

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

**Program Office:** Office of Refugee Resettlement

**Funding Opportunity Title:** Wilson/Fish Alternative Program

**Announcement Type:** Initial

**Funding Opportunity Number:** HHS-2008-ACF-ORR-RW-0121

**CFDA Number:** 93.583

**Due Date for Applications:** **04/30/2008**  
**04/30/2009**  
**04/30/2010**

**Executive Summary:**

The Office of Refugee Resettlement (ORR) announces that applications will be accepted from public and private non-profit organizations, including faith-based and community organizations, under a standing announcement for Wilson/Fish projects that proposes alternative approaches to providing integrated services and cash assistance to refugees. Projects will be accepted under either of two categories: (1) Projects to establish or maintain a refugee program in a State where the State is not participating in the refugee program or is withdrawing from the refugee program or a portion of the program; and (2) projects to provide an alternative to the existing system of assistance and services to refugees. Funding is available to these projects under the "Wilson/Fish" authority. This announcement replaces the one published in the *Federal Register* of April 5, 2004 (69 Fed. Reg. 17692-01)

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**I. FUNDING OPPORTUNITY DESCRIPTION**

**Legislative Authority**

In October, 1984, Congress amended the Immigration and Nationality Act (INA) to provide authority for the Secretary of Health and Human Services to implement alternative projects for refugees. This provision, known as the Wilson/Fish Amendment, P. L. 98-473, 8 U.S.C. 1522(e)(7), provided:

"(7)(A) The Secretary shall develop and implement alternative projects for refugees who have been in the United States less than thirty-six months, under which refugees are provided interim support, medical services, support services, and case management, as needed, in a manner that encourages self-sufficiency, reduces welfare dependency, and fosters greater coordination among the resettlement agencies and service providers...

(B) Refugees covered under such alternative projects shall be precluded from receiving cash or medical assistance under any other paragraph of this subsection or under title XIX or part A of Title IV of the Social Security Act.

(C) "..."

(D) To the extent that the use of such funds is consistent with the purposes of such provisions, funds appropriated under section 414(a) of this Act, part A of Title IV of the Social Security Act, or Title XIX of such Act, may be used for the purpose of implementing and evaluating alternative projects under this paragraph."

### **Funding Opportunity Description**

The Office of Refugee Resettlement (ORR) announces that applications will be accepted from public and private non-profit organizations including faith-based and community organizations, under this standing announcement for Wilson/Fish projects that proposes alternative approaches to providing integrated services and assistance to refugees. The term "refugee," used in this notice for convenience, is intended to encompass all persons who are eligible to participate in refugee program services, including the Wilson-Fish program. These persons include: refugees, asylees, Cuban and Haitian entrants, certain Amerasians from Vietnam and victims of a severe form of trafficking who receive certification or eligibility letters from ORR.

The closing date for applications proposing *new* projects in States where ***there is not an existing*** Wilson/Fish project is **April 30, 2008, 2009, and 2010**. The closing date for *existing* Wilson/Fish projects that are applying to begin a new project period is **April 30 of the final year of the project period**. Applicants proposing *new*

projects in States where ***there is an existing*** Wilson/Fish project will also be considered at the **April 30 deadline of the final year of the existing Wilson/Fish project**. (For a current listing of Wilson/Fish projects and project end dates see the ORR Website at:

[http://www.acf.dhhs.gov/programs/orr/programs/wilson\\_fish\\_prg.htm](http://www.acf.dhhs.gov/programs/orr/programs/wilson_fish_prg.htm)

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Projects will be accepted under either of two categories: (1) Projects to establish or maintain a refugee program in a State where the State is not participating in the refugee program or is withdrawing from the refugee program or a portion of the program; and (2) projects to provide an alternative to the existing system of assistance and services to refugees.

**Category One** of this announcement provides an opportunity for an applicant(s) to continue the provision of refugee program services and assistance, including refugee cash and medical assistance, employment and other social services in a State when the State elects to discontinue participation in the refugee program or is not currently participating in the program. A consortium of voluntary agencies, a lead voluntary agency, or another public or private non-profit agency may apply to administer and provide services and assistance to refugees in the State. Under Category One, if a State withdraws from the refugee program, the Director may invite applications (by ORR Letter), outside of the proposed closing dates, if necessary, to respond to the needs of the State's refugee population. This authority is supported by ORR regulation (400 CFR section 400.301), which states: "...when a State withdraws from all or part of the refugee program, the Director may authorize a replacement designee or designees to administer the provision of assistance and services, as appropriate, to refugees in that ...".

**Category Two** provides interested applicants an opportunity to implement alternative projects to promote refugee self-sufficiency. Some examples include: (1) where assistance and services for refugees receiving Refugee Cash Assistance (RCA) and those receiving Temporary Assistance for Needy Families (TANF) could be provided in a better coordinated, effective, and efficient manner; (2) where TANF-eligible refugees may not have access to timely, culturally and linguistically compatible services in the provision of employment and training programs; (3) where existing options for delivery of services and assistance to refugees do not present the most effective resettlement in that location, and where resettlement could be made more effective through the implementation of an alternative project; (4) where the continuity of services from the time of arrival until the

attainment of self-sufficiency needs to be strengthened; or (5) where it is in the best interest of refugees to receive assistance and services outside the traditional welfare system.

For both categories, at a minimum, applicants are expected to propose a range of services and financial assistance generally comparable to those currently available to eligible refugees in the State. Applicants in Category One may propose to transfer and serve in the Wilson/Fish project those clients who have not completed their period of eligibility under the existing RCA program. Applicants in Category Two must propose an alternative project for refugees in a specific State/local geographic area and cover, at a minimum, all newly arriving refugees in the State or geographic area of the cash assistance type proposed, e.g., all refugees otherwise eligible for RCA and/or TANF (referred to as "RCA-type" or "TANF-type" refugees). No projects in either category may propose transferring to the Wilson/Fish project refugees who are already enrolled in the TANF program.

ORR prefers that Wilson/Fish projects are statewide in scope. A new applicant that proposes a non-statewide Wilson/Fish alternative project must provide a justification that includes a statement of support from the State Refugee Coordinator as to why a non-statewide project would be in the best interests of the State's refugees.

Services and assistance under these awards are intended to help refugees attain self-sufficiency within the period of support defined by 45 CFR 400.211. This period is currently eight months from date of arrival (for refugees) or final grant of asylum (for asylees). We expect that funded projects will provide services and assistance to refugees for this period of time, as needed.

ORR will entertain proposals under Categories One and Two, subject to the availability of appropriated funds, to provide interim cash support to refugees who would otherwise be eligible for the TANF program, in addition to those refugees who would otherwise be eligible for the RCA program. Applicants that propose to provide cash assistance to TANF-type refugees should propose to cover a proportionate share of this cost with TANF funding.

Applications will be screened and evaluated as indicated in this program announcement. Awards will be contingent on the outcome of the competition and the availability of funds.

ORR encourages prospective applicants to consult with ORR before submitting their Wilson/Fish application.

## **Program Purpose**

The purpose of the announcement is to enable applicants to implement alternative projects under one of two categories in order to provide interim financial assistance, social services and case management to refugees in a manner that encourages self-sufficiency, reduces the likelihood of welfare dependency and fosters greater coordination among resettlement agencies and service providers in a community. In addition, the Wilson/Fish program enables refugee assistance programs to exist in every State where refugees are resettled. ORR is interested in projects that optimize all available resources--from Federal and State governments and the community--to make the resettlement period as beneficial as possible. An integrated system of assistance and services is an essential characteristic of a Wilson/Fish project.

Although ORR has included the provision of medical assistance as an allowable activity under this announcement, the best medical assistance option available in most circumstances is the existing State-administered program of RMA or Medicaid. The option to provide medical assistance under this announcement is available under two circumstances: (a) primarily for Category One projects where a State chooses to discontinue participation in all areas of the refugee program, including the provision of refugee medical assistance; and (b) under Category Two, in the event that there are significant problems in the provision of medical assistance to refugees in a State and where an alternative private medical assistance plan or provider is available that is able to provide a more appropriate and a timely range of services for refugees at an affordable cost.

In the case where an alternative medical assistance system is approved, refugee participants would not be permitted to receive Medicaid or RMA during the period of support provided under the Wilson/Fish project because they would be receiving comparable medical assistance.

## **Funding Availability**

ORR will consider requests for funding based on the merits of the proposals. Requests do not have to be limited to the amount being spent for current assistance and services, but such amounts will be one of the measures used in considering the reasonableness of the request.

Interim cash and medical assistance under the Wilson/Fish program will be provided from funds appropriated under the Transitional

Assistance and Medical Services (TAMS) line item. Funds for social services under the Wilson/Fish program will be provided separately through the formula refugee social services grant. Social services funding will be based upon each State's allocation listed in the Final Social Services Notice.

Applicants are strongly encouraged to cover all or a portion of the costs of interim financial support in this program for TANF-eligible refugees by seeking TANF funds from the State TANF agency. Those refugees supported by Federal or Separate State Program funds could be subject to TANF participation and work requirements, while refugees supported with Solely State funded programs would not be subject to TANF rules. Medical services for TANF-eligible refugees must be charged to the State Medicaid program if otherwise eligible.

### **Definition of Terms**

Interim Financial Support: Financial assistance that meets the basic needs of eligible refugees in accordance with 45 CFR section 400.60. The greater part of this assistance is expected to be provided in the form of cash payments to refugees, but may also include income disregards (income which is not counted in determining payment levels and financial eligibility for cash assistance) and incentive bonuses for early employment.

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## **II. AWARD INFORMATION**

**Funding Instrument Type:** Cooperative Agreement

**Substantial Involvement with Cooperative Agreement:**

**Description of Federal Substantial Involvement with Cooperative Agreement:**

Under the cooperative agreement, the grantee will be expected to submit for Federal review and approval the:

- (1) design of the service delivery model and amendments to the model
- (2) policy manual and proposed amendments to manual
- (3) staffing component and grantee is to promptly notify ORR of any changes regarding top level staff

- (4) tri-annual performance and quarterly expenditure reports
- (5) schedule for monitoring sub-grantees (if applicable) with respect to location, dates and topics
- (6) reports following site visits

**Anticipated Total Priority Area Funding:** \$23,000,000

**Anticipated Number of Awards:** 12 to 15

**Ceiling on Amount of Individual Awards:** \$6,000,000 per budget period

**Floor on Amount of Individual Awards:** None

**Average Projected Award Amount:** \$1,800,000 per budget period

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

Project periods will be awarded for up to 60 months with five 12-month budget periods.

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

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### III. ELIGIBILITY INFORMATION

#### 1. Eligible Applicants:

- Others (See below)

According to Section 412 (e) of the INA [Cash Assistance and Medical Assistance to Refugees], "The (ORR) Director is authorized to provide assistance, reimbursement to States, and grants to, and contracts with, public or private nonprofit agencies..."

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.

Please see *Section IV* for required documentation supporting eligibility or funding restrictions if any are applicable.

**2. Cost Sharing or Matching:** None

**3. Other:**

### **ORR Refugee Eligibility**

In addition to persons who meet all requirements of 45 CFR 400.43, "Requirements for documentation of refugee status", eligibility for refugee program services and assistance also includes: (1) Asylees admitted under section 208 of the Immigration and Nationality Act (2) Cuban and Haitian entrants under section 501 of the Refugee Education Assistance Act of 1980 (P. L. 96-422); (3) certain Amerasians from Vietnam who are admitted to the U.S. as immigrants under section 584 of the Foreign Operations, Export Financing, and Related Program Appropriations Act, 1988, as included in the FY 1988 Continuing Resolution (Pub. L. 100-202); (4) certain Amerasians from Vietnam, including U.S. citizens, under title II of the Foreign Operations, Export Financing, and Related Programs Appropriations Acts, 1989 (P. L. 100-461), 1990 (P. L. 101-167), and 1991 (P. L. 101-513); and (5) victims of a severe form of trafficking as required by section 107(b)(1)(A) of the Victims of Trafficking and Violence Protection Act of 2000 as amended (P. L. No. 106 - 386) (22 U.S.C. § 7105(b)(1)(A)). For details about these statuses, see ORR State Letter #00-17 and ORR State Letters #01-13 as modified by ORR State Letter #02-01, and ORR State Letter #04-12 on the Trafficking Victims Protection Act, at [www.acf.hhs.gov/programs/orr](http://www.acf.hhs.gov/programs/orr). For asylees, time-eligibility for ORR assistance and services begins from the date asylum is granted (see ORR State Letter 00-12). For convenience, the term "refugee" is used in this notice to encompass all such eligible persons unless the specific context indicates otherwise.

### **Beneficiary Eligibility**

Consistent with section 412(e)(7)(B) of the INA, refugees in projects funded under this announcement will be precluded from receiving cash assistance under the TANF program during the period of support provided under the Wilson/Fish project. If alternative medical assistance is included, participants will be precluded from receiving Medicaid during the period of support provided under the Wilson/Fish project.

### **Other Criteria**



Because a Wilson/Fish project will have a potential impact on a State's or locality's budgetary needs for cash assistance and/or medical assistance, as well as social services, a non-State applicant must coordinate its activities with the State Refugee Coordinator and other resettlement agencies in the development and implementation of an alternative project under Category Two of this announcement. State applicants should also coordinate their proposed activities with other participants in refugee resettlement such as voluntary resettlement agencies, mutual assistance associations, and community and faith-based organizations, if applicable.

Applications that propose an alternative to an existing Wilson/Fish project, under Category Two of the announcement, will only be considered at the end of the project period for the existing Wilson/Fish project. **Only one Wilson/Fish project will be funded in a specific State/local geographic area.**

### **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.

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## **IV. APPLICATION AND SUBMISSION INFORMATION**

### **1. Address to Request Application Package:**

Carl Rubenstein  
Office of Refugee Resettlement  
Administration for Children and Families  
370 L'Enfant Promenade S.W., 8th Floor West  
Washington, DC 20447  
Phone: 202-205-5933  
Email: [crubenstein@acf.hhs.gov](mailto:crubenstein@acf.hhs.gov)

### **2. Content and Form of Application Submission:**

The Administration for Children and Families (ACF) is particularly interested in specific factual information and statements of measurable goals in quantitative terms. Project descriptions are evaluated on the basis of substance, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant-funded activity should be placed in an appendix. Attachment and appendices should be used only to provide supporting documentation such as maps, administration charts, position descriptions, resumes, and letters of intent for partnership agreements. A table of contents and a Project Summary/Abstract should be included. Each application should include one signed original and two additional copies. Faxed applications are not acceptable. Applications should be submitted on white 8.5 x 11 inch paper only. The application narrative should be in a 12-point font and the margins must be at least one inch on all sides. Each page should be numbered sequentially, including any attachments or appendices. The application should not be stapled or bound, other than with a rubber band or clip. Books or videotapes should not be included, as they are not easily reproduced and are, therefore, inaccessible to reviewers.

### **D-U-N-S Requirement**

All applicants must have a D&B Data Universal Numbering System (D-U-N-S) number. On June 27, 2003, the Office of Management and Budget (OMB) published in the *Federal Register* a new Federal policy applicable to all Federal grant applicants. The policy requires Federal grant applicants to provide a D-U-N-S number when applying for Federal grants or cooperative agreements on or after October 1, 2003. The D-U-N-S number will be required whether an applicant is submitting a paper application or using the government-wide electronic portal, [Grants.gov](http://www.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](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](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](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](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](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](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](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](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](http://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](http://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](http://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](http://www.acf.hhs.gov/grants/registration_checklist.html).**

Please note the following if planning to submit an application electronically via [www.Grants.gov](http://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](http://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](http://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](http://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](http://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](http://www.Grants.gov) that contains a [www.Grants.gov](http://www.Grants.gov) tracking number. ACF will retrieve the electronically submitted application from [www.Grants.gov](http://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](http://www.Grants.gov), please contact the Grants.gov Contact Center at: 1-800-518-4726, or by email at [support@grants.gov](mailto: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](http://www.grants.gov/applicants/get_registered.jsp).
- When submitting electronically via [www.Grants.gov](http://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](http://www.Grants.gov) contact center at [support@grants.gov](mailto: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 04/30/2008**

**Applications:**

**04/30/2009**

**04/30/2010**

### **Explanation of Due Dates**

The due date for receipt of applications is referenced above. Applications received after 4:30 p.m., eastern time, on the due date 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**



Applications that are submitted by mail must be received no later than 4:30 p.m., eastern time, on the due date referenced above at the address listed in *Section IV.6.*

### **Hand Delivery**

Applications hand carried by applicants, applicant couriers, other representatives of the applicant, or by overnight/express mail couriers must be 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 RECEIVED AFTER 4:30 P.M., EASTERN TIME, ON THE DUE DATE 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 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**

What to Submit	Required	Required Form or Format	When to
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	<b>Content</b>		<b>Submit</b>
SF-424	See Section IV.2	See <a href="http://www.acf.hhs.gov/grants/grants_resouces.html">http://www.acf.hhs.gov/grants/grants_resouces.html</a>	By application due date.
Project Summary/Abstract	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.
Table of Contents	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 <a href="http://www.acf.hhs.gov/grants/grants_resouces.html">http://www.acf.hhs.gov/grants/grants_resouces.html</a>	By application due date.
Budget and Budget Justification	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.
Letters of Support	See Sections IV.2 and V	Found in sections IV.2 and V	By application due date.
Third-Party Agreements	See Sections IV.2 and V	Found in sections IV.2 and V	By application due date.
Certification Regarding Lobbying	See Section IV.2	See <a href="http://www.acf.hhs.gov/grants/grants_resouces.html">http://www.acf.hhs.gov/grants/grants_resouces.html</a>	By date of award.
Certification Regarding Environmental Tobacco Smoke	See Section IV.2	See <a href="http://www.acf.hhs.gov/grants/grants_resouces.html">http://www.acf.hhs.gov/grants/grants_resouces.html</a>	By date of award.
Assurances	IV.2	See <a href="http://www.acf.hhs.gov/grants/grants_resouces.html">http://www.acf.hhs.gov/grants/grants_resouces.html</a>	By date of award.
SF-424B	See Section IV.2	See <a href="http://www.acf.hhs.gov/grants/grants_resouces.html">http://www.acf.hhs.gov/grants/grants_resouces.html</a>	By application due date.

SF-424C	See Section IV.2	See <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http://www.acf.hhs.gov/grants/grants_resources.html</a>	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.

**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](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 <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http://www.acf.hhs.gov/grants/grants_resources.html</a>	By application due date.

**4. Intergovernmental Review of Federal Programs:**

This program is not subject to Executive Order 12372, "Intergovernmental Review of Federal Programs," or 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities".

**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.

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

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

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

**Hand Delivery**

Ben Sharp  
Grants Management Officer  
Administration for Children and Families  
Division of Discretionary Grants  
901 D Street, SW. Mail Room - 2nd Floor  
Washington, DC 20024

**Electronic Submission**

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

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**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, all applicants will be required to establish proposed performance goals for each of the six ORR performance outcome measures for the upcoming Federal fiscal year. Proposed performance goals must be included in the application for each performance measure. The six ORR performance measures are: entered employments, cash assistance reductions due to employment, cash assistance terminations due to employment, 90-day employment retentions, average wage at placement, and entered employments with available health benefits. Identify other benefits refugees will realize as a result of the Wilson/Fish project, including enhanced acculturation and other social adjustment measures. Describe how and what data will be collected and how this data will be used to analyze project results. Describe the plan and schedule for project monitoring.

## 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.

List 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.

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.

#### 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.

#### 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:

**OBJECTIVES AND NEED FOR ASSISTANCE - 20 points**

The improvements proposed to be implemented by the project are based on a thorough review and description of the current resettlement system in the geographic area to be covered, in terms of the services and assistance available; the ability of refugees to access culturally and linguistically appropriate services; the employment outcomes achieved (types of jobs currently available and length of time after arrival required to obtain these jobs); and the post-employment services available. The application will be evaluated on the extent to which it clearly describes:

- a. the improvements to be made by the alternative strategy, stated in terms of the population to be served, assistance and services to be provided, and outcomes to be achieved.

b. the planning and preparation for the project, including the primary participants involved in planning for this project and those institutions and organizations consulted, such as the State (if the applicant is applying under Category Two), refugee mutual assistance associations, local community and faith-based agencies, national voluntary organizations, and other agencies that serve refugees.

#### APPROACH - 30 points

The proposed project design is clear, logical, complete and reasonable in terms of (a) the proposed strategies related to the target population, the geographic area to be covered, the adequacy of the system, the policies and administration of interim cash support; (b) the likelihood that the relationship between the interim support and services described will result in a program that delivers quality resettlement; and (c) the adequacy of the cash assistance policies and procedures for appeals and fair hearings. The application has included adequate evidence of consultation with other relevant agencies and actors, e.g., the State Coordinator, voluntary agencies in a non-State application and the voluntary agencies and refugee service providers in a State application. The application will be evaluated on the extent to which it addresses the following:

a. the target population (numbers, ethnicity, and other characteristics such as age, family composition, ability to speak English, and labor skills); and the targeted populations by the anticipated category of public assistance for which the population may otherwise be eligible.

b. the proposed management plan indicating who has fiscal and programmatic responsibility for the overall project and for individual components. Applicant identifies the organizational structure and includes a staffing pattern and key position descriptions. Sources and allocation of funds for administration and staffing should be detailed and clearly shown for each position and activity.

c. the proposed services and how they will be provided, e.g., employment and case management services.

d. the proposed system for providing cash support, including: (i) The income standards for cash assistance eligibility; (ii) payment levels to be used to provide cash assistance to eligible refugees; (iii) assurance that the payment levels established are not lower than the State TANF amount; (iv) a detailed description of how benefit payments will be structured, including the employment incentives and/or income disregards to be used, if any; (v) a description of how refugees residing within the project area will have appropriate access to cash

assistance and services; (vi) a description of the eligibility criteria; (vii) a description of provisions for sanctions for non-cooperation as required by section 412(e)(2) of the INA; (viii) a description of the constitutionally required due process procedures to be used to ensure appropriate protections and due process for refugees, such as notice of adverse action and the right to mediation (in the case of a failure to accept employability services), a predetermination hearing, and an appeal to an independent entity; and (ix) a description of the procedures to be used to safeguard the disclosure of information on refugee clients.

e. the proposed system for providing alternative medical assistance, if applicable, including: (a) The type and range of services to be made available (e.g., physician, inpatient, prescription, surgical, emergency, dental); (b) a comparison of the system and range of medical services proposed to the currently available RMA and Medicaid system and services; (c) the type of provider proposed and history of the proposed provider, especially in providing services to low-income and ethnically diverse communities; (d) a description of how refugees, especially those who do not speak English or who have limited English skills, will have equal, easy, and timely access to medical assistance; (e) variables that will affect the cost of this assistance. Include a comparison of current costs with proposed costs. A description of the constitutionally required due process procedures described in d(viii), above, must also be included for medical assistance alternative projects.

f. assurances that the written policies of the alternative project will be made available to refugee clients, including agency eligibility standards, duration and amount of cash assistance payments and medical assistance (if applicable), the requirements for participation in services, the penalties for non-cooperation, and client rights and responsibilities to ensure that refugees understand what they are eligible for, what is expected of them, and what protections are available to them. Assurance that agency policy materials will be made available to refugee clients in English and in their own language.

g. how all activities of the project will be coordinated among resettlement agencies and service providers in the community, and how refugees will have access to other programs in the community, such as the Children's Health Insurance Program (CHIP), child care services and other support programs for working families and individuals.

RESULTS OR BENEFITS EXPECTED - 15 points

The outcomes proposed are reasonable, and the methodology for collecting outcome and other data are clearly described and adequate. The application establishes proposed performance goals using the six Government Performance and Results Act (GPRA) measures currently in use in the refugee resettlement program. The six ORR performance measures are: the number of employable refugees in the caseload, the number of entered employments, the number of cash assistance reductions due to employment, the number of cash assistance terminations due to employment, the average hourly wage at entered employment, the number of 90-day employment retentions and the number of entered employments with health benefits available. The application identifies other benefits refugees will realize as a result of the Wilson/Fish project, including enhanced acculturation and other social adjustment measures.

#### ORGANIZATIONAL PROFILES - 20 points

The application must demonstrate that the organization as described has the capacity and resources for effective administration and management of the project, project staff are qualified and have the necessary expertise to manage the project and to deliver bilingual and bicultural services and assistance to refugees in the manner described. The application must describe a system for monitoring and reporting that is attainable and adequate considering the organizational capacity and resources described.

#### BUDGET AND BUDGET JUSTIFICATION - 15 points

The budget is clear, logical, complete and reasonable in relation to the expected activities and outcomes. The line-item budget narrative is understandable and adequately justifies the costs proposed. The data provided to justify the budget are consistently and logically presented in terms of the population to be served. ORR is also interested in the following:

1. A client loading chart showing the anticipated arrival of clients over the budget period and the projected interim assistance (and medical assistance, if applicable) needed on a monthly basis throughout the year to assist those refugees. Provide assumptions about the length of time clients are expected to need that assistance.
2. Identification of administrative costs required for the provision of interim cash and medical assistance separately from those costs projected as part of the overall role of coordinating the refugee program in the geographic area.

3. The amount and source of any additional funding, including in-kind contributions, that will help support the project.

4. If medical assistance is proposed, provide a detailed budget and a narrative concerning the underlying assumptions used in developing the budget, such as the system for co-payments and the proposed amounts of co-payments, if applicable, and other variables such as deductibles, premium amounts, prescription costs, etc.

## **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.

### Competitive Review and Evaluation Criteria

Applications that pass the initial screening will be evaluated and rated by an independent review panel on the basis of specific evaluation criteria. 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.

Review panel scores will weigh heavily in funding decisions, but will not be the only factors considered. Applications generally will be considered in order of the average scores assigned by the review panel. Because other important factors are taken into consideration, highly ranked applications are not guaranteed funding. These other considerations include the timely and proper completion by the applicant of projects funded with ORR funds granted in the last five (5) years; comments of reviewers and government officials; ORR staff evaluation and input; amount and duration of the grant requested and the proposed project's consistency and harmony with ORR goals and policy; administrative costs associated with any sub-grantees; geographic distribution of applications; previous program performance of applicants; compliance with grant terms under previous HHS grants; audit reports; investigative reports; and applicant's progress in



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

### **Approved but Unfunded Applications**

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

### **3. Anticipated Announcement and Award Dates:**

Not Applicable

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## **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](http://www.acf.hhs.gov/grants/grants_resources.html).

### **ORR Regulations**

ORR regulations may be found at 45 CFR 400, where applicable.

### **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](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: Tri-Annually  
Financial Reports: Quarterly

Wilson/Fish grantees are required to submit performance and expenditure reports in accordance with their approved cooperative agreement. Wilson/Fish program activity and progress achieved toward meeting performance outcome goals are to be reported tri-annually on the ORR-6, the "Tri-annual Performance Report." (performance and expenditure report forms can be found on the ORR website at: [http://www.acf.dhhs.gov/programs/orr/policy/report\\_forms\\_instructions.htm](http://www.acf.dhhs.gov/programs/orr/policy/report_forms_instructions.htm))

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## **VII. AGENCY CONTACTS**

### **Program Office Contact:**

Carl Rubenstein  
Wilson/Fish Program Manager  
Office of Refugee Resettlement  
370 L'Enfant Promenade, S.W. 8th Floor West  
Washington, DC 20447  
Phone: (202) 205-5933  
Email: [crubenstein@acf.hhs.gov](mailto:crubenstein@acf.hhs.gov)

### **Grants Management Office Contact:**

Ben Sharp, Grants Management Officer  
Office of Grants Management  
Division of Discretionary Grants  
Administration for Children and Families  
370 L'Enfant Promenade S.W. 6th Floor  
Washington, DC 20447  
Phone: (202) 260-6607  
Email: [ben.sharp@acf.hhs.gov](mailto:ben.sharp@acf.hhs.gov)

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## **VIII. OTHER INFORMATION**

**Date:** 02/08/2008

Brent R. Orrell  
Acting Director  
Office of Refugee Resettlement