



Administration for Children and Families

Office of Refugee Resettlement

Support for Trauma-Affected Refugees (STAR)

HHS-2023-ACF-ORR-ZQ-0062

Application Due Date: 10/02/2023

Table of Contents

Executive Summary	2
I. Program Description.....	3
II. Federal Award Information.....	15
III. Eligibility Information	17
III.1. Eligible Applicants.....	17
III.2. Cost Sharing or Matching	17
III.3. Other.....	18
IV. Application and Submission Information.....	19
IV.1. Address to Request Application Package	19
IV.2. Content and Form of Application Submission	20
Required Forms, Assurances, and Certifications	25
The Project Description	28
The Project Budget and Budget Justification.....	34
Application Submission Options	39
IV.3. Unique Entity Identifier (UEI) and System for Award Management (SAM)	43
IV.4. Submission Dates and Times	43
Explanation of Due Dates	43
Acknowledgement of Received Application	45
IV.5. Intergovernmental Review.....	45
IV.6. Funding Restrictions	46
IV.7. Other Submission Requirements	46
V. Application Review Information	47
V.1. Criteria.....	47
V.2. Review and Selection Process.....	50
V.3. Anticipated Announcement and Federal Award Dates	52
VI. Federal Award Administration Information.....	52
VI.1. Federal Award Notices	52
VI.2. Administrative and National Policy Requirements	52
VI.3. Reporting	53
VII. HHS Award Agency Contact(s).....	54
VIII. Other Information	55
Reference Websites.....	55
Application Checklist.....	55

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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>.**

The Office of Refugee Resettlement (ORR) within the Administration for Children and Families (ACF) invites eligible entities to submit competitive grant applications under the new Support for Trauma-Affected Refugees (STAR) Program for fiscal year 2023. The goals of the STAR Program are the integration and successful achievement of sustained physical, social, emotional, and economic well-being of underserved refugees and other newcomers eligible for ORR services (hereafter referred to as “newcomers” for simplicity) whose experience of trauma is impeding their ability to function effectively at home, school, work or in social settings. For further details including newcomer eligibility criteria, please see *Section I. Program Requirements, Enrollment Criteria*.

ORR intends to achieve these goals through the following two objectives:

1. To increase underserved newcomers’ access to appropriate and effective trauma assistance services at both the individual and family level.
2. To fund and foster the development of a network of culturally responsive providers (recipients) that can deliver holistic services to address the psychosocial needs of trauma-affected newcomers and to facilitate their successful integration and well-being.

In support of the two objectives above, the STAR Program requires recipients to encompass a comprehensive approach to serve newcomers displaying symptoms of trauma that impede their ability to function effectively at home, school, work or in social settings. Using STAR funds, recipients will provide eligible newcomers with holistic and integrated case management services, including health, psychological, and social adjustment services directly. Through project-related activities, recipients will simultaneously enhance their capacity to serve these populations.

I. Program Description

Statutory Authority

Section 412(c)(1)(A) of the Immigration and Nationality Act (INA), 8 U.S.C. § 1522(c)(1)(A)

Description

BACKGROUND

ORR provides newly arriving refugees and other eligible populations with the opportunity to maximize their well-being and potential in the United States. Through INA, ORR is authorized to provide resettlement assistance and other benefits available to specific eligible refugee populations in response to their displacement overseas and subsequent resettlement in the United States. Recognizing the unique experiences and needs of this population, ORR is issuing this new NOFO to support the successful and meaningful resettlement of underserved newcomers whose experience of trauma impedes their ability to function effectively at home, school, work or in social settings.

For the purposes of this NOFO, individual trauma is defined as an event or circumstance resulting in physical harm, emotional harm, and/or life-threatening harm and has lasting adverse effects on an individual's mental health, emotional health, physical health, social well-being, and/or spiritual well-being. Traumatic events increase the risk for mental health conditions such as post-traumatic stress disorder (PTSD), depression, and anxiety. Among refugee populations, the prevalence of PTSD, depression, and anxiety has been reported to be 31 percent, 32 percent, and 11 percent, respectively. Furthermore, refugees and asylum-seekers are 10 times more likely to experience PTSD compared to host populations. While most resettled refugees successfully carve out new lives without visible adverse mental health effects, at least 5-15 percent of newcomers may require intensive support services due to the psychosocial and health repercussions of their traumatic displacement-related experiences.

Newcomers may experience traumatic events before, during, and/or after their migration journeys. Following resettlement, risk of or progression of mental health conditions is compounded by the acculturative stress of finding employment and reaching self-sufficiency, maintaining housing, learning a new language, navigating complex healthcare systems, having lower levels of social support, living in poverty, and/or experiencing discrimination.

The inter-generational effects of trauma have also been documented in refugee families. Children who have experienced trauma and other adverse childhood events are at increased risk for long-term developmental, physical, and mental health risks from their own exposures and when their family members experience suffering from trauma-related psychological disorders.

The STAR Program aims to support the healing and recovery of trauma among these underserved newcomers by funding recipients that offer mental health care and case management services through developmentally, culturally, and linguistically appropriate, trauma-informed interventions at the individual, group, and family levels.

STAR PROGRAM OVERVIEW

GOALS, OBJECTIVES, AND SCOPE OF THE STAR PROGRAM

The goal of the STAR Program is the successful achievement of sustained physical, social, emotional, and economic well-being of newcomers whose experience of trauma is impeding their ability to function effectively at home, school, work or in social settings.

ORR intends to achieve these goals through the following objectives:

1. To increase eligible and underserved newcomers' access to appropriate, effective, and holistic trauma assistance and mental health services at the individual, group, and family levels, taking into account considerations of age and gender.
2. To fund and foster the development of a network of culturally responsive providers (recipients) with the capacity for delivering holistic services to address the psychosocial needs of trauma-affected refugees and to facilitate their successful integration and well-being.

Objective-Centered Program Activities and Relevant Assessment Areas

Recipient activities must align with STAR Program objectives as outlined above. ORR will assess recipient activities under the following two main programmatic requirements: core service delivery and capacity building. 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 capacity building and will be assessed as such.

ASSESSMENT AREA I: CORE SERVICE DELIVERY

Required activities in support of this objective include:

- Offering mental health services such as individual and group therapy, to trauma-affected newcomers, including vulnerable or marginalized groups such as survivors of domestic violence (DV), intimate partner violence (IPV) and gender-based violence (GBV); children and adolescents; and lesbian, gay, bisexual, transgender, queer or questioning, and intersex (LGBTQI+) individuals who may be experiencing social, mental, emotional, and familial challenges.
- Providing evidence-based family-strengthening interventions that promote healthy family dynamics.
- Holding culturally sensitive training for parents to regain or strengthen their parenting competencies as they encounter unfamiliar cultural norms in education, parenting, and family life.
- Providing emergency assistance in situations where program beneficiaries (clients) are at risk of homelessness or food insecurity.
- Assisting with interpretation and transportation needs for mental health services.
- Working with culturally and linguistically appropriate community health workers to conduct home visits.
- Offering options for onsite and telehealth platforms for individual, group, and family therapy or counseling.
- Offering clients holistic therapeutic programs that foster recovery, resiliency, and creativity.

ASSESSMENT AREA II: CAPACITY BUILDING

Required activities in support of this objective include the following:

- Partnering with ethnic community and/or faith-based organizations to develop, deliver, and/or promote culturally and linguistically appropriate services for survivors from those newcomer communities.
- Fostering partnerships with mainstream providers to enhance community capacity to respond to the needs of underserved newcomers impacted by trauma.
- Developing organizational capacity to offer appropriate bi/multilingual interventions and easily applicable screening instruments for trauma, depression, anxiety, suicidality, and/or substance abuse.
- Recruiting from newcomer communities and/or former clients at both operational and leadership levels, ensuring client-centered programming to evaluate project effectiveness, improve service delivery, and promote equity.
- Integrating newcomer survivors/clients within organizational and programmatic structures through establishing advisory boards comprised of former clients and community members, especially through encouraging the participation of minority sub-groups such as LGBTQI+ individuals, youth, and female clients to ensure organizational diversity and equity.
- Encouraging and promoting the professional development of bi/multilingual and bi/multicultural staff from newcomer communities to promote healthcare equity through increased representation and visibility of such communities in those professions.
- Ensuring peer support and adequate supervision of client-facing staff with particular attention to client-case worker ratios to ensure workforce sustainability.
- Engaging in rigorous project monitoring and performance evaluation through collection, reporting, and analysis of project data to improve service delivery, outcomes, processes, and systems.
- Identifying sustainable sources of funding to continue the project after the grant has ended.
- Communicating and coordinating at least quarterly with local 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.

NOTE: 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.

Eligible Populations for STAR Program Services

Through section 412(c)(1)(A) of the INA (8 U.S.C. 1522(c)(1)(A)), Congress authorized ORR to provide funding for resettlement assistance and other benefits available for refugees and other eligible newcomer populations. [ORR Policy Letters 16-01, 22-01, 22-02, and 22-13](#) delineate populations eligible for ORR services and programs, including STAR.

ORR assistance and services must be provided to eligible newcomers without regard to race, religion, nationality, sex, or political opinion.

Persons deemed eligible for Refugee Resettlement Program benefits (see 45 CFR § 400.43(a) (1)-(6) or statutory provisions cited below) include the following:

1. Individuals paroled as refugees or asylees under § 212(d)(5) of INA.
2. Refugees admitted under § 207 of INA.
3. Asylees whose status was granted under § 208 of INA.
4. Cuban and Haitian entrants, in accordance with the requirements in 45 CFR § 401.2.
 - a. Any individual granted parole status as a Cuban/Haitian Entrant (status pending) or granted any other special status subsequently established under the immigration laws for nationals of Cuba or Haiti, regardless of the status of the individual at the time assistance or services are provided;
 - b. A national of Cuba or Haiti who was paroled into the United States and has not acquired any other status under the INA and with respect to whom a final, non-appealable, and legally enforceable order of removal, deportation, or exclusion has not been entered;
 - c. A national of Cuba or Haiti who is the subject of removal, deportation, or exclusion proceedings under the INA and with respect to whom a final, non-appealable, and legally enforceable order of removal, deportation, or exclusion has not been entered; or
 - d. A national of Cuba or Haiti who has an application for asylum pending with the Department of Homeland Security/United States Citizenship and Immigration Services (USCIS) or Department of Justice/ Executive Office for Immigration Review and with respect to whom a final, non-appealable, and legally enforceable order of removal, deportation or exclusion has not been entered.
5. Lawful permanent residents provided the individuals previously held one of the statuses identified above. (Note that this does not refer to Amerasians and Special Immigrant Visa holders from Iraq and Afghanistan who are admitted as lawful permanent residents. See #6 and #7 below.)
6. Certain Amerasians from Vietnam who are admitted to the United States as immigrants pursuant to § 584 of the Foreign Operations, Export Financing, and Related Programs Appropriations Act, 1988 (as contained in § 101(e) of Public Law 100-202), as amended (8 U.S.C. 1101 note).
7. Iraqi and Afghan Special Immigrants per section 1244(g) of Div. A of Public Law 110-181, as amended (8 U.S.C. 1157 note) and section 602(b)(8) of Div. F of Public Law 111-8 as amended (8 U.S.C. 1101 note).
8. Victims of a severe form of trafficking in persons per the Victims of Trafficking and Violence Protection Act of 2000, Public Law No. 106-386, as amended, 22 U.S.C. 7105(b)(1) (A) and (C).
9. Afghan populations authorized to receive ORR services by the Afghanistan Supplemental Appropriations Act, 2022 including:
 - a. 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, 2023. 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;

- b. A spouse or child of any individual described above, 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; or
- c. A parent or legal guardian of any individual described above in (a) who is determined to be an unaccompanied child as defined by 6 U.S.C. 279(g)(2) or 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.

10. Displaced populations from Ukraine per the Additional Ukraine Supplemental Appropriations Act, 2022 including:

- a. Citizens or nationals of Ukraine who the Department of Homeland Security (DHS) has paroled into the United States between February 24, 2022, and September 30, 2023. This group is eligible for benefits and services until their parole terminates, unless otherwise amended by law or the individual gains another ORR-eligible category or status;
- b. Non-Ukrainian individuals who last habitually resided in Ukraine, who DHS has paroled into the United States between February 24, 2022, and September 30, 2023. This group is eligible for benefits and services until their parole terminates, unless otherwise amended by law or the individual gains another ORR-eligible category or status;
- c. A spouse or child of an individual described in sections (a) or (b) who is paroled into the United States after September 30, 2023. This group is eligible for benefits and services until their parole terminates, unless otherwise amended by law or the individual gains another ORR-eligible category or status; or
- d. A parent, legal guardian, or primary caregiver of an unaccompanied refugee minor or an unaccompanied child described in sections (a) or (b) who is paroled into the United States after September 30, 2023. This group is eligible for benefits and services until their parole terminates, unless otherwise amended by law or the individual gains another ORR-eligible category or status.

Detailed information on eligibility, including documenting the date of eligibility, for ORR-funded projects is available at 45 CFR § 400.43 and [ORR Policy Letters 16-01, 22-01, 22-02, and 22-13](#).

Documentation of Eligibility

To ensure eligibility, all individuals wishing to enroll in STAR Program services are required to provide recipients with documentary proof of one of the statuses included in the list above. Recipients must include that documentation in the client's case file upon enrollment.

Enrollment Criteria for STAR Services

To qualify for STAR Program-funded services, individuals must meet three essential criteria. They must: (1) hold eligible newcomer status as defined in Eligible Populations for STAR Program Services; (2) have a history of trauma that impedes their functioning at home, work, school, or in social settings; and (3) have been eligible for ORR services for no longer than 5

years. Documentation of all three criteria must be included in client case files upon enrollment in STAR services.

While referral to the program does not require a formal assessment by a mental health professional, enrollment requires a determination by licensed clinical intake staff regarding a client's impaired ability to function effectively at home, school, work, or in social settings due to their trauma exposure.

PROGRAMMATIC REQUIREMENTS

CORE SERVICE DELIVERY

Each recipient must provide case management of core services for adult, adolescent, and pediatric clients, allowing options for telehealth and remote delivery, especially in locations where diaspora groups have not traditionally resettled. In such instances, recipients must offer telehealth platforms for access to developmentally, culturally and linguistically appropriate mental health services, and case management.

Core services must include:

1. Conducting comprehensive, family-centered (if applicable) intake assessments of clients' trauma-induced impairment or mental health needs.
2. Establishing personal and family wellness plans to help survivors identify and advance toward goals for healing and recovery. See details of such plans below this list of core services.
3. Designing and providing, directly and/or in partnership, a holistic package of psychological, and social services to address the physical, psychological, and social effects of trauma upon survivors and their families, with the option of telehealth for all core services.
4. Documenting the provision of a reasonable number of individual and/or group core services each month, after consultation with clients, in order to address client mental health needs and updating client case files quarterly.
5. Implementing specific and developmentally appropriate interventions for vulnerable subgroups such as women, LGBTQI+ individuals, children, and youth.
6. Offering individual and group therapy for clients and their families, including family-strengthening interventions.
7. Providing strengths-based, trauma-informed case management to coordinate care and connect clients to other services and community resources as needed.
8. Facilitating support groups and providing referrals and linkages to help survivors build a sustainable social support network.
9. Conducting quarterly outcome assessments each federal fiscal year for each client that align with client-identified goals and ensuring that personal and family wellness plans contain specific, measurable, attainable, realistic, and time-bound (SMART) goals for clients and, if applicable, their family members.
10. Assessing clients at the end of each federal fiscal year and informing them of their eligibility for case closure based on their achievement of goals outlined in their wellness plans.
11. Meeting with continuing clients at the start of each federal fiscal year to inform them of their service options and to identify client goals to work toward during that period.

12. Issuing closeout letters informing clients of the successful achievement of their self-identified wellness goals and connecting them to relevant ORR and community resources.

Individual and Family Wellness Plans

Once an individual (client) has been assessed and determined to be eligible for trauma-assistance services and interventions, the case manager must establish a wellness plan with that individual or the parent or legal guardian in the case of a minor.

The plan must include the following:

1. An identification of the specific area/s of vulnerability that merit a client's enrollment in STAR;
2. The specific mental health services that the client will receive;
3. The self-sufficiency or age/developmentally appropriate goal(s) toward which the client and the agency (and, where applicable, family members) will work; and
4. A description of any training or counseling that the client, or parent/legal guardian on behalf of the client, agrees to attend, including the type, intended duration, expected outcomes, and the provider of the program.

CLAS Standards

ORR requires the use of evidence-based case management activities that are rooted in effective best practices for serving underserved minority populations. Additionally, due to the diverse backgrounds of newcomers, mainstream local health and mental health providers must implement the National CLAS Standards. The National CLAS Standards are intended to advance health equity, improve quality, and help eliminate health care disparities by providing a blueprint for individuals and health and health care organizations to implement culturally and linguistically appropriate services. More information on the National CLAS Standards can be found at: <https://minorityhealth.hhs.gov/Default.aspx>.

THE STAR PROGRAM APPROACH: Holistic, Strengths-Based, and Trauma-Informed Service Delivery Model

The STAR Program requires that any service model for newcomer survivors of trauma and their eligible family members include the following:

- Direct provision of core services by the recipient with the option for indirect provision of some services through partner organizations and/or affiliates under a memorandum of understanding (MOU) that mandates administrative oversight and care coordination by the primary recipient.
- Culturally and linguistically appropriate core services for the client population.
- Holistic service delivery using a multidisciplinary team with shared systems and regular communication to coordinate provision of behavioral health, primary care, and social services across implementing partners.
- Recognition of the client and family's strengths and promotion of resiliency.
- Comprehensive assessment at intake of the clients' medical, psychological, and social needs.

- A family-focused service plan that includes services for eligible family members who may experience the effects of trauma in their relationships.
- Assessment and mitigation of the effects of trauma through family-strengthening interventions and conflict transformation.
- Regular quarterly assessment of outcomes aligned with client-identified goals in the individual and family service plans.
- Linkages and referrals to trauma-informed social support, such as housing, child-care, employment, educational or vocational assistance, that may preclude or reduce the need for more specialized mental health and case management services.

Note: Implementation of evidence-based promising trauma healing methodologies is encouraged. Examples include mind-body interventions, creative arts and story-telling activities, sports, play therapy, and parenting training for caregivers, and leadership and empowerment initiatives for youth.

Maintenance of Case Files and Documentation of Services

STAR Program service providers are required to create and maintain confidential case files for each client. Upon enrollment, recipients will provide a form to each client or their parent/legal guardian regarding protection of their identity and privacy. The recipient must obtain the client or parent/legal guardian signature on the form and retain the form on file, as well as provide a copy to the client.

Providers must ensure compliance with 45 CFR § 75.303(e) to take reasonable measures to safeguard protected personally identifiable information. Files should be stored in a filing cabinet or other records storage areas, locked at all times when not in use, and accessible only to appropriate program personnel. If a service provider uses an electronic case file system, then it must establish safeguards such as limiting data access and encryption to protect participant information. The case file will, at minimum, include copies of documents that show client eligibility for trauma assistance services under the STAR Program, records of expenditures made on behalf of the client (where relevant, as in emergency funds), consent form for minor clients signed by parent/legal guardian, case notes, and related documents.

Intake information must include the client's name, date of birth, status under which the client arrived in the United States, date of enrollment, date of projected program service termination, and documentation of eligibility for STAR Program services. If a client is enrolled in other service programs, including ORR-funded programs, or is referred to another agency for service, documentation of the program and services provided under that program must be included in the case file.

ORR will seek approval from OMB for collection of case file information under the Paperwork Reduction Act (PRA).

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.

Confidentiality Forms

Upon enrollment, recipients will provide a form to each client or their parent/legal guardian regarding protection of their identity and privacy. The recipient must obtain the client or parent/legal guardian signature on the form and retain the form on file, as well as provide a copy to the client.

Release of Information Form

Upon enrollment, each client or the parent/legal guardian will receive a signed form from the agency regarding release of private information instituted by the STAR Program service provider and/or ORR.

Service Period and Term Limits

Once enrolled, individuals are eligible for 1 year of STAR services. If at the end of 1 year of services a client has not achieved the desired outcomes identified in their Individual and Family Wellness Plan and requires further services, the recipient may choose to enroll the client for a second term to provide ongoing support. The recipient must create a new Individual Self-Sufficiency and Wellness Plan for that client to ensure new SMART wellness goals for the second term of service. Clients will receive STAR services for a maximum of 2 consecutive periods. If at the end of 2 terms, a client has not reached therapeutic goals specified in the Wellness Plan, recipients must request ORR approval for enrolling the client in a third term of service.

Case Closure and Service-Closure Letter

Upon completion of the STAR service term, clients or the parent/legal guardian must receive a document indicating the closure of their case. The document will contain, at minimum, the following items:

1. A description of the specific mental health and other services provided and the relevant outcome/s;
2. A reminder to adjust immigration status to that of Lawful Permanent Resident (LPR) at the appropriate time frame from grant of the immigration status that made the individual eligible for ORR Services (if applicable), and resources or referrals to support the client's adjustment to LPR;
3. A reminder that failure to naturalize will result in the loss of Supplemental Security Income (SSI) benefits (where applicable);
4. A reminder that upon moving to a new address, the client must complete and submit a Change of Address Form AR-11 to USCIS and a Change of Address Form with the United States Postal Service (USPS);
5. A list of ORR-funded and mainstream resources and services available in the respective community. STAR Program clients must be advised that they are eligible for ORR state-administered Social Services for up to 5 years from their date of eligibility;
6. Contact information of a representative of the implementing partner as a reference point for subsequent service provider/s; and
7. Documentation of the completion of a "warm hand-off" to ensure continuity of care and to connect the client or their parent/legal guardian to any necessary ongoing services.

Non-Duplicative Services

Funding for STAR may not be used to duplicate and/or supplant activities and services offered through any ORR-funded program, including the [Services for Survivors of Torture \(SOT\)](#), [Services for Afghan Survivors Impacted by Combat \(SASIC\)](#), [Refugee Health Promotion \(RHP\)](#), [Preferred Communities \(PC\)](#) Programs within the state(s) of operation. Client case files must indicate clearly the discrete and specific scope of STAR activities to address and alleviate the impact of trauma for the intended service population. STAR clients may not be enrolled simultaneously in the PC Program, nor should recipients engage in capacity development for trauma interventions for clients under the STAR Program, using funds from other ORR grants only allocable costs are permitted per 45 CFR 75.405(c).

Equity Considerations

ORR stresses the importance of advancing equity consistent with the Executive Order on Advancing Racial Equity and Support for Underserved Communities (E.O. 13985) in all of its programming. ORR urges all recipients to ensure that all ORR-eligible populations, regardless of race, religion, gender identity, sexual orientation, disability, or other characteristic(s), receive fair treatment, access, and opportunity. ORR also strongly encourages recipients to practice inclusion, through purposeful collaboration and engagement with ethnic communities with lived experience to inform culturally and linguistically appropriate service design and delivery.

POST AWARD REQUIREMENTS

STAR Program Recipient Meetings

ORR will conduct an annual meeting of STAR 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 and case management.

Program Performance Monitoring and Evaluation

ORR will seek approval from OMB for information collection under the Paperwork Reduction Act (PRA) on collecting STAR client level data by utilizing the Refugee Arrival Data System (RADS) database.

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 is seeking approval of its STAR Program data indicators through the OMB Office of Information and Regulatory Affairs. ORR will not request this information if these forms are not approved at the time that reports are due. Please see *Section VI.3. Reporting* for more information.

Recipients must summarize and include monitoring reports of implementing partner sites in their semi-annual program progress reports provided to ORR to the extent authorized by OMB.

Following OMB approval, STAR recipients must report client progress using the STAR Mental Health and Case Management Client Assessment Indicators framework. Program indicators are currently under development and will be shared with grant recipients when complete. For

subsequent years, ORR will utilize achieved outcomes against those proposed in recipients' non-competing applications to assess the need to award continued STAR funding.

As required by PRA, ORR will obtain approval from the OMB on data indicators for post-award reporting. Grant recipients will be required to report data points collected on an OMB-approved form on an annual basis.

STAR Program Performance Monitoring and Assessment

ORR Program staff and/or contract monitors may undertake periodic site visits as well as remote desk audits to monitor recipients' performance and to assess their service delivery model, including through meeting community stakeholders. 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 to which recipients must respond.

A recipient that posts consistently low outcomes in one or both assessment areas and is found to be in non-compliance with one or more STAR program requirements and ORR/HHS policy guidelines 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 improve, ORR will follow customary procedures regarding suspension and/or termination of the cooperative agreement.

Staffing Requirements

ORR requires that recipients' Key Personnel possess appropriate professional credentials and licensures to address the mental health and case management needs of their client populations. Additionally, where recipients are unable to engage bi/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 Staff ratios aligned with professional standards for the type of service provided (such as case management and mental health counseling) are also an essential staffing requirement to ensure workforce sustainability and well-being. Recipients must inform ORR of Key Personnel changes per 45 CFR 75.308(c)(1)(ii). Approval will be accomplished by a Notice of Award amendment issued by the ACF Office of Grants Management.

Key Personnel

Key personnel are salaried individuals (or volunteer professionals) whose contributions are essential for project implementation. They include, but are not limited to, the following:

- Behavioral Health Services Director - This individual, who must be a licensed behavioral health expert in trauma-informed care, will oversee service design and delivery.
- Pediatric Mental 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.

- Cultural and Community Liaison - This individual, who must possess in-depth and preferably lived experience with local newcomer communities, will facilitate the delivery of culturally appropriate services.
- Community Health Workers—These individuals, who must be trained in outreach and basic health literacy/mental health first aid, may be employed as necessary to enhance the effectiveness of services to the intended population/s.

Note: One individual may fulfill several of the roles described above, provided that they meet requirements and can perform requisite duties. Positions can be full-time or part-time to ensure project flexibility and cost-effectiveness.

Subawards

Recipients under this 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.

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.

If, during the project period, ORR and/or recipients are required to adjust program and/or recipient requirements due to a nationally declared emergency, ORR will exercise maximum flexibilities as needed. Requirements may be conducted virtually and/or timelines modified in consultation with ORR.

STAR Federal Program Evaluation

If ACF identifies resources to fund a federal study of STAR 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.

Bibliography

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II. Federal Award Information

Funding Instrument Type:

CA (Cooperative Agreement)

Estimated Total Funding:

\$14,000,000

Expected Number of Awards:

28

Award Ceiling:

\$600,000

Per Budget Period

Award Floor:

\$400,000

Per Budget Period

Average Projected Award Amount:

\$500,000

Per Budget Period

Anticipated Project Start Date:

01/15/2024

Length of Project Periods:

48-month project period with four 12-month budget periods

Additional Information on Project Periods and Explanation of 'Other'**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*.

Non-competing continuation awards will be offered for the second, third, and fourth budget periods of the project based on the availability of funds, satisfactory progress of the recipient, and review and approval of the continuation application. The Grants Project Team (Grants Management Specialist, Federal Project Officer, and technical assistance provider) will use the recipient's semi-annual performance progress and financial reports, site visits, audit reports and other supporting documentation to determine, in accordance with the requirements in the Competitive STAR NOFO and statute, if satisfactory progress is being made. ORR will factor in the recipient's ability to meet the dues dates as identified in the NOFO. The Grants Project Team's review of reports and other documentation will be used to assess progress in (1) accomplishing the project goals, objectives, and activities; (2) completing proposed activities; and (3) documenting allowable expenses that support project goals, objectives, and the approved budget. Please refer to *Section VI.3. Reporting Requirements* for more information on required reports.

Description of ACF's Anticipated Substantial Involvement Under the Cooperative Agreement Award

The following is a description of ORR's anticipated substantial involvement under the cooperative agreement. ORR will:

- Approve the project work plan on an annual basis.
- Confer with the recipient on project activities throughout the year and recommend modification of the work plan, particularly with regard to shifts in eligible populations or to project sites, as necessary and appropriate.
- Consider, as necessary, enrollment exception requests and interventions to address gaps in

services to vulnerable trauma-affected refugees as proposed by recipients.

- Monitor and provide written reports on the implementation, compliance, and outcomes of services and/or resources provided to refugees under the cooperative agreement. Such monitoring may include site visits, meetings, conference calls, review of reports and data, and requests for access to information associated with the implementation of the STAR Program, to the extent authorized by OMB.
- Convene, at a minimum, quarterly meetings with STAR Program recipients to discuss goals, objectives, outcomes, challenges, and other matters relating to the program.

III. Eligibility Information

III.1. Eligible Applicants

Eligibility is limited to public and private non-profit agencies.

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.

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-2023-ACF-ORR-ZQ-0062
Administration for Children and Families
Office of Refugee Resettlement
330 C Street, SW.
Mailroom 5123
Washington
DC

20201

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.

File One: The Project Description: This file must contain the following sections:

1. Table of Contents
2. Project Summary
3. Project Narrative (e.g., Need for Assistance, Objectives, Approach, Expected Outcomes)

4. Geographic Location
5. Project Timelines and Milestones
6. Logic Model with SMART Outputs and Outcomes (see Appendix for sample)
7. Program Performance Evaluation Plan
8. Plan for Oversight of Federal Award Funds and Activities
9. Project Budget and Budget Justification including a line-item budget and a budget narrative
10. Project Sustainability Plan
11. Protection of Sensitive and/or Confidential Information

File Two: Appendices: This file must contain the following documents uploaded as one file:

1. Legal Status of Applicant Entity
2. Organizational Capacity (e.g., organizational charts, resumes)
3. Third-Party Agreements
4. 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.

Forms/Assurances/Certifications	Submission Requirement	Notes/Description
<p>Unique Entity Identifier (UEI) and System for Award Management (SAM) registration.</p>	<p>Required of all applicants.</p> <p>Applicants must have a UEI and maintain an active SAM registration throughout the application and project award period.</p> <p>Obtain a UEI and SAM registration at: http://www.sam.gov</p> <p>.</p>	<p><i>See Section IV.3. Unique Entity Identifier (UEI) and System for Award Management (SAM) for more information.</i></p>
<p>SF-424 Key Contact Form</p>	<p>Submission is required for all applicants by the application due date.</p>	<p>Required for all applications.</p>
<p>Certification Regarding Lobbying (Grants.gov Lobbying Form)</p>	<p>Submission required of all applicants with the application package. If it is not submitted with the application package, it must be submitted prior to the award of a grant.</p>	<p>Submission of the certification is required for all applicants.</p>
<p>SF-424A - Budget Information - Non- Construction Programs and SF-424B - Assurances - Non-Construction Programs</p>	<p>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.</p>	<p>Required for all applications when applying for a non-construction project.</p>

Forms/Assurances/Certifications	Submission Requirement	Notes/Description
	By signing and submitting the SF-424B, applicants are making the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination.	
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 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.

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.

When describing the need for assistance, please clearly identify the nature and scope of trauma as it affects newcomer communities and adversely affects their ability to achieve self-sufficiency and to integrate within their new communities of resettlement. Provide details to corroborate the statement of need regarding services to underserved newcomers affected by displacement-related trauma and the lack of capacity to address that need in the specific community where services are being proposed. Include relevant and locally specific data regarding newcomer arrivals and influxes in the service location and any existing or resulting service gaps.

Specify the objectives of the proposed project in the context of the ORR goal as outlined in *Section I, STAR Program Overview: Goals, Objectives, and Scope of the STAR Program*. Do not copy and paste language from the NOFO. Rather, show how the specific, measurable, appropriate, realistic, and time-bound (SMART) objectives of the proposed project contribute to the overall achievement of the two broad objectives identified under the STAR Program in the same section.

Outline the SMART outcomes of the proposed project as they relate to the increased access to appropriate services by trauma-affected newcomers. Provide numeric indicators to demonstrate the project outcomes associated with core service delivery and development of capacity for providing such services to trauma-affected newcomers in the proposed project location. Provide a timeline to indicate short-term and long-term outcomes.

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.

Provide a complete project implementation plan for delivering holistic, strengths-based, trauma-informed, and culturally and linguistically appropriate services to adult, adolescent, and pediatric newcomer populations. For a full description of holistic services, see *Section I. STAR Program Overview*. The plan must include a case management plan that is SMART from intake to closure and must address all required activities listed in *Section I. Objective-Centered Program Activities and Relevant Assessment Areas*.

Describe how the implementation plan will use a strengths-based, trauma-informed approach to deliver services, as outlined in *Section I. The STAR Program Approach, Holistic, Strengths-Based, and Trauma-Informed Service Delivery Model*. For services to be 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 STAR Program Approach, Holistic, Strengths-Based, and Trauma-Informed Service Delivery Model*.

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

Services. Show how services are non-duplicative with locally provided ORR-funded programs, as outlined in *Section I. Non-duplicative Services.*

Describe the intake and client evaluation process, as described in *Section I. STAR 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.

Describe the plan for data/records collection and to protect confidential information related to individual clients.

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.

Describe the plan to increase service capacity; strengthen the project by evaluating and improving processes and systems; and identify sustainable sources of funding after the grant has ended, as described in *Section I. STAR Program Overview, Goals and Objectives.* Describe any design or technological innovations, such as virtual platforms for remote delivery options such as telehealth, reductions in cost or time, or notable social and/or community involvement in the project described in *Section I. Programmatic Requirements, Assessment Area I: Core Service Delivery* and *Assessment Area II: Capacity Building.*

Show how the project will facilitate survivor support groups and a support network, as described in *Section I. Programmatic Requirements.* Mention how the project will encourage and promote the professional development of bi/multilingual staff from refugee and immigrant communities as described in *Section I. Programmatic Requirements, Assessment Area II: Capacity Building.* Clearly describe client-informed service design at key points, documenting the representation/proposed integration of newcomer trauma survivors and/or refugee communities in the applicant's governing structure as described in *Section I. Programmatic Requirements, Assessment Area II: Capacity Building.*

Project Timeline and Milestones

Provide quantitative monthly or quarterly projections (for the entire project period) of the accomplishments to be achieved for each function or activity, in such terms as the number of people to be served and the number of activities accomplished. Data may be organized and presented as project tasks and subtasks with their corresponding timelines during the project period. When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

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.

Provide evidence showing how the applicant organization and any partner agencies have relevant experience and expertise in administration, development, implementation, and evaluation of services and activities in the areas described in *Section I. The STAR Program Approach*.

Describe how the implementing partners possess the organization capacity to fulfill their roles and functions effectively. Include evidence of the inclusion of newcomers and/or refugee and immigrant community members on the organization's advisory board, governing body, and staff, as described in *Section I. STAR Program Overview, Assessment Area II: Capacity Building*.

Provide a list of organizations and key individuals that will work on the project along with a short description of the nature of their efforts or contributions. 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.

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).

Please refer to the Appendix for an example of a recommended format for a Logic Model. Outputs and outcomes must be SMART.

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.

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).

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.

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 SF-424C, as applicable, for each year of the proposed project.

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

Applicants must provide a budget that is clear, cost-effective, commensurate with caseload, and in-line with project activities. The project budget must include 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, STAR 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

10/02/2023

Due Date for Applications

10/02/2023

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.

Major renovation is not an allowable activity or expenditure under this grant program.

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
HHS-2023-ACF-ORR-ZQ-0062
Administration for Children and Families
Office of Grants Management
330 C Street, SW.
3rd Floor
Washington
DC
20201

Hand Delivery

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.

Need for Assistance and Objectives Maximum Points: 15

1. The applicant shows that the proposed project goals and objectives regarding service delivery and capacity development are SMART as required in *Section IV.2. The Project Description, Objectives*, within both the local context and the broader programmatic objectives outlined in the same section. (0-3 Points)
2. The applicant effectively identifies and thoroughly documents the newcomer population's need for assistance in the proposed service location, as outlined in *Section IV.2. The Project Description, Need for Assistance*. (0-12 Points)

Geographic Location Maximum Points: 4

1. The applicant demonstrates an in-depth understanding of the geographic area and provides details about the precise physical location of the project and boundaries to be served by the proposed project. (0-4 Points)

Expected Outcomes and Logic Model Maximum Points: 10

1. The application clearly identifies outputs and outcomes that directly relate to the goal and two objectives of the STAR Program. Each expected output and outcome is SMART, as referenced in *Section IV.2. Content and Form of Application Submission, The Project Description, Logic Model*, and includes components such as the target population, specific achievements, and the corresponding timeline. (0-5 points)
2. The logic model is an accurate depiction of the proposed project activities. The logic model demonstrates a clear association between objectives, activities, inputs, outputs, and intended short- and long-term outcomes. It is well-defined, realistic, and includes strong links to the two program objectives referenced in *Section I. Program Description, STAR Program Overview*. (0-5 points)

Approach Maximum Points: 35

Evaluate and assess the following items related to the project implementation plan, as outlined in *Section IV.2. The Project Description, Approach*.

1. The applicant provides a SMART approach to service delivery and case management in the implementation plan. (0-5 Points)
2. The applicant proposes holistic services (i.e., they include mental health and case management services) that are strengths-based; trauma-informed; and developmentally, culturally, and linguistically appropriate, as outlined in *Section IV.2. The Project Description, Approach* (0-5 Points)
3. The applicant provides evidence to ensure that services are non-duplicative of locally provided ORR-funded programs (SASIC, RHP, SOT, PC), as instructed in *Section IV.2. The Project Description, Approach, Non-Duplicative Services*. (0-5 points)
4. The applicant includes telehealth options and services for specific subgroups, including adolescent and pediatric populations, as outlined in *Section IV.2. The Project Description, Approach*. (0-5 Points)
5. The applicant provides a viable project implementation plan, including remote delivery options, for facilitating survivor support groups and a support network for empowering survivors, as described in *Section IV.2. The Project Description, Approach*. (0-2 Points)

6. The applicant provides evidence that project activities are clearly linked to one or more of their proposed objectives and describes how they align with those of ORR, as outlined in *Section IV.2. The Project Description, Objectives*. (0-3 Points)

7. Details of the applicant's project implementation clearly outline all aspects of (direct and indirect) service delivery, the client referral and follow-up process, project oversight, and care coordination, as well as a clear plan for collection and protection of individual-level data as described in *Section IV.2. The Project Description Approach, Protection of Sensitive and/or Confidential Information*. (0-5 Points)

8. The applicant provides a detailed outreach and engagement plan for linkages to state refugee programs, local service providers, and resettlement agencies, as described in *Section IV.2. The Project Description, Approach*. (0-5 Points)

Program Performance Evaluation Plan Maximum Points: 5

1. The project performance evaluation plan clearly describes the process for protecting and analyzing project data, including project outcomes and collecting and reporting on PDP, as described in *Section IV.2. Program Performance Evaluation Plan*. (0-3 Points)

2. The Program Performance Evaluation Plan includes a strategy for modifying the project based on periodic outcome assessments as outlined in *Section IV.2. The Project Description, Approach and Program Performance Evaluation Plan*. (0-2 Points)

Organizational Capacity Maximum Points: 20

1. Staff resumes and other documents listing key in-house personnel clearly demonstrate the organizational experience necessary to deliver appropriate mental health and case management services, as described in *Section IV.2. The Project Description, Organizational Capacity*. (0-3 Points)

2. If applicable, resumes include those of partner staff and/or affiliates and document sufficient and relevant knowledge, experience, and capabilities to effectively implement and/or manage the proposed program activities, as described in *Section IV.2. The Project Description, Organizational Capacity*. (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 IV.2. The Project Description Overview, Organizational Capacity*. (0-5 Points)

4. The applicant 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, as outlined in *Section IV.2. The Project Description, Plan for Oversight of Federal Award Funds and Activities*. (0-2 Points)

5. The applicant includes plans for evaluation and improvement of processes and systems and identifies sustainable sources of funding, as described in *Section IV.2. The Project Description, Plan for Oversight of Federal Award Funds and Activities*. (0-1 Points)

6. The applicant provides a plan to encourage and promote the professional development of bi/multilingual staff reflective of the diverse impacted newcomers at the project location, as

described in *Section IV.2. The Project Description Overview, Organizational Capacity*. (0-2 Points)

7. The applicant documents how client-informed program and service design will be ensured, as described in *Section IV.2. The Project Description, Approach, Program Performance Evaluation Plan, and Organizational Capacity*. (0-2 Points)

Project Budget and Budget Justification Maximum Points: 11

1. The itemized budget is clear, reasonable, and cost-effective, commensurate with project activities in relation to the proposed caseload, as described in *Section IV.2. The Project Budget and Budget Justification*. (0-4 Points)

2. The applicant's narrative justification shows how costs adhere to guidelines outlined in *Section IV.6. Funding Restrictions*. (0-4 Points)

3. Details show that personnel, travel, training and technical assistance, membership in professional associations, and other project costs are reasonable, allocable, and commensurate with the types and range of project activities and services outlined in *Section IV.2. The Project Description Budget and Budget Narrative*. (0-3 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.

Post-Award Requests Involving Real Property

All real property costs, including supporting documentation, are subject to ACF administrative review. Recipients, and if applicable, subrecipient(s), will be required to provide detailed listings of all real property addresses and their associated costs (45 CFR §75.436, §75.439, §75.462, and §75.465) used and claimed under this federal award. This includes all real property owned or leased by the recipient and, if applicable, subrecipients. Information on facilities, administrative buildings, and offices must be provided. Information for any and all real property costs claimed under the award must be provided. For more information, see [ACF Property Guidance](#) pages, including Rent/Lease Arrangement Guidance, Real Property Documentation, and Unallowable Property Costs.

After the initial award, if there are any modifications, budget revisions, and/or additional requests for funding and they impact any of the original approved real property or real property-related costs, the real property listing and related costs documentation requested must be updated.

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.

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 is seeking approval of its STAR Program Data Points through the OMB Office of Information and Regulatory Affairs. ORR will not request this information if these forms are not approved at the time that reports are due. Please see Section VI.3. Reporting for more information.

VII. HHS Award Agency Contact(s)

Program Office Contact

Tabassum

Siraj

HHS-2023-ACF-ORR-ZQ-0062

Administration for Children and Families

Ofc of Refugee Resettlement Div of Refugee Health

330 C Street, SW.

Mailroom 5123

Washington

DC

20201

202-401-4689

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/>.

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 <i>Section IV.2. Required Forms, Assurances, and Certifications</i> . 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 <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .
Unique Entity Identifier (UEI) and System for Award Management (SAM) registration.	Referenced in <i>Section IV.3. Unique Entity Identifier (UEI) and System for Award Management (SAM)</i> 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 <i>Section IV.2. Required Forms, Assurances, and Certifications</i> .	Submission is due with the application by the

What to Submit	Where Found	When to Submit
	This form is available in the NOFO's forms package at www.Grants.gov .	application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .
Certification Regarding Lobbying (Grants.gov Lobbying Form)	Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i> . 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 <i>Section IV.2. Required Forms, Assurances, and Certifications</i> . 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 <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .
SF-Project/Performance Site Location(s) (SF-P/PSL)	Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i> . 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 <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .
SF-LLL - Disclosure of Lobbying Activities	"Disclosure Form to Report Lobbying" is referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i> . 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 <i>Section IV.2. The Project Description</i> .	Submit with the application by the due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .

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

What to Submit	Where Found	When to Submit
		found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .

Appendix

<p>Recommended Example of STAR Logic Model NOTE: This sample is an example of a logic model. Applicants are not required to use the template/sample to prepare their application.</p>				
<p>Objectives: 1) To provide holistic and integrated case management services including health, psychological, and social adjustment services to ORR-eligible individuals adversely affected by trauma; 2) To build a network of providers with capacity to provide specialized and culturally responsive services for trauma survivors</p>				
<p>Target Population: Trauma-affected refugees and other ORR-eligible populations</p>				
<p>ASSESSMENT AREA I: CORE SERVICE DELIVERY</p>				
INPUTS	ACTIVITIES	OUTPUTS	OUTCOMES	INDICATORS
<p>Recipient’s team of case managers, leadership, trained volunteers, and interns</p> <p>Qualified and trained assessment staff</p>	<p>Conduct eligibility screening and assessments</p> <p>Develop individualized service plans to meet client needs</p>	<p>Minimum # of eligible clients enrolled in STAR services with individual service plans</p>	<p>100% of enrolled clients have access to and engagement with effective holistic, strengths-based, trauma informed services</p>	<p>Case enrollment data</p> <p>Confirmation of enrollment into separate sector services</p> <p>Documentation of service plans</p> <p>Service plan and review</p>

STAR assessment tools and staff guides to implement triage model			85% of clients at case closure report ability to manage mental health symptoms and stressors	log by case #
Qualified and trained case managers	Provide strengths-based and trauma-informed case management services to connect survivors to quality, medical, mental health, social services, and employment services as appropriate	Minimum # of STAR clients connected to mental health services		Assessment and achievement of goals identified in clients' Individual Service Plans at intake and case closure
Qualified and trained staff to conduct individual and group level supports		Minimum # of STAR clients connected to housing	85% of clients at case closure report stable housing and ability to pay rent	Completed satisfaction survey and associated aggregate analysis
Referral pathways to medical and mental health services when appropriate		Minimum # of STAR clients connected to employment	85% of clients at case closure report employment with wages adequate to meet basic needs	Case enrollment data
Data collection and record keeping systems	Provide various psychosocial support groups, individual therapy, referrals for psychiatric services, and psychological evaluations as appropriate	Minimum # of STAR clients connected to medical care	85% of clients at case closure report ability to access all needed healthcare services	Individual assessments, focus groups, or satisfaction surveys
Client feedback forms and collaborative processes		Minimum # of STAR clients connected to social services	100% of clients at case closure report ability to identify community support networks and systems	

	Conduct quarterly assessments on progress towards goals and need for continued service Collect client input and feedback to inform and improve services		100% of clients complete service plan goals at closure 85% of clients report positive client feedback on quality of services received	
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ASSESSMENT AREA II: CAPACITY BUILDING

INPUTS	ACTIVITIES	OUTPUTS	OUTCOMES	INDICATORS
<p>Recipient’s team of case managers, leadership, trained volunteers, and interns</p> <p>Service level triage staff guide</p> <p>Training and Technical Assistance (T&TA) provider/consultant</p> <p>Onboarding trainings emphasizing strengths-based, trauma-informed, and culturally responsive care</p> <p>M & E staff</p>	<p>Establish and utilize an evidenced based triage and tiering model to enroll and serve the optimal number of new and existing clients</p> <p>Implement policies and procedures to ensure integrated service delivery, adequate supervision, and appropriate staff-client ratios</p>	<p># of new clients served annually</p> <p># of clients routed to appropriate tier of services</p> <p># of cases closed annually</p>	<p>Program clients/trauma survivors will receive competent care, experience a reduction of barriers to service access, and receive culturally and linguistically appropriate services</p>	<p>Case enrollment and tiering and closure data</p> <p>Staff onboarding tracker to ensure completion of training</p> <p>Staff knowledge tests</p> <p>Staff training needs assessment Individual staff training plans</p> <p>List of CAB members</p> <p>Attendance at CAB meetings</p> <p>Quarterly data reports</p> <p>Regular meetings and collaborations/partnerships</p>

	<p>Establish an onboarding training and professional development plans for staff to ensure that staff are trained in ACF requirements and can deliver strengths-based, trauma informed, and culturally responsive services</p>	<p>All project staff complete onboarding training and have development plans</p> <p>All bilingual, bicultural staff receive T&TA</p>	<p>100% of staff at end of onboarding have skills in culturally, linguistically and trauma informed care</p> <p>100% staff have a professional development training plan</p> <p>100 % staff complete trainings based on their individual plan</p> <p>80% staff self-report increased skills at end of year</p>	
	<p>Engage in rigorous program monitoring and evaluation to improve processes and systems and to demonstrate impact</p> <p>Create a Community Advisory Board (CAB) and adequate client feedback mechanism to guide service delivery and</p>	<p>Quarterly data reports disaggregated by gender</p> <p># of CAB members</p> <p>Quarterly CAB meetings</p>	<p>Recipient has the staff and systems in place to provide appropriate, quality, and timely services to trauma survivors</p>	

	responsiveness			
	Collaborate with other STAR recipients nationally to improve and expand services	Bi-monthly meetings with other STAR recipients	Recipient contributes to increased national and local network capacity and ensures sustainability of services to trauma-affected ORR populations in the respective project locations.	