

Notice of Funding Opportunity

**Application due  
Monday, July 6, 2026**

ADMINISTRATION FOR  
**CHILDREN & FAMILIES**








Office of Refugee Resettlement (ORR)  
Unaccompanied Alien Children Bureau (UACB)

# Home Study and Post- Release Services for Unaccompanied Alien Children

Opportunity number: HHS-2026-ACF-ORR-ZU-0019



# Contents

Before you begin	<a href="#">3</a>
 <b>Step 1: Review the Opportunity</b>	<a href="#">4</a>
Basic information	<a href="#">5</a>
Eligibility	<a href="#">7</a>
Agency priorities	<a href="#">8</a>
Program description	<a href="#">10</a>
 <b>Step 2: Get Ready to Apply</b>	<a href="#">34</a>
Find the application package	<a href="#">35</a>
Get registered	<a href="#">35</a>
Learn more	<a href="#">36</a>
Watch the webinar	<a href="#">36</a>
 <b>Step 3: Build Your Application</b>	<a href="#">37</a>
Application checklist	<a href="#">38</a>
Application contents and format	<a href="#">40</a>
 <b>Step 4: Learn About Review and Award</b>	<a href="#">53</a>
Application review	<a href="#">54</a>
Award notices	<a href="#">63</a>
 <b>Step 5: Submit Your Application</b>	<a href="#">64</a>
Application submission and deadlines	<a href="#">65</a>
 <b>Step 6: Learn What Happens After Award</b>	<a href="#">67</a>
Post-award requirements and administration	<a href="#">68</a>
 <b>Contacts and Support</b>	<a href="#">70</a>
Modifications	<a href="#">74</a>



# Before you begin

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

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

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

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

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

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

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

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

Applications are due by 11:59 p.m. Eastern Time on Monday, July 6, 2026.



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



# Step 1: Review the Opportunity

## In this step

Basic information	<u>5</u>
Eligibility	<u>7</u>
Agency priorities	<u>8</u>
Program description	<u>10</u>

# Basic information

Administration for Children and Families (ACF)

Office of Refugee Resettlement (ORR)

Unaccompanied Alien Children Bureau (UACB)

Preparing unaccompanied alien children for reunification and community integration through trauma-informed services and resources.

## Summary

The purpose of this funding is to support unaccompanied alien children through the two critical phases of home study (HS) and post-release services (PRS) for statutorily required and discretionary cases to help ensure child safety, well-being, and stability. HS/PRS providers will help children navigate family reunification challenges, trauma recovery, and integration into their new communities. The HS/PRS program is for organizations that can assess and evaluate potential sponsors' ability to ensure child safety and well-being and promote these outcomes after children are released from Office of Refugee Resettlement (ORR) custody to sponsors in the United States.

Organizations will:

- Conduct thorough HS evaluations of potential sponsor homes, including in-person interviews, home visits, and comprehensive safety assessments.
- Deliver three levels of post-release services:
  - Virtual check-ins for basic safety monitoring.
  - Case management services for ongoing support and community connections.
  - Intensive engagements for families who require specialized interventions.
- Build protective factors that support successful community integration while addressing barriers to accessing essential services in both urban and remote locations.

These services are to be provided in a manner that is sensitive to each unaccompanied alien child's individual needs and in a way they can understand, regardless of spoken language, reading comprehension, or disability, to ensure meaningful access for all eligible children, including those with limited English proficiency.



Have questions?

See [Contacts and Support](#).

## Key facts

**Opportunity name:**  
Home Study and Post-Release Services for Unaccompanied Alien Children

**Opportunity number:**  
HHS-2026-ACF-ORR-ZU-0019

**Federal assistance listing:**  
93.676

**NOFO version:**  
Original

## Key dates

**Application submission deadline:**  
FY26: July 6, 2026  
FY27: October 1, 2026  
FY28: October 1, 2027

**Expected project start date:**  
FY26: September 29, 2026  
FY27: March 1, 2027  
FY28: March 1, 2028

The term trauma-informed is used for PRS in the Foundational Rule at [§ 410.1210\(d\) Assessments](#):

The PRS provider shall assess the released Unaccompanied Alien Child (UAC) and sponsor for PRS needs and shall document the assessment. The assessment should be developmentally appropriate, trauma-informed, and focused on the needs of the unaccompanied child and sponsor.

## Funding details

**Type:** Cooperative agreement

**Expected total program funding:** \$258 million

**Total expected awards:** 15

**Minimum award amount for the first budget period (award floor):** \$1 million

**Maximum award amount for the first budget period (award ceiling):** \$50 million

We plan to fund a five-year project period. Each project period has five one-year budget periods.

Funds for the remaining years will be awarded based on submission and approval of the non-competing continuation application.

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

# Eligibility

## Eligible applicants

Eligibility for this opportunity is unrestricted.

## Other eligibility criteria

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

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

## Disqualifying factors

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

We will not consider an application that:

- Requests funding above the [award ceiling](#).
- Is from an individual (including a sole proprietorship), a federal entity, or a foreign entity.
- Is received in paper format that did not have a previously approved exemption from the Administration for Children and Families (ACF).

## Application limits

If you submit the same application more than once under this notice of funding opportunity (NOFO), we will only acknowledge the last version submitted during the submission period.

## Cost sharing

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

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

## Post-award requirements

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

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

## Statutory authority

ORR services for unaccompanied alien children are authorized under the following statutes:

- Section 462 of the Homeland Security Act of 2002 (HSA of 2002), [6 U.S.C. 279 \[PDF\]](#).
- Section 235 of the William Wilberforce Trafficking Victims Protection Reauthorization Act of 2008 (TVPRA of 2008), [8 U.S.C. 1232 \[PDF\]](#), as amended.

# Agency priorities

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

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

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

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

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

2. **Evidence-based and outcome-focused practices:** Design and deliver services using evidence-based or evidence-informed approaches, establish measurable performance goals, and use data to monitor outcomes and drive continuous improvement

3. **Partnership and local leadership:** Coordinate with state, tribal, territorial, local, and community partners, as appropriate, and tailor services to meet community-identified needs while respecting local decision-making authority.

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

4. **Family stability and child well-being:** Strengthen families, promote safe and stable home environments, and improve outcomes for children and youth through prevention-focused and developmentally appropriate services.
5. **Work, self-sufficiency, and economic mobility:** Support pathways to employment, job retention, and economic independence for individuals and families, including through workforce development, education, and supportive services.
6. **High-quality early care and learning:** Where applicable, invest in high-quality early childhood programs that support school readiness, healthy development, and long-term success.

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

# Program description

## Program goals and objectives

ORR in ACF provides temporary residential care to unaccompanied alien children (referred to as child or children). An Unaccompanied Alien Child (UAC) is defined by law ([6 U.S.C. 279\(g\)\(2\)](#)) as a child who:

- Has no lawful immigration status in the United States.
- Has not attained 18 years of age.
- Has no parent or legal guardian in the United States or no parent or legal guardian in the United States available to provide care and physical custody.

Following the William Wilberforce Trafficking Victims Protection Reauthorization Act of 2008, ORR conducts home studies for certain UAC before releasing them from custody. ORR also offers PRS for all children who receive an HS and for others who might need ongoing help from social welfare agencies after their release.

The Home Study and Post-Release Services Program (HS/PRS) addresses critical needs in the continuum of care by conducting thorough assessments of potential placement homes and providing essential support services after children are released to sponsors.

- HS services ensure that UAC are released to safe, appropriate homes where their physical safety, mental health, and overall well-being can be protected.
- PRS are voluntary services that provide ongoing support to ensure successful family reunification and community integration while children navigate immigration proceedings.

The program conducts in-depth assessments of potential sponsors' ability to provide safe, appropriate care and provides ongoing support services to facilitate successful community integration and family stabilization. The HS/PRS program requires consistent support across all areas of the United States, including high-need and remote locations.

This funding opportunity addresses [Agency Priorities 1 through 5](#).

# Program design and service delivery

## Home study (HS)

An HS includes:

- An investigation of the living conditions in which the UAC would be placed if released to a particular potential sponsor.
- The standard of care that the UAC would receive.
- Interviews with the potential sponsor and other household members.

In cases where neither law nor policy require an HS, ORR may still allow one if it believes one would be helpful.

## Types of home studies

### Trafficking Victims Protection Reauthorization Act (TVPRA) mandatory home study

An HS is required by the TVPRA ([8 U.S.C. 1232\(c\)\(3\)\(B\)](#)) when the child:

- Is a victim of a severe form of human trafficking.
- Has a disability as defined by Americans with Disabilities Act ([42 U.S.C. 12102](#)) and requires individual services or treatment.
- Has been a victim of physical or sexual abuse under circumstances indicating that their health or welfare has been significantly harmed or threatened.
- Has a sponsor who clearly presents risk of abuse, maltreatment, exploitation, or trafficking based on all available objective evidence.

### ORR-mandated home study

Foundational rule [45 CFR § 410.1204\(b\)\(2\)-\(3\)](#) mandated home study is required before:

- Releasing any child to a non-relative sponsor who is seeking to sponsor multiple children at the same time, or who has previously sponsored or sought to sponsor a child and is seeking to sponsor additional children.
- Releasing any child who is 12 years old or younger to a non-relative sponsor.

Other ORR-mandated home study is required by ORR UACB Policy Guide, [Section 2.4.2](#) when:

- The potential sponsor has previously sponsored multiple children and is now seeking to sponsor additional children (regardless of whether they are related to the previous or current children).

- The potential sponsor claims a biological relationship with the child but refuses to submit to a DNA test in accordance with applicable ORR guidance.
- The potential sponsor, parent, or legal guardian is unable to provide supporting documentation as required under ORR policy and seeks a waiver or exception (see [Section 2.2.4 Required Documents for Submission with the Application for Release](#)).
- The potential sponsor (parent or immediate relative) is not biologically related to the child. See [Section 2.2.1 Identification of Qualified Sponsors](#).
- The potential sponsor (distant relative or not related) is seeking to sponsor a child. See [Section 2.2.1 Identification of Qualified Sponsors](#).

## Discretionary home studies

In cases where an HS is not required by TVPRA, regulations, or ORR policy, ORR may recommend a discretionary HS if it would provide additional information to assess the sponsor's ability to care for the child's health, safety, and well-being.

## Home study components

The HS looks at whether the sponsor can meet the child's needs. It also educates the sponsor about what to expect and builds on information already gathered during the child's time in ORR custody. Each HS must include the following:

### Interviews

- Face-to-face interviews with potential sponsors.
- Interviews with adult household members.
- Assessment of family dynamics and relationships.
- Evaluation of sponsor's understanding of the child's needs.

### Home visit

- In-person visit to the sponsor's residence.
- Assessment of physical living conditions.
- Evaluation of sleeping arrangements and privacy.
- Safety assessment of the home environment.
- Verification of adequate space and resources.

### Written report

- Comprehensive assessment using ORR template.
- Analysis of the sponsor's capacity to meet the child's needs.
- Documentation of any concerns or risk factors.

- Positive or negative recommendation regarding release.
- Identification of any support services needed.

## Home study requirements and procedures

**When ORR refers a case for an HS, the HS provider must:**

- Accept HS referrals within 3 calendar days of ORR referral.
- Contact referring care provider within 24 hours of referral acceptance.
- Contact potential sponsor within 48 hours of referral acceptance to schedule home visit.
- Submit final written report within 10 business days of referral acceptance.
- Submit report using ORR-approved template and include all required components.
- Submit requests to extend beyond 10 business days or to cancel an HS to ORR for consideration and approval.

Home studies are generally valid for 1 year once finalized. If new information that raises child welfare concerns emerges, ORR may request an HS addendum or a new HS.

## Post-release services

After a UAC is released to a sponsor, they may need ongoing support to ensure their safety and well-being. PRS is a voluntary service that helps children and sponsors adjust to their new living situation. Every child released from ORR custody is evaluated to determine the level of service they need. PRS is offered at three different levels of support based on each child's specific needs. These comprehensive post-release services help ensure that UAC remain safe, have their basic needs met, and successfully integrate into their new communities after leaving ORR custody. Service providers must be prepared to deliver all three levels of support to respond flexibly to children's changing needs.

## How children are assigned to service levels

ORR will refer all children for the appropriate level based on their individual situation.

- Children who legally must receive services under the TVPRA automatically get either Level 2 or Level 3 services.
- If there's a waiting list for Level 2 or Level 3 services, children will receive Level 1 virtual check-ins until more intensive services become available.

A child's service level can change over time based on their evolving needs. Some children might start with more intensive support and gradually need less, while others might need more support if new challenges arise.

## Post-release service levels

### Level 1: Virtual check-ins

Level 1 services provide basic support through phone calls, video chats, or other remote communication. These virtual check-ins are less intensive but allow case workers to stay connected with more families. They're also used temporarily for children waiting for more intensive services. During these check-ins, case workers:

- Make sure the child is safe, and their basic needs are being met.
- Answer questions the sponsor might have about caring for the child.
- Connect the family with local resources like schools, health care, and community services.
- Help solve simple problems before they become bigger issues.
- Check if the child needs more intensive support.

### Level 2: Case management services

Level 2 services provide more hands-on support through a combination of in-person visits and remote check-ins. Most children who receive an HS before release will start with at least Level 2 services to ensure a smooth transition. Case managers working at this level:

- Visit the home regularly to assess the child's adjustment and safety.
- Help sponsors navigate school enrollment and educational support.
- Assist with medical and mental health appointments.
- Connect families with legal services for immigration proceedings.
- Provide guidance on accessing community resources.
- Help resolve conflicts between children and sponsors.
- Create and follow a service plan tailored to each child's needs.
- Advocate for the child with various service systems.

### Level 3: Intensive in-home engagements

Level 3 provides the most comprehensive support for children with complex needs or who are in challenging situations. Children who have faced trafficking, severe abuse, or have significant special needs typically receive this level of support. This level includes:

- Frequent home visits (often weekly).
- Specialized support for children with trauma, disabilities, or serious medical conditions.
- Crisis intervention when needed.
- Intensive family counseling and conflict resolution.

- Coordination with multiple service providers.
- Hands-on assistance with appointments and services.
- Specialized safety planning and monitoring.
- More extensive support for sponsors who need additional guidance.

## Level 2 and 3 core service areas

- Legal services.
- Immigration, juvenile justice, and guardianship.
- Education and English language classes.
- Health services.
- Medical and behavioral health care.
- Youth programming.
- Mentoring, tutoring, after-school care, and sports.
- Interpretation services.
- Placement stability and safety services.
- Guardianship proceeding support.
- Immigration proceeding support.
- Employment support (age-appropriate).
- Substance use disorder prevention and treatment.
- Gang prevention services.
- Services for children requiring special consideration.
- Integration and independence support.
- Family stabilization or counseling.

## Post-release services case management approach

PRS providers must use case management to keep children safe and help them adjust to their new homes. Providers must help to meet the needs of the UAC and their sponsor after the child leaves ORR care.

### This process includes:

- **Assessments:** Continually evaluate child and sponsor needs.
- **Planning:** Developing strength-based case management plans.
- **Facilitation:** Coordinating services and support.
- **Care coordination:** Linking children and sponsors to community resources.
- **Evaluation:** Continuously monitoring outcomes and adjustment to services.
- **Advocacy:** Supporting children's and sponsor's access to necessary services.

**For all post-release service levels, providers must:**

- Conduct required contacts with the child and sponsor, both individually and together.
- Adjust services based on changing needs.
- Continue PRS if the child moves to a new home.
- Report concerns to ORR.

**Case ratios**

At minimum,

- HS case workers must have a caseload of 3.
- PRS Level 1 must have a caseload of 25.
- PRS Level 2 must have a caseload of 15.
- PRS Level 3 must have a caseload of 5.

**Core principles**

ORR requires that PRS be provided in a manner that is responsive to each UAC's needs and in a way the child can understand regardless of language, reading ability, or disability, to ensure meaningful access for all eligible children. These approaches must:

- Be evidence- and research-based.
- Respect and work within the child's culture.
- Be provided in the language the child understands best.
- Consider the unique needs of each child.
- Recognize and address trauma the child has experienced.

A trauma-informed approach means case managers understand that many UAC's have experienced difficult events. These case managers:

- Create a safe environment where children feel comfortable.
- Avoid actions that might remind children of past trauma.
- Recognize signs of stress or emotional struggles.
- Help children and sponsors learn healthy ways to cope with difficult feelings.
- Build on the strengths the child and family already have.

## Assessments

### All assessments must address:

- Sponsor family functioning.
- Needs for legal services.
- Education needs and school engagement.
- Access to medical care and health status.
- Behavioral health care needs, such as mental health, substance use, and overall well-being.
- Support for personal belief systems.
- Healthy relationships and social connections.
- Food and material goods security.
- Transportation access.
- Housing stability.
- Special circumstances or individual needs.

## Objectives, documentation, timeframes, and minimum contact requirements

### Post-release services level 1: Virtual check-ins

- Children who have not received an HS and have not been identified as presenting needs for which they would benefit from Level 2 or Level 3 services.

### Objectives

- Complete three virtual check-ins at 7, 14, and 30 business days after release.
- Contact children for all three scheduled check-ins.
- Conduct safety and well-being assessment covering six core areas:
  - Residing with sponsor.
  - School enrollment.
  - Court awareness.
  - Health.
  - Safety.
  - Need for services.
- Complete required assessment at each check-in.

- Refer cases to Level 2 or Level 3 based on identified needs within 48 hours of each assessment.
- Upload documentation within 7 calendar days of completing each virtual check-in.

### Required activities

#### Day 7 check-in:

- Confirm that the child is residing with sponsor.
- Verify basic safety and well-being.
- Assess immediate needs.
- Provide information on resources.

#### Day 14 check-in:

- Confirm school enrollment for school-age children.
- Assess health and safety status.
- Verify sponsor contact information.
- Assess the need for higher-level services.

#### Day 30 check-in:

- Confirm ongoing stability of placement.
- Verify awareness of upcoming court dates.
- Assess progress integrating into the community.
- Make service referrals as needed.
- Determine if Level 2 or 3 services are needed.

### Post-release services level 2: Case management services

- Children legally mandated to be offered PRS or who are identified as likely to benefit from ongoing case management services.

#### Objective

- Complete engagements with the sponsor and child every month for up to six months.
- Complete engagements for the entire service period (up to six months) making successful contact in-person at least every 90 calendar days.
- Develop a documented case management plan within 30 days and make community service referrals based on core service areas for each case over a six-month period, as applicable.
- Complete an in-person assessment within 14 business days, repeat the assessment, and evaluate risk and protective factors.

- Request a 30-day extension if the circumstances make one necessary. ORR will consider them on a case-by-case basis.
- Document outcomes for service connections and upload all case documentation within seven calendar days.

### Required activities

#### Initial contact (within two business days):

- Inquire about the welfare and whereabouts of the child.
- Schedule an initial in-person visit.
- Explain the PRS process and expectations.
- Assess immediate safety concerns.

#### First in-person visit (within 14 business days):

- Conduct comprehensive needs assessment.
- Assess living conditions and family functioning.
- Develop initial case management plan.
- Identify service needs in core service areas.
- Establish trust and rapport with children and sponsors.

#### Monthly contacts (months 1 to 6):

- Monitor child's safety and well-being.
- Assess the stability of the placement.
- Coordinate service referrals and connections.
- Provide psychoeducation to the child and sponsor.
- Update case management plans as needed.
- Conduct in-person visits at least every 90 days.

### Post-release services level 3: Intensive engagements

- Children who require additional support for specific challenges, including medical or psychological vulnerability, family conflict or crisis, education-related issues, or other special circumstances requiring intensive intervention.

### Objectives

- Complete engagements with the sponsor and child weekly for the first 45-60 days, transitioning to monthly engagements for up to six months.
- Complete engagements for the full service period (up to six months), make contact in person for the first 45-60 days and then at least every 90 calendar days.

- Develop a documented case management plan within 21 days, making community service referrals based on core service areas for each case over a six-month period, as applicable.
- Complete an in-person assessment within seven business days, repeat the assessment monthly, and evaluate risk and protective factors.
- Request a 30-day extension if the circumstances make one necessary. ORR will consider them on a case-by-case basis.
- Document outcomes for service connections and upload all case documentation within seven calendar days.

### Required activities

#### Initial contact (within two business days):

- Inquire about the welfare and whereabouts of the child.
- Assess crisis or urgent needs.
- Schedule an initial in-person visit.
- Explain the intensive services process.

#### First in-person visit (within seven business days):

- Conduct comprehensive clinical assessment.
- Identify family challenges.
- Assess safety and risk factors.
- Develop an intensive stabilization plan.
- Establish treatment alliance with family.

#### Weekly intensive phase (45 to 60 days)

- Provide trauma-informed clinical interventions.
- Implement family stabilization strategies.
- Address crisis situations as they arise such as family conflict.
- Connect to specialized services such as mental health or substance use treatment.
- Provide psychoeducation on trauma, family dynamics, and child development.
- Monitor safety continuously.

#### Monthly maintenance phase (remainder of six months)

- Provide ongoing case management support.
- Assess potential de-escalation to Level 2.
- Continue monitoring progress of stabilization.
- Maintain connections to services.
- Prepare for case closure or transition.

## Case closure

**PRS may be provided while the released child's immigration case is ongoing but must end when:**

- The child turns 18 years old.
- The child's immigration case is terminated because they:
  - Are granted voluntary departure.
  - Receive an order for removal.
  - Obtain lawful immigration status.

**Services can also end if any of the following happens:**

- All level 1 check-ins are completed and documented.
- Levels 2 and 3 services have been provided for six months since the referral was accepted and the case manager determines that services are no longer needed.
- TVPRA services have been provided for one year and the child or sponsor has been assessed as no longer needing these services.
- The child or sponsor chooses to disengage from services.
- Thirty calendar days have passed since the last contact despite case manager efforts to reach the child or sponsor.

## TVPRA legally mandated post-release services cases

### Special requirements

There are additional requirements for cases where TVPRA legally mandates ORR to offer PRS.

### Extended service timeframes

- Continue while immigration proceedings are ongoing.
- Be provided for part or all that time, depending on needs.

### Expectations for extended services (beyond six months)

**Year 1:** Provide at least two additional in-person visits at or near the six-month mark and one year after release.

**After Year 1:** For cases with low risk levels and no major concerns, limit check-ins to quarterly or twice a year.

### Service continuity

Provide continuous services until the case meets guidelines for closure.

## Virtual visit exception

Case managers or clinicians may request case-by-case approval from ORR to conduct engagement virtually in exceptional circumstances, where doing so would be in the best interests of the child.

## Service provision for special populations

**Some children need extra care and specialized services. PRS providers must give special attention to:**

- Children with individual needs for specific services and treatment.
- Children with disabilities.
- Children involved in the juvenile justice system and those at high risk of involvement.
- Children who entered ORR care after the Department of Homeland Security (DHS) separated them from their parents or legal guardian.
- Children who are victims of or at risk for worker exploitation or labor trafficking.
- Children granted parole, such as humanitarian parole, who have lawful presence but not lawful immigration status.
- Children enrolled in school who are chronically absent or retained at the end of the school year.

## Notification of Concern (NOC)

A NOC is used to document and notify ORR of certain concerns that arise after a child is released from ORR care and custody (for example, concerns about the released UAC's safety and well-being).

**PRS providers must submit a NOC to ORR when:**

- The released child is at risk of harm.
- A present safety concern exists.
- They are unable to contact the child or sponsor and have safety concerns.
- They suspect child abuse, maltreatment, or neglect.

## Objectives

- Submit NOC within 24 hours of identifying a concern.
- Report suspected abuse or neglect to the appropriate child welfare authorities per state law timelines.
- Notify ORR of all mandated reports filed within 24 hours.
- Document actions taken and any NOC outcomes using an addendum.

## Provider requirements and responsibilities

### Provider experience requirements

HS/PRS providers must have prior experience in providing all of the following:

- Child welfare services.
- Child protective services.
- Services to children with disabilities, and children who need specific services and treatment.
- Services to trafficking victims.
- Youth outreach.
- Services to foreign-born immigrant children and families.
- Working with individuals who may not have legal status in the U.S.

### Language requirements

Providers must:

- Have staff who are highly proficient in the child's preferred language.
- Have access to interpreters for other languages when needed.

### Community partnerships

Providers must show:

- Established working relationships with community-based organizations.
- Partnerships with social service organizations in their area of operations.

## General service requirements

### National coverage requirements

The program must provide services nationwide and must deliver them using one of these models:

- **Multi-regional office model:** Establish at least four regional offices, with each office located in a different state.
- **Remote workforce model:** Deploy remote staff across at least eight regions.

### Records management

- Document each contact between child/sponsor in case files within seven calendar days.
- Ensure accuracy in case management system data entry.
- Maintain zero unauthorized disclosures of personally identifiable information.
- Retain all records for 50 years from completion of work for all cases.

- Provide case file records to ORR within 24 hours of request. Records included in a child's file are considered ORR's property.

## Case files

### Must include:

- All documentation (date, time, participants, and discussion content) for each contact between child and sponsor and HS and PRS staff.
- Assessments and reassessments.
- Case management plans.
- Service referrals and outcomes.
- NOCs.
- Closure reports.

## Personnel files

### Must include:

- Background check results.
- Training completion records.
- Job descriptions.
- Performance evaluations.
- Supervision documentation.

## Confidentiality requirements

- Develop systems for preserving confidentiality of children and sponsors' information, consistent with ORR's Foundational Rule, at [45 CFR 410.1303\(h\)](#), and ORR's UACB Policy Guide, Sections [5.9](#), [6.8.3](#), and [6.8.5](#).
- Maintain separate confidential files for medical histories, disability-related information, domestic violence, sexual assault, or stalking information, and only permit disclosure of the "minimum necessary" information to HS or PRS staff who need this information to complete their duties.
- [Protect records of children and sponsors](#) from unauthorized use or disclosure.
- Subject to applicable whistleblower protection laws, employees, former employees, or contractors of the HS/PRS provider may not disclose case file records or information about children, their sponsors, family, or household members to anyone for any purpose, except for purposes of program administration, without advance notice to ORR.

## Staffing requirements

### Providers' organizations must:

- Have a clear structure with defined roles and supervision.
- Have staffing plans showing how lead staff's responsibilities connect.

### Staffing requirements:

- Develop and maintain a documented staffing plan based on populations served, service scope, anticipated requirements, and budgets, updated quarterly.
- Ensure staff meet or exceed the minimum qualifications specified for their positions.
- Complete all required background checks with favorable results for staff, contractors, and volunteers before service provision begins.
- Maintain staff highly proficient in children's native or preferred languages or provide qualified interpreters for service delivery.

## Required key positions

The following key positions require ACF approval.

Position	Qualifications & experience	Responsibilities
Program director	<p><b>Education:</b></p> <ul style="list-style-type: none"> <li>• <b>Option 1:</b> Master's degree in social work or equivalent (education, psychology, sociology, or behavioral science) plus two years of program management or director experience.</li> <li>• <b>Option 2:</b> Bachelor's degree in the same fields, plus five years in child welfare administration or Child protective services (CPS) and two years of program management or director experience.</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Advanced financial and supervisory project management.</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain overall program accountability.</li> <li>• Connect with ORR.</li> <li>• Coordinate programmatic and financial elements.</li> <li>• Ensure ORR compliance.</li> </ul>
Assistant program director	<p><b>Education:</b></p> <ul style="list-style-type: none"> <li>• Bachelor's degree (education, psychology, sociology, or behavioral science) plus five years of progressive experience with social services or child care agencies.</li> </ul>	<ul style="list-style-type: none"> <li>• Act as secondary point of contact with ORR.</li> <li>• Support program director in oversight.</li> </ul>

Position	Qualifications & experience	Responsibilities
Regional supervisor (optional)	<p><b>Education:</b></p> <ul style="list-style-type: none"> <li>• <b>Option 1:</b> Master's degree in behavioral sciences, human services, or social services.</li> <li>• <b>Option 2:</b> Bachelor's degree plus three years of supervisory and case management experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Oversee referral assignments.</li> <li>• Train new case managers.</li> <li>• Supervise case managers.</li> </ul>
PRS case manager supervisor	<p><b>Education:</b></p> <ul style="list-style-type: none"> <li>• <b>Option 1:</b> Master's degree in behavioral sciences, human services, or social services.</li> <li>• <b>Option 2:</b> Bachelor's degree plus three years of supervisory and case management experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Supervise Level 1 and 2 PRS providers.</li> <li>• Oversee quality assurance.</li> <li>• Develop and support staff.</li> </ul>
PRS clinical supervisor	<p><b>Education:</b></p> <ul style="list-style-type: none"> <li>• <b>Option 1:</b> Master's degree (MSW, psychology, sociology, or behavioral science) with clinical experience plus two years of postgraduate direct service.</li> <li>• <b>Option 2:</b> Bachelor's degree plus six years of clinical employment in behavioral sciences.</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Prior supervisory experience.</li> <li>• Licensed for clinical supervision.</li> </ul>	<ul style="list-style-type: none"> <li>• Supervise clinicians, especially Level 3 PRS.</li> <li>• Ensure quality for clinical interventions.</li> <li>• Provide staff with clinical development and consultations.</li> </ul>
Home study caseworker	<p><b>Education:</b></p> <ul style="list-style-type: none"> <li>• Minimum: Bachelor's degree in social work or equivalent (education, psychology, sociology, or behavioral science).</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Highly proficient in a child's language or has access to qualified interpreters.</li> <li>• Experience conducting state-compliant home studies.</li> </ul>	<ul style="list-style-type: none"> <li>• Conduct ORR-compliant home studies.</li> <li>• Complete assessments within set timeframes.</li> <li>• Write comprehensive reports.</li> <li>• Coordinate with care providers and ORR.</li> </ul>
PRS caseworker	<p><b>Minimum qualifications:</b></p> <ul style="list-style-type: none"> <li>• At least 21 years old.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide Level 1 virtual check-ins only.</li> <li>• Assess child safety and well-being.</li> </ul>

Position	Qualifications & experience	Responsibilities
	<ul style="list-style-type: none"> <li>Highly proficient in a child’s language or has access to qualified interpreters.</li> <li>At least one year of experience working with children.</li> </ul>	<ul style="list-style-type: none"> <li>Make service referrals.</li> <li>Escalate to higher PRS levels when needed.</li> </ul>
PRS case manager (Level 2)	<p><b>Education:</b></p> <ul style="list-style-type: none"> <li>Bachelor’s degree (ideally behavioral sciences, human services, or social services).</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>Highly proficient in a child’s language or has access to qualified interpreters.</li> </ul>	<ul style="list-style-type: none"> <li>Provide Level 2 case management.</li> <li>Conduct assessments and develop case plans.</li> <li>Coordinate community service referrals.</li> <li>May also provide Level 1 PRS.</li> </ul>
PRS case manager (Level 3)	<p><b>Education:</b></p> <ul style="list-style-type: none"> <li><b>Option 1:</b> Master’s or doctoral degree in social work, psychology, sociology, or behavioral science with clinical experience.</li> <li><b>Option 2:</b> Bachelor’s degree plus five years of clinical experience.</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>Licensed or eligible for licensure.</li> <li>Highly proficient in a child’s language or has access to qualified interpreters.</li> </ul>	<ul style="list-style-type: none"> <li>Provide Level 3 intensive engagements.</li> <li>Conduct clinical assessments and interventions.</li> <li>Develop intensive stabilization plans.</li> <li>May also provide Level 1 and 2 PRS.</li> </ul>
Background check specialist	<p><b>Education:</b></p> <ul style="list-style-type: none"> <li>Minimum: High school diploma or equivalent degree and at least three years of employment experience.</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>Basic technical skills in Microsoft applications including Excel and Word, and Smartsheet.</li> <li>Good communication and project management skills.</li> </ul>	<ul style="list-style-type: none"> <li>Help with the background check investigation process.</li> <li>Coordinating and documenting required background check requests and results.</li> <li>Conducts quality assurance reviews to ensure background checks are submitted completely and accurately prior to submission and within the required timeframe and deadlines.</li> </ul>

**In addition to the above requirements, all staff should have knowledge, skills, and experience in:**

- Local community social services.
- Home study, post-release services, or both.
- Working with immigrant populations.
- Family preservation, kinship care, and child welfare.
- Professional assessment report writing.
- Child welfare and case management.

## Background check requirements

Grantees and contractors are required to use E-Verify or another form of verification to confirm that all direct recipients are legally eligible to work in the U.S.

- Complete required background checks with favorable results before any staff, contractor, or volunteer begins providing services.
- Update background investigations at least every five years for continuing staff.
- Conduct ORR Central Registry check at least once a year, coordinated with an ORR Project Officer at least once each calendar year for staff.

### Required background checks

All staff, including contractors, subcontractors, and volunteers must complete the following:

- FBI fingerprint check of national and state criminal history repositories.
- Child protective services check in each U.S. state where a staff member has lived in the last five years.
- Sex Offender Registry Check through the U.S. Department of Justice National Sex Offender public website.
- All state-required background check criteria.
- ORR Central Registry check.
- Driver's record and clearance if transporting children.

## Training requirements

### Initial training

Direct service staff must complete at least 20 hours of training before providing services to children and sponsors. Training must address all required topic areas across the four categories listed in the next section.

## Required training topics

### Administration

- ORR policies and procedures.
- Relevant authorities and agency guidance impacting PRS.
- Writing effective case notes.
- Current country conditions in the Northern Triangle and other relevant countries.

### Child welfare

- Stages of healthy children and adolescent development.
- Childhood trauma and complex post-traumatic stress disorder (PTSD).
- Risk and protective factors including sex and labor trafficking.
- Family stabilization and preservation.
- State child abuse laws and mandated reporting.

### Direct service provision

- Culturally and Linguistically Appropriate Services (CLAS) standards.
- Core areas of PRS service provision.
- Trauma-informed care.
- Specialized referrals.
- Child-friendly and motivational interviews.
- Client boundaries.
- Role of interpreter and interpretation best practices.

### Staff wellness

- Compassion fatigue, burnout, vicarious trauma, and secondary traumatic stress.
- Ethical considerations in serving PRS populations.

## Annual training

- Staff must complete at least 20 hours of training annually on topics relevant to their scope of practice or caseload.
- Licensed staff must meet state professional licensing annual training requirements.
- Training completed to meet state requirements or professional licensing standards may be applied toward ORR's initial and annual training requirements.

## Core competencies

### Objectives

- **Foundational knowledge:** PRS providers demonstrate competency in six core knowledge areas through training completion and performance evaluation.

### Required core knowledge areas:

- Case management principles and practice.
- Child welfare principles.
- Family preservation.
- Child and adolescent development.
- Trauma-informed care.
- Issues related to forced migration.

## Training on identifying and responding to sex and labor trafficking

### Staff must:

- Complete training on human trafficking identification and response before service provision.
- Provide appropriate specialized services to identified trafficking victims within 48 hours of identification.
- Provide trafficking prevention education to all Level 2 and Level 3 cases.

### Required training content:

- Definition of severe forms of trafficking (for example, sex trafficking and labor trafficking as defined by TVPRA).
- Red flags and indicators of trafficking.
- Appropriate response and referral procedures.
- Resources for trafficking victims.
- Prevention strategies and education approaches.

# Cooperative agreement—description of ACF’s involvement

When funding is awarded in a cooperative agreement, you can expect substantial involvement from federal staff. In this cooperative agreement, our responsibilities include:

- Helping design, implement, and continuously modify program activities and service delivery frameworks.
- Approving standardized operational protocols and procedural guidelines.
- Approving key program staff.
- Delivering comprehensive training programs and technical assistance to enhance staff competencies.
- Providing expert consultation and guidance on individual case management strategies and interventions.

## Funding policies and limitations

### Changes in HHS regulations

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

### General policies

- We will only make awards if this program receives funding. If Congress appropriates funds for this purpose, we will move forward with the review and award process.
- Support beyond the first budget period will depend on:
  - Appropriation of funds.
  - Satisfactory progress in meeting your project’s objectives.
  - A decision that continued funding is in the government’s best interest.
- If we receive more funding for this program, we will consider:
  - Funding more applicants.
  - Extending the period of performance.
  - Awarding supplemental funding.
- To the extent permitted by law, including any relevant court orders, you may not use funds from this NOFO for any diversity, equity, inclusion, and accessibility (DEI and DEIA) activities. This includes:

- DEI- or DEIA-related research.
- Activities that discriminate based on race, color, religion, sex, national origin, or other protected traits.
- Any efforts that promote a “discriminatory equity ideology.”
- To the extent permitted by law, including any relevant court orders, ACF will also not allow funds awarded under this NOFO to support any services or activities that inculcate or promote gender ideology.

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

## Program-specific limitations and policies

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

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

## Indirect costs

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

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

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

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

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

## Subawards

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

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

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

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

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

## Salary rate limitation

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

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

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

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



# Step 2:

# Get Ready to Apply

## In this step

Find the application package [35](#)

Get registered [35](#)

Learn more [36](#)

Watch the webinar [36](#)

# Find the application package

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

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

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

## Get registered

### SAM.gov

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

To register:

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

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

Once you register:

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

### Grants.gov

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

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

# Learn more

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

# Watch the webinar

We will have a pre-recorded webinar available at <https://acf.gov/grants>.

The goals of this session are to clearly explain the funding opportunity, eligibility requirements, application process, and evaluation criteria to ensure that potential applicants can submit complete, high-quality proposals.

Viewing is voluntary and anonymous.

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

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



# Step 3:

# Build Your Application

## In this step

Application checklist	<u>38</u>
Application contents and format	<u>40</u>

# Application checklist

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

## File one: Narratives

Use the Project Narrative Attachment form.

Component	Included in page limit?
<input type="checkbox"/> <a href="#">Table of contents</a>	Yes
<input type="checkbox"/> <a href="#">Project summary, one page</a>	Yes
<input type="checkbox"/> <a href="#">Geographic location</a>	Yes
<input type="checkbox"/> <a href="#">Approach</a>	Yes
<input type="checkbox"/> <a href="#">Project performance evaluation plan</a>	Yes
<input type="checkbox"/> <a href="#">Organizational capacity</a>	Yes
<input type="checkbox"/> <a href="#">Protection of sensitive or confidential information</a>	Yes
<input type="checkbox"/> <a href="#">Plan for oversight of federal award funds and activities</a>	Yes
<input type="checkbox"/> <a href="#">Line-item budget and budget narrative</a>	Yes
<input type="checkbox"/> <a href="#">Proprietary or personally identifiable information</a>	Yes
<input type="checkbox"/> <a href="#">ACF priority alignment</a>	Yes

## File two: Attachments

Insert each in a single Other Attachments form.

Component	Included in page limit?
<input type="checkbox"/> ACF Priorities Alignment Attestation	No
<input type="checkbox"/> Indirect cost agreement	Yes
<input type="checkbox"/> Legal proof of for-profit status	Yes
<input type="checkbox"/> Legal proof of small business	Yes
<input type="checkbox"/> Organizational capacity supporting information	Yes
<input type="checkbox"/> Legal status of applicant entity	Yes
<input type="checkbox"/> Third-party agreements	Yes

## Standard forms

Use each required form in Grants.gov.

Component	Included in page limit?
<input type="checkbox"/> Application for Federal Assistance (SF-424)	No
<input type="checkbox"/> Unique entity identified (UEI) and system for award management (SAM) registration	No
<input type="checkbox"/> Budget Information for Non-Construction Programs (SF-424A)	No
<input type="checkbox"/> Key Contacts	No
<input type="checkbox"/> Grants.gov Lobbying Form	No
<input type="checkbox"/> Disclosure of Lobbying Activities (SF-LLL)	No
<input type="checkbox"/> Project/Performance Site Location(s) (SF-P/PSL)	No

# Application contents and format

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

Your organization's authorized official must certify your application.

## Required format

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

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

## Accepted file formats

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

## Document formats

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

**Margins:** 1 inch all around

**Language:** English

If possible, include page numbers.

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

## Fonts

**Font:** Times New Roman

**Color:** Black

**Size:** 12-point font

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

## Spacing

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

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

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

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

**Attachments:** Can be single-spaced

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

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

## File one

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

This file includes:

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

## Table of contents

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

## Project summary

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

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

## Project narrative

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

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

In it, you must:

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

## Purpose and need

### Geographic location

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

Locations should be in service areas where you can provide comprehensive, high-quality services while minimizing travel costs and maximizing community engagement.

For each proposed location, provide:

- A detailed explanation of how you and any subrecipients will establish and deliver services.
- How your proposed service area boundaries align with logical geographic divisions, population centers, and transportation infrastructure.
- Your ability to serve high-need areas and remote locations.
- Your plans for traveling to remote locations.
- Number of staff in each geographic area.
- Your capacity at each location.

## Response

### Approach

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

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

- Describe in detail how your organization will conduct comprehensive [home studies](#) that meet ORR requirements. Address each of the three types of [home studies](#).
- Describe how you will conduct and document [home study components](#).
- Explain in detail your procedures for meeting all [home study requirements and procedures](#).
- Adhering to the [core principles](#), describe in detail how your organization will provide all [three levels of PRS](#).
- Explain how you will connect children and sponsors to services in all [core service areas](#).
- Describe your trauma-informed [case management approach](#).
- Describe and explain how your organization will conduct and complete [assessments](#).
- Provide a detailed description of how your organization will complete [documentation, timeframes, and minimum contact requirements](#).
- Describe your approach to providing extended services for [TVPRA-mandated cases](#).
- Explain your specialized approaches for [special populations](#).
- Describe your procedures for identifying and submitting [NOCs](#) to ORR.
- Explain your organization's [mandated reporting procedures](#).
- Explain your procedures for [closing cases](#).

### Project timeline and milestones

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

- Organize the information by task and subtask, showing related milestones.
- Provide monthly or quarterly quantitative projections for tasks you plan to complete and by when. For example, provide the number of people you plan to serve or the number of a certain activity you plan to complete by a specific date.
- Provide target dates for activities you cannot quantify.
- Describe how you will deliver services quickly once your award begins.
- Include a phase-in plan if you need time to hire staff, complete training, or establish agreements before you are fully operational. List the steps, the order in which you will complete them, and the date you expect to be fully operational.

Show how you will minimize delays and that children and sponsors will continue to receive services while you are getting started.

- Cover the full period of performance in your timeline.

### Logic model

You must submit a logic model for designing, managing, and evaluating the project. A logic model is a diagram that:

- Presents how inputs drive activities to produce outputs, outcomes, and the ultimate goals of the proposed project.
- Explains the links among project elements.
- Targets the identified objectives and goals of the project.

While there are many versions of logic models, for the purposes of this funding opportunity, the logic model may include the connections between:

- Inputs such as additional resources, organizational profile, collaborative partners, key staff, and budget.
- Target population, such as the individuals to be served or identified needs.
- Activities, mechanisms, and processes such as evidence-based practices, best practices, approach, key intervention and evaluation components, and continuous quality improvement efforts.
- Outputs, which include the immediate and direct results of program activities.
- Outcomes, which include the short- and long-term results you expect the project to achieve. These are typically described as changes in people or systems.
- Project goals, such as overarching objectives and reasons for proposing the project.

## Impact

### Project performance evaluation plan

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

- How you will monitor ongoing activities and progress toward the project's goals and objectives.
- The inputs, key activities, and expected outcomes of the funded activities. Inputs might include your collaborative partners, key staff, budget, service processes, or other resources.
- How you will measure the inputs, activities, and outcomes.
- How you will use the resulting information to improve your funded activities.
- Any processes that support overall data quality.

- The organizational systems and processes you will use to track performance outcomes.
- How your organization will collect and manage data in a way that allows for accurate and timely reporting of performance outcomes. This might include assigned skilled staff, data management software, and data integrity.
- Any potential obstacles to implementing the project performance evaluation and how you will address them.
- A timeline for how you will review information from the performance evaluation and apply it to your ongoing project.

## Resources and capabilities

### Organizational capacity

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

- Provide evidence that your team has the relevant experience and expertise needed to carry out your project.
- Describe your team's experience (including any partnering organizations) with administering, developing, implementing, managing, and evaluating similar projects.
- Provide evidence that your team, including partnering organizations, has the organizational capability to fulfill their roles and functions effectively.
- You must disclose your plan to enter into subaward agreements. If planning subawards, describe the work each subrecipient will complete.
- Describe established working relationships with community-based organizations and social service agencies.
- Describe how your organization will meet all [staffing](#) and [training](#) requirements.
- Describe how your organization will ensure [complete background checks](#).
- Describe how your organization will meet [provider requirements](#).
- Provide some supporting information in the organizational capacity supporting information section of your [attachments](#).

### Protection of sensitive or confidential information

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

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

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

## Plan for oversight of federal award funds and activities

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

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

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

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

### Line-item budget and budget narrative

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

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

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

As you develop your budget, consider:

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

Please also review the [Standard Form instructions](#).

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

In general, you must:

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

## Proprietary or personally identifiable information

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

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

## **Alignment with ACF vision, mission, values, priorities, and guiding principles**

ACF's published vision, mission, values, priorities, and guiding principles inform programmatic and administrative expectations under this funding opportunity.

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

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

- Demonstrated Review and Understanding.
- Operationalization in Program Design and Implementation.
- Integration into Performance and Continuous Improvement.

## File two: Attachments

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

This file includes all attachments.

### ACF Priorities Alignment Attestation

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

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

I hereby attest and certify that:

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

Insert Date of Signature:

Print Name and Title of the AOR:

Signature of AOR:

### Indirect cost agreement

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

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

### Legal proof of nonprofit status

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

- A reference to your listing in the IRS's most recent list of tax-exempt organizations.
- A copy of a current tax exemption certificate from the IRS.

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

## Legal proof of for-profit status

If your organization is a for-profit, including a small business, you need to attach proof.

Include documentation establishing your organization's power to enter into contractual relationships or accept awards. This might include your articles of incorporation or bylaws.

## Legal proof of small businesses

In addition to the proof that your organization is for-profit required in the previous section, small businesses must submit a certification signed by the chief executive officer or designee that states that the entity qualifies as a small business under [13 CFR 121.101-121.201](#).

## Organizational capacity supporting information

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

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

## Third-party agreements

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

Any such agreement must:

- Describe each party's roles and responsibilities for project activities.
- Describe the support and resources that the third party is committing to the proposed project.
- Be signed by the person in the third-party organization with the authority to make such commitments.
- Detail work schedules and estimated compensation with an understanding that the parties will negotiate a final agreement after award.

## Standard forms

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

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

## **Important: Public information**

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

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

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

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



# Step 4:

# Learn About Review and Award

## In this step

Application review	<u>54</u>
Award notices	<u>63</u>

# Application review

## Initial review

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

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

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

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

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

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

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

## Merit review process

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

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

## Criteria summary

Criterion	Total number of points = 125
1. <a href="#">Purpose and need</a>	40 points
2. <a href="#">Response</a>	30 points
3. <a href="#">Impact</a>	20 points
4. <a href="#">Resources and capabilities</a>	25 points
5. <a href="#">ACF priority alignment</a>	10 points

## Scoring criteria

### 1. Purpose and need

Maximum points: 40

The reviewer will assess how well you:

- **Present a comprehensive action plan (0 to 5 points)** that describes:
  - The full scope of your proposed project.
  - How you will accomplish all identified functions and activities.
  - Potential obstacles and challenges to achieving your project goals.
  - Specific strategies your organization will use to address them.
- **Describe your home study process (0 to 10 points)**, including:
  - How your organization will conduct comprehensive HS that meet ORR requirements across all three types of home studies.
  - How you will conduct and document all home study components.
- **Explain your PRS delivery model (0 to 5 points)**, including:
  - How your organization adheres to the core principles while providing all three levels of PRS.

- How you will connect children and sponsors to services across all core service areas.
- How your trauma-informed case management approach guides service delivery.
- **Describe your assessment, documentation, and contact practices (0 to 5 points), including:**
  - How your organization will conduct and complete assessments.
  - How you will fulfill all documentation requirements.
  - How you will meet established timeframes.
  - How you will satisfy minimum contact requirements throughout the life of each case.
- **Show your capacity to serve complex and specialized cases (0 to 5 points), including:**
  - Your approach to providing extended services for TVPRA-mandated cases.
  - Your specialized approaches for special populations.
  - Your procedures for identifying and submitting NOCs to ORR.
  - Your mandated reporting procedures.
  - Your procedures for closing cases.
- **Provide a detailed project timeline with milestones (0 to 5 points) that:**
  - Organizes tasks and subtasks with related milestones.
  - Includes monthly or quarterly quantitative projections for planned activities (for example, number of people served at each level and activities completed by a specific date).
  - Provides target dates for activities that cannot be quantified.
  - Covers the full period of performance.
- **Submit a logic model (0 to 5 points) that:**
  - Shows how inputs drive activities to produce outputs, outcomes, and project goals.
  - Explains the links among project elements.
  - Targets the identified objectives and goals of the project.
  - Connects inputs (for example, resources, organizational profile, collaborative partners, key staff, and budget) to the target population, activities, mechanisms and processes, outputs, outcomes, and overall goals.

## 2. Response

### Maximum points: 30

The reviewer will assess how well you:

- **Present a comprehensive action plan (0 to 5 points)** that addresses:
  - The full scope of your proposed project.
  - How you will accomplish all identified functions and activities.
  - Potential obstacles and challenges to achieving your project goals.
  - The specific strategies your organization will use to address them.
- **Explain your post-release services (PRS) delivery model (0 to 10 points)**, including:
  - How your organization adheres to the core principles while providing all three levels of PRS.
  - How you will connect children and sponsors to services across all core service areas.
- **Describe your case management and assessment approach (0 to 5 points)**, including:
  - Your trauma-informed case management model.
  - How your organization will conduct and complete assessments.
  - How you will complete documentation, meet timeframes, and fulfill minimum contact requirements.
- **Show your capacity to serve complex and specialized cases (0 to 5 points)** by providing:
  - Your approach to providing extended services for TVPRA-mandated cases.
  - Your specialized approaches for serving special populations.
- **Explain your compliance and case closure procedures (0 to 5 points)**, including:
  - Your procedures for identifying and submitting NOCs to ORR.
  - Your organization's mandated reporting procedures.
  - Your procedures for closing cases.

### 3. Impact

#### Maximum points: 20

The reviewer will assess how well you:

- **Present a comprehensive performance evaluation framework (0 to 5 points)** that describes:
  - How you will monitor ongoing activities and progress toward project goals and objectives.
  - The inputs, key activities, and expected outcomes of funded activities (including collaborative partners, key staff, budget, service processes, and other resources).
  - How you will measure each of these elements.
- **Show a commitment to continuous quality improvement (0 to 5 points)** that describes:
  - How you will use information gathered through your performance evaluation to improve funded activities.
  - Any processes that support overall data quality.
  - The organizational systems and processes you will use to track performance outcomes.
- **Describe your data collection and management approach (0 to 5 points)** that explains:
  - How your organization will collect and manage data.
  - How your approach will support accurate and timely reporting of performance outcomes.
  - The roles of assigned skilled staff, data management software, and data integrity measures.
- **Address implementation challenges and establish a review timeline (0 to 5 points)** that:
  - Identifies potential obstacles to implementing the project performance evaluation plan.
  - Explains how you will address those obstacles.
  - Provides a clear timeline for how your organization will review information from the performance evaluation and apply findings to your ongoing project.

## 4. Resources and capabilities

### Maximum points: 25

The reviewer will assess how well you:

- **Show your team’s experience, expertise, and organizational capacity (0 to 5 points)** by providing:
  - Evidence that your full project team, including the applicant organization, cooperating partners, contractors, and subrecipients, has the relevant experience and expertise to carry out the project.
  - A track record of administering, developing, implementing, managing, and evaluating similar projects.
  - A clear plan for subaward agreements that describes the work each subrecipient will complete.
  - Established working relationships with community-based organizations and social service agencies, supported by documentation in the attachments.
- **Describe your workforce compliance and provider standards (0 to 5 points)** by explaining:
  - How your organization will meet all staffing and training requirements.
  - How you will ensure complete background checks are conducted.
  - How you will meet all provider requirements for staff, partners, and subrecipients involved in the project.
- **Present a framework for oversight of federal award funds and activities (0 to 10 points)** that describes:
  - Your governance structure, policies and procedures, and systems for recordkeeping and financial management consistent with 2 CFR part 200.
  - Your procedures for identifying and mitigating risks and issues, including audit findings, continuous performance assessment findings, and monitoring.
  - The key staff responsible for oversight of program staff, partners, and subrecipients across financial and program management requirements.
- **Explain your approach to protecting sensitive and confidential information (0 to 5 points)** by describing:
  - The methods and systems you will use to handle protected personally identifiable information and other sensitive information, including information from subrecipients and contractors.
  - How you will ensure compliance with applicable federal, state, local, and tribal laws regarding privacy and confidentiality.

- Your plan for the disposition of such information at the end of the period of performance, as required under 2 CFR 200.303(e).
- We do not consider voluntary cost sharing during merit review.

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

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

### Scoring Considerations for the next three criteria:

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

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

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

Reviewers will look for:

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

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

The degree to which the following one or more ACF priorities are translated into specific elements of the proposed project:

- Program integrity and fiscal stewardship.
- Evidence-based and outcome-focused practices.
- Partnerships and local leadership.
- Family stability and child well being.

Reviewers will assess if the applicant:

- Connects identified ACF priorities to program design, service delivery, and implementation.
- Demonstrates how priorities influence partnerships, staffing, or key program decisions.

- Provides clear, actionable examples of how alignment will be carried out in practice.

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

The extent to which the following one or more ACF priorities are reflected in measurable outcomes and ongoing program improvement:

- Program integrity and fiscal stewardship.
- Evidence-based and outcome-focused practices.
- Partnerships and local leadership.
- Family stability and child well being.

Reviewers will assess the extent to which the application:

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

## Risk review

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

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

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

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

## Selection process

When making funding decisions, we consider:

- Merit review and scoring results, including the ten points for Alignment with *ACF Vision, Mission, Values, Priorities, and Guiding Principles* to the extent permitted by law. These are key in making decisions but are not the only factor.
- Organizations serving emerging, unserved, or underserved populations.
- The larger portfolio of agency-funded projects by considering geographic distribution.
- The past performance of the applicant.

- The application’s compliance with this NOFO’s prohibition on using funds awarded under this NOFO to support [DEI and DEIA activities](#), to the extent permitted by law, including any relevant court orders.
- Funding Preference for Alignment with Agency Priorities. Before final funding decisions are made, division leadership will review awards for consistency with applicable laws and alignment with [agency priorities](#).
- Agency leadership review of applications for consistency with applicable laws and alignment with agency priorities and to the extent permitted by law, eligibility for funding preference based on that alignment.

We may:

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

We will not fund:

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

# Award notices

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

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

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

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



# Step 5:

# Submit Your Application

## In this step

Application submission and deadlines

65

# Application submission and deadlines

## Application

### Deadline

Application due:

- FY26: July 6, 2026
- FY27: October 1, 2026
- FY28: October 1, 2027

There are multiple application reviews available under this announcement. Due dates for applications, listed in the [Key dates section](#) of the announcement, refer to the last day that an application may be received for consideration under the next scheduled review.

Applications received after a listed due date will be retained and considered in the next scheduled review and will not be disqualified for timeliness.

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

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

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

## Grants.gov submission

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

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

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

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

## Issues with federal systems

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

## Exemptions for paper submissions

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

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

To submit your application, mail it to:

### **Bernard Morgan**

Administration for Children and Families

Office of Grants Management

HHS-2026-ACF-ORR-ZU-0019

Mary E. Switzer Building

330 C Street, SW

Washington, DC 20201

Follow these requirements when you submit your paper application:

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

## Intergovernmental review

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



# Step 6:

# Learn What Happens After Award

## In this step

Post-award requirements and administration [68](#)

# Post-award requirements and administration

## Administrative and national policy requirements

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

- All terms and conditions in the Notice of Award, including the [ACF Standard Terms and Conditions](#) and, if applicable, any program-specific terms and conditions. We incorporate this NOFO by reference.
- The rules listed in [2 CFR 200](#), Uniform Administrative Requirements, Cost Principles, and Audit Requirements, effective October 1, 2025. These replace those in 45 CFR 75, with some exceptions in [2 CFR 300](#).
- The HHS [Grants Policy Statement \(GPS\)](#). This document has terms and conditions tied to your award. If there are any exceptions to the GPS, they'll be listed in your Notice of Award.
- All federal statutes and regulations relevant to federal financial assistance, including those highlighted in the [HHS Grants Policy Statement](#), Appendix D: HHS Administrative and National Policy Requirements, and the [ACF Administrative and National Policy Requirements](#).
- [45 CFR Part 87 Appendix B, Equal Treatment for Faith-Based Organizations](#). This appendix explains the obligations of and protections for faith-based organizations applying for grants.
- Other relevant laws and regulations include:
  - Relevant portions of the Prison Rape Elimination Act of 2003 (PREA of 2003), as amended by the Violence Against Women Reauthorization Act of 2013 (VAWA), 34 U.S.C. 30307(d).
  - Unaccompanied Children Program Foundational Rule, 45 CFR Part 410 (April 30, 2024).
  - Standards to Prevent, Detect, and Respond to Sexual Abuse and Sexual Harassment Involving Children, 45 CFR Part 411.
  - ORR's Investigations of Child Abuse and Neglect Rule, 45 CFR Part 412.
  - Rehabilitation Act of 1973, 29 U.S.C. 794(a), and HHS implementing regulations at 45 CFR part 85 (applicable to programs and activities conducted by the agency), and 45 CFR part 84 (applicable to programs receiving federal financial assistance).

- Additionally, ORR must also comply with any applicable terms of the Stipulated Settlement Agreement in *Flores v. Bondi*, Case No. 2:85-4544-DMG-AGR (C.D. Cal.) that remain in force after the agreement's partial and conditional termination as to HHS in an Order dated June 28, 2024 (see ECF 1447).

ORR's policies regarding the provision of Post-Release Services (PRS) are discussed in [ORR UACB's Policy Guide](#). ORR's policies concerning home studies are at [Section 2.4.2](#).

Grantees and contractors must forward to ORR any request from external entities, such as the Department of Homeland Security, for records or information and await further instruction. Care provider records are the property of ORR; accordingly, grantees and contractors may not respond directly to such requests without prior ORR authorization.

## Reporting

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

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



# Contacts and Support

## In this step

Agency contacts	<a href="#"><u>71</u></a>
Help with systems	<a href="#"><u>71</u></a>
Reference websites	<a href="#"><u>72</u></a>
Paperwork Reduction Act disclaimer	<a href="#"><u>73</u></a>

# Agency contacts

## Program

Rebecca Packer

[hsprs\\_projectofficers@acf.hhs.gov](mailto:hsprs_projectofficers@acf.hhs.gov)

## Grants management

Bernard Morgan

[Bernard.Morgan@acf.hhs.gov](mailto:Bernard.Morgan@acf.hhs.gov)

# Help with systems

## Grants.gov

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

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

## SAM.gov

If you need help, you can:

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

# Reference websites

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

# Paperwork Reduction Act disclaimer

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

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

# Modifications

Modification Description	Updated Date