

**Department of Health & Human Services
Administration for Children and Families**

Program Office: Office of Refugee Resettlement

Funding Opportunity Title: Standing Announcement for Unaccompanied Alien Children

Announcement Type: Initial

Funding Opportunity Number: HHS-2008-ACF-ORR-ZU-0119

CFDA Number: 93.676

Due Date for Applications: 03/24/2008
03/24/2009
03/24/2010

Executive Summary:

One of the functions of the Office of Refugee Resettlement (ORR) Division of Unaccompanied Children's Services (DUCS) is to provide temporary shelter care and other related services to children in ORR custody. Shelter care services will be provided for the period beginning when DUCS accepts the child for placement and custody and ending when the child is released from custody, a final disposition of the child's immigration case results in removal of the child from the United States, or the child turns 18 years of age. Shelter care and other child welfare related services in a State-licensed residential shelter care program will be provided in the least restrictive setting appropriate to the Unaccompanied Alien Children's (UAC) age and special needs. While the majority of UAC remain in care for an average of 55 days, some will stay for shorter or longer periods of time.

This announcement provides the opportunity to fund providers for basic shelter and/or group homes, staff secure, secure and more specialized types of care. There are two priority areas for funding and applicants can apply to both priority areas under separate applications.

I. FUNDING OPPORTUNITY DESCRIPTION

Legislative Authority

This program is authorized by section 462 of the Homeland Security Act of 2002 (6 U.S.C. § 279), which, in March 2003, transferred responsibility for the Unaccompanied Alien Children's Program from the Commissioner of the former Immigration and Naturalization Service (INS) to the Director of ORR of the Department of Health and Human Services (HHS).

In making placements for UAC, the Director of ORR is encouraged to use the refugee children foster care system established pursuant to section 412 (d) of the Immigration and Nationality Act (8 U.S.C. § 1522(d)) for the placement of UAC. All programs must comply with the Flores Settlement Agreement, Case No. CV85-4544-RJK (C.D. Cal. 1996), and pertinent regulations and ORR policies.

Funding Opportunity Description

PURPOSE AND OBJECTIVES: The primary function of ORR Division of Unaccompanied Children's Services is to provide temporary shelter care and other related services to children in ORR custody. These children, referred to as Unaccompanied Alien Children, are children:

- a. Who have no lawful immigration status in the United States;
- b. Who have not attained 18 years of age; and
- c. For whom:
 - i. There is no parent or legal guardian in the United States; or
 - ii. No parent or legal guardian in the United States is available to provide care and physical custody (6 U.S.C. 279(g)(2)).

Though UAC will be in the physical custody, of the shelter care provider, UAC remain entirely in the custody of the Federal Government. In this announcement, providers of all shelter care are referred to as "Applicants."

Shelter care services are provided for the period beginning when ORR accepts the child for placement and custody, and ends when the child is released, turns 18 years of age or a final disposition of the child's immigration case results in removal of the child from the United States. Shelter care and other child welfare related services are provided to UAC in a State-licensed residential shelter care program in

the least restrictive setting possible. Children remain in the custody of the Federal Government until release from ORR.

The UAC population fluctuates with Department of Homeland Security (DHS) apprehensions and with UAC immigration case dispositions. Applicants are expected to design developmentally appropriate programs that address the specialized and individual needs of these vulnerable, often traumatized children. While the majority of children remain in care for an average of 55 days, some will stay for shorter or longer periods of time.

The UAC population generally consists of adolescents, 12 to 17 years of age. Males represent a higher percentage of the total population of UAC. However, all applicants must be prepared to provide services to UAC from 0-17 years of age, including females and males, pregnant teens, and newborn babies. UAC may be nationals of any country. However, the majority are from El Salvador, Honduras, Mexico, Nicaragua, Guatemala, The People's Republic of China, and India. Unless otherwise specified, applicants shall be expected to provide services to children from various countries.

In addition to not having legal immigration status and being separated from their parents or legal guardians, many UAC are also fleeing poor socioeconomic conditions, gang violence/affiliation, family violence, homelessness, and abuse. They are also vulnerable to human trafficking. The Trafficking Victims Protection Act of 2000 (TVPA) defines "Severe Forms of Trafficking in Persons" as:

- **Sex Trafficking:** the recruitment, harboring, transportation, provision, or obtaining of a person for the purpose of a commercial sex act, in which a commercial sex act is induced by force, fraud, or coercion, or in which the person forced to perform such an act is under the age of 18 years; or
- **Labor Trafficking:** the 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.

Thus, applicants must demonstrate the capacity to identify possible victims of human trafficking or other crimes. To further this objective, applicants must express a commitment to attend training in identification of human trafficking victims as made available by ORR.

Many have had very little formal education and have been working from a very young age. They have traveled for hundreds of miles by

foot, train, bus, and/or plane to make it to the United States, often being physically assaulted and sexually abused during their journey. Most speak little to no English. While the majority of UAC will be reunified with family in the United States while they go through their immigration proceedings, many may eventually be deported to their country of origin, while a small number will be granted immigration relief or asylum and will be able to remain in the United States legally and permanently.

Applicants shall facilitate the provision of assistance and services for each of the UAC, as outlined in the *Program Services* section below. Applicants may be required to provide other services if ORR determines in advance that a service is reasonable and necessary for a particular child.

Program Services

The provision of services will include a structured, safe and productive environment that meets or exceeds respective State guidelines, the Flores Settlement Agreement, and ORR service requirements.

Applicants shall provide or arrange for the services listed below for each child in their care. Service delivery shall be accomplished in a manner that is sensitive to the age, culture, religion, dietary needs, native language, and the individual needs of each child. These critical services and assessments must be administered even during the shortest length of stay. **The following are the minimum required services that the applicant shall provide:**

Medical: Provision of appropriate routine medical and dental care, family planning services (that are age-appropriate and emphasize that abstinence from sexual activity is the only certain way to avoid out-of-wedlock pregnancy, sexually transmitted diseases, and other associated health problems), emergency health care services, and a complete medical examination (including screening for infectious disease) within 48 hours of admission, excluding weekends and holidays, unless the child was recently examined at another ORR facility; appropriate immunizations in accordance with the U.S. Public Health Service (PHS) and Centers for Disease Control and Prevention; administration of prescribed medication and special diets and appropriate mental health interventions when necessary (see below for more details on mental health services). Funding for UAC medical services is provided under a separate ORR managed care program and should not be included as a component of the applicant's budget.

Individualized Assessment: Individualized assessment, including: (1) initial intake and assessment forms (initial intake, admission

assessment, psychosocial summary, trauma and human trafficking assessment), to gather initial information relating to the child's journey, child and family psychosocial assessment, trauma and substance abuse history, information about a child's work history or concerns about working to pay off debt, exploitation or trafficking concerns, and other essential data relating to the identification and history of the child and family; (2) identification of the child's mental health and special medical needs, including any specific issues that may require immediate intervention; (3) an educational assessment and plan; (4) ongoing assessment of a child's behavioral issues and any previous juvenile justice or criminal involvement; (5) a statement of religious preference and practice; (6) an assessment of the child's personal goals, strengths and weaknesses; (7) identifying information regarding immediate family members, other relatives, godparents or friends who may be residing in the United States and may be able to assist in family reunification; and (8) staff secure, secure and special secure assessments completed, where applicable, within 7 days of the UAC's arrival.

Individual Service Plan: A comprehensive and realistic Individual Service Plan for the care of each child must be developed in accordance with the child's needs as determined by the initial intake, admission assessment, psychosocial assessment and assessment of any trafficking concerns. Individual Service Plans shall be implemented and closely coordinated through an operative clinical assessment and intervention plan and a case management system. In cases where human trafficking is suspected or confirmed grantees must refer the child to ORR/ATIP and cooperate with referral for law enforcement investigation or other services to ensure the child's access to rights guaranteed by the Trafficking Victims Protection Act.

Case Management Services: Applicants are required to implement and administer a case management system that tracks and monitors children's progress on a regular basis to ensure that each child receives the full range of program services in an integrated and comprehensive manner. The Applicant's case management team is also responsible for maintenance of the ORR/DUCS Tracking and Management System. All placement, transfer, and family reunification requests and all significant incident reports are processed through this web-based system. In addition, when called for under the ORR/DUCS policies and procedures, as deemed necessary to ensure the safe release of UAC to sponsors, the facility case management staff must also work cooperatively with agencies that conduct and coordinate suitability assessments. The suitability assessment is an in-depth investigation of the child's needs and safety issues surrounding certain

UAC, including those with any potential trafficking concerns, and their potential sponsor.

Mental Health Services: Provision of clinical services, including regular on-site individual and group counseling (as described below) and demonstrated capacity to access community mental health services for UAC in care, such as psychiatric evaluations, treatment, medication assessment and management; crisis intervention, in-patient acute psychiatric care, and other clinical interventions as identified by ORR. The applicant must have in place protocols and standards for emergency mental health situations; bilingual mental health services in the most prevalent UAC native languages are preferred, and at a minimum, Spanish-speaking mental health services should be provided.

Individual Counseling: At least one individual counseling session per week conducted by a trained mental health clinician with the specific objectives of assessing and responding to a child's mental health needs, reviewing the child's progress, establishing new short-term objectives, and addressing the developmental, immediate concerns and crisis related needs of each child. These sessions should be in the UAC's native language.

Group Counseling: Programs shall conduct group counseling sessions and/or community meetings, by trained staff, at least twice a week. Community meetings usually involve the participation of all UAC. The meetings should provide new children and adolescents with the opportunity to get acquainted with the staff, other children, and the rules of the program. Community meetings provide an open forum for all UAC to discuss and provide input regarding program services, such as recreational activities, outings, food, leisure, and program procedures. Staff shall have a psycho-educational curriculum for group counseling that may be altered depending on the needs of the population. Group counseling goals should also include opportunities for developmentally appropriate education and skill-building, such as conflict resolution, health and hygiene, building self-esteem, problem solving, awareness of and responding to child abuse and neglect, socialization and cultural adaptation techniques, assertiveness training, anger management, interpersonal skills, relaxation and stress reduction, building group cohesiveness, and the appropriate expression of thoughts and feelings.

Family Reunification and Release Services: The Applicant shall develop family reunification and release services to identify appropriate sponsors in the United States. Provision of reunification services will be

monitored and evaluated. Demonstrated performance in efficient and safe reunification and release procedures should accompany the application, if available. In addition, applicants should demonstrate their experience (as applicable) in safeguarding against potential trafficking or other situations that raise concerns about the safety and welfare of the child in the community. This includes proper referral to law enforcement when criminal activity is apparent. Applicants will be responsible for accurately documenting their prompt and continuous efforts toward family reunification and release of UAC. Poor performance may lead to corrective actions, high-risk designation, or termination of agreement.

Education: Educational services shall be provided throughout the year from Monday through Friday, appropriate to the child's level of development, educational and communication skills, in a structured classroom setting, which concentrates primarily on the development of basic academic competencies and secondarily on English Language acquisition or skills (ELT). The educational program shall include instruction, educational materials, and other reading materials in such languages as needed. Basic academic areas should include Science, Social Studies, Mathematics, Reading, Writing, and Physical Education. The Applicant shall provide children with appropriate reading materials in their native languages for use during the children's leisure time. Educational services should serve both short-and long-term needs of UAC. Applicants are encouraged to partner with local school districts for provision of educational services and/or curriculum.

Recreation/Leisure: Activities according to a recreation and leisure time plan that includes daily outdoor activities, weather permitting, at least one hour per day of large muscle activity and one hour per day of structured leisure time activities. (This should not include time spent watching television.) Activities should be increased to a total of 3 hours daily on weekends and other days when school is not in session. Descriptions of on-site recreational areas should accompany applications, including photographs if possible.

Acculturation and Adaptation Services: Acculturation and adaptation services should include the development of social and interpersonal skills, which contribute to the ability to live independently and responsibly. Services may be incorporated into other aspects of the program.

Orientation: Upon admission, a comprehensive orientation regarding program intent, services, rules (written and verbal), expectations and the availability of legal assistance (see below for more information).

Religious Access: The facility should respect the UAC religious affiliations by allowing them to practice their religions, whenever feasible including transportation to and from local houses of worship. Also, any dietary requirements stemming from the UAC's religious affiliations should be observed.

Visitation: Regulations outlining visitation hours for contact with family members (regardless of the family's immigration status) and others shall be structured to encourage contact with family and potential sponsors. UAC have the right to make phone calls to family including to family in their country of origin. Visitation includes reasonable access to UAC by their retained attorneys, according to DUCS policies. Visitations may, at times, need to occur off the premises of the facility. Exceptions in visitation regulations and phone contact must be implemented when there are suspicions of trafficking or smuggling concerning the involvement of family members or attorneys.

Right to Privacy: A reasonable right to privacy, which includes the right to: (a) wear his or her own clothes, when available; (b) retain a private space in the residential facility, group, or foster home for the storage of personal belongings; (c) talk privately on the phone, as permitted by the house rules and regulations; (d) visit privately with guests, as permitted by the house rules and regulations; and (e) receive and send uncensored mail unless there is a reasonable belief that the mail contains contraband.

Legal Services Orientation: Legal services information regarding the availability of free legal assistance, the right to be represented by counsel at no expense to the Federal Government. The UAC and his/her attorney should be afforded a private space to meet and confer on legal matters. Legal services orientation must include awareness-raising of the rights guaranteed victims of trafficking under the TVPA.

Rules/Behavior Management: Program rules and discipline standards shall be formulated with consideration for the range of ages and maturity in the program and shall be culturally sensitive to the needs of the UAC. A positive strength-based behavior management approach should be used. Children shall not be subjected to corporal punishment, humiliation, mental abuse, or punitive interference with the daily functions of living, such as eating or sleeping. Any sanctions employed shall not: (a) adversely affect either a child's health or physical or psychological well-being; or (b) deny a child regular meals, sufficient sleep, exercise, medical care, correspondence privileges, or legal assistance. This must be clearly stated in the Staff Code of Conduct, with clear statements of personnel consequences if

inappropriate behavior management techniques on the part of staff are used. A protocol for handling such situations, as reported by a child or other staff member, must be in place.

Transportation/Escort: Transportation to and from local airports, appointments (court, legal, medical, and mental health) religious worship and recreational outings. Costs and staffing for periodic escorted transportation to other facility locations throughout the United States should be reflected in the proposed budget.

Vocational Educational Training Program and/or Activities: Structured vocational training in some useful and appropriate skill, such as computer and other technological training, small engine repair, gardening, carpentry or cooking skills is encouraged. All vocational training must be equally available to boys and girls.

Program Staffing Requirements

Applicants shall hire and retain direct care staff that has experience in child welfare, youth work, child care or a related field. A majority of staff that are responsible for direct care delivery shall be bilingual in English and the major language of the children under their care. While Spanish is the primary language of the majority of UAC, access to other languages should be available, if necessary. Applicants are encouraged to identify direct care staff with a minimum level of education equivalent to a high school diploma or higher.

Applicants shall screen all employees for criminal background including past history of child sexual abuse. Additionally, applicants shall demonstrate a commitment to comply with state mandatory reporting requirements for child sexual abuse. This requirement includes but is not limited to children who have been victims of commercial sexual exploitation.

In addition to having the appropriate staff to ensure that all of the UAC's physical, social, educational and recreational needs are met, each Applicant must ensure it has the following key personnel. ORR approval is required for each of these positions prior to hire. Exceptions to the required minimum qualifications listed below require ORR approval.

1. Program Director: the Program Director is responsible for the entire program and its outcomes. The Program Director is the primary liaison with ORR and coordinates both programmatic and financial elements of the services provided to the unaccompanied alien children in care. The Program Director is

also responsible for all reporting requirements of the cooperative agreement or statement of work and shall bring any issues or concerns to the designated ORR Project Officer. All Program Directors must have at least a master's degree in social work (MSW) or an equivalent degree in education, psychology, sociology, or other relevant behavioral science; or a bachelor's degree in one of the aforementioned sciences, plus five years of experience as director of a licensed child care program, child welfare administration, child protective services, or in program management.

2. Assistant Program Director: the Assistant Program Director provides support to the Program Director. The need for an Assistant Program Director varies depending on the number of UAC at a facility. The Assistant Director must have a relevant bachelor's degree plus five years of progressive employment experience within a social services or child care agency.
3. Clinician: Clinicians conduct mental health assessments for all unaccompanied alien children in care, as well as provide ongoing individual and group counseling, screening for human trafficking concerns, and crisis intervention. Whenever possible, the clinicians shall be full-time staff members. When there is more than one clinician on staff, a licensed lead clinician shall be designated, with the added responsibility of coordinating clinical services, training new clinicians, and supervising the work of other clinicians. Clinicians shall have a MSW and two years of postgraduate direct service delivery experience, or a master's degree in psychology, sociology, or other relevant behavioral science in which clinical experience is a program requirement; or a bachelor's degree in one of the aforementioned sciences plus five years of progressive employment experience in this area. It is strongly encouraged that clinicians be licensed or licensed eligible. The lead clinician position requires supervisory experience and licensure.
4. Lead Case Manager: the Lead Case Manager is responsible for coordinating case management services, training new case managers, and supervising the work of other case managers. The lead case manager also serves as a case manager and as such is responsible for assessing the needs of each UAC in care, developing an Individual Service Plan for each one, screening for human trafficking concerns, and documenting the provision of services in each UAC's case file. Case managers maintain direct

contact with each UAC and, when possible, the UAC's family. Case managers are primarily focused on a safe and efficient family reunification, with responsibility for tracking placement-to-release ratios. All case management staff must be computer proficient. Lead case managers shall have a master's degree in the behavioral sciences, human services, or social services fields; or a minimum of a bachelor's degree plus three to five years of progressive employment experience in the aforementioned fields that demonstrates supervisory and case management experience. Child welfare and/ or child protective service experience is strongly encouraged.

Applicants must ensure that facilities are staffed 24 hours a day. Staffing ratios should follow State licensing regulations. However, staff to child ratio recommendations should be no more than 1 to 25 for Clinician; 1 to 20 for Case Management.

Educational services should be provided by State/county certified teachers. Applicants are also encouraged, when feasible, to dedicate staff positions (full-time and/or part-time) for the following responsibilities: Transportation, Recreation, Health/Medical, and Training.

Training must be provided by the Applicant to all staff to meet minimum licensing standards. In addition, training shall cover ORR/DUCS policies and procedures, behavior management, cultural sensitivity, Flores Settlement Agreement, The Trafficking Victims Protection Act, and mental health and child welfare best practices. Applicants should also plan on sending two key staff members to attend annual three-day training with ORR/DUCS.

All shelter services shall be provided in accordance with applicable State child welfare statutes and generally accepted child welfare standards, practices, principles, and procedures. Each level of care will provide children with a structured, safe, and productive environment, which meets or exceeds respective State guidelines and standards for similar care. The design of the shelter care program and facility should be in full compliance with the Flores Settlement Agreement, State licensing requirements and ORR terms and conditions of the cooperative agreement.

All minimum *Program Services* apply to each of the facilities described below. Service delivery is expected to be accomplished in a manner that is sensitive to the culture, native language, and special needs of these children. Services must be delivered in an open type of setting

without a need for extraordinary security measures. Applicants are required to design programs and strategies to discourage runaways and prevent the unauthorized absence of children in their care. Applicants must have a behavioral management system that utilizes a strength-based approach/model that will be required in the implementation of the UAC program.

The Applicants must be licensed by their respective State for the appropriate level of care as indicated in the sections below and provide licensing information that includes capacity, age and gender permitted, and allowable length of stay. Applicants must demonstrate that their appropriate State licensing can accommodate the average length of stay for the respective types of shelters.

Applicants will be required to maintain a standard of record keeping and recording. Applicants shall develop, maintain, and safeguard individual client case records according to ORR guidelines. Applicants are required to develop a system of accountability that preserves the confidentiality of client information and protects the records from unauthorized use or disclosure. The records of clients served under this program are the property of ORR and must be provided to ORR upon request.

In addition, Case Management staff shall be utilizing the ORR/DUCS Tracking and Management System for all placement, transfer, and family reunification requests and all significant incident reports. This system requires, at a minimum, regular access to computers with high speed internet access.

Program Locations

Applications submitted pursuant to this announcement must plan for the delivery of the minimum services as described in *Program Services* (above). The shelter/s should be located in areas of high apprehension, easily accessible to immigration courts, pro bono legal services, national airports, and community mental health and medical services. Priority consideration and discretion will be given to areas of high apprehension mainly along the border States of Texas, Arizona and California. See attached chart.

Program Design

Applicants must designate their application in one of the following priority areas (applicants can apply in both priority areas under separate applications):

Priority Area 1:

Mega Grants (National Network Applicant)

Description

Large national networks and/or entities that partner to build an infrastructure made up of multiple facilities and locations (in multiple states) that can accommodate fluctuations in bed capacity.

ORR is seeking applicants in strategic high apprehension locations and those who have large national network capability to assist ORR with building capacity (visit http://www.acf.hhs.gov/programs/orr/programs/unaccompanied_alien_children.htm to view map of high apprehension locations). Priority will be given to applicants who have national networks that would be able to accommodate volume fluctuations in the UAC population. Applicants will also be required to provide oversight and monitoring of the facilities within their networks.

Applicants with national networks will be required to submit a plan for maintaining minimum capacity, as well as their ability to expand capacity in response to program fluctuations and serve specialized types of care (such as staff secure and/or therapeutic care) in addition to primary shelter care. All identified capacity must be appropriately licensed to ensure immediate accessibility as the program necessitates.

Applicants with a national network will be required to commit to a range of capacity.

For example, an applicant with a minimum of 350 funded beds would be required to have the ability to expand to 500 beds from within its existing networks. This is only an example.

ORR will give priority to applicants that have the ability to demonstrate their expansion potential by as much as 40 to 50 percent. The expansion capacity would already be licensed/meet licensing requirements.

Priority will be given to national network providers with the capacity to provide a range of services ranging from: primary shelter care, foster care, staff secure, secure, therapeutic care.

Service providers will be expected to shift capacity between modalities of care based on the particular needs of the program.

II. AWARD INFORMATION

Funding Instrument Type: Cooperative Agreement

Substantial Involvement with Cooperative Agreement:

ORR directs and supports grantees in the following areas:

- The design, implementation, and modification of program activities, services and facilities;
- The design of protocols or procedures;
- The selection of contractors (if applicable);
- The selection of key program staff;
- The provision of guidance in the collection and analysis of data;
- The provision of training and technical assistance to shelter staff;
- Select decisions regarding individual case management related activities; and
- The approval of all reunifications for UAC.

Anticipated Total Priority Area Funding: \$30,000,000

Anticipated Number of Awards: 1 to 4

Ceiling on Amount of Individual Awards: \$30,000,000 per budget period

Floor on Amount of Individual Awards: \$2,000,000 per budget period

Average Projected Award Amount: \$2,550,000 per budget period

Length of Project Periods: 60-month project with five 12-month budget periods

Sixty-month project with five, 12-month budget periods: June 1, 2008 to May 31, 2013.

Awards will be for a one-year budget period from June 1, 2008 to May 31, 2009.

Applications for continuation grants funded under these awards beyond the one-year budget period may be entertained on a non-competitive basis, subject to availability of funds, satisfactory performance of the project, capacity needs and a determination that continued funding is in the best interest of the Federal Government.

There could be multiple awards for each facility type depending on the types of services required in a particular geographical location. The floor amount on individual awards is based on an application for less than the total number of beds being sought (as the per diem rate may vary geographically the number of beds funded with the floor amount will also vary). The total funding under this announcement will not exceed \$30,000,000.

Based on the availability of funds, ORR anticipates the possibility of supplemental awards based on the need for additional capacity. This program is designed to respond to fluctuations in capacity and must have complete flexibility to expand and reduce beds based on the current needs and immigration patterns. As long as quality services are provided by each organization and there is a need for beds, continuations/renewals may apply every budget year until the end of the project period.

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

III. ELIGIBILITY INFORMATION

1. Eligible Applicants:

- Unrestricted (i.e., open to any type of entity subject to exceptions specified below.)

Eligibility is open to all types of domestic applicants other than individuals.

Non-profit organizations (including faith-based and community organizations) and for-profit organizations are eligible to apply. Organizations must be appropriately licensed (at the time of submission of the application) as facilities for the provision of shelter care and other related services to dependent children. For-profit

organizations must clearly demonstrate that they are only charging the program actual costs incurred.

The U.S. Government is opposed to prostitution and related activities, which are inherently harmful and dehumanizing, and contribute to the phenomenon of trafficking in persons. U.S. non-governmental organizations, and their sub-grantees, cannot use U.S. Government funds to lobby for, promote, or advocate the legalization or regulation of prostitution as a legitimate form of work. It is the responsibility of the primary grantee to ensure these criteria are met by its sub-grantees. Accordingly, the grant application must ensure that no monies, if awarded, will be used for these unallowable purposes.

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:

Applicants must designate their application in one of the two priority areas.

Applicants can apply in both priority areas under separate applications.

Disqualification Factors

Applications with requests that exceed the ceiling on the amount of individual awards referenced in *Section II. Award Information* will be deemed non-responsive and will not be considered for funding under this announcement.

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.

Applications that exceed the ceiling amount will be deemed non-responsive and will not be considered for funding under this announcement.

Any application that fails to satisfy the deadline requirements referenced in *Section IV.3* 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:

Jalyn Sualog
U.S. Department of Health and Human Services
Administration for Children and Families
Division of Unaccompanied Children Services
370 L'Enfant Promenade, S.W.
Washington, DC 20447
Phone: 202-401-4997
Fax: 202-401-1022
Email: Jalyn.sualog@acf.hhs.gov
URL: <http://www.Grants.gov>

2. Content and Form of Application Submission:

The Office of Refugee Resettlement (ORR) 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 activities should be placed in an appendix. A table of contents and a Project Summary/Abstract should be included. The application narrative should be a 12-point font with a twenty (20) page double spaced narrative limit and up to an additional twenty-five (25) pages of attachments are allowable, not including letters of support, table of contents, Project Summary/Abstract, standard forms, certifications, budget, budget justification and all applicable state and local licensing and zoning permits. This limitation of 20 pages should be considered a maximum, and not necessarily a goal. Reviewers may disregard any narrative over the page limit. Each page should be numbered sequentially including the attachments and 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 inaccessible to reviewers. An original and two copies of the complete application are required. The original and the two copies must include all required forms, certifications, assurances, and appendices, be signed by an authorized representative, and have original signatures.

Budget Structure

To allow flexibility in the capacity infrastructure, ORR proposes a two-tiered budget approach. The program structure should separate grantee fixed costs from those that would be directly impacted by increase in capacity.

1) Fixed Costs would include facility/space, utilities, and core personnel/fringe costs to include administrative staff, licensed administrators, clinical staff and case managers. It would also include additional clinical staff and case managers (at 50 percent of required ratios) so that these staff would already be trained and on board if the emergency expanded level of capacity was requested. Fixed Costs would be detailed by line-item and would support the overall infrastructure to facilitate increases in capacity.

For example: Facility/Space-the budget line-item would request funding to support the physical facility with licensed capacity to 96 beds; however, ORR may actually only request 48 beds to be on-line at a particular point in time.

2) Child Per Capita Costs would include food, clothing, medical needs, stipends, toiletries and child care workers (positions that are ratio-based). These costs would be calculated based on the number of beds actually used at any given time to care for UAC. It would also include the additional 50 percent of clinical staff and case management staff (not included in the fixed costs) to meet required ratios for the expansion capacity. These costs would be totaled into a per capita cost per child.

For example: \$80 per child X 48 beds X 365 days per year.

Based on apprehension rates, if ORR requested the number of children to increase to 96, fixed costs would already be covered in the budget, and per capita costs which would be calculated at the \$80 per child per day rate X the number of days requested. These costs would be covered in a supplemental award.

Applicants are required to submit an estimate of fixed and per capita costs, ORR will work with applicants in the development of a final approved per capita for child-related costs.

A sample budget will be attached.

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. When required for 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 appropriate standard forms with their application. The Protection of Human Subjects Assurance Identification/IRB Certification/Declaration of Exemption (Common Rule) form may be found at: http://www.acf.hhs.gov/grants/grants_resources.html.

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.)

The Pro-Children Act of 1994, 20 U.S.C. 7183, imposes restrictions on smoking in facilities where federally funded children's services are

provided. HHS grants are subject to these requirements only if they meet the Act's specified coverage. The Act specifies that smoking is prohibited in any indoor facility (owned, leased, or contracted for) used for the routine or regular provision of kindergarten, elementary, or secondary education or library services to children under the age of 18. In addition, smoking is prohibited in any indoor facility or portion of a facility (owned, leased, or contracted for) used for the routine or regular provision of federally funded health care, day care, or early childhood development, including Head Start services to children under the age of 18. The statutory prohibition also applies if such facilities are constructed, operated, or maintained with Federal funds. The statute does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, portions of facilities used for inpatient drug or alcohol treatment, or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per violation and/or the imposition of an administrative compliance order on the responsible entity. Additional information may be found in the HHS Grants Policy Statement at: http://www.acf.hhs.gov/grants/grants_resources.html.

Information on the Certification Regarding Program Fraud Civil Remedies Act (PFCRA) may be found in the HHS Grants Policy Statement at: http://www.acf.hhs.gov/grants/grants_resources.html.

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. Where return of a form is required, complete the standard forms and the associated certifications and assurances based on the instructions found on the forms. The forms and certifications may be found at: http://www.acf.hhs.gov/grants/grants_resources.html.

Information on the Privacy Act of 1974 (5 U.S.C. 552a) and the Freedom of Information Act (5 U.S.C 552) or FOIA may be found in the HHS Grants Policy Statement 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 03/24/2008

Applications:

03/24/2009

03/24/2010

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 Content	Required Form or Format	When to Submit
Budget and Budget Justification	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.
Proof of Non-Profit Status	See Sections IV.2 and V	Found in Sections IV.2 and V	By date of award.
All applicable state and local licensing	See Section	Found in Section IV.2	By application

and zoning permits.	IV.2		due dates.
Third-Party Agreements	See Section V	Found in Section V	By application due date.
Certification Regarding Environmental Tobacco Smoke	See Section IV.2	See http://www.acf.hhs.gov/grants/grants_resources.html	By date of award.
Project Summary/Abstract	See Sections 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.
SF-424A	See Section IV.2	See http://www.acf.hhs.gov/grants/grants_resources.html	By application due date.
Assurances	See Section IV.2	Found in Section IV.2	By date of award.
SF-424	See Section IV.2	See http://www.acf.hhs.gov/grants/grants_resources.html	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.
Letters of Support	See Section V	Found in Section V	By application due date.

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.

The official list of the jurisdictions that have elected to participate in Exec. Order 12372, including addresses and contact persons, may be found on the following URL:

<http://www.whitehouse.gov/omb/grants/spoc.html>.

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 to the SPOC and indicate the date of this submittal (or the date of contact if no submittal is required) on the Standard Form (SF) 424, item 19.

Under 45 CFR 100.8(a)(2), a SPOC has 60 days from the application due date 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 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 some 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.

5. Funding Restrictions:

Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions, are unallowable.

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

Ben Sharp
Grants Management Officer, Division of discretionary Grants
Administration for Children and Families
307 L'Enfant Promenade, SW.
Sixth Floor East
Washington, DC 20447

Hand Delivery

Ben L. Sharp
Grants Management Officer, Division of Discretionary Grants
Administration for Children and Families
Office of Grants Management
901 D Street, SW.
ACF Mailroom, Second Floor (near loading dock)
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 4/30/2010.

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.

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.

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, attention should be paid to assessing the performance with regard to the reunification and release process for UAC. This may include a plan for how the applicant anticipates monitoring the progression of individual cases, or a clear structured timeline with regard to working with each UAC on reunification and/or release.

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 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:

ELIGIBILITY CERTIFICATION

Applicants must provide the following as certification of their eligibility under this program announcement. Please provide:

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.

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.

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. If appropriate for this project, 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.

CONSTRUCTION

Description: Costs of construction by applicant or contractor.

Justification: Provide a detailed budget and narrative in accordance with the instructions for other object class categories. Identify which construction activities/costs will be contractual and that the applicant will assume.

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.

NON-FEDERAL RESOURCES

Description: Amounts of non-Federal resources that will be used to support the project as identified in Block 15 of the SF-424.

Justification: The firm commitment of these resources must be documented and submitted with the application so that the applicant is given credit in the review process. A detailed budget must be prepared for each funding source.

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:

APPROACH - 30 points

The application will be reviewed for the overall program design and ability to adequately provide the required program services, reunification services, and case management by evidence of the following:

- The Applicant's response and accompanying documentation supporting its ability to provide the required program services indicated in the *Program Services* section of *Section I*. This includes:

Medical, Individualized Assessment, Individual Service Plan, Case Management Services, Mental Health Services, Individual Counseling, Group Counseling, Family Reunification and Release Services, Acculturation and Adaptation Services, Orientation, Religious Access, Visitation, Right to Privacy, Legal Services Orientation, Rules/Behavior Management, Transportation/Escort, and Vocational Educational Training Program and/or Activities.

- Service delivery is described in a manner that is sensitive to the culture, native language, and special needs of UAC.
- The extent to which the Applicant's program design demonstrates that it is appropriate for the target population that the Applicant is planning to serve.
- The Applicant demonstrates experience and proficiency in implementing a behavioral management system that utilizes a strength-based approach/model.
- The Applicant describes experience and documentation supporting their ability to provide appropriate case management services for UAC population, including developing and updating Individual Service Plans.
- The Applicant incorporates screening for human trafficking in the program design and service provision.
- The Applicant demonstrates experience in processing of identification and reunification of children to eligible sponsors.

Specific to Priority One

- Priority will be given to applicants in strategic high apprehension locations and those who have large national network capability to assist ORR with building capacity and who will be able to accommodate volume fluctuations in the UAC population. Applicants will also be required to provide oversight and monitoring of the facilities within their networks. Clarity of plan for maintaining minimum capacity, as well as their ability to expand capacity in response to program fluctuations and serve specialized types of care (such as staff secure and/or therapeutic care) in addition to primary shelter care. All identified capacity must be appropriately licensed to ensure immediate accessibility as the program necessitates.
- Priority will be given to national network providers with the capacity to provide a range of services ranging from: primary shelter care, foster care, staff secure, secure, and therapeutic care.

Providers will be expected to shift capacity between modalities of care based on the particular needs of the program.

ORGANIZATIONAL PROFILES - 25 points

The application will be reviewed for the capacity of the organization to adequately develop and manage a UAC program by assessing the following:

- A comprehensive overview of the Applicant's organization, including qualifications, history, organizational mission and goals, and lists of all Federal, State, or local funded grants and/or contracts received.
- The extent to which the organization has a history of experience in the provision of child welfare services, child protective services, services to children with special needs and/or victims of trafficking, youth outreach, and/or other social services. Demonstration of organizational experience working directly with UAC or cross cultural/international or related services to children from various cultural backgrounds, various language capabilities, and special needs, including vulnerability to human trafficking.
- A clear organizational structure outlining lines of authority and supervision.
- The extent to which staffing plans demonstrate a sound relationship between the proposed responsibilities of lead program staff, including Program Director, Clinician, and Lead Case Manager, and the educational and professional experience required for the position according to requirements outlined in Section I, Program Staffing Requirements.
- A comprehensive plan for coordination of activities and communication between the various program components and with other community and governmental agencies.
- A comprehensive staff training plan that meets State licensing requirements, ORR cooperative agreement requirements and includes elements specific to working with the UAC population, prevention and intervention in child abuse and neglect, including local reporting procedures, and staff code of conduct.
- Demonstration that case management staff is proficient in using the internet and related computer programs (i.e., Internet Explorer).

BUDGET AND BUDGET JUSTIFICATION - 15 points

The application will be reviewed for fiscal accountability and reasonableness by assessing the following:

- Structure in defining and calculating fixed costs and child per capita costs that will allow the infrastructure to expand and contract based on the rate of UAC apprehensions.
- The Applicant's budget narrative describing the budget in detail. The reasonableness and cost-effectiveness of the proposed budget in relation to proposed program activities should be explained.
- The Applicant's description of an internal financial monitoring system that demonstrates structure and accountability.
- The extent to which the Applicant and any sub recipient(s)/subcontractor(s) have demonstrated effective fiscal management and accountability.
- A plan for overall fiscal and program management and accountability. A discussion of most recent audit and findings should be included.
- Inclusion in the budget of all program-related costs.

EVALUATION - 15 points

The application will be reviewed for evidence of the organization's capacity to manage proper documentation and reporting with regard to the proposed program, including internal accountability and plan for monitoring of performance through evaluation and other measures. Evidence of the following should be provided:

- Effective and resource-efficient strategies for programmatic control, predictability and accountability as evidenced by the program design.
- Evaluation methodology based on performance. Focus will be placed on child welfare practices, particularly child safety, reunification performance and ability to ensure timely and appropriate release for those UAC with potential sponsors. Applicants should demonstrate measures that effectively track performance in this area.

- An effective plan for developing and maintaining internal structure, control, and accountability through programmatic means.
- Ability to produce statistical reports to track demographics and performance of program.
- Ability to maintain adequate records, including client files, medical files, financial files and personnel files.
- Ability to make regular reports as required by ORR that permit ORR to monitor and enforce the Flores Settlement Agreement, Federal requirements, ORR policies and procedures and other requirements and standards.
- Ability to implement and maintain an internal client computer database system.

GEOGRAPHIC LOCATION - 15 points

The application will be reviewed for information regarding the geographic location, community services, and facility design to

The application will be reviewed for information regarding the geographic location, community services, and facility design to adequately support program services by assessing the following:

- Applicant clearly states the type of facility that is being proposed and has tailored their application to address the needs of that type of facility.
- Applicant is located in a demonstrated high apprehension area/s.
- Applicant describes accessibility to immigration court, airports, fire, police, and the local community. Application provides evidence on the feasibility of administering a shelter care program in the area that is proposed.
- Applicant clearly describes and/or provides photographs of the proposed facility (including description of sleeping arrangements, food preparation, kitchen and dining area, classrooms, office space, rest rooms, outside recreation areas, and living space).
- Applicant demonstrates that the facility meets all relevant zoning, licensing, fire, safety, and health codes required to operate a residentially based social service program. Application

provides detailed information regarding type of State licensure, including information on capacity, age/gender permitted, and length of stay allowable. Any and all documented State licensing allegations/concerns must be reported.

- Applicant explains and documents facility ownership or leasing agreements.
- Applicant describes all security measures for the facility and demonstrates they adequately meet the requirements of the program in order to minimize unauthorized absence from the facility, and to monitor those who enter and exit the facility.
- The Applicant provides documented evidence/references or letters of local community support and acceptance of the Applicant's program. This could include established relationships with local emergency services (i.e., police, fire), medical and mental health agencies, religious and community organizations, and state licensing offices' recommendations for serving UAC.

2. Review and Selection Process:

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

Initial ACF Screening: Each application will be screened to determine whether it was received by the closing date and time and whether the requested amount exceeds the stated ceiling. Late applications or those exceeding the funding limit will be returned to the applicants with a notation that they were unacceptable and will not be reviewed.

Applications that pass the initial ACF screening will be evaluated and rated by an independent review panel. The results of these reviews will assist the Director and ORR program staff in considering competing applications. Reviewers' scores will weigh heavily in funding decisions but will not be the only factors considered. Applications will generally be considered in order of the average scores assigned by reviewers. However, highly ranked applications are not guaranteed funding because other factors are taken into consideration. These include, but are not limited to, the number of similar types of existing grants or projects funded with ORR funds in the last five years, comments of reviewers and government officials; staff evaluation and input; geographic distribution; previous program performance of applicants; compliance with grant terms under previous ORR grants; audit reports; investigative reports; an applicant's progress in resolving any

final audit disallowance on previous ORR or other Federal agency grants.

ORR will consider the geographic distribution of funds among States and the relative proportion of funding among rural and urban areas. The evaluation criteria were designed to assess the quality of a proposed project, and to determine the likelihood of its success.

The evaluation criteria are closely related and are considered as a whole in judging the overall quality of an application. Points are awarded only to applications that are responsive to the evaluation criteria within the context of this program announcement

Please reference Section IV.2 for information on non-Federal reviewers in the review process.

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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 Notice of Award (NoA) document 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 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: Quarterly

VII. AGENCY CONTACTS

Program Office Contact:

Jalyn Sualog
Department of Health and Human Services
Administration for Children and Families
Office of Refugee Resettlement
307 L'Enfant Promenade, SW.
8th Floor
Washington, DC 20447
Phone: 202-401-4997
Fax: 202-401-1022
Email: jalyn.sualog@acf.hhs.gov

Grants Management Office Contact:

Ben L. Sharp
Grants Management Officer, Division of Discretionary Grants
Administration for Children and Families
307 L'Enfant Promenade, SW.

6th Floor East
Washington, DC 20447
Phone: 202-401-5513
Email: ACFOGME-Grants@acf.hhs.gov

VIII. OTHER INFORMATION

Brent Orrell
Acting Director
Office of Refugee Resettlement

Priority Area 2:

Micro Grants (Individual Applicants)

Description

Made up of individual shelter facilities or partnerships between two entities in a local geographic area.

ORR may also seek applications from individual care providers or partnerships between two entities to provide specialized services and to meet the strategic needs in high apprehension areas (visit http://www.acf.hhs.gov/programs/orr/programs/unaccompanied_alien_children.htm to view map of high apprehension locations).

For example, a service provider with 48 funded beds would be required to have the ability to expand to 96 beds that would already be licensed on a phased ramp-up schedule. ORR will give priority to applicants that have the ability to demonstrate their expansion potential by as much as 40 to 50 percent. This is only an example.

II. AWARD INFORMATION

Funding Instrument Type: Cooperative Agreement

Substantial Involvement with Cooperative Agreement:

ORR directs and supports grantees in the following areas:

- The design, implementation, and modification of program activities, services and facilities;
- The design of protocols or procedures;
- The selection of contractors (if applicable);
- The selection of key program staff;
- The provision of guidance in the collection and analysis of data;
- The provision of training and technical assistance to shelters;
- Select decisions regarding individual case management related activities; and
- The approval of all reunifications for UAC.

Anticipated Total Priority Area Funding: \$5,000,000

Anticipated Number of Awards: 1 to 4

Ceiling on Amount of Individual Awards: \$5,000,000 per budget period

Floor on Amount of Individual Awards: \$500,000 per budget period

Average Projected Award Amount: \$2,550,000 per budget period

Length of Project Periods: 60-month project with five 12-month budget periods

Sixty-month project with five, 12-month budget periods: June 1, 2008 to May 31, 2013.

Awards will be for a one-year budget period from June 1, 2008 to May 31, 2009.

Applications for continuation grants funded under these awards beyond the one-year budget period may be entertained on a non-competitive basis, subject to availability of funds, satisfactory

performance of the project, capacity needs and a determination that continued funding is in the best interest of the Federal Government.

There could be multiple awards for each facility type depending on the types of services required in a particular geographical location. The floor amount on individual awards is based on an application for less than the total number of beds being sought (as the per diem rate may vary geographically the number of beds funded with the floor amount will also vary). The total funding under this announcement will not exceed \$30,000,000.

Based on the availability of funds, ORR anticipates the possibility of supplemental awards based on the need for additional capacity. This program is designed to respond to fluctuations in capacity and must have complete flexibility to expand and reduce beds based on the current needs and immigration patterns. As long as quality services are provided by each organization and there is a need for beds, continuations/renewals may apply every budget year until the end of the project period.

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

III. ELIGIBILITY INFORMATION

1. Eligible Applicants:

- Unrestricted (i.e., open to any type of entity subject to exceptions specified below.)

Eligibility is open to all types of domestic applicants other than individuals.

Non-profit organizations (including faith-based and community organizations) and for-profit organizations are eligible to apply. Organizations must be appropriately licensed (at the time of submission of the application) as facilities for the provision of shelter care and other related services to dependent children. For-profit organizations must clearly demonstrate that they are only charging the program actual costs incurred.

The U.S. Government is opposed to prostitution and related activities, which are inherently harmful and dehumanizing, and contribute to the phenomenon of trafficking in persons. U.S. non-governmental

organizations, and their sub-grantees, cannot use U.S. Government funds to lobby for, promote, or advocate the legalization or regulation of prostitution as a legitimate form of work. It is the responsibility of the primary grantee to ensure these criteria are met by its sub-grantees. Accordingly, the grant application must ensure that no monies, if awarded, will be used for these unallowable purposes.

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:

Disqualification Factors

Applications with requests that exceed the ceiling on the amount of individual awards referenced in *Section II. Award Information* will be deemed non-responsive and will not be considered for funding under this announcement.

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:

Jallyn Sualog
U.S. Department of Health and Human Services
Administration for Children and Families
Division of Unaccompanied Children Services
370 L'Enfant Promenade, SW.
8th Floor
Washington, DC 20447
Phone: 202-401-4997
Email: Jallyn.Sualog@acf.hhs.gov
URL: <http://www.Grants.gov>

2. Content and Form of Application Submission:

The Office of Refugee Resettlement (ORR) 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 activities should be placed in an appendix. A table of contents and a Project Summary/Abstract should be included. The application narrative should be a 12-point font with a twenty (20) page double spaced narrative limit and up to an additional twenty-five (25) pages of attachments are allowable, not including letters of support, table of contents, Project Summary/Abstract, standard forms, certifications, budget, budget justification and all applicable state and local licensing and zoning permits. This limitation of 20 pages should be considered a maximum, and not necessarily a goal. Reviewers may disregard any narrative over the page limit. Each page should be numbered sequentially including the attachments and 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 inaccessible to reviewers. An original and two copies of the complete application are required. The original and the two copies must include all required forms, certifications, assurances, and appendices, be signed by an authorized representative, and have original signatures.

Budget Structure

To allow flexibility in the capacity infrastructure, ORR proposes a two-tiered budget approach. The program structure should separate grantee fixed costs from those that would be directly impacted by increase in capacity.

1) Fixed Costs would include facility/space, utilities, and core personnel/fringe costs to include administrative staff, licensed administrators, clinical staff and case managers. It would also include additional clinical staff and case managers (at 50 percent of required ratios) so that these staff would already be trained and on board if the emergency expanded level of capacity was requested. Fixed Costs would be detailed by line-time and would support the overall infrastructure to facilitate increases in capacity.

For example: Facility/Space-the budget line-item would request funding to support the physical facility with licensed capacity to 96

beds; however, ORR may actually only request 48 beds to be on-line at a particular point in time.

2) Child Per Capita Costs would include food, clothing, medical needs, stipends, toiletries and child care workers (positions that are ratio-based). These costs would be calculated based on the number of beds actually used at any given time to care for UAC. It would also include the additional 50 percent of clinical staff and case management staff (not included in the fixed costs) to meet required ratios for the expansion capacity. These costs would be totaled into a per capita cost per child.

For example: \$80 per child X 48 beds X 365 days per year.

Based on apprehension rates, if ORR requested the number of children to increase to 96, fixed costs would already be covered in the budget, and per capita costs which would be calculated at the \$80 per child per day rate X the number of days requested. These costs would be covered in a supplemental award.

Applicants are required to submit an estimate of fixed and per capita costs, ORR will work with applicants in the development of a final approved per capita for child-related costs.

A sample budget will be attached.

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 501(c)(3) organizations applying for funding are required to submit proof of their non-profit status.

Proof of 501(c)(3) 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 501(c)(3) organizations described in the IRS Code.
- A copy of a currently valid IRS 501(c)(3) tax-exemption certificate.

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. When required for 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 appropriate standard forms with their application. The Protection of Human Subjects Assurance Identification/IRB Certification/Declaration of Exemption (Common Rule) form may be found at:

http://www.acf.hhs.gov/grants/grants_resources.html.

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.)

The Pro-Children Act of 1994, 20 U.S.C. 7183, imposes restrictions on smoking in facilities where federally funded children's services are provided. HHS grants are subject to these requirements only if they meet the Act's specified coverage. The Act specifies that smoking is prohibited in any indoor facility (owned, leased, or contracted for) used for the routine or regular provision of kindergarten, elementary, or secondary education or library services to children under the age of 18. In addition, smoking is prohibited in any indoor facility or portion of a facility (owned, leased, or contracted for) used for the routine or regular provision of federally funded health care, day care, or early childhood development, including Head Start services to children under the age of 18. The statutory prohibition also applies if such facilities are constructed, operated, or maintained with Federal funds. The statute does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, portions of facilities used for inpatient drug or alcohol treatment, or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per violation and/or the imposition of an administrative compliance order on the responsible entity. Additional information may be found in the HHS Grants Policy Statement at: http://www.acf.hhs.gov/grants/grants_resources.html.

Information on the Certification Regarding Program Fraud Civil Remedies Act (PFCRA) may be found in the HHS Grants Policy Statement at: http://www.acf.hhs.gov/grants/grants_resources.html.

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. Where return of a form is required, complete the

standard forms and the associated certifications and assurances based on the instructions found on the forms. The forms and certifications may be found at:

http://www.acf.hhs.gov/grants/grants_resources.html.

Information on the Privacy Act of 1974 (5 U.S.C. 552a) and the Freedom of Information Act (5 U.S.C 552) or FOIA may be found in the HHS Grants Policy Statement 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 03/24/2008

Applications:

03/24/2009

03/24/2010

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 Content	Required Form or Format	When to Submit
Budget and Budget Justification	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.
Proof of Non-Profit Status	See Sections IV.2 and V	Found in Sections IV.2 and V	By date of award.
All applicable state and local licensing and zoning permits.	See Section IV.2	Found in Section IV.2	By application due date.
Third-Party Agreements	See Section V	Found in Section V	By application due date.
Certification Regarding Environmental Tobacco Smoke	See Section IV.2	See http://www.acf.hhs.gov/grants/grants_resources.html	By date of award.
Project Summary/Abstract	See Sections 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.
SF-424A	See Section IV.2	See http://www.acf.hhs.gov/grants/grants_resources.html	By application due date.
Assurances	See Section IV.2	Found in Section IV.2	By date of award.
SF-424	See Section	See http://www.acf.hhs.gov/grants/grants_resources.html	By application

	IV.2	es.html	due date.
Certification Regarding Lobbying	See Section IV.2	See http://www.acf.hhs.gov/grants/grants_resources.html	By date of award.
Letters of Support	See Section V	Found in Section V	By application due date.

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.

The official list of the jurisdictions that have elected to participate in Exec. Order 12372, including addresses and contact persons, may be found on the following URL:

<http://www.whitehouse.gov/omb/grants/spoc.html>.

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 to the SPOC and indicate the date of this submittal (or the date of contact if no submittal is required) on the Standard Form (SF) 424, item 19.

Under 45 CFR 100.8(a)(2), a SPOC has 60 days from the application due date 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 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 some 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.

5. Funding Restrictions:

Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions, are unallowable.

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

Ben Sharp
Grants Management Officer, Division of Discretionary Grants
Administration for Children and Families
307 L'Enfant Promenade, SW.
Sixth Floor East
Washington, DC 20447

Hand Delivery

Ben L. Sharp
Grants Management Officer, Division of Discretionary Grants
Administration for Children and Families
Office of Grants Management
901 D Street SW.
ACF Mailroom, Second Floor (near loading dock)
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 4/30/2010.

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.

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.

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.

LETTER OF INTENT

Applicants are strongly encouraged to notify ACF of their intention to submit an application under this announcement. Please submit the letter of intent by the deadline date listed in Section IV.3 Submission Dates and Times.

The letter of intent should include the following information: number and title of this announcement; the name and address of the applicant organization; and/or Fiscal Agent (if known); and the name, phone number, fax number and email address of a contact person.

Letter of intent information will be used to determine the number of expert reviewers needed to evaluate applications. The letter of intent is **optional**. Failure to submit a letter of intent will not impact eligibility to submit an application and will not disqualify an application from competitive review.

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, attention should be paid to assessing the performance with regard to the reunification and release process for UAC. This may include a plan for how the applicant anticipates monitoring the progression of individual cases, or a clear structured timeline with regard to working with each UAC on reunification and/or release.

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 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:

ELIGIBILITY CERTIFICATION

Applicants must provide the following as certification of their eligibility under this program announcement. Please provide:

PROOF OF NON-PROFIT STATUS

Non-profit 501(c)(3) organizations applying for funding are required to submit proof of their non-profit status.

Proof of 501(c)(3) 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 501(c)(3) organizations described in the IRS Code.
- A copy of a currently valid IRS 501(c)(3) tax-exemption certificate.

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

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. If

appropriate for this project, 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.

CONSTRUCTION

Description: Costs of construction by applicant or contractor.

Justification: Provide a detailed budget and narrative in accordance with the instructions for other object class categories. Identify which construction activities/costs will be contractual and that the applicant will assume.

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.

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:

APPROACH - 30 points

The application will be reviewed for the overall program design and ability to adequately provide the required program services, reunification services, and case management by evidence of the following:

- The Applicant's response and accompanying documentation supporting its ability to provide the required program services indicated in the *Program Services* section of *Section I*. This includes:

Medical, Individualized Assessment, Individual Service Plan, Case Management Services, Mental Health Services, Individual Counseling, Group Counseling, Family Reunification and Release Services, Acculturation and Adaptation Services, Orientation, Religious Access, Visitation, Right to Privacy, Legal Services Orientation, Rules/Behavior

Management, Transportation/Escort, and Vocational Educational Training Program and/or Activities.

- Service delivery is described in a manner that is sensitive to the culture, native language, and special needs of UAC.
- The extent to which the Applicant's program design demonstrates that it is appropriate for the target population that the Applicant is planning to serve.
- The Applicant demonstrates experience and proficiency in implementing a behavioral management system that utilizes a strength-based approach/model.
- The Applicant describes experience and documentation supporting their ability to provide appropriate case management services for UAC population, including developing and updating Individual Service Plans.
- The Applicant incorporates screening for human trafficking in the program design and service provision.
- The Applicant demonstrates experience in processing of identification and reunification of children to eligible sponsors.

ORGANIZATIONAL PROFILES - 25 points

The application will be reviewed for the capacity of the organization to adequately develop and manage a UAC program by assessing the following:

- A comprehensive overview of the Applicant's organization, including qualifications, history, organizational mission and goals, and lists of all Federal, State, or local funded grants and/or contracts received.
- The extent to which the organization has a history of experience in the provision of child welfare services, child protective services, services to children with special needs and/or victims of trafficking, youth outreach work, and/or other social services. Demonstration of organizational experience working directly with UAC or cross cultural/international or related services to children from various cultural backgrounds, various language capabilities, and special needs, including vulnerability to human trafficking.

- A clear organizational structure outlining lines of authority and supervision.
- The extent to which staffing plans demonstrate a sound relationship between the proposed responsibilities of lead program staff, including Program Director, Clinician, and Lead Case Manager, and the educational and professional experience required for the position according to requirements outlined in Section I, Program Staffing Requirements.
- A comprehensive plan for coordination of activities and communication between the various program components and with other community and governmental agencies.
- A comprehensive staff training plan that meets State licensing requirements, ORR cooperative agreement requirements and includes elements specific to working with the UAC population, prevention and intervention in child abuse and neglect, including local reporting procedures, and staff code of conduct.
- Demonstration that case management staff is proficient in using the internet and related computer programs (i.e., Internet Explorer).

BUDGET AND BUDGET JUSTIFICATION - 15 points

The application will be reviewed for fiscal accountability and reasonableness by assessing the following:

- Structure in defining and calculating fixed costs and child per capita costs that will allow the infrastructure to expand and contract based on the rate of UAC apprehensions.
- The Applicant's budget narrative describing the budget in detail. The reasonableness and cost-effectiveness of the proposed budget in relation to proposed program activities should be explained.
- The Applicant's description of an internal financial monitoring system that demonstrates structure and accountability.
- The extent to which the Applicant and any sub recipient(s)/subcontractor(s) have demonstrated effective fiscal management and accountability.

- A plan for overall fiscal and program management and accountability. A discussion of most recent audit and findings should be included.
- Inclusion in the budget of all program-related costs.

EVALUATION - 15 points

The application will be reviewed for evidence of the organization's capacity to manage proper documentation and reporting with regard to the proposed program, including internal accountability and plan for monitoring of performance through evaluation and other measures. Evidence of the following should be provided:

- Effective and resource-efficient strategies for programmatic control, predictability and accountability as evidenced by the program design.
- Evaluation methodology based on performance. Focus will be placed on child welfare practices, particularly child safety, reunification performance and ability to ensure timely and appropriate release for those UAC with potential sponsors. Applicants should demonstrate measures that effectively track performance in this area.
- An effective plan for developing and maintaining internal structure, control, and accountability through programmatic means.
- Ability to produce statistical reports to track demographics and performance of program.
- Ability to maintain adequate records, including client files, medical files, financial files and personnel files.
- Ability to make regular reports as required by ORR that permit ORR to monitor and enforce the Flores Settlement Agreement, Federal requirements, ORR policies and procedures and other requirements and standards.
- Ability to implement and maintain an internal client computer database system.

GEOGRAPHIC LOCATION - 15 points

The application will be reviewed for information regarding the geographic location, community services, and facility design to adequately support program services by assessing the following:

- Applicant clearly states the type of facility that is being proposed and has tailored their application to address the needs of that type of facility.
- Applicant is located in a demonstrated high apprehension area/s.
- Applicant describes accessibility to immigration court, airports, fire, police, and the local community. Application provides evidence on the feasibility of administering a shelter care program in the area that is proposed.
- Applicant clearly describes and/or provides photographs of the proposed facility (including description of sleeping arrangements, food preparation, kitchen and dining area, classrooms, office space, rest rooms, outside recreation areas, and living space).
- Applicant demonstrates that the facility meets all relevant zoning, licensing, fire, safety, and health codes required to operate a residentially based social service program. Application provides detailed information regarding type of State licensure, including information on capacity, age/gender permitted, and length of stay allowable. Any and all documented State licensing allegations/concerns must be reported.
- Applicant explains and documents facility ownership or leasing agreements.
- Applicant describes all security measures for the facility and demonstrates they adequately meet the requirements of the program in order to minimize unauthorized absence from the facility, and to monitor those who enter and exit the facility.
- The Applicant provides documented evidence/references or letters of local community support and acceptance of the Applicant's program. This could include established relationships with local emergency services (i.e., police, fire), medical and mental health agencies, religious and community organizations, and state licensing offices' recommendations for serving UAC.

2. Review and Selection Process:

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

Initial ACF Screening: Each application will be screened to determine whether it was received by the closing date and time and whether the requested amount exceeds the stated ceiling. Late applications or those exceeding the funding limit will be returned to the applicants with a notation that they were unacceptable and will not be reviewed.

Applications that pass the initial ACF screening will be evaluated and rated by an independent review panel. The results of these reviews will assist the Director and ORR program staff in considering competing applications. Reviewers' scores will weigh heavily in funding decisions but will not be the only factors considered. Applications will generally be considered in order of the average scores assigned by reviewers. However, highly ranked applications are not guaranteed funding because other factors are taken into consideration. These include, but are not limited to, the number of similar types of existing grants or projects funded with ORR funds in the last five years, comments of reviewers and government officials; staff evaluation and input; geographic distribution; previous program performance of applicants; compliance with grant terms under previous ORR grants; audit reports; investigative reports; an applicant's progress in resolving any final audit disallowance on previous ORR or other Federal agency grants.

ORR will consider the geographic distribution of funds among States and the relative proportion of funding among rural and urban areas. The evaluation criteria were designed to assess the quality of a proposed project, and to determine the likelihood of its success.

The evaluation criteria are closely related and are considered as a whole in judging the overall quality of an application. Points are awarded only to applications that are responsive to the evaluation criteria within the context of this program announcement

Please reference Section IV.2 for information on non-Federal reviewers in the review process.

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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 Notice of Award (NoA) document 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 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: Quarterly

VII. AGENCY CONTACTS

Program Office Contact:

Jalyn Sualog
Administration for Children and Families
Office of Refugee Resettlement
Division of Unaccompanied Children Services
307 L'Enfant Promenade, SW.
8th Floor
Washington, DC 20447
Phone: 202-401-4997
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VIII. OTHER INFORMATION

Brent Orrell
Acting Director
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Date: 02/08/2008

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