Department of Health & Human Services
Administration for Children and Families

Program Office:	Office of Refugee Resettlement
Funding Opportunity Title:	Discretionary Funds for Projects to Establish Individual Development Account (IDA) Programs for Refugees
Announcement Type:	Initial
Funding Opportunity Number:	HHS-2007-ACF-ORR-ZI-0037
CFDA Number:	93.576
Due Date for Applications:	**07/09/2007**

Executive Summary:

The Office of Refugee Resettlement (ORR) invites eligible entities to submit competitive grant applications for projects to establish and manage Individual Development Accounts (IDAs) for low-income refugee participants. Eligible refugee participants who enroll in these projects will open and contribute systematically to IDAs for specified Savings Goals, including home ownership, business capitalization, vehicles for educational or work purposes, and postsecondary education. Grantees may use ORR funds to provide matches for the savings in the IDAs up to $2,000 per individual refugee and $4,000 per refugee household. Applications will be screened and evaluated as indicated in this program announcement. Awards will be contingent on the outcome of the competition and the availability of funds.

I. FUNDING OPPORTUNITY DESCRIPTION

Legislative Authority

Section 412(c)(1)(A) of the Immigration and Nationality Act (INA)(8 U.S.C. 1522(c)(1)(A)) authorizes the Director "to make grants to, and enter into contracts with, public or private nonprofit agencies for projects specifically designed - (i) to assist refugees in obtaining the skills which are necessary for economic self-sufficiency, including projects for job training, employment services, day care, professional refresher training, and other recertification services; (ii) to provide training in English where necessary (regardless of whether the refugees are employed or receiving cash or other assistance); and (iii) to provide services where specific needs have been shown and recognized by the Director, health (including mental health) services, social services, educational and other services."

Funding Opportunity Description

Priority Area:

Discretionary Funds for Projects to Establish Individual Development Account (IDA) Programs for Refugees

Description

Program Purpose and Objectives: ORR invites qualified entities to submit competing grant applications for new projects that will establish, support, and manage IDAs for eligible low-income refugee individuals and families. The Refugee IDA Program represents an anti-poverty strategy built on asset accumulation for low-income refugee individuals and families with the goal of promoting refugee economic independence. In particular, the objectives of this program are to: encourage regular saving habits among refugees; promote their participation in the financial institutions of this country; promote refugee acquisition of assets to build individual, family, and community resources; increase refugee knowledge of financial and monetary topics; assist refugees in advancing their education; increase home ownership among refugees; and assist refugees in gaining access to capital. These new projects will accomplish these objectives by establishing programs that combine the provision of matched savings accounts with financial training and counseling.

Participant Eligibility:

See *Section III.3* Other

Asset Goals:

Grantees, in partnership with qualified financial institutions, will create IDAs for refugee participants. Refugee participants will systematically contribute to the IDAs out of earned income to purchase specified Savings Goals. The primary focus of the Savings Goals in their IDA program should be the following:

- Home Purchase;
- Postsecondary Education, Vocational Training, or Recertification; and
- Microenterprise Capitalization.

In cases of documented necessity, the purchase of an automobile is allowable for the purposes of employment or education. Automobiles may only constitute 10 percent of a program, with 90 percent of the match funds obligated to the other goals. The purpose of an automobile purchase must be thoroughly justified and well documented. Additional information on these Savings Goals is provided in the *Definition of Terms* section of this announcement.

Supplemental IDA and Administrative Funds:

ORR strongly encourages that applicants plan to develop a commitment of additional public or private funds for matching IDA deposits, operational overhead, and training. These funds will supplement ORR funds in order to serve greater numbers of refugees and assist the program in its future sustainability. If additional funds have been secured at the time of application, applicants may wish to provide formal documentation of them.

Savings Plan Agreement and Documentation:

The grantee will establish a "Savings Plan Agreement" with each refugee participant. The Savings Plan Agreement must include:

(1) A proposed schedule of savings deposits by the participant;

(2) The rate at which the participant's savings will be matched;

(3) The Savings Goal(s) for which the account is maintained;

(4) Any training or counseling which the participant agrees to attend;

(5) An agreement that the participant will not withdraw funds except for the specified Savings Goal or for an emergency and only after notification to the grantee;

(6) A statement by the participant that the participant has not received the maximum allowable match from any other ORR-funded IDA program;

(7) A procedure for amending the Agreement;

(8) A date by which the asset must be purchased or the date on which the program will end;

(9) A designation of beneficiary; and

(10) If saving for a vehicle, a statement by the participant that the vehicle will be used for the purpose of maintaining or upgrading employment or for the purpose of transportation for postsecondary education, vocational training, or recertification.

Applicants under this grant announcement may propose additional provisions to be included in Savings Plan Agreements. In addition to the Savings Plan Agreement, grantees must collect and maintain documentation showing supplementary confirmation of the participant's household budget, assets and liabilities, and earned income (this can be in the form of pay stubs, tax returns, etc.). ORR strongly suggests that each participant provide an overall household budget plan, describing how their IDA savings will derive from their discretionary income.

Appropriate documentation for the usage of an automobile could include: calculation of long distances from the participant's home to their place of employment or educational institution, bus schedules showing unreasonable time tables and connections, and the anticipation of increased wages due to more time on the job or access to better wages or employment due to reduced commuting time.

Accounts and Drawdown of Funds:

The IDA contains only the refugee participant's deposits and interest earned on those deposits. Grantees may establish non-interest bearing IDA accounts for participants only with ORR approval. The grantee will create one Parallel Account, separate from the participants' IDAs, at a qualified financial institution in which all matching ORR grant funds will be deposited and maintained on behalf of the refugee participants. Drawdown of the ORR grant funds and deposit of those funds into the Parallel Account will be permitted no earlier than the time of the refugee's deposit to the IDA. Grantees must draw down ORR funds for matching IDA deposits within three months of the date that the refugee participant makes the deposit, and must continue to draw down at least on a quarterly basis thereafter as participants make deposits.

Program Income:

The interest that accrues on the ORR matching funds deposited in the parallel account must be used to enroll additional refugee participants or to match interest earned on the refugee participant's deposits. The interest on the match funds in the parallel account may not be retained by the grantee for any purpose, including program administration, participant support services, or program data collection (See 45 CFR 74.24(b)(1)).

Match Funds:

ORR funds may be used at a matching rate no greater than one-to-one for each dollar deposited in the IDA by the refugee participant. Grantees may choose to vary the amount of the match by type of Savings Goal and/or by income level of the refugee participants, such as limiting the total match for automobiles to $1,000. Over the course of the five-year project period, not more than $2,000 in ORR grant funds may be provided through matching contributions to any one refugee individual and not more than $4,000 may be provided to any one refugee household (see the *Definition of Terms* section for the definition of "household"). When the refugee purchases the Savings Goal, the grantee must provide payment of the participant's IDA matching funds directly to the asset vendor. Applicants must provide ORR with information on the impact of IDA savings and match on refugee eligibility for public benefits, and must submit alternative maximum match limits to ORR for review if necessary.

Training:

Applicants must incorporate in these projects financial training for the refugee participants. The training may be provided directly by the grantee or the grantee may choose to provide the training through other providers; grantees are strongly encouraged to partner with other community agencies already providing general financial or asset-specific training. The training provided by a grantee should reflect both the refugee population and the Savings Goals to be included in the program. Such training should include budgeting, cash management, savings, investment, and credit counseling. Specialized training and technical assistance should be provided for refugee participants for each Savings Goal provided through the program. Although the applicant listed on the Savings Plan Agreement should be the person who attends the training, the entire household should be encouraged to participate.

Close Out and Client Withdrawals:

Under these projects, grantees should schedule their account activities so that all IDA accounts reach their maximum savings, and refugee participants have purchased their Savings Goal, within the five-year project period. If educational tuition or fees are paid in installments to an institution, the grantee must establish a plan to return funds to the Federal Government if all of the match money is not utilized by the student. If the participant stops contributing towards their IDA for a period of three months without grantee approval, or fails to meet his/her savings goal, the grantee may use those funds to enroll another participant. If a participant has failed to meet their savings goal and purchase their asset at the end of the project period, the grantee must return the matching funds to the Federal Government in accordance with 45 CFR 74.71(d).

Additionally, grantees may be asked to participate in an ORR-initiated program evaluation.

Definition of Terms:

Individual Development Accounts (IDAs) are leveraged, or matched, savings accounts. IDAs are established in insured accounts in qualified financial institutions. The funds are intended for the Savings Goals specified in this announcement. Although the refugee participant maintains control of all funds that the participant deposits in the IDA, including all interest that may accrue on the funds, the participant must sign a Savings Plan Agreement with the grantee that specifies that the funds in the account will be used only for the participant's Savings Goal or for an emergency withdrawal. A signed Savings Plan Agreement is required for the refugee participant to be eligible for matching funds.

A "**Household**" is an applicant and all other persons living as an individual economic unit at one address that submits a single Federal tax return.

The **Savings Goals**, as specified below, are the purchases/investments for which the matching funds are available when used in conjunction with the savings from the IDAs of refugee participants. The Savings Goal specified by a participant in the Savings Plan Agreement may be for the benefit of the refugee participant or of a refugee dependent (children under 21 years of age who are dependent on an adult for their livelihood) of the refugee participant. Purchase of any savings goal should not create an excessive debt burden for the refugee participant. Primary Savings Goals are defined as follows:

- **Home Ownership**: includes costs of a principal residence, including the down payment and closing costs when purchasing a home. The purchaser must be a first-time homebuyer. Prior to approval for a participant to save for this asset, the grantee must assess the likelihood that the participant can obtain appropriate financing prior to the end of the project period. The grantee must also assess participant's abilities to maintain a mortgage and the upkeep of a home.

- **Microenterprise Capitalization**: means costs for a micro-business described in a qualified business plan, such as capital, plant, equipment, working capital, and inventory expenses. The business plan must be approved by a financial institution, a microenterprise development organization, or a non-profit loan fund. The plan must also describe services or goods to be sold and include a marketing plan and projected financial statements.
- **Post-Secondary Education, Vocational Training, and Recertification**: includes tuition or fees, professional recertification fees, books, supplies, and equipment, including a computer, related to the enrollment or attendance of a refugee student at an educational institution. Funds may be used for a dependent refugee if that child begins postsecondary education or vocational training within the project period. Proof of enrollment must be documented in the client's file.
- The **Purchase of an Automobile** is defined as a vehicle that is a documented necessity for the purpose of maintaining or upgrading employment or for the purpose of transportation for postsecondary education, vocational training, or recertification. Accounts established for automobiles must represent less than 10 percent of the total program funds. Funds can be used for the actual cost of the vehicle, as well as one-time fees and taxes associated with the purchase of the vehicle. Vehicles may not be purchased through auctions.

Qualified Financial Institution means a Federally insured bank or credit union or a State-insured bank or credit union if no Federally insured bank or credit union is available.

A **Parallel Account** is an insured account opened by the grantee in a qualified financial institution for the purpose of depositing the ORR matching funds for the savings deposited by refugee participants in their individual IDAs. Interest earned on the matching funds must remain in the Parallel Account and be used to enroll additional refugee participants or to match the interest earned on the refugee participant's deposits. The matching funds must be made available to the refugee participant at the time that the participant purchases the

Savings Goal. The matching funds are not available to the refugee participant except for the Savings Goals defined in this announcement.

An **Emergency Withdrawal** is a withdrawal of funds, or a portion of funds, deposited by the refugee participant in his/her IDA. The withdrawal may also include any of the interest that may have accrued to the participant's savings in the account but does not include any ORR matching funds. The participant must notify the project grantee of the withdrawal prior to the withdrawal. Causes for emergency withdrawals include, but are not limited to, medical expenses, payments to prevent eviction or foreclosure, or payments for necessary living expenses. If funds withdrawn for emergency purposes are not repaid within 12 months, the refugee participant forfeits the match on those funds. Emergency withdrawals may never be authorized from the Parallel Account(s).

II. AWARD INFORMATION

Funding Instrument Type:	Grant
Anticipated Total Priority Area Funding:	$2,818,799
Anticipated Number of Awards:	10 to 15
Range of Amounts of Individual Awards:	$200,000 to $400,000 per budget period
Floor on Amount of Individual Awards:	None
Average Projected Award Amount:	$200,000 per budget period
Length of Project Periods:	60-month project with five 12-month budget periods

Funds designated for the purpose of providing matches for the refugee IDA accounts should be approximately 75 percent of the total project. ORR funds not used for such matches may be used for such other purposes to include, but not be limited to, the administrative and operational costs of the project and for financial training, counseling, and technical assistance. "Administrative and operational costs" are defined as anything pertaining to the management of the operation of the grant by the grantee or subgrantee (if applicable); these costs may be slightly higher or lower in any one budget period.

The ORR Director reserves the right to award more or less than the funds described in the absence of worthy applications or such other circumstances as may be deemed to be in the best interest of the Federal Government. Applicants may be required to reduce the scope of selected projects based on the amount of the approved grant award.

Awards under this announcement are subject to the availability of funds.

III. ELIGIBILITY INFORMATION

1. Eligible Applicants:

- State governments
- County governments
- Local Governments
- City or township governments
- Independent school districts
- Public and State-controlled institutions of higher education
- Non-profits with 501(c)(3) IRS status (other than institutions of higher education)
- Non-profits without 501(c)(3) IRS status (other than institutions of higher education)
- Private institutions of higher education
- Others (See below)

Faith-based and community organizations that meet the statutory eligibility requirements are eligible to apply under this announcement.

Foreign entities are not eligible under this announcement.

2. Cost Sharing or Matching: None

3. Other:

ORR Refugee Eligibility

Individuals with the following immigration statuses are eligible for refugee social services: (1) refugees; (2) asylees; (3) Cuban and Haitian entrants; (4) certain Amerasians from Vietnam; and (5) victims of a severe form of trafficking who receive certification or eligibility letters from ORR, and certain other specified family members of trafficking victims who receive "T-visas." For details about these statuses, see 45 CFR 400.43, ORR State Letter 00-17 and ORR State Letters #01-13, as modified by ORR State Letter #02-01, and ORR State Letter #04-12 on the Trafficking Victims Protection Act, at www.acf.hhs.gov/programs/orr. For convenience, the term "refugee" is used in this notice to encompass all such eligible persons.

ORR IDA Program Participant Eligibility

Eligibility for this program is limited to refugees:

- Who are not yet citizens regardless of their date of arrival in the United States;
- Who have earned income;
- Whose household earned income at time of enrollment does not exceed 200 percent of the Federal poverty level; and
- Whose assets at time of enrollment do not exceed $10,000, excluding the value of a primary residence and one vehicle.

Please refer to the *Definition of Terms* section for the definition of "household." The 2006 Poverty Guidelines may be found at http://aspe.hhs.gov/poverty/06poverty.shtml.

Financial Institution(s)

Applicants must also provide documentation of participation of a qualified financial institution(s) in the project. See *Section IV.2*.

Disqualification Factors

Applications with requests that exceed the ceiling amount (for research projects) or the upper range value (for all other projects) will be deemed non-responsive and will not be considered for funding under this announcement. See *Section II.,* Award Information.

Any application that fails to satisfy the deadline requirements referenced in *Section IV.3.,* Submission Dates and Times, will be deemed non-responsive and will not be considered for funding under this announcement.

IV. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package:

Lisa Campbell
Project Officer
Office of Refugee Resettlement
Administration for Children and Families
370 L'Enfant Promenade SW, 8th Floor West
Washington, DC 20447
Phone: 202-205-4597
Email: Lisa.Campbell@acf.hhs.gov
URL: www.acf.hhs.gov/programs/orr

2. Content and Form of Application Submission:

Applicants must provide documentation of participation of a qualified financial institution(s) in the project. This documentation must be in writing, on letterhead of the financial institution, and signed by a person authorized to make the commitment on behalf of the financial institution. The documentation must include a commitment by the financial institution to establish IDAs for the refugee participants, to establish a parallel account (or accounts) for the ORR matching funds, and to provide the grantee with account activity data on the IDAs and the parallel account(s) in a timely manner.

All grantees are encouraged to attend up to two 1 - 2 day ORR training workshops during each year of their participation in this program area, applicants should budget accordingly the cost of attendance as part of the total project budget.

The Administration for Children and Families (ACF) is particularly interested in specific factual information and statements of measurable goals in quantitative terms. Project descriptions are evaluated on the basis of substance, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant-funded activity should be placed in an appendix. A table of contents and a Project Summary/Abstract should be included. The application narrative should be in a 12-point font with a 25 page narrative limit (up to an additional 20 pages of attachments are allowable, not including letters of support, table of contents, Project Summary/Abstract, or standard forms and certifications). Reviewers may disregard any narrative over the page limit. Each page should be numbered sequentially, including any attachments or appendices. Do not staple or in any way bind the application other than with a rubber band or clip. Do not include books or videotapes as they are not easily reproduced and are, therefore, inaccessible to reviewers.

D-U-N-S Requirement

All applicants must have a D&B Data Universal Numbering System (D-U-N-S) number. On June 27, 2003, the Office of Management and Budget (OMB) published in the *Federal Register* a new Federal policy applicable to all Federal grant applicants. The policy requires Federal grant applicants to provide a D-U-N-S number when applying for Federal grants or cooperative agreements on or after October 1, 2003. The D-U-N-S number will be required whether an applicant is submitting a paper application or using the government-wide electronic portal, Grants.gov. A D-U-N-S number will be required for every application for a new award or renewal/continuation of an award, including applications or plans under formula, entitlement, and block grant programs, submitted on or after October 1, 2003.

Please ensure that your organization has a D-U-N-S number. You may acquire a D-U-N-S number at no cost by calling the dedicated toll-free D-U-N-S number request line at 1-866-705-5711 or you may request a number on-line at http://www.dnb.com.

Proof of Non-Profit Status

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.

When applying electronically, we strongly suggest that you attach your proof of non-profit status with your electronic application.

Private, non-profit organizations are encouraged to submit with their applications the survey *titled "Survey on Ensuring Equal Opportunity for Applicants"* found under the "Survey" heading at: http://www.acf.hhs.gov/grants/grants_resources.html.

Forms, Assurances, and Certifications

The project description should include all the information requirements described in the specific evaluation criteria outlined in this program announcement under *Section V.* Application Review Information. In addition to the project description, the applicant needs to complete all of the Standard Forms required as part of the application process for awards under this announcement.

Applicants seeking financial assistance under this announcement must file the appropriate Standard Forms (SFs) as described in this section. All applicants must submit an SF-424, Application for Federal Assistance. For non-construction programs, applicants must also submit an SF-424A, Budget Information and an SF-424B, Assurances. For construction programs, applicants must also submit SF-424C, Budget Information and SF-424D, Assurances. For research programs that involve human subjects, the Protection of Human Subjects Assurance Identification/IRB Certification/Declaration of Exemption form must be submitted. All forms may be reproduced for use in submitting applications. Applicants must sign and return the standard forms with their application.

Applicants must furnish, prior to award, an executed copy of the Certification Regarding Lobbying. Applicants must sign and return the certification with their application. The Certification Regarding Lobbying may be found at: http://www.acf.hhs.gov/grants/grants_resources.html. (If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit Standard Form (SF)-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.)

Applicants must also understand that they will be held accountable for the smoking prohibition included within Public Law (P.L.) 103-227, Title XII Environmental Tobacco Smoke (also known as the Pro Children Act of 1994). A copy of the *Federal Register* notice that implements the smoking prohibition is included with this form. By signing and submitting the application, applicants are providing the necessary certification and are not required to return it.

Applicants must make the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination. By signing and submitting the application, applicants are providing the necessary certification and are not required to return it. Complete the standard forms and the associated certifications and assurances based on the instructions on the forms. The forms and certifications may be found at: http://www.acf.hhs.gov/grants/grants_resources.html.

Private, non-profit organizations are encouraged to submit with their applications the survey *titled "Survey on Ensuring Equal Opportunity for Applicants"* found under the "Survey" heading at: http://www.acf.hhs.gov/grants/grants_resources.html.

Please see *Section V.1* for instructions on preparing the full project description.

Please reference *Section IV.3* for details about acknowledgement of received applications.

Electronic Submission

Applicants to ACF may submit their applications in either electronic or paper format. To submit an application electronically, please use the http://www.Grants.gov site.

When using www.Grants.gov, applicants will be able to download a copy of the application package, complete it off-line, and then upload and submit the application via the www.Grants.gov site. ACF will not accept grant applications via facsimile or email.

Acceptable electronic formats for the application attachments (narratives, charts, etc.) must use the following standard technologies, i.e., Microsoft (Word and Excel), Word Perfect, Adobe PDF, Jpeg, and Gif.

IMPORTANT NOTE: Before submitting an electronic application, applicants must complete the organization registration process as well as obtain and register "electronic signature credentials" for the Authorized Organization Representative (AOR). Since this process may take more than five business days, it is important to start this process early, well in advance of the application deadline. **Be sure to complete all www.Grants.gov registration processes listed on the Organization Registration Checklist, which can be found at** http://www.acf.hhs.gov/grants/registration_checklist.html**.**

Please note the following if planning to submit an application electronically via www.Grants.gov:

- Electronic submission is voluntary, but strongly encouraged.
- Applicants may access the electronic application for this program at http://www.Grants.gov. There applicants can search for the downloadable application package by utilizing the www.Grants.gov FIND function.
- **It is strongly recommended that applicants do not wait until the application deadline date to begin the application process through www.Grants.gov.** Applicants are encouraged to submit their applications well before the closing date and time so that if difficulties are encountered there will still be sufficient time to submit a hard copy via express mail. **It is to an applicant's advantage to submit 24 hours ahead of the closing date and time in order to address any difficulties that may be encountered.**
- To use www.Grants.gov, you, the applicant must have a D-U-N-S number and register in the Central Contractor Registry (CCR). Applicants should allow a minimum of five days to complete the CCR registration. **REMINDER: CCR registration expires each year and thus must be updated annually. Applicants cannot upload an application to www.Grants.gov without having a current CCR registration AND electronic signature credentials for the AOR.**
- The electronic application is submitted by the AOR. To submit electronically, the AOR must obtain and register electronic signature credentials approved by the organization's E-Business Point of Contact who maintains the organization's CCR registration.
- Applicants may submit all documents electronically, including all information typically included on the SF-424 and all necessary assurances and certifications.

- Though applying electronically, the application must still comply with any page limitation requirements described in this program announcement.
- After the application is submitted electronically, the applicant will receive an automatic acknowledgement from www.Grants.gov that contains a www.Grants.gov tracking number. ACF will retrieve the electronically submitted application from www.Grants.gov.
- ACF may request that the applicant provide original signatures on forms at a later date.
- Applicants will not receive additional point value for submitting a grant application in electronic format, nor will ACF penalize an applicant if they submit an application in hard copy.
- If any difficulties are encountered in using www.Grants.gov, please contact the Grants.gov Contact Center at: 1-800-518-4726, or by email at support@grants.gov to report the problem and obtain assistance.
- Checklists and registration brochures are maintained to assist applicants in the registration process and may be found at: http://www.grants.gov/applicants/get_registered.jsp.
- When submitting electronically via www.Grants.gov, applicants must comply with all due dates ***AND*** times referenced in *Section IV.3.* Submission Dates and Times.
- For applicants that must demonstrate proof of non-profit status before the award date, ACF strongly suggests that proof of non-profit status be attached to the electronic application. Proof of non-profit status and any other required documentation may be scanned and attached as an "Other Attachment." Acceptable types of proof of non-profit status are stated earlier in this section.
- The Grants.gov website complies with Section 508 of the Rehabilitation Act of 1973. Grants.gov webpages are designed to work with assistive technologies such as screen readers. If an applicant uses assistive technology and is unable to access any material on the site, email the www.Grants.gov contact center at support@grants.gov for assistance.

Hard Copy Submission

Applicants that are submitting their application in paper format should submit one original and two copies of the complete application. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by an authorized representative, and be unbound. The original copy of the application must have original signature(s).

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 applicants are submitting their application electronically, ACF will omit the same specific salary rate information from copies made for use during the review and selection process.

3. Submission Dates and Times:

Due Date for Applications: 07/09/2007

Explanation of Due Dates

The due date for receipt of applications is referenced above. Applications that do not meet the deadline requirements will be classified as late and will not be considered in the current competition.

Applicants are responsible for ensuring that applications are mailed or hand-delivered or submitted electronically well in advance of the application due date and time.

Mail

Mailed applications shall be considered as meeting the announced deadline if they are either received on or before the due date or postmarked on or before the due date and received by ACF in time for the independent review referenced in *Section V.2.*

Applicants must ensure that a legibly dated U.S. Postal Service postmark or a legibly dated, machine produced postmark of a commercial mail service is affixed to the envelope/package containing the application(s). To be acceptable as a proof of timely mailing, a postmark from a commercial mail service must include the logo/emblem of the commercial mail service company and must reflect the date the package was received by the commercial mail service company from the applicant. Privately metered postmarks shall not be acceptable as proof of timely mailing. Applicants are cautioned that express/overnight mail services do not always deliver as agreed.

Hand Delivery

Applications hand carried by applicants, applicant couriers, other representatives of the applicant, or by overnight/express mail couriers shall be considered as meeting the announced deadline if they are received on or before the due date referenced above, between the hours of 8:00 a.m. and 4:30 p.m., eastern time, at the address referenced in *Section IV.6.*, between Monday and Friday (excluding Federal holidays).

Electronic Submission

Applications submitted electronically via Grants.gov must be submitted no later than 4:30 p.m., eastern time, on the due date referenced above.

ACF cannot accommodate transmission of applications by facsimile or email.

Late Applications

Applications that do not meet the requirements above are considered late applications. ACF shall notify each late applicant that its application will not be considered in the current competition.

ANY APPLICATION THAT DOES NOT MEET THE DEADLINE REQUIREMENTS ABOVE WILL NOT BE CONSIDERED FOR COMPETITION.

Extension of Deadlines

ACF may extend application deadlines when circumstances such as acts of God (floods, hurricanes, etc.) occur; when there are widespread disruptions of mail service; or in other rare cases. A determination to extend or waive deadline requirements rests with the Chief Grants Management Officer.

Receipt acknowledgement for application packages will not be provided to applicants who submit their package via mail, courier services, or by hand delivery. Applicants will receive an electronic acknowledgement for applications that are submitted via http://www.Grants.gov.

Checklist

You may use the checklist below as a guide when preparing your application package.

What to Submit	Required	Required Form or Format	When to

	Content		Submit
Project Summary/Abstract	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.
Table of Contents	See Section IV.2 and V	Found in Sections IV.2 and V	By application due date.
Project Description	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.
Budget and Budget Justification	See Section V	Found in Section V	By application due date.
SF-424	See Section IV.2	See http://www.acf.hhs.gov/grants/grants_resources.html	By application due date.
SF-424A	See Section IV.2	See http://www.acf.hhs.gov/grants/grants_resources.html	By application due date.
Documentation of Participation by Qualified Financial Institution(s) Participation	See Sections III and IV.2	Found in Sections III and IV.2	By application due date.
Letters of Support	See Section V	Found in Section V	By application due date.
Certification Regarding Lobbying	See Section IV.2	See http://www.acf.hhs.gov/grants/grants_resources.html	By date of award.
Certification Regarding Environmental Tobacco Smoke	See Section IV.2	See http://www.acf.hhs.gov/grants/grants_resources.html	By date of award.
Assurances	See Section IV.2	See http://www.acf.hhs.gov/grants/grants_resources.html	By date of award.

Proof of Non-Profit Status	See Sections IV.2 and V	Found in Sections IV.2 and V, as Organizational Profiles	By date of award.

Additional Forms

Private, non-profit organizations are encouraged to submit with their applications the survey *titled "Survey on Ensuring Equal Opportunity for Applicants"* found under the "Survey" heading at: http://www.acf.hhs.gov/grants/grants_resources.html.

What to Submit	Required Content	Required Form or Format	When to Submit
Survey on Ensuring Equal Opportunity for Applicants	See form.	See http://www.acf.hhs.gov/grants/grants_resources.html	By application due date.

4. Intergovernmental Review of Federal Programs:

State Single Point of Contact (SPOC)

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

As of August 1, 2006, the following jurisdictions have elected to participate in the Exec. Order process: Arkansas, California, Delaware, District of Columbia, Florida, Georgia, Illinois, Iowa, Kentucky, Maine, Maryland, Michigan, Mississippi, Missouri, Nevada, New Hampshire, New York, North Dakota, Rhode Island, South Carolina, Texas, Utah, West Virginia, Wisconsin, American Samoa, Guam, Northern Mariana Islands, Puerto Rico, and U.S. Virgin Islands. As these jurisdictions have elected to participate in the Executive Order process, they have established SPOCs. Applicants from participating jurisdictions should contact their SPOC, as soon as possible, to alert them of prospective applications and receive instructions. Applicants must submit all required materials, if any, to the SPOC and indicate the date of this submittal (or the date of contact if no submittal is required) on the Standard Form 424, item 16a.

Under 45 CFR 100.8(a)(2), a SPOC has 60 days from the application deadline to comment on proposed new or competing continuation awards. SPOCs are encouraged to eliminate the submission of routine endorsements as official recommendations. Additionally, SPOCs are requested to clearly differentiate between mere advisory comments and those official State process recommendations, which may trigger the "accommodate or explain" rule.

Comments submitted directly to ACF should be addressed to the U.S. Department of Health and Human Services, Administration for Children and Families, Office of Grants Management, Division of Discretionary Grants, 370 L'Enfant Promenade SW., 6th Floor, Washington, DC 20447.

Although the remaining jurisdictions have chosen not to participate in this process, entities that meet the eligibility requirements of the Program Announcement are still eligible to apply for a grant even if a State, Territory, or Commonwealth, etc., does not have a SPOC. Therefore, applicants from these jurisdictions, or for projects administered by Federally-recognized Indian Tribes, need take no action in regard to Exec. Order 12372.

The official list, including addresses, of the jurisdictions that have elected to participate in Exec. Order 12372 can be found on the following URL: http://www.whitehouse.gov/omb/grants/spoc.html.

5. Funding Restrictions:

Fundraising is not an allowable cost under this program.

Grant awards will not allow reimbursement of pre-award costs.

Construction and purchase of real property are not allowable activities or expenditures under this grant award.

See *Section II* for information on IDA match requirements.

Successful grantees will be expected to coordinate their policies and procedures for developing and administering refugee IDA projects with ORR and with the existing refugee IDA network. To ensure an exchange of technical and training information among programs, all grantees are encouraged to attend up to two 1 - 2 day ORR training workshops during each year of their participation in this program area;

applicants should budget accordingly the cost of attendance as part of the total project budget.

6. Other Submission Requirements:

Please see *Sections IV.2* and *IV.3* for deadline information and other application requirements.

Submit applications to one of the following addresses:

Submission by Mail

Daphne Weeden
Director, Division of Discretionary Grants
Office of Grants Management
Administration for Children and Families
370 L'Enfant Promenade SW., 6th Floor East
Washington, DC 20447

Hand Delivery

Daphne Weeden
Administration for Children and Families
Office of Grants Management
ACF Mailroom, Second Floor (near loading dock)
Aerospace Center
901 D Street, SW
Washington, DC 20024

Electronic Submission

Please see *Section IV.2* for guidelines and requirements when submitting applications electronically via http://www.Grants.gov.

V. APPLICATION REVIEW INFORMATION

The Paperwork Reduction Act of 1995 (P.L. 104-13)

Public reporting burden for this collection of information is estimated to average 40 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed and reviewing the collection information.

The project description is approved under OMB control number 0970-0139, which expires 4/30/2007.

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. (This information collection is currently under OMB review for extension of the expiration date. According to OMB policy, the approval will not expire while the collection is under its review.).

1. Criteria:

Part I THE PROJECT DESCRIPTION OVERVIEW

PURPOSE

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. The project description should be concise and complete. It should address the activity for which Federal funds are being requested. Supporting documents should be included where they can present information clearly and succinctly. In preparing the project description, information that is responsive to each of the requested evaluation criteria must be provided. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

GENERAL EXPECTATIONS AND INSTRUCTIONS

ACF is particularly interested in specific project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project descriptions are evaluated on the basis of substance and measurable outcomes, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant-funded activity should be placed in an appendix.

Pages should be numbered and a table of contents should be included for easy reference.

Part II GENERAL INSTRUCTIONS FOR PREPARING A FULL PROJECT DESCRIPTION

INTRODUCTION

Applicants that are required to submit a full project description shall prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria. The text options give a broad overview of what the project description should include while the evaluation criteria identify the measures that will be used to evaluate applications.

PROJECT SUMMARY/ABSTRACT

Provide a summary of the project description (one page or less) with reference to the funding request.

OBJECTIVES AND NEED FOR ASSISTANCE

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance must be demonstrated and the principal and subordinate objectives of the project must be clearly stated; supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as needed. In developing the project description, the applicant may volunteer or be requested to provide information on the total range of projects currently being conducted and supported (or to be initiated), some of which may be outside the scope of the program announcement.

RESULTS OR BENEFITS EXPECTED

Identify the results and benefits to be derived.

For example, ORR is particularly interested in the projected outcomes for the refugee participants, including the number of IDAs established, the amount of savings by refugee participants, the number and size of withdrawals for each of the Savings Goals, and the impact of the purchase of the Savings Goal on the refugee participant's movement toward self-sufficiency.

APPROACH

Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished. Account for all functions or activities identified in the application. Cite factors that might accelerate or decelerate the work and state your reason for taking the proposed approach rather than others. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

Provide quantitative monthly or quarterly projections 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.

When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

If any data is to be collected, maintained, and/or disseminated, clearance may be required from the OMB. This clearance pertains to any "collection of information that is conducted or sponsored by ACF."

Provide a list of organizations, cooperating entities, consultants, or other key individuals who will work on the project along with a short description of the nature of their effort or contribution.

EVALUATION

Provide a narrative addressing how the conduct of the project and the results of the project will be evaluated. In addressing the evaluation of results, state how you will determine the extent to which the project has achieved its stated objectives and the extent to which the accomplishment of objectives can be attributed to the project. Discuss the criteria to be used to evaluate results, and explain the methodology that will be used to determine if the needs identified and discussed are being met and if the project results and benefits are being achieved. With respect to the conduct of the project, define the procedures to be employed to determine whether the project is being conducted in a manner consistent with the work plan presented and discuss the impact of the project's various activities that address the project's effectiveness.

GEOGRAPHIC LOCATION

Describe the precise location of the project and boundaries of the area to be served by the proposed project. Maps or other graphic aids may be attached.

ADDITIONAL INFORMATION

The following are requests for additional information that must be included in the application:

STAFF AND POSITION DATA
Provide a biographical sketch and job description for each key person appointed. Job descriptions for each vacant key position

should be included as well. As new key staff is appointed, biographical sketches will also be required.

ORGANIZATIONAL PROFILES

Provide information on the applicant organization(s) and cooperating partners, such as: organizational charts; financial statements; audit reports or statements from Certified Public Accountants/Licensed Public Accountants; Employer Identification Number(s); contact persons and telephone numbers; names of bond carriers; child care licenses and other documentation of professional accreditation; information on compliance with Federal/State/local government standards; documentation of experience in the program area; and, other pertinent information.

If the applicant is a non-profit organization, it should submit proof of its non-profit status in its application. The non-profit agency can accomplish this by providing any one of the following: a) a reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code; b) a copy of a currently valid IRS tax exemption certificate; c) a statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has a non-profit status and that none of the net earnings accrues to any private shareholders or individuals; d) a certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status; or e) any of the items 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.

THIRD-PARTY AGREEMENTS

Provide written and signed agreements between grantees and subgrantees, or subcontractors, or other cooperating entities. These agreements must detail the scope of work to be performed, work schedules, remuneration, and other terms and conditions that structure or define the relationship.

LETTERS OF SUPPORT

Provide statements from community, public, and commercial leaders that support the project proposed for funding. All submissions should be included in the application package or by the application deadline.

BUDGET AND BUDGET JUSTIFICATION

Provide a budget with line-item detail and detailed calculations for each budget object class identified on the Budget Information Form (SF-424A or SF-424C). Detailed calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching is a requirement, include a breakout by the funding sources identified in Block 15 of the SF-424.

Provide a narrative budget justification that describes how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

GENERAL
Use the following guidelines for preparing the budget and budget justification. Both Federal and non-Federal resources (when required) shall be detailed and justified in the budget and budget narrative justification. "Federal resources" refers only to the ACF grant funds for which you are applying. "Non-Federal resources" are all other non-ACF Federal and non-Federal resources. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, Federal budget; next column(s), non-Federal budget(s); and last column, total budget. The budget justification should be in a narrative form.

PERSONNEL
Description: Costs of employee salaries and wages.

Justification: Identify the project director or principal investigator, if known at the time of application. For each staff person, provide: the 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. Do not include the costs of consultants, personnel costs of delegate agencies, or of specific project(s) and/or businesses to be financed by the applicant.

FRINGE BENEFITS
Description: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

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

TRAVEL

Description: Costs of project-related travel by employees of the applicant organization. (This item does not include costs of consultant travel).

Justification: For each trip show: the total number of traveler(s); travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used; and other transportation costs and subsistence allowances. Travel costs for key staff to attend ACF-sponsored workshops should be detailed in the budget.

EQUIPMENT
Description: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year and an 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.)

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 disposal of the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy, or section of its policy, that includes the equipment definition.

SUPPLIES
Description: Costs of all tangible personal property other than that included under the Equipment category.

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

CONTRACTUAL
Description: Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include third-party evaluation

contracts, if applicable, and contracts with secondary recipient organizations, including delegate agencies and specific project(s) and/or businesses to be financed by the applicant.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open and free competition. Recipients and subrecipients, other than States that are required to use 45 CFR Part 92 procedures, must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed at 41 USC 403(11), currently set at $100,000.

Recipients might be required to make available to ACF pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc.

Note: Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each delegate agency, by agency title, along with the required supporting information referred to in these instructions.

OTHER

Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to: insurance; food; medical and dental costs (noncontractual); professional services costs; space and equipment rentals; printing and publication; computer use; training costs, such as tuition and stipends; staff development costs; and administrative costs.

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

INDIRECT CHARGES

Description: Total amount of indirect costs. This category should be used only when the applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant Federal agency.

Justification: An applicant that will charge indirect costs to the grant must enclose a copy of the current rate agreement. If the applicant organization is in the process of initially developing or renegotiating a rate, upon notification that an award will be made, it should immediately develop a tentative indirect cost rate proposal based on its most recently completed fiscal year, in accordance with the cognizant agency's guidelines for establishing indirect cost rates, and submit it to the cognizant agency. Applicants awaiting approval of their indirect cost proposals may also request indirect costs. When an indirect cost rate is requested, those costs included in the indirect cost pool should not be charged as direct costs to the grant. Also, 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.

PROGRAM INCOME
Description: The estimated amount of income, if any, expected to be generated from this project.

Justification: Describe the nature, source and anticipated use of program income in the budget or refer to the pages in the application that contain this information.

TOTAL DIRECT CHARGES, TOTAL INDIRECT CHARGES, TOTAL PROJECT COSTS

EVALUATION CRITERIA:

The corresponding score values indicate the relative importance that ACF places on each evaluation criterion; however, applicants need not develop their applications precisely according to the order presented. Application components may be organized such that a reviewer will be able to follow a seamless and logical flow of information (i.e., from a broad overview of the project to more detailed information about how it will be conducted).

In considering how applicants will carry out the responsibilities addressed under this announcement, competing applications for financial assistance will be reviewed and evaluated against the following criteria:

OBJECTIVES AND NEED FOR ASSISTANCE - 15 points

The application identifies the refugee population to be assisted by this project and describes the need for assistance of this population. Indicators of the need for assistance include low rates of home ownership, education, access to capital, and use of financial institutions and high rates of reliance on public assistance and of incomes below 200 percent of the Federal poverty level. The application should demonstrate knowledge of refugee communities and potential participants.

APPROACH - 30 points

a) **Narrative Work Plan**--The application provides a clear explanation of a feasible, appropriate, and complete plan for establishing and managing IDAs for the refugee participants. The plan clearly describes the structure, uses, requirements, and management of the IDAs and includes procedures for managing the Parallel Account, ensuring that interest on the matches is utilized to enroll additional refugee participants or to match interest earned on the refugee participant's deposits, providing financial training appropriate to the refugee population and to the Savings Goals included in the project, and closing all IDAs within the project period. The application describes all major elements, activities, and procedures, such as those listed below. The application should provide expected outcomes for each activity.

Possible elements, activities, and procedures:

i) Selecting and training key staff for the project.
ii) After researching public benefits and the impact of IDAs on benefits for the applicant's participants, provide a proposed plan to ensure public benefits are not adversely affected by the IDA.
iii) Establishing and maintaining the Parallel Account.
iv) Developing protocols for managing the Parallel Account, including a system for allocating interest income to enroll additional project participants or to match interest earned on the refugee participant's deposits.
v) Establishing strong working relationships with one or more financial institution(s) that will participate in the project.
vi) Establishing and maintaining IDAs for each participant.
vii) Providing basic financial education and asset-specific training to participants.
viii) Developing Savings Plan Agreements with participants and working with them to save in accordance with the plan.
ix) Providing payments of participants' IDA match directly to the asset vendors for each of the Savings Goals.
x) Assisting participants who have difficulty completing the financial education or meeting the requirements of their Savings Plan Agreement.
xi) Ensuring that participants use IDA funds appropriately.
xii) Ensuring that project participants purchase an eligible asset within the project period.
xiii) Providing required financial and programmatic reports to ACF.
xiv) Self-evaluation of the overall project goals and accomplishments.

xv) Potentially, developing a plan to obtain additional programmatic or IDA support from non-ORR sources.

b) **Timeline**--The application provides a timeline of services, keeping in mind that generally the first and last years of the project require a higher concentration on administrative services. The timeline is consistent with the proposed budget, reflect key activities outlined in the narrative work plan, and ensure that all project participants complete their financial education, finish saving, and purchase their asset prior to the end of the project period. (Applicants are strongly encouraged to present the timeline in the format of a Gantt chart.)

ORGANIZATIONAL PROFILES - 20 points

Applicant organization, staff and partner organizations have demonstrated capability to implement and manage new programs and to recruit and work with the refugee population. The application should demonstrate that it has developed a partnership with a financial institution(s) to implement the IDAs. The application discusses previous IDA grants administered by the applicant and the IDA program outcomes, fiscal abilities, and evidence that the agency has gained the trust of the refugee community. The application discusses instances of managing grants of the same size as the applicant is requesting here.

Additionally, the application lists public and private non-profit and for-profit organization(s), qualified financial institution(s), or microenterprise development organization(s) that will participate in the proposed project. For example, the application should provide a list of partner organization(s) to review and approve refugee business plans for a microenterprise asset. The application provides a description of the roles and responsibilities of each organization. The application describes how additional partners will be recruited throughout the project period.

RESULTS OR BENEFITS EXPECTED - 20 points

The outcomes and benefits proposed are reasonable and reflect the objectives of this announcement. The application provides an explanation of how the project will produce results by specifying short- and long-term measurable outcomes. The application describes the strategy for collecting and validating data for use in program management, monitoring and evaluation. The application describes the electronic management information system that the applicant will use for project data. The methodology proposed for collecting outcome data should be reasonable.

BUDGET AND BUDGET JUSTIFICATION - 15 points

The budget is reasonable and clearly justified. The methodologies for estimating the number of refugee participants and amount of matching funds are reasonable. At least 75 percent of the ORR grant funds are designated for the purpose of providing matches for the refugee IDA accounts.

2. Review and Selection Process:

No grant award will be made under this announcement on the basis of an incomplete application.

Each application will be screened to determine whether it was received by the closing date and time *(Section IV.3.)* and whether the requested amount exceeds the ceiling or upper range value, whichever is appropriate *(Section II.)*

The ORR Director and program staff use review panel scores when considering competing applications. Review panel scores will weigh heavily in funding decisions, but will not be the only factors considered. Applications generally will be considered in order of the average scores assigned by the review panel. Because other important factors are taken into consideration, highly ranked applications are not guaranteed funding. These other considerations include the timely and proper completion by the applicant of projects funded with ORR funds granted in the last five years; comments of reviewers and government officials; ORR staff evaluation and input; amount and duration of the grant requested and the proposed project's consistency and harmony with ORR goals and policy; administrative costs associated with any sub-grantees; geographic distribution of applications; previous program performance of applicants; compliance with grant terms under previous U.S. Department of Health and Human Services (HHS) grants; audit reports; investigative reports; and applicant's progress in resolving any final audit disallowance on previous ORR or other Federal agency grants.

Approved but Unfunded Applications

Applications that are approved but unfunded may be held over for funding in the next funding cycle, pending the availability of funds, for a period not to exceed one year.

3. Anticipated Announcement and Award Dates:

Not Applicable

VI. AWARD ADMINISTRATION INFORMATION

1. Award Notices:

The successful applicants will be notified through the issuance of a Financial Assistance Award document, which 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 Financial Assistance Award will be signed by the Grants Officer and transmitted via postal mail.

Following the finalization of funding decisions, organizations whose applications will not be funded will be notified by letter, signed by the Program Office head.

2. Administrative and National Policy Requirements:

Grantees are subject to the requirements in 45 CFR Part 74 (non-governmental) or 45 CFR Part 92 (governmental).

Direct Federal grants, sub-award funds, or contracts under this ACF program shall not be used to support inherently religious activities such as religious instruction, worship, or proselytization. Therefore, organizations must take steps to separate, in time or location, their inherently religious activities from the services funded under this program. Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which includes the prohibition against Federal funding of inherently religious activities, can be found at the HHS web site at: http://www.hhs.gov/fbci/waisgate21.pdf.

A faith-based organization receiving HHS funds retains its independence from Federal, State, and local governments, and may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs. For example, a faith-based organization may use space in its facilities to provide secular programs or services funded with Federal funds without removing religious art, icons, scriptures, or other religious symbols. In addition, a faith-based organization that receives Federal funds retains its authority over its internal governance, and it may retain religious terms in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents in accordance with all program requirements, statutes, and other applicable requirements governing the conduct of HHS funded activities.

Faith-based and community organizations may reference the "Guidance to Faith-Based and Community Organizations on Partnering with the Federal Government" at: http://www.whitehouse.gov/government/fbci/guidance/index.html.

HHS Grants Policy Statement

The HHS Grants Policy Statement (GPS) is the Department of Health and Human Services new single policy guide for discretionary grants and cooperative agreements. Unlike previous HHS policy documents, the GPS is intended to be shared with and used by grantees. It became effective October 1, 2006 and is applicable to all Operating Divisions (OPDIVS), such as the Administration for Children and Families (ACF), except the National Institutes of Health (NIH). The GPS covers basic grants processes, standard terms and conditions and points of contact as well as important OPDIV-specific requirements. Appendices include a glossary of terms and a list of standard abbreviations for ease of reference. The GPS may be accessed at http://www.acf.hhs.gov/grants/grants_resources.html.

3. Reporting Requirements:

Grantees will be required to submit program progress and financial reports (SF-269 found at: http://www.acf.hhs.gov/grants/grants_resources.html) throughout the project period. Program progress and financial reports are due 30 days after the reporting period. Final programmatic and financial reports are due 90 days after the close of the project period.

Final reports may be submitted in hard copy to the Grants Management Office Contact listed in Section VII of this announcement.

Program Progress Reports: Quarterly
Financial Reports: Semi-Annually

VII. AGENCY CONTACTS

Program Office Contact:

Lisa Campbell
Project Officer
Office of Refugee Resettlement
370 L'Enfant Promenade SW., 8th Floor West
Washington, DC 20447
Phone: 202-205-4597
Email: lisa.campbell@acf.hhs.gov

Grants Management Office Contact:

Daphne Weeden
Director, Division of Discretionary Grants
Office of Grants Management
Administration for Children and Families
370 L'Enfant Promenade SW, 6th Floor East
Washington, DC 20447
Phone: 202-401-5513
Email: ACFOGME-Grants@acf.hhs.gov

VIII. OTHER INFORMATION

Date: 05/15/2007

Martha E. Newton
Director
Office of Refugee Resettlement