Administration for Children and Families

Immediate Office of the Assistant Secretary - Office on Trafficking in Persons

SOAR to Health and Wellness Training (SOAR) Demonstration Program

HHS-2022-ACF-IOAS-OTIP-ZV-0155

Application Due Date: 07/25/2022

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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.

This NOFO has been modified. Information has been updated in *Section I. Program Description* to remove the following statement: "Prime recipients must be in the geographic area to be served by the proposed project."

The Office on Trafficking in Persons (OTIP) within the Administration for Children and Families (ACF) is announcing the availability of funds for the SOAR (Stop, Observe, Ask, Respond) to Health and Wellness Training (SOAR) Demonstration Program. The SOAR Demonstration Program's goal is to fund the implementation of SOAR trainings and capacity building to identify, treat, and respond to patients or clients who have experienced severe forms of human trafficking as defined by the Trafficking Victims Protection Act (TVPA) of 2000, as amended, among their patient or client population. SOAR is a nationally recognized, accredited training program delivered by OTIP's National Human Trafficking Training and Technical Assistance Center (NHTTAC) ad designed to help target audiences identify and respond to those who are at risk of, are currently experiencing, or have experienced trafficking and connect them with needed resources. Target audiences for SOAR trainings delivered by NHTTAC include professionals, organizations, and communities that address human trafficking in healthcare, behavioral health, public health, and social services settings.

The following activities are required under the SOAR Demonstration Program:

1. Implement SOAR trainings, including SOAR *Online* and SOAR for Organizations, for staff at relevant levels and divisions, including at a minimum frontline and support staff most likely to encounter an individual who has experienced trafficking; mid-level and senior management who would need to approve changes in policies and protocols, and approve resources to support implementation; and staff who oversee procurement and external partners, across the prime's organization.

2. Build the capacity of organizational staff to identify patients or clients who are experiencing human trafficking and provide them with coordinated, age-appropriate, culturally responsive, trauma-informed, patient-centered, and evidence-based care and/or services through ongoing training and engagement.
3. Serve patients or clients who are experiencing human trafficking in a coordinated, age-appropriate, culturally responsive, trauma-informed, person-centered, and evidence-based way and establish a continuum of care by entering into memoranda of understanding (MOUs) with local direct service providers and multidisciplinary stakeholders willing to receive referrals and provide aftercare services that are beyond scope of the prime's capacity or mission to support patients or clients who are experiencing human trafficking.
4. Conduct an organizational audit and develop a strategic action plan that identifies internal resources, performance measures, a strategy for ensuring the organization is meaningfully integrating the expertise of those with lived experience, commitments to strengthen the institutional response to human trafficking, and other related actions.
5. Produce a situational analysis that demonstrates a thorough understanding of the local context, including state anti-trafficking laws, local economies with increased risk for human trafficking, existing service delivery gaps, risks and service needs of priority populations as determined by the prime recipients, and the quality and responsiveness of local partnerships.
6. Develop, implement, and evaluate the effectiveness of the Human Trafficking Response Protocol (HTRP) and corresponding policies and procedures that include best practices for working with law enforcement and making referrals when serving patients or clients in service settings who have experienced human trafficking to further refine and enhance project implementation. HTRP must comply with federal, state, local, and tribal laws, including legal confidentiality requirements for patients and health care providers.
7. Participate in the external evaluation of the SOAR Demonstration Program (if applicable).

Under the SOAR Demonstration Program, prime recipients will receive SOAR training and ongoing specialized training and technical assistance support from NHTTAC. During the initial 12-month project implementation period, prime recipients must recruit, hire, and onboard new staff who will support the implementation of this project (if necessary); participate in the SOAR trainings; develop an organizational audit, situational analysis, strategic action plan, and training plan; and establish a continuum of care. Additional deliverables in the subsequent periods of performance include HTRP and corresponding policies and procedures, a continuous quality improvement plan, and a sustainability plan.

I. Program Description

Statutory Authority

The legislative authority for this program is sections 7104(b)(1) and 7105(b)(1)(B) of the TVPA of 2000.

Description

SOAR DEMONSTRATION PROGRAM OVERVIEW

Background

Human trafficking is a crime involving the exploitation of someone to perform labor or

commercial sex acts through force, fraud, or coercion. Per 22 U.S.C. 7102(11) of the TVPA of 2000, as amended, severe forms of trafficking in persons means:

- Sex trafficking in which a commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such act has not attained 18 years of age; or
- Labor trafficking in which there is recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

When a minor, someone under the age of 18, is asked or made to perform a sex act in exchange for something of value (e.g., shelter, food, money) it is always considered a crime. There does not need to be a third party (e.g., trafficker) or evidence of force, fraud, or coercion for that minor to be identified as a victim of sex trafficking.

Individuals who experience human trafficking are often difficult to identify or assist without targeted outreach and referral efforts. Individuals who experience human trafficking can include women; men; adults; children; United States citizens; BIPOC (Black, Indigenous, people of color) peoples; foreign nationals; and/or Two-Spirit lesbian, gay, bisexual, transgender, queer, questioning, intersex, and/or asexual (2SLGBTQIA+) persons. Evidence suggests that individuals impacted by generational trauma, historic oppression, discrimination, and other societal factors and inequities are at higher risk for experiencing human trafficking. For example, the 2021 Presidential Proclamation on Human Trafficking recognizes that "[i]n addition to helping survivors on their road to recovery, we must also learn from their expertise in order to better detect trafficking crimes that are often hidden in plain sight, bring perpetrators to justice, and improve our prevention efforts. Since human trafficking disproportionately impacts racial and ethnic minorities, women and girls, LGBTQI+ individuals, vulnerable migrants, and other historically marginalized and underserved communities, our mission to combat human trafficking must always be connected to our broader efforts to advance equity and justice across our society."

In 2021, the Biden Administration published an Executive Order (EO) On Advancing Racial Equity and Support for Underserved Communities Through the Federal Government (EO 13985) to advance racial equity and support across the federal government to communities that have been historically underserved by federally funded programs. Relatedly, the Centers for Disease Control and Prevention (CDC) define the social determinants of health (SDOH) as the "conditions in the places where people live, learn, work, and play that affect a wide range of health risks and outcomes."[1] Resources that enhance quality of life not only improve individual and population health, but also advance health equity.

Research consistently shows that individuals who are experiencing human trafficking seek health and behavioral health care before, during, and after their exploitation.[2] [3] They may seek care for traumatic injuries, infection, post-traumatic stress disorder, toxic exposure, substance use, depression, and other health issues related to complex trauma that require a nuanced approach by health care and behavioral health professionals.[4] In a 2016 study, researchers identified individuals who had experienced labor and sex trafficking to investigate how many encountered health care professionals. They found that 67.6 percent had encountered a health care professional during their exploitation, yet none were identified as a victim of human trafficking

during these encounters.[5]

OTIP derives its authority to raise awareness and build the capacity of health and human services professionals to prevent, identify, and respond to human trafficking from the TVPA of 2000 (Public Law 106-386), § 106(b), as amended (22 U.S.C. 7104(b)(1) and 22 U.S.C. 7105(b)(1)(B). The SOAR Demonstration Program was developed in response to these legislative authorities to "increase public awareness […] of the dangers of trafficking and the protections that are available for victims of trafficking" and provide "services to assist potential victims of severe forms of trafficking in persons." It is also responsive to the Biden-Harris Administration's commitments in both the EO and the National Action Plan to Combat Human Trafficking (NAP). The NAP calls on the Department of Health and Human Services (HHS) to support the following relevant activities:

- Enhance training on identification and prevention of human trafficking (Priority Action 2.1.3: Regularly train Federal law enforcement and service provider agencies on identifying human trafficking).
- Develop, validate, and implement screening protocols (Priority Area 2.1.1: Develop or update, validate, and implement screening forms and protocols).
- Increase access to mental health and other healthcare services for individuals who are experiencing human trafficking (Priority Action 2.6.1: Increase access to mental health and other healthcare services).
- Ensure input from individuals with lived experience in human trafficking is consistently incorporated into trainings, policies, and programs (Priority Action 4.3.2: Leverage federal survivor-consultant networks and federal training and technical assistance centers to ensure survivor input is consistently incorporated into policies and programs).

This NOFO highlights specific areas that are responsive to NAP, where appropriate.

Project Purpose

The purpose of the SOAR Demonstration Program is to fund the implementation of SOAR training and capacity building to identify, treat, and respond to individuals who have experienced severe forms of human trafficking. The SOAR Demonstration Program is informed by the public health approach and the "Core Competencies for Human Trafficking Response in Healthcare and Behavioral Health Systems Report," which outlines the necessary skillsets for service delivery professionals broadly and correspond to the following framework:

- Universal Competency: Use a trauma- and survivor-informed, culturally responsive approach.
- Competency 1: Understand the nature and epidemiology of trafficking.
- Competency 2: Evaluate and identify the risk of trafficking.
- Competency 3: Evaluate the needs of individuals who have experienced trafficking or individuals who are at risk of trafficking.
- Competency 4: Provide client/patient-centered care.
- Competency 5: Adhere to legal and ethical standards.
- Competency 6: Integrate trafficking prevention strategies into clinical practice and systems of care.

By adopting these core competencies, service delivery professionals will increase their capacity to provide appropriate care for individuals who have experienced trafficking and prevent trafficking among those who are at risk of trafficking. These competencies are integrated throughout all SOAR training modules.

SOAR is a multi-tiered training program that includes standardized, accredited trainings to build the capacity of professionals, organizations, and communities to apply a public health approach to address human trafficking. SOAR is designed for professionals in behavioral health, health care, public health, and social services settings. Developed by HHS and subject matter experts with both professional and lived experience, the SOAR framework uses the latest evidence to build practitioners' skills in identifying and responding to human trafficking.

- **S**top: Describe the types of trafficking and common risk factors.
- **O**bserve: Identify individual and environmental indicators of trafficking.
- **A**sk: Screen and identify individuals who may have experienced trafficking using a trauma-informed and person-centered approach.
- **R**espond: Address individual needs by coordinating across multidisciplinary stakeholders to deliver appropriate services.

This nationally recognized, accredited training program is maintained and updated annually with input from subject matter experts, including individuals with lived experience, the latest research from the field, and evaluation data from the in-person/online delivery of these various trainings. The continued development, delivery, and evaluation of SOAR is managed by OTIP's National Human Trafficking Training and Technical Assistance Center (NHTTAC).

Project Objectives

Under the SOAR Demonstration Program, the following activities are required:

1. Implement SOAR trainings, including *SOAR Online* and *SOAR for Organizations*, for staff at relevant levels and divisions, including at a minimum frontline and support staff most likely to encounter an individual who has experienced trafficking; mid-level and senior management who would need to approve changes in policies and protocols, and approve resources to support implementation; and staff who oversee procurement and external partners, across the prime's organization.
2. Build the capacity of organizational staff to identify patients or clients who are experiencing human trafficking and provide them with coordinated, age-appropriate, culturally responsive, trauma-informed, patient-centered, and evidence-based care and/or services through ongoing training and engagement.
3. Serve patients or clients who are experiencing human trafficking in a coordinated, age-appropriate, culturally responsive, trauma-informed, person-centered, and evidence-based way and establish a continuum of care by entering into MOUs with local direct service providers and multidisciplinary stakeholders willing to receive referrals and provide aftercare services that are beyond scope of the prime's capacity or mission to support patients or clients who are experiencing human trafficking.
4. Conduct an organizational audit and develop a strategic action plan that identifies internal resources, performance measures, a strategy for ensuring the organization is meaningfully

integrating the expertise of those with lived experience, commitments to strengthen the institutional response to human trafficking, and other related actions.

5. Produce a situational analysis that demonstrates a thorough understanding of the local context, including state anti-trafficking laws, local economies with increased risk for human trafficking, existing service delivery gaps, risks and service needs of priority populations as determined by the prime recipients, and the quality and responsiveness of local partnerships.
6. Develop, implement, and evaluate the effectiveness of HTRP and corresponding policies and procedures that include best practices for working with law enforcement and making referrals when serving patients or clients in service settings who have experienced human trafficking to further refine and enhance project implementation. HTRP must comply with federal, state, local, and tribal laws, including legal confidentiality requirements for patients and healthcare providers.
7. Participate in the external evaluation of the SOAR Demonstration Program (if applicable).

Project Scope

SOAR Demonstration Program projects must implement SOAR trainings and build capacity to identify, treat, and respond to patients or clients who have experienced severe forms of human trafficking; serve those patients or clients and establish a continuum of care by entering into MOUs with local direct service providers and multidisciplinary stakeholders that can provide additional services; make appropriate referrals; and offer training to local service providers and multidisciplinary stakeholders within a continuum of care (as necessary). These projects can occur within reservations, cities, counties, or specific areas where the project will be implemented. The geographic area may cross state lines, does not need to be contiguous, and can include federally recognized tribal communities and rural areas.

Prime recipients may form a strategic partnership(s) with other organizations and multidisciplinary stakeholders within a continuum of care to achieve the SOAR Program's objectives through subawards. If a prime recipient chooses to form a partnership(s), their principal office, or the office of the affiliate responsible for implementing and overseeing the SOAR project, must be located within the proposed project's geographic area. The prime recipient must adhere to 45 CFR § 75.351 when formalizing partnerships with subrecipient(s). Please see *Section I. SOAR Administrative Requirements, Subawards* for more information.

In response to the aforementioned Priority Actions of the NAP in Section I. Program Description, Background and to avoid duplicating existing federally funded, anti-trafficking grant programs, the following three opportunities to receive bonus points are listed under *Section V.I. Criteria* of the SOAR Demonstration Program for applicants who:

- Are public, private non-profit, or for-profit health care organization with proof of good standing: accreditation, and that they meet all applicable state, territory, and/or tribal licensure or certification requirements for the healthcare and/or behavioral health services involved;

- Have formal partnerships with a local direct services provider to receive referrals and provide aftercare services to individuals experiencing human trafficking, including from systemically excluded populations; and
- Provide a plan for how they will provide comprehensive case management services in-house to individuals at risk for or who have experienced human trafficking.

Guiding Principles

Trauma-Informed and Person-Centered Approaches

The SOAR Demonstration Program incorporates trauma-informed and person-centered approaches in building institutional responses to human trafficking that improve health outcomes and assist individuals of different racial, ethnic, cultural, gender identity, sexual orientation, ability, and religious backgrounds who have experienced human trafficking. A trauma-informed care model assumes that clients or patients and staff have experienced trauma. This model includes organizational change that promotes resilience in populations served and staff; engages individuals in care; prevents re-traumatization; and incorporates knowledge about trauma in policies, procedures, practices, and settings. For more information on the development of trauma-informed services and a framework for becoming a trauma-informed organization, system, or service sector, please visit the Substance Abuse and Mental Health Services Administration's Concept of Trauma and Guidance for a Trauma-informed Approach.

Culturally and Linguistically Appropriate Services Standards

All SOAR Demonstration Program activities must adhere to the National Culturally and Linguistically Appropriate Services (CLAS) Standards, which are a comprehensive series of guidelines that inform and facilitate practices related to culturally and linguistically appropriate health services. Individuals who are at risk for or have experienced human trafficking come from a variety of backgrounds, speak different languages, and belong to different cultures. Prime recipients must ensure all SOAR Demonstration Program activities align with culturally and linguistically appropriate goals, policies, and management accountability and infuse these standards throughout planning and operations.

Integration and Engagement of Individuals with Lived Experience

In support of NAP Priority Action 4.3.2: Leverage federal survivor-consultant networks and federal training and technical assistance centers to ensure survivor input is consistently incorporated into policies and programs, OTIP encourages prime recipients and, if applicable, subrecipients to meaningfully engage individuals with lived experience and strategically integrate their expertise when developing SOAR Demonstration Program project implementation strategies, which should include hiring qualified professionals who represent the communities they serve. Prime recipients should also incorporate the expertise of those with lived experience throughout all aspects of the development and implementation of activities related to SOAR training and provide individuals who have experienced human trafficking with opportunities to contribute to program development and activity implementation. These opportunities should provide professional growth and development and not be limited to, or heavily rely on, presentations about their human trafficking experience.

For the purposes of this NOFO, survivor engagement "includes meaningful input from a diverse community of [individuals with lived experience] at all stages of a program or project, including

development, implementation, and evaluation."[6] Individuals with lived experience should be involved in efforts including, but not limited to, the following:

- Developing organization-wide policies and comprehensive anti-trafficking protocols.
- Developing strategies for project implementation, victim identification, program evaluation, etc.
- Developing and delivering outreach and training activities.
- Building organizational capacity.
- Leading or contributing to support groups and/or mentorship initiatives.
- Identifying community partners.

SOAR DEMONSTRATION PROGRAM REQUIREMENTS

The SOAR Demonstration Program has three implementation phases. The first phase requires prime recipient staff to complete and participate in relevant SOAR training provided by NHTTAC. The second phase requires prime recipients to leverage the SOAR foundational training content and staff knowledge to develop and implement plans for increasing organizational and community capacity to identify and serve individuals impacted by human trafficking. In the final phase of the program, prime recipients must develop the capacity to assess and evaluate the effectiveness of human trafficking protocols, policies, and procedures when serving clients or patients in clinical settings who have experienced human trafficking and plan for the overall organizational sustainability to continue improving identification, providing trauma-informed, person-centered, culturally and linguistically appropriate services, and referring clients or patients to case management services with the community continuum of care.

If a prime recipient cannot meet the needs of a client or patient in-house, their local continuum of care is at capacity, and no other federal or state-funded direct services program can meet the needs, the prime recipient may provide urgent case management and stabilizing services to meet the emergency needs of individuals who have experienced human trafficking, such as food, clothing, or shelter, up to a limit of $10,000 per budget period.

OTIP may fund a formal evaluation of the SOAR Demonstration Program. If applicable, prime recipients must agree to participate in the formal evaluation and make available program implementation records for grant-funded activities. This includes records of activities conducted by the subrecipient(s), if applicable, and program performance data.

Phase One: SOAR Training

The SOAR Demonstration Program requires the prime recipient to identify the relevant staff at all levels and, if applicable, subrecipient staff to complete individual SOAR Online training modules tailored to specific professional expertise. The prime recipient can charge salaries for the time needed to attend and complete these trainings and related activities under the SOAR Demonstration Program.

- ***SOAR Online*** is jointly provided by the Postgraduate Institute for Medicine and HHS. The SOAR training modules are funded by OTIP and developed in collaboration with partner organizations and subject matter experts, including those with lived experience. These nationally recognized, accredited trainings discuss the SOAR

framework and how to apply it where professionals work in order to identify individuals who are at risk for, currently experience, or have experienced human trafficking and connect them with the resources that they need. *SOAR Online* is freely accessible on the TRAIN Learning Management System and designed to educate health care providers, social workers, public health professionals, and behavioral health professionals on how to identify and respond appropriately to individuals who are at risk for or who have experienced trafficking. The target audiences include physicians, pharmacists, pharmacy technicians, registered nurses, dentists, psychologists, social workers, case managers, school counselors, public health professionals, health education specialists, and allied health professionals. Prior to participating in *SOAR for Organizations*, prime recipient and, if applicable, subrecipient staff must complete (at a minimum) 2 hours of online instruction provided by the SOAR to Health and Wellness, Trauma-Informed Care, and Culturally and Linguistically Appropriate Services modules. Prime recipients may require additional modules as prerequisites for staff. Learn more about the current catalogue of foundational (101) and advanced (201) trainings that comprise *SOAR Online*.

After completing these training modules, prime recipients are required to identify key staff to participate in and complete the following:

- The ***SOAR for Organizations*** training is designed to empower organizations to develop or adapt existing protocols, policies, and procedures to effectively identify and respond to human trafficking. The process will include learning how to conduct an organizational audit, attending at least six virtual or in-person training sessions with NHTTAC for a total of approximately 12 hours of instruction, and participating in specialized coaching for capacity building as participants work to implement the organizational commitments outlined in their strategic action plans. Training participants should anticipate up to 2 hours of prework for each training session.

Phase 2: Organizational Capacity Building and Strategic Partnerships
After completing the foundational SOAR trainings, prime recipients must develop and implement the following activities:

Organizational Audit
The purpose of the organizational audit is to assess for opportunities to strengthen current organizational policies and procedures related to identifying, treating, and responding to clients or patients who are or have experienced human trafficking. It must also identify internal resources and staff/teams responsible for SOAR implementation. This self-assessment must leverage existing instruments available through NHTTAC, such as the Core Competencies Self-Assessment Tool for Health Care and Behavioral Health Professionals and Organizations and the Building Survivor-Informed Organizations Toolkit. Prime recipients may propose additional assessment tools for implementation with OTIP approval.

Situational Analysis
The situational analysis generates information important for achieving a thorough understanding of the local context, including state anti-trafficking laws; local industries with increased risk for human trafficking; existing health disparities and efforts to address them; existing service delivery gaps; risks and service needs of priority populations as determined by prime recipients;

and the quality and responsiveness of local partnerships. This deliverable acknowledges SDOH and is grounded in the Social-Ecological Model: A Framework for Prevention.

Strategic Action Plan
Informed by the preceding organizational audit, the strategic action plan will identify commitments for implementation by the prime recipient and, if applicable, subrecipient(s); corresponding performance measures; staff/team owners; proposed timelines; a strategy for ensuring the organization is meaningfully integrating the expertise of those with lived experience; opportunities for empowering staff to strengthen their identification and response to human trafficking, partner with community stakeholders within a local continuum of care, and gather and analyze data to improve programs and policies; areas for developing or strengthening protocols; other investments to strengthen the institutional response to human trafficking; and other related actions.

Building a Continuum of Care for Service Referrals and Comprehensive Case Management
Prime recipients must provide comprehensive case management services within a continuum of care as described in the definitions provided in *Section I. Program Description, Definitions and Terms*. To ensure comprehensive case management services are provided, the prime recipient makes referrals to local direct service providers for services that are beyond the scope of their program. To that end, prime recipients may form strategic partnership(s) with other local organizations to achieve the project objectives. Referral services beyond the scope of the prime recipient's programming are considered part of a continuum of care and must be trauma-informed, culturally and linguistically appropriate, and person-centered. For the purposes of providing comprehensive case management and aftercare services, prospective partners within a continuum of care may include, but are not limited to, the following:

- Social service organizations capable of providing identification, screening, assessment, safety planning, service planning, care coordination, and advocacy to ensure options and services meet an individual's needs and promote their well-being. An individual's needs may include basic expenses, such as food; clothing; shelter; transportation assistance; childcare; enrolling clients in receive public benefits, including identifying the available benefits; and helping clients appeal a denial of benefits
- Public health entities, including Indian Health Service facilities, emergency room staff, clinic staff, community health clinics, and schools of public health and social work
- Health care, including primary care, specialty care, emergency care, traditional healing, and mental health and behavioral health services
- Interpretation services, included certified deaf interpreters
- Adult emergency shelter and transitional housing programs
- Runaway and homeless youth shelters
- Substance use treatment centers
- Domestic violence organizations and shelters, sexual assault responders, and organizations dealing with intimate partner violence or child victimization
- Community-based and mutual aid organizations
- Faith-based organizations
- Legal services organizations

- Housing assistance, including emergency, transitional, and long-term housing
- Employment assistance, vocational training, job training, and placement services
- Business/labor organizations
- Transportation industry entities
- Court systems, including tribal judges
- Juvenile justice systems
- Child welfare agencies
- Educators, school staff, and school districts
- Advocacy organizations providing information on crime victims' rights and services

The prime recipient, in consultation with organizations who comprise this continuum of care, shall identify gaps in available services and recruit additional organizations to receive referrals and support the delivery of services.

Human Trafficking Protocols, Policies, and Procedure

In consultation with local partners within a continuum of care, prime recipients are required to develop and implement a HTRP to guide the response of program professionals to individuals who may be or have experienced human trafficking and are seeking care/supportive services in a clinical setting. HTRP must address the following components:

- Staff training and supports, including training and supervision related to vicarious and secondary trauma
- Screening and care coordination
- Strategies for working with special client/patient populations (e.g., minors, foreign nationals, etc.)
- Safety considerations
- Multidisciplinary treatment and referrals
- Mandatory reporting guidelines
- Follow-up/follow-through procedures
- Process for determining if there are emergency needs unable to be addressed by a local continuum of care that might be eligible for the aforementioned crisis funding for urgent case management and direct services, and obtaining the necessary approval(s)
- Other health care considerations and clinical guidelines (as appropriate)

Training Plan to Strengthen the Continuum of Care

Under the SOAR Demonstration Program, prime recipients must develop and implement a training plan for staff, subrecipients (if relevant), and external partners within their continuum of care. The training plan must outline each audience; their role; the training content; the timeframe; duration; and frequency of training(s) throughout the project performance period. These trainings must align with principles of adult learning theory and may include the following:

- Information-based methods (e.g., lectures, presentations)
- Demonstration-based methods (e.g., videos, behavioral modeling)
- Practice-based methods (e.g., simulation, role-playing)

Prime recipients must ensure all relevant staff have completed or will complete at least 5 hours of training in connection with equity each budget period.

Prime recipients must leverage individual self-assessment tools, such as the Core Competencies Self-Assessment Tool for Healthcare and Behavioral Health Professionals. Prime recipients should update the training plan periodically over the length of the project performance period as they implement an iterative process by which they take stock of their staff and organizational capacities to demonstrate the Core Competencies under the SOAR Demonstration Program. Under the SOAR Demonstration Program, recipients will develop and deliver specialized training specific to the local context to build and strengthen strategic partnerships within a continuum of care. At a minimum, these specialized trainings must include all the following topics:

- Federal definition of severe forms of trafficking in persons
- State and tribal anti-trafficking laws and legal considerations for a specific geographic area (as appropriate)
- Case studies of individuals who have experienced human trafficking
- Information about human trafficking, including types of human trafficking and recruitment and/or retention tactics used by traffickers
- Indicators that a person may be experiencing human trafficking
- Safety protocols for those in direct contact with individuals potentially experiencing human trafficking
- Referral protocols within a continuum of care for aftercare and ongoing service needs
- Information about local continuums of care or multidisciplinary anti-trafficking task forces
- Processes by which organizational partnerships are developed and maintained
- Services and benefits available for individuals who have experienced human trafficking
- Special considerations for both domestic and foreign national minors experiencing human trafficking, which may include relevant legal and social welfare systems, such as juvenile justice, immigration, and child welfare
- How to deliver person-centered, trauma-informed services and assistance to individuals who have experienced human trafficking
- Post-identification reporting and referral protocols
- Housing and employment needs of individuals who have experienced human trafficking
- Intersectionality between race and human trafficking (e.g., the role racial identity and racism play in the risk for human trafficking, process of identification, experience of service delivery, interaction with enforcement systems, including the criminal justice system, access to resources, health disparities/inequities experienced by systemically excluded communities, etc.)
- Intersectionality between sexual orientation, gender identity, and human trafficking (e.g., the role gender identity and expression and exclusion play in the risk for human trafficking, process of identification, experience of service delivery, interaction with the criminal justice system, access to resources, health disparities/inequities experienced by 2SLGBTQIA+ community members, etc.)

- Intersectionality between individuals with disabilities and human trafficking (e.g., the role disability status and accessibility and exclusion plays in the risk for human trafficking, process of identification, experience of service delivery, interaction with the criminal justice system, access to resources, etc.)
- Intersectionality between human trafficking and forced criminality (e.g., understanding that when an individual is forced to provide a labor or service that contributes to an illegal or illicit activity or business operation, they may also be considered a victim of human trafficking)

If needed and with OTIP approval, NHTTAC staff and consultants will support prime recipients in facilitating internal and external relationship-building; identifying resources to complement their strategic action plans; conducting peer review for products, trainings, and protocols; and more throughout the second phase. For additional information on permissible topics and funding restrictions, refer to *Section I. Project Description, SOAR Administrative Requirements, Capacity Building for Project Staff and Subrecipient*s.

Phase 3: Ongoing Project Evaluation and Continuous Quality Improvement
Distinct from the possibility of an OTIP-funded, formal evaluation of the SOAR Demonstration Program, prime recipients must assess and evaluate the effectiveness of SOAR trainings; HTRP and related policies and procedures; and strategic partnerships that were implemented during the prior phase(s). Evaluation results should regularly inform the refinement of each phase of program activity, policies, referrals, and practice to address gaps and improve health outcomes for clients and patients who have experienced human trafficking.

Continuous Quality Improvement Plan
Continuous quality improvement (CQI) is the process by which an organization identifies, describes, and analyzes strengths and challenges and then tests, implements, learns from, and revises solutions. It relies on an organizational culture that is proactive, data-driven, supports continuous learning, and actively includes the participation of staff at all levels and the client or patient population served. The CQI Plan will identify the following key components:

- Existing management information system(s) and relevant resources
- Protocols for collecting and sharing information
- What data points are collected, who has access to it, how it is used, and who owns it
- Strategies for ensuring programs, policies, and procedures are informed by qualified experts with lived experience
- Opportunities and mechanisms (e.g., survey, focus groups, advisory boards, etc.) by which staff, strategic partners, and client/patient feedback is collected regularly
- The process and timeframe in which this data will be continually applied to improve and refine care delivery

Project Sustainability Plan
Applicants must propose a plan for project sustainability after the period when federal funding ends. Plans must describe the approach to project sustainability that will be most effective and feasible; provide a description of key individuals and/or organizations whose support will be required; and address the types of alternative support that will be required to maintain the program. If the proposed project involves key project partners, the plan must describe how their

cooperation and/or collaboration will be maintained after the end of federal funding.

SOAR ADMINISTRATIVE REQUIREMENTS

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 and a justification is required if over fifty (50) percent plans to be subawarded. ACF defines a substantive role as conducting activities and/or providing services funded under the award that are necessary and integral to the completion of the project. Subrecipient monitoring activities alone, as specified in 45 CFR § 75.352, do not constitute a substantive role. Furthermore, ACF does not fund awards where the role of the applicant is primarily to serve as a conduit for passing funds to other organizations unless that arrangement is authorized by statute.

Subrecipient(s) must meet the eligibility requirements identified in the NOFO, *Section III.1. Eligible Applicants*. Additionally, all subrecipient(s) must obtain a Unique Entity Identifier (UEI) number assigned by the System for Award Management (SAM), if they do not already have one. Prime recipients are required to check 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.

Capacity Building for Project Staff and Subrecipients

Under the SOAR Demonstration Program, prime recipients must require training on project implementation and human trafficking for any personnel directly responsible for the development and implementation of project activities, such as the organizational audit, strategic action plan, training lan, HTRP, and related policies development. All personnel and, if applicable, subrecipient staff who are likely interact with individuals who have experienced human trafficking must complete at least 10 hours of training each budget period in connection with human trafficking. OTIP reserves the right to verify compliance throughout the project period. Prime recipients must track training hours and topics for their staff and, if applicable, subrecipient staff.

Trainings must include all of the topics listed under *Section I. SOAR Demonstration Program Requirements, Phase 2: Building Organizational Capacity and Strategic Partnerships, Training Plan to Strengthen the Continuum of Care*, which are responsive to the 2021 U.S. Advisory Council on Human Trafficking report and NAP (Priority Action 2.1.3: Regularly train Federal law enforcement and service provider agencies on identifying human trafficking) that recommends HHS expand specialized training on human trafficking and its indicators to include subtopics related to systemically excluded populations (e.g., youth, BIPOC communities, 2SLGBTQIA+ communities, boys and men, and people with special needs).

SOAR Demonstration Program funds may be used to cover costs associated with continuing education units for prime recipient staff and, if applicable, subrecipient(s) staff. Please see *Section IV.6. Funding Restrictions* for more information.

Faith-Based Organizations
ACF is mindful that a potential recipient may have religious objections to providing certain kinds of healthcare or social services. ACF is committed to exploring ways for faith-based organizations to partner with ACF and other recipients, even if they object to providing specific services on religious grounds. Simultaneously, ACF is committed to providing the full range of legally permissible care and services to people who need them and doing so in a timely fashion and in a manner that respects the diverse religious and cultural backgrounds of those we serve. To accomplish this goal with respect to religious objection and required services, OTIP requires that organizations that have a religious objection to providing any services must provide an alternative approach to meet their grant obligations. Please refer to *Section IV.2. The Project Description, Approach* for more information.

The alternative approach must ensure clients or patients served under the SOAR Demonstration Program understand the full range of services available in the program and how to receive referrals for such services, either directly through the SOAR Demonstration project or partnering organization(s). If an alternative approach is proposed, the alternative approach will be reviewed based upon a determination of the following: 1) will ensure timely provision of all services for which the individual is eligible; 2) is not burdensome to the client; and 3) it is operationally feasible for ACF.

DEFINITIONS AND TERMS
For the purposes of this NOFO, these terms will be defined as follows:

- **Adult learning theory**, or andragogy, highlights the distinct ways adults best respond to learning and is crucial knowledge for any training provider. Research of adult learning principles vary in phrasing, but the substance is consistent and involves the following five principles:
    - Incorporate prior learning and past experiences
    - Facilitate goal setting
    - Create a safe space that encourages collaboration
    - Respect learners as individuals
    - Include structured activities with immediate relevance and impact to the learner's job or personal life
- **Aftercare services** is individualized care provided to a client or patient after their release from the hospital or health care facility. It is meant to build off the treatment and services that the individual received in the hope of extending care beyond the health care setting. These services must include, but are not limited to, comprehensive case management services; prevention and early intervention programming; therapy; peer support; and referrals for stable housing, job skills development, and legal representation (as appropriate).
- **Capacity building** is defined as long-term, purposeful training and technical assistance for the purpose of increasing public awareness and the ability to identify victims, provide assistance, make referrals, establish partnerships to support a seamless and coordinated response to human trafficking. Capacity building encompasses several stages (e.g., exploration, implementation, and sustainability) that are reflected in the three phases

outlined in *Section I. Program Description, SOAR Demonstration Program Requirements*.

- **Comprehensive case managemen**t is a collaborative process of assessment, planning, facilitation, care coordination, evaluation, and advocacy to ensure options and services meet an individual's needs and available resources promote an individual's well-being.
- A **continuum of care** is an integrated system of care that includes multidisciplinary partners who coordinate referrals and the provision of healthcare and social services to individuals who have experienced human trafficking. A continuum typically includes representatives from direct service providers, social services, community-based organizations, public housing agencies, behavioral and mental health agencies, public health authorities, health care delivery agencies, law enforcement, and survivor-led advocacy groups.
- **Domestic** refers to a U.S. citizen or lawful permanent resident (LPR).
- **Equity** refers to the consistent and systematic fair, just, and impartial treatment of all individuals, including individuals who belong to systemically excluded communities that have been denied such treatment, such as Black, Latino, Indigenous and Native American peoples, Asian Americans and Pacific Islanders, and other persons of color (BIPOC peoples); members of religious minorities; 2SLGBTQIA+ persons; persons with disabilities; persons who live in rural areas; and persons otherwise adversely affected by persistent poverty or inequality.
- **Foreign National** includes individuals who are not U.S. citizens or LPRs.
- **Health care organizations** are defined as organizations where health care and behavioral health services are rendered by licensed providers in acute care hospitals, urgent care centers, community healthcare clinics, Federally Qualified Health Centers, Urban Indian Health Programs, residential treatment centers, substance use programs, chemical dependency programs, prevention programs, and other inpatient/outpatient facilities. For the purpose of the SOAR Demonstration Program, health care facilities are also inclusive of behavioral health facilitie**s** that focus on the treatment of mental, social, and physical illness of individuals, both adults and children.
- An individual **health care provider** is a Doctor of Medicine or osteopathy, podiatrist, dentist, chiropractor, clinical psychologist, optometrist, nurse practitioner, nurse, midwife, or a clinical social worker who is authorized to practice medicine by their state and is performing within the scope of their practice as defined by state law. For the purpose of the SOAR Demonstration program, the definition of health care professional is also inclusive of behavioral health professionals and peer support specialists who serve individuals seeking help for a variety of mental health and substance use needs; their job titles and specialties can vary by state. They also include psychologists who hold a doctoral degree in clinical psychology or a related specialty like counseling or education; masters-level counselors, clinicians, and therapists; licensed clinical social workers; psychiatrists with a Doctor of Medicine or osteopathy; psychiatric or mental health nurse practitioners; primary care physicians; family nurse practitioners; psychiatric pharmacists; certified peer specialists; social workers; and pastoral counselors.
- **National CLAS Standards** provide effective, equitable, understandable, and respectful quality care and services that are responsive to diverse cultural health beliefs and practices, preferred languages, health literacy, and other communication needs.

- **Partner** is an individual or an organization that enters a relationship with the prime recipient for the purposes of referral, joint service programming, and information sharing. An organization chosen by a prime recipient who receives SOAR Demonstration Program funds for project activities may be considered a subrecipient(s) per the recipient's determination in accordance with 45 CFR 75.351. Please refer to *Section I. SOAR Administrative Requirements, Subawards* for more information.
- A **person-centered approach** promotes safety and well-being while minimizing potential re-traumatization associated with criminal justice and other interventions. This can include providing support through victim advocates and service providers, empowering clients as engaged participants, and providing clients an opportunity to play a role in seeing their traffickers brought to justice. The person-centered approach is critical for supporting a victim's rights, dignity, autonomy, and self-determination while simultaneously advancing the government's and society's interest in prosecuting traffickers and protecting and assisting clients.
- **Peer review** is the review of materials to assess the validity, quality, and originality of a material or product for publication and implementation. Reviewers may include, but are not limited to, health care and public health professionals, anti-trafficking professionals, experts with lived experience, and instructional designers.
- **Performance indicators** are measurable values used to evaluate how successful a person or organization is at reaching a target.
- **Public awareness** is information provided to the general public to increase knowledge or understanding of human trafficking.
- The **public health approach** is the following four-step process used by public health practitioners to systematically understand and prevent violence: define and monitor the problem, identify risk and protective factors, develop and test prevention strategies, and assure widespread dissemination.
- **SDOH** are complex, integrated, and overlapping social structures, policies, and economic systems that affect health and quality of life outcomes. SDOH are the conditions in which persons live, work, play, and access care. SDOH can also be a major cause of health inequities, particularly when populations do not have access to the same resources. Promoting healthy choices alone won't eliminate these and other health disparities. SDOH can be grouped into the following five domains:
    - Economic Stability
    - Education Access and Quality
    - Health Care Access and Quality
    - Neighborhood and Built Environment
    - Social and Community Context
    - Examples of SDOH include the following:
        - Safe housing, transportation, and neighborhoods
        - Racism, discrimination, and violence
        - Education, job opportunities, and income
        - Access to nutritious foods and physical activity opportunities
        - Polluted air and water
        - Language and literacy skills

    - Examples of SDOH also include, but are not limited to, racism, sexism, homophobia, ableism, xenophobia/nationalism, education disparities, income inequality, housing insecurity, transportation access, health systems and services access, social isolation, food insecurity, unemployment, and public safety concerns.

- For the purposes of the SOAR Demonstration program, **social service organizations** are defined as organizations that deliver direct services to children, families, and communities in public, private, and non-profit settings. Social services, also referred to as human services, can include services oriented towards prevention, improvement, or resolution of health, mental health, social, or environmental issues that affect children, families, and communities.
- The **Social-Ecological Model** is a four-level framework for prevention that considers the complex interplay between individual, relational, communal, and societal factors. It allows us to understand the range of factors that put people at risk for violence or protect them from experiencing or perpetrating violence, such as human trafficking. To prevent violence, it is necessary to act across multiple levels of this model simultaneously. The individual level identifies biological and personal history factors that increase the likelihood of experiencing violence. The relational level examines close relationships that may increase the risk of experiencing violence. The communal level explores the settings (e.g., schools, workplaces, neighborhoods) in which social relationships occur and seeks to identify the characteristics of these settings that are associated with experiencing violence. Finally, the societal level looks at broad societal factors that help create a climate in which violence is encouraged or inhibited.
- An individual **social service provider** is a professional who supports individuals, families, and communities by providing and improving social and health services, including counseling and psychotherapy. They include highly trained and experienced professionals who have earned a bachelor, master, or doctoral degree in social work or a related discipline.
- **Survivor engagement "**includes meaningful input from a diverse community of [individuals with lived experience] at all stages of a program or project, including development, implementation, and evaluation." Meaningful engagement with survivors allows organizations to better serve clients, create and improve programs, identify challenges and opportunities, and achieve agency missions and mandates. As primary participants in the anti-trafficking field, leaders with lived experience offer invaluable insight and expertise, which can validate other survivors' experiences and reactions to traumatic events resulting from a trafficking experience.
- **Training** is the planning, development, delivery, and evaluation of activities designed to achieve specific learning objectives for participants. The learning objectives may be achieved using a variety of instructional strategies, such as lecture, group discussion, demonstration role-play, and other methods of group and individual integration. Training may include on-site instruction, classroom training, webinars, online or virtual training, self-directed learning, and workshops.
- A **trauma-informed approach** includes an understanding of the physical, social, and emotional impacts of trauma on individuals, as well as on the professionals who help them. A trauma-informed approach includes person-centered practices. A program,

organization, or system that is trauma-informed acknowledges the widespread impacts that traumatic events have on survivors; recognizes the signs and symptoms of trauma in staff, survivors, and others involved in the anti-trafficking response system; identifies paths for support and healing; and responds by fully integrating knowledge about trauma into policies, procedures, practices, and settings. Like a person-centered approach, a trauma-informed approach prioritizes the client's safety and security, including safeguarding against policies and practices that may inadvertently re-traumatize clients.

- **Underserved communities** include groups that have been historically denied consistent and systematic fair, just, and impartial treatment and access to resources required to normalize their condition, such as BIPOC peoples; members of religious minorities; 2SLGBTQIA+ persons; persons with disabilities; persons who live in rural areas; and persons otherwise adversely affected by persistent poverty, lack of access to resources, or inequality. Underserved communities often do not have fair access to safe housing, transportation, and neighborhoods; education, job opportunities, and income; and/or other positive SDOH that contribute to overall quality of life.

POST-AWARD REQUIREMENTS

COVID-19 Response

As the COVID-19 pandemic evolves, the prime recipients and, if applicable, the subrecipient(s) are required to propose activities and project targets that reflect the CDC, Guidance for COVID-19 recommendations to prevent the spread of COVID-19. These include, but are not limited to, social distancing strategies (e.g., virtual facilitation strategies and tools, use of video and audio conferencing) and planning for staffing absenteeism and shortages. The prime recipient and, if applicable, its subrecipient(s) must propose innovative solutions for providing services during the pandemic that are inclusive of technological accommodations for clients or patients to access services and any additional assistance they require.

Applicants must realistically estimate their targets while considering all external factors that may impact grant activities. To maintain accountability of federal awards and spending, OTIP will evaluate prime recipients' annual reports based on initial targets provided in the Project Plan. Other modifications will be reviewed on a case-by-case basis.

Schedule of Deliverables

To accomplish program goals in a timely manner, OTIP has established the following post-award requirements.

OTIP is allotting a 12-month budget period for prime recipients to facilitate the creation of new partnerships (if applicable); recruit, hire, and onboard new project staff (if applicable); and for appropriate staff to complete the *SOAR Online* and *SOAR for Organizations* trainings. Prime recipients must implement the following milestones during the first year:

- Within 5 calendar days of Notice of Award (NoA), prime recipients must return the signed cooperative agreement.
- If not included with the application, information regarding MOUs between prime recipients and subrecipients (if applicable) (including names and locations) must be

submitted within 90 calendar days of receiving this cooperative agreement and throughout the period of performance as subrecipients are added or dropped.

- Appropriate project staff must complete the relevant *SOAR Online* and *SOAR for Organizations* trainings, in coordination with NHTTAC and the FPO, by the end of the first 9 months of the project performance period.
- Develop and submit preliminary drafts of the organizational audit, strategic action plan, situational analysis, and training plan for review and feedback by the end of the first 12-month budget period, as outlined in *Section II. Description of ACF's Anticipated Substantial Involvement Under the Cooperative Agreement Award*.

Prime recipients must continue to provide services and appropriate referrals to patients or clients who are at risk for human trafficking or who have experienced human trafficking throughout the 12-month project budget period.

OTIP is requiring prime recipients to implement the following activities during the following timeframes:

- Develop and submit final versions of the organizational audit, strategic action plan, situational analysis, and training plan for review and approval by the FPO no later than January 31, 2024 (i.e., 6 months into the second 12-month budget period).
- Develop and submit preliminary drafts of HTRP and related policies (i.e., including processes for determining when emergency services funding is needed to temporarily fill service gaps and the necessary approvals) for review and feedback by the FPO no later than January 31, 2024 (e.g., within 18 months of the start of the project performance period), as outlined in *Section II. Description of ACF's Anticipated Substantial Involvement Under the Cooperative Agreement Award*.
- The strategic action plan must be updated annually and finalized by September 30, 2025, which will, in turn, inform the development of the sustainability plan.
- As outlined in *Section II. Description of ACF's Anticipated Substantial Involvement Under the Cooperative Agreement Award*, once reviewed by the FPO, prime recipients must implement HTRP and related policies throughout the entire project performance period.
- Develop and submit for review and approval by the FPO a continuous quality improvement (CQI) Plan no later than September 30, 2024 (e.g., within 24 months of the start of the project performance period), as outlined in *Section II. Description of ACF's Anticipated Substantial Involvement Under the Cooperative Agreement Award*. The staff, strategic partners, and client/patient feedback regularly collected throughout the project performance period under the CQI Plan will inform updates and refinement of HTRP and related policies on an annual basis along with the strategic action plan and training plan, as needed.
- Once approved by the FPO, implement the CQI Plan throughout the remaining project performance period.
- In coordination with NHTTAC and the FPO and on an as-needed basis, develop and deliver specialized training that explains referral and care delivery processes and builds the capacity of strategic partners and direct services providers within the local continuum

of care, as outlined in *Section II. Description of ACF's Anticipated Substantial Involvement Under the Cooperative Agreement Award*.

- Submit a sustainability plan demonstrating the capacity to continue services, including external funding commitments, after the conclusion of federal funding no later than September 30, 2026 (e.g., within 48 months of the start date of the project period of performance).
- If applicable, throughout the entire project performance period, establish and submit MOUs for review by the FPO and approval by Office of Grants Management (OGM) on a rolling basis with strategic partners and social service providers within a local continuum of care who agree to accept referrals and provide aftercare services to individuals who are experiencing human trafficking.
- Throughout the entire project performance period, provide timely and regular referrals (if applicable) to service providers within a local continuum of care to provide aftercare services to individuals who have previously or are currently experiencing human trafficking.

OTIP requires that the following activities be implemented during the following timeframes:

- Annually, appropriate prime recipient project staff will complete relevant *SOAR Online* training modules identified in their training plan.
- Annually, ensure all relevant staff have completed or will complete at least 5 hours of training in connection with equity.

Tools and Resources

The prime recipient, and subrecipients if applicable, must comply with the Stevens Amendment. The Stevens Amendment requires all HHS grant and cooperative agreement recipients to acknowledge federal funding when publicly communicating projects or programs funded through the HHS annual appropriation. For more information on requirements, please reference the Administrative and National Policy Requirements on the ACF website.

The prime recipient must submit all public-facing materials used during project activities they intend to count towards their project objectives for review and approval by the FPO, as outlined in *Section II. Description of ACF's Anticipated Substantial Involvement Under the Cooperative Agreement Award*. Prime recipients must also submit for review and approval all public-facing materials if program funds will be used to facilitate any portion of the activity (e.g., editing presentation slide decks,), even if the materials were not created using SOAR Demonstration Program funds or have been reviewed previously by OTIP or other state or federal grantors. The FPO will review for trauma-informed and person-centered content, adherence to the Stevens Amendment, and alignment with general guidelines set by the President's Interagency Task Force to Monitor and Combat Trafficking in Persons, at a minimum. All new material must include the National Human Trafficking Hotline (NHTH) phone number (1-888-373-7888) and include the link to the OTIP website (www.acf.hhs.gov/otip). If the prime recipient opts to develop and disseminate any patient or client-facing direct outreach materials, the FPO will have 30 days to review and approve these materials.

The prime recipient may receive ongoing, tailored training and technical assistance through

NHTTAC to promote capacity building throughout their period of performance. This technical assistance is available across a variety of formats, including coaching/mentoring, conference calls, webinars, and training. Topics will be determined in consultation with prime recipients and may include (but are not limited to) effective strategies around survivor engagement; diversity, equity, and inclusion; training design; subrecipient monitoring and evaluation; sustainability and succession planning; and collaboration.

Program Performance Indicators
Prime recipients will be required to submit performance progress and financial reports on a quarterly basis throughout the project period. Information on reporting requirements is available on the ACF website at https://www.acf.hhs.gov/grants/discretionary-post-award-requirements#book_content_1.

Consistent with the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3521), under this NOFO, OTIP 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.

Federal Evaluation
OTIP may fund a formal evaluation of the SOAR Demonstration Program. If applicable, prime recipients must agree to participate in the formal evaluation and make available program implementation records for grant-funded activities. This includes records of activities conducted by the subrecipient(s), if applicable, and program performance data. The study would engage an outside evaluation team that is not a recipient of this grant program and would likely focus on the processes, implementation, progress indicators, possibly outcomes (short-term), and quality improvement of funded activities. Under no circumstance should personally identifiable information from health or case management records be disclosed without the client's express written permission. Prime recipients must monitor their own performance and, if applicable, that of the subrecipient(s). Prime recipients must dedicate appropriate staff support to evaluation activities, including data collection, data reporting, and coordination with the evaluator.

NOTE: Consistent with the PRA of 1995, 44 U.S.C. 3501-3521, under this NOFO, OTIP 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.

If OTIP does fund a federal evaluation, OTIP will seek approval for information collections related to the federal evaluation through the OMB OIRA, as necessary. OTIP will not request information for the federal evaluation that is subject to PRA until the information collection is approved.

Kick-Off and Peer Meetings
OTIP will host a grant kick-off meeting either virtually or in Washington, DC, within the first 6 months of the official award date. OTIP will host at least one annual meeting for prime recipients either virtually or in-person to meet with their FPO and OTIP staff, receive technical assistance, share local human trafficking trends, and discuss emerging topics, etc. Both the Project Director and the key staff person responsible for tracking and documenting progress toward project milestones and outcomes must attend the kick-off meeting. The participation of

at least one staff member in all subsequent OTIP meetings and NHTTAC-sponsored events will be mandatory throughout the project period.

[1] Centers for Disease Control and Prevention. (September 30, 2021). *Social Determinants of Health: Know What Affects Health*. https://www.cdc.gov/socialdeterminants/
[2] Kiss L, Pocock M, Naisanguansri V, Suos S, Dickson B, Et al. Health of men, women and children in post-trafficking services in Cambodia, Thailand, and Vietnam: An observational cross-sectional study. The Lancet. 2015;3:e154-161.
[3] Wood LCN. Child modern slavery, trafficking and health: a practical review of factors contributing to children's vulnerability and the potential impacts of severe exploitation on health. BMJ paediatrics open. 2020;4(1):e000327.
[4] Hornor G, Sherfield J. Commercial sexual exploitation of children: Health care use and case characteristics. J Ped Health Care. 2017;32(3):250-262.
[5] Chisolm-Straker, M., Baldwin, S., Gaïgbé-Togbé, B., Ndukwe, N., Johnson, P. N., & Richardson, L.D. (2016). Health care and human trafficking: We are seeing the unseen. Journal of Health Care for the Poor and Underserved, 27(3), 1220–1233. https://doi.org/10.1353/hpu.2016.0131
[6] The Human Trafficking Leadership Academy (HTLA) is a leadership development program funded by the HHS Office on Trafficking in Persons (OTIP), where fellows with both professional and lived experience work collaboratively to provide recommendations to a project question. In 2017, fellows identified how OTIP grantees can improve services using trauma-informed principles and survivor-informed practices. For more information, visit https://nhttac.acf.hhs.gov/survivor-involvement/human-trafficking-leadership-academy.

II. Federal Award Information

Funding Instrument Type:
CA (Cooperative Agreement)

Estimated Total Funding:
$1,000,000

Expected Number of Awards:
2

Award Ceiling:
$500,000
Per Budget Period

Award Floor:
$400,000
Per Budget Period

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

Anticipated Project Start Date:
09/30/2022

Length of Project Periods:

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

Additional Information on Project Periods and Explanation of 'Other'

Additional Information on Awards:

Awards made under this 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.*

Awards for the second, third, fourth, and fifth 12-month budget periods will be made subsequent to approval of non-competing continuation applications and will be subject to the satisfactory performance progress by the prime recipient (i.e., submission of all Performance Progress Reports and Federal Financial Reports, meeting all SOAR deadlines, etc.) and a determination that continued funding would be in the best interest of the federal government.

Description of ACF's Anticipated Substantial Involvement Under the Cooperative Agreement Award

OTIP is using a cooperative agreement that requires substantial federal involvement on the part of OTIP with prime recipients. Federal involvement may include the following:

- Communicating initially monthly during the first 12-month budget period and then at least quarterly for the rest of the performance period via phone with the recipient to discuss project implementation activities and overall program progress.
- Participating in NHTTAC-sponsored webinars to discuss human trafficking trends, emerging topics, and both provide and receive technical assistance.
- Reviewing and approving deliverables required as part of their completion of *SOAR Online* and *SOAR for Organizations* trainings and fulfilling the program objectives, including the organizational audit, strategic action plan, situational analysis, training plan, and CQI Plan.
- Reviewing and providing feedback on the HTRP and Sustainability Plan.
- Approving all non-ACF materials used or created for the SOAR Demonstration Program related to specialized training materials, client or patient-facing materials, or technical assistance in adherence with the requirements outlined in *Section I. Post-Award Requirements, Tools and Resources*.

Please see *Section IV.6. Funding Restrictions* for limitations on the use of federal funds awarded under this NOFO.

III. Eligibility Information

III.1. Eligible Applicants

In accordance with sections 7104(b)(1) and 7105(b)(1)(B) of the TVPA of 2000, as amended, eligibility under this NOFO is unrestricted. Eligible applicants include state governments; county governments; city or township governments; special district governments; independent school districts; public and state controlled institutions of higher education; Native American tribal governments (federally recognized); public housing authorities/Indian housing authorities; Native American tribal organizations (other than federally recognized tribal governments); non-profits having a 501(c)(3) status with the IRS other than institutions of higher education; private institutions of higher education; for profit organizations other than small businesses; and small businesses. Eligible applicants also include licensed health care and behavioral health delivery organizations, such as acute care hospitals, urgent care centers, community health care clinics, Federally Qualified Health Centers, Urban Indian Health Programs, residential treatment centers, substance use programs, prevention programs, and other inpatient/outpatient facilities.

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.

Reference to Legal Status
See *Section IV.2. Legal Status of Applicant Entity* for documentation required to support eligibility.

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

III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement:
No
For all federal awards, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part of the recipient's cost sharing or matching when such contributions meet all criteria listed in 45 CFR § 75.306.

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

statutorily required matching amount may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.

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

III.3. Other

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

Elizabeth
Pfenning
U.S. Department of Health and Human Services
Administration for Children and Families
Office on Trafficking in Persons
330 C Street SW.
Washington
DC
20201
202-401-4664
elizabeth.pfenning@acf.hhs.gov

Application Packages

Electronic Application Submission:

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

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

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

IV.2. Content and Form of Application Submission

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

FOR ALL APPLICATIONS:

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

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

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

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

comfortably, will be removed.

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

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

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

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

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

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

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

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

Corrections/Updates to Submitted Applications
When applicants make revisions to a previously submitted application, ACF will accept only the last on-time application for pre-review under the Application Disqualification Factors. The Application Disqualification Factors determine the application's acceptance for competitive

review. See *Section III.3. Other, Application Disqualification Factors* and *Section IV.2. Application Submission Options*.

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

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

Signatures
Applicants submitting electronic applications must follow the registration and application submission instructions provided at Grants.gov.
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:

Project Description
With the exceptions of the SFs and OMB-Approved forms, the application submission in its entirety (Project Description and Appendices) is limited to 120 pages.

The Project Description (File 1) must include the following:

- Table of Contents
- Project Summary
- Geographic Location
- Need for Assistance
- Objectives
- Expected Outcomes
- Approach

- Project Timeline and Milestones
- Organizational Capacity Narrative
- Dissemination Plan
- Project Sustainability Plan
- Plan for Oversight of Federal Award Funds
- Program Performance Evaluation Plan
- Protection of Sensitive and/or Confidential Information
- Line-Item Budget and Budget Justification

Appendices
The appendices (File 2) must include the following:

- Proof of Legal Status (i.e., proof of non-profit status, prime recipient's Articles of Incorporation, Board Bylaws, etc.)
- Organizational Capacity Documentation (i.e., organizational charts, documentation of experience in the program area, personnel policies, any other pertinent information the applicant deems relevant)
    - Resumes and/or Role Descriptions for Prime Recipient Staff and, if applicable, Subrecipient Staff(s)
    - Copy of Auditor's One Page Summary Report
- Indirect Cost Rate Agreement, if applicable
- Letters of Support
- Third-Party Agreements
- Logic Model
- Any other information the applicant deems relevant and necessary (e.g., letters of reference, data, etc.)

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
Certificate of Good Standing	Submission is required for all **for-profit organizations**.	Sole proprietorships are not eligible applicants. The submission of the Certificate of Good Standing, along with the current list of board members, and organizational documents that require the establishment and maintenance of a Board of Directors, provide proof of eligibility for for-profit organizations.
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 *Section IV.3. Unique Entity Identifier (UEI) and System for Award Management (SAM)* for more information.
SF-424 Key Contact Form	Submission is required for all applicants by the application due date.	Required for all applications.

Forms/Assurances/Certifications	Submission Requirement	Notes/Description
Certification Regarding Lobbying (Grants.gov Lobbying Form)	Submission required of all applicants with the application package. If it is not submitted with the application package, it must be submitted prior to the award of a grant.	Submission of the certification is required for all applicants.
SF-424A - Budget Information - Non- Construction Programs and SF-424B - Assurances - Non- Construction Programs	Submission is required for all applicants when applying for a non-construction project. 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,	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

Forms/Assurances/Certifications	Submission Requirement	Notes/Description
	it may also be submitted prior to the award of a grant.	of Congress, or an employee of a member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
Proof of Accreditation (if applicable)	Submission is only required for applicants who are public, private non-profit, and for-profit entities that provide healthcare services by the application due date.	Relevant applicants must provide proof that they are in good standing and currently accredited by the Joint Commission (TJC), the Accreditation Association for Ambulatory Healthcare (AAAHC), Commission on Accreditation (COA), and/or the Commission on Accreditation of Rehabilitation Facilities (CARF).
Proof of Applicable State Licensure/Certifications (if applicable)	Submission is only required for applicants who are public, private non-profit, and for-profit entities that provide healthcare services by the application due date.	Relevant applicants must provide proof that they meet all applicable State licensure or certification requirements regarding the healthcare and/or behavioral health services involved.

Additional Required Assurances and Certifications

Mandatory Grant Disclosure

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

Disclosures must be sent in writing to:

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

And to:

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

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

Email: grantdisclosures@oig.hhs.gov

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

The Project Description

The Project Description Overview

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

Legal Status of Applicant Entity
Applicants must provide the following documentation:

Non-Profit Organizations

Proof of Non-Profit Status Options:

Option 1: 501(c)(3) and non-501(c)(3) non-profit organizations are eligible
Non-profit organizations applying for funding are required to submit proof of their non-profit status. Proof of non-profit status is any one of the following:

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

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

For-Profits and Small Businesses
For-profit organizations (including small businesses) applying for funding must submit the following to provide proof of their legal status: Documentation establishing the power granted to the entity to enter into contractual relationships and/or accept awards (i.e., articles of incorporation, bylaws).

Need for Assistance
Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance, including the nature and scope of the problem, must

be demonstrated. Supporting documentation, such as letters of support and testimonials from concerned parties, may be included in the Appendix. Any relevant data based on planning studies or needs assessments should be included or referred to in the endnotes or footnotes. Incorporate demographic data and participant/beneficiary information, as available.

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

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

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

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

Project Plan

Applicants may partner with an organization(s) in their targeted geographic location to achieve the objectives of this NOFO. If the applicant chooses to partner, their application must clearly delineate their own and any subrecipient(s) roles and responsibilities in the project consistent with the requirements listed in *Section I. SOAR Administrative Requirements, Subawards*. Additionally, applicants must describe how subawards will comply with *Section IV.6. Funding Restrictions*.

Applicants must clearly identify and describe the population(s) to be served by the project, specifically their risk factors and service needs. Applicants must identify any issues and challenges in identifying, treating, and responding to human trafficking that has already occurred within their client or patient population and provide details on proposed solutions related to project requirements defined in *Section I. Program Description, SOAR Demonstration Program Requirements*.

Applicants must identify and describe processes for ensuring all program requirements align with culturally and linguistically appropriate goals, policies, and management accountability, and how CLAS Standards are applied to ensure associated activities are culturally and linguistically appropriate to meet the diverse needs of individuals from a variety of backgrounds, who speak different languages, and belong to different cultures as described in *Section I. Program Description, SOAR Demonstration Program Overview, Guiding Principles*.

Applicants must identify and describe processes for ensuring all activities of the SOAR Demonstration Program will incorporate trauma-informed and person-centered approaches as required in *Section I. Program Description, SOAR Demonstration Program Overview, Guiding Principles*.

Applicants must describe their plan to meaningfully engage and fairly compensate individuals with lived experience in human trafficking across all project activities as described in *Section I. Program Description, SOAR Demonstration Program Overview, Guiding Principles*.

Applicants must describe the plan to implement the required SOAR trainings as outlined in *Section I. SOAR Program Requirements*.

Applicants must describe their plan for serving patients or clients who are experiencing human trafficking in a coordinated, age-appropriate, culturally responsive, trauma-informed, person-centered, and evidence-based way as discussed in *Section I. SOAR Program Requirements*.

Applicants must describe their plan for establishing a continuum of care by entering into MOUs with local direct service providers and multidisciplinary stakeholders willing to receive referrals and provide aftercare services that are beyond scope of the prime's capacity or mission to support patients or clients who are experiencing human trafficking as discussed in *Section I. SOAR Program Requirements*.

Applicants must provide a comprehensive training plan that demonstrates how they will build local capacity to serve and respond to individuals who have experienced human trafficking in accordance with all requirements listed in *Section I. SOAR Program Requirements*. The plan must include proposed required training topics, audiences, and any proposed partnerships with agencies possessing demonstrated experience conducting training to local professionals, including agencies with expertise on tailoring policies and programs to better serve priority populations, as defined by the prime recipient.

Applicants must describe their plan to develop and implement HTRP and related policies and procedures to ensure the safety, security, and well-being of staff, clients or patients, and partners in a person-centered, trauma-informed, and culturally and linguistically appropriate manner.

Applicants must identify and describe how their programming and care delivery will be trauma-informed, culturally responsive, and linguistically appropriate to ensure their project activities are person-centered and meet the diverse needs of those with different racial, ethnic, cultural, gender identity, sexual orientation, ability, and religious backgrounds as described in *Section I. SOAR Program Requirements, Guiding Principles*. The plan must include any proposed partnerships (if applicable) with agencies possessing demonstrated experience in serving systemically excluded communities listed in *Section I. SOAR Administrative Requirements, Capacity Building for Staff and Subrecipients*.

Applicants with any religious objections to providing the full range of services that an individual who has experienced trafficking may need must describe within a one-page summary and provide further detail to their objection and alternative approach with their application submission as referenced in *Section I. SOAR Administrative Requirements, Faith-Based Organizations*.

Applicants must describe how SOAR Demonstration Program funds will complement and not

duplicate existing anti-trafficking efforts and services in the proposed geographic area. If the applicant is receiving other federal funds to implement a human trafficking program, the applicant will include the name of the awarding federal agency, the name of the grant, the duration of the project period, the amount they currently receive, and how they will ensure any funds awarded through the SOAR Demonstration Program will not be used to supplant or augment any other related federal funding.

Applicants must describe how all personnel and, if applicable, subrecipient staff that interact with individuals who have experienced human trafficking have completed or will complete at least 5 hours of training each budget period in connection with equity as required in *Section I. SOAR Administrative Requirements, Staff and Subrecipient Training.*

Applicants must describe how they will adjust their program activities in accordance with state and federal public health guidance in response to the COVID-19 pandemic in accordance with *Section I. Post-Award Requirements, COVID-19 Response*.

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.
- Biographical Sketches (short narrative description).
- Financial statements adhering to Generally Accepted Accounting Principles (GAAP), if available, submit statements for up to the two most recently completed fiscal years (this requirement does not apply to start-up organizations).
- Audit reports or statements from Certified Public Accountants/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).
- Copy or description of the applicant organization's fiscal control and accountability procedures.
- Evidence that the applicant organization, and any partnering organizations, have relevant experience and expertise with administration, development, implementation, management, and evaluation of programs similar to that offered under this 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.
- Information on compliance with federal/state/local government standards.
- Job descriptions for each vacant key position.

Applicants must demonstrate their subject matter expertise by describing in detail their substantive prior experience in violence prevention; providing health care, behavioral health, and/or social services to clients or patients who have experienced severe forms of human trafficking and other related forms of interpersonal violence; building strategic partnerships in order to provide multidisciplinary referrals within a local continuum of care; and developing and implementing screening tools, protocols, and policies that support the health outcomes and well-being of populations served.

Applicants must submit a copy of Auditor's One-Page Summary Report.

Applicants must submit the organization's mission statement and at least one of the following documents: articles of incorporation or board bylaws.

Applicants must demonstrate prior experience serving clients or patients who have experienced forms of violence, such as sexual assault, intimate partner violence, child abuse and neglect, or human trafficking.

If known at the time of application submission, applicants must disclose their intent to enter subaward arrangements. For each subaward, applicants must include a description of the work to be performed by the subrecipient(s), a letter of commitment (or third-party agreement), and subrecipient qualifications and prior experience responding to and assisting persons who have experienced human trafficking.

If the applicant is a public, private non-profit, and for-profit health care organizations, they must provide proof that they are in good standing and accredited by the Joint Commission (TJC), the Accreditation Association for Ambulatory Healthcare (AAAHC), the Commission on Accreditation (COA), and/or the Commission on Accreditation of Rehabilitation Facilities (CARF). They must also provide proof that they meet all applicable state, territory, and/or tribal licensure or certification requirements regarding the health care and/or behavioral health services involved.

Applicants must provide the number of clients or patients from systemically excluded populations that they and, if applicable, their subrecipient(s) have served within the last 3 calendar years (2019-2021).

Applicants must demonstrate how the roles, responsibilities, and time commitments of their proposed staff and, if applicable, their subrecipient staff positions are designed and appropriate for the successful implementation of the proposed project.

Applicants must demonstrate that they have appropriate staff and sufficient resources dedicated

to programming performance evaluation activities, including data collection and data reporting.

Applicants must provide strong evidence of sufficient capacity, experience, and expertise in providing quality health care, behavioral health, and/or social services to systemically excluded populations and individuals who have experienced labor and sex trafficking. The applicant must provide the number of victims of human trafficking they and, if applicable, their subrecipient(s) have served within the last three calendar years (2019–2021).

Applicants and, if applicable, their subrecipient(s), must demonstrate experience providing training to health care, behavioral health, and social service providers and those in professions who may encounter clients or patients who have experienced human trafficking.

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 their plan to collect data and report progress toward accomplishing each of the performance indicators as described in *Section I. Post-Award Requirements, Program Performance Indicators*.

Applicants must provide target numbers for the first project period for each of the following program indicators:

- Projected number of prime recipient staff to complete SOAR Online training modules
- Projected number of prime recipient staff to participate in SOAR for Organizations training
- Projected number of MOUs to be established with local direct service providers and multidisciplinary stakeholders to comprise a continuum of care that will support referrals and the delivery of aftercare services for individuals who have experienced human trafficking
- Projected number of specialized trainings to be conducted to build the capacity of local partners within the continuum of care
- Projected number of potential clients or patients experiencing human trafficking to be identified, treated, and/or referred for continued aftercare services
- Projected number of consultations with experts with diverse lived experience in human trafficking and the type of project/engagement

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).

Project Sustainability Plan
Applicants must propose a plan for project sustainability after the period of federal funding ends. Recipients are expected to sustain key elements of their grant projects, e.g., strategies or services and interventions, which have been effective in improving practices and outcomes.

Describe the approach to project sustainability that will be most effective and feasible. Provide a description of key individuals and/or organizations whose support will be required. Address the types of alternative support that will be required to maintain the program. If the proposed project involves key project partners, describe how their cooperation and/or collaboration will be maintained after the end of federal funding.

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

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

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

Third-Party Agreements

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

Applicants must provide Letters of Commitment or MOUs between recipients and third-parties (i.e., subrecipients, contractors, or other cooperating entities). In addition to clearly describing the roles and responsibilities for project activities and support and/or resources that the third-party is committing, these agreements must detail work schedules and estimated remuneration with an understanding that a finalized agreement will be negotiated once the successful applicant is awarded the grant.

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

The Project Budget and Budget Justification

All applicants are required to submit a project budget and budget justification with their application. The project budget is entered on the Budget Information 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 for the initial budget period only (typically the first 12 months of the project) using the SF-424A and/or SF-424C, as applicable. Provide a budget justification, which includes a budget narrative and a line-item detail, for only the first budget period of the proposed project. The budget narrative should describe how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

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. Please refer to *Section IV.6. Funding Restrictions* for more information.

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

Number of Days from Publication _____

Due Dates for Applications

Due Date for Applications 07/25/2022

07/25/2022

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.

No funds may be used for new curriculum development.

For prime recipients who choose to formally partner with a local social service provider as a subrecipient to receive referrals and provide aftercare services, no more than 40 percent of award funds may be used each budget period to pay for aftercare services.

For prime recipients who plan to provide aftercare services in-house, no more than 40 percent of award funds may be used each budget period to pay for those services.

If a prime recipient does not choose to formally partner with a local direct service provider as a subrecipient, cannot provide aftercare services in-house, and the needs of a client or patient cannot be met through their local continuum of care or any other federal or state-funded direct services program, the prime recipient may provide urgent case management and stabilizing services to meet the emergency needs of individuals who have experienced human trafficking, such as food, clothing, or shelter, up to a limit of $10,000 per budget period.

According to 45 CFR §75.216(b), funds awarded under this grant are prohibited from being paid as profit to any recipient, as well as subawards to such entities, even if they are a commercial organization. Profit is defined as any amount in excess of allowable direct and indirect costs.

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
Manolo
Salgueiro
U.S. Department of Health and Human Services
Administration for Children and Families
Office of Grants Management - Health Promotion Portfolio
330 C Street SW.
Washington
DC
20201

Hand Delivery
Same as Above

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

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

V. Application Review Information

V.1. Criteria

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

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

Need for Assistance **Maximum Points:** 5

1. The applicant thoroughly justifies the need for assistance, including identifying barriers and needs. The applicant's proposed activities for the targeted service area are aligned with the geographic and programmatic requirements outlined in *Section I. Program Description, SOAR Demonstration Program Overview* **(0-5 points).**

Approach **Maximum Points:** 33

1. The applicant provides detailed and thorough information on how all program requirements align with culturally and linguistically appropriate goals, policies, and management accountability and how CLAS Standards and the Core Competencies for Human Trafficking Response in Health Care and Behavioral Health Systems is applied throughout project planning, program activities, and operations in accordance with *Section I. Program Description, SOAR Demonstration Program Overview, Project Purpose* and S*ection I. Program Description, SOAR Demonstration Program Overview, Guiding Principles* **(0–4 points).**
2. The applicant provides a comprehensive and feasible training plan that demonstrates how they will build local capacity to serve and respond to individuals who have experienced human trafficking in accordance with all requirements listed in *Section I. SOAR Program Requirements*. The plan includes proposed required training topics, audiences, and any proposed partnerships with agencies possessing demonstrated experience conducting training to local professionals, including agencies with expertise on tailoring policies and programs to better serve priority populations **(0-4 points).**
3. The applicant provides a detailed and feasible plan for establishing strategic partnerships and making multidisciplinary referrals within a local continuum of care to support continued aftercare services for individuals who have experienced human trafficking as discussed in *Section I. SOAR Program Requirements* **(0-5 points).**
4. The applicant provides a detailed and feasible plan to develop and implement HTRP and related policies and procedures to ensure the safety and well-being of staff, clients or patients, and external partners. The plan reflects an understanding of the required components of the HTRP described in *Section I. Program Description, SOAR Demonstration Program Requirements, Human Trafficking Protocols, Policies, and Procedures* **(0-5 points).**
5. The applicant provides a detailed and feasible plan for formally partnering with a local direct service provider as a subrecipient to provide aftercare services to clients or patients who have experienced trafficking (if applicable) OR the applicant provides a detailed and feasible plan for how they will provide urgent case management and emergency services to clients or patients who have experienced trafficking (up to $10,000 per budget period) as discussed in *Section I. SOAR Program Requirements and IV.6. Funding Restrictions* **(0-5 points).**
6. The applicant provides a strong and achievable plan demonstrating how they will meaningfully and ethically engage individuals with lived experience in project activities in accordance with *Section I. Program Description, SOAR Demonstration Program Overview, Guiding Principles*. The applicant provides a detailed description of previous opportunities that they or their partner have provided to individuals with lived experience to substantiate prior work in this area **(0-5 points).**
7. The applicant provides a strong and achievable service and referral plan for patients or clients who have experienced human trafficking that is coordinated, age-appropriate,

culturally responsive, trauma-informed, person-centered, and evidence-based as discussed in *Section I. SOAR Program Requirements* **(0-5 points).**

Organizational Capacity and Third-Party Agreements **Maximum Points:** 25

1. The applicant describes the professional qualifications of main project staff who will be responsible for program oversight and describes sufficient policies and procedures that will be used to oversee staff and, if applicable, subrecipient staff. If the applicant chooses to partner with any other organizations, they must include third-party agreements that outline how the prime recipient will oversee the subrecipient(s) and collect, maintain, and incorporate data from their subrecipient(s). The applicant must describe how the proposed staff has the appropriate level of qualifications and cultural competence to manage the SOAR Demonstration Program **(0–4 points).**
2. The applicant demonstrates how the roles, responsibilities, and time commitments of their proposed staff and, if applicable, their subrecipient staff positions are designed and appropriate to the successful implementation of the proposed project **(0–4 points).**
3. The applicant has appropriate staff and sufficient resources dedicated to programming performance evaluation activities, including data collection and data reporting **(0–4 points).**
4. The applicant provides strong evidence of sufficient capacity, experience, and expertise in providing quality healthcare, behavioral health, and/or social services to systemically excluded populations and individuals who have experienced labor and sex trafficking. The applicant provides the number of victims of human trafficking they and, if applicable, their subrecipient(s) have served within the last 3 calendar years (2019–2021) **(0– 5 points).**
5. The applicant and, if applicable, their subrecipient(s) demonstrate experience providing training to health care, behavioral health, and social service providers and those in professions who may encounter clients or patients who have experienced human trafficking. The applicant is reasonably expected to effectively train on all required topics listed under *Section I. Program Description, SOAR Demonstration Program Requirements, Training Plan* **(0–4 points).**
6. The applicant describes how all personnel and, if applicable, subrecipient staff interacting with individuals who have experienced human trafficking have completed or will complete at least 5 hours per budget period on equity as required in *Section I. SOAR Demonstration Program Administrative Requirements, Staff and Subrecipient Training and in compliance with Section IV.6. Funding Restrictions* **(0-4 points).**

Program Performance Evaluation Plan **Maximum Points:** 10

1. The applicant proposes a well-defined evaluation plan to monitor the project's progress in meeting its proposed goals and objectives in correlation with requirements in *Section I. Program Description, Post-Award Requirements, Program Performance Indicators*. The applicant describes in detail the management plan for properly documenting and reporting on the evaluation of activities. The management plan is reasonable and includes a strategy to modify ineffective plans, activities, and expenditures **(0–5 points).**
2. The applicant clearly describes a realistic performance management system and process that will effectively track performance outputs and outcomes, including a description of

how the organization will collect and manage data, and proposes an effective and efficient plan for data collection, analysis, and reporting **(0–5 points).**

Project Timeline and Milestones **Maximum Points:** 5

1. The applicant presents a detailed timeline that discusses how progress toward the project's milestones will be achieved in a manner that is timely, thorough, and reasonable. The timeline and milestones are precise and commensurate with the project's size and scope and account for all activities necessary to achieve program objectives and the corresponding performance indicators referenced in *Section I. Program Description, SOAR Demonstration Program Requirements* and *Section I. Program Description, Post-Award Requirements, Performance Indicators* and in a manner that is consistent with the timelines required in *Section I. Program Description, Post-Award Requirements, Schedule of Deliverables* **(0–5 points).**

Logic Model **Maximum Points:** 5

1. The applicant presents a logic model that is well defined, reasonable, concise, and demonstrates the conceptual framework of the project, including strong links to the project objectives referenced in *Section I. Program Description, SOAR Demonstration Program Requirements*. The applicant's logic model demonstrates a clear association between objectives, activities, inputs, outputs, and the intended short-term and long-term outcomes. The expected project inputs and outcomes are clearly identifiable and measurable. The logic model is an accurate depiction of the proposed project activities and intended outcomes and informs the scope of the proposed project **(0–5 points).**

Budget, Budget Justification, and Plan for Oversight of Federal Award Fund and Activities **Maximum Points:** 17

1. The applicant provides a budget narrative that is clearly outlined and aligned with *Section I. Program Description, SOAR Demonstration Program Requirements* and includes a detailed narrative justification for the amounts that clearly states how the applicant derived categorical costs and how each itemized expense will be used. The narrative justification is detailed and clearly demonstrates that costs are reasonable, allocable, and program-related and are commensurate with the types and range of activities and services to be conducted, the number of participants to be served, and the expected goals and objectives **(0-7 points).**
2. The applicant describes a clear plan for the oversight of federal funds and convincingly shows how they will ensure grant activities and subrecipient partners will adhere to applicable federal and programmatic regulations **(0–5 points).**
3. The applicant describes how they will ensure funds will not be used for unallowable costs as referenced in *Section I. SOAR Administrative Requirements, Financial Requirements* and *Section IV.6. Funding Restrictions* **(0–5 points).**

Bonus Points **Maximum Points:** 12

1. The applicant is a public, private nonprofit, or for-profit healthcare organization with proof of good standing: accreditation, and that they meet all applicable state, territory, and/or tribal licensure or certification requirements for the healthcare and/or behavioral

health services involved. OTIP will confirm that the accreditation/licensing bonus points are appropriately awarded during the panel review **(4 points).**

2. The applicant is formally partnering with a local direct services provider to receive referrals and provide aftercare services to individuals experiencing human trafficking, including from systemically excluded populations as listed in *Section I. SOAR Administrative Requirements, Capacity Building for Staff and Subrecipients*. The applicant must provide the number of clients or patients from systemically excluded populations they and, if applicable, their subrecipient(s) have served within the last 3 calendar years (2019–2021) **(4 points).**
3. The applicant provides a plan for providing comprehensive case management services in-house to individuals experiencing human trafficking, including from systemically excluded populations as listed in *Section I. SOAR Administrative Requirements, Capacity Building for Staff and Subrecipients*. The applicant must provide the number of clients or patients from systemically excluded populations they and, if applicable, their subrecipient(s) have served within the last 3 calendar years (2019–2021) **(4 points).**

V.2. Review and Selection Process

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

Initial ACF Screening

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

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

Objective Review and Results

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

Results of the competitive objective review are taken into consideration by ACF in the selection of projects for funding; however, objective review scores and rankings are not binding. Scores and rankings are only one element used in the award decision-making process. If identified in *Section I. Program Description*, ACF reserves the right to consider preferences to fund organizations serving emerging, unserved, or under-served populations, including those populations located in pockets of poverty. In addition, ACF reserves the right to evaluate applications in the larger context of the overall portfolio by considering geographic distribution of federal funds (e.g., ensuring coverage of states, counties, or service areas) in its pre-award decisions.

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

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

ACF does not fund awards where the role of the applicant is primarily to serve as a conduit of funds to other organizations unless that arrangement is authorized by statute. In the absence of such statutory authority, each prime recipient's primary role must be to ensure the delivery of the statutorily authorized activities and services, whether provided directly or through collaborative involvement with their subrecipient(s). Prime recipients of an award under this NOFO will be legally accountable to ACF for performance of the project or program. Prime recipients will be held solely responsible in the event of non-compliance by a subrecipient. Applicants proposing to use a subrecipient(s) to complete the proposed project will be reviewed by ACF for any management or financial problems.

For faith-based applicants who have proposed an alternative approach, ACF will review the applicant's proposal and reserves the right to negotiate with applicants on their alternative approach and revise budgets and activities accordingly.

ACF will not make awards to any public, private non-profit, and for-profit entities that provide healthcare services and do not provide proof of accreditation and other required documentation to substantiate their eligibility.

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 C.F.R §75.436, §75.439, §75.462, and §75.465) used and claimed under this federal award. This includes all real property owned or leased by the recipient, and if applicable, subrecipients. Information on facilities, administrative buildings and offices must be provided. Information for any and all real property costs claimed under the award must be provided. For more information, see ACF Property Guidance pages, including, Rent/Lease Arrangement Guidance, Real Property Documentation, and Unallowable Property Costs.

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

Federal Awarding Agency Review of Risk Posed by Applicants

ACF is required to review and consider any information about the applicant that is in the Federal Awardee Performance and Integrity Information System (FAPIIS), www.fapiis.gov/, before making any award in excess of the simplified acquisition threshold over the period of

performance. An applicant may review and comment on any information about itself that a federal awarding agency has previously entered into FAPIIS. ACF will consider any comments by the applicant, in addition to other information in FAPIIS, in making a judgment about the applicant's integrity, business ethics, and record of performance under federal awards when completing the review of risk posed by applicants as described in 45 CFR § 75.205(a)(2) Federal Awarding Agency Review of Risk Posed by Applicants.

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

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

V.3. Anticipated Announcement and Federal Award Dates

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

VI. Federal Award Administration Information

VI.1. Federal Award Notices

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

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

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

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

VI.2. Administrative and National Policy Requirements

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

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

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

HHS Grants Policy Statement

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

Equal Treatment of Faith-Based Organizations

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

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

VI.3. Reporting

Performance Progress Reports:
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:
Quarterly

VII. HHS Award Agency Contact(s)

Program Office Contact
Elizabeth
Pfenning
U.S. Department of Health and Human Services
Administration for Children and Families
Office on Trafficking in Persons
330 C Street SW.
Washington
DC
20201
202-401-4664
elizabeth.pfenning@acf.hhs.gov

Office of Grants Management Contact
Manolo
Salgueiro
U.S. Department of Health and Human Services
Administration for Children and Families
Office of Grants Management
330 C Street SW.
Washington
DC
20201
202-690-5811
Manolo.Salgueiro@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.

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

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

CLAS Standards https://thinkculturalhealth.hhs.gov/clas.

Concept of Trauma and Guidance for a Trauma-informed Approach https://ncsacw.samhsa.gov/userfiles/files/SAMHSA_Trauma.pdf.

Core Competencies for Human Trafficking Response in Health Care and Behavioral Health Systems https://nhttac.acf.hhs.gov/resource/report-core-competencies-human-trafficking-response-health-care-and-behavioral-health.

Executive Order on Advancing Racial Equity and Support for Underserved Communities Through the Federal Government https://www.whitehouse.gov/briefing-room/presidential-actions/2021/01/20/.

The National Action Plan to Combat Human Trafficking https://www.whitehouse.gov/wp-content/uploads/2021/12/National-Action-Plan-to-Combat-Human-Trafficking.pdf.

National Human Trafficking Training and Technical Assistance Center (NHTTAC) https://nhttac.acf.hhs.gov/home.

Public Health Approach to Violence Prevention: https://www.cdc.gov/violenceprevention/pdf/PH_App_Violence-a.pdf.

U.S. Advisory Council on Human Trafficking https://www.state.gov/u-s-advisory-council-on-human-trafficking/.

Application Checklist

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

What to Submit	Where Found	When to Submit
Certificate of Good Standing	See *Section IV.2. Required Forms, Assurances and Certifications* and *The Project Description, Legal Status of Applicant Entity*.	Submission is required with the application by the Application Due Date in the *Overview* and in *Section IV.4. Submission Dates and Times*.
SF-424 - Application for Federal Assistance	Referenced in *Section IV.2.Required Forms, Assurances, and Certifications.* This form is available in the NOFO's forms package at www.Grants.gov in the Mandatory section.	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times.*
Unique Entity Identifier (UEI) and System for Award Management (SAM) registration.	Referenced in *Section IV.3. Unique Entity Identifier (UEI) and System for Award Management (SAM)* in the funding opportunity. To obtain a UEI and SAM registration, go to http://www.sam.gov.	A UEI and registration at SAM.gov are required for all applicants. Active registration at SAM must be maintained throughout the application and project award period.
SF-424 Key Contact Form	Referenced in *Section IV.2. Required Forms, Assurances, and Certifications.* 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 *Overview* and in *Section IV.4. Submission Dates and Times.*
Certification Regarding Lobbying (Grants.gov Lobbying Form)	Referenced in *Section IV.2. Required Forms, Assurances, and Certifications.* This form is available in the NOFO's forms package at www.Grants.gov.	Submission is due with the application package or prior to the award of a grant.

What to Submit	Where Found	When to Submit
SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non-Construction Programs	Referenced in *Section IV.2. Required Forms, Assurances, and Certifications.* 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 *Overview* and in *Section IV.4. Submission Dates and Times.*
SF-Project/Performance Site Location(s) (SF-P/PSL)	Referenced in *Section IV.2.Required Forms, Assurances, and Certifications.* This form is available in the NOFO's forms package at www.Grants.gov.	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times.*
SF-LLL - Disclosure of Lobbying Activities	"Disclosure Form to Report Lobbying" is referenced in *Section IV.2. Required Forms, Assurances, and Certifications.* This form is available in the NOFO's forms package at www.Grants.gov.	If submission of this form is applicable, it is due at the time of application. If not available at the time of application, it may also be submitted prior to the award of a grant.
The Project Budget and Budget Justification	Referenced in *Section IV.2. The Project Budget and Budget Justification*.	Submission is required in addition to submission of SF-424A and / or SF-424C. Submission is required with the application package by the due date in the *Overview* and in *Section IV.4. Submission Dates and Times*.
The Project Description	Referenced in *Section IV.2. The Project Description*.	Submission is due by the application due

What to Submit	Where Found	When to Submit
		date found in the *Overview* and in *Section IV.4. Submission Dates and Times*.
Proof of Accreditation (if applicable)	Referenced in *Section III. Eligibility, Other* and *Required Forms, Assurances, and Certifications* and in *Section IV. Application and Submission Information, Content and Form of Application Submission, Appendices*	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times*.
Proof of Applicable State Licensure/Certifications (if applicable)	Referenced in *Section III. Eligibility, Other* and *Required Forms, Assurances, and Certifications* and in *Section IV. Application and Submission Information, Content and Form of Application Submission, Appendices*	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times*.