



Office of Refugee Resettlement (ORR)

Placement and Coordination (PC) Program

Opportunity number: HHS-2026-ACF-ORR-RP-0007



Contents

Before you begin	3
 Step 1: Review the Opportunity	<u>4</u>
Basic information	<u>5</u>
Eligibility	<u>6</u>
Agency priorities	<u>8</u>
Program description	<u>10</u>
 Step 2: Get Ready to Apply	<u>18</u>
Find the application package	<u>19</u>
Get registered	<u>19</u>
Learn more	<u>20</u>
Join the webinar	<u>20</u>
 Step 3: Build Your Application	<u>21</u>
Application checklist	<u>22</u>
 Step 4: Learn About Review and Award	<u>34</u>
Application review	<u>35</u>
Award notices	<u>41</u>
 Step 5: Submit Your Application	<u>42</u>
Application submission and deadlines	<u>43</u>
 Step 6: Learn What Happens After Award	<u>45</u>
Post-award requirements and administration	<u>46</u>
 Contacts and Support	<u>48</u>
Modifications	<u>52</u>



Before you begin

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

SAM.gov registration (this can take several weeks)

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

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

Grants.gov registration (this can take several days)

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

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

Apply by the application due date

Applications are due by 11:59 p.m. Eastern Time on September 17, 2026.



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



Step 1:

Review the Opportunity

In this step

Basic information	<u>5</u>
Eligibility	<u>6</u>
Agency priorities	<u>8</u>
Program description	<u>10</u>

Basic information

Administration for Children and Families (ACF)

Office of Refugee Resettlement (ORR)

The Placement and Coordination (PC) Program will fund eligible entities to provide initial resettlement services and intensive case management to refugees and other eligible individuals and families resettled to the United States.

Summary

The Office of Refugee Resettlement (ORR) within the Administration for Children and Families (ACF), invites eligible applicants to submit applications to administer the Placement and Coordination (PC) program.

ORR will provide funding to diversify Program of Initial Resettlement (PIR) service providers through awards to eligible organizations not currently implementing PIR. New providers will strengthen the national resettlement framework by contributing innovative approaches and new perspectives.

PC providers will be responsible for administering services, including the PIR and Intensive Case Management (ICM), through one or more local service providers. Through these services, providers will support economic self-sufficiency, family stability, and community integration by delivering personalized assistance designed to address barriers to stability and long-term integration.

Funding details

Type: Cooperative agreement

Expected total program funding: \$27,820,000

Total expected awards: 10

Minimum award amount for the first budget period (award floor): \$1,000,000

Maximum award amount for the first budget period (award ceiling): \$5,000,000

We plan to fund a 2-year project period. The project period has two 1-year budget periods.



Have questions?
See [Contacts and Support](#).

Key facts

Opportunity name:
Placement and
Coordination (PC) Program

Opportunity number:
HHS-2026-ACF-ORR-
RP-0007

Federal assistance listing:
93.576

NOFO version: Original

Key dates

**Application submission
deadline:** Thursday,
September 17, 2026

**Optional informational
webinar:** Monday, August
17, 2026

**Expected project start
date:** December 1, 2026

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

Eligibility

Eligible applicants

These types of organizations may apply:

Public and private nonprofit organizations.

Other eligibility criteria

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

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

State governments, including state government agencies, are not eligible to apply for this NOFO.

Disqualifying factors

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

We won't consider an application that:

- Requests funding above the [award ceiling](#).
- Is submitted after the [deadline](#).
- Is from an individual (including a sole proprietorship), a federal entity, or a foreign entity.
- Is received in paper format that didn't have a previously approved exemption from ACF.
- Is submitted by an organization currently receiving funding from ORR to support PIR services, including through subaward.

Application limits

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

Cost sharing

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

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

Post-award requirements

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

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

Statutory authority

This program is authorized by the Immigration and Nationality Act section [412\(c\)\(1\)\(A\)](#), and [8 U.S.C. 1522\(c\)\(1\)\(A\)](#).

Agency priorities

Required alignment with ACF Vision, Mission, Values, Priorities, and Guiding Principles

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

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

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

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

2. **Evidence-based and outcome-focused practices:** Design and deliver services using evidence-based or evidence-informed approaches, establish measurable performance goals, and use data to monitor outcomes and drive continuous improvement.
3. **Partnership and local leadership:** Coordinate with state, tribal, territorial, local, and community partners, as appropriate, and tailor services to meet community-identified needs while respecting local decision-making authority.

In addition, in keeping with ACF's priorities, the recipient must administer any project that is awarded under this NOFO in accordance with the following objectives when consistent with the scope of the award and its activities in programs that are authorized to advance them:

4. **Family stability and child well-being:** Strengthen families, promote safe and stable home environments, and improve outcomes for children and youth through prevention-focused and developmentally appropriate services.
5. **Work, self-sufficiency, and economic mobility:** Support pathways to employment, job retention, and economic independence for individuals and

families, including through workforce development, education, and supportive services.

6. **High-quality early care and learning:** Where applicable, invest in high-quality early childhood programs that support school readiness, healthy development, and long-term success.

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

Program description

ORR supports the well-being and self-sufficiency of refugees, asylees, and other eligible populations through evidence-supported, trauma-informed, and strengths-based services. Since the beginning of 2026, ORR has coordinated the initial resettlement of refugees throughout the United States. Through the PC program (formerly known as Preferred Communities), ORR provides critical assistance to eligible individuals, which includes two sets of services. First, PIR provides initial resettlement services, referral to medical screening, and connection with other eligible services and programs to support achievement of self-sufficiency as soon as possible after arrival. Second, ICM offers intensive case management to individuals with specific vulnerabilities that create barriers to integration and self-sufficiency for up to 12 months or, in cases of disability or chronic health condition, up to 24 months.

Program of Initial Resettlement

Eligibility for PIR Services

Only individuals admitted as Refugees, Amerasians, SIVs, or other individuals made eligible by law who are within 90 days of arrival in the United States are eligible for PIR services. ORR will assign and approve all cases individually for PIR.

PIR Case Placement and Program Requirements

ORR distributes cases eligible for initial resettlement supports, including refugees and certain Afghan and Iraqi Special Immigrants, among PC Providers based on ORR approved placement plans which will prioritize placement of cases in locations to reconnect with a U.S. tie (if applicable) as well as services available and overall resettlement capacity.

Proposed local resettlement capacity should be determined in close consultation with state and local partners, and should align with historical ORR arrival data, as well as information regarding state and local community capacity including factors such as housing availability, accessibility of health care, and labor needs (e.g., a state or local community that identifies a local labor shortage in particular sector). This information can and should also then inform individual case placement decisions, by matching individual refugee cases with locations suited to their particular characteristics. These placement decisions are based on case-specific information from ORR and ORR-approved local providers.

Through PIR, PC providers either directly serve cases assigned by ORR or place them with Local Resettlement Providers (LRPs) in their network. LRPs are local, community-based organizations that work in partnership with the PC provider to determine overall local capacity numbers and to coordinate placement and the provision of initial

resettlement services. PC providers proposing to serve cases directly must carry out all responsibilities assigned to LRPs.

PC providers will be responsible for coordinating with ORR and other relevant entities to manage the flow of all case information updates and travel information prior to an assigned arrival in the U.S. The LRP will then assume responsibility for providing PIR services for 30 to 90 days after arrival in the U.S. Services include airport reception, providing for the basic needs including food, clothing, shelter, of each resettled eligible individual.

Successful PIR service provision requires LRPs to coordinate closely with state and local governments, community organizations, local service providers, and key stakeholders to support information sharing regarding refugee resettlement and access to related services. LRPs are expected to work with these entities to identify gaps in services and develop solutions to address those gaps. LRPs are also expected to actively engage and involve their local community, including through identification and engagement of volunteers to support program activities.

LRPs must work with each case to create a Self-Sufficiency Plan (SSP) within the first week of arrival. The SSP serves as a tool to assess, orient, plan, coordinate, and track the delivery of initial resettlement services. The SSP is intended to be a living document developed jointly by the case manager and adult case members. It should be used by LRP staff to coordinate and track key services and document the specific needs of each refugee in the case, including minors. ORR requires LRPs to assist clients to apply within 7 business days to ongoing ORR-supported and mainstream benefits including, but not limited to cash and medical assistance, English language training and employment and social services.

Upon completion of the PIR service period, the LRP must conduct an exit interview with each adult client (clients on the same case may be interviewed together) to assess the status of the SSP and overall resettlement progress. Using information gathered in the exit interview, PC staff must complete a 90-day report that reflects PIR outcomes as of the end of the PIR service period for each client. As part of the SSP review at case closure, the LRP must also ensure that the needs of minor case members have been addressed or referred to appropriate ongoing services.

For PIR, ORR anticipates:

- Allocating approximately \$2,500 in direct assistance funding for each planned arrival.
- Recipients will provide PIR services (see [Eligibility for PIR Services](#)) for up to 5,000 refugees per budget period.

Detailed descriptions of required program components and client services are available in the [PC guidelines](#).

Intensive Case Management Services

Eligibility for ICM Services

PC providers may enroll any individual meeting the eligibility requirements below for ICM services. ORR will not assign cases to providers for ICM services. Local PC providers must actively inform eligible individuals within their service area about the availability of ICM services.

ICM program participants must be eligible for ORR Refugee Resettlement Program benefits and services through their immigration status or category as one of the following:

- Refugee
- Asylee
- Cuban or Haitian entrant
- Iraqi or Afghan Special Immigrant
- Amerasian
- Victim of human trafficking
- Another individual made eligible by law

Eligible people must also meet these criteria:

- They are not U.S. citizens.

Any changes to eligibility, including the addition of new populations eligible by law will be communicated through an ORR-issued policy letter.

ICM Service Period

The required service period for ICM is:

- 6 to 12 months for ICM clients with most vulnerabilities, according to client needs
- 12 to 24 months for clients with long-term physical or mental health conditions or disabilities.

Re-enrollment beyond the initial service period requires ORR approval. ORR will consider re-enrollment requests based on evidence of continued need and likelihood that continued services will be effective in helping the client meet these needs. All PC ICM services must conclude within 60 months of the date of initial eligibility.

ICM Vulnerability Categories

Needs and situations that may be addressed through ICM services include:

- Disability or chronic illness
- Significant medical needs
- Significant psychosocial condition

- Significant issues related to social adjustment or isolation
- Single head of household
- Advanced age with associated risk factors
- Caregiver needing additional support
- Young adult without family support
- Survivor of torture and/or trauma
- Unaccompanied minor
- Resident of underserved area
- Family destabilization
- Others as requested by ORR

ICM Assessment Requirements

Service providers must develop a plan to ensure that, upon enrollment, and every 180 days thereafter, they evaluate each client in each of the following Client Assessment Indicators:

- Access to stable housing
- Health and mental health needs
- Food security
- Financial stability
- Financial management
- Access to health care
- Access to transportation
- Access to available public benefits
- Social adjustment and assimilation
- Family wellness

For each element, service providers must assign one of the following ratings:

- **Thriving** – The client’s vulnerability does not create notable hardship related to this element and they can meet related needs without ICM support.
- **Stable** – The client’s vulnerability creates limited hardship related to this element, but they can generally address related needs with little or no ICM support.
- **At-Risk** – The client’s vulnerability creates significant hardship related to this element, posing an active threat to self-sufficiency or well-being.

ICM Orientation Requirements

Service providers must offer all ICM clients comprehensive orientation about the ICM program to ensure they are informed of the nature of the program, its goals, and the specific services offered.

ICM Case Management Requirements

Service providers must provide each participant with a case manager who schedules regular consultations to track progress toward goals. The case manager must identify and share appropriate training, education, and certification opportunities with the client. The case manager must maintain substantial interactions with the client at a frequency determined by the client's needs and at least once every 30 days, beginning upon enrollment and continuing regularly throughout the service period.

ICM Customized Self-Sufficiency Plan (SSP) Requirements

Upon enrollment, service providers must ensure that each ICM client develops a customized SSP in collaboration with the case manager. The SSP must include:

- Components of self-sufficiency, with emphasis on areas where the client is currently evaluated as “at-risk” and any related barriers to stability
- Specific and achievable goals supported by ICM activities
- Projected timeframes and corresponding action steps
- Strategies to address and remove identified barriers

Service providers must develop the SSP using a strengths-based approach. The case manager must clearly explain to the client the purpose of the SSP and how it will be used to connect the client to appropriate services. PC providers must provide clear guidance and/or a standard SSP template to subrecipients to ensure all SSPs meet program standards. The SSP must also document client understanding of and agreement to any subsequent changes to the plan.

Connection with Services

Service providers must provide or connect each participant with services that address their specific area of vulnerability. Detailed descriptions of PC recommended services for various client vulnerabilities are available in the [PC guidelines](#).

Project Performance Evaluation

Service providers must continuously monitor progress through assessment of key inputs, activities, and outcomes. Service providers must develop internal systems to track performance data. Service providers must regularly analyze project performance to improve program implementation.

Service Location

Clearly define the geographic area in which you will provide services, including a list of specific sites where you will offer PC services. LRPs are required to serve cases within a 100-mile placement radius within the same state for PIR cases. While most PIR cases may be placed and served in the LRP's immediate metro area, some individuals may

join U.S. ties in more distant locations within 100 miles within the same state of the LRP's office.

Addressing ACF Priorities

This NOFO addresses the following [ACF Priorities](#): [Promoting Work and Self-Sufficiency](#) and [Ensuring Value Alignment in Funding](#).

PC services support clients to overcome barriers to self-sufficiency and, in the case of working-age adults, to manage vulnerabilities that threaten their ability to support themselves through meaningful employment. The PC program emphasizes monitoring and oversight to ensure efficient use of taxpayer funds.

Cooperative agreement—Description of ACF's involvement

ORR will have substantial involvement in this cooperative agreement. As administrator of the U.S. PIR, ORR will distribute cases to service providers for resettlement through the PC program. ORR approval will be required for decisions on proposed PC service locations. As resettlement service needs and priorities change over time, ORR will coordinate with PC providers to shift resources to the geographical and programmatic areas of greatest need. ORR will 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. ORR will consider, as necessary, enrollment exception requests and interventions to address gaps in services to vulnerable refugees as proposed by grant recipients.

Funding policies and limitations

Changes in HHS regulations

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

General policies

- We will only make awards if this program receives funding. If Congress appropriates funds for this purpose, we will move forward with the review and award process.
- Support beyond the first budget period will depend on:
 - Appropriation of funds.

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

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

Program-specific limitations and policies

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

- Construction.
- Purchase of real property.
- Major renovation.

Indirect costs

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

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

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

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

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

Subawards

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

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

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

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

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

Salary rate limitation

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

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

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

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

Program income

If you earn any money from your award-supported project activities (known as program income), you must use it for the purposes and under the conditions of the award. Find more about program income at [2 CFR 200.307](#).



Step 2:

Get Ready to Apply

In this step

Find the application package	<u>19</u>
Get registered	<u>19</u>
Learn more	<u>20</u>
Join the webinar	<u>20</u>

Find the application package

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

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

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

Get registered

SAM.gov

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

To register:

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

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

Once you register:

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

Grants.gov

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

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

Learn more

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

Join the webinar

We will have a pre-application webinar on Monday, August 17, 2026 from 3:00 to 4:00 pm Eastern time.

Link: <https://teams.microsoft.com/meet/245966108048504?p=K1gYStu0av9qqNexEi>

If you are unable to attend, you can find the recording and transcript on the [ORR PC](#) website after the session.

The goals of this session are to familiarize potential applicants with the ACF application process and provide information on preparing and submitting an application for this program.

Joining and participating is voluntary. Participants joining virtually may remain anonymous.

Opting not to participate in the session will not affect eligibility, application scoring, or the award selection process.

If there is a discrepancy between the presentation or materials and the NOFO, the NOFO takes precedence.

Please submit your questions on this NOFO in advance to ryan.foster@acf.hhs.gov and zahra.cheema@acf.hhs.gov or at <https://forms.cloud.microsoft/g/iwJWunrhk>.

Participants may submit questions anonymously.

The due date for submitting questions is August 14, 2026. Only questions submitted in advance and by the due date will be considered for answering during the session.



Step 3:

Build Your Application

In this step

Application checklist

22

Application checklist

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

File one: Narratives

Use the Project Narrative Attachment form.

Component	Included in page limit?
☐ Table of contents	Yes
☐ Project summary	Yes
☐ Project narrative	Yes
☐ Line-item budget and budget narrative	Yes

File two: Attachments

Insert each in a single Other Attachments form.

Component	Included in page limit?
☐ ACF Priorities Alignment Attestation	No
☐ Indirect cost agreement	Yes
☐ Legal proof of nonprofit status	Yes
☐ Organizational capacity supporting information (including organization chart)	Yes
☐ Third-party agreements	Yes
☐ Letters of support	Yes

Standard forms

Use each required form in Grants.gov.

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

Application contents and format

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

Your organization's authorized official must certify your application.

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

Required format

Page limit for file one and file two combined: 100 pages.

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

Accepted file formats

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

Document formats

Paper size: 8 ½ inches x 11 inches

Margins: 1 inch all around

Language: English

If possible, include page numbers.

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

Fonts

Font: Times New Roman

Color: Black

Size: 12-point font

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

Spacing

Table of contents: Must be single-spaced

Project summary: Must be single-spaced

Project narrative: Must be double-spaced

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

Attachments: Can be single-spaced

Tables and footnotes throughout: Can be single-spaced

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

File one

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

This file includes:

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

Table of contents

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

Project summary

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

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

Project narrative

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

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

In it, you must:

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

Purpose and Need

Geographic Location

Provide the precise physical location of your project and boundaries of the area you will serve. If you will include any subrecipients in your project that will serve specific geographic areas include their locations as well.

Detail annual PIR and ICM capacity at each proposed service location:

- For each proposed service location, new and existing, include the date when you or your proposed subrecipients consulted with the State Refugee Coordinator

(SRC) regarding the proposed PIR capacity. Include a summary of the conversation with the SRC regarding whether and how the proposed PIR capacity aligns with local community capacity. Provide data on staff capacity, employment and average wages, housing cost and availability, historical refugee service trends to support capacity descriptions, linkages to local referral and services partners (i.e., medical providers, food access), and how you propose to continue to consult with the SRC throughout the resettlement process and as needs or questions arise. For new service providers or service providers proposing new locations in states, SRC consultations and notes should include status and plans regarding building or existing connections to local providers, including other LRPs, referral partners and key community stakeholders. Virtual programs should note how SRCs will be consulted during pre-arrival planning.

- For proposed ICM capacity, provide data on the availability of medical, psychosocial, and other sources of support as described in PC Program Guidelines to support capacity descriptions.

Response

Approach

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

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

Provide a thorough description of your strategy for implementing all aspects of PIR and ICM as described in the PC program guidelines. Include the following:

- Your proposed plan for developing and overseeing a network of LRPs to provide PIR and ICM services or to provide such services directly.
- Your staffing plan for managing ongoing pre-arrival case information updates and travel information amongst your LRP network, ORR, and the overseas entity responsible for arranging refugee travel to the U.S.
- Your process for creating a comprehensive SSP for each client.
- Your plan to partner effectively with state and local government, community organizations, local service providers, and key stakeholders to support information sharing and access to services.
- Your proposed process for identifying gaps in services and a proposed plan to address those gaps.
- Your plan for identifying and engaging volunteers to support program activities and community involvement.

Project timeline and milestones

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

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

Impact

Project performance evaluation plan

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

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

Resources and capabilities

Organizational capacity

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

- Provide evidence that your team has the relevant experience and expertise needed to carry out your project.

- Describe your team's experience (including any partnering organizations) with administering, developing, implementing, managing, and evaluating similar projects.
- Provide evidence that your team, including partnering organizations, has the organizational capability to fulfill their roles and functions effectively.
- You must disclose your plan to enter into subaward agreements. If planning subawards, describe the work each subrecipient will complete.
- Provide examples of your organization successfully implementing similar programs on the proposed geographic scale.
- Provide some supporting information in the organizational capacity supporting information section of your [attachments](#).

Plan for oversight of federal award funds and activities

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

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

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

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

Protection of sensitive or confidential information

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

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

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

Line-item budget and budget narrative

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

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

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

As you develop your budget, consider:

- If the costs are necessary, reasonable, allocable, and consistent with your project's purpose and activities.
- How you calculate your costs in ways that are clear and repeatable.
- The restrictions on spending funds. See the [funding policies and limitations](#).
- Please also review the Standard Form instructions.

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

In general, you must:

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

- Ensure that your proposed budget clearly separates administrative expenses from local service implementation costs and justify administrative costs as necessary. If you propose to serve multiple states, include separate local service implementation budgets for each state.
- Develop your total budget request in alignment with your proposed service capacity. For initial resettlement, include \$2,500 in direct assistance for each refugee arrival in the budget.
- Explain how proposed local service implementation and subaward costs support service capacity at each proposed site.

Proprietary or personally identifiable information

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

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

File two: Attachments

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

This file includes all attachments.

ACF Priorities Alignment Attestation

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

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

I hereby attest and certify that:

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

Insert Date of Signature:

Print Name and Title of the AOR: Signature of AOR

Indirect cost agreement

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

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

Legal proof of nonprofit status

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

- A reference to your listing in the IRS's most recent list of tax-exempt organizations.
- A copy of a current tax exemption certificate from the IRS.
- A letter from your state's tax department, attorney general, or another appropriate state official saying that your group is a nonprofit and that none of your net earnings go to private shareholders or others.
- A certified copy of your certificate of incorporation or similar document. This document must show that your group is a nonprofit.
- Any of these documents for a parent organization. Also include a statement signed by an official of the parent group that your organization is a nonprofit affiliate.

Organizational capacity supporting information

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

- Organizational charts, including all partners.
- Resumes, biographical sketches, or curricula vitae for all key personnel.
- Job descriptions for each vacant key position.
- Audit summary report including auditor's opinion, if applicable.

Third-party agreements

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

Any such agreement must:

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

Letters of support

Attach statements from community, public, or commercial leaders that support your project. At minimum, each letter of support must identify the person writing the letter, the organization they represent, the date, and their reasons for supporting the project.

Standard forms

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

Forms	Submission requirement
Project Abstract Summary	With the application.
Application for Federal Assistance (SF-424)	With the application.
Budget Information for Non-Construction Programs (SF-424A)	With the application.
Assurances for Non-Construction Programs (SF-424B)	With the application.
Key Contacts	With the application.
Grants.gov Lobbying Form	With the application or before award.
Disclosure of Lobbying Activities (SF-LLL)	If applicable based on instructions, with the application or before award.

Forms	Submission requirement
Project/Performance Site Location(s) (SF-P/PSL)	With the application. Cite your primary location and up to 29 additional performance sites.

Important: public information

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

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

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

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



Step 4:

Learn About Review and Award

In this step

Application review	<u>35</u>
Award notices	<u>41</u>

Application review

Initial review

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

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

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

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

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

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

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

Merit review process

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

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

Criteria summary

Criterion	Total number of points = 110
1. Purpose and need	20 points
2. Response	20 points
3. Impact	10 points
4. Resources and capabilities	30 points
5. Line-item budget	20 points
6. ACF priority alignment	10 points

Scoring criteria

Purpose and need

Maximum points: 20

The reviewer will assess how well you:

- Define the geographic area in which you will provide services, including a list of specific sites where you will establish PC service centers. **(5 points)**
- Describe total annual service capacity, including all ORR-eligible populations. Proposed capacity should align with historical ORR arrival data and prospective information from states and local communities regarding factors such as labor needs. If you propose a different capacity level, justify why it is appropriate. **(5 points)**
- Detail annual capacity at each proposed site for PIR services regarding proposed capacity. **(5 points)**
- Detail annual capacity at each site for ICM services. **(5 points)**

Response

Maximum points: 20

The reviewer will assess how well you:

- Detail an effective strategy for implementing PC services including PIR and ICM and proposed plan for developing and overseeing a network of LRPs or to provide services directly. **(7 points)**
- Describe a plan to partner with state and local government, community organizations, local service providers, and key stakeholders to support information sharing and access to services. **(7 points)**

- Explain your proposed process for identifying gaps in services and a proposed plan to address those gaps. **(2 points)**
- Describe your plan for identifying and engaging volunteers to support program activities through community involvement. **(2 points)**
- Provide a clear and realistic project timeline with milestones, projections, and target dates for key activities. **(2 points)**

Impact

Maximum points: 10

The reviewer will assess how well you:

- Describe how you will monitor ongoing activities and progress toward the project's goals and objectives including inputs, key activities, and expected outcomes. **(2 points)**
- Describe how you will collect and manage data in a way that allows for accurate and timely reporting of performance outcomes. Describe any processes that support overall data quality and address potential obstacles to performance evaluation. **(2 points)**
- Describe how you will use data to improve your funded activities. **(3 points)**
- Provide expected outcomes that are realistic and reasonable. **(3 points)**

Resources and capabilities

Maximum points: 30

The reviewer will assess how well you:

- Show your organization's capacity to effectively carry out the proposed project, including examples of how your organization successfully implemented similar programs on the proposed geographic scale. **(10 points)**
- Present a realistic and effective plan for identifying subrecipients or local staff to carry out program activities at the local level. **(10 points)**
- Include resumes or other information on key staff demonstrating their experience administering services to refugees or other similar populations. **(5 points)**
- Include a detailed timeline for the first 12 months of implementation, including the expected preparatory period before services begin, factors that may delay implementation, and how you will address these factors proactively. **(5 points)**

Line-item budget

Maximum points: 20

The reviewer will assess how well you:

- Present a detailed, accurately calculated line-item budget for the first budget period. Ensure that all proposed costs are reasonable and cost-effective and provide unit costs where appropriate. Fully describe service costs for each state in your proposed service area. **(5 points)**
- Present a total funding request that aligns with proposed service capacity, including direct assistance costs for initial resettlement. **(5 points)**
- Justify all administrative costs as reasonable and appropriate. **(5 points)**
- Link proposed local or subaward costs to service capacity at each proposed site. **(5 points)**

We do not consider voluntary cost sharing during merit review.

Alignment with ACF Vision, Mission, Values, Priorities, and Guiding Principles (Up to 10 Points)

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

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

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

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

Scoring Considerations for the next three criteria:

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

1. Demonstrated Review and Understanding (Up to 2 Points)

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

Reviewers will look for:

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

2. Operationalization in Program Design and Implementation (Up to 3 Points)

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

Reviewers will assess if the applicant:

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

3. Integration into Performance and Continuous Improvement (Up to 5 Points)

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

Reviewers will assess the extent to which the application:

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

Risk review

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

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

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

For more details, see [2 CFR 200.206](#).

Selection process

When making funding decisions, we consider:

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

We may:

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

We will not fund:

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

Award notices

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

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

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

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



Step 5:

Submit Your Application

In this step

Application submission and deadlines

43

Application submission and deadlines

Application

Deadline

Due on September 17, 2026.

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

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

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

Grants.gov submission

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

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

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

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

Issues with federal systems

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

Exemptions for paper submissions

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

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

To submit your application, mail it to:

Anita White

Administration for Children and Families

Office of Grants Management

Community Strengthening Grants

ATTN: HHS-2026-ACF-ORR-RP-0007

Mary E. Switzer Building

330 C Street, SW

Washington, DC 20201

Follow these requirements when you submit your paper application:

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

Intergovernmental review

You will need to submit application information for intergovernmental review under [Executive Order 12372, Intergovernmental Review of Federal Programs](#).

Under this order, states may design their own processes for commenting on some applications. Some states have this process and others do not.

To find out your state's approach, see the [list of state single points of contact \[PDF\]](#). If you find a contact on the list for your state, contact them as soon as you can to learn their process. If you do not find a contact for your state, you do not need to do anything further.

This requirement never applies to American Indian and Alaska Native tribes or tribal organizations.



Step 6:

Learn What Happens After Award

In this step

Post-award requirements and administration [46](#)

Post-award requirements and administration

Administrative and national policy requirements

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

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

Reporting

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

- Performance report form: ACF-OGM-PPR
- Performance report frequency: Semiannually
- Financial report form: SF-425 FFR
- Financial report frequency: Semiannually

Additional reporting requirements can be found in [PC program guidelines](#).



Contacts and Support

In this step

Agency contacts	<u>49</u>
Help with systems	<u>50</u>
Reference websites	<u>50</u>
Paperwork Reduction Act disclaimer	<u>51</u>

Agency contacts

Program

Ryan Foster

Program Specialist

Office of Refugee Resettlement

Administration for Children and Families

U.S. Dept. of Health and Human Services

202-260-2649

Ryan.Foster@acf.hhs.gov

Grants management

Anita White

Supervisory Grants Management Specialist

Office of Grants Management

Administration for Children and Families

U.S. Dept. of Health and Human Services

202-401-6493

Anita.White@acf.hhs.gov

Help with systems

Grants.gov

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

- Phone: 1-800-518-4726.
- Email: support@grants.gov.

SAM.gov

If you need help, you can:

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

Reference websites

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

Paperwork Reduction Act disclaimer

As required by the Paperwork Reduction Act, 44 U.S.C. 3501-3521, the public reporting burden for the project description (project narrative, line-item budget, and justification) is estimated to average 60 hours per response, including the time for reviewing instructions, gathering, and maintaining the data needed, and reviewing the collection information.

The project description information collection is approved under OMB control number 0970-0139, which expires April 30, 2029. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Modifications

Modification Description	Updated Date
The disqualifying factors section has been updated to clarify that application from organizations currently funded by ORR to support Program of Initial Resettlement services will be disqualified, including organizations receiving PIR funding through subaward. The webinar description has been updated to include instructions on submitting questions in advance of the webinar.	August 7, 2026