



Administration for Children and Families

Office of Refugee Resettlement

Refugee Family Child Care Microenterprise Development Program

HHS-2022-ACF-ORR-RG-0142

Application Due Date: 06/28/2022

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Funding Opportunity Title:

Refugee Family Child Care Microenterprise Development Program

Announcement Type:

Modification

Funding Opportunity Number:

HHS-2022-ACF-ORR-RG-0142

Primary CFDA Number:

93.576

Due Date for Applications:

06/28/2022

Executive Summary**Notice:**

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

NOFO has been modified to correct application due date.

The Office of Refugee Resettlement (ORR) within the Administration for Children and Families (ACF) invites eligible entities to submit competitive grant applications for funding under the Refugee Family Child Care Microenterprise Development (RFCCMED) program. Through the RFCCMED program, ORR will fund applicants to enable eligible Afghan entrants to achieve self-sufficiency by establishing small family child care businesses. The program will provide participants with training and technical assistance (TA) in professional child care, microenterprise development, and financial literacy; assist participants in navigating the child care licensing process; and provide direct financial assistance, as needed, to enable participants to prepare their homes for child care business operation.

I. Program Description**Statutory Authority**

Immigration and Nationality Act § 412(c)(1)(A), 8 U.S.C. § 1522(c)(1)(A)

Afghanistan Supplemental Appropriations Act, 2022, Public Law 117-43, Title III, as amended through Public Law 117-86

Description**RFCCMED PROGRAM OVERVIEW**

Since 2012, ORR has funded the RFCCMED program to support refugees in achieving self-sufficiency by establishing and operating licensed family child care (FCC) businesses. Refugee families often depend on income from both parents for financial support. Families with young

children face the choice of sacrificing potential income from one parent to provide child care at home, or securing outside child care, which is often expensive and difficult to arrange. This burden is most often faced by refugee women, who consequently have difficulty accessing the job market and remain unemployed. According to the [2018 ORR Annual Report to Congress](#), 43 percent of refugee women out of the workforce cited family responsibilities as a reason.

Establishment of small FCC businesses is a solution that has enabled many refugees to earn a reliable income while continuing to care for their own children. Refugees often have substantial formal or informal experience in child care prior to resettlement. Furthermore, there is often a significant demand for child care in refugee communities, presenting refugee FCC providers with a customer base from their own network. The resulting increase in available child care services likewise enables additional refugees with young children to seek employment. As noted in ACF's informational memo *Why Prioritize Early Childhood*, "When parents have access to child care supports, they are more likely to enter or remain in the workforce, work more hours, increase earnings, and pursue higher education or training (Committee for Economic Development, 2019; Morrissey, 2017; Sabol & Chase-Lansdale, 2015). (see *Section VIII, Other Information*)."

While FCC is a promising opportunity, new arrivals to the United States face challenges in establishing successful businesses. The child care licensing system is complex and difficult to navigate without assistance. Recent arrivals may not be accustomed to U.S. child care regulations, norms, and practices, or with the requirements of operating a small business, particularly in U.S. context.

Through the RFCCMED program, ORR will support local organizations to provide recently arrived Afghan entrants with the necessary training and TA to establish FCC businesses. They will equip participants with knowledge, skills, and limited financial support in preparation for opening their business. As Afghan entrants adjust to life in their new communities, some participants may require longer term services such as guidance in identifying and securing housing that meets local requirements for child care businesses. Program implementers will also provide personalized technical support to participants as they undergo the child care licensing process and in the early stages of business operation.

ORR has published a joint information memorandum (IM) with the ACF Office of Child Care (OCC), which administers the Child Care Development Fund through block grants to states, territories, and tribes. The IM encourages coordination and alignment of early childhood and refugee programs between ORR and OCC. ORR expects programs funded under RFCCMED to meet and provide training and TA services to entrepreneurs in accordance with child care standards, as specified in the Child Care and Development Block Grant (CCDBG) Act of 2014. Further information on OCC and CCDBG can be found through the links provided in *Section VIII. Other Information*.

Program Focus

Funding for this NOFO is provided through the Afghanistan Supplemental Appropriations Act, 2022 for carrying out refugee and entrant assistance activities in support of citizens or nationals of Afghanistan paroled into the United States and citizens or national of Afghanistan for whom such refugee and entrant assistance activities are authorized. For this reason, ORR is only able to fund projects that propose to serve citizens or nationals of Afghanistan paroled into the United

States between July 31, 2021, and September 30, 2022, and citizens or nationals of Afghanistan for whom such refugee and entrant assistance activities are authorized who entered the United States on or after July 31, 2021.

RFCCMED Goal and Objectives

The goal of the RFCCMED program is to generate a source of income and economic self sufficiency for economically vulnerable Afghan entrants by funding organizations that will, along their partner(s), train eligible participants to establish licensed, high-quality FCC businesses.

Specifically, the main objectives of the RFCCMED program are to:

- 1) Help Afghan entrants attain economic self-sufficiency by establishing licensed FCC businesses;
- 2) Help Afghan entrant families gain access to licensed FCC businesses able to meet the early care and developmental needs of children; and
- 3) Assist Afghan entrants in learning how to navigate mainstream child care services.

Through the RFCCMED program, ORR will achieve these objectives by funding local organizations to provide personalized, culturally and linguistically appropriate training and TA to participants interested in establishing FCC businesses.

Implementing organizations must work in close cooperation with the state, territory, tribal, or local agency responsible for child care regulation to ensure that participants have completed all necessary steps to legally operate their business at a capacity that will enable the participant to achieve financial self-sufficiency.

FCC Business Definition

For the purposes of this NOFO, an FCC business is defined as a small business owned and operated by the participant that provides in-home child care services in compliance with all applicable laws and regulations. Depending on local regulations and the type of services provided, participants may or may not require specific licensing or certification to operate an FCC business. RFCCMED program funds may not be used for the sole purpose of preparing a participant for employment in a child care facility not operated by members of the participant's household, though participants' temporary employment, internship, or volunteering in such a facility for the purpose of obtaining child care experience is allowable. Please refer to *Section IV.6. Funding Restrictions* for more information.

RFCCMED Required Program Activities

The RFCCMED program will meet its objectives through the following required activities:

FCC Training

Specialized FCC training is required to be provided to enrolled participants. Training must be designed to accommodate the cultural and linguistic needs of recent Afghan entrants. Training must be provided directly or through an established partnership with local agencies that already have existing expertise in FCC training. For more information on partnership(s), please refer to *Section I. Program Description, RFCCMED Program Overview, RFCCMED Required Program*

Activities, Training Partnerships for requirements. Training must fully prepare participants to establish successful, high-quality FCC businesses that comply with state and local child care laws designed to protect health and safety as referenced in section 5(b) of the CCDBG Act of 2014 (Pub. L. 113-186) (42 U.S.C. 9859c(c)(2)(I)). Health and safety training areas must include, but are not limited to, the following:

1. the prevention and control of infectious diseases;
2. prevention of sudden infant death syndrome and use of safe sleeping practices;
3. the administration of medication, consistent with standards for parental consent;
4. the prevention of and response to emergencies due to food and allergic reactions;
5. building and physical premises safety, including identification of and protection from hazards that can cause bodily injury, such as electrical hazards, bodies of water, and vehicular traffic;
6. prevention of shaken baby syndrome and abusive head trauma;
7. emergency preparedness and response planning for emergencies resulting from a natural disaster, or a man-caused event;
8. the handling and storage of hazardous materials and the appropriate disposal of biological contaminants;
9. appropriate precautions in transporting children for providers that offer transportation;
10. first aid and cardiopulmonary resuscitation; and
11. requirements relating to nutrition, access to physical activity, or any other subject area determined by local regulation to be necessary to promote child development or to protect children's health and safety.

Microenterprise Development Training

Specialized microenterprise development (MED) training is required to be provided to enrolled participants. Training must be designed to accommodate the cultural and linguistic needs of recent Afghan entrants. These trainings must be provided directly or through an established partnership with local agencies that must have existing expertise in the area of MED.

MED training must include all aspects of small business knowledge and skills required to operate a profitable and successful business and comply with all applicable laws and regulations. Examples of MED training topics include business planning, financial literacy, customer service, record keeping, time management, inventory management, cash flow projections, financial and cash management, personnel management, employment regulation, taxation, and general small business management.

Technical Assistance

Under the RFCCMED program, TA is broadly defined as one-on-one consulting, counseling, mentoring, or facilitation related to FCC business development. The RFCCMED program requires providing TA to all participants on a regular and/or as-needed basis to enable them to establish and improve their businesses during their participation in the program. TA must be provided by the RFCCMED program directly or through partner(s). TA plans must be designed to fully prepare the participant to establish a successful FCC business. Examples of TA include assisting with the development of a business plan, assistance in applying for a child care license, providing expert advice on business start-up and development, accounting, and interpretation and translation services for Limited English Proficiency participants. While individual TA must be

available to participants, assistance may be provided to participants in small groups when appropriate.

This program is intended to serve Afghan evacuees who are recent arrivals to the United States and who may have limited housing opportunities available in their new communities. ORR recognizes enrollees may need varying degrees of support through this program based on background and skills. As such, ORR anticipates that some entrants will have limited or no English language skills and may not have evidence of education required for a child care license. Given these circumstances, some participants may require a multi-year approach to become fully prepared to establish an FCC business. RFCCMED programs will provide guidance to participants in identifying and securing eligible housing, developing English language skills, and overcoming any additional barriers to establishing a quality FCC business. While the RFCCMED program is not intended to support participants whose ultimate goal is child care employment rather than business ownership, programs may connect participants with appropriate child care employment opportunities that will enable participants to gain experience and earn income while working towards a longer term goal of business ownership.

Participant Stipends

RFCCMED programs are required to provide a stipend of no less than \$500 and not to exceed \$3,000 per enrolled participant for the full project period to assist with business startup costs. Costs must be directly related to preparing the participant's home for FCC business operation. Participants must not receive stipend funds until the program implementer has verified that the participant is fully prepared to begin the process of establishing their business or obtaining a required child care license or certification. Eligible costs include, but are not limited to the following: educational materials for children, furniture, toys, business equipment, office supplies, home improvements or repairs for the purpose of meeting child care or business regulations, safety equipment, and cleaning supplies. As referenced in *Section IV.6. Funding Restrictions*, all program-related expenditures must be paid directly to the vendor. Participants may be reimbursed only if the purchase was approved in writing by the implementing organization prior to the sale, and the participant provides verification that costs were incurred. Costs associated with participant training and TA and payment of required fees related to licensing are not considered to be stipend expenditures and do not count towards the \$3,000 per participant limit. Programs must include in each year's budget sufficient funding for a stipend of no less than \$500 and no more than \$3,000 per anticipated participant. See *Section IV.6. Funding Restrictions*, for further information regarding allowable use of stipend funds.

Collaboration with Local Child Care Licensing Agency

RFCCMED programs are required to establish connections with the local agency responsible for FCC licensing in the service area to ensure that the program has accurate and current information regarding FCC requirements and regulations. Programs must ensure that local licensing requirements support establishment of FCC businesses in the type of housing commonly used by eligible populations in the service area. Programs must be aware of appropriate procedures to address licensing-related issues that may arise during implementation.

Coordination with Refugee Resettlement Community

Coordination with the local refugee resettlement community is critical to the success of the RFCCMED program. Programs are required to include regular coordination with resettlement agencies, State Refugee Coordinators or replacement designees, and other relevant community services providers to extend the effort of the outreach, awareness, and coordination with the refugee resettlement community. Attendance at quarterly consultations with resettlement agencies, regular meetings with State Refugee Coordinators, and participation in other relevant forums are examples of activities with strategic partnerships to facilitate resource mapping. As part of the application in response to this NOFO, ORR is requiring evidence demonstrating consultation on the proposed program from the State Refugee Coordinator or the individual responsible for the statewide or regional coordination of the refugee resettlement program, as applicable, of the state where the proposed project will be implemented. Contact information for State Refugee Coordinators or individuals responsible for statewide or regional coordination of the refugee resettlement program can be found on ORR's website at <https://www.acf.hhs.gov/orr/resource/orr-funded-programs-key-contacts>.

Licensing-Related Fees

RFCCMED funds may be used to cover participants' costs for meeting FCC licensing requirements. These may include:

- Licensing application fee
- Required orientation
- Background check/fingerprinting
- Required immunizations and health screenings
- Required CPR/First Aid training
- Costs associated with transportation to training- and licensing-related activities
- Other fees required for licensing by local regulation

Program funds may also be used during the project period to cover costs of FCC business insurance. Program implementers must request approval from the ORR Division of Refugee Services to cover any additional expenses deemed essential to licensing and business operation.

Costs associated with the items outlined in this section are not considered part of the participant stipend described in *Section I. Program Description, RFCCMED Program Overview, RFCCMED Required Program Activities, Participant Stipends* and do not count toward the cap referenced in that section.

As referenced in *Section IV.6. Funding Restrictions*, all program-related expenditures must be paid directly to the vendor. Participants may be reimbursed only if the purchase was approved in writing by the implementing organization prior to the sale and they provide documentation that costs were incurred.

Applicants may propose to cover all or some of these costs as deemed appropriate. Program funds may be used to pay for services required for family members and others living in the home, such as background checks, if required by regulation. If different rates for required services are available, program implementers must choose the least expensive option accessible to the participant that will fulfill associated requirements.

See *Section IV.6. Funding Restrictions* for further information.

Training Partnerships

FCC and MED partnership(s) are required if the applicant is not able to deliver all required FCC and MED trainings through its own internal capacity. For those partnership(s) that are paid through subawards, please refer to *Section I. Program Description, RFCCMED Program Overview, Subawards* for requirements.

Examples of partnerships for FCC training include the following: tribal, territory, state, and local early childhood agencies; local child care resource and referral agencies; after-school programs; resettlement agencies; and other community-based organizations that can provide FCC trainings that will be compliant with federal, state, and local child care laws.

Examples of partnerships for MED training include business development institutions, such as the Small Business Administration's (SBA) micro-loan offices, Community Development Financial Institutes, and other public and private institutions funded by agencies like ACF's Office of Community Services' Community Economic Development program and SBA's Program for Investment in Microentrepreneurs.

Examples of partnerships for cultural and language competency include ethnic community-based organizations (ECBOs), resettlement agencies, established vocational English training programs, interpretation services, and other public and private organizations that have an established relationship, trust, and expertise of the target refugee population.

Examples of partnerships for TA include territory, tribal, state, or local agencies; voluntary agencies; ECBOs; or other public or private organizations with the capacity to maintain detailed case files and individualized assistance as the enrolled clients become established FCC businesses.

Subawards

Recipients under this grant program may opt to transfer a portion of substantive programmatic work to other organizations through subaward(s). The prime recipient must maintain a substantive role in the project. ACF defines a substantive role as conducting activities and/or providing services funded under the award that are necessary and integral to the completion of the project. Subrecipient monitoring activities alone, as specified in 45 CFR § 75.352, do not constitute a substantive role. Furthermore, ACF does not fund awards where the role of the applicant is primarily to serve as a conduit for passing funds to other organizations unless that arrangement is authorized by statute. The prime recipient assumes overall responsibility for implementation of program activities and collection of required information and data on program outcomes.

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

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

Eligible Participants Defined

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

1. Citizens or nationals of Afghanistan paroled into the United States under section 212(d)(5) of the INA between July 31, 2021, and September 30, 2022. The benefits and assistance will be available until March 31, 2023, or the end of an individual's parole term, whichever is later.
2. A spouse or child of any Afghan humanitarian parolee who is paroled into the United States after September 30, 2022. The benefits and assistance will be available until March 31, 2023, or the end of an individual's parole term, whichever is later.
3. Citizens or nationals of Afghanistan paroled as refugees or asylees under section 212(d)(5) of the INA.
4. Citizens or nationals of Afghanistan admitted under section 207 of the INA.
5. Citizens or nationals of Afghanistan whose asylum status was granted under section 208 of the INA.
6. Citizens or nationals of Afghanistan who are lawful permanent residents provided that they previously held one of the statuses identified above.
7. Afghan Special Immigrants per section 1244(g) of Div. A of Pub. L. 110-181, as amended (8 U.S.C. 1157 note) and section 602(b) (8) of Div. F of Pub. L. 118-8, as amended (8 U.S.C. 1101 note).
8. Citizens or nationals of Afghanistan who are identified as victims of a severe form of trafficking in persons per the Victims of Trafficking and Violence Protection Act of 2000, Pub. L. No. 106-386, as amended, 22 U.S.C. 7105(b)(1)(A) and (C).

Detailed information on eligibility of ORR-funded projects is available at 45 CFR § 400.43 and ORR Policy Letters 16-01, 22-01 and 22-02, which can be found on the ORR website at: <https://www.acf.hhs.gov/programs/orr/resource/policy-letters>.

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

For convenience, the term "refugee" is used in this NOFO to encompass all such eligible persons.

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

RFCCMED programs may enroll additional participants from the same household as the primary participant if they plan to fill roles such as assistant or substitute in the primary participant's FCC business. Such participants can only be enrolled if they meet all other eligibility requirements described in this section. Such participants are not eligible for additional stipend payments.

Programs may not enroll participants who do not reside in the principal participant's household who do not plan to establish their own FCC business.

RFCCMED POST-AWARD PROGRAM REQUIREMENTS

Coronavirus Disease of 2019 (COVID-19) Response

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

Refugee Program Service Agreement (RPSA)

A standardized, signed and dated RPSA is required for each participant. The RPSA must include:

1. Confirmation of participant's eligibility for the RFCCMED program;
2. Itemized list of fees to be paid using RFCCMED program funds and fees, if any, to be incurred by the participants in order to complete the RFCCMED program (e.g., criminal background check fees, licensing fees, transportation costs, etc.);
3. A list of FCC and MED training sessions the participant must successfully complete;
4. Any TA that will be provided to the enrolled participant through the RFCCMED program;
5. A statement by the organization on which partner(s) (if applicable) will be engaged during the participants' enrollment and how the partner(s) (if applicable) will contribute;
6. The terms by which a participant qualifies for participant stipends and assurances that stipends will only be used for purchases needed for operation of an FCC business, the maximum stipend amount assistance that will be provided, costs that may be covered by stipends, and the procedure for determining purchases that will be made on behalf of the participant;
7. The qualifications for establishing and operating an FCC business under applicable laws and regulations (e.g., criminal background and medical screenings), including any required licenses or certifications; and
8. A proposed timeline for completion of all required activities not to exceed the project period.

Program Case Files

RFCCMED programs are required to create and maintain confidential case files for each client. Programs must ensure compliance with 45 CFR §75.303 (e) to take reasonable measures to safeguard protected personally identifiable information. Files should be stored in a filing cabinet or other records storage areas, locked at all times when not in use, and accessible only to program personnel. If the RFCCMED program is using an electronic case file system, then safeguards, such as limiting access to the data and encryption, must be in place to protect participant information. The case file will, at the minimum, contain a completed RPSA, copies

of documents that show eligibility for service under this project, records of expenditures made on behalf of the participant, copies of licenses and related documents, and case notes.

Intake information must include the participant's name, status under which client arrived in the United States, date of enrollment, date of projected program service termination, and documentation of eligibility for RFCCMED program services.

Federal, State, and Local Requirements

RFCCMED programs are required to ensure that enrollment, trainings, certifications, and licensing are completed by qualified entities - either internally or through partnerships - and meet all tribal, territory, federal, state, and local requirements. Of particular importance are those requirements that directly relate to the safety of the children being served by the FCC businesses.

FCC trainings must adhere to the CCDBG Act of 2014 (Pub. L. 113-186) (42 U.S.C. 9868c(c)(2)(I)(xi)), as referenced *in Section I. Program Description, RFCCMED Program Overview, RFCCMED Required Program Activities, FCC Training.*

Program Performance Evaluation

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

Data indicators include:

1. Number of participants enrolled;
2. Number of participants trained;
3. Number of participants who obtained FCC licenses;
4. Number of participants who established FCC businesses;
5. Number of new child care slots made available by participants establishing FCC businesses;
6. Average percentage increase in household income 6 months after establishment of an FCC business;
7. Number of businesses sustained at the conclusion of the project period; and
8. Average increase in household income for all participants who established an FCC business by the conclusion of the project period.

Paperwork Reduction Disclaimer

As required by the Paperwork Reduction Act of 1995 (PRA), 44 U.S.C. 3501-3521, the public reporting burden for Refugee Family Child Care Microenterprise data reporting is estimated to average two hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection information. The Refugee Family Child Care Microenterprise Data Form is approved under OMB control number 0970-0490, expiration date is 1/31/2023. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

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

Participation in ORR-Sponsored Training and Workshops

RFCCMED programs are required to participate in ORR-sponsored webinars, trainings, and peer sharing events throughout the program period. Attendance is required for one key staff member to participate in an annual 2-day workshop in Washington, DC. ORR may choose to hold the workshop in a remote format.

RFCCMED Program Evaluation

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

NOTE: Consistent with the PRA of 1995, (44 U.S.C. 3501-3521), under this NOFO, ORR will not conduct or sponsor, and a person is not required to respond to a collection of information covered by such Act, unless it displays a currently valid OMB control number. ORR will obtain OMB approval for a federal study of the funded RFCCMED activities, as appropriate.

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

II. Federal Award Information

Funding Instrument Type:

G (Grant)

Estimated Total Funding:

\$8,000,000

Expected Number of Awards:

14

Award Ceiling:

\$562,500

Per Project Period

Award Floor:

\$450,000

Per Project Period

Average Projected Award Amount:

\$562,500

Per Project Period

Anticipated Project Start Date:

09/30/2022

Length of Project Periods:

Other

Additional Information on Project Periods and Explanation of 'Other'

Awards under this NOFO will be fully funded for a single budget period of 36 months.

Additional Information on Awards:

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

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

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

ACF will use the recipient's semi-annual performance progress and financial reports, site visits, audit reports, and other supporting documentation to determine, in accordance with the requirements in the competitive NOFO and statute, if satisfactory progress is being made. ACF will factor in the recipient's ability to meet the due dates as identified in the NOFO. ACF's review of reports and other documentation will be used to assess progress in 1) accomplishing the project goals, objectives, and activities; 2) completing proposed activities; and 3) documenting allowable expenses that support project goals, objectives, and the approved budget. Please refer to *Section VI.3. Reporting* for more information on required reports.

III. Eligibility Information

III.1. Eligible Applicants

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

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

Faith-based and community organizations that meet the eligibility requirements are eligible to receive awards under this funding opportunity. Faith-based organizations may apply for this award on the same basis as any other organization, as set forth at and, subject to the protections and requirements of 45 CFR Part 87 and 42 U.S.C. 2000bb *et seq.*, ACF will not, in the selection of recipients, discriminate against an organization on the basis of the organization's religious character, affiliation, or exercise.

III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement:

No

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

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

For awards that do not require matching or cost sharing by statute, where "cost sharing" refers to any situation in which the recipient voluntarily shares in the costs of a project other than as statutorily required matching, recipients will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period, or by project period for fully funded awards. These include situations in which contributions are voluntarily proposed by a recipient or subrecipient and are accepted by ACF. Non-federal cost sharing will be included in the approved project budget so that the recipient will be held accountable for proposed non-federal cost sharing funds as shown in the Notice of Award (NoA). **A recipient's failure to provide voluntary cost sharing of non-federal resources that have been accepted by ACF as part of the approved project costs and that have been shown as part of the approved project budget in the NoA, may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

III.3. Other

Application Disqualification Factors

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

Award Ceiling Disqualification

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

Required Electronic Application Submission

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

opportunity.

Applicants that do not have an internet connection or sufficient computing capacity to upload large documents to the internet may contact ACF for an exemption that will allow the applicant to submit applications in paper format. Information and the requirements for requesting an exemption from required electronic application submission are found in "[ACF Policy for Requesting an Exemption from Electronic Application Submission](#)."

Missing the Application Deadline (Late Applications)

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

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

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

The deadline for receipt of paper applications is 4:30 pm ET on the due date listed in the *Overview* and in *Section IV.4. Submission Dates and Times*. Paper applications received after 4:30 pm ET on the due date will be disqualified from competitive review and funding under this funding opportunity. **Paper applications received from applicants that have not received approval of an exemption from required electronic submission will be disqualified from competitive review and funding under this funding opportunity.**

Notification of Application Disqualification

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

IV. Application and Submission Information

IV.1. Address to Request Application Package

Ryan
Foster
Administration for Children and Families
Office of Refugee Resettlement

Division of Refugee Services
Mary E. Switzer Building
330 C Street, SW.
Washington
DC
20201
(202) 260-6949
(202) 401-5772
ryan.foster@acf.hhs.gov
www.acf.hhs.gov/programs/orr

Application Packages

Electronic Application Submission:

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

Applications in Paper Format:

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

Federal Relay Service:

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

IV.2. Content and Form of Application Submission

FORMATTING APPLICATION SUBMISSIONS

Each applicant applying electronically via Grants.gov is required to upload only two electronic files, excluding SFs and Office of Management and Budget (OMB)-approved forms. No more than two files will be accepted for the review, and additional files will be removed. SFs and OMB-approved forms will not be considered additional files.

FOR ALL APPLICATIONS:

Authorized Organization Representative (AOR)

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

Point of Contact

In addition to the AOR, a point of contact on matters involving the application must also be identified. The point of contact, known as the Project Director or Principal Investigator, should

not be identical to the person identified as the AOR. The point of contact must be available to answer any questions pertaining to the application.

Application Checklist

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

Accepted Font Style

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

English Language

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

Page Limitations

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

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

Application Elements Exempted from Double-Spacing Requirements

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

Adherence to NOFO Formatting, Font, and Page Limitation Requirements

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

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

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

NOTE: Applicants failing to adhere to ACF's NOFO formatting, font, and page limitation requirements will receive a letter from ACF notifying them that their application was amended. The letter will be sent after awards have been issued and will specify the reason(s) for removal of page(s).

Corrections/Updates to Submitted Applications

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

Copies Required

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

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

Signatures

Applicants submitting electronic applications must follow the registration and application submission instructions provided at [Grants.gov](https://www.Grants.gov).

The original of a paper format application must include original signatures of the authorized representatives.

Accepted Application Format

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

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

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

PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:

With the exception of SFs and OMB-approved forms, the application submission in its entirety (Project Description and Appendices) is limited to 80 pages.

File 1: Project Description

The Project Description can be organized in the following order:

- Table of Contents
- Project Summary
- Geographic Location
- Need For Assistance
- Objectives
- Expected Outcomes
- Approach
- Project Timeline and Milestones
- Organizational Capacity
- Plan for Oversight of Federal Award Funds and Activities
- Program Performance Evaluation Plan
- Logic Model
- The Project Budget and Budget Justification

File 2: Appendices

The Appendices file must include:

- Legal Status of Applicant Entity/Proof of Non-Profit Status
- Protection of Sensitive and/or Confidential Information
- Third-Party Agreements (if applicable)
- Letters of Support
- Documentation of coordination from the State Refugee Coordinator's office, or the office responsible for the statewide or regional coordination of the refugee resettlement program, as applicable, of the state where the proposed project will be implemented. This can be a letter or email from the State Refugee Coordinator to the applicant acknowledging that the applicant's project proposal was discussed, for example.
- Resumes of current staff and job descriptions
- Any other information the applicant deemed relevant to the application

ELECTRONIC APPLICATION SUBMISSION INSTRUCTIONS

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

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

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

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

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

Adherence to the Two-File Requirement

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

Application Upload Requirements

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

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

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

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

Required SFs and OMB-approved Forms

SFs and OMB-approved forms are uploaded separately at Grants.gov. These forms are submitted separately from the Project Description and Appendices files. See *Section IV.2. Required Forms, Assurances, and Certifications* for the listing of required SFs, OMB-approved forms, and

required assurances and certifications.

Naming Application Submission Files

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

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

Use only file formats supported by ACF

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

ACF supports the following file formats:

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

Do Not Encrypt or Password-Protect the Electronic Application Files

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

FORMATTING FOR PAPER APPLICATION SUBMISSIONS:

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

Format Requirements for Paper Applications

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

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

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

Addresses for Submission of Paper Applications

See *Section IV.7. Other Submission Requirements* for addresses for paper format application submissions.

Required Forms, Assurances, and Certifications

Applicants seeking an award under this funding opportunity must submit the listed SFs, assurances, and certifications with the application. All required SFs, assurances, and certifications are available in the Application Package posted for this NOFO at Grants.gov.

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

Forms/Assurances/Certifications	Submission Requirement	Notes/Description
	with the application package. If it is not submitted with the application package, it must be submitted prior to the award of a grant.	
SF-424A - Budget Information - Non- Construction Programs and SF-424B - Assurances - Non- Construction Programs	Submission is required for all applicants when applying for a non-construction project. SFs must be used. Forms must be submitted by the application due date. By signing and submitting the SF-424B, applicants are making the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination.	Required for all applications when applying for a non-construction project.
SF-Project/Performance Site Location(s) (SF-P/PSL)	Submission is required for all applicants by the application due date.	Required for all applications. In the SF-P/PSL, applicants must cite their primary location and up to 29 additional performance sites.
SF-LLL - Disclosure of Lobbying Activities	If submission of this form is applicable, it is due at the time of application. If it is not available at the time of application, it may also be	If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in

Forms/Assurances/Certifications	Submission Requirement	Notes/Description
	submitted prior to the award of a grant.	connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

Additional Required Assurances and Certifications

Mandatory Grant Disclosure

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

Disclosures must be sent in writing to:

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

And to:

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

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

Email: grantdisclosures@oig.hhs.gov

The Project Description

The Project Description Overview

General Expectations and Instructions

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

The Project Description must be clear, concise, and complete. ACF is particularly interested in Project Descriptions that convey strategies for achieving intended performance. Project Descriptions are evaluated on the basis of substance and measurable outcomes, not length.

Cross-referencing should be used rather than repetition. Supporting documents designated as required must be included in the Appendix of the application.

Table of Contents

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

Project Summary

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

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

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

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

Geographic Location

Describe the precise physical location of the project and boundaries of the area to be served by the proposed project.

Non-Profit Organizations

Proof of Non-Profit Status Options:

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

Non-profit organizations applying for funding are required to submit proof of their non-profit status. Proof of non-profit status is any one of the following:

- A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code.
- A copy of a currently valid IRS tax-exemption certificate.
- A statement from a state taxing body, state attorney general, or other appropriate state official certifying that the applicant organization has non-profit status and that none of the net earnings accrue to any private shareholders or individuals.
- A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status.
- Any of the items in the subparagraphs immediately above for a state or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

Unless directed otherwise, applicants must include proof of non-profit status in the *Appendices* file of the application submission.

Need for Assistance

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

Objectives

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

Project objectives must align with RFCCMED program objectives, as described in *Section I. Program Description, RFCCMED Program Overview, RFCCMED Goal and Objectives*.

Expected Outcomes

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

Approach

Outline a plan of action that describes the scope and detail of how the proposed project will be accomplished. Applicants must account for all functions or activities identified in the application.

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

Applicants must describe their plan for recruiting Afghans eligible for the program, as defined in *Section I. Program Description, RFCCMED Program Overview, Eligible Participants Defined*. Applicants must include a plan to screen potential participants to ensure that they enroll participants who are eligible, committed, and have realistic prospects for success. Applicants must describe their strategy to address potential participant retention issues.

Applicants must describe how their RPSA will include all elements described in *Section I. Program Description, RFCCMED Post-Award Program Requirements, Refugee Program Service Agreement (RPSA)*.

Applicants must present a detailed plan to provide FCC training to program participants in accordance with the requirements specified in *Section I. Program Description, RFCCMED Program Overview, RFCCMED Required Program Activities, FCC Training*. Applicants must present a realistic, thorough, and detailed plan to ensure that training will sufficiently prepare participants to operate successful, high-quality FCC businesses that comply with all relevant laws and regulations.

Applicants must present a detailed plan to provide MED training to program participants in accordance with the requirements specified in *Section I. Program*

Description, RFCCMED Program Overview, RFCCMED Required Program

Activities. Applicants must present a realistic, thorough, and detailed plan to ensure that training will sufficiently prepare participants to operate successful, high-quality FCC businesses that comply with all relevant laws and regulations.

Applicants must present a detailed plan to provide TA to program participants in accordance with the requirements specified in *Section I. Program Description, RFCCMED Program Overview, RFCCMED Required Program Activities, Technical Assistance*. Applicants must thoroughly describe the TA they will provide to participants and how such assistance will enable participants to overcome all obstacles encountered in the process of obtaining required licenses, preparing their homes for business operations, and establishing a successful FCC business.

Applicants must demonstrate that they have effectively developed strategies to support participants with significant barriers to FCC business ownership such as lack of eligible housing, lack of necessary educational credentials, and basic or no English language skills.

Applicants must describe how they will tailor their training program to the cultural and linguistic needs of recent Afghan entrants and ensure that their activities are accessible to eligible populations in terms of location and flexibility in scheduling activities.

Applicants must demonstrate a thorough understanding of the specific cultural, linguistic, and training needs of recent Afghan entrants, derived from and designed in partnership with the target population. Applicants must describe how they will ensure that models of service provision distinctly reflect the feedback and lived experiences of the populations they are intended to serve.

If the applicant is a current recipient of ORR Refugee Family Child Care Microenterprise Development grant funds, provide a thorough explanation of how the proposed program substantially differs in proposed geographic location and/or target population from its current program.

Project Timeline and Milestones

Provide quantitative monthly or quarterly projections (for the entire project period) of the accomplishments to be achieved for each function or activity, in such terms as the number of people to be served and the number of activities accomplished. Data may be organized and presented as project tasks and subtasks with their corresponding timelines during the project period. When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

Organizational Capacity

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

- Organizational charts.
- Resumes.
- Curricula Vitae (CV).

- Audit reports or statements from Certified Public Accountants/Licensed Public Accountants, if available, submit statements for up to the two most recently completed fiscal years (this requirement does not apply to start-up organizations).
- Evidence that the applicant organization, and any partnering organizations, have relevant experience and expertise with administration, development, implementation, management, and evaluation of programs similar to that offered under this funding opportunity.
- Evidence that each participating organization, including partners, contractors and/or subrecipients, possess the organizational capability to fulfill their role(s) and function(s) effectively.
- Job descriptions for each vacant key position.

Applicants must include information demonstrating capability to recruit and serve eligible populations. Applicants must demonstrate strong familiarity with the local operating environment for FCC businesses, including local child care requirements and regulations.

Applicants must thoroughly describe the refugee population targeted for service, interest in establishing FCC businesses among the refugee population, and the need for assistance in establishing such businesses. Applicants present data demonstrating an unmet need for child care services that can be filled by FCC businesses established by program participants in the proposed service area. Applicants must describe their strategy for identifying and recruiting eligible participants throughout the course of the project period and for screening participants to ensure that enrolled participants are likely to succeed in establishing businesses.

Applicants must provide information demonstrating capacity to provide FCC and MED training that will fully prepare participants for business operation. If the applicant will not provide FCC training, MED training, and/or TA directly, the applicant must provide third-party agreement(s) demonstrating a commitment to the program from organization(s) with an established training program signed by a person authorized to make a commitment on behalf of the organization.

Applicants must clearly document the roles, responsibilities, qualifications, and anticipated time commitments of proposed staff position(s), including any project partner(s).

Applicants must provide documentation of coordination from the State Refugee Coordinator's office, or the office responsible for the statewide or regional coordination of the refugee resettlement program, as applicable, of the state where the proposed project will be implemented that shows the applicant has discussed its proposed RFCCMED service plan and that it complements existing state services for refugees and other ORR-eligible populations.

Applicants must provide a letter from the government entity responsible for child care licensing in the proposed service area clearly demonstrating support for the proposed program.

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

Plan for Oversight of Federal Award Funds and Activities

Recipients are required to ensure proper oversight in accordance with 45 CFR Part 75 Subpart D.

These regulations set forth the following standards for effective oversight:

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

Describe the framework (e.g., governance, policies and procedures, risk management, systems) in place to ensure proper oversight of federal funds and activities in accordance with 45 CFR Part 75 Subpart D. The description must include: system(s) for record-keeping and financial management; procedures to identify and mitigate risks and issues (e.g., audit findings, continuous program performance assessment findings, program monitoring); and those key staff that will be responsible for maintaining oversight of program activities staff, and, if applicable, partner(s) and/or subrecipient(s).

Program Performance Evaluation Plan

Applicants must describe a plan for the program performance evaluation that will contribute to continuous quality improvement. The program performance evaluation must monitor ongoing activities and the progress towards the goals and objectives of the project. Include descriptions of the inputs (e.g., organizational profile, collaborative partners, key staff, budget, and other resources), key activities, and expected outcomes of the funded activities. The plan must explain how the inputs, activities, and outcomes will be measured; how the resulting information will be used to inform improvement of funded activities; and any processes that support the overall data quality of the performance outcomes.

Applicants must describe the organizational systems and processes that will effectively track performance outcomes, including a description of how the organization will collect and manage data (e.g., assign skilled staff, data management software, data integrity, etc.) in a way that allows for accurate and timely reporting of performance outcomes. Applicants must describe any potential obstacles for implementing the program performance evaluation and how those obstacles will be addressed. Applicants must include a timeline for how information from the quality improvement evaluation will be reviewed and applied to the ongoing project.

Applicants must describe methods for collecting the data indicators, as referenced in *Section I. RFCCMED Post-Award Program Requirements, Program Performance Evaluation*.

Applicants must describe how they will use data to inform and improve program quality and outline the process by which they will evaluate its relationship with any proposed partners.

Logic Model

Applicants must submit a logic model for designing and managing their projects. A logic model is a diagram that presents the conceptual framework for a proposed project and explains the links among program elements. Logic models must target the identified objectives and goals of the

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

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

The applicant's logic model must demonstrate that the proposed program is designed in a way that thoroughly accounts for available resources, needs of the target population, and RFCCMED program objectives. The logic model indicates how proposed outputs and outcomes are achievable, impactful, and responsive to participants' needs through the activities and processes it describes.

Protection of Sensitive and/or Confidential Information

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

Third-Party Agreements

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

Letters of Support

Provide statements from community, public, and/or commercial leaders that support the project proposed for funding. All submissions must be included in the application package. At minimum, each letter of support must identify the individual writing the letter, the organization they represent, the date, and reason(s) for supporting the project.

The Project Budget and Budget Justification

All applicants are required to submit a project budget and budget justification with their application. The project budget is entered on the Budget Information SF, either SF- 424A or SF-

424C. Applicants are encouraged to review the form instructions in addition to the guidance in this section. The budget justification consists of a budget narrative and a line-item budget detail that includes detailed calculations for "object class categories" identified on the Budget Information Standard Form. Applicants must indicate the method they are selecting for their indirect cost rate. See Indirect Charges for further information.

Project budget calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If cost sharing or matching is a requirement, applicants must include a detailed listing of any funding sources identified in Block 18 of the SF-424 (Application for Federal Assistance). See the table in *Section IV.2. Required Forms, Assurances, and Certifications* listing the appropriate budget forms to use in this application.

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

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

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

Applicants must submit budgets that are in accordance with the allowable activities, as referenced in *Section I. Program Description, RFCCMED Program Overview* and *Section IV.6. Funding Restrictions*, including a description of the amount, and method for calculating the funds to be used for all line items.

Applicants must ensure the program budget includes airfare, lodging, and per diem expenses for one staff member to participate in the annual 2-day program meeting in Washington, DC.

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

General

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

Personnel

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

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

Fringe Benefits

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

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

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

Travel

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

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

Equipment

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

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

Supplies

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

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

Contractual

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

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open, and free competition. Applicants must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold stated in 48 CFR § 2.101(b). Recipients may be required to make pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc., available to ACF.

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

Other

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

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

Indirect Charges

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

1. The applicant currently has an indirect cost rate approved by HHS or another cognizant federal agency.

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

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

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

Commitment of Non-Federal Resources

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

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

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

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

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

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

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

Paperwork Reduction Act Disclaimer

As required by the Paperwork Reduction Act, 44 U.S.C. 3501-3521, the public reporting burden for the Project Description is estimated to average 60 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. The Project Description information collection is approved under OMB control number 0970-0139, which expires 03/31/2025. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Application Submission Options

Electronic Submission via Grants.gov

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

Electronic Delivery

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

How to Register and Apply through Grants.gov

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

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

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

Organization applicants can find complete instructions

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

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

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

Add a Profile to a Grants.gov Account: A profile in Grants.gov corresponds to a single applicant organization the user represents (i.e., an applicant). If you work for or consult with multiple organizations, you can have a profile for each organization under one Grants.gov account. In such cases, you may log in to one Grants.gov account to access all your grant profiles. To add an organizational profile to your Grants.gov account, enter the UEI for the organization in the UEI field. For detailed instructions about creating a profile on Grants.gov, refer to: <https://www.grants.gov/web/grants/applicants/registration/add-profile.html>

EBiz POC Authorized Profile Roles: After you register with Grants.gov and create an Organization Applicant Profile, the applicant's request for Grants.gov roles and access is sent to the EBiz POC. The EBiz POC is then expected to log in to Grants.gov and authorize the appropriate roles, which may include the AOR role, thereby giving you permission to

complete and submit applications on behalf of the organization. You will be able to submit your application online any time after you have been assigned the AOR role. For detailed instructions about creating a profile on Grants.gov, refer to: <https://www.grants.gov/web/grants/applicants/registration/authorize-roles.html>

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

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

How to Submit an Application to ACF via Grants.gov

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

For an overview of applying on Grants.gov using Workspaces, refer to: <https://www.grants.gov/web/grants/applicants/workspace-overview.html>

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

Complete a Workspace: Add participants to the workspace to work on the application together, complete all the required forms online or by downloading PDF versions, and check for errors before submission. The Workspace progress bar will display the state of your application process as you apply. As you apply using Workspace, you may click the blue question mark icon near the upper-right corner of each page to access context-sensitive help.

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

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

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

Complete SF-424 Fields First: These forms are designed to fill in common required fields across other forms, such as the applicant name, address, and SAM UEI. Once it is completed, the information will transfer to the other forms.

Submit a Workspace: An application may be submitted through Workspace by clicking the Sign and Submit button on the Manage Workspace page, under the Forms tab. Grants.gov

recommends submitting your application **at least 24-48 hours prior to the close date** to provide you with time to correct any potential technical issues that may disrupt the application submission.

Track a Workspace: After successfully submitting a Workspace application, a Grants.gov Tracking Number (GRANTXXXXXXXX) is automatically assigned to the application. The number will be listed on the Confirmation page that is generated after submission. Using the tracking number, access the Track My Application page under the Applicants tab or the Details tab in the submitted workspace.

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

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

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

Timely Receipt Requirements and Proof of Timely Submission

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

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

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

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

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

Issues with Federal Systems

For any systems issues experienced with Grants.gov or SAM.gov, please refer to ACF's "[Policy for Applicants Experiencing Federal Systems Issues](#)" document for complete guidance.

Request an Exemption from Required Electronic Application Submission

To request an exemption from required electronic submission, please refer to ACF's "[Policy for Requesting an Exemption from Required Electronic Application Submission](#)" document for complete guidance.

Paper Format Application Submission

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

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

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

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

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

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

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

This action should allow you time to resolve any issues that may arise. Failure to comply with these requirements may result in your inability to submit your application through Grants.gov or prevent the award of a grant. Applicants should maintain documentation (with dates) of their efforts to request a UEI, register for, or renew a registration, at SAM.

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

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

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

- Ensure any proposed subrecipient(s) have obtained and provided to the recipient their UEI(s) prior to making any subawards (**Note:** Subrecipients are not required to complete full SAM registration.).

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

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

IV.4. Submission Dates and Times

Due Dates for Applications

Due Date for Applications 06/28/2022

06/28/2022

Explanation of Due Dates

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

Electronic Applications

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

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

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

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

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

Mailed Paper Format Applications

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

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

Hand-Delivered Paper Format Applications

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

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

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

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

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

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

Emergency Extensions

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

Acknowledgement of Received Application

Acknowledgement from Grants.gov

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

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

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

Acknowledgement from ACF of an electronic application's submission:

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

Acknowledgement from ACF of receipt of a paper format application:

ACF will not provide acknowledgement of receipt of hard copy application packages submitted via mail or courier services.

IV.5. Intergovernmental Review

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

IV.6. Funding Restrictions

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

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

Pre-award costs are not allowable.

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

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

Major renovation is not an allowable activity or expenditure under this grant program.

RFCCMED program funds may not be used for the sole purpose of preparing a participant for employment in a child care facility not operated by members of the participant's household, though participants' temporary employment, internship, or volunteering in such a facility for the purpose of obtaining child care experience is allowable.

All program-related expenditures (i.e., participant stipends and licensing-related fees) must be paid directly to the vendor. Participants may be reimbursed only if the purchase was approved in writing by the implementing organization prior to the sale and the participant presents documentation that the cost was incurred.

Participant stipends, as defined in *Section I. Program Description, RFCCMED Program Overview, RFCCMED Required Program Activities*, are limited to \$3,000 per participant for the entire project period. Programs must include at least \$500 per anticipated participant in each year's budget.

Program funds may not be used to pay for housing costs, such as mortgages, rent, or security deposits. Major renovation is not an allowable activity or expenditure under this grant program.

ORR funds for this NOFO may not be used for:

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

IV.7. Other Submission Requirements

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

Submission by Mail

Tim
Chappelle
Administration for Children and Families
Office of Grants Management
Community Strengthening Grants
Mary E. Switzer Building
330 C St. SW.
Washington
DC
20201

Hand Delivery

Same as Above

Electronic Submission

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

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

V. Application Review Information

V.1. Criteria

Please note: With the exception of the notice of funding opportunity and relevant statutes and regulations, reviewers must not access, or review, any materials that are not part of the application documents. This includes information accessible on websites via hyperlinks that are referenced, or embedded, in the application. Though an application may include web links, or embedded hyperlinks, reviewers must not review this information as it is not considered to be

part of the application documents. Nor will the information on websites be taken into consideration in scoring of evaluation criteria presented in this section. Reviewers must evaluate and score an application based on the documents that are presented in the application and must not refer to, or access, external links during the objective review.

Approach

Maximum Points: 30

The applicant proposes a clear and feasible plan for recruiting individuals eligible for the program, as defined in *Section I. Program Description, RFCCMED Program Overview, Eligible Participants Defined*. The applicant proposes an effective plan to screen potential participants to ensure that it enrolls participants who are eligible, committed, and have realistic prospects for success. The applicant provides a strategy to address potential participant retention issues. (0-4 points)

The applicant has provided a thorough description of what its RPSA will include that is responsive to the requirements referenced in *Section I. Program Description, RFCCMED Post-Award Program Requirements, Refugee Program Service Agreement (RPSA)*. (0-3 points)

The applicant presents a detailed plan to provide FCC training to program participants, as described in *Section I. Program Description, RFCCMED Program Overview, RFCCMED Required Program Activities, FCC Training*. The plan clearly identifies the FCC training areas to be addressed. The FCC trainings to be provided are in accordance with the requirements, as specified in *Section I. Program Description, RFCCMED Program Overview, RFCCMED Required Program Activities, FCC Training*. The applicant presents a realistic, thorough, and detailed plan to ensure that training will sufficiently prepare participants to operate successful, high-quality FCC businesses that comply with all relevant laws and regulations. (0-5 points)

The applicant presents a detailed plan to provide MED training to program participants, as described in *Section I. Program Description, RFCCMED Program Overview, RFCCMED Required Program Activities, Microenterprise Development Training*. The plan clearly identifies the MED training areas to be addressed. The MED trainings to be provided are in accordance with the requirements, as specified in *Section I. Program Description, RFCCMED Program Overview, RFCCMED Required Program Activities*. The applicant presents a realistic, thorough, and detailed plan to ensure that training will sufficiently prepare participants to operate successful, high-quality FCC businesses that comply with all relevant laws and regulations. (0-4 points)

The applicant presents a detailed plan to provide TA to program participants, as described in *Section I. Program Description, RFCCMED Program Overview, RFCCMED Required Program Activities, Technical Assistance*. The TA to be provided is in accordance with the requirements, as specified in *Section I. Program Description, RFCCMED Program Overview, RFCCMED Required Program Activities, Technical Assistance*. The applicant thoroughly describes the TA it will provide to participants and how such assistance will enable participants to overcome all obstacles encountered in the process of obtaining required licenses, preparing their homes for business operations, and establishing a successful FCC business. (0-4 points)

The applicant demonstrates that it has effectively developed strategies to support participants with significant barriers to FCC business ownership such as lack of eligible housing, lack of

necessary educational credentials, and basic or no English language skills, as referenced in *Section I. Program Description, RFCCMED Program Overview, RFCCMED Required Program Activities, Technical Assistance* and *Section IV.2, The Project Description, Approach*. (0-4 points)

The applicant convincingly describes how it will tailor its training program to the cultural and linguistic needs of recent Afghan entrants and ensures that its activities are accessible to the eligible population in terms of location and flexibility in scheduling activities, as referenced in *Section IV.2. The Project Description, Approach*. (0-3 points)

The applicant demonstrates a thorough understanding of specific cultural, linguistic, and training needs of the Afghan community, derived from and designed in partnership with the target population. The applicant convincingly describe how they will ensure that models of service provision distinctly reflect the feedback and lived experiences of the populations they are intended to serve. (0-3 points)

Objectives and Need for Assistance

Maximum Points: 20

The applicant demonstrates a thorough understanding of the population targeted for service, as referenced in *Section I. Program Description, RFCCMED Program Overview, Eligible Participants Defined*. The applicant demonstrates substantial interest in establishing FCC businesses among the eligible Afghan population and a need for assistance in establishing such businesses. (0-4 points)

The applicant clearly and concisely lists the objectives of the proposed program and convincingly shows how they align with the NOFO objectives as referenced in *Section I. Program Description, RFCCMED Program Overview*. (0-3 points)

The applicant clearly defines the geographic area to be served and presents data demonstrating an unmet need for child care services that can realistically be filled by FCC businesses established by program participants, as referenced in *Section IV.2. The Project Description, Approach*. (0-4 points)

The applicant presents information that convincingly demonstrates that a sufficient number of eligible participants, as described in *Section I, Program Description. RFCCMED Program Overview, Eligible Participants Defined*, exists or are expected to arrive in the targeted community to support a 36-month project period. (0-4 points)

The applicant presents documentation and data that convincingly establishes that a significant number of potential participants live in housing that will meet local requirements for any required licenses and approvals from property owners as referenced in *Section IV.2. The Project Description, Approach* or are realistically expected to obtain such housing in a timeframe that would enable them to establish businesses during the program period. (0-5 points)

Organizational Capacity

Maximum Points: 20

The applicant convincingly demonstrates experience that indicates it is capable of successfully recruiting and serving eligible Afghan populations, as referenced in *Section I. Program Description, RFCCMED Program Overview, Eligible Participants Defined*. (0-3 points)

The applicant demonstrates strong familiarity with the local operating environment for FCC businesses, as referenced in *Section IV.2. The Project Description, Organizational*

Capacity. The applicant includes specific, well-founded information regarding local child care requirements and regulations. (0-3 points)

The applicant and, if applicable, any program partner(s) have demonstrated success and capacity in providing FCC training, as referenced in *Section I. Program Description, RFCCMED Program Overview, RFCCMED Required Program Activities, FCC Training*. If the applicant does not plan to provide FCC training directly, it has provided a third-party agreement with an organization or organizations capable of providing such training signed by a person authorized to make a commitment on behalf of the organization(s). (0-3 points)

The applicant and, if applicable, any program partner(s) have demonstrated success and capacity in providing MED training, as referenced in *Section I. Program Description, RFCCMED Program Overview, RFCCMED Required Program Activities, Microenterprise Development Training*. If the applicant does not plan to provide MED training directly, it has provided a third-party agreement with an organization or organizations capable of providing such training signed by a person authorized to make a commitment on behalf of the organization(s). (0-3 points)

As referenced in *Section IV.2. The Project Description, Organizational Capacity*, the applicant has provided a letter from the government entity responsible for child care licensing in the proposed service area clearly demonstrating support for the proposed program. (0-2 points)

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

The applicant clearly documents the roles, responsibilities, qualifications, and anticipated time commitments of proposed staff position(s), including any project partner(s), as referenced in *Section IV.2. The Project Description, Organizational Capacity*. The applicant has included resumes of current staff and job descriptions for prospective positions that indicate a strong capacity to implement the RFCCMED program. Staff have commensurate experience in providing services to refugee populations. (0-2 points)

The applicant provides documentation of coordination from the State Refugee Coordinator's office, or the office responsible for the statewide or regional coordination of the refugee resettlement program, as applicable, of the state where the proposed project will be implemented that shows the applicant has discussed its proposed RFCCMED service plan and that it complements existing state services for refugees and other ORR-eligible populations, as referenced in *Section IV.2. The Project Description, Organizational Capacity*. (0-2 points)

Expected Outcomes and Logic Model

Maximum Points: 10

The applicant provides clearly defined target outcomes for the RFCCMED Data Indicators referenced in *Section I. RFCCMED Post-Award Program Requirements, Program Performance Evaluation*, for the project period. The applicant provides thorough justification that its proposed outcomes are realistic and reasonable given local conditions, organizational capacity, approach, and requested funding. (0-5 points)

The applicant's logic model demonstrates that the proposed program is designed in a way that thoroughly accounts for available resources, needs of the target population, and RFCCMED program objectives. The logic model indicates how proposed outputs and outcomes are

achievable, impactful, and responsive to participants' needs through the activities and processes it describes as referenced in *Section IV.2. The Project Description, Logic Model*. (0-5 points)

Program Performance Evaluation Plan, Timeline and Milestones, Protection of Sensitive and Confidential Information

Maximum Points: 10

The applicant clearly describes an effective strategy for ongoing monitoring and evaluation of its program, as referenced in *Section IV.2. The Project Description, Program Performance Evaluation Plan*. The applicant presents a realistic and detailed plan for collecting data and information on program outcomes and reporting to ORR, as required. Responsibilities for data collection are clearly assigned to specific staff and if applicable, partner(s). (0-4 points)

The applicant outlines an organizational process that will use data to inform and improve program quality and make adjustments if needed internally and, if applicable, with its partner(s), as referenced in *Section IV.2. The Project Description, Program Performance Evaluation Plan*. (0-3 Points)

The applicant provides realistic and reasonable quantitative monthly or quarterly projections (for the entire project period) of the accomplishments to be achieved, as referenced in *Section IV.2. The Project Description, Project Timeline and Milestones*. (0-2 Points)

The applicant has identified proactive measures to ensure the protection of participants' sensitive and personally identifiable information, as referenced in *Section IV.2. The Project Description, Protection of Sensitive and/or Confidential Information*. (0-1 Point)

Budget and Budget Justification

Maximum Points: 10

The applicant presents a detailed line-item budget for the first budget period. All proposed costs are allowable, under the terms referenced in *Section IV.6. Funding Restrictions*, reasonable, and cost-effective in relation to proposed activities and outcomes. Unit costs are provided where appropriate. The budget includes required costs for participation in an annual 2-day program meeting in Washington, DC, as described in *Section IV.2. The Project Description, The Project Budget and Budget Justification*. (0-4 Points)

The applicant's budget narrative provides thorough justification for all proposed costs. Each budget item is clearly linked to attainment of program objectives through activities detailed in *Section I. Program Description, RFCCMED Program Overview, RFCCMED Goal and Objectives*. (0-3 Points)

The budget includes a designated portion for the provision of participant stipends of at least \$500 per anticipated participant, as referenced in *Section I. Program Description, RFCCMED Program Overview, RFCCMED Required Program Activities, Participant Stipends*, but does not exceed \$3,000 per participant, and correlates to projected outcomes indicated in the Program Performance Evaluation Plan. The RPSA includes measures to ensure that participant stipends will only be provided for approved costs included in the business plan, and upon completion of the training identified in the RPSA. (0-3 points)

Bonus Points

Maximum Points: 10

The applicant proposes a service area that includes at least one of the locations below, where ORR expects a significant number of Afghan humanitarian parolees to resettle. (Award 10 points if the applicant's proposed service area includes one of the locations below)

- Glendale, California
- Sacramento, California
- San Diego, California
- Denver, Colorado
- Atlanta, Georgia
- Chicago, Illinois
- Silver Spring, Maryland
- Oklahoma City, Oklahoma
- Austin, Texas
- Dallas, Texas
- Fort Worth, Texas
- Houston, Texas
- San Antonio, Texas
- Northern Virginia (specifically Alexandria, Arlington, and Fairfax)

V.2. Review and Selection Process

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

Initial ACF Screening

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

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

Objective Review and Results

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

Results of the competitive objective review are taken into consideration by ACF in the selection of projects for funding; however, objective review scores and rankings are not binding. Scores and rankings are only one element used in the award decision-making process. If identified in *Section I. Program Description*, ACF reserves the right to consider preferences to fund organizations serving emerging, unserved, or under-served populations, including those

populations located in pockets of poverty. In addition, ACF reserves the right to evaluate applications in the larger context of the overall portfolio by considering geographic distribution of federal funds (e.g., ensuring coverage of states, counties, or service areas) in its pre-award decisions.

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

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

ORR may elect not to fund an applicant if it cannot substantiate that state and local regulations in the applicant's proposed service area permit establishment and operation of FCC businesses in the type of housing (i.e., apartment complexes) typical to eligible populations who have lived in the United States fewer than 5 years. ACF will make this determination based on information included in the application, including the letter of consultation from the state refugee coordinator, as well as review of state and local child care regulations.

ORR may elect not to fund an application received from a current RFCCMED recipient if the applicant does not propose a program that substantially differs in proposed geographic location and/or target population from its current program.

Post-Award Requests Involving Real Property

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

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

Federal Awarding Agency Review of Risk Posed by Applicants

ACF is required to review and consider any information about the applicant that is in the Federal Awardee Performance and Integrity Information System (FAPIIS), www.fapiis.gov/, before making any award in excess of the simplified acquisition threshold over the period of performance. An applicant may review and comment on any information about itself that a federal awarding agency has previously entered into FAPIIS. ACF will consider any comments

by the applicant, in addition to other information in FAPIIS, in making a judgment about the applicant's integrity, business ethics, and record of performance under federal awards when completing the review of risk posed by applicants as described in [45 CFR § 75.205\(a\)\(2\) Federal Awarding Agency Review of Risk Posed by Applicants](#).

Approved but Unfunded Applications

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

V.3. Anticipated Announcement and Federal Award Dates

Announcement of awards and the disposition of applications will be provided to applicants at a later date. ACF staff cannot respond to requests for information regarding funding decisions prior to the official applicant notification.

VI. Federal Award Administration Information

VI.1. Federal Award Notices

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

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

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

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

VI.2. Administrative and National Policy Requirements

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

administrative and national policy requirements that are applicable to discretionary grants are available at: www.acf.hhs.gov/administrative-and-national-policy-requirements.

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

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

HHS Grants Policy Statement

The HHS Grants Policy Statement (HHS GPS) is the Department of Health and Human Services' single policy guide for discretionary grants and cooperative agreements. ACF grant awards are subject to the requirements of the HHS GPS, which covers basic grants processes, standard terms and conditions, and points of contact, as well as important agency-specific requirements. The general terms and conditions in the HHS GPS will apply as indicated unless there are statutory, regulatory, or award-specific requirements to the contrary that are specified in the NoA. The HHS GPS is available at https://www.acf.hhs.gov/grants/discretionary-post-award-requirements#book_content_0.

Equal Treatment of Faith-Based Organizations

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

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

VI.3. Reporting

Performance Progress Reports:
Quarterly

Reporting Requirements

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

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

Financial Reports:

Semi-Annually

VII. HHS Award Agency Contact(s)

Program Office Contact

Anastasia Brown

Ryan Foster

Administration for Children and Families

Office of Refugee Resettlement

Division of Refugee Services

Mary E. Switzer Building

330 C Street, SW.

Washington

DC

20201

(202) 260-6949

ryan.foster@acf.hhs.gov

Office of Grants Management Contact

Tim

Chappelle

Administration for Children and Families

Office of Grants Management

Community Strengthening Grants

Mary E. Switzer Building

330 C Street, SW.

Washington

DC

20201

(202) 401-4855

tim.chappelle@acf.hhs.gov

Federal Relay Service:

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

VIII. Other Information

Reference Websites

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

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

ACF Funding Opportunities Forecasts and NOFOs www.grants.gov/.

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

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

Grants.gov Accessibility Information [www.grants.gov/ web/grants/accessibility-compliance.html](http://www.grants.gov/web/grants/accessibility-compliance.html).

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

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

ACF Office of Child Care <https://www.acf.hhs.gov/occ>

ACF CCDBG Lead Agencies <http://www.acf.hhs.gov/programs/occ/resource/ccdf-grantee-state-and-territory-contacts>

ACF OCC How to Start a Family Child Care Home:
<https://childcareta.acf.hhs.gov/resource/resource-guide-starting-and-operating-child-care-business>

ACF Why Prioritize Early Childhood?
https://www.acf.hhs.gov/sites/default/files/documents/ecl/why_prioritize_early_childhood_doc.pdf

Application Checklist

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

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

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

What to Submit	Where Found	When to Submit
Table of Contents	Referenced in <i>Section IV.2. The Project Description</i> .	Submit with the application by the due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .
Project Summary	Referenced in <i>Section IV.2. The Project Description</i> . The Project Summary is limited to one single-spaced page.	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .
The Project Budget and Budget Justification	Referenced in <i>Section IV.2. The Project Budget and Budget Justification</i> .	Submission is required in addition to submission of SF-424A and / or SF-424C. Submission is required with the application package by the due date in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .
The Project Description	Referenced in <i>Section IV.2. The Project Description</i> .	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .