) and registration at SAM.gov are required for all applicants. Active registration at SAM must be maintained throughout the application and project award period.

Appendix

HHS/ACF Office of Refugee Resettlement

Preferred Communities Program Data Points

GOAL 1
Data Points by Population: ICM Clients Only

Data Point 01: Totals ? ICM Clients Served

a. Length of time in the U.S. at intake:
b. Total number of clients served during this reporting period only (sum of c - e below):.
c. New enrollments:
d. Continuing clients (in first year of service):
e. 2nd term clients (re-enrolled after one year of service):
f. Total number of cases closed this period:
g. Total number of individuals concurrently enrolled in two ORR-funded case management programs in this reporting period: (h. ? k., below):
h. Total enrolled in PC and Matching Grant:
i. Total enrolled in PC and Wilson Fish:
j. Total enrolled in PC and RSS:
k. Total enrolled in PC and other (list):
l. Gender (totals by new enrollees only):
m. ? v. Country of origin (total by new enrollees only):

Category of ORR eligibility (totals by new enrollees only):.

Data Point 02: Category of Primary Vulnerability

x. ? ii. Category of Primary Vulnerability at Intake (For individuals with more than one category of vulnerability, only mark the primary reason for enrollment):

Data Points by Population: Remote and Underserved Areas Clients Only

Data Point 03: Totals ? Remote and Underserved Areas Clients only

jj. Length of time in the U.S. at intake:.
kk. Total number of clients served during this reporting period only (sum of ll - nn below):.
ll. New enrollments:
mm. Continuing clients:
nn. Total number of cases closed this period:
oo. Of these (nn.), total number of cases closed at 3 months (not requiring service longer than 3 months):
pp. Total number of individuals concurrently enrolled in two ORR-funded case management programs in this reporting period: (qq. ? tt. below).
qq. Total enrolled in PC and Matching Grant:
rr. Total enrolled in PC and Wilson Fish:
ss. Total enrolled in PC and RSS:
tt. Total enrolled in PC and other (list):
uu. Gender (totals by new enrollees only):
vv. ? eee. Country of origin (total by new enrollees only):
fff. Category of ORR eligibility (totals by new enrollees only):

Data Point 04: Category of Primary Vulnerability at Intake ? Remote or Underserved Areas Clients

ggg. ? rrr. Category of Primary Vulnerability at Intake (For individuals with more than one category of vulnerability, only mark the primary reason for enrollment):

Data Point 05: ICM Client Assessment Indicators

Clients who have been assessed at intake within this reporting period;
Clients who have been assessed at their 180 day mark within their enrollment period; and
Clients who have been assessed at their 360 day mark within their enrollment period.

Data Point 06: Client Progress

a. Percentage of clients moved from at-risk to stable in one or more domains at 180 days:
b. Percentage of clients moved from stable to thriving in one or more domains at 180 days:
c. Percentage of clients moved from at-risk to stable in one or more domains at 360 days:
d. Percentage of clients moved from stable to thriving in one or more domains at 360 days:
e. Percentage of clients moved from at-risk to stable in one or more domains at 180 days:
f. Percentage of clients moved from stable to thriving in one or more domains at 180 days:
g. Percentage of clients moved from at-risk to stable in one or more domains at 360 days:
h. Percentage of clients moved from stable to thriving in one or more domains at 360 days:
First-Year Enrollees:
i. Total number of clients who reached all goals of their self-sufficiency plan:
j. Percentage of caseload who reached all goals of their self-sufficiency plan:
Second-Year Enrollees:
k. Total number of clients who reached all goals of their self-sufficiency plan:
l. Percentage of caseload who reached all goals of their self-sufficiency plan:

Data Point 07: Client Progress ? Remote and Underserved Areas Clients only

m. Percentage of remote/underserved areas clients who moved from ?at-risk? to ?stable? in one or more assessment categories from intake to 3 months:
n. Percentage of remote/underserved areas clients who move from ?stable? to ?thriving? in one or more assessment categories by case closure:
o. Percentage of remote/underserved areas clients who moved from ?at-risk? to ?stable? in one or more assessment categories at case closure:
p. Percentage of remote/underserved areas clients who move from ?stable? to ?thriving? in one or more assessment categories at case closure:

Data Point 08: Client Progress in Group Activities ? Non-ICM clients only

a. Number of clients participating in extended cultural orientation:
b. Number of clients in specific support groups (list which ? including art therapy, music therapy, gender-based support groups, cultural/ethnic support groups, youth support groups):
c. Number of clients whose scores improved by at least 50% at end of group services:
d. Number of clients whose scores show no significant improvement (49% or less) at end of group services and referred to ICM:

GOAL 2

Data Point 09: Program Services and Components

e. Average frequency of case worker interaction per ICM client (give totals by # of affiliates reporting for each category of frequency):
f. Total number of hours of specialized case management provided (representing one of these program focuses: health and medical services/case management, social adjustment services, mental health services, services for vulnerable LGBT clients, services for single mothers and women-at-risk, services for elderly refugees, services for youth, services for survivors of torture and trauma, services for clients in underserved/areas/unanticipated arrivals and secondary migrants, remote/underserved areas clients):
g. Total number of hours of interpretation provided:
h. Total number of client referrals and linkages:
i. Total number of clients provided with Emergency Financial Assistance (EFA):
j. Total number of clients provided with immigration status adjustment services this reporting period (includes LPR and naturalization assistance):

Data Point 10: Outreach and Dissemination

k. New providers/partnerships this reporting period (list): List the total number of new providers and partnerships this reporting period, and break out the total by these types (l. ? q.):
l. Medical service provider
m. Legal service provider
n. Educational organization
o. Local/state government entity
p. Faith-based group
q. Other (list)

r. Number of community outreach hours this reporting period:
s. Number of new volunteers engaged this reporting period:
t. Number of new mentor-client matches this reporting period:

Data Point 11: Volunteer engagement and hours contributed by pro bono service

u. Total number of volunteers who served this reporting period:
v. Total number of volunteer hours donated:
w. Major volunteer activities (list):
x. Other resources generated (cash, in-kind, etc.).