Administration for Children and Families

Office of Refugee Resettlement

Services to Afghan Survivors Impacted by Combat

HHS-2022-ACF-ORR-ZZ-0163

Application Due Date: 10/20/2022

Table of Contents

Funding Opportunity Title:
Services to Afghan Survivors Impacted by Combat

Announcement Type:
Initial

Funding Opportunity Number:
HHS-2022-ACF-ORR-ZZ-0163

Primary CFDA Number:
93.576

Due Date for Applications:
10/20/2022

Executive Summary

Notice:

- **Applicants are strongly encouraged to read the entire notice of funding opportunity (NOFO) carefully and observe the application formatting requirements listed in *Section IV.2. Content and Form of Application Submission*. For more information on applying for grants, please visit "How to Apply for a Grant" on the ACF Grants & Funding Page at** https://www.acf.hhs.gov/grants/how-apply-grant.

SAM.gov System Alert | Entity Validation Delays:
Due to high demand, SAM.gov is experiencing a considerable delay in processing entity legal business name and address validation tickets. As needed, please start the process early to avoid interruptions in application submissions. You can find SAM resources related to this process here **-**
https://www.fsd.gov/gsafsd_sp?id=kb_article_view&sysparm_article=KB0058422&sys_kb_id=7bb8810ddba05990060d5425f3961912&spa=1.

Grants.gov Downtime |Grants.gov Going Offline:
The Grants.gov system is being migrated to the cloud and will be unavailable to users for an extended period to allow for a successful transition. The Grants.gov Production System will be offline during the following period:
Production System will go Offline Friday September 23, 2022 at 12:01 AM ET.
Production System will go Online Thursday September 29, 2022 at 11:59 PM ET.
If you are interested in this funding opportunity, you are strongly encouraged to download it and all associated attachments from Grants.gov as soon as possible so that they will be available to you during this period. For more information on what to expect, please refer to the following URL at https://grantsgovprod.wordpress.com/2022/08/08/what-to-expect-during-the-grants-gov-cloud-migration-and-extended-downtime-for-september-2022/ for details.

The Office of Refugee Resettlement (ORR) within the Administration for Children and Families (ACF) invites eligible entities to submit competitive grant applications for the fiscal year 2022 new, one-time Services for Afghan Survivors Impacted by Combat (SASIC) Program. The SASIC Program's goals are to help newly arrived Afghans eligible under the Afghanistan

Supplemental Appropriations Act (ASA) overcome severe, pervasive, and long-lasting combat-related trauma and to facilitate their achievement of sustained physical, social, emotional, and economic well-being. ORR intends to achieve these goals through increasing Afghan combat survivors' access to and engagement with effective, holistic, strengths-based, and trauma-informed services. In support of this effort, through this grant program, ORR will also fund the establishment of a national network of culturally responsive providers specialized in meeting the needs of Afghan arrivals for such services.

Under the SASIC Program, recipients will provide holistic and integrated services, including medical, psychological, and social work services, either directly and/or through referrals to partners or affiliates, to Afghans who experienced combat-related trauma and arrived in the United States under Operation Allies Refuge (OAR)/Operation Allies Welcome (OAW).

I. Program Description

Statutory Authority

Afghanistan Supplemental Appropriations Act, 2022, Public Law 117-43, title III, as amended by Public Law 117-70.

Description

BACKGROUND

ORR provides newly arriving refugees and other eligible immigrant populations with the opportunity to maximize their potential in the United States. On September 30, 2021, Congress, through the ASA, authorized ORR to provide resettlement assistance and other benefits available to refugees to specific Afghan populations in response to their emergency evacuation from Afghanistan and subsequent resettlement in the United States under OAR and OAW. Recognizing the unique experiences and needs of this population, ORR is issuing this new, one-time NOFO to support the successful and meaningful resettlement of ASA-eligible Afghan arrivals who have experienced combat-related trauma.

While Afghans who directly experienced combat make up a small proportion of the overall Afghan caseload, they and their families may require more intensive services related to their status and particular needs because of the psychosocial and health repercussions of combat-related trauma, which have emerged as significant public health concerns across the globe. Survivors may experience long lasting physical consequences of combat-related trauma, such as acute injury, infections, chronic pain, and exacerbations of chronic illness. Additionally, they may suffer from the psychological effects of combat-related trauma, which include post-traumatic stress disorder, depression, and anxiety disorders.

ORR recognizes that survivors' families may include those who were targeted for their association with a combat survivor and subsequently experienced persecution and/or violence such as gender-based violence, rape, or other forms of sexual assault. Also, they may have been adversely affected by the trauma experience of the primary survivor. These individuals are defined within this NOFO as secondary survivors. Therefore, ORR advocates for a whole-family approach when designing and delivering services. ORR also recognizes that access to trauma-informed service providers is crucial in the healing and recovery process for both primary and secondary survivors.

Considering the pervasive effects of combat-related trauma, treatment for survivors necessitates an interdisciplinary and holistic approach to treatment that is strengths-based, trauma-informed, and culturally and linguistically appropriate to foster active participation in services and programming. The provision of therapeutic and social services may help restore a sense of self-efficacy in Afghan survivors of combat-related trauma, allowing them to regain a sense of health and well-being, to function within a new environment, and to establish themselves as productive members of their new communities.

SASIC PROGRAM OVERVIEW

GOALS AND OBJECTIVES

The goals of this new, one-time program are to help ASA-eligible Afghan arrivals overcome the severe, pervasive, and long-lasting effects of combat-related trauma and to facilitate their achievement of sustained physical, social, emotional, and economic well-being.

The objective of the SASIC Program is to increase eligible Afghan arrivals' access to, and engagement with, effective, holistic, strengths-based, trauma-informed, and culturally and linguistically appropriate services. For the purpose of this NOFO, holistic services are defined as medical, psychological, and social work services to address the physical, psychological, and social effects of combat-related trauma. Recipients must provide all these services either directly or through a combination of direct and indirect services provided via partnerships and/or affiliations.

In order to accomplish this objective, ORR recognizes the need to build capacity and establish a strong and sustainable national network of effective, holistic, strengths-based, trauma-informed, and culturally and linguistically appropriate specialized service providers to assist combat-related trauma survivors and their families in the healing and recovery process. This will enable survivors to attend to their health, build effective support networks, and function as active members of their communities. ORR encourages collaborative partnerships between mainstream service providers and ethnic community and/or faith-based organizations to ensure that Afghan survivors receive appropriate and holistic services that address their needs under the SASIC Program.

PROGRAMMATIC REQUIREMENTS

The following section outlines SASIC Program requirements regarding objectives, activities and areas of assessment, eligible service populations, service period, project approach, and project documentation (case files).

Objectives

Recipient activities must align with SASIC Program objectives as outlined above. ORR will assess recipient activities under the following three main programmatic requirements: core service delivery, organizational capacity development, and community engagement and education. Note: An activity may fall under more than one programmatic requirement; for example, telehealth options for core services fall under both core service delivery and organizational capacity development and will be assessed as such.

Assessment Area I: Core Services Requirement
Recipients must provide core services for adult, adolescent, and pediatric clients, allowing options for telehealth and remote delivery, especially in locations where Afghan diaspora groups have not traditionally resettled. In such instances, recipients serving Afghan arrivals must offer telehealth platforms for access to linguistically appropriate case management and counseling services. Core services must include, but are not limited to, the following:

1. Assessing and documenting survivors' self-reported experience of combat-related trauma.
2. Conducting comprehensive intake assessments and establishing self-sufficiency and wellness plans to help survivors identify and advance toward goals for healing and recovery.
3. Offering specific interventions for women and Lesbian, Gay, Bisexual, Transgender, and Queer (LGBTQ) individuals, recognizing that they may have experienced systemic bias and sexual violence specifically based on their gender and sexual identities in the conflict preceding their evacuation from Afghanistan.
4. Providing medical, psychological, and social work services, to address the physical, psychological, and social effects of combat upon survivors and their families, with the option of telehealth for all core services.
5. Ensuring that pediatric and adolescent services are available and are developmentally appropriate and tailored to the unique needs of these age groups.
6. Providing strengths-based, trauma-informed case management to coordinate care and connect clients to other services and community resources as needed.
7. Offering individual and group therapy for clients and their families, including family-strengthening interventions, to mitigate the collective and intergenerational impacts of trauma upon those families.
8. Facilitating support groups and providing referrals and linkages to help survivors build a sustainable social support network.
9. Conducting quarterly outcome assessments each fiscal year for each client, and ensuring that personal wellness plans contain specific, measurable, attainable, realistic, and time-bound (SMART) goals for both clients and caseworkers, with regular updates throughout the service period.
10. Linking eligible clients to employment, entrepreneurship, and career training programs such as ORR's Matching Grant Program, Microenterprise Development Program, and Refugee Career Pathways Program.
11. Seeking and incorporating regular client input on services through individual assessments, focus groups, or satisfaction surveys to ensure client-centered programming, evaluate project effectiveness, and improve service delivery.
12. Assessing clients at the end of each service year and informing them of their eligibility for case closure based on their achievement of goals outlined in their wellness plans.
13. Meeting with continuing clients at the start of each fiscal year to inform them of their service options and to identify client goals to work toward during that period.

Assessment Area II: Organizational Capacity Development
SASIC Program recipients must engage in activities designed to increase organizational and

local capacity and to ensure the sustainability of services to survivors. These activities include, but are not limited to, the following:

1. Determining and enrolling the optimal number of new clients commensurate with their funding levels.
2. Maintaining an equitable ratio of new and continuing clients.
3. Assessing client needs and outcomes to ensure appropriate levels of service and case management. This assessment could result in tiered services with Tier One clients falling under the “In-Crisis” and “Vulnerable” categories in domains of need and Tier Two clients falling under the “Stable” category.
4. Moving toward wraparound services for survivors through project enhancement and expansion, staff training, and strategic partnerships.
5. Ensuring that project staff and volunteers providing professional services participate in ORR-sponsored and/or other professional training events each year, which can include peer consultation groups.
6. Developing and implementing strategic training to ensure the quality and sustainability of services provided by staff.
7. Encouraging and promoting the professional development of bi/multilingual and bi/multicultural staff from underserved refugee and immigrant communities, to promote healthcare equity through increased representation and visibility of those communities in those professions.
8. Ensuring peer support and adequate supervision of client-facing staff with particular attention to client-case worker ratios.
9. Integrating survivors within organizational and programmatic structures through establishing advisory boards comprised of former clients and community members, and encouraging the participation of female survivors to ensure organizational diversity and equity.
10. Offering mentorship programs for survivors to allow them to inform service delivery, lead survivor-focused initiatives, and simultaneously enhance their employability/professional credentials.
11. Engaging in rigorous project monitoring and performance evaluation through collection, reporting, and analysis of project data.
12. Using such monitoring and evaluation to improve outcomes, processes (such as intake and referrals), and systems (such as data collection).
13. Identifying sustainable sources of funding.

Fundraising and solicitation of funds are not allowable activities under this grant (45 CFR§75.442). Please see *Section IV.6. Funding Restrictions* for further information.

Assessment Area III: Community Engagement and Education

SASIC Program recipients must engage in community engagement and education activities. These activities include, but are not limited to, the following:

1. Conducting outreach to Afghan refugee and immigrant communities, which may include combat survivors who are unaware of the SASIC Program and the services for which they may be eligible.

2. Providing educational workshops to Afghan communities and/or community members who interact with this population, such as faith-based organizations, to increase community awareness of, and support for, survivors.
3. Working with culturally and linguistically appropriate community health workers who are part of the SASIC project or associated with community health centers to conduct home visits.
4. Communicating and coordinating at least quarterly with refugee service providers, State Refugee Coordinators, and State Refugee Health Coordinators to facilitate timely and relevant exchange of information regarding service needs and resettlement trends that may affect service delivery and referral systems.
5. Partnering with ethnic community and/or faith-based organizations to develop, deliver, and/or promote culturally and linguistically appropriate services for survivors from those communities.
6. Providing professional training for medical, behavioral health, and/or social service providers on identifying and caring for survivors to enhance their capacity to meet the needs of this population.
7. Training staff at community health centers in cultural competency and the needs of Afghan combat survivors and their families, to optimize the care survivors receive within such health centers.
8. Collaborating with family strengthening programs that are geared toward forced refugee populations with a history of combat-related trauma.
9. Providing professional mentoring and/or case consultations to mainstream local service providers to increase the capacity of those agencies to serve Afghan survivors of combat-related trauma.
10. Raising mainstream public awareness of combat survivors, especially by elevating survivors' voices and expressions—potentially through art and music—as a way of generating support and resources to promote healing.

Eligible Populations for SASIC Program Services

Through the ASA 2022 and the Additional Afghanistan Supplemental Appropriations Act, 2022, Congress authorized ORR's parent agency, ACF, to obligate ASA funding for the provision of wraparound services during temporary housing and after resettlement.

The following Afghan populations are eligible for traditional ORR benefits and services and ASA-funded benefits and services, including the SASIC Program, for the timeframe indicated.

1.Citizens or nationals of Afghanistan (including unaccompanied minors) paroled into the United States under section 212(d)(5) of the Immigration and Nationality Act between July 31, 2021, and September 30, 2022. This group is eligible for benefits and services from their eligibility date until March 31, 2023, or until the end of the individual's parole term, whichever is later, unless otherwise amended by law or the individual gains another ORR-eligible category or status.

2.A spouse or child of any individual described above in number 1, who is paroled into the United States after September 30, 2022. This group is eligible for benefits and services from their eligibility date until March 31, 2023, or the end of the individual's parole term, whichever is later, unless otherwise amended by law or the individual gains another ORR-eligible category or status.

3.A parent or legal guardian of any individual described above in number 1, who is determined to be an unaccompanied child as defined by 6 U.S.C. 279(g)(2), who is paroled into the United States after September 30, 2022. This group is eligible for benefits and services from their eligibility date until March 31, 2023, or the end of the individual's parole term, whichever is later, unless otherwise amended by law or the individual gains another ORR-eligible category or status.

4.Citizens and nationals of Afghanistan for whom refugee and entrant assistance activities are authorized (e.g., Special Immigrant Visa holders, Special Immigrants with Conditional Permanent Resident status, Special Immigrant (SI/SQ) parolees, refugees, asylees), whose eligibility date is on, or after, July 31, 2021.

Note: Afghan nationals who meet these eligibility criteria and who experienced combat and/or served alongside U.S. military forces in Afghanistan or otherwise supported the U.S. Government are to be prioritized for service under the SASIC Program.

Other than the restrictions placed by ASA funding, ORR assistance and services must be provided to refugees without regard to race, religion, nationality, sex, or political opinion. For convenience, the term "refugee" is used in this NOFO to encompass all ASA-eligible individuals.

Service Periods for SASIC Program

Once enrolled, eligible Afghan nationals are eligible for one year of SASIC Program services. If, at the end of one year of services, a client has not achieved desired outcomes identified in their Individual Self-Sufficiency and Wellness Plan and requires substantial further services, the recipient may enroll the client for a second term to provide ongoing support. The recipient must conduct a new Individual Self-Sufficiency and Wellness Plan to ensure that self-sufficiency and wellness goals can be achieved. Individuals may be enrolled for no more than two consecutive service periods. However, in exceptional circumstances where there is demonstrated need for continuing services, recipients may request ORR approval for a third term of enrollment for certain individuals.

THE SASIC PROGRAM APPROACH

Holistic, Strengths-Based, and Trauma-Informed Service Delivery Model

The SASIC Program requires a service model be available to survivors and eligible family members that includes the following:

- Culturally and linguistically appropriate core services for the client population.
- Direct provision of core services by the recipient and/or indirect provision through partner organizations and/or affiliates under Memoranda of Understanding (MOU) that mandate administrative oversight and care coordination by the primary recipient.
- Holistic service delivery, using a multidisciplinary team with shared systems and regular communication to coordinate provision of behavioral health, primary care, and social services.

- A strengths-based, client-centered approach to service delivery at every stage of the project, including planning, implementation, and evaluation.
- Comprehensive assessment at intake of the clients' medical, psychological, and social needs.
- Assessing and addressing trauma related to immigration status uncertainty with connections to services when needed.
- Access to trauma-informed social support, such as housing, employment, or vocational assistance, which may preclude or reduce the need for more specialized psychological and medical services.
- A family-focused service plan that includes services for eligible family members who may experience the effects of combat-related trauma in their relationship with the primary survivor, particularly during initial healing and recovery and when reunited after an extended period of separation.
- Assessment and mitigation of the effects of combat-related trauma through family-strengthening interventions, to prevent intergenerational trauma.
- Regular quarterly assessment of outcomes aligned with client-identified goals in the individual service plan.

Project Documentation: SASIC Case Files

Recipients must ensure compliance with 45 CFR § 75.303(e) to take reasonable measures to protect personally identifiable information. When not in use, both physical and electronic case files must be properly secured as to ensure only appropriate staff have access. If the recipient or its subrecipient(s) use an electronic case file system, then safeguards such as limiting access to the data and encryption must be in place to protect participant information. Paper files must be kept confidential - ideally in a file cabinet that is kept locked and can be accessed only by authorized staff.

The following list identifies required documents for inclusion in client case files.

List of Client Case File Contents

- Intake assessment (Cover sheet of the assessment to contain information verifying the client's name, status under which the client arrived in the United States, date of eligibility, date of enrollment, date of projected program service termination, documentation of eligibility for SASIC Program services, alien number, birth date, current address, and phone number and/or email address).
- Eligibility determination form
- Enrollment and service agreement (translated as necessary)
- Informed consent and release of information form
- Grievance policy letter
- Goal-centered Individual Self-Sufficiency and Wellness Plan
- Detailed case notes documenting regular client-case worker interaction, and including regular updates on referrals and indirect services
- Quarterly assessments

- Survivor Family Self-Sufficiency and Wellness Plan
- Referrals to other service providers
- Records of any mentoring or volunteering that the client is providing or receiving
- Records of any goods or services donated to the client, with client signatures
- Records of client employment training and/or education
- Case closure letter

POST-AWARD PROGRAM REQUIREMENTS

SASIC Meetings
ORR will conduct an annual meeting of recipients in person in Washington, DC, (conditions permitting) or remotely via teleconference. Recipients must send at least one key representative. The meeting will be designed to foster a community of practice through ORR and recipients sharing lessons learned, identifying notable practices, reporting trends, and disseminating knowledge of effective trauma-related interventions.

SASIC Performance Measures
Recipients awarded under this NOFO are required to submit an annual Program Data Points (PDP) form each fiscal year of the project period. The PDP includes information about the recipient's programming and client base (e.g., output and demographic data) and new and continuing clients (e.g., outcome indicators) who receive services from recipients either directly or indirectly during the fiscal year.

NOTE: Consistent with the Paperwork Reduction Act (PRA) of 1995, (44 U.S.C. 3501-3521), under this NOFO, ORR will not conduct nor sponsor— and a person is not required to respond to—a collection of information covered by such Act, unless it displays a currently valid Office of Management and Budget (OMB) control number. ACF will obtain OMB approval under the PRA prior to collecting or requesting the collection of any additional information that is subject to PRA.

The SASIC Program indicators as follows:

- Gender;
- Age at intake;
- Self-reporting of either prior service to U.S./Afghan military and/or U.S./Afghan government;
- Type of combat exposure (primary or secondary);
- Immigration status/category at intake;
- Education prior to arrival (for clients ≥ 18 years of age at intake);
- Employment in the United States at intake (for clients ≥ 18 years of age at intake);
- Length of time in the United States at intake;
- Ethnicity;
- Religion;
- Languages used;

- Client goal(s) at intake;
- Clients served by service category;
- Client count during reporting period (active and closed cases);
- *Pro bono* professional service hours donated.

The SASIC Program outcome indicators are clients' levels of need in the following six domains:

- Physical health;
- Mental health;
- Housing;
- Employment;
- Access to community services; and
- U.S.-based support systems.

SASIC Program Performance Monitoring and Assessment

ORR SASIC Program staff and/or contract monitors will undertake periodic site visits as well as remote desk audits to monitor recipients' performance and to assess their service delivery model. Areas of assessment have been described earlier in this section under *Objective-Centered Program Activities and Relevant Assessment Areas.*

Following the visit, ORR will issue an official monitoring report categorizing the recipient as one of the following: i) *A Center of Excellence; ii) A Recipient in Good Standing; or iii) An Unsatisfactory Service Provider.*

ORR categorizes recipients' performance as follows.
A Center of Excellence is an agency that:

- Demonstrates consistently excellent outcomes in all three assessment areas
- Merits ORR recognition of one or more notable practices in the field of services for combat-related trauma survivors
- Earns community recognition for its services

A Recipient in Good Standing is a recipient that:

- Posts consistently good outcomes in all three assessment areas
- Is found to have no outstanding areas of non-compliance

An Unsatisfactory Service Provider is a recipient that:

- Posts consistently low outcomes in one or more assessment areas
- Is found to be in non-compliance with one or more SASIC Program requirements and ORR/HHS Policy Guidelines

A recipient falling under the category of *An Unsatisfactory Service Provider* will be placed under a Program Improvement Plan (PIP). Such a recipient must comply with training and technical assistance as required under the terms of PIP. Upon the recipient's completion of and compliance with PIP, ORR will conduct a follow-up monitoring review to assess the effectiveness of PIP. If the recipient does not fall into compliance, ORR will follow customary procedures regarding termination of the grant.

Note: Consistent with the PRA of 1995, (44 U.S.C. 3501-3521), under this NOFO, ORR will not conduct or sponsor – and a person is not required to respond to - a collection of information covered by such Act, unless it displays a currently valid OMB control number. ACF will obtain OMB approval under the PRA prior to collecting or requesting the collection of any additional information that is subject to PRA.

Staffing Requirements
ORR requires that recipients' key staff possess appropriate professional credentials and licensures to address the medical and mental health, and social work needs of their client populations. Additionally, where recipients are unable to engage bicultural or multilingual staff, staff from mainstream communities must demonstrate cultural awareness of, and sensitivity to, the ethnic and cultural groups represented in their service population. Onsite interpretation is a key requirement where staff do not possess proficiency in the languages represented in their client caseload. Adequate and effective Client-Case Manager ratios are also an essential required staffing element. Recipients must inform ORR of key staffing changes.

Key Personnel
Key personnel are salaried or unpaid individuals whose contributions are essential for project implementation. They include but are not limited to the following:

- Medical Director -This individual, who must be a licensed Medical Doctor or Nurse Practitioner, will develop and maintain a network of primary care and specialty medical providers.
- Behavioral Health Advisor-This individual, who must be a licensed behavioral health professional, will provide expertise in trauma-informed care.
- Pediatric Health Advisor-This individual, who must possess child and adolescent wellness, health and mental health training and expertise, will ensure availability and appropriateness of services for children and adolescents.
- Case Management Coordinator-This individual, who must possess at minimum a master’s degree in social work, will be responsible for (1) coordination with, at a minimum, psychosocial, educational, and housing services, (2) supervision of referrals and follow up to ensure timely and appropriate service delivery, and (3) collection of outcome information.

Subawards
Recipients under this grant program may opt to transfer a portion of substantive programmatic work to other organizations through subaward(s). The prime recipient must maintain a substantive role in the project. ACF defines a substantive role as conducting activities and/or providing services funded under the award that are necessary and integral to the completion of the project. Subrecipient monitoring activities alone, as specified in 45 CFR § 75.352, do not constitute a substantive role. Furthermore, ACF does not fund awards where the role of the applicant is primarily to serve as a conduit for passing funds to other organizations unless that arrangement is authorized by statute. It is recommended that a subaward constitute less than 50 percent of the proposed budget. This recommended threshold does not preclude an applicant

from submitting a budget where subawards go above and beyond 50 percent.

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

Please reference the Award Term and Condition on Subawards on the ACF Administrative and National Policy Requirements website for further requirements involving subawards.

SASIC Federal Program Evaluation

If ACF identifies resources to fund a federal study of SASIC Program activities, then the recipient must participate in that study. Such a study will utilize a non-recipient evaluation team and will focus on the processes, implementation, progress indicators, and quality improvement of ACF-funded activities.

NOTE: Consistent with the PRA of 1995, (44 U.S.C. 3501-3521), under this NOFO, ORR will not conduct or sponsor – and a person is not required to respond to a collection of information covered by such Act, unless it displays a currently valid OMB control number. ORR will obtain OMB approval for a federal study of the funded grant activities, as appropriate.

For more information on application components specific to this NOFO, please refer to *Section IV.2. The Project Description and The Project Budget and Budget Justification*

II. Federal Award Information

Funding Instrument Type:
G (Grant)

Estimated Total Funding:
$106,000,000

Expected Number of Awards:
50

Award Ceiling:
$3,000,000
Per Project Period

Award Floor:
$1,500,000
Per Project Period

Average Projected Award Amount:
$1,800,000
Per Project Period

Anticipated Project Start Date:
12/15/2022

Length of Project Periods:
Other

Additional Information on Project Periods and Explanation of 'Other'
This is a fully funded, multi-year project with one 36-month budget/project period.

Additional Information on Awards:
Awards made under this funding opportunity are subject to the availability of federal funds.

Applications requesting an award amount that exceeds the *Award Ceiling* per budget period, or per project period, as stated in this section*,* will be disqualified from competitive review and funding under this funding opportunity. This disqualification applies only to the *Award Ceiling* listed for the first 12-month budget period for projects with multiple budget periods. If the project and budget period are the same, the disqualification applies to the *Award Ceiling* listed for the project period. Please see *Section III.3. Other, Application Disqualification Factors.*

Note: For those programs that require matching or cost sharing, recipients will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period or by project period for fully funded awards, even if the projected commitment exceeds the required amount of match or cost share. **A recipient's failure to provide the required matching amount may result in the disallowance of federal funds.** For more information on these requirements, see *Section III.2. Cost Sharing or Matching.*

Additional language on award amounts:
Applicants that request the ceiling amount may not receive that amount even if they have been approved for funding. ORR will determine calculations of appropriate funding levels based on the number of Afghan arrivals in the proposed service location, Afghan combat survivors the recipient intends to serve, and the cost of living in the proposed service location.
ORR has calculated that the award floor of $1.5 million divided by the estimated average caseload of 200 individuals is equivalent to a cost of $7,500 per case, rounded up to $8,000 per case. While it is the recipient's responsibility to make this determination, for planning purposes, ORR suggests that applicants anticipate spending approximately $8,000 for each client receiving core services.

III. Eligibility Information

III.1. Eligible Applicants

Eligibility is open to the following types of entities: State governments; county governments; city or township governments; special district governments; independent school districts; public- and state-controlled institutions of higher education; Native American tribal governments (federally recognized); public housing authorities/Indian housing authorities; Native American tribal organizations (other than federally recognized tribal governments); non-profits having a 501(c)(3) status with the IRS other than institutions of higher education; non-profits without 501(c)(3) status with the IRS other than institutions of higher education; and private institutions of higher education.

Applications from individuals (including sole proprietorships) and foreign entities are not eligible and will be disqualified from competitive review and funding under this funding opportunity. See *Section III.3. Other, Application Disqualification Factors.*

Faith-based and community organizations that meet the eligibility requirements are eligible to receive awards under this funding opportunity. Faith-based organizations may apply for this award on the same basis as any other organization, as set forth at and, subject to the protections and requirements of 45 CFR Part 87 and 42 U.S.C. 2000bb *et seq.*, ACF will not, in the selection of recipients, discriminate against an organization on the basis of the organization's religious character, affiliation, or exercise.

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

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

III.2. Cost Sharing or Matching

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

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

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

III.3. Other

Application Disqualification Factors

Applications from individuals (including sole proprietorships) and foreign entities are not eligible and will be disqualified from competitive review and funding under this funding opportunity.

Award Ceiling Disqualification

Applications that request an award amount that exceeds the *Award Ceiling* per budget period or per project period ("per project period" refers only to fully funded awards), as stated in *Section II. Federal Award Information,* will be disqualified from competitive review and funding under this funding opportunity. This disqualification applies only to the *Award Ceiling* listed for the first 12-month budget period for projects with multiple budget periods. If the project and budget period are the same, the disqualification applies to the *Award Ceiling* listed for the project period.

Required Electronic Application Submission

ACF requires electronic submission of applications at Grants.gov. **Paper applications received from applicants that have not been approved for an exemption from required electronic submission will be disqualified from competitive review and funding under this funding opportunity.**

Applicants that do not have an internet connection or sufficient computing capacity to upload large documents to the internet may contact ACF for an exemption that will allow the applicant to submit applications in paper format. Information and the requirements for requesting an exemption from required electronic application submission are found in "ACF Policy for Requesting an Exemption from Electronic Application Submission."

Missing the Application Deadline (Late Applications)

The deadline for electronic application submission is 11:59 pm ET on the due date listed in the *Overview* and in *Section IV.4. Submission Dates and Times.* Electronic applications submitted to Grants.gov after 11:59 pm ET on the due date, as indicated by a dated and time-stamped email from Grants.gov, will be disqualified from competitive review and funding under this funding opportunity. That is, applications submitted to Grants.gov, on or after 12:00 am ET on the day after the due date will be disqualified from competitive review and funding under this funding opportunity.

Applications submitted to Grants.gov at any time during the open application period, and prior to the due date and time, which fail the Grants.gov validation check, will not be received at, or acknowledged by ACF.

Each time an application is submitted via Grants.gov, the submission will generate a new date and time-stamp email notification. Only those applications with on-time date and time stamps that result in a validated application, which is transmitted to ACF will be acknowledged.

The deadline for receipt of paper applications is 4:30 pm ET on the due date listed in the *Overview* and in *Section IV.4. Submission Dates and Times*. Paper applications received after 4:30 pm ET on the due date will be disqualified from competitive review and funding under this funding opportunity. **Paper applications received from applicants that have not received approval of an exemption from required electronic submission will be disqualified from competitive review and funding under this funding opportunity.**

Notification of Application Disqualification

Applicants will be notified of a disqualification determination by email or by USPS postal mail within 30 federal business days from the closing date of this NOFO.

IV. Application and Submission Information

IV.1. Address to Request Application Package

Tabassum
Siraj
HHS-2022-ACF-ORR-ZZ-0163
Administration for Children and Families
Office of Refugee Resettlement
330 C Street, SW.
Mailroom 5123
Washington
DC
20201
202-260-7802
202-401- 4689
Tabassum.Siraj.@acf.hhs.gov
https://www.acf.hhs.gov/orr

Application Packages

Electronic Application Submission:

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

Applications in Paper Format:

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

Federal Relay Service:

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

IV.2. Content and Form of Application Submission

FORMATTING APPLICATION SUBMISSIONS

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

FOR ALL APPLICATIONS:

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

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

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

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

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

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

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

Application Elements Exempted from Double-Spacing Requirements

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

Adherence to NOFO Formatting, Font, and Page Limitation Requirements

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

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

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

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

Corrections/Updates to Submitted Applications

When applicants make revisions to a previously submitted application, ACF will accept only the last on-time application for pre-review under the Application Disqualification Factors. The Application Disqualification Factors determine the application's acceptance for competitive review. See *Section III.3. Other, Application Disqualification Factors* and *Section IV.2. Application Submission Options*.

Copies Required

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

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

Signatures

Applicants submitting electronic applications must follow the registration and application submission instructions provided at Grants.gov.
The original of a paper format application must include original signatures of the authorized

representatives.

Accepted Application Format
With the exception of the required SFs and OMB-approved forms, all application materials must be formatted so that they are 8 ½" x 11" white paper with 1-inch margins all around.

If possible, applicants are encouraged to include page numbers for each page within the application.

ACF generally does not encourage submission of scanned documents as they tend to have reduced clarity and readability. If documents must be scanned, the font size on any scanned documents must be large enough so that it is readable. Documents must be scanned page-for-page, meaning that applicants may not scan more than one page of a document onto a single page. Pages with blurred text will be removed from the application.

PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:

With the exception of SFs and OMB-approved forms, the application submission in its entirety (Project Description and Appendices File) is limited to 70 pages.

The Project Description File must include the following items:

- Table of Contents
- Project Summary
- Project Narrative (e.g., Need for Assistance, Approach, Expected Outcomes)
- Logic Model (see Appendix for sample)
- Project Performance Evaluation Plan
- Plan for Oversight of Federal Award Funds and Activities
- Project Budget and Budget Justification
- Project Sustainability
- Protection of Sensitive and/or Confidential Information

The Appendices File must include the following:

- Legal Status of Applicant Entity
- Organizational Capacity (e.g., organizational charts, resumes)
- Third-Party Agreements
- Letters of Support
- Any other information the applicant deems relevant and necessary

ELECTRONIC APPLICATION SUBMISSION INSTRUCTIONS
Applicants are required to submit their applications electronically unless they have received an exemption that will allow submission in paper format. See *Section IV.2. Application Submission Options* for information about requesting an exemption.

Electronic applications will only be accepted via Grants.gov. **ACF will not accept applications submitted via email or via facsimile.**

Each applicant is required to upload ONLY two electronic files, excluding SFs and OMB-approved forms.

File One: Must contain the entire Project Description, and the Budget and Budget Justification (including a line-item budget and a budget narrative).

File Two: Must contain all documents required in the Appendices.

Adherence to the Two-File Requirement

No more than two files will be accepted for the review. Applications with additional files will be amended and files will be removed from the review. SFs and OMB-approved forms will not be considered additional files.

Application Upload Requirements

ACF strongly recommends that electronic applications be uploaded as Portable Document Files (PDFs). One file must contain the entire Project Description and Budget Justification; the other file must contain all documents required in the Appendices. Details on the content of each of the two files, as well as page limitations, are listed earlier in this section.

To adhere to the two-file requirement, applicants may need to convert and/or merge documents together using a PDF converter software. Many recent versions of Microsoft Office include the ability to save documents to the PDF format without need of additional software. Applicants using the Adobe Acrobat Reader software will be able to merge these documents together. ACF recommends merging documents electronically rather than scanning multiple documents into one document manually, as scanned documents may have reduced clarity and readability.

Applicants must ensure that the version of Adobe Acrobat Reader they are using is compatible with Grants.gov. To verify Adobe software compatibility please go to Grants.gov and click on “Applicants” at the top bar menu and select “Adobe Software Compatibility", which is listed under "Applicant Resources." The Adobe verification process allows applicants to test their version of the software by opening a test Workspace PDF form. Grants.gov also includes guidance on how to download a supported version of Adobe, as well as troubleshooting instructions for use, if an applicant is unable to open the test form.

The Adobe Software Compatibility page located on Grants.gov also provides guidance for applicants on filling out a Workspace PDF form. In addition, it addresses local network and/or computer security settings and the impact this has on use of Adobe software.

Required SFs and OMB-approved Forms

SFs and OMB-approved forms are uploaded separately at Grants.gov. These forms are submitted separately from the Project Description and Appendices files. See *Section IV.2. Required Forms, Assurances, and Certifications* for the listing of required SFs, OMB-approved forms, and required assurances and certifications.

Naming Application Submission Files
Carefully observe the file naming conventions required by Grants.gov. Limit file names to 50 characters (characters and spaces). Please also see https://www.grants.gov/web/grants/applicants/submitting-utf-8-special-characters.html.

Use only file formats supported by ACF
Applicants must submit applications using only the supported file formats listed here. While ACF supports all of the following file formats, **we strongly recommend that the two application submission files (Project Description and Appendices) are uploaded as PDFs in order to comply with the two-file upload limitation.** Documents in file formats that are not supported by ACF will be removed from the application and will not be used in the competitive review. This may make the application incomplete, and ACF will not make any awards based on an incomplete application.

ACF supports the following file formats:

- Adobe PDF – Portable Document Format (.pdf)
- Microsoft Word (.doc or .docx)
- Microsoft Excel (.xls or .xlsx)
- Microsoft PowerPoint (.ppt)
- Image Formats (.JPG, .GIF, .TIFF, or .BMP only)

Do Not Encrypt or Password-Protect the Electronic Application Files
If ACF cannot access submitted electronic files because they are encrypted or password protected, the affected file will be removed from the application and will not be reviewed. This removal may make the application incomplete, and ACF will not make awards based on an incomplete application.

FORMATTING FOR PAPER APPLICATION SUBMISSIONS:
The following requirements are only applicable to applications submitted in paper format. Applicants must receive an exemption from ACF in order for a paper format application to be accepted for review. For more information on the exemption, see "*ACF Policy for Requesting an Exemption from Required Electronic Application Submission*" *at* *www.acf.hhs.gov/grants/howto#chapter-6*.

Format Requirements for Paper Applications
All copies of mailed or hand-delivered paper applications must be submitted in a single package. If an applicant is submitting multiple applications under a single NOFO, or multiple applications under separate NOFOs, each application submission must be packaged separately. The package(s) must be clearly labeled with the NOFO title and Funding Opportunity Number.

Applicants using paper format should download the application forms package associated with the NOFO's Synopsis on Grants.gov under the Package tab.

Applicants are advised that the copies of the application submitted, not the original, will be reproduced by the federal government for review. **All application materials must be one-sided**

for duplication purposes. All pages in the application submission must be sequentially numbered.

Addresses for Submission of Paper Applications
See *Section IV.7. Other Submission Requirements* for addresses for paper format application submissions.

Required Forms, Assurances, and Certifications

Applicants seeking an award under this funding opportunity must submit the listed SFs, assurances, and certifications with the application. All required SFs, assurances, and certifications are available in the Application Package posted for this NOFO at Grants.gov.

Forms/Assurances/Certifications	**Submission Requirement**	**Notes/Description**
SF-424 - Application for Federal Assistance	Submission is required for all applicants by the application due date.	Required for all applications.
Unique Entity Identifier (UEI) and System for Award Management (SAM) registration.	Required of all applicants. Applicants must have a UEI and maintain an active SAM registration throughout the application and project award period. Obtain a UEI and SAM registration at: http://www.sam.gov.	See *Section IV.3. Unique Entity Identifier (UEI) and System for Award Management (SAM)* for more information.
SF-424 Key Contact Form	Submission is required for all applicants by the application due date.	Required for all applications.
Certification Regarding Lobbying (Grants.gov Lobbying Form)	Submission required of all applicants with the application package. If it is not	Submission of the certification is required for all applicants.

Forms/Assurances/Certifications	Submission Requirement	Notes/Description
	submitted with the application package, it must be submitted prior to the award of a grant.	
SF-424A - Budget Information - Non- Construction Programs and SF-424B - Assurances - Non- Construction Programs	Submission is required for all applicants when applying for a non-construction project. SFs must be used. Forms must be submitted by the application due date. By signing and submitting the SF-424B, applicants are making the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination.	Required for all applications when applying for a non-construction project.
SF-Project/Performance Site Location(s) (SF-P/PSL)	Submission is required for all applicants by the application due date.	Required for all applications. In the SF-P/PSL, applicants must cite their primary location and up to 29 additional performance sites.
SF-LLL - Disclosure of Lobbying Activities	If submission of this form is applicable, it is due at the time of application. If it is not available at the time of application, it may also be submitted prior to the award of a grant.	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

Forms/Assurances/Certifications	Submission Requirement	Notes/Description
		United States to insure or guarantee a loan, the applicant shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

Additional Required Assurances and Certifications

Mandatory Grant Disclosure

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

Disclosures must be sent in writing to:

> The Administration for Children and Families, U.S. Department of Health and Human Services, Office of Grants Management, ATTN: Grants Management Specialist, 330 C Street, SW., Switzer Building, Corridor 3200, Washington, DC 20201
>
> **And to:**
>
> U.S. Department of Health and Human Services, Office of Inspector General, ATTN: Mandatory Grant Disclosures, Intake Coordinator, 330 Independence Avenue, SW., Cohen Building, Room 5527, Washington, DC 20201
>
> **Fax:** (202) 205-0604 (Include "Mandatory Grant Disclosures" in subject line) or
>
> **Email:** grantdisclosures@oig.hhs.gov

Non-Federal Reviewers

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

The Project Description

The Project Description Overview

General Expectations and Instructions

The Project Description provides the information by which an application is evaluated and ranked in competition with other applications for financial assistance. It must address all activities for which federal funds are being requested and all application requirements as stated in this section. The Project Description must explain how the project will meet the purpose of the

NOFO, as described in *Section I. Program Description*. As a reminder, reviewers will be evaluating this section in accordance with *Section V.1. Criteria*.

The Project Description must be clear, concise, and complete. ACF is particularly interested in Project Descriptions that convey strategies for achieving intended performance. Project Descriptions are evaluated on the basis of substance and measurable outcomes, not length.

Cross-referencing should be used rather than repetition. Supporting documents designated as required must be included in the Appendix of the application.

Table of Contents
List the contents of the application including corresponding page numbers. The table of contents may be single spaced.

Project Summary
Provide a summary of the application project description. It must be clear, accurate, concise, and without cross-references to other parts of the application. The summary must include a brief description of the proposed grant project including the needs to be addressed, the proposed services, and the population group(s) to be served.

Please place the following at the top of the Project Summary:

- Project Title
- Applicant Name
- Address
- Contact Phone Numbers (Voice, Fax, Cell)
- Email Address
- Website Address, if applicable

The Project Summary must be single-spaced, Times New Roman 12-point font, and limited to one page in length. Additional pages will be removed and will not be reviewed.

Geographic Location
Describe the precise physical location of the project and boundaries of the area to be served by the proposed project.

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

Non-Profit Organizations

Proof of Non-Profit Status Options:

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

- A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code.
- A copy of a currently valid IRS tax-exemption certificate.

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

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

Need for Assistance
Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance, including the nature and scope of the problem, must be demonstrated. Supporting documentation, such as letters of support and testimonials from concerned parties, may be included in the Appendix. Any relevant data based on planning studies or needs assessments should be included or referred to in the endnotes or footnotes. Incorporate demographic data and participant/beneficiary information, as available.

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

Outline clearly how the goals of the proposed project align with those of the SASIC Program as described in *Section I. SASIC Program Overview, Goals and Objectives,* namely to help ASA-eligible Afghan arrivals overcome the severe, pervasive, and long-lasting effects of combat-related trauma and to facilitate their achievement of sustained physical, social, emotional, and economic well-being.

Furthermore, show how the objectives of the proposed project will increase eligible Afghan arrivals' access to and engagement with effective, holistic, strengths-based, trauma-informed, and culturally and linguistically appropriate services.

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

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

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

1. Provide details regarding the need for services to Afghan arrivals and the lack of capacity to address that need in the current resettlement landscape and the specific community where services are being proposed.

2. Provide a plan for delivering holistic, strengths-based, trauma-informed, and culturally and linguistically appropriate services to adult, adolescent, and pediatric populations. For a full description of holistic services, see *Section I. SASIC Program Overview*. The plan must address all required activities listed under the three assessment areas in *Section I. SASIC Program Overview, Goal and Objectives*.

3. Describe how service delivery will use a strengths-based, trauma-informed approach as outlined in *Section I. The SASIC Program Approach, Holistic, Strengths-Based, and Trauma-Informed Service Delivery Model*.

4. For services provided indirectly, describe the referral and follow-up process to ensure clients' access to services. Describe how the lead agency will provide care coordination for clients and administrative oversight for indirect services as described in *Section I. The SASIC Program Approach, Holistic, Strengths-Based, and Trauma-Informed Service Delivery Model*.

5. Describe the process for determining and documenting Afghan clients' eligibility for services as specified in *Section I. Programmatic Requirements, Eligible Populations for SASIC Program Services.*

6. Describe the intake and client evaluation process as described in *Section I. The SASIC Program Approach, Holistic, Strengths-Based, and Trauma Informed Service Delivery Model* and the tool(s) used during that process. If the tool is unstructured (e.g., open-ended intake interviews), describe the information to be documented and by whom.

7. Describe the plan to conduct outreach and engagement to state refugee programs, local service providers, and resettlement agencies to ensure a well-coordinated referral process.

8. Describe the plan to increase service capacity through professional mentoring and/or case consultations; strengthen the project by evaluating and improving processes and systems; and identify sustainable sources of funding as described in *Section I. SASIC Program Overview, Goals and Objectives*.

9. Describe any design or technological innovations such as virtual platforms for telehealth, reductions in cost or time, or notable social and/or community involvement in the project.

10. Provide a rational plan to strengthen the program by evaluating and improving processes and systems and by identifying sustainable sources of funding as described in *Section I. Programmatic Requirements, Assessment Area II: Organizational Capacity Development*.

11. Mention how the project will encourage and promote the professional development of bi/multilingual and bicultural staff from Afghan refugee and immigrant communities as described in *Section I. Programmatic Requirements, Assessment Area II: Organizational Capacity Development*.

12. Clearly describe client-informed service design at key points, documenting the

representation/proposed integration of Afghan survivors and/or refugee communities in the applicant's governing structure as described in *Section I. Programmatic Requirements, Assessment Area II: Organizational Capacity Development*.

Organizational Capacity
Provide the following information on the applicant organization and, if applicable, on any cooperating partners:

- Organizational charts.
- Resumes.
- Curricula Vitae (CV).
- Biographical Sketches (short narrative description).
- Evidence that the applicant organization, and any partnering organizations, have relevant experience and expertise with administration, development, implementation, management, and evaluation of programs similar to that offered under this funding opportunity.
- Evidence that each participating organization, including partners, contractors and/or subrecipients, possess the organizational capability to fulfill their role(s) and function(s) effectively.
- Information on compliance with federal/state/local government standards.
- Job descriptions for each vacant key position.
- Include evidence of the inclusion of survivors and/or refugee and immigrant community members on the organization's advisory board, governing body, and staff.
- Provide a list of organizations, cooperating entities, consultants, or other key individuals that will work on the project, along with a short description of the nature of their effort or contribution.
- Indicate whether the applicant will provide services directly and/or indirectly through partners or affiliate agencies. Submit letters of support from affiliate agencies providing non-core services.

  If known at the time of application submission, the applicant must disclose their intent to enter into subaward arrangements in their application. For each proposed subaward, the applicant must include a description of the work to be performed by the subrecipient(s).

Plan for Oversight of Federal Award Funds and Activities
Recipients are required to ensure proper oversight in accordance with 45 CFR Part 75 Subpart D.

These regulations set forth the following standards for effective oversight:

- Financial and Program Management
- Property (if applicable by program legislation)
- Procurement
- Performance and Financial Monitoring and Reporting

- Subrecipient Monitoring and Management
- Record Retention and Access
- Remedies for Noncompliance

Describe the framework (e.g., governance, policies and procedures, risk management, systems) in place to ensure proper oversight of federal funds and activities in accordance with 45 CFR Part 75 Subpart D. The description must include: system(s) for record-keeping and financial management; procedures to identify and mitigate risks and issues (e.g., audit findings, continuous program performance assessment findings, program monitoring); and those key staff that will be responsible for maintaining oversight of program activities staff, and, if applicable, partner(s) and/or subrecipient(s).

Program Performance Evaluation Plan

Applicants must describe a plan for the program performance evaluation that will contribute to continuous quality improvement. The program performance evaluation must monitor ongoing activities and the progress towards the goals and objectives of the project. Include descriptions of the inputs (e.g., organizational profile, collaborative partners, key staff, budget, and other resources), key activities, and expected outcomes of the funded activities. The plan must explain how the inputs, activities, and outcomes will be measured; how the resulting information will be used to inform improvement of funded activities; and any processes that support the overall data quality of the performance outcomes.

Applicants must describe the organizational systems and processes that will effectively track performance outcomes, including a description of how the organization will collect and manage data (e.g., assign skilled staff, data management software, data integrity, etc.) in a way that allows for accurate and timely reporting of performance outcomes. Applicants must describe any potential obstacles for implementing the program performance evaluation and how those obstacles will be addressed. Applicants must include a timeline for how information from the quality improvement evaluation will be reviewed and applied to the ongoing project.

Provide a project performance evaluation plan for collecting and reporting PDP for new and continuing clients who receive services either directly or indirectly as described in *Section I. Post-Award Program Requirements, SASIC Performance Measures.*
Finally, describe how the applicant will collect input from clients on their satisfaction with services, as described in *Section I. The SASIC Program Approach, Holistic, Strengths- Based, and Trauma-Informed Service Delivery*.

Logic Model

Applicants must submit a logic model for designing and managing their projects. A logic model is a diagram that presents the conceptual framework for a proposed project and explains the links among program elements. Logic models must target the identified objectives and goals of the grant program. While there are many versions of logic models, for the purposes of this funding opportunity, the logic model may include connections between the following items:

- Inputs (e.g., additional resources, organizational profile, collaborative partner(s), key staff, budget);
- Target population (e.g., the individuals to be served, identified needs);

- Activities, Mechanisms, Processes (e.g., evidence-based practices, best practices, approach, key intervention and evaluation components, continuous quality improvement efforts);
- Outputs (i.e., the immediate and direct results of program activities);
- Outcomes (i.e., the expected short and long-term results the project is designed to achieve, typically described as changes in people or systems), and
- Goals of the project (e.g., overarching objectives, reasons for proposing the project).

For an example of a logic model, see the Appendix.

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

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

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

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

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

Third-Party Agreements

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

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

Collaboration/consortia applicants must provide Letters of Commitment or MOUs identifying the primary applicant and all collaborators that are responsible for project activities.

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

The Project Budget and Budget Justification

All applicants are required to submit a project budget and budget justification with their application. The project budget is entered on the Budget Information SF, either SF- 424A or SF-424C. Applicants are encouraged to review the form instructions in addition to the guidance in this section. The budget justification consists of a budget narrative and a line-item budget detail that includes detailed calculations for "object class categories" identified on the Budget Information Standard Form. Applicants must indicate the method they are selecting for their indirect cost rate. See Indirect Charges for further information.

Project budget calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If cost sharing or matching is a requirement, applicants must include a detailed listing of any funding sources identified in Block 18 of the SF-424 (Application for Federal Assistance). See the table in *Section IV.2. Required Forms, Assurances, and Certifications* listing the appropriate budget forms to use in this application.

Special Note: *The Departments of Labor, Health and Human Services, and Education, and Related Agencies Appropriations Act, 2022 and Consolidated Appropriations Act, 2022, (Division H, Title II, Sec. 202), limits the salary amount that may be awarded and charged to ACF grants and cooperative agreements. Award funds issued under this funding opportunity may not be used to pay the salary of an individual at a rate in excess of Executive Level II. For the Executive Level II salary, please see "Executive & Senior Level Employee Pay Tables" under https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/. The salary limitation reflects an individual's base salary exclusive of fringe benefits, indirect costs and any income that an individual may be permitted to earn outside of the duties of the applicant organization. This salary limitation also applies to subawards and subcontracts under an ACF grant or cooperative agreement.*

Provide a budget using the SF-424A and/or the SF-424C, as applicable, for the entire project period that is being fully funded (the budget period and the project period are the same).

Provide a budget justification, which includes a budget narrative and a line-item detail, for the full project period. The budget narrative should describe how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

Applicants must include in the project budget travel funds for at least one key staff person to travel to Washington, DC, for the annual recipient conference described in *Section I. Post-Award Program Requirements, SASIC Program Conference.*

For applicants proposing to use subaward(s), if the total amount budgeted for subawards exceeds 50 percent of total direct costs for the budget period, the applicant must provide a justification for sub-awarding the portion of the project and must explain how the prime recipient plans to maintain a substantive role in the project. Applicants must explain why the participation of the subrecipient(s) is necessary, and why the applicant cannot achieve the objectives without the subrecipient(s)' participation.

General

Use the following guidelines for preparing the project budget and budget justification. The budget justification includes a budget narrative and a line-item detail. Applications should only include allowable costs in accordance with 45 CFR Part 75 Subpart E.

Personnel

Description: Costs of employee salaries and wages. See 45 CFR § 75.430 for more information on allowable personnel costs. Do not include the personnel costs of consultants, contractors and subrecipients under this category.

Justification: For each position, provide: the name of the individual (if known), their title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent; annual salary; grant salary; wage rates; etc. Identify the project director or principal investigator, if known at the time of application.

Fringe Benefits

Description: Costs of employee fringe benefits are allowances and services provided by employers to their employees in addition to regular salaries and wages. For more information on Fringe Benefits please refer to 45 CFR § 75.431. Do not include the fringe benefits of consultants, contractors, and subrecipients.

Typically, fringe benefit amounts are determined by applying a calculated rate for a particular class of employee (full-time or part-time) to the salary and wages requested. Fringe rates are often specified in the approved indirect cost rate agreement. Fringe benefits may be treated as a direct cost or indirect cost in accordance with the applicant's accounting practices. Only fringe benefits as a direct cost should be entered under this category.

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

Travel

Description: Costs of project-related travel (i.e., transportation, lodging, subsistence) by employees of the applicant organization who are in travel status on official business. Travel by non-employees such as consultants, contractors or subrecipients should be included under the Contractual line item. Local travel for employees in non-travel status should be listed on the Other line. Travel costs should be developed in accordance with the applicant's travel policies and 45 CFR § 75.474.

Justification: For each trip show: the total number of travelers; travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used to travel out of town; and other transportation costs and subsistence allowances. If appropriate for this project, travel costs for key project staff to attend ACF-sponsored workshops/conferences/recipient orientations should be detailed in the budget justification.

Equipment

Description: "Equipment" means an article of nonexpendable, tangible personal property (including information technology systems) having a useful life of more than one year and a per unit acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) $5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation, shall be included in, or excluded from, acquisition cost in accordance with the organization's regular written accounting practices.) See 45 CFR §75.439 for more information.

Justification: For each type of equipment requested provide: a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use on the project; as well as use and/or disposition of the equipment after the project ends.

Supplies

Description: Costs of all tangible personal property, other than included under the Equipment category. This includes office and other consumable supplies with a per-unit cost of less than $5,000. See 45 CFR § 75.453 for more information.

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

Contractual

Description: Cost of all contracts and subawards except for those that belong under other categories such as equipment, supplies, construction, etc. Include third-party evaluation contracts, if applicable, and contract or subawards with secondary recipient organizations (with budget detail), including delegate agencies and specific project(s) and/or businesses to be financed by the applicant. Costs related to individual consultants should be listed on the Other line. Recipients are required to use 45 CFR §§ 75.326-.340 procurement procedures, and subawards are subject to the requirements at 45 CFR §§ 75.351-.353.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open, and free competition. Applicants must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold stated in 48 CFR § 2.101(b). Recipients may be required to make pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc., available to ACF.

Indicate whether the proposed agreement qualifies as a subaward or contract in accordance with 45 CFR § 75.351. Provide the name of the contractor/subrecipient (if known), a description of anticipated services, a justification for why they are necessary, a breakdown of estimated costs, and an explanation of the selection process. In addition, for subawards, the applicant must provide a detailed budget and budget narrative for each subaward, by entity name, along with the same justifications referred to in these budget and budget justification instructions.

Other

Description: Enter the total of all other costs. Such costs, where applicable and appropriate, may include, but are not limited to: consultant costs, local travel, insurance, food (when allowable), medical and dental costs (non-personnel), professional service costs (including audit charges), space and equipment rentals, printing and publications, computer use, training costs (such as tuition and stipends), staff development costs, and administrative costs. Please note costs must be allowable per 45 CFR Part 75 Subpart E.

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

Indirect Charges

Description: Total amount of indirect costs. This category has one of two methods that an applicant can select. An applicant may only select one.

1. The applicant currently has an indirect cost rate approved by HHS or another cognizant federal agency.

   Justification: An applicant must enclose a copy of the current approved rate agreement. If the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed. Choosing to charge a lower rate will not be considered during the objective review or award selection process.

2. Per 45 CFR § 75.414(f) Indirect (F&A) costs, "any non-Federal entity [i.e., applicant] that has never received a negotiated indirect cost rate, ... may elect to charge a *de minimis* rate of 10% of modified total direct costs (MTDC) which may be used indefinitely. As described in Section 75.403, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. If chosen, this methodology once elected must be used consistently for all Federal awards until such

time as the non-Federal entity chooses to negotiate for a rate, which the non-Federal entity may apply to do at any time."

Justification: This method only applies to applicants that have never received an approved negotiated indirect cost rate from HHS or another cognizant federal agency. Applicants awaiting approval of their indirect cost proposal may request the 10 percent *de minimis* rate. When the applicant chooses this method, costs included in the indirect cost pool must not be charged as direct costs to the grant.

Commitment of Non-Federal Resources

Description: Amounts of non-federal resources that will be used to support the project as identified in Block 18 of the SF-424. This line should be used to indicate required and/or voluntary committed cost sharing or matching, if applicable.

For all federal awards, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part of the recipient's cost sharing or matching when such contributions meet all of the criteria listed in 45 CFR § 75.306.

For awards that require matching or cost sharing by statute, recipients will be held accountable for projected commitments of non-federal resources (at or above the statutory requirement) in their application budgets and budget justifications by budget period, or by project period for fully funded awards. **A recipient's failure to provide the statutorily required matching or cost sharing amount (and any voluntary committed amount in excess) may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

For awards that do not require matching or cost sharing by statute, recipients are not expected to provide cost sharing or matching. However, recipients are allowed to voluntarily propose a commitment of non-federal resources. If an applicant decides to voluntarily contribute non-federal resources towards project costs and the costs are accepted by ACF, the non-federal resources will be included in the approved project budget. The applicant will be held accountable for all proposed non-federal resources as shown in the Notice of Award (NoA). **A recipient's failure to meet the voluntary amount of non-federal resources that was accepted by ACF as part of the approved project costs and that was identified in the approved budget in the NoA, may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

Justification: If an applicant is relying on cost share or match from a third-party, then a firm commitment of these resources (letter(s) or other documentation) is required to be submitted with the application. Detailed budget information must be provided for every funding source identified in Item 18. "Estimated Funding ($)" on the SF-424.

Applicants are required to fully identify and document in their applications the specific costs or contributions they propose in order to meet a matching requirement. Applicants are also required to provide documentation in their applications on the sources of funding or contribution(s). In-kind contributions must be accompanied by a justification of how the stated valuation was determined. Matching or cost sharing must be documented by budget period (or by project period for fully funded awards).

Applications that lack the required supporting documentation will not be disqualified from competitive review; however, it may impact an application's scoring under the evaluation criteria in *Section V.1. Criteria* of this funding opportunity.

Paperwork Reduction Act Disclaimer

As required by the Paperwork Reduction Act, 44 U.S.C. 3501-3521, the public reporting burden for the Project Description is estimated to average 60 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. The Project Description information collection is approved under OMB control number 0970-0139, which expires 03/31/2025. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Application Submission Options

Electronic Submission via Grants.gov

This section provides the application submission and receipt instructions for ACF program applications. Please read the following instructions carefully and completely.

Electronic Delivery

ACF is participating in the Grants.gov initiative to provide the grant community with a single site to find and apply for funding opportunities. ACF applicants are required to submit their applications online through Grants.gov.

How to Register and Apply through Grants.gov

Read the following instructions about registering to apply for ACF funds. Applicants should read the registration instructions carefully and prepare the information requested before beginning the registration process. Reviewing and assembling the required information before beginning the registration process will alleviate last-minute searches for required information.

Organizations must have an active System for Award (SAM) registration which provides a Unique Entity Identifier (UEI), and Grants.gov account to apply for grants.

Creating a Grants.gov account can be completed online in minutes, but SAM registration may take several weeks. Therefore, an organization's registration should be done in sufficient time to ensure it does not impact the entities ability to meet required application submission deadlines.

Organization applicants can find complete instructions here: https://www.grants.gov/web/grants/applicants/organization-registration.html

> ***Register with SAM*****:** All organizations (entities) applying online through Grants.gov must register with SAM. Failure to register with SAM will prevent your organization from applying through Grants.gov. SAM registration must be renewed annually. For detailed instructions for registering with SAM, refer to: https://www.grants.gov/web/grants/applicants/organization-registration.html
>
> ***Create a Grants.gov Account*****:** The next step in the registration process is to create an account with Grants.gov. Follow the on-screen instructions provided on the registration page.

***Add a Profile to a Grants.gov Account*:** A profile in Grants.gov corresponds to a single applicant organization the user represents (i.e., an applicant). If you work for or consult with multiple organizations, you can have a profile for each organization under one Grants.gov account. In such cases, you may log in to one Grants.gov account to access all your grant profiles. To add an organizational profile to your Grants.gov account, enter the UEI for the organization in the UEI field. For detailed instructions about creating a profile on Grants.gov, refer to: https://www.grants.gov/web/grants/applicants/registration/add-profile.html

EBiz POC Authorized Profile Roles: After you register with Grants.gov and create an Organization Applicant Profile, the applicant's request for Grants.gov roles and access is sent to the EBiz POC. The EBiz POC is then expected to log in to Grants.gov and authorize the appropriate roles, which may include the AOR role, thereby giving you permission to complete and submit applications on behalf of the organization. You will be able to submit your application online any time after you have been assigned the AOR role. For detailed instructions about creating a profile on Grants.gov, refer to: https://www.grants.gov/web/grants/applicants/registration/authorize-roles.html

***Track Role Status*:** To track your role request, refer to: https://www.grants.gov/web/grants/applicants/registration/track-role-status.html

When applications are submitted through Grants.gov, the name of the organization's AOR that submitted the application is inserted into the signature line of the application, serving as the electronic signature. The EBiz POC must authorize individuals who are able to make legally binding commitments on behalf of the organization as a user with the AOR role; this step is often missed and is crucial for valid and timely submissions.

How to Submit an Application to ACF via Grants.gov

Grants.gov applicants can apply online using Workspace. Workspace is a shared, online environment where members of a grant team may simultaneously access and edit different webforms within an application. For each NOFO, you can create individual instances of a workspace.

For an overview of applying on Grants.gov using Workspaces, refer to: https://www.grants.gov/web/grants/applicants/workspace-overview.html

***Create a Workspace*:** Creating a workspace allows you to complete an application online and route it through your organization for review before submitting.

***Complete a Workspace*:** Add participants to the workspace to work on the application together, complete all the required forms online or by downloading PDF versions, and check for errors before submission. The Workspace progress bar will display the state of your application process as you apply. As you apply using Workspace, you may click the blue question mark icon near the upper-right corner of each page to access context-sensitive help.

***Adobe Reader*:** If you decide not to apply by filling out webforms you can download individual PDF forms in Workspace. The individual PDF forms can be downloaded and saved to your local device storage, network drive(s), or external drive(s), then accessed through Adobe Reader.

NOTE: Visit the Adobe Software Compatibility page on Grants.gov to download the appropriate version of the software at: https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html

Mandatory Fields in Forms: In the forms, you will note fields marked with an asterisk and a different background color. These fields are mandatory fields that must be completed to successfully submit your application.

Complete SF-424 Fields First: These forms are designed to fill in common required fields across other forms, such as the applicant name, address, and SAM UEI. Once it is completed, the information will transfer to the other forms.

Submit a Workspace: An application may be submitted through Workspace by clicking the Sign and Submit button on the Manage Workspace page, under the Forms tab. Grants.gov recommends submitting your application **at least 24-48 hours prior to the close date** to provide you with time to correct any potential technical issues that may disrupt the application submission.

Track a Workspace: After successfully submitting a Workspace application, a Grants.gov Tracking Number (GRANTXXXXXXXX) is automatically assigned to the application. The number will be listed on the Confirmation page that is generated after submission. Using the tracking number, access the Track My Application page under the Applicants tab or the Details tab in the submitted workspace.

For additional training resources, including video tutorials, refer to: https://www.grants.gov/web/grants/applicants/applicant-training.html

Grants.gov provides applicants 24/7 support via the toll-free number 1-800-518-4726 and email at support@grants.gov. For questions related to the specific funding opportunity, contact the number listed in the application package of the grant you are applying for.

If you are experiencing difficulties with your submission, it is best to call the Grants.gov Support Center and get a ticket number. The Support Center ticket number will assist ACF with tracking and understanding background information on the issue.

Timely Receipt Requirements and Proof of Timely Submission

All applications must be received by 11:59 pm ET on the due date established for each program. Proof of timely submission is automatically recorded by Grants.gov. An electronic date/time stamp is generated within the system when the application is successfully received by Grants.gov. The applicant AOR will receive an acknowledgment of receipt and a tracking number (GRANTXXXXXXXX) from Grants.gov with the successful transmission of their application. Applicant AORs will also receive the official date/stamp and Grants.gov Tracking number in an email serving as proof of their timely submission.

When ACF successfully retrieves the application from Grants.gov, and acknowledges the download of submission, Grants.gov will provide an electronic acknowledgment of receipt of the application to the email address of the applicant with the AOR role. Again, proof of timely submission shall be the official date and time that Grants.gov receives your application.

Applications received by Grants.gov after the established due date for the program will be considered late and will not be considered for funding by ACF.

Applicants with slow internet connections should be aware that transmission can take some time before Grants.gov receives your application. Therefore, applicants should allow enough time to prepare and submit the application before the package closing date.

Grants.gov will provide either an error or a successfully received submission message in the form of an email sent to the applicant with the AOR role.

Issues with Federal Systems

For any systems issues experienced with Grants.gov or SAM.gov, please refer to ACF's "Policy for Applicants Experiencing Federal Systems Issues" document for complete guidance.

Request an Exemption from Required Electronic Application Submission

To request an exemption from required electronic submission, please refer to ACF's "Policy for Requesting an Exemption from Required Electronic Application Submission" document for complete guidance.

Paper Format Application Submission

An exemption is required for the submission of paper applications. See the preceding section on "*Request an Exemption from Required Electronic Application Submission.*"

Applicants with exemptions that submit their applications in paper format, by mail or delivery, must submit one original and two copies of the complete application with all attachments. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by the AOR, and be unbound. The original copy of the application must have original signature(s). See *Section IV.7. Other Submission Requirements* of this funding opportunity for address information for paper format application submissions. Applications submitted in paper format must be received by 4:30 pm ET on the due date.

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.4. Submission Dates and Times* in this funding opportunity.

IV.3. Unique Entity Identifier (UEI) and System for Award Management (SAM)

All applicants must have a UEI and an active registration with SAM (https://www.sam.gov) prior to applying to a funding opportunity.

All applicants are required to maintain an active SAM registration until the application process is complete. If a grant is awarded, the SAM registration must be active throughout the life of the award. Your SAM registration must be renewed every 365 days to keep it active.

Plan ahead. Allow at least 10 business days after you submit your registration for it to become active in SAM and at least an additional 24 hours before that registration information is available in other government systems, i.e., Grants.gov.

This action should allow you time to resolve any issues that may arise. Failure to comply with these requirements may result in your inability to submit your application through Grants.gov or prevent the award of a grant. Applicants should maintain documentation (with dates) of their efforts to request a UEI, register for, or renew a registration, at SAM.

Please see the "Help" tab at https://sam.gov/content/help for more information and assistance with this process.

HHS requires all entities that plan to apply for, and ultimately receive, federal grant funds from any HHS Agency to:

- Be registered in SAM prior to submitting an application or plan;
- Maintain an active SAM registration with current information at all times during which it has an active award or an application or plan under consideration by an OPDIV;
- Provide its UEI in each application or plan it submits to the OPDIV; and
- Ensure any proposed subrecipient(s) have obtained and provided to the recipient their UEI(s) prior to making any subawards (**Note:** Subrecipients are not required to complete full SAM registration.).

ACF is prohibited from making an award until an applicant has complied with these requirements. At the time an award is ready to be made, if the intended recipient has not complied with these requirements, ACF:

- May determine that the applicant is not qualified to receive an award; and
- May use that determination as a basis for making an award to another applicant.

IV.4. Submission Dates and Times

09/01/2022

Due Dates for Applications
Number of Days from Publication 49

10/20/2022
Application Due Date will be submitted as: date based on the value specified for Due Date for Applications

Explanation of Due Dates

The due date for receipt of applications is listed in the *Overview* section and in this section. See *Section III.3. Other, Application Disqualification Factors*.

Electronic Applications
The deadline for submission of electronic applications via Grants.gov is 11:59 pm ET on the due date. Electronic applications submitted at 12:00 am ET on the day after the due date will be considered late and will be disqualified from competitive review and funding under this funding opportunity.

Applicants are required to submit their applications electronically via Grants.gov unless they received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission.*

ACF does not accommodate transmission of applications by email or facsimile.

Instructions for electronic submission via Grants.gov are available at: www.grants.gov/web/grants/applicants/apply-for-grants.html.

Applications submitted to Grants.gov at any time during the open application period prior to the due date and time that fail the Grants.gov validation check will not be received at ACF. These applications will not be acknowledged.

Mailed Paper Format Applications

The deadline for receipt of mailed, paper applications is 4:30 pm ET on the due date. Mailed paper applications received after the due date and deadline time will be considered late and will be disqualified from competitive review and funding under this funding opportunity.

Paper format application submissions will be disqualified if the applicant organization has not received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

Hand-Delivered Paper Format Applications

Hand-delivered applications must be received on, or before, the due date listed in the *Overview* and in this section. These applications must be delivered between the hours of 8:00 am ET and 4:30 pm ET Monday through Friday (excluding federal holidays).

Applications should be delivered to the address provided in *Section IV.7. Other Submission Requirements*.

Hand-delivered paper applications received after the due date and deadline time will be considered late and will be disqualified from competitive review and funding under this funding opportunity.

Hand-delivered paper format application submissions will be disqualified if the applicant organization has not received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

No appeals will be considered for applications classified as late under the following circumstances:

- Applications submitted electronically via Grants.gov are considered late when they are dated and time-stamped after the deadline of 11:59 pm ET on the due date.
- Paper format applications received by mail or hand-delivery after 4:30 pm ET on the due date will be classified as late and will be disqualified.
- Paper format applications received from applicant organizations that were not approved for an exemption from required electronic application submission under the process described in *Section IV.2. Request an Exemption from Required Electronic Submission* will be disqualified.

Emergency Extensions

ACF may extend an application due date when circumstances make it impossible for an applicant to submit their applications on time. Only events such as documented natural disasters (floods, hurricanes, tornados, etc.), or a verifiable widespread disruption of electrical service, or mail service, will be considered. The determination to extend or waive the due date, and/or receipt time, requirements in an emergency situation rests with the Grants Management Officer listed as the Office of Grants Management Contact in *Section VII. HHS Awarding Agency Contact(s)*.

Acknowledgement of Received Application

Acknowledgement from Grants.gov

Applicants will receive an initial email upon submission of their application to Grants.gov. This email will provide a **Grants.gov Tracking Number**. Applicants should refer to this tracking number in all communication with Grants.gov. The email will also provide a **date and time stamp**, which serves as the official record of the application's submission**.** Receipt of this email does not indicate that the application is accepted or that it has passed the validation check.

Applicants will also receive an email acknowledging that the received application is in the **Grants.gov validation process**, after which a third email is sent with the information that the submitted application package has passed, or failed, the series of checks and validations.

Applications that are submitted on time that fail the validation check will not be transmitted to ACF and will not be acknowledged by ACF.

Acknowledgement from ACF of an electronic application's submission:

Applicants will be sent additional email(s) from ACF acknowledging that the application has been retrieved from Grants.gov by ACF. Receipt of these emails is not an indication that the application is accepted for competition.

Acknowledgement from ACF of receipt of a paper format application:

ACF will not provide acknowledgement of receipt of hard copy application packages submitted via mail or courier services.

IV.5. Intergovernmental Review

This program is covered under Executive Order (E.O.) 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 Executive Order, States may design their own processes for reviewing and commenting on proposed Federal assistance under covered programs.

Applicants should go to the following URL for the official list of the jurisdictions that have elected to participate in E.O. 12372 https://www.whitehouse.gov/wp-content/uploads/2020/04/SPOC-4-13-20.pdf.

Applicants from participating jurisdictions should contact their SPOC, as soon as possible, to alert them of their prospective applications and to receive instructions on their jurisdiction's procedures. Applicants must submit all required application materials to the SPOC and indicate the date of submission on the SF-424 at item 19.

Under 45 CFR § 100.8(a)(2), a SPOC has 60 days from the application due date to comment on proposed new awards.

SPOC comments may be submitted directly to ACF at: U.S. Department of Health and Human Services, Administration for Children and Families, Office of Grants Management, 330 C St. SW, 3rd Floor, Washington, DC 20201.

Entities that meet the eligibility requirements of this funding opportunity are still eligible to apply for a grant even if a State, Territory or Commonwealth, etc., does not have a SPOC or has chosen not to participate in the process. Applicants from non-participating jurisdictions need take no action with regard to E.O. 12372. Applications from Federally-recognized Indian Tribal governments are not subject to E.O. 12372.

IV.6. Funding Restrictions

Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred to raise capital or obtain contributions are unallowable. Fund raising costs for the purposes of meeting the Federal program objectives are allowable with prior written approval from the Federal awarding agency. (45 CFR § 75.442)

Proposal costs are the costs of preparing bids, proposals, or applications on potential Federal and non-Federal awards or projects, including the development of data necessary to support the non-Federal entity's bids or proposals. Proposal costs of the current accounting period of both successful and unsuccessful bids and proposals normally should be treated as indirect (F&A) costs and allocated currently to all activities of the non-Federal entity. No proposal costs of past accounting periods will be allocable to the current period. (45 CFR § 75.460)

Pre-award costs are not allowable.

Construction is not an allowable activity or expenditure under this award.

Purchase of real property is not an allowable activity or expenditure under this award.

IV.7. Other Submission Requirements

Submit paper applications to one of the following addresses. Also see *ACF Policy for Requesting an Exemption from Required Electronic Application Submission at* www.acf.hhs.gov/grants/howto#chapter-6.

Submission by Mail
Manolo
Salgueiro
Administration for Children and Families
Office of Grants Management
330 C Street, SW., 3rd Floor
Washington
DC
20201

Hand Delivery
Same as Above

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

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

V. Application Review Information

V.1. Criteria

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

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

Objectives and Need **Maximum Points:** 15

1. The applicant presents a clear and realistic statement of project goals and objectives in alignment with those outlined in *Section I: Programmatic Requirements, Objectives and Assessment Areas I-III.* (0-3 Points)
2. The applicant identifies the population to be served and provides data to document the need of that population for holistic, strengths-based, trauma-informed, and culturally and linguistically appropriate services, while indicating the current lack of capacity to address that need in the proposed service location as described in *Section IV.2. The Project Description, Approach.* (0-12 Points)

Approach **Maximum Points:** 45

1. The project implementation plan documents a SMART approach to service delivery as described in *Section I. The SASIC Program Approach, Holistic, Strengths-Based, and Trauma-Informed Service Delivery Model*. (0-3 Points)
2. Proposed services are holistic (i.e., they include medical, psychological, social work and case management services), strengths-based, trauma-informed, and culturally and linguistically appropriate as outlined in *Section I. The SASIC Program Approach, Holistic, Strengths-Based, and Trauma-Informed Service Delivery Model*. (0-10 Points)
3. Services include telehealth options and services for specific subgroups including adolescent and pediatric populations. as outlined in *Section I. Programmatic Requirements, Assessment Area I: Core Services Requirement* and *Section IV.2. The Project Description, Approach* (0-3 Points)
4. Project activities clearly indicate how they fall under one or more of the assessment areas and contribute to ORR's objectives as outlined in *Section I. SASIC Program Overview Goals and Objectives*. (0-3 Points)
5. The implementation plan clearly outlines all aspects of direct and indirect services, the client referral and follow-up process, project oversight, and care coordination as

described in *Section I. The SASIC Program Approach, Holistic, Strengths-Based, and Trauma-Informed Service Delivery Model*. (0-7 Points)

6. The proposed case management plan is SMART from intake to case closure as described in *Section I. SASIC Program Overview, Objective-Centered Program Activities and Assessment Areas*. (0-7 Points)
7. There is a viable plan, including remote delivery options, for facilitating Afghan survivor support groups and a support network for empowering survivors as described in *Section I. Programmatic Requirements, Assessment Areas I- III*. (0-2 Points).
8. Third-party agreements with partner organizations and/or affiliate agencies providing core services outline the collaborative structure, reporting, coordination and communication, and project data/records collection, management, and sharing protocols as described in *Section I. The SASIC Program Approach, Integrated, Strengths-Based, and Trauma-Informed Service* and *Section IV.2. The Project Description, Third Party Agreements.* (0-5 Points)
9. The outreach and engagement plan for linkages to state refugee programs, local service providers, and resettlement agencies ensures a well-coordinated referral process as described in *Section I. Programmatic Requirements, Assessment Area I: Core Services* and *Assessment Area III: Community Engagement and Education* and *Section IV.2. The Project Description, Approach.* (0-5 Points)

Program Evaluation Plan **Maximum Points:** 10

1. The project performance evaluation plan clearly describes the process for analyzing project data, including project outcomes, collecting, and reporting on PDP as described in *Section I. Post-Award Program Requirements, SASIC Performance Measures*. (0-3 Points)
2. There is a clear process for collecting and protecting individual-level data as described in *Section IV.2. The Program Description, Program Performance Evaluation Plan*. (0-2 Points)
3. The plan describes how the applicant will receive and incorporate client input on services as described in *Section I. Programmatic Requirements, Assessment Area I: Core Services.* (0-3 Points)
4. The Program Evaluation Plan includes a strategy for dissemination of knowledge with peer-reviewed publication and/or abstract submission as outlined in *Section IV.2*. (0-2 Points)

Organizational Capacity **Maximum Points:** 22

1. The applicant clearly demonstrates the organizational experience necessary to deliver high-quality, holistic, and culturally and linguistically appropriate services to survivors as described in *Section I. The SASIC Program Approach, Holistic, Strengths-Based, and Trauma-Informed Service Delivery Model* and *Optimized Access to Services*. (0-3 Points)
2. The application includes resumes for key in-house staff and, if applicable, the staff of partners and/or affiliates, documenting sufficient and relevant knowledge, experience, and capabilities to effectively implement and/or manage the proposed program activities as described in *Section I. The SASIC Program Approach, Staffing Requirements and Key Project Personnel.* (0-5 Points)

3. The roles and responsibilities of proposed staff position(s) are well defined and relate to proposed services for the client population. Organizational charts and capacity development documents clearly indicate supervision, staff orientation, and training plans as described in *Section I Post-Award Program Requirements, Staffing Requirements and Section IV.2. The Project Description Overview, Organizational Capacity*. (0-5 Points)
4. The application describes appropriate systems for financial management and identifies staff responsible for oversight of federal funds, as well as procedures and policies to ensure adherence to federal regulations. (0-2 Points)
5. The proposal provides a rational plan to strengthen the program by evaluating and improving processes and systems and by identifying sustainable sources of funding as described in *Section I. Programmatic Requirements, Assessment Area II: Organizational Capacity Development*. (0-2 Points)
6. The application includes a plan to encourage and promote the professional development of bi/multilingual and bicultural staff from Afghan refugee and immigrant communities as described in *Section I. Programmatic Requirements, Assessment Area II: Organizational Capacity Development*. (0-3 Points)
7. The project plan clearly describes client-informed program and service design at key points and documents the representation/proposed integration of Afghan survivors and/or refugee communities in the applicant's governing structure as described in *Section I. Programmatic Requirements, Assessment Area II: Organizational Capacity Development.* (0-2 Points)

Project Budget and Budget Justification **Maximum Points:** 8

1. The project budget is clear, reasonable, and commensurate with project goals and objectives in relation to the number of clients proposed to be served. (0-3 Points)
2. The budget includes itemized expenses and a narrative justification. Costs adhere to guidelines outlined in *Section IV.6 Funding Restrictions*. (0-3 Points)
3. Personnel, travel, training and TA, membership in professional associations and other project costs are reasonable, allocable, and commensurate with the types and range of project activities and services. (0-2 Points)

Bonus Points **Maximum Points:** 12

The applicant submits information demonstrating existing expertise and strong achievement of outcome goals in providing trauma-informed and linguistically and culturally appropriate services to Afghan communities and/or survivors of combat trauma.

1. Service record of 3 to 6 years and evidence of strong achievement of outcome goals: 4 Points
2. Service record of 7 to 10 years and evidence of strong achievement of outcome goals: 8 Points
3. Service record of more than 10 years and evidence of strong achievement of outcome goals: 12 Points

V.2. Review and Selection Process

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

Management (SAM).

Initial ACF Screening

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

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

Objective Review and Results

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

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

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

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

Federal Awarding Agency Review of Risk Posed by Applicants

ACF is required to review and consider any information about the applicant that is in the Federal Awardee Performance and Integrity Information System (FAPIIS), www.fapiis.gov/, before making any award in excess of the simplified acquisition threshold over the period of performance. An applicant may review and comment on any information about itself that a federal awarding agency has previously entered into FAPIIS. ACF will consider any comments by the applicant, in addition to other information in FAPIIS, in making a judgment about the applicant's integrity, business ethics, and record of performance under federal awards when completing the review of risk posed by applicants as described in 45 CFR § 75.205(a)(2) Federal Awarding Agency Review of Risk Posed by Applicants.

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

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

V.3. Anticipated Announcement and Federal Award Dates

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

VI. Federal Award Administration Information

VI.1. Federal Award Notices

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

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

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

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

VI.2. Administrative and National Policy Requirements

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

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

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

HHS Grants Policy Statement

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

Equal Treatment of Faith-Based Organizations

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

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

VI.3. Reporting

Performance Progress Reports:
Semi-Annually

Reporting Requirements

Recipients under this funding opportunity will be required to submit performance progress and financial reports periodically throughout the project period. Information on reporting requirements is available on the ACF website at www.acf.hhs.gov/discretionary-post-award-requirements#chapter-2.

For planning purposes, the frequency of required reporting for awards made under this funding opportunity are as follows:

Financial Reports:
Semi-Annually
Performance Progress Reports (PPR) and Federal Financial Reports (FFR) are due 30 days after the end of the semi-annual reporting period. A final PPR and FFR are due 90 days after the close of the project period. Recipients awarded under this NOFO are required to submit an annual Program Data Points report each fiscal year of the project period.

The program office will inform recipients of applicable reporting periods and submission dates after the notice of award.

VII. HHS Award Agency Contact(s)

Program Office Contact
Tabassum
Siraj
Administration for Children and Families
Office of Refugee Resettlement
Division of Refugee Health
330 C Street, SW., Mailroom 5123
Washington
DC
20201
202-260-7802
202-401- 4689
Tabassum.Siraj@acf.hhs.gov
https://www.acf.hhs.gov/orr

Office of Grants Management Contact
Manolo
Salgueiro
Administration for Children and Families
Office of Grants Management
330 C Street, SW., 3rd Floor
Washington
DC
20201
202-690-5811
ACFOGME-grants@acf.hhs.gov

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

VIII. Other Information

Reference Websites

U.S. Department of Health and Human Services (HHS) www.hhs.gov/.

Administration for Children and Families (ACF) www.acf.hhs.gov/.

ACF Funding Opportunities Forecasts and NOFOs www.grants.gov/.

ACF "How To Apply For A Grant" https://www.acf.hhs.gov/grants/how-apply-grant.

ACF Property Guidance https://www.acf.hhs.gov/grants/real-property-and-tangible-personal-property

Grants.gov Accessibility Information www.grants.gov/ web/grants/accessibility-compliance.html.

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

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

Culturally and Linguistically Appropriate Services https://thinkculturalhealth.hhs.gov/clas

Application Checklist

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

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

What to Submit	Where Found	When to Submit
		Submission Dates and Times.
Certification Regarding Lobbying (Grants.gov Lobbying Form)	Referenced in *Section IV.2. Required Forms, Assurances, and Certifications.* This form is available in the NOFO's forms package at www.Grants.gov.	Submission is due with the application package or prior to the award of a grant.
SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non- Construction Programs	Referenced in *Section IV.2. Required Forms, Assurances, and Certifications.* These forms are available in the NOFO's forms package at www.Grants.gov in the Mandatory section. They are required for applications that include only non-construction activities.	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times.*
SF-Project/Performance Site Location(s) (SF-P/PSL)	Referenced in *Section IV.2.Required Forms, Assurances, and Certifications.* This form is available in the NOFO's forms package at www.Grants.gov.	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times.*
SF-LLL - Disclosure of Lobbying Activities	"Disclosure Form to Report Lobbying" is referenced in *Section IV.2. Required Forms, Assurances, and Certifications.* This form is available in the NOFO's forms package at www.Grants.gov.	If submission of this form is applicable, it is due at the time of application. If not available at the time of application, it may also be submitted prior to the award of a grant.
Table of Contents	Referenced in *Section IV.2. The Project Description*.	Submit with the application by the due date found in the *Overview* and in *Section IV.4. Submission Dates and Times*.
Project Summary	Referenced in *Section IV.2. The Project Description.* The Project Summary is limited to one single-spaced page.	Submission is due by the application due date found in the *Overview* and

What to Submit	**Where Found**	**When to Submit**
		in *Section IV.4. Submission Dates and Times*.
Proof of Non-Profit Status	Referenced in *Section IV.2. The Project Description, Legal Status of Applicant Entity*.	Proof of non-profit status should be submitted with the application package by the application due date and time listed in the *Overview* and *Section IV.4.* of the NOFO. If it is not available at the time of application submission, it must be submitted prior to the award of a grant.
Mandatory Grant Disclosure	Requirement, submission instructions, and mailing addresses are found in the "Mandatory Grant Disclosure" in *Section IV.2. Required Forms, Assurances and Certifications*.	If applicable, concurrent submission to the Administration for Children and Families and to the Office of the Inspector General is required.
The Project Budget and Budget Justification	Referenced in *Section IV.2. The Project Budget and Budget Justification*.	Submission is required in addition to submission of SF-424A and / or SF-424C. Submission is required with the application package by the due date in the *Overview* and in *Section IV.4. Submission Dates and Times*.
The Project Description	Referenced in *Section IV.2. The Project Description*.	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times*.

What to Submit	Where Found	When to Submit
Plan to Protect Sensitive and/or Confidential Information	Referenced in *Section IV.2. The Project Description* of the NOFO. It is an element of the Project Description and will be counted in page limitations that are stated in *Section IV.2. Formatting Application Submissions.*	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times*.

Appendix

Logic Model Sample

<table>
<tr><th>Resources Needed</th><th>Activities</th><th>Outputs</th><th>Outcomes</th></tr>
<tr><td colspan="4">Core Service Provision (Indicators 1a - 1g with program specific targets)</td></tr>
<tr><td rowspan="3"></td><td></td><td>1a. Number of clients served: X

1b. Median number of all direct services per client per month: X</td><td>1f. Percent of clients with positive client feedback on quality of services: X
1g: Percent of clients with positive client feedback on cultural relevancy of services: X
1d. Percent of clients who closed services due to successful completion of their self-sufficiency and wellness plan: X</td></tr>
<tr><td></td><td>1c. Median number of SOCIAL WORK direct services per client per month: X</td><td rowspan="2">1e. Percent of clients indicated as “safe” for Housing at closure: X
1e. Percent of clients indicated as “safe” for Housing that are receiving ongoing services: X
1e. Percent of clients indicated as “safe” for Employment at closure: X
1e. Percent of clients indicated as “safe” for Employment that are receiving ongoing services: X
1e. Percent of clients indicated as “safe” for Access to Community Resources at closure: X
1e. Percent of clients indicated as “safe” for Access to Community Resources that are receiving ongoing services: X</td></tr>
<tr><td></td><td>1c. Number of clients with SOCIAL WORK referrals: X</td></tr>
</table>

		1c. Median number of MENTAL HEALTH direct services per client per month: X	1e. Percent of clients indicated as “safe” for Mental Health at closure: X 1e. Percent of clients indicated as “safe” for Mental Health that are receiving ongoing services: X
		1c. Number of clients with MENTAL HEALTH referrals: X	
		1c. Median number of MEDICAL direct services per client per month: X	1e. Percent of clients indicated as “safe” for Physical Health at closure: X 1e. Percent of clients indicated as “safe” for Physical Health that are receiving ongoing services: X
		1c. Number of clients with MEDICAL referrals: X	
		1c. Median number of OTHER direct services per client per month: X	
Organizational Development (Indicators 2a - 2d with program specific targets)			
	2a. Diversify and strengthen revenue base		

	2b. Strengthen organizational capacity to serve larger numbers of survivors		
	2c. Contribute to thought leadership in the field		
	2d. Integrate members of the local survivor community into organizational and programmatic structures		
Community Engagement (Indicators 3a - 3b with program specific targets)			
	3a. Provide trainings for the local community on SASIC-relevant topic s		
	3b. Provide outreach to the local community on SASIC-relevant topics		