



Administration for Children and Families

Office of Refugee Resettlement

Refugee Career Pathways Program

HHS-2022-ACF-ORR-ZM-0156

Application Due Date: 07/01/2022

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Funding Opportunity Title:

Refugee Career Pathways Program

Announcement Type:

Initial

Funding Opportunity Number:

HHS-2022-ACF-ORR-ZM-0156

Primary CFDA Number:

93.576

Due Date for Applications:

07/01/2022

Executive Summary**Notice:**

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

The Office of Refugee Resettlement (ORR) within the Administration for Children and Families (ACF) invites eligible entities to submit competitive grant applications for the Refugee Career Pathways (RCP) program. Through the RCP program, ORR will provide funding to enable Afghan entrants to obtain self-sufficiency by obtaining the means to secure professional or skilled employment drawing upon previously acquired knowledge, skills, and experience. Under the RCP program, the primary focus is to assist participants in learning about career pathways and developing individualized plans to gain employment and advance within their chosen career field. Allowable activities will include case management, training and technical assistance, specialized English language training, and mentoring. In addition, eligible refugee participants may receive financial assistance for costs related to the establishment or re-establishment of credentials, such as obtaining educational credits or enrollment in required certification programs. ORR is requiring that RCP programs have a partnership with at least one educational institution (i.e., university, college, community college, or other institution with expertise in career and technical education) to facilitate career opportunities in ways that supplement, rather than supplant, existing services. RCP programs implemented by an educational institution must collaborate with at least one refugee-focused entity (i.e., resettlement office and/or other organization with programming specifically aimed at refugees).

I. Program Description**Statutory Authority**

Immigration and Nationality Act 412(c)(1)(A), 8 U.S.C. 1522(c)(1)(A); Afghanistan Supplemental Appropriations Act, 2022, Public Law 117-43, title III, as amended through Public Law 117-86.

Description

REFUGEE CAREER PATHWAYS OVERVIEW

The RCP program was established by ORR to address the obstacles faced by resettled refugees in initiating professional careers in their new communities. While many refugees have previous professional experience in their country of origin, they often lack the degrees, certifications, and knowledge specific to the U.S. job environment needed to attain professional employment after resettlement. Even highly skilled refugees are often required to take low-skilled jobs with little opportunity for advancement or skill development. This, in turn, limits refugees' potential to achieve economic self-sufficiency and to benefit their communities by making full use of the skills and experience that they bring to their new homes.

The Afghanistan Supplemental Appropriations Act, 2022 (ASA), authorizes refugee and entrant activities in support of citizens or nationals of Afghanistan paroled into the United States under section 212(d)(5) of the INA and citizens or nationals of Afghanistan for whom such refugee and entrant assistance activities are authorized. For convenience, the term "refugee" is used in this NOFO to encompass all such eligible persons. Please refer to *Section I. Refugee Career Pathways Overview, Eligible Participants Defined* for more information.

The goal of the RCP program is to support eligible populations in attaining the knowledge and resources needed to begin a professional career in their new communities. Existing job training programs for refugees often focus on supporting initial job placement, which may not be adequate to securing long-term self-sufficiency. The RCP program will assist recent Afghan entrants in beginning professional careers that provide not only a salary but also greater job security and the possibility of career advancement.

To achieve this goal, the program will employ the career pathways approach, which has shown promise in enabling immigrants to gain entry into career fields in the United States.

The Workforce Innovation and Opportunity Act (WIOA) of 2014 (29 U.S.C. 3102(7)) defines a career pathway as follows:

a combination of rigorous and high-quality education, training, and other services that—

- (A) aligns with the skill needs of industries in the economy of the State or regional economy involved;
- (B) prepares an individual to be successful in any of a full range of secondary or postsecondary education options, including registered apprenticeships;
- (C) includes counseling to support an individual in achieving the individual's education and career goals;
- (D) includes, as appropriate, education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
- (E) organizes education, training, and other services to meet the particular needs of an individual in a manner that accelerates the educational and career advancement of the individual to the extent practicable;

(F) enables an individual to attain a secondary school diploma or its recognized equivalent, and at least 1 recognized postsecondary credential; and

(G) helps an individual enter or advance within a specific occupation or occupational cluster.

The career pathways approach stems from the Building Linkages through Career Clusters initiative developed by the U.S. Department of Education and other partners in 1996. This approach recognizes that every career field comprises a number of specific job functions that require different levels of experience, education, and training. Practitioners of career pathway training emphasize educating job seekers on the types of positions they may be able to secure in the short-term, while creating actionable plans to advance within that field in the long-term. For further information on career pathways, refer to the [U.S. Departments of Labor, Education, and Health and Human Services' Joint Letter on Career Pathways](#).

Successful implementation of the career pathways approach relies upon a strong network of local partners with the capacity to address all aspects of individual career development.

Organizations implementing the RCP program will work in close cooperation with local partners and service providers to guide participants through program activities and ensure access to ongoing career support following participation in the program.

Program Scope and Activities

The RCP program will enable recent Afghan entrants to overcome the obstacles associated with obtaining skilled and/or professional employment following resettlement. Program objectives are as follows:

- Helping Afghan entrants achieve self-sufficiency by obtaining the means to secure professional certification or skilled employment
- Increasing Afghan entrants' understanding of career pathways and equipping them with the knowledge and tools to succeed in their chosen career path

Through the RCP program, organizations will work directly with Afghan entrants to apply the career pathways approach through training and individualized technical assistance. They will assist eligible participants to identify opportunities to enter their chosen career field and make a plan to advance in this field over time. They will identify barriers to entering this field – such as lack of a recognized credential or unfamiliarity with specific workplace regulations – and provide support and resources to mitigate these barriers. Activities must be culturally appropriate to eligible populations and include accommodations for participants with limited English proficiency. As ORR anticipates that many program participants will be working, activities must provide flexible scheduling for participants who may be working during traditional or non-traditional work hours.

Under the RCP program, there are the following two opportunities to receive bonus points:

ACF has made advancing equity a key component of its strategic plan, to ensure that all ACF beneficiaries have the opportunity to reach their full potential. As such, ORR has incorporated an equity and inclusion lens in all aspects of its programming to ensure that all ORR-eligible populations, regardless of race, religion, gender identity, sexual orientation, disability, or other characteristics, receive fair treatment, access, and opportunity. Through funding from ASA,

ORR will launch a new Integration Services for Afghan Women (ISAW) initiative to further advance equity and inclusion in service to new Afghan newcomers. As part of this initiative, the RCP program includes an emphasis on engaging with, and effectively serving, women hoping to enter professional and skilled career fields. ORR therefore encourages applicants to develop a plan to reach out to and provide RCP services to eligible women. ORR will award bonus points to applicants that identify effective outreach strategies specifically designed to target eligible women in the community; and describe anticipated barriers eligible Afghan women may face in program participation and attainment of career goals and how the program will enable them to overcome these obstacles.

ORR encourages applicants to propose programs that will serve locations to which significant numbers of Afghan entrants have resettled. ORR will award bonus points to applicants whose proposed service area includes cities that are among the locations that have received the highest numbers of resettled Afghan humanitarian parolees and special immigrant visa holders, as described in *Section V.1. Criteria, Bonus Points*.

RCP Program Activities

The RCP program will meet its objectives through the following activities:

Career Development Plans

A career development plan must be established for each participant based on that participant's skills, experience, credentials, and desired career path. The plan must include actions that will contribute to participants' short-, medium-, and long-term career prospects. The plan is intended to serve as a guide to assist participants in ongoing career advancement after their participation in the RCP program concludes.

A selected career field must be one that the participant can qualify for and attain at least an entry-level job in while participating in the RCP program, provides opportunities for professional advancement, and has employment opportunities in the local community. The plan must lay out a clear and realistic path for qualifying and attaining employment in the participant's career field. The plan must include the following, as applicable:

- Description of the career field the participant intends to enter, along with any corresponding skills, experience, and credentials that will be beneficial in gaining employment in that field
- Specific job titles that the participant could qualify for within the term of the participants' involvement with the RCP program, along with any additional education, credentials, or experience required to qualify
- Identification of other potential barriers to entry in the participant's chosen career field (such as limited English skills, lack of familiarity with workplace standards, or inexperience with job search strategies) and a corresponding strategy to eliminate or mitigate these barriers
- Specific educational courses and/or programs of study to be completed by the participant
- Opportunities to gain additional experience such as on-the-job training, mid-career internships, or apprenticeships to be completed by the participant
- Exams and/or training programs required to acquire a credential required for, or are helpful in obtaining, employment in the participant's chosen career field; if it is possible

for a previously acquired credential to be recognized by U.S. employers, a plan detailing the steps needed for recognition of this credential

- Local employers hiring for the positions described by the applicant
- A list of mentors and other potential contacts able to provide guidance in locating a job and succeeding in the participant's chosen field
- Any costs associated with each item described above

In addition, plans must include options for further career development that participants can continue to pursue following their participation in the RCP program, and how they can save and plan for future career development. The plan is intended to be a living document that will be modified and improved throughout the participants' involvement with the program. Programs must create a concept for a finalized version of the career development plan that participants can continue to refer to following their direct participation in the RCP program. The plan should include referrals and linkages as a road map for future career development.

The plan must include a service agreement to be signed by participants with information on the role, responsibilities, and expectations of both the participants and the implementing organization.

Training and Technical Assistance

RCP programs are required to provide participants with training and technical assistance that will enable them to attain employment within their chosen career field. Specialized training must be available to participants to enable them to overcome obstacles to employment and to attain success in their careers. Training programs must be based on the needs of the local refugee population and the requirements for employment in the career fields on which the local program focuses. Examples of potential training areas include vocational English skills; familiarization with the U.S. workplace environment; and related skills such as resume writing, interviewing, and forming professional networks.

In addition to group training, RCP programs are required to provide career counseling and technical assistance to participants on an individual basis. Individual technical assistance will focus on development and continuous improvement of the participant's career development plan, and completion of the steps contained in the plan.

The program will provide guidance to participants as they attain the necessary educational credits, credentials, and professional experience to qualify for employment in their chosen field. The program will assist participants in overcoming obstacles to employment and making adjustments when faced with difficulties in attaining career goals. The program will connect participants with employers, mentors, local employment-based service providers, and resources, such as those provided under WIOA, that can provide additional guidance in attaining employment and ongoing professional development.

The program will also facilitate the development of career pathway resources, such as handbooks, licensing guides, and skills assessment tools, to assist participants as they determine the most effective means of career entry and development in the context of the U.S. and local job environment.

The program will serve recent Afghan entrants with varying levels of education and experience who are interested in entering professional and/or skilled career fields, focusing on outreach and

services for eligible women. Programs will provide direct training and support and/or connect participants with external sources of training and support that are suitable to each participant's background and career goals. Programs are encouraged to incorporate the input and/or lived experiences of program participants and graduates into their curricula design.

Direct Financial Assistance

Under the RCP program, there is the option to offer direct financial assistance to participants for costs associated with career advancement. All direct financial assistance must be clearly related to professional development opportunities included in the participant's career development plan. Such costs are expected to include, but are not limited to:

- Tuition for degree and/or certification programs
- Licensing and exam fees
- Credential evaluation services
- Textbooks, software, and other supplies needed for career-related courses and exams
- Transportation to and from career development activities
- Child care while participating in career development activities

Whenever possible, payment should be made directly to the service provider. If participant reimbursement is necessary, the participant must have the expense approved in writing prior to purchase and provide documentation that the expense was incurred and paid by the participant. Recipients must use traceable mechanisms for disbursement to include direct payments to vendor, reimbursed receipts, or invoices to ensure accurate record keeping. Recipients must thoroughly document and maintain records, including line-item amounts, cost category, nontraditional cost category, mechanisms for disbursements, connection to related goals, receipts, bank records, client identifiers, and relevant dates. The RCP program limits direct financial assistance to \$3,500 per budget period for each participant, see *Section IV.6. Funding Restrictions* for further information regarding this limitation.

Partnerships

The RCP program will be implemented with support from a network of local community partners that focus on individual career advancement. Partner networks will include organizations with demonstrated capacity in areas required to support individual career advancement of refugee participants. Programs must have capacity to serve refugees in the following areas, either in-house or through partnerships:

- Job skills training
- Refugee services
- Vocational English language training
- Career mentorship
- Facilitation of career entry through apprenticeships, on the job training, etc.

Each program is required to include a partnership with at least one educational institution (i.e., university, college, community college, or other institution focused on career and technical education). For the purposes of this NOFO, "educational institution" references the type of institution listed above. If an educational institution directly administers the RCP program, ORR requires a partnership with at least one refugee-focused entity (i.e., refugee resettlement office or

other organization with programming specifically for refugees and/or other eligible populations). For the purposes of this NOFO, "refugee-focused entity" references the type of institution described above. Though not required, ORR encourages the partnerships with either the educational institution and/or refugee-focused entity to be located in the proposed service area to better increase access to education and training described above.

Examples of other potential partners include the following:

- Professional associations
- American Job Centers
- Employers
- Refugee resettlement and support agencies
- Non-profit organizations providing technical assistance in immigrant and refugee professional career development
- Experts in employment, career pathways, and/or specific professions
- Professional mentors who have been successful in entering a career field, potentially including refugees and immigrants

Partners may receive program funding through a subaward basis, as appropriate. Please reference *Section I. Post-Award Requirements, Subawards* for more information. Subawards may be proposed in cases in which third parties are best suited to provide training or other forms of direct assistance to participants. Subawards must be limited to include only those costs needed to provide the specific services required by the program. A partnership may also include agreements with organizations already fully funded to provide related services, in these cases subaward funding would not be provided.

Services provided under the RCP program are intended to complement other forms of employment-related support funded by ORR and other sources. RCP participants are not prohibited from receiving services under any other ORR-funded program, provided such services are not duplicative.

Coordination with Refugee Resettlement Community

Coordination with the local refugee resettlement community is critical to the success of the RCP program. Programs must include regular coordination with resettlement agencies, State Refugee Coordinators or Replacement Designees, and other relevant community services providers to extend the effort of the outreach, awareness, and coordination with the refugee resettlement community. Attendance at quarterly consultations with resettlement agencies, regular meetings with State Refugee Coordinators, and participation in other relevant forums are examples of activities with strategic partnerships that facilitate resource mapping.

Eligible Participants Defined

ASA Act, 2022, authorizes refugee and entrant activities in support of citizens or nationals of Afghanistan paroled into the United States under section 212(d)(5) of the INA and citizens or nationals of Afghanistan for whom such refugee and entrant assistance activities are authorized. Due to this, eligible recipients of services are limited to individuals with the following statuses:

1. Citizens or nationals of Afghanistan paroled into the United States under section 212(d)(5) of

the INA between July 31, 2021, and September 30, 2022,. The benefits and assistance will be available until March 31, 2023, or the end of an individual's parole term, whichever is later.

2. A spouse or child of any Afghan humanitarian parolee who is paroled into the United States after September 30, 2022. The benefits and assistance will be available until March 31, 2023, or the end of an individual's parole term, whichever is later.

3. Citizens or nationals of Afghanistan paroled as refugees or asylees under section 212(d)(5) of the INA.

4. Citizens or nationals of Afghanistan admitted under section 207 of the INA.

5. Citizens or nationals of Afghanistan whose asylum status was granted under section 208 of the INA.

6. Citizens or nationals of Afghanistan who are lawful permanent residents provided that they previously held one of the statuses identified above.

7. Afghan Special Immigrants per section 602(b) (8) of Div. F of Pub. L. 118-8, as amended (8 U.S.C. 1101 note)

8. Citizens or nationals of Afghanistan who are identified as 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 of ORR-funded projects is available at 45 CFR § 400.43; and ORR Policy Letters 16-01, 22-01, and 22-02, which can be found on the ORR website at: www.acf.hhs.gov/programs/orr/resource/policy-letters.

Additionally, eligibility for this program is limited to individuals fulfilling the requirements above who entered the US on or after July 31, 2021.

ORR assistance and services must be provided to refugees without regard to race, religion, nationality, sex (including gender identity and sexual orientation), or political opinion.

Case File Requirements

The RCP program requires that individual case files be maintained for each program participant. Files must comprise all information collected on the participant including, at minimum, documentation of participant eligibility, career development plan, and case notes.

Programs must ensure compliance with 45 CFR § 75.303(e) to take reasonable measures to safeguard protected personally identifiable information. Files must also include documentation of all financial assistance payments made to, or on behalf of, the participant, along with any applicable invoices and receipts. Case files must be available to ORR monitors, or other responsible federal staff, upon request. When not in use, both physical and electronic case files must be properly secured as to ensure only appropriate staff have access. If the RCP program is using an electronic case file system, then safeguards such as limiting access to the data and encryption must be in place to protect participant information. Paper files must be kept confidential - ideally in a file cabinet that is kept locked and can be accessed only by authorized staff.

POST-AWARD REQUIREMENTS

COVID-19 Response

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, recipients and, if applicable, subrecipient(s) are required to adjust activities. ORR will exercise maximum flexibilities, as needed. Recipients' public-facing project activities must allow for modifications responsive to the CDC COVID-19 recommendations that can be found at <https://www.cdc.gov/coronavirus/2019-nCoV/index.html> as well as any applicable local recommendations.

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 NOFO, *Section III.1. Eligible Applicants*. Additionally, all subrecipient(s) must obtain a Unique Entity Identifier (UEI) number 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.

Please reference the [Award Term and Condition on Subawards](#) on the [ACF Administrative and National Policy Requirements](#) website for further requirements involving subawards.

Commitment Between RCP Program and Educational Institution

Within 90 days of grant award, the recipient is required to submit to ORR a formal and structured commitment between the recipient and educational institution to coordinate in the development and implementation of relevant, customized, and culturally and linguistically appropriate RCP activities for eligible refugees. If the program is administered by an educational institution, the recipient is required to submit the formal and structured commitment as described between the recipient and a refugee-focused entity.

Program Performance Evaluation

As required by the Paperwork Reduction Act (PRA), ORR has obtained approval from the Office of Management and Budget (OMB) on data indicators for post-award reporting. Grant recipients will be required to report data points collected on OMB Form 0970-0490 on a semi-annual basis.

Data points will include the following:

1. Number of participants newly enrolled in the program
2. Number of participants currently enrolled in the program
3. Average income of enrolled participants
4. Number of participants developing personalized career plans
5. Number of participants enrolling in degree and/or certification programs

6. Number of participants enrolling in apprenticeship and/or on-the-job training programs
7. Number of participants earning college credits
8. Number of participants who obtained a new credential or recognition of an existing credential
9. Number of participants obtaining employment in a professional/skilled career field
10. Number of training hours the program provided to participants in English language programs related to preparation for a particular vocation or job-related training program
11. Number of training hours the program provided to participants in developing job readiness skills such as resume writing, interviewing, and expectations for the professional workplace
12. Average income of participants who obtained employment

Paperwork Reduction Disclaimer

As required by PRA, 44 U.S.C. 3501-3521, the public reporting burden for Refugee Career Pathways data reporting is estimated to average 5 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection information. The Refugee Career Pathways Data Form is approved under OMB control number 0970-0490, expiration date is January 31, 2023. 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.

ORR will not require programs to conduct record keeping activities subject to PRA if it has not received approval from OMB.

Participation in ORR-Sponsored Training Events

RCP programs will be expected to participate in ORR-sponsored webinars, trainings, and peer sharing events throughout the program period. An annual workshop is planned for each program year. Attendance is required for one key staff member to participate in this annual 2-day workshop in Washington, DC. ORR may hold this workshop in a virtual format.

RCP Program Evaluation

If ACF identifies additional resources to fund a federal study of the funded RCP activities, then the recipient will be required to participate. The study would utilize an outside non-grantee evaluation team and would focus on the processes, implementation, progress indicators, and quality improvement of funded activities.

NOTE: Consistent with the PRA of 1995, (44 U.S.C. 3501-3521), under this NOFO, 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. ORR will obtain OMB approval for a federal study of the funded RCP activities, as appropriate.

For more information on application requirements specific to this NOFO please refer to *Section IV.2. The Project Description and the Project Budget and Budget Justification.*

II. Federal Award Information

Funding Instrument Type:

G (Grant)

Estimated Total Funding:

\$15,000,000

Expected Number of Awards:

20

Award Ceiling:

\$750,000

Per Project Period

Award Floor:

\$600,000

Per Project Period

Average Projected Award Amount:

\$750,000

Per Project Period

Anticipated Project Start Date:

09/30/2022

Length of Project Periods:

Other

Additional Information on Project Periods and Explanation of 'Other'

Projects under this NOFO will be fully funded for a period of 36 months.

Additional Information on Awards:

Awards made under this funding opportunity 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 funding under this funding opportunity. 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*.

ACF will use the recipient's semi-annual performance progress and financial reports, site visits, audit reports and other supporting documentation to determine, in accordance with the requirements in the competitive NOFO and statute, if satisfactory progress is being made. ACF will factor in the recipient's ability to meet the dues dates as identified in the NOFO. ACF's review of reports and other documentation will be used to assess progress in the following: (1)

accomplishing the project goals, objectives, and activities; (2) completing proposed activities; and (3) documenting allowable expenses that support project goals, objectives, and the approved budget. Please refer to *Section VI.3. Reporting* for more information on required reports.

III. Eligibility Information

III.1. Eligible Applicants

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

Applicants are required to submit a letter of support from at least one educational institution. This letter must be on letterhead of the educational institution and signed by the Authorized Representative or their designee.

If the applicant is an educational institution, the applicant is required to submit the required documents described above with at least one refugee-focused entity. This letter must be on letterhead of the entity and signed by the Authorized Representative or their designee.

Please see *Section I. Refugee Career Pathways Overview, RCP Program Activities, Partnerships* for further information on this requirement.

The required documentation is described in *Section IV.2. Project Description, Additional Eligibility Documentation*. Lack of the required documentation will disqualify the application from review and from award. See *Section III.3. Other, ORR Disqualification Factor*.

Applications from individuals (including sole proprietorships) and foreign entities are not eligible and will be disqualified from competitive review and funding under this funding opportunity. 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. 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 45 CFR Part 87 and 42 U.S.C. 2000bb *et seq.*, ACF will not, in the selection of recipients, discriminate against an organization on the basis of the organization's religious character, affiliation, or exercise.

Funding Restrictions Reference

Please see *Section IV.6. Funding Restrictions* for any limitations on the use of federal funds that could affect the eligibility of an applicant or project.

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 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

Subrecipients are exempt from the requirement to submit letters of support from partner organizations referenced in *Section III.1. Eligible Applicants*.

Application Disqualification Factors

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

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 funding under this funding opportunity. 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 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 funding under this funding opportunity.**

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.](#)"

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 Grants.gov after 11:59 pm ET on the due date, as indicated by a dated and time-stamped email from Grants.gov, will be disqualified from competitive review and funding under this funding opportunity. That is, applications submitted to Grants.gov, on or after 12:00 am ET on the day after the due date will be disqualified from competitive review and funding under this funding opportunity.

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

Each time an application is submitted via 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 funding under this funding opportunity. **Paper applications received from applicants that have not received approval of an exemption from required electronic submission will be disqualified from competitive review and funding under this funding opportunity.**

ORR Disqualification Factor

ORR will disqualify from review any application that does not include a letter of support from at least one educational institution as referenced in *Section I. Refugee Career Pathways Overview, RCP Program Activities, Partnerships*, provided the applicant is not itself an educational institution.

ORR will disqualify from review any application from an educational institution that does not include a letter of support from at least one refugee-focused entity. See *Section III.1. Eligible Applications, Additional Information on Eligibility*, and *Section IV.2. Project Description, Additional Eligibility Documentation*.

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 NOFO.

IV. Application and Submission Information

IV.1. Address to Request Application Package

Ryan

Foster
Administration for Children and Families
Office of Refugee Resettlement
Division of Refugee Services
Mary E. Switzer Building
330 C Street, SW.
Washington
DC
20201
(202) 260-6949
(202) 401-5772
ryan.foster@acf.hhs.gov
Application Packages

Electronic Application Submission:

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

Applications in Paper Format:

For applicants that have received an exemption to submit applications in paper format, Standard Forms (SFs), assurances, and certifications are available in the "Select Grant Opportunity Package" available in the NOFO's Grants.gov Synopsis under the Package tab at 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 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 Grants.gov is required to upload only two electronic files, excluding SFs and Office of Management and Budget (OMB)-approved forms. No more than two files will be accepted for the review, and additional files will be removed. SFs and OMB-approved forms will not be considered additional files.

FOR ALL APPLICATIONS:

Authorized Organization 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 NOFO Formatting, Font, and Page Limitation Requirements

Applications that fail to adhere to ACF's NOFO 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 and 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 NOFO 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 SFs 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 [Grants.gov](https://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 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 application submission in its entirety (Project Description and Appendices) is limited to 100 pages.

The Project Description (Narrative) must include the following items:

- Table of Contents
- Project Summary
- Geographic Location
- Need for Assistance
- Objectives
- Expected Outcomes
- Approach
- Project Timelines and Milestones
- Organizational Capacity
- Plan for Oversight of Federal Award Funds and Activities
- Program Performance Evaluation Plan
- Logic Model
- Protection of Sensitive and/or Confidential Information
- Project Budget and Budget Justification

The Appendices must include the following items:

- Resumes or curricula vitae of current staff, and/or position descriptions
- Organizational chart of applicant entity (including staff who will be assigned to administer this program)
- Required letter of support from educational institution or refugee-focused entity
- Letter of consultation with State Refugee Coordinator
- Letter of agreement with a cognizant federal agency on indirect charges, if applicable
- Copy of Auditor's one-page summary report, if available
- Any other information the applicant deems relevant and necessary

ELECTRONIC APPLICATION SUBMISSION INSTRUCTIONS

Applicants are required to submit their applications electronically unless they have 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 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 SFs and OMB-approved Forms

SFs and OMB-approved forms 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 SFs, OMB-approved forms, and required assurances and certifications.

Naming Application Submission Files

Carefully observe the file naming conventions required by Grants.gov. Limit file names to 50 characters (characters and spaces). Please also see

<https://www.grants.gov/web/grants/applicants/submitting-utf-8-special-characters.html>.

Use only file formats supported by ACF

Applicants must 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 PDFs 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 for 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 NOFO, or multiple applications under separate NOFOs, each application submission must be packaged separately. The package(s) must be clearly labeled with the NOFO title and Funding Opportunity Number.

Applicants using paper format should download the application forms package associated with the NOFO's Synopsis on 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 an award under this funding opportunity must submit the listed SFs, assurances, and certifications with the application. All required SFs, assurances, and certifications are available in the Application Package posted for this NOFO at Grants.gov.

Forms/Assurances/Certifications	Submission Requirement	Notes/Description
SF-424 - Application for Federal Assistance	Submission is required for all applicants by the application due date.	Required for all applications.
Unique Entity Identifier (UEI) and System for Award Management (SAM) registration.	Required of all applicants. Applicants must have a UEI and maintain an active SAM registration throughout the application and project award period. Obtain a UEI and SAM registration at: http://www.sam.gov .	See <i>Section IV.3. Unique Entity Identifier (UEI) and System for Award Management (SAM)</i> for more information.
SF-424 Key Contact Form	Submission is required for all applicants by the application due date.	Required for all applications.
Certification Regarding Lobbying (Grants.gov Lobbying Form)	Submission required of all applicants with the application package. If it is not submitted with the application package, it must be	Submission of the certification is required for all applicants.

Forms/Assurances/Certifications	Submission Requirement	Notes/Description
	submitted prior to the award of a grant.	
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. SFs 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-Project/Performance Site Location(s) (SF-P/PSL)	Submission is required for all applicants by the application due date.	Required for all applications. In the SF-P/PSL, applicants must cite their primary location and up to 29 additional performance sites.
SF-LLL - Disclosure of Lobbying Activities	If submission of this form is applicable, it is due at the time of application. If it is not available at the 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

Forms/Assurances/Certifications	Submission Requirement	Notes/Description
		SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

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

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:

Items such as the Governing Board membership documentation and tribal resolutions.

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.

Additional Eligibility Documentation

Applicants must provide the additional, required documentation, or required credentials, to support eligibility for an award, as described in *Section III. Eligibility Information* of this funding opportunity.

Applicants must provide a letter of support from at least one educational institution. In cases in which an educational institution directly administers the RCP program, the program must include a letter of support from at least one refugee-focused entity. This letter must be on letterhead of the respective entity and signed by the Authorized Representative or their designee. Please see *Section I. Refugee Career Pathways Overview, RCP Program Activities, Partnerships*, for further information on this requirement.

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.

Project objectives must align with RCP program objectives as described in *Section I. Refugee Career Pathways Overview, Program Scope and Activities*.

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.

Applicants must describe their plan for implementing program activities as detailed in *Section I. Refugee Career Pathways Overview, RCP Program Activities*.

Applicants must base their proposed program on the needs of the local Afghan entrant population as well as the local community. Applicants must include an assessment of the local service area demonstrating a comprehensive understanding of the education, skills, and career interests of the local eligible population. Applicants must also identify and describe the challenges it anticipates the local Afghan population will face in implementation of the program.

The applicant must describe common barriers that prevent or discourage entry into professional fields among the eligible population, and how the program will support participants in overcoming these obstacles. Applicants must also include examples of realistic career pathways that would enable local Afghan entrants to begin and advance in professional careers, and how the services provided by the applicant would provide them with the knowledge and skills to do so, along with any required credentials.

Applicants must also consider which professions the local community significantly needs, and provide examples of jobs in those fields that would be available to program participants. The applicant must include data demonstrating that these occupations have the potential to provide jobs that are full-time, have strong potential for advancement, and will contribute to participant self-sufficiency. The applicant must provide information demonstrating flexibility in providing services to participants with a potentially wide range of education, experience, and career interests. The applicant must demonstrate that a sufficient number of potential participants to support a 36-month program either has arrived or is realistically expected to arrive during the project timeframe.

Applicants must provide a reasonable plan for screening participants to ensure that it enrolls participants with realistic prospects for success. The applicant must thoroughly explain its procedure for identifying and enrolling promising participants and the criteria it will use to judge potential participants' suitability for the program.

Applicants must describe how they will ensure that all training and technical assistance are culturally and linguistically appropriate to the eligible Afghan population. Applicants must explain how program activities will be accessible to limited-English speaking and non-English speaking participants. Applicants must describe how program activities will be accessible to participants working full-time. Applicants must describe their plan for ensuring they will be able to provide services to participants of varying levels of education and experience, and how they will provide or connect participants with services appropriate to their background and career goals.

Applicants must include a sample career development plan or describe in detail the elements that will be included in each plan and how plans will be developed and updated over time. The plan must meet the requirements as described in *Section I. Refugee Career Pathways Overview, RCP Program Activities, Career Development Plan*.

Applicants must detail how their proposed partnership with an educational institution will expand and enhance access by eligible populations to career and technical education and training. In cases in which the applicant is an educational institution, it must detail how its partnership with a refugee-focused entity will expand access to this education and training.

If the applicant intends to provide direct financial assistance to participants, the applicant must describe the process and procedures by which participants apply for and receive such assistance,

which must comply with requirements described in *Section I. Refugee Career Pathways Overview, RCP Program Activities, Direct Financial Assistance*.

Applicants must describe other existing sources of financial support for professional development and education, such as scholarships, educational loans, and community organizations focused on workforce development, and how the RCP program will connect participants with these resources.

Applicants must describe how the RCP program will complement existing programs in the community rather than supplanting 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.
- Curricula Vitae (CV).
- 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 funding opportunity.
- Evidence that each participating organization, including partners, contractors and/or subrecipients, possess the organizational capability to fulfill their role(s) and function(s) effectively.
- Job descriptions for each vacant key position.

The applicant must include information demonstrating that the applicant and/or its partners are capable of successfully reaching out to, recruiting, and serving eligible populations, as outlined under *Section I. Refugee Career Pathways Overview, Eligible Participants Defined*. The applicant provides examples of completed or ongoing programs, conducted by itself or by program partner(s) in the local community, that highlight its capacity to effectively serve refugees and other eligible populations.

Applicants must substantiate partnerships that demonstrate the capacity of the program to provide services outlined in *Section I. Refugee Career Pathways Overview, RCP Program Activities, Partnerships*. For partners with a significant role in program implementation, applicants must demonstrate the partners' commitment to the program through a third-party agreement or other document indicating support.

Applicants must provide a letter from the State Refugee Coordinator, or the individual responsible for the statewide or regional coordination of the refugee resettlement program, as applicable, of the state where the proposed project will be implemented that demonstrates consultation with the applicant regarding the proposed program. Contact information for State Refugee Coordinators or individuals responsible for statewide or regional coordination of the refugee resettlement program can be found on ORR's website at:

<https://www.acf.hhs.gov/orr/resource/orr-funded-programs-key-contacts>.

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).

Applicants must provide statements from the community, public, and/or commercial leaders that support the project proposed for funding.

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.

Applicants must include a description of how the program intends to address, collect, manage, and share information for the RCP data indicators, as referenced in *Section I. Post-Award Requirements, Program Performance Evaluation*.

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 funding opportunity, 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).

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.

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 SF, 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, 2022 and Consolidated Appropriations Act, 2022, (Division H, Title II, Sec. 202), limits the salary amount that may be awarded and charged to ACF grants and cooperative agreements. Award funds issued under this funding opportunity may not be used to pay the salary of an individual at a rate in excess of Executive Level II. For the Executive Level II salary, please see "Executive & Senior Level Employee Pay Tables" under <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/>. The salary limitation reflects an individual's base salary exclusive of fringe benefits, indirect costs and any income that an individual may be permitted to earn outside of the duties of the applicant organization. This salary limitation also applies to subawards and subcontracts under an ACF grant or cooperative agreement.*

Provide a budget using the SF-424A and/or the SF-424C, as applicable, for the entire project period that is being fully funded (the budget period and the project period are the same).

Provide a budget justification, which includes a budget narrative and a line-item detail, for the full project period. The budget narrative should describe how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

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 applicant cannot achieve the objectives without the subrecipient(s)' participation. This 50 percent threshold does not preclude an applicant from submitting a budget where subawards go above and beyond 50 percent.

Program budget must include travel costs for at least one staff member to attend an annual 2- day program meeting in Washington, DC.

The applicant must describe how they will ensure 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 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/recipient 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 § 2.101(b). 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 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 funding opportunity.

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 03/31/2025. 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 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.

Organizations must have an active System for Award (SAM) registration which provides a Unique Entity Identifier (UEI), and Grants.gov account to apply for grants.

Creating a Grants.gov account can be completed online in minutes, but SAM registration may take several weeks. Therefore, an organization's registration should be done in sufficient time to ensure it does not impact the entities ability to meet required application submission deadlines.

Organization applicants can find complete instructions

here: <https://www.grants.gov/web/grants/applicants/organization-registration.html>

Register with SAM: All organizations (entities) applying online through Grants.gov must register with SAM. Failure to register with SAM will prevent your organization from applying through Grants.gov. SAM registration must be renewed annually. For detailed instructions for registering with SAM, refer to: <https://www.grants.gov/web/grants/applicants/organization-registration.html>

Create a Grants.gov Account: The next step in the registration process is to create an account with Grants.gov. Follow the on-screen instructions provided on the registration page.

Add a Profile to a Grants.gov Account: A profile in Grants.gov corresponds to a single applicant organization the user represents (i.e., an applicant). If you work for or consult with multiple organizations, you can have a profile for each organization under one Grants.gov

account. In such cases, you may log in to one Grants.gov account to access all your grant profiles. To add an organizational profile to your Grants.gov account, enter the UEI for the organization in the UEI field. For detailed instructions about creating a profile on Grants.gov, refer to: <https://www.grants.gov/web/grants/applicants/registration/add-profile.html>

EBiz POC Authorized Profile Roles: After you register with Grants.gov and create an Organization Applicant Profile, the applicant's request for Grants.gov roles and access is sent to the EBiz POC. The EBiz POC is then expected to 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 the organization. You will be able to submit your application online any time after you have been assigned the AOR role. For 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 commitments on behalf of the organization as a user with the AOR role; this step is often missed and 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 NOFO, you can create individual instances of a workspace.

For an overview of applying on Grants.gov using Workspaces, refer to: <https://www.grants.gov/web/grants/applicants/workspace-overview.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 to work on the application together, complete all the required forms online or by downloading PDF versions, and check for errors before submission. The Workspace progress bar will display the state of your application process as you apply. As you apply using Workspace, you may click the blue question mark icon near the upper-right corner of each page to access context-sensitive help.

Adobe Reader: If you decide not to apply by filling out webforms you can download individual PDF forms in Workspace. 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: These forms are designed to fill in common required fields across other forms, such as the applicant name, address, and SAM UEI. 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 application, a Grants.gov Tracking Number (GRANTXXXXXXXX) is automatically assigned to the application. The number will be listed on the Confirmation page that is generated after submission. Using the tracking number, access the Track My Application page under the Applicants tab or the Details tab in the submitted workspace.

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 funding 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 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 connections should be aware that transmission can take some time before Grants.gov receives your application. Therefore, applicants should allow enough time to prepare and submit the application before the package closing date.

Grants.gov will provide either an error or a successfully received submission message in the form of an email sent to the applicant with the AOR role.

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.

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.

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 funding opportunity 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 funding opportunity.

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

All applicants must have a UEI and an active registration with SAM (<https://www.sam.gov>) prior to applying to a funding opportunity.

All applicants are required to maintain an active SAM registration until the application process is complete. If a grant is awarded, the SAM registration must be active throughout the life of the award. Your SAM registration must be renewed every 365 days to keep it active.

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 request a UEI, register for, or renew a registration, at SAM.

Please see the "Help" tab at <https://sam.gov/content/help> for more information and assistance with this process.

HHS requires all entities that plan to apply for, and ultimately receive, federal grant funds from any HHS Agency to:

- Be registered in 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;
- Provide its UEI in each application or plan it submits to the OPDIV; and
- Ensure any proposed subrecipient(s) have obtained and provided to the recipient their UEI(s) prior to making any subawards (**Note:** Subrecipients are not required to complete full SAM registration.).

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

Due Dates for Applications

Due Date for Applications 07/01/2022

07/01/2022

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 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 funding under this funding opportunity.

Applicants are required to submit their applications electronically via 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 Grants.gov are available at:
www.grants.gov/web/grants/applicants/apply-for-grants.html.

Applications submitted to 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 funding under this funding opportunity.

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 funding under this funding opportunity.

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

Applicants should go to the following URL for the official list of the jurisdictions that have elected to participate in E.O. 12372 <https://www.whitehouse.gov/wp-content/uploads/2020/04/SPOC-4-13-20.pdf>.

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

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

SPOC comments may be submitted directly to ACF at: U.S. Department of Health and Human Services, Administration for Children and Families, Office of Grants Management, 330 C St. SW, 3rd Floor, Washington, DC 20201.

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

IV.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)

Pre-award costs are not allowable.

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

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

The RCP program limits direct financial assistance to \$3,500 per budget year to each refugee participant. See *Section I. Refugee Career Pathways Overview, RCP Program Activities, Direct Financial Assistance*. Prior approval must be obtained from ORR to exceed this limit. ORR will consider the amount of direct financial assistance the participant has previously received, the importance of the requested resources or services to making progress on career goals, and any other special circumstances relevant to the request.

ORR funds for this NOFO may not be used for the following costs:

- Costs prohibited under applicable laws and regulations (or prohibited under the cost principles governing HHS grants, 45 CFR § 75.400-75.477).
- Amount of the uncollectable debts may not be charged to the grant. Related collection costs, and related legal costs, arising from such debts after they have been determined to be uncollectable are also unallowable per 45 CFR §75.426.

IV.7. Other Submission Requirements

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

Submission by Mail

Tim
Chappelle
Administration for Children and Families
Office of Grants Management
Community Strengthening Grants
Mary E. Switzer Building
330 C Street, SW.
Washington
DC

20201

Hand Delivery

Same as Above

Electronic Submission

See *Section IV.2.* for application requirements and for guidance when submitting applications electronically via Grants.gov.

For all submissions, see *Section IV.4. Submission Dates and Times.*

V. Application Review Information

V.1. Criteria

Please note: With the exception of the notice of funding opportunity 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 funding opportunity.

Objectives and Need for Assistance

Maximum Points: 15

The applicant presents a clear statement of local need and objectives that are aligned with the program as described in *Section I. Refugee Career Pathways Overview, Program Scope and Activities.* (0-3 Points)

The applicant defines and demonstrates a thorough understanding of the local Afghan entrant population and geographic area to be served through the program as described in *Section I. Refugee Career Pathways Overview, Eligible Participants Defined.* The applicant clearly identifies the opportunities and challenges the eligible Afghan population will face in implementation of the program. The applicant presents information indicating that a sufficient number of potential participants to support a 36-month program either has arrived, or is expected to arrive, as described in *Section IV.2. The Project Description, Approach.* Information is supported by specific resettlement and employment data. (0-6 Points)

The applicant clearly describes career interests, levels of education, and professional skills commonly found among the eligible population, as defined in *Section I. Refugee Career Pathways Overview, Eligible Participants Defined.* The applicant clearly describes the barriers

that prevent or discourage entry into professional career fields, as described in *Section IV.2. The Project Description, Approach*. The applicant thoroughly establishes how its proposed program will eliminate or mitigate these barriers. (0-6 Points)

Organizational Capacity

Maximum Points: 30

The applicant demonstrates that it and/or partner organizations are capable of successfully reaching out to and recruiting eligible populations, as outlined under *Section I. Refugee Career Pathways Overview, Eligible Participants Defined*. The applicant provides examples of completed or ongoing programs in the local community that highlight its capacity, or that of its partners, to effectively serve eligible populations. Evidence of experience serving similar populations, such as refugees, is sufficient to demonstrate capacity. (0-4 Points)

The applicant provides evidence that the applicant organization, and any partnering organization(s), have relevant experience and expertise with administration, development, implementation, management, and evaluation of programs similar to that offered under this NOFO, as described in *Section I. Refugee Career Pathways Overview, RCP Program Activities, Partnerships*. The applicant includes resumes of key personnel and/or job descriptions that verify internal capacity to carry out proposed activities and achieve program goals. (0-5 Points)

The applicant provides evidence that each participating organization, including partners and/or subrecipients, possesses the organizational capability to fulfill their role(s) and function(s) effectively as described in *Section I. Refugee Career Pathways Overview, RCP Program Activities, Partnerships*. The applicant substantiates this capacity through resumes, job descriptions, organizational charts, and other documentation as referenced in *Section IV.2. The Project Description, Organizational Capacity*. (0-8 Points)

The applicant demonstrates that, through its own capacity and through partnerships, the program will be able to effectively provide services outlined in *Section I. Refugee Career Pathways Overview, RCP Program Activities, Partnerships*. The roles and responsibilities of the applicant and each partner in implementation of the project are clearly defined. Supporting documents reflect a firm commitment to the program and its objectives among prospective partners, including third-party agreements for partners with a significant role in program implementation as referenced in *Section IV.2. The Project Description, Organizational Capacity*. (0-8 Points)

The applicant provides 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. The documentation shows the applicant has discussed its proposed RCP service plan with the State Refugee Coordinator's office, and that the plan complements existing state services for refugees and other ORR-eligible populations as referenced in *Section IV.2. The Project Description, Organizational Capacity*. (0-2 Points)

The applicant provides statements from the community, public, and/or commercial leaders that support the project proposed for funding, as referenced in *Section IV.2. The Project Description, Organizational Capacity*. (0-3 Points)

Approach

Maximum Points: 30

The applicant proposes a strategy for recruitment that will reach the intended population, as referenced in *Section I. Refugee Career Pathways Overview, Eligible Participants Defined*. The applicant provides a reasonable plan for screening participants to ensure that it enrolls participants with realistic prospects for success as referenced in *Section IV.2. The Project Description, Approach*. The applicant thoroughly explains its procedure for identifying and enrolling promising participants, and the criteria it will use to judge potential participants' suitability for the program. (0-3 Points)

The applicant presents a plan for developing career development plans for participants that is specific, comprehensive, and includes all elements outlined in *Section I. Refugee Career Pathways Overview, RCP Program Activities, Career Development Plan*. The applicant includes a sample career development plan and/or a detailed description of what the plan will include. If the applicant intends to provide direct financial assistance, a plan for awarding such assistance is consistent with requirements outlined in *Section I. Refugee Career Pathways Overview, RCP Program Activities, Direct Financial Assistance*. (0-5 Points)

The applicant proposes a process for creating and updating a career development plan for each participant specific to that participant's skills, experience, credentials, and desired career path, as described in *Section I. Refugee Career Pathways Overview, RCP Program Activities, Career Development Plan*. The process includes discussing actions that will contribute to the participant's short-, medium-, and long-term career prospects. (0-3 Points)

The applicant provides examples of specific career fields and professions for which it will provide guidance to program participants. The applicant establishes the need for additional employment in these fields within the proposed geographic service area, and provides well-supported examples of job opportunities for successful participants as described in *Section IV.2. The Project Description, Approach*. Verifying information includes labor market trends, job openings, wage data, and support from prospective employers. The application reflects a thorough understanding of career fields and long-term career opportunities available to participants. The applicant provides data demonstrating that sample occupations have the potential to provide jobs that are full-time, have strong potential for advancement, and will contribute to participant self-sufficiency. (0-3 Points)

The applicant details the nature of the training and personalized technical assistance it will offer to participants. All aspects of the program are realistic, effective, and linked to overcoming the obstacles to professional and skilled employment identified in *Section IV.2. The Project Description, Objectives and Need For Assistance*. The applicant details convincingly how participation will both facilitate initial employment in the participant's selected profession and create potential for career advancement. The applicant includes explanations of how it will tailor its training and technical assistance program to the linguistic and cultural needs of Afghan entrants and how the program will be scheduled to accommodate working participants, as described in *Section IV.2. The Project Description, Approach*. (0-4 Points)

The applicant convincingly establishes that its approach will be suitable to participants of varying levels of education and experience. The applicant describes a detailed and effective plan

to provide direct training and support and/or connect participants with external sources of training and support that are suitable to each participant's background and career goals. (0-2 Points)

The applicant's proposed partnership with an educational institution includes a realistic and effective plan to expand and enhance access by refugees and other eligible populations to career and technical education and training as described in *Section IV.2. The Project Description*. In cases in which the applicant is an educational institution, the program includes a plan for partnering with at least one refugee-focused entity to increase access to career and technical education and training. (0-3 Points)

The proposed activities correspond to the career pathways approach, as described in *Section I. Refugee Career Pathways Overview*, and the objectives of the program, as outlined in *Section I. Refugee Career Pathways Overview, Program Scope and Activities*. The applicant provides thorough information on existing local career training opportunities for refugees and how the proposed program will supplement, rather than replicate, these existing services. (0-2 Points)

The applicant's approach reflects flexibilities that will enable it to provide services to participants with a wide range of education, experience, English language skills, and career interests, as described in *Section IV.2. The Project Description, Approach*. (0-2 Points)

Expected Outcomes

Maximum Points: 10

The application includes specific performance indicators tied to the program objectives and logic model that correspond to those described in *Section I. Post-Award Requirements, Program Performance Evaluation*. Expected outcomes are realistic and reasonable given local conditions, organizational capacity, and requested funding. (0-4 Points)

The applicant provides 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, as referenced in *Section IV.2. The Project Description, Project Timeline and Milestones*. (0-4 Points)

The applicant's logic model clearly presents a realistic and effective conceptual framework for a proposed project and explains the links among program elements, as referenced in *Section IV.2. The Project Description, Logic Model*. (0-2 Points)

Program Performance Evaluation Plan

Maximum Points: 5

Applicants describe a realistic and effective plan for program performance evaluation that will contribute to continuous quality improvement, as referenced in *Section IV.2. The Project Description, Program Performance Evaluation Plan*. The program performance evaluation details how the applicant will monitor ongoing activities and the progress towards the goals and objectives of the project. The plan includes 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 explains how 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. (0-4 Points)

The applicant explains 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, as referenced in *Section IV.2. The Project Description, Protection of Sensitive and/or Confidential Information*. (0-1 Point)

Budget and Budget Justification

Maximum Points: 10

The applicant presents a detailed, line-item budget for the first budget period. All proposed costs are reasonable and cost-effective in relation to proposed activities and outcomes. Unit costs are provided where appropriate. Budget includes required costs for participation in an annual 2-day program meeting in Washington, DC, as described in *Section IV.2. The Project Description, Project Budget and Budget Justification*. (0-5 Points)

The applicant's budget narrative provides thorough justification for all proposed costs. Each budget item is clearly linked to attainment of program objectives through activities detailed in *Section I. Refugee Career Pathways Overview, RCP Program Activities*. (0-5 Points)

Bonus Points

Maximum Points: 15

The applicant provides a detailed plan to reach out to and provide RCP services to eligible women. (4 Points)

The applicant identifies effective outreach strategies specifically designed to target eligible women in the community. (3 Points)

The applicant describes anticipated barriers eligible Afghan women may face in program participation and attainment of career goals and how the program will enable them to overcome these obstacles. (3 Points)

The applicant proposes a service area that includes at least one of the locations below, where ORR expects a significant number of Afghan humanitarian parolees to resettle. (Award 5 points if the applicant's proposed service area includes one of the locations below)

- Glendale, California
- Sacramento, California
- San Diego, California
- Denver, Colorado
- Atlanta, Georgia
- Chicago, Illinois
- Silver Spring, Maryland
- Oklahoma City, Oklahoma
- Austin, Texas
- Dallas, Texas
- Fort Worth, Texas
- Houston, Texas
- San Antonio, Texas

- Northern Virginia (specifically Alexandria, Arlington, and Fairfax)

V.2. Review and Selection Process

No grant award will be made under this funding opportunity on the basis of an incomplete application. No grant award will be made to an applicant that does not have a UEI and an active SAM registration. See *Section IV.3. Unique Entity Identifier (UEI) 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 NOFO.

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 funding opportunity. 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. If identified in *Section I. Program Description*, ACF reserves the right to consider preferences to fund organizations serving emerging, unserved, or under-served populations, including those populations located in pockets of poverty. In addition, 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.

Recipients proposing to use subrecipient(s) to complete the proposed project will be reviewed by ACF for any management or financial problems. ACF may elect to not allow a prime recipient to subaward if the prime recipient displays an inability to properly monitor and manage subrecipients.

Post-Award Requests Involving Real Property

All real property costs, including supporting documentation, are subject to ACF administrative review. Recipients, and if applicable, subrecipient(s), will be required to provide detailed listings of all real property addresses and their associated costs (45 CFR §75.436, §75.439, §75.462, and §75.465) used and claimed under this federal award. This includes all real property owned or leased by the recipient, and if applicable, subrecipients. Information on facilities, administrative buildings and offices must be provided. Information for any and all real property costs claimed under the award must be provided. For more information, see [ACF Property Guidance](#) pages, including, [Rent/Lease Arrangement Guidance](#), [Real Property Documentation](#), and [Unallowable Property Costs](#).

After the initial award, if there are any modifications, budget revisions, and/or additional requests for funding, and they impact any of the original approved real property or real property-related costs, the real property listing and related costs documentation requested must be updated.

Federal Awarding Agency Review of Risk Posed by Applicants

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 [45 CFR § 75.205\(a\)\(2\) 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 funding opportunity 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 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.

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

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 funding opportunity 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 organizations are responsible for ensuring that their activities comply with all applicable federal regulations.

Please review all HHS regulatory provisions for Termination at 2 CFR § 200.340.

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/grants/discretionary-post-award-requirements#book_content_0.

Equal Treatment of Faith-Based Organizations

A faith-based organization that participates in this program will retain its independence from the federal 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)), 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 that receives direct financial assistance from HHS may not engage in any explicitly religious activities (including activities that involve overt religious content such as worship, religious instruction, or proselytization) as part of the programs or services funded with direct financial assistance from the HHS awarding agency. Such an organization, whether faith-based or not, also shall not, in providing services funded by HHS, 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, as provided in 45 CFR § 87.3(d).

VI.3. Reporting

Performance Progress Reports:

Semi-Annually

Reporting Requirements

Recipients under this funding opportunity 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 funding opportunity are as follows:

Financial Reports:

Semi-Annually

VII. HHS Award Agency Contact(s)

Program Office Contact

Ryan

Foster

Administration for Children and Families

Office of Refugee Resettlement

Division of Refugee Services

Mary E. Switzer Building

330 C Street, SW.

Washington

DC

20201

(202) 260-6949

ryan.foster@acf.hhs.gov

Office of Grants Management Contact

Tim

Chappelle

Administration for Children and Families

Office of Grants Management

Community Strengthening Grants

Mary E. Switzer Building

330 C Street, SW.

Washington

DC

20201

(202) 401-4855

tim.chappelle@acf.hhs.gov

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 Forecasts and NOFOs www.grants.gov/.

ACF "How To Apply For A Grant" <https://www.acf.hhs.gov/grants/how-apply-grant>.

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

Grants.gov Accessibility Information [www.grants.gov/ web/grants/accessibility-compliance.html](http://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 - Application for Federal Assistance	Referenced in <i>Section IV.2.Required Forms, Assurances, and Certifications</i> .	Submission is due by the application due date found in

What to Submit	Where Found	When to Submit
	This form is available in the NOFO's forms package at www.Grants.gov in the Mandatory section.	the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .
Unique Entity Identifier (UEI) and System for Award Management (SAM) registration.	Referenced in <i>Section IV.3. Unique Entity Identifier (UEI) and System for Award Management (SAM)</i> in the funding opportunity. To obtain a UEI and SAM registration, go to http://www.sam.gov .	A UEI and registration at SAM.gov are required for all applicants. Active registration at SAM must be maintained throughout the application and project award period.
SF-424 Key Contact Form	Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i> . This form is available in the NOFO's forms package at www.Grants.gov .	Submission is due with the application by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .
Certification Regarding Lobbying (Grants.gov Lobbying Form)	Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i> . This form is available in the NOFO's forms package at www.Grants.gov .	Submission is due with the application package or prior to the award of a grant.
SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non-Construction Programs	Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i> . These forms are available in the NOFO's forms package at www.Grants.gov in the Mandatory section. They are required for applications that include only non-construction activities.	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .
SF-Project/Performance Site Location(s) (SF-P/PSL)	Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i> . This form is available in the NOFO's forms package at www.Grants.gov .	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4</i> .

What to Submit	Where Found	When to Submit
		<i>Submission Dates and Times.</i>
SF-LLL - Disclosure of Lobbying Activities	"Disclosure Form to Report Lobbying" is referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i> This form is available in the NOFO's forms package at www.Grants.gov .	If submission of this form is applicable, it is due at the time of application. If not available at the time of application, it may also be submitted prior to the award of a grant.
The Project Budget and Budget Justification	Referenced in <i>Section IV.2. The Project Budget and Budget Justification.</i>	Submission is required in addition to submission of SF-424A and / or SF-424C. Submission is required with the application package by the due date in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i>
The Project Description	Referenced in <i>Section IV.2. The Project Description.</i>	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i>
Letter of Support from educational institution or refugee-focused entity	Referenced in <i>Section III.3 Eligibility Information, Other, ORR Disqualification Factor</i> and <i>Section IV. 2. Project Description, Additional Eligibility Documentation.</i>	Submission is due with the application by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i>

What to Submit	Where Found	When to Submit
Documentation of consultation with State Refugee Coordinator	Referenced in <i>Section I Project Description, RCP Program Activities, Coordination with Refugee Resettlement Community</i> and <i>Section IV. 2. Project Description, Organizational Capacity.</i>	Submission is due with the application by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i>