

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

**Program Office:** Office of Refugee Resettlement (ORR)

**Funding Opportunity Title:** Standing Announcement for the Preferred Communities Program

**Announcement Type:** Initial

**Funding Opportunity Number:** HHS-2008-ACF-ORR-RP-0112

**CFDA Number:** 93.576

**Due Date for Applications:** **March 24, 2008**  
**February 24, 2009**  
**February 24, 2010**

**Executive Summary:**

The Office of Refugee Resettlement (ORR) invites the submission of applications for funding, on a competitive basis, for the Preferred Communities program to support the resettlement of newly arrived refugees in Preferred Communities where they have ample opportunities for early employment and sustained economic independence and, to address special populations who need intensive case management, culturally and linguistically appropriate linkages and coordination with other service providers to improve their access to services. This announcement replaces the Priority Area One - Preferred Communities program included in the Standing Announcement for Services for Recently Arrived Refugees published in the *Federal Register* on April 23, 2004.

The Director will observe March 24, 2008, as the first closing date for applications. Thereafter, the Director will observe February 24, 2009 and February 24, 2010 as the closing dates for applications. An applicant may submit more than one application under this announcement.

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## **I. FUNDING OPPORTUNITY DESCRIPTION**

### **Legislative Authority**

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

### **Funding Opportunity Description**

#### **Purpose and Objectives**

The purpose and objectives of the Preferred Communities program are to support resettlement of newly arriving refugees with the best opportunities for their self-sufficiency and integration into new communities, and to support refugees with special needs that require more intensive case management. Applicants may apply to support resettlement in new communities targeted to geographic sites or special populations agreed to in consultation with the Department of State/Bureau for Population, Refugees and Migration (BPRM) and ORR.

There are two types of Preferred Communities programs for the purposes of this grant. The first type of Preferred Communities program should expect to receive a minimum of 100 new refugees annually. ORR will consider exceptions to this standard where the applicant provides substantial justification for the request and documents the community's history of arrivals, the period of time needed to reach a level of 100 new refugees and the record of outcomes for achieving self-sufficiency soon after arrival. The second type of Preferred Communities program will expect to receive a proposed number of cases that will need intensive case management. If the Preferred Community plans to focus resources on special needs cases, a history of its qualifications and experience with serving special needs cases should be provided.

Preferred Communities are those localities that support populations where refugees have excellent opportunities to achieve early employment and sustained economic independence without public assistance. Preferred Communities should have a history of low welfare utilization by refugees. In addition, refugees should have the potential for earned income at a favorable level relative to the cost of living and to public assistance benefits. Characteristics of these communities include: (1) A moderate cost of living; (2) excellent employment opportunities in a strong, entry-level labor market; (3) affordable housing and transportation accessible for employment; (4) low secondary out-migration rates for refugees; (5) communities that meet the religious needs of arriving populations; (6) local community support and positive reception for the refugees; (7) receptive school environments; and (8) other related community features that contribute to a favorable quality of life for arriving refugees, such as excellent medical facilities.

To achieve the original objective of improved opportunities for integration and self-sufficiency, the applicant should propose communities that have been approved by BPRM in the Reception and Placement Cooperative Agreement. Communities should be selected where there have not been large numbers of recent arrivals, but the prospects for resettlement appear to be favorable for additional refugees. The selected sites may be those with a history of successful refugee placement or those where refugees have not previously been placed, but which have all the elements of a successful refugee resettlement community (as described above). ORR is interested in providing resources for national voluntary agencies to cover the costs of changing community placements so that refugees, including those with special needs, are placed in a particular site where they will have the best chance for integration.

To support resettlement of refugees in communities where they will have the best opportunities for integration and to provide support for populations who have special needs, successful applicants may propose additional or alternative communities in consultation with BPRM and ORR. ORR will grant approval for these sites following the consultation. With these funds, successful applicants will propose services that need to be enhanced or increased in light of arriving populations.

The application must, for the first budget period, specify one or more sites with a description of each site and the rationale for its selection, or describe a population with special needs requiring more intensive case management in a particular site. Applicants are encouraged to

include activities that assess and plan services for the target populations to be resettled. For Preferred Community sites, such activities would also assess each specified community's appropriateness for additional arriving refugees and, if needed, continue to search for additional communities for future preferred placement. Additional sites and refugee populations with special conditions may be added by submitting the revised plan and the site descriptions in the continuation application.

ORR formula social service funds are awarded to States to provide services proportionate to the number of refugee arrivals during the previous three years. A year or more may lapse before newly arriving refugees are included in the formula count. To maintain working relationships and coordination with State governments, planning for the application and implementation of Preferred Communities programs should be done in consultation with the respective State Refugee Coordinator and documented to assure an orderly transition and complement of services until the proportion of new arrivals is accounted for in the ORR formula awards. Applicants should view the Preferred Communities program as a temporary solution to cover the costs of increased refugee placements, as a mechanism to build infrastructure to facilitate increased refugee placements, and as an enhancement of their ability to provide specialized services to vulnerable populations. Applicants should describe their coordination and planning under the Approach review criteria.

In the last Program Performance Report, grantees will discuss the transition of services indicating whether the services are now supported by the State or Wilson/Fish project, other public or private resources, or are no longer needed. This report must provide supporting information on the impact of the services on the target population.

Examples of special populations needing intensive case management may include, at a minimum, youth and young adults without parents or permanent guardians who have spent an unusually long period under refugee camp conditions; refugees experiencing social or psychological conditions including emotional trauma resulting from war; refugees who are HIV+; or other populations with physical disabilities or medical conditions identified and determined by BPRM and ORR as needing intensive case management. Culturally and linguistically appropriate linkages and coordination with other service providers is necessary to improve access to services and enhance the likelihood of their integration into new communities.

## Allowable Activities

Allowable activities for local affiliates include social services needed to achieve increased placements in the Preferred Communities. Allowable activities for the national voluntary agencies are those that assess the appropriateness of resettlement communities for targeted refugees. The result of the assessment should assure that the designated service providers in the preferred communities provide services that create excellent opportunities to integrate the targeted groups of refugees and special populations.

As part of the application preparation, the applicant must: (1) Consult with ORR about prospective preferred sites and the appropriateness of those sites for the refugees; (2) coordinate with their affiliates and other voluntary agencies whose local affiliates place refugees in the same sites; (3) inform in writing and coordinate with State governments for site selection, adequate services and program strategies to be developed; and (4) plan and coordinate locally with existing community resources, such as schools and public health agencies. In all instances, activities must be designed to supplement, rather than to supplant, the existing array of services available in the community for which refugees are eligible.

Activities should focus on services needed for special populations to include: intensive case management; special medical care; physical therapy for disabled refugees; independent living skills; facilitating options for housing; social skills; and mental health services, such as coping with the traumatic experiences of war.

Applications under this section should indicate how the grantee will ensure that services are culturally and linguistically appropriate.

The Director may implement additional closing dates, if necessary, to respond to the needs of an imminently arriving refugee population. The announcement of additional closing dates will be made through a published modification to this announcement that will be posted to the ACF Grant Opportunities webpage at <http://www.acf.hhs.gov/grants/index.html> and at [www.grants.gov](http://www.grants.gov).

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## II. AWARD INFORMATION

**Funding Instrument Type:**

Cooperative Agreement

## **Substantial Involvement with Cooperative Agreement:**

### ORR Responsibilities

a. ORR will consult with BPRM and national voluntary agencies on arriving populations with special needs and appropriate resettlement sites for refugee populations. ORR will provide approval to the grantee following BPRM and national voluntary agency consultation on arriving populations with special needs.

b. ORR will provide approval and funds to support the approved grantee's activities and budget both for increased opportunity and special needs.

### National Voluntary Agency Responsibilities

a. Grantees will consult with BPRM and ORR on appropriate resettlement sites for refugees with special needs.

b. Grantees will begin funding sites for special needs upon approval from ORR. If this need arises in the middle of a budget year, the grantee will send a letter of request to ORR.

c. Grantees will consult with the State Refugee Coordinator and other volags in planning and coordination of services at the preferred site.

d. Grantees will discuss, in the last Program Performance Report, the transition of services indicating whether the services are now supported by the State or Wilson/Fish project, other public or private resources, or are no longer needed. This report must provide supporting information on the impact of the services provided on the target population.

**Anticipated Total Priority Area Funding:** \$600,000

**Anticipated Number of Awards:** 2 to 6

**Ceiling on Amount of Individual Awards:** \$300,000 per budget period

**Floor on Amount of Individual Awards:** \$100,000 per budget period

**Average Projected Award Amount:** \$200,000 per budget period

**Length of Project Periods:** 36-month project with three 12-month budget periods

Subject to the availability of funding and the best interests of the government, the Director reserves the right to award more or less than the funds described under "**Anticipated Total Priority Area Funding**;" however, if more funding becomes available, the stated ceiling and floor amounts will remain the same.

In the absence of worthy applications, the Director may decide not to make an award if deemed to be in the best interest of the government. Funding for future years, under this announcement, is at the Director's discretion and depends on the availability of appropriated funds.

Applicants may be required to reduce the scope of selected projects based on the amount of the approved grant award.

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

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### **III. ELIGIBILITY INFORMATION**

#### **1. Eligible Applicants:**

- Others (See below)

Eligible applicants are ten national voluntary agencies that currently resettle refugees under a Reception and Placement Cooperative Agreement with the Department of State or with the Department of Homeland Security. The Preferred Communities program is restricted to these agencies because placements of new arrivals occur under the terms of the cooperative agreements, and no other agencies place new arrivals or participate in determining their resettlement sites.

The ten eligible applicants are the following: Church World Service, Inc.; Domestic and Foreign Missionary Society; Ethiopian Community Development Council, Inc.; Hebrew Immigrant Aid Society, Inc.; International Rescue Committee; Lutheran Immigration and Refugee Service; State of Iowa; US Conference of Catholic Bishops; US Committee for Refugees and Immigrants; and World Relief Corporation.

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

Foreign entities are not eligible under this announcement.

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

**3. Other:**

### **ORR Refugee Eligibility**

Individuals with the following immigration statuses are eligible for refugee social services: (1) refugees; (2) asylees; (3) Cuban and Haitian entrants; (4) certain Amerasians from Vietnam; and (5) victims of a severe form of trafficking who receive certification or eligibility letters from ORR, and certain other specified family members of trafficking victims." For details about these statuses, see 45 CFR 400.43, ORR State Letter #00-17 and ORR State Letter #0-13, as modified by State Letter #02-01, and ORR State Letter #04-12, at [www.acf.hhs.gov/programs/orr](http://www.acf.hhs.gov/programs/orr). For convenience, the term "refugee" is used in this notice to encompass all such eligible persons.

### **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:**

Susan S. Benjamin  
Program Manager, Division of Community Resettlement  
Administration for Children and Families  
Office of Refugee Resettlement  
370 L'Enfant Promenade, SW, 8th Floor West  
Washington, DC 20447  
Phone: 202-401-4851



Email: [Susan.Benjamin@acf.hhs.gov](mailto:Susan.Benjamin@acf.hhs.gov)

URL: [www.acf.hhs.gov/programs/orr](http://www.acf.hhs.gov/programs/orr)

## **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 activity 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 25 page double-spaced narrative limit (up to an additional 20 pages of attachments are allowable, not including letters of support, table of contents, Project Summary/Abstract, budget/budget justification or standard forms and certifications). Reviewers may disregard any narrative over the page limit. Each page should be numbered sequentially, including any attachments or appendices. The application should not be stapled or in any way bound. 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://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 Applications: March 24, 2008**

**February 24, 2009**

**February 24, 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 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.

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

Environmental Tobacco Smoke	IV.2	<a href="#">ces.html</a>	award.
Assurances	See Section IV.2	Found in Section IV.2	By date of award.
Proof of Non-Profit Status	See Sections IV.2 and V	Found in Sections IV.2 and V	By date of award.
SF-424B	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.

### 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:

### 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.

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 L. Sharp  
Grants Management Officer, Division of Discretionary Grants  
Administration for Children and Families  
Office of Grants Management  
370 L'Enfant Promenade, SW, 6th 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 20447

### **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, results and benefits are described in terms of opportunities provided for refugees. Proposed outcomes are measurable and achievable within the grant project period including special services and refugee self-sufficiency.

#### APPROACH

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

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity in such terms as the number of people to be served and the number of activities accomplished.

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

If any data is to be collected, maintained, and/or disseminated, clearance may be required from 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:

##### 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.

#### PROGRAM INCOME

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

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

#### 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:

## OBJECTIVES AND NEED FOR ASSISTANCE - 25 points

The applicant demonstrates comprehensive understanding of refugee populations as new members of the U.S. community. The applicant also demonstrates an understanding of the activities that assist a community to prepare for new refugee populations. The conditions in proposed resettlement communities are clearly described. The need for additional services leading to enhanced resettlement for arriving populations is documented. The applicant provides a national placement plan that documents understanding of the arriving refugee groups and their characteristics. The applicant demonstrates a clear understanding of the population to be served. The national voluntary agency documents the number of special populations and the services needed. The number of refugees projected to be served is reasonable in light of the resettlement capacity.

## APPROACH - 20 points

The strategy and plan, including a description of each proposed preferred community and an assessment of appropriateness for placement, are likely to achieve increased placement in preferred communities and excellent opportunities for integration including specific discussion of special populations where appropriate. The proposed activities and timeframes are reasonable and feasible. The plan describes in detail how the proposed activities will be accomplished as well as the potential for the project to achieve economic independence for arriving refugees. The application includes a clear and comprehensive description of the preferred sites proposed. The application includes a clear and comprehensive description of the national voluntary agency placement planning activities, including meeting with the State Refugee Coordinator, documenting coordination and outcomes, community preparation activities and how they will be impacted by this project. Assurance is provided that proposed services will be delivered in a manner that is linguistically and culturally appropriate to the target population.

## RESULTS OR BENEFITS EXPECTED - 25 points

The applicant clearly describes the results and benefits to be achieved. The applicant proposes an increase in the actual number of free cases placed in the specified community or, in the case of special populations, the applicant clearly describes the additional programs or services appropriate to the needs of the group. Results or benefits are described in terms of the opportunities provided for refugees. Proposed outcomes are measurable and achievable within the grant project period including special services and refugee self-sufficiency.

The proposed monitoring and information collection is adequately planned and can be feasibly implemented within the proposed timelines. The applicant clearly describes how the special population will benefit from proposed services, *e.g.*, enhanced case management, special medical care, referrals and follow-up with culturally and linguistically appropriate mainstream providers. The applicant describes how the impact of the funds will be measured on key indicators associated with the purpose of the project. Proposed outcomes are tangible and achievable within the grant project period, and the proposed monitoring and information collection are adequately planned.

#### ORGANIZATIONAL PROFILES - 15 points

The administrative and management features of the project, including a plan for fiscal and programmatic management of each activity and planning activities, are described in detail with proposed start-up times, ongoing timelines, major milestones or benchmarks, a component/project organization chart, management of affiliates, monitoring and a staffing chart of affiliate network. The qualifications of project staff, both national applicant and affiliate agencies, as well as any volunteers, are documented. Instances of managing grants of the same size as the applicant is requesting here are discussed.

#### BUDGET AND BUDGET JUSTIFICATION - 15 points

The budget and narrative justification are reasonable, clearly presented, and cost-effective in relation to the proposed activities and anticipated results. The per capita budget is justified and reasonable. The applicant clearly indicates how awarded funds will complement Reception and Placement and other social services to achieve the objectives.

### **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.

The ORR Director and program staff use review panel scores when considering competing applications. Review panel scores will weigh heavily in funding decisions, but will not be the only factors

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

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

### **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).

### **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: Semi-Annually

Financial Reports: Semi-Annually

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## **VII. AGENCY CONTACTS**

### **Program Office Contact:**

Susan S. Benjamin  
Program Manager, Division of Community Resettlement  
Administration for Children and Families  
Office of Refugee Resettlement  
370 L'Enfant Promenade, SW, 8th Floor West  
Washington, DC 20447  
Phone: 202-401-4851  
Email: [Susan.Benjamin@acf.hhs.gov](mailto:Susan.Benjamin@acf.hhs.gov)

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

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



Phone: 202-401-5513

Email: [ACFOGME-Grants@acf.hhs.gov](mailto:ACFOGME-Grants@acf.hhs.gov)

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## VIII. OTHER INFORMATION

**Date:** 01/10/2008

Brent R. Orrell  
Acting Director  
Office of Refugee Resettlement