Administration for Children and Families

Immediate Office of the Assistant Secretary - Office on Trafficking in Persons

National Human Trafficking Hotline Program
HHS-2017-ACF-IOAS-OTIP-ZV-1264
Application Due Date: 07/25/2017

National Human Trafficking Hotline Program

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Department of Health & Human Services
Administration for Children and Families

Funding Opportunity Title:	National Human Trafficking Hotline Program
Announcement Type:	Initial
Funding Opportunity Number:	HHS-2017-ACF-IOAS-OTIP-ZV-1264
Primary CFDA Number:	93.598
Due Date for Applications:	**07/25/2017**

Executive Summary

Notice:

- **Applicants are strongly encouraged to read the entire funding opportunity announcement (FOA) 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 Page at** https://www.acf.hhs.gov/grants/howto.

The Administration for Children and Families (ACF), Office on Trafficking in Persons (OTIP) will award one cooperative agreement on a competitive basis for a period of three years to operate the National Human Trafficking Hotline (NHTH) Program.

This funding opportunity will support the operation of a dedicated, toll-free, 24-hour, seven days a week, every day of the year U.S. national telephone and online communication system staffed by trained and experienced human trafficking advocates that provide services and assistance to victims of severe forms of labor and sex trafficking in persons. Multi-lingual services and assistance for foreign and domestic victims must include crisis intervention, information and referrals to anti-trafficking and/or direct victim services programs, temporary lodging/housing resources, and access to other emergency assistance. The NHTH Program must also work cooperatively with law enforcement and other key stakeholders, e.g., governmental and nongovernmental organizations, anti-trafficking advocacy groups, etc. to support appropriate notification and interventions on behalf of potential victims in distress. The NHTH Program recipient must have the capacity to receive and process requests in multiple formats, e.g. telephonically, text, email, and online communication (chat and website visits). The NHTH Program must take reasonable measures to safeguard protected personally identifiable information in reporting on services rendered to potential victims and in notifying law enforcement, other governmental, and nongovernmental organizations about potential cases of sex and/or labor trafficking.

I. Program Description

Statutory Authority

This grant is authorized by Section 107(b)(1)(B)(ii) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended, codified at 22 U.S.C. 7105(b)(1)(B)(ii).

Description

The NHTH Program provides around the clock, timely, victim-centered, trauma informed emergency assistance and information to potential domestic and foreign victims of sex and labor trafficking.

NATIONAL HUMAN TRAFFICKING HOTLINE PROGRAM OVERVIEW

In 2005, the U.S. Department of Health and Human Services (HHS), began funding a 24/7 national, toll-free Trafficking Information and Referral Hotline to receive calls about potential human trafficking in the United States. In 2007, HHS changed the name of the hotline to the National Human Trafficking Resource Center (NHTRC) to expand the program and to develop and disseminate resources for trafficking victims and anti-trafficking advocates and programs. Following several years of program implementation and a documented increase in demand for hotline services, HHS decided to separate the training, technical assistance, and resource development functions and has reverted back to centralizing hotline services under one funding opportunity announcement for the National Human Trafficking Hotline (NHTH) Program. The NHTH Program is a critical part of the nationwide anti-trafficking response to victim identification and service delivery that is relied upon by human trafficking victims and survivors, social service agencies, nongovernmental organizations, law enforcement, and the community. The NHTH Program also provides online services through the hotline web portal. The NHTH call specialists respond to requests for urgent assistance, but also receive and report tips about potential trafficking situations to law enforcement, and make referrals to a network of local organizations capable of providing assistance to victims of severe forms of labor and sex trafficking.

NHTH Program Goals

The goals of the National Human Trafficking Hotline Program are:

- Operate the National Human Trafficking Hotline, a 24/7 U.S national telephone and online communication hotline system with experienced and trained anti-trafficking advocates;
- Increase the identification and protection of victims of severe forms of human trafficking;
- Provide information and service referrals to human trafficking victims using a Trauma-informed, victim-centered approach, and in a timely manner; and
- Notify law enforcement agencies of potential cases of human trafficking or other instances required by law, and document emerging trafficking schemes to assist in the detection and investigation of trafficking cases.

NHTH PROGRAM REQUIREMENTS

The NHTH Program provides immediate assistance to potential trafficking victims and resources to individuals requesting assistance or information related to human trafficking in areas of labor or sex trafficking (i.e., foreign and domestic victims, adults and minors). The NHTH Program serves all 50 states as well as U.S. Territories. Under the NHTH Program, there are four (4) main requirements that must be managed throughout the project period. The four requirements are 1) NHTH Program System Requirements to Respond to Calls and Texts; 2) NHTH Program Systems Requirements to Respond Online; 3) Referral Database; and 4) Public Awareness and Quality Assurance Surveillance Plan (QASP).

1) NHTH Program System Requirements to Respond to Calls and Texts

The NHTH Program must use the toll-free number 1-888-373-7888 to provide 24/7 responses to urgent phone calls with immediate assistance and general information about human trafficking. The NHTH Program must have a telephone system and processes that will support the program requirements to respond to at least four calls at the same time during extended business hours, and manage at least 150 calls per day or over 2,500 calls per month. The NHTH Program must also have the capacity to quickly deploy additional staff to answer phone calls during large public awareness events that may trigger a significant increase in demand for hotline services. Additionally, in the same manner, the NHTH Program must provide a 24/7 public texting line that receives and responds to urgent text messages with tips and requests for immediate assistance.

Given the diverse demographics of trafficking victims, the NHTH Program must have the capability to be multi-lingual and culturally appropriate. The NHTH Program must have the staff capacity to receive and respond to calls and texts in English and Spanish as well as the provision of services to callers who have hearing and speech impairment. In addition, the NHTH Program must provide real-time interpretation in at least 150 languages using a language line as needed. Languages include, but are not limited to, Portuguese, French, Russian, Polish, Croatian, Turkish, Ukrainian, Korean, Vietnamese, Khmer, Farsi, Arabic, Mandarin, Cantonese, Hindi, Bahasa Indonesian, Amharic, Somali, Swahili, and Tagalog. Culturally appropriate services are respectful of and responsive to the beliefs, practices, and needs of the callers.

Urgent Calls

The NHTH Program must be able to handle urgent calls from potential victims of human trafficking that are in crisis immediately and provide follow-up as needed. Victim-centered and trauma-informed approaches must be used to provide immediate assistance and make service referrals to potential victims of human trafficking. The NHTH Program provides or facilitates referrals for the provision of crisis care for trafficking victims to address short-term service needs. These include shelter, crisis counseling, medical assistance, mental health care, food, assistance in leaving the trafficking situation, and other immediate referrals without an interruption in services.

The NHTH Program must have policies and procedures to provide referrals for urgent and non-urgent requests for assistance in regions across the United States such as referrals to 911, hotlines for runaways and victims of sexual assault and domestic violence, and state and local anti-trafficking hotlines for coordination of services. The NHTH Program must promptly pass on time-sensitive tips of potential trafficking cases to appropriate federal, state, and local law enforcement authorities when requested or required by law.

Some localities within the U.S. have well established anti-trafficking task forces, programs, and public awareness campaigns resulting in a higher concentration of hotline calls. The NHTH Program must develop policies and procedures with these task forces and programs to ensure hotline staff have up-to-date contacts to call when they receive contacts from that area. There must be no delay in contact response time for urgent calls.

Technical Assistance Calls

The NHTH Program must also assist service providers, law enforcement officials, and other individuals who encounter potential victims and who contact the NHTH Program. NHTH Program staff must be prepared to provide technical assistance (TA) or referrals to a range of stakeholders, including health care providers, child welfare agencies, attorneys, service providers, law enforcement, and the general public. Contact response time for non-urgent requests for technical assistance must be within two business days. The NHTH Program must have a process to refer callers with requests outside the scope of programmatic technical assistance to federally funded TA providers, such as the National Human Trafficking Training and Technical Assistance Center (NHTTAC).

General Information Calls

The NHTH Program must also respond to non-urgent requests from the public with general information about human trafficking and how anyone might be able to get involved in their local communities. Contact response time for non-urgent requests for general information must be within two business days.

2) NHTH Program Systems Requirements to Respond Online

The NHTH Program must have a hotline website to receive and respond to online communications (chats, emails, and anonymous tips) in a user-friendly and secure manner. The nature of response requirements to calls and texts apply to online communication as well. All web content regarding the NHTH Program and functions of the grant must live on this standalone website, not the grantee organization's website. The NHTH website must also contain information on the following:

- Federal definition of severe forms of trafficking in persons,
- Descriptions of types of trafficking,
- Indicators that a person may be a victim of human trafficking,
- Information about human trafficking dynamics such as tactics commonly used by traffickers to recruit and control victims,
- Questions to ask when screening potential victim,
- Benefits and services available for victims by immigration status,
- Links to relevant websites and local resources, and
- Information regarding federal human trafficking legislation.

3) Referral Database

The NHTH Program must develop, maintain, and update a comprehensive resource database, and link with other state and local databases, to maintain an extensive and current resource locator or services listing, develop formal referral processes and partnerships in those localities that receive a high call volume, facilitate communication among service providers, and notify law enforcement of potential cases of human trafficking. The database will include anti-trafficking programs funded by ACF, U.S. Department of Justice's Office for Victims of Crime, and other referral sources such as service providers, law enforcement officials, anti-trafficking organizations, victim assistance providers, legal services, emergency shelters, ethnic community organizations, federally qualified health center, Indian Health Service facilities (for American Indian and Alaska Natives), runaway and homeless youth programs, child welfare agencies, domestic violence shelters, sexual assault programs, and anti-trafficking coalitions and task forces. The database must contain details regarding the types of expertise and/or capacities of each program.

The NHTH Program must provide a process to carefully screen organizations and agencies that have the capacity to offer trauma-informed, victim-centered services to human trafficking victims in the United States and U.S. Territories.

4) Public Awareness and Quality Assurance Surveillance Plan

Public Awareness Plan

The NHTH Program must have a public awareness plan to raise awareness of the NHTH Program and services available via emails, social media, events, printable materials, or other outlets. The plan must demonstrate an understanding of the national, regional, and local efforts already in place to promote the hotline, assess gaps in awareness, and determine the best way to conduct outreach to target audiences. The plan must list a public awareness timeline.

OTIP has developed new public awareness materials via the Look Beneath the Surface (LBS) National Campaign. All campaign materials are available for download on the OTIP website (https://www.acf.hhs.gov/otip/partnerships/look-beneath-the-surface). All LBS materials include the 1-888-373-7888 hotline number. The budget must cover any printing and shipping costs of LBS campaign materials to be used as part of its public awareness plan. The NHTH Program may also develop other materials to promote the NHTH Program, subject to ACF approval.

Public Awareness materials created using NHTH Program funds must include the following disclaimer: "[Insert Grantee Name] received [insert award amount] through competitive funding through the U.S. Department of Health and Human Services, Administration for Children and Families, Grant # [insert grant number]. The project will be financed with [insert %] of Federal funds and [insert % and dollar amount] by non-governmental sources. The contents of this [insert document type] are solely the responsibility of the authors and do not necessarily represent the official views of the U.S. Department of Health and Human Services, Administration for Children and Families."

Quality Assurance Surveillance Plan

The NHTH Program must have an operational QASP. The plan must identify how the quality of services will be evaluated including actions to address identified problems such as missed calls, dropped calls, wait time, data corruption, and other technological concerns. The plan must ensure personally identifiable information is protected. It must outline the NHTH Program's process and capacity to respond to increasing call volume throughout the project period. In addition, the plan must evaluate whether or not the goals and requirements of the NHTH Program are being met.

NHTH PROGRAM STAFFING REQUIREMENTS

The NHTH Program’s leadership must possess expert knowledge, experience, and capabilities to implement and manage a project of this size, scope, and complexity. The NHTH hotline staff must have prior experience in human trafficking or commensurate experience or training in the area of victimization and/or social services. The NHTH Program staff must understand and identify the linkages to federal, state, and local resources to serve those who contact the hotline. NHTH Program staff must have an understanding of federal and state laws delineating rights and services afforded to victims of severe forms of trafficking. Additionally NHTH Program is expected to engage in collaborative efforts with other federally funded national hotlines such as the National Runaway Safeline and The National Domestic Violence Hotline.

The NHTH Program must develop and deliver up-to-date training to hotline staff in connection with trafficking in persons and how to work with callers in crisis prior to responding to calls or online communications to the hotline. Therefore, the NHTH Program must recruit, train (including providing technology training), and supervise experienced victim advocates responding to calls, emails, texts, and online communications. Staff interacting with potential victims of trafficking must be trained to provide support in a victim-centered, culturally-appropriate, and trauma-informed manner. The training must include crisis response, conducting victim assessments, identifying appropriate service referrals, and directly connecting victims to service providers. The staff training plan must include initial staff training as well as on-going training to support professional development.

POST AWARD REQUIREMENTS

Data Collection

The NHTH Program must have a data management and collection system with the ability to report regularly on the calls, texts, emails and other online communications received through the Program Performance Reports (PPR). The NHTH Program is expected to provide a breakdown of call data including the result of each call and non-identifying information about the callers in the PPR. This includes information on the missed call rate and language spoken by callers. The NHTH Program will report on demographic information obtained about potential human trafficking incidents or victims, including tips received and reported to law enforcement.

OTIP will be seeking approval from the Office of Management and Budget (OMB) for information collection under the Paperwork Reduction Act (PRA) on the NHTH Program data indicators for post-award reporting. The data indicators to be collected include, but are not limited to:

- Number of calls and texts received, answered, dropped, and missed;
- Number of emails and online communication (e.g. online messages, website visits) received via the NHTH Program website;
- Number and type of assistance provided by NHTH Program;
- Non-identifying information about callers or website users;
- Language spoken on received phone calls, emails, online communication, or texts;
- Data on calls and online communication referencing potential trafficking victims;
- Number of potential victims who called, emailed, texted, or communicated online with the hotline staff;
- General information such as the type of trafficking, recurring trafficking schemes and trends, trafficking cases involving multiple victims, tips received and reported to law enforcement, etc.;
- Number of visits and unique visitors to the NHTH Program website; and

- Information regarding follow-up outcomes.

NOTE: Consistent with the PRA of 1995, 44 U.S.C. 3501-3521, under this FOA, OTIP 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. OTIP will be seeking approval for its data collection instrument through the OMB Office of Information and Regulatory Affairs. OTIP will not request this information if these forms are not approved at the time that reports are due. Please see *Section V1.3., Reporting* for more information regarding this activity.

Once approved from OMB, data will be compiled into detailed monthly, fiscal year, and ad hoc (i.e., request from Congress) reports as directed by OTIP to monitor the NHTH Program progress towards accomplishing the goals of the project and towards improving funded activities. In addition, an annual report available to the public highlighting the yearly trends in hotline services and activities.

Training Certification

The NHTH Program must certify that all persons or entities providing legal services, social services, health services, or other assistance have completed, or will complete, training in connection with trafficking in persons. Please see *Section IV.2., Forms, Assurances, Certifications, NHTH Program Training Certification.*

Federal Evaluation

The grantee must participate in an ACF evaluation of the project with the Office of Planning, Research and Evaluation (OPRE). The evaluation may assess data collection and NHTH Program services along with other key elements identified by the evaluators and the Federal Project Officer (FPO).

The evaluation intends to contribute to the expansion and enhancement of services for victims, potential victims of severe forms of human trafficking and survivors who contact the NHTH Program.

The NHTH Program grantee will monitor its own performance, and must have appropriate staff and sufficient resources dedicated to evaluation activities, including data collection, data reporting, and coordination with the Federal evaluator.

Schedule of Deliverables

To accomplish program goals in a timely manner, OTIP is requiring the following deliverables. Tasks and timelines will be dependent upon the capacity of the grantee to carry out the deliverables post-award. The grantee must adhere to the following schedule:

1. Within three days of the award, the grantee must be in contact with OTIP to discuss timeline and required deliverables. OTIP will notify the grantee if a start-up plan and the associated start-up activities are required for OTIP review and approval.

2. Within two-weeks of the award, the grantee must have a three-month start-up plan in place. During this timeframe, OTIP will work with key parties in transitioning the NHTH Program to ensure that key functions are operational and seamless. The start-up plan outlines the activities to be completed to seamlessly assume management of all NHTH Program requirements on day one of the fourth month of the award. This plan must include intent to reach out to the

incumbent to review the current hotline operations and establish a timeline to receive the transfer all hotline operations. The plan must acknowledge the need to transfer all materials and systems such as the NHTH Program Website, 1-888-373-7888 number, existing referral networks and contacts, and all policies and procedures associated with the running of the NHTH Program. In addition, it must outline how it will build the telephonic and website systems and prepare staff to implement all program requirements by the first day of the fourth month. OTIP will review the start-up plan and provide feedback to the grantee for any changes.

3. Within three (3) months of the grant award, the grantee must have policies and procedures in place to respond to urgent requests for assistance in regions across the United States as well as non-urgent requests for technical assistance in supporting potential victims of trafficking, and general information calls, texts, and online communication.

4. Within three (3) months of the grant award, the grantee must have policies and procedures in place to notify law enforcement on behalf of potential victims in distress.

5. The NHTH Program must participate in monthly phone calls with OTIP to discuss project activities, plans, challenges, opportunities, and solutions. This will also include progress updates on the start-up plan and transition to assume the NHTH Program on day one of the fourth month. On day one of the fourth month, all NHTH program requirements must be fully operational.

6. Within six (6) months of the grant award, the NHTH Program must have a functional database with at least 1,500 referral contacts that can provide a broad range of services needed, including short-term housing, mental health services, and local social service providers.

7. In years two and three, the NHTH Program must increase the database referral network by 200 contacts each year.

8. In year three, with the understanding that funding is not guaranteed the NHTH Program must submit a transition plan that describes the continuity of service by cooperation and seamless transition of the NHTH Program. This will only be used in the event that the grantee is not awarded the NHTH Program grant in the next funding cycle.

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

II. Federal Award Information

Funding Instrument Type:	Cooperative Agreement
Estimated Total Funding:	$1,500,000
Expected Number of Awards:	1
Award Ceiling:	$1,500,000 Per Budget Period
Award Floor:	$1,000,000 Per Budget Period
Average Projected Award Amount:	$1,500,000 Per Budget Period
Anticipated Project Start Date:	09/30/2017

Length of Project Periods:

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

Additional Information on Awards:
Awards made under this announcement 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 from funding under this announcement. 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.** See *Section III.2.* of this announcement for information on cost-sharing or matching requirements.

Awards for the second and third budget periods will be made subsequent to approval of non-competing continuation applications and will be subject to the availability of funds, satisfactory performance progress by the grantee, and a determination that continued funding would be in the best interest of the Federal Government.

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

OTIP is using a cooperative agreement that requires substantial involvement on the part of OTIP with the grantee. Details of the responsibilities, relationship, and governance of the cooperative agreement will be specified in the terms and conditions of the award. The specific responsibilities of OTIP and the grantee will be determined and agreed upon prior to award. At a minimum, OTIP will:

- Review and provide feedback on schedule of deliverables as described in *Section I., Post Award Requirements;*
- Review and approve all key personnel working under this agreement;
- Facilitate communication with representatives from the ACF Office of Planning, Research and Evaluation and third-party contractor on the evaluation plan and any other revisions made during the project period; and
- Review and approve within 30 days any materials (for publication, presentations, printing, or placement on the NHTH website) that will be developed using resources made available under this agreement.

III. Eligibility Information

III.1. Eligible Applicants

This FOA is open to any of the following 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); nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education; nonprofits without 501(c)(3) status with the IRS, other than institutions of higher education; and private institutions of higher education.

Faith-based and community organizations that meet the eligibility requirements are eligible to receive awards under this funding opportunity announcement.

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

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

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

III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement: No

For all federal awards, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part of the recipient's cost sharing or matching when such contributions meet all of the 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 an applicant and are accepted by ACF. Non-federal cost sharing will be included in the approved project budget so that the applicant 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 from funding under this announcement.

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 from funding under this announcement. This disqualification applies only to the *Award Ceiling* listed for 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 www.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 from funding under this announcement.**

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" at www.acf.hhs.gov/grants/howto#chapter-6.

Missing the Application Deadline (Late Applications)
The deadline for electronic application submission is 11:59 p.m., ET, on the due date listed

in the *Overview and* in *Section IV.4. Submission Dates and Times.* Electronic applications submitted to www.Grants.gov after 11:59 p.m., ET, on the due date, as indicated by a dated and time-stamped email from www.Grants.gov, will be disqualified from competitive review and from funding under this announcement. That is, applications submitted to www.Grants.gov, on or after 12:00 a.m., ET, on the day after the due date will be disqualified from competitive review and from funding under this announcement.

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

Each time an application is submitted via www.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 p.m., ET, on the due date listed in the *Overview* and *in Section IV.4. Submission Dates and Times*. Paper applications received after 4:30 p.m., ET, on the due date will be disqualified from competitive review and from funding under this announcement. **Paper applications received from applicants that have not received approval of an exemption from required electronic submission will be disqualified from competitive review and from funding under this announcement.**

Notification of Application Disqualification
Applications that are disqualified under these criteria 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 FOA.

IV. Application and Submission Information

IV.1. Address to Request Application Package

Sherri Harris
Office on Trafficking in Persons
Administration for Children and Families
330 C. Street, S.W.
Washington, DC 20201
Email: sherri.harris@acf.hhs.gov

Electronic Application Submission:
The electronic application submission package is available in the FOA's listing at www.Grants.gov.

Applications in Paper Format:
For applicants that have received an exemption to submit applications in paper format, Standard Forms, assurances, and certifications are available in the Application Forms Package available in the FOA's Grants.gov Synopsis under the Package tab at www.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 https://www.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 www.Grants.gov is required to upload only two electronic files, excluding Standard Forms and OMB-approved forms. No more than two files will be accepted for the review, and additional files will be removed. Standard Forms and OMB-approved forms will not be considered additional files.

FOR ALL APPLICATIONS:
Authorized Organizational 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.

AOR authorization is part of the registration process at www.Grants.gov. where the AOR will create a short profile and obtain a username and password from the Grants.gov Credential Provider. AORs will only be authorized for the DUNS number registered in the System for Awards Management (SAM).

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 the last extra pages removed and the removed 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/Abstract, 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 FOA Formatting, Font, and Page Limitation Requirements
Applications that fail to adhere to ACF's FOA 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. The removed page(s) will not be made available to reviewers.

In instances where formatting and font requirements are not adhered to, ACF uses a formula to determine the actual number of pages to be removed. The formula counts the number of characters an applicant uses when following the instructions and using 12-point TNR and compares the resulting number with that of the submitted application. For example, an applicant using TNR, 11-point font, with 1-inch margins all around, and single-spacing, would have an additional 26 lines, or 1500 characters, which is equal to 4/5 of an additional page. Extra pages resulting from this formula will be removed and will not be reviewed. 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 FOA 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. 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 Standard Forms 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 www.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 Standard Forms (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. All pages of the application must be readable. Pages with blurred text will be removed from the application.

PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:

Project Description

With the exception of the Standard Forms and OMB-Approved forms, the application submission (Project Description and Appendices) is limited to 130 pages.

The Project Description must include the following:

1. Table of Contents
2. Project Summary/Abstract
3. Approach
4. Project Timeline and Milestones
5. Program Performance Evaluation Plan
6. Logic Model
7. Organizational Capacity
8. Project Budget and Budget Justification

The Appendices must include the following:

1. Proof of Nonprofit Status
2. Resumes and/or Project Descriptions for Key Staff
3. Third Party Agreements, if applicable
4. NHTH Program Training Certification
5. Proof of Legal Status
6. Organizational Chart
7. Indirect Cost Rate Agreement, if applicable
8. Assurances
9. Copy of Auditors one-page summary report, if applicable
10. Letters of Support
11. Any other information the applicant deems relevant and necessary (e.g., letters of reference, data, etc.)

ELECTRONIC APPLICATION SUBMISSION INSTRUCTIONS

Applicants are required to submit their applications electronically unless they have requested and 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 www.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 Professional software suite 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 Professional they are using is compatible with Grants.gov. To verify Adobe software compatibility please go to Grants.gov and click on "Support" at the top bar menu and select "Adobe Software Compatibility", which is listed under the topic "Find Answers Online." The Adobe verification process allows applicants to test their version of the software by opening a test application package. Grant.gov also includes guidance on how to download a supported version of Adobe, as well as troubleshooting instructions if an applicant is unable to open the test application package. There is also a help page for configuring Firefox and Chrome to open PDFs using Adobe software.

The Adobe Software Compatibility page located on Grants.gov also provides guidance for applicants that have received error messages while attempting to save an application package. It also addresses local network and/or computer security settings and the impact this has on use of Adobe software.

For any systems issues experienced with Grants.gov or with SAM.gov, please refer to ACF's "Policy for Applicants Experiencing Federal Systems Issues" document for complete guidance at www.acf.hhs.gov/ sites/default/files/ assets/systems_ issue_policy_final.pdf under "How to Apply for a Grant/Submit an Application."

Required Standard Forms (SFs) and OMB-approved Forms

Standard Forms (SFs) and OMB-approved forms, such as the SF-424 application and budget forms and the SF-P/PSL (Project/Performance Site Location), 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 Standard Forms, OMB-approved forms, and required assurances and certifications.

Naming Application Submission Files

Carefully observe the file naming conventions required by www.Grants.gov. Limit file names to 50 characters (characters and spaces). Special characters that are allowed under Grants.gov's naming conventions, and are accommodated by ACF's systems, are listed in the instructions available in the Download Application Package at Grants.gov. Please also see www.grants.gov/ web/grants/ applicants/ submitting-utf-8-special-characters.html.

Use only file formats supported by ACF
It is critical that applicants 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 PDF documents 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)
- Corel WordPerfect (.wpd)
- 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 on 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 FOA, or multiple applications under separate FOAs, each application submission must be packaged separately. The package(s) must be clearly labeled for the specific FOA it addresses by FOA title and by Funding Opportunity Number (FON).
Applicants using paper format should download the application forms package associated with the FOA's Synopsis on www.Grants.gov under the Package tab.

Because each application will be duplicated, do not use or include separate covers, binders, clips, tabs, plastic inserts, maps, brochures, or any other items that cannot be processed easily on a photocopy machine with an automatic feed. Do not bind, clip, staple, or fasten in any way separate sections of the application. 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 grant or cooperative agreement awards under this announcement must submit the listed Standard Forms (SFs), assurances, and certifications with the application. All required Standard Forms, assurances, and certifications are available in the Application Package posted for this FOA at www.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.
SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non- Construction Programs	Submission is required for all applicants when applying for a non-construction project. Standard Forms must be used. Forms must be submitted by the application due date. By signing and submitting the SF-424B, applicants are making the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination.	Required for all applications when applying for a non-construction project.
SF-Project/Performance Site Location(s) (SF-P/PSL)	Submission is required for all applicants by the application due date.	Required for all applications. In the SF-P/PSL, applicants must cite their primary location and up to 29 additional performance sites.
Unique	Required of all applicants. To	See *Section IV.3. Unique Entity*

Entity Identifier (DUNS) and Systems for Award Management (SAM) registration.	obtain a DUNS number, go to http://fedgov.dnb.com/webform. Active registration at the Systems Award Management (SAM) website must be maintained throughout the application and project award period. SAM registration is available at http://www.sam.gov.	*Identifier and System for Award Management (SAM)* for more information.
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.
SF-424 Key Contact Form	Submission is required for all applicants by the application due date.	Required for all applications.
Certification Regarding Lobbying (Grants.gov Lobbying Form)	Submission required of all applicants with the application package. If it is not submitted with the application package, it must be submitted prior to the award of a grant.	Submission of the certification is required for all applicants.
NHTH Program Training Certification	Referenced in Section I. Post Award Requirements.	Submission due by the application due date.

Mandatory Grant Disclosure
Submission is required for all applicants and recipients, 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: MandatoryGranteeDisclosures@oig.hhs.gov

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

The Project Description

The Project Description Overview

Purpose
The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. It should address the activity for which federal funds are being requested, and should be consistent with the goals and objectives of the program as described in *Section I. Program Description*. Supporting documents should be included where they can present information clearly and succinctly. When appropriate, applicants should cite the evaluation criteria that are relevant to specific components of their project description. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this

information be included in the application in a manner that is clear and complete.

General Expectations and Instructions
Applicants should develop project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project descriptions are evaluated on the basis of substance and measurable outcomes, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant-funded activity should be placed in an appendix.

General Instructions for Preparing a Full Project Description

Introduction
Applicants must prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria in *Section V.1. Criteria*. The text options give a broad overview of what the project description should include while the evaluation criteria identify the measures that will be used to evaluate applications.

Table of Contents

List the contents of the application including corresponding page numbers. The table of contents must be single spaced and will be counted against the total page limitations.

Project Summary/Abstract

Provide a summary of the application's project description. The summary must be clear, accurate, concise, and without reference to other parts of the application. The abstract 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 abstract:

- Project Title
- Applicant Name
- Address
- Contact Phone Numbers (Voice, Fax)
- E-Mail Address
- Web Site Address, if applicable

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

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. Describe any design or technological innovations, reductions in cost or time, or extraordinary social and/or community involvement in the project. Provide a list of organizations, cooperating entities, consultants, or other key individuals that will work on the project, along with a short description of the nature of their effort or contribution.

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

The applicant must describe in detail how it plans to address the scope and purpose of a national human trafficking hotline program that provides around-the-clock, timely, victim-centered, trauma-informed, urgent assistance and information to potential domestic and foreign victims of sex and labor trafficking. The applicant must explain its experience in successfully assisting foreign and domestic victims of labor and sex trafficking in a victim-centered, culturally appropriate, and trauma-informed manner. The applicant must also describe thoroughly its ability to handle the anticipated demand for services, including the expected contact volume (via calls, texts, emails, online communication and website visits), as discussed under *Section I., National Human Trafficking Hotline Program Overview, NHTH Program Goals*.

The applicant must describe its experience and process in detail to establish and manage a hotline program that responds to urgent requests for immediate assistance from potential victims in a variety of languages. The applicant must describe the policies and procedures it will use to respond to urgent requests for assistance in regions across the United States as well as non-urgent requests for technical assistance in supporting potential victims of trafficking and general information calls, texts, and online communication. The applicant must also describe its procedure to notify law enforcement on behalf of potential victims in distress, as outlined in the program requirements under *Section I., NHTH Program Requirements.*

The applicant must describe its experience and process and ability to manage a referral database and a website that provides valuable information on the NHTH Program. The applicant must explain how it will develop, maintain, and update the comprehensive referral database containing details of organizations with links to other state and local resources. The applicant must explain how it will screen organizations to determine the level of capacity and experience serving victims, refer victims in the U.S. and U.S. territories to local assistance, develop formal referral processes and partnerships in those localities that receive a high call volume, and notify law enforcement of potential cases of human trafficking (if applicable), as discussed under *Section I., NHTH Program Requirements*.

The applicant must describe a public awareness plan that includes activities to inform the public about the NHTH Program and services available. The applicant must develop a Quality Assurance Surveillance Plan (QASP) and describe how services will be evaluated, including actions to address missed calls, dropped calls, wait time, contact response time, data corruption, and other technological concerns and expand the capacity of the NHTH Hotline Program to respond to an increasing call volume throughout the project period. The applicant must clearly articulate how it will accomplish each of the program requirements in these areas listed under *Section I., NHTH Program Requirements*.

The applicant must explain how it will recruit, train, and supervise knowledgeable victim advocates who are able to respond to callers in crisis. The applicant must describe, and provide a list of, proposed training efforts to ensure appropriate assistance for potential victims of trafficking is provided in a victim-centered, culturally-appropriate, and trauma-informed manner. The applicant must clearly articulate how it will accomplish each of the program requirements listed under *Section I., NHTH Program Staffing Requirements.*

The applicant must clearly articulate how it will achieve each of the Post Award Requirements listed under *Section I., Post Award Requirements*. The applicant must describe its data collection system for reporting on the progress towards accomplishing the goals and requirements of the project including setting annual target numbers for the data indicators described in *Section I., Post Award Requirements, Data Collection*.

The applicant must articulate its intent to participate and make hotline performance information available for a federal evaluation to the ACF Office of Planning, Research, and Evaluation (OPRE). The applicant must also describe how it will adhere to the Schedule of Deliverables listed in *Section I., Post Award Requirements* for more information.

Project Timeline and Milestones

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function, or activity, in such terms as the number of people to be served and the number of activities accomplished. Data may be organized and presented as project tasks and subtasks with their corresponding timelines during the project period. For example, each project task could be assigned to a row in the first column of a grid. Then, a unit of time could be assigned to each subsequent column, beginning with the first unit (i.e., week, month, quarter) of the project and ending with the last. Shading, arrows, or other markings could be used across the applicable grid boxes or cells, representing units of time, to indicate the approximate duration and/or frequency of each task and its start and end dates within 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.

Program Performance Evaluation Plan

Applicants must describe the plan for the program performance evaluation that will contribute to continuous quality improvement. The program performance evaluation should monitor ongoing processes 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 processes, and expected outcomes of the funded activities. The plan may be supported by a logic model and must explain how the inputs, processes and outcomes will be measured, and how the resulting information will be used to inform improvement of funded activities.

Applicants must describe the systems and processes that will support the organization's performance management requirements through effective tracking of performance outcomes, including a description of how the organization will collect and manage data (e.g. assigned skilled staff, data management software) 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.

The Applicant must describe its performance evaluation plan that incorporates all requirements listed under *Section I., NHTH Program Requirements; NHTH Program Staffing Requirements; and Post Award Requirements.*

Applicants must provide detailed information regarding its first year's projections (e.g., XX% missed call rate for one month) for:

- Missed call rates;
- Dropped call rates;
- Wait time;
- Contact response time;
  Number of potential cases of human trafficking sent to law enforcement;
- Number of contacts in referral database; and
  Number of policies and procedures developed with referral networks in localities where the NHTH receives a high volume of calls.

Legal Status of Applicant Entity

Applicants must provide the following documentation:

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 electronic application submission.

Logic Model

Applicants must submit a logic model for designing and managing their project. A logic model is a one-page diagram that presents the conceptual framework for a proposed project and explains the links among program elements. While there are many versions of logic models, for the purposes of this announcement the logic model should summarize the connections between the:

- Goals of the project (e.g., objectives, reasons for proposing the interventions, if applicable);
- Assumptions (e.g., beliefs about how the program will work and its supporting resources. Assumptions should be based on research, best practices, and experience);
- Inputs (e.g., organizational profile, collaborative partners, key staff, budget);
- Target population (e.g., the individuals to be served);
- Activities (e.g., approach, listing key intervention, if applicable);
- Outputs (i.e., the direct products or deliverables of program activities); and
- Outcomes (i.e., the results of a program, typically describing a change in people or systems).

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

- Organizational charts;
- Resumes (no more than two single-spaced pages in length);
- Biographical Sketches (short narrative description);
- List of Board of Directors;
- Audit reports or statements from Certified Public Accountants/Licensed Public Accountants, if available, submit statements for up to the two most recently completed fiscal years (this requirement does not apply to start-up organizations);
- Copy or description of the applicant organization's fiscal control and accountability procedures;
- 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 announcement;
- Evidence that each participating organization, including partners and/or subcontractors, possess the organizational capability to fulfill their role(s) and function(s) effectively;
- Job descriptions for each vacant key position.

Protection of Sensitive and/or Confidential Information

If any confidential or sensitive information will be collected during the course of the project, whether from staff (e.g., background investigations) or project participants and/or project beneficiaries, provide a description of the methods that will be used to ensure that confidential and/or sensitive information is properly handled and safeguarded. 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. General letters of support are **not** considered to be third-party agreements. Third-party agreements must clearly describe the project activities and support to which the third party is committing. Third-party agreements must be signed by the person in the third-party organization with the authority to make such commitments on behalf of their organization.

Provide written and signed agreements between grantees and subgrantees, or subcontractors, or other cooperating entities. These agreements must detail the scope of work to be performed, work schedules, remuneration, and other terms and conditions that structure or define the relationship.

Letters Of Support

Provide statements from community, public, and commercial leaders that support the project proposed for funding. All submissions must be included in the application package.

Plan for Oversight of Federal Award Funds

Provide a plan describing how oversight of federal funds will be ensured and how grant activities and partner(s) will adhere to applicable federal and programmatic regulations. Applicants must identify staff that will be responsible for maintaining oversight of program activities, staff, and partner(s). Applicants must describe procedures and policies used to oversee staff and/or partners/contractors.

Describe organizational records systems that relate financial data to performance data by identifying the source and application of federal funds so that they demonstrate effective control over and accountability for funds, compare outlays with budget amounts, and provide accounting records supported by source documentation.

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 Standard Form, either SF-424A or SF-424C, according to the directions provided with the SFs. 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 matching or cost sharing 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 Consolidated Appropriations Act, 2017, (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 announcement may not be used to pay the salary of an individual at a rate in excess of Executive Level II. The Executive Level II salary of the "Rates of Pay for the Executive Schedule" is $187,000. This amount reflects an individual's base salary exclusive of fringe benefits 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 424A and/or 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 the first 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.

General

Use the following guidelines for preparing the budget and budget justification. Both federal and non-federal resources (when required) shall be detailed and justified in the budget and budget narrative justification. "Federal resources" refers only to the ACF grant funds for which you are applying. "Non-federal resources" are all other non-ACF federal and non-federal resources. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, federal budget; next column(s), non-federal budget(s); and last column, total budget. The budget justification should be in a narrative form.

Personnel

Description: Costs of employee salaries and wages.

Justification: Identify the project director or principal investigator, if known at the time of application. For each staff person provide: the title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent: annual salary; grant salary; wage rates; etc. Do not include the costs of consultants, personnel costs of delegate agencies, or of specific project(s) and/or businesses to be financed by the applicant. Contractors and consultants should not be placed under this category.

Fringe Benefits

Description: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

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

Travel

Description: Costs of out-of-state or overnight project-related travel by employees of the applicant organization. Do not include in-state travel or consultant travel.

Justification: For each trip show the total number of traveler(s); travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used 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/grantee orientations should be detailed in the budget.

Equipment

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

Justification: For each type of equipment requested applicants must provide a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use of the equipment in the project; as well as a plan for the use, and/or disposal of, the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy, or section of its policy, that includes the equipment definition.

Supplies

Description: Costs of all tangible personal property other than that included under the Equipment category. This includes office and other consumable supplies with a per-unit cost of less than $5,000.

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

Contractual

Description: Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include third-party evaluation contracts, if applicable, and contracts with secondary recipient organizations (with budget detail), including delegate agencies and specific project(s) and/or businesses to be financed by the applicant. This area is not for individual consultants.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open, and free competition. Recipients and subrecipients are required to use 45 CFR 75.328 procedures and must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed by 41 U.S.C. § 134, as amended by 2 CFR Part 200.88, and currently set at $150,000. 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.

Note: Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each contractor/sub-contractor, by agency title, along with the same supporting information referred to in these instructions. If the applicant plans to select the contractors/sub-contractors post-award and a detailed budget is not available at the time of application, the applicant must provide information on the nature of the work to be delegated, the estimated costs, and the process for selecting the delegate agency.

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 (noncontractual); professional services costs (including audit charges); space and equipment rentals; printing and publication; computer use; training costs, such as tuition and stipends; staff development costs; and administrative costs.

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

Indirect Charges

Description: Total amount of indirect costs. This category 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 the Department of Health and Human Services (HHS) or another cognizant federal agency.

Note: 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.

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 costs 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 § 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 a 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. 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.

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 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 an applicant and are accepted by ACF. Non-federal cost sharing will be included in the approved project budget so that the applicant 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.**

Justification: If an applicant is relying on 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 Item18. "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). **A recipient's failure to provide a statutorily required matching amount may result in the disallowance of federal funds.**

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.* of this announcement.

Paperwork Reduction Disclaimer

As required by the Paperwork Reduction Act of 1995, 44 U.S.C. §§ 3501-3521, the public reporting burden for the Project Description and Budget/Budget Justification is estimated to average 60 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection information. The Project Description and Budget/Budget Justification information collection is approved under OMB control number 0970-0139, expiration date is 01/31/2019. 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 www.Grants.gov
Additional guidance on the submission of electronic applications can be found at www.grants.gov /web /grants /applicants /apply- for- grants.html.

After a grant application package is submitted to www.Grants.gov, a confirmation screen will appear on the applicant's computer screen. This screen confirms that an application has been submitted an application to Grants.gov. This page also contains a tracking number to identify the status of the application submission in the Track My Application feature.

When the application has completed the Grants.gov submission process, Grants.gov will send email messages to advise the applicant of the progress of the application through its system. **Over the next two business days, an applicant should receive two emails from Grants.gov:**

- **Submission Receipt Email**: Confirms successful receipt of the application by the Grants.gov system and indicates the application's status as "Received."
- **Submission Validation** –OR– **Rejection with Errors Email**: Indicates that the application was either successfully validated or rejected by Grants.gov. Either the application has been successfully validated by the system prior to transmission to the

grantor agency or the application has been rejected due to errors.

Application Validation at www.Grants.gov
After an application has been successfully submitted to www.Grants.gov, it still must pass a series of validation checks. After an application is submitted, Grants.gov generates a submission receipt via email and also sets the application status to "Received." This receipt verifies that the application has been successfully delivered to the Grants.gov system.

Next, Grants.gov verifies the submission is valid by ensuring it does not contain viruses, the opportunity is still open, and the applicant login and applicant DUNS number match. If the submission is valid, Grants.gov generates a submission validation receipt via email and sets the application status to "Validated."

If the application is not validated, the application status is set to "Rejected." The system sends a rejection email notification to the applicant and the applicant must re-submit the application package. See "What to Expect After Submitting" at www.Grants.gov for more information.

Each time an application is re-submitted to www.Grants.gov, the applicant will receive a new **Submission Receipt Email**. Only applications with on-time date and time stamps in Submission Receipt Email, and that pass validation, will be transmitted to ACF. Applications that are submitted on time that fail the validation check are not be transmitted to ACF and will not be acknowledged.

NOTE: The Grants.gov validation check can affect whether the application is accepted for review. If an application fails the Grants.gov validation check and is not resubmitted by 11:59 p.m., ET, on the due date, it will not be transmitted to ACF and will be excluded from the review.

Similarly, if an applicant resubmits their application to Grants.gov by 11:59 p.m., ET, on the due date, and the resubmitted application does not pass the validation check, it will not be transmitted to ACF and will be excluded from the review.

Grants.gov Support Center

- If applicants encounter any technical difficulties in using www.Grants.gov, contact the Grants.gov Support Center at: 1-800-518-4726, or by email at support@grants.gov, to report the problem and obtain assistance. Hours of Operation: 24 hours a day, 7 days a week. The Grants.gov Support Center is closed on federal holidays.
- Applicants should always retain Grants.gov Support Center service ticket number(s) as they may be needed for future reference.
- **Contact with the Grants.gov Support Center prior to the listed application due date and time does not ensure acceptance of an application. If difficulties are encountered, the Grants Management Officer listed in *Section VII. HHS Awarding Agency Contact(s)* will determine whether the submission issues are due to Grants.gov system errors or user error.**

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 at www.acf.hhs.gov /sites/default/files/assets/systems_issue_policy_final.pdf.

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 at: www.acf.hhs.gov/grants/howto#chapter-6.

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.* of this announcement for address information for paper format application submissions. Applications submitted in paper format must be received by 4:30 p.m., 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 announcement.

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

All applicants must have a DUNS Number (http://fedgov.dnb.com/webform) and an active registration with the System for Award Management (SAM.gov/SAM, https://www.sam.gov).

Obtaining a DUNS Number may take 1 to 2 days.

All applicants are required to maintain an active SAM registration until the application process is complete. If a grant is awarded, registration at SAM must be active throughout the life of the award.

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 your efforts to register for, or renew a registration, at SAM. User Guides are available under the "Help" tab at https://www.sam.gov.

HHS requires all entities that plan to apply for, and ultimately receive, federal grant funds from any HHS Agency, or receive subawards directly from recipients of those grant funds to:

- Be registered in the 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; and
- Provide its active DUNS number in each application or plan it submits to the OPDIV.

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

Due Dates for Applications
Due Date for Applications: **07/25/2017**

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 www.Grants.gov is 11:59 p.m., ET, on the due date. Electronic applications submitted at 12:00 a.m., ET, on the day after the due date will be considered late and will be disqualified from competitive review and from funding under this announcement.

Applicants are required to submit their applications electronically via www.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 www.Grants.gov are available at: www.grants.gov/web/grants/applicants/apply-for-grants.html.

Applications submitted to www.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 p.m., 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 from funding under this announcement.

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
Applications that are hand-delivered by applicants, applicant couriers, by overnight/express mail couriers, or other representatives of the applicant 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 a.m. and 4:30 p.m., 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 from funding under this announcement.

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 www.Grants.gov are considered late when they are dated and time-stamped after the deadline of 11:59 p.m., ET, on the due date.
- Paper format applications received by mail or hand-delivery after 4:30 p.m., 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 from www.Grants.gov
Applicants will receive an initial email upon submission of their application to www.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 application's submission**.** Receipt of this email does not indicate that the application is accepted or that is 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.

See "What to Expect After Submitting" at www.Grants.gov for more information.

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 www.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 http://www.whitehouse.gov/omb/grants_spoc/. 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 Standard Form (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 to: U.S. Department of Health and Human Services, Administration for Children and Families, Office of Grants Management, Division of Discretionary Grants, 330 C St. SW, 3rd Floor, Washington, DC 20201.

Entities that meet the eligibility requirements of this announcement 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)

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

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

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

No funds made available through this grant may be used to promote, support, or advocate the legalization or practice of prostitution. Nothing in the preceding sentence shall be construed to preclude assistance designed to promote the purposes of the TVPA by ameliorating the suffering of, or health risks to, victims while they are being trafficked or after they are out of the situation that resulted from such victims being trafficked.

No funds may be paid for international travel.

No HHS funds may be paid as profit to any recipient even if the recipient is a commercial organization (45 CFR 75.216 (b)).

IV.7. Other Submission Requirements

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

Submission By Mail

Daphne Weeden
Office of Grants Management
Administration for Children and Families
330 C. Street, S.W.
Washington, DC 20201

Hand Delivery

Daphne Weeden
Office of Grants Management
Administration for Children and Families
330 C. Street, S.W.
Washington, DC 20201

Electronic Submission

See *Section IV.2.* for application requirements and for guidance when submitting applications electronically via www.Grants.gov.
For all submissions, see *Section IV.4. Submission Dates and Times*.

V. Application Review Information

V.1. Criteria

Please note: Reviewers will 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 will 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 will evaluate and score an application based on the documents that are presented in the application and **will 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* of this announcement.

Approach	Maximum Points:40

1. The applicant outlines a clear vision of how it will operate the NHTH Program, to serve persons in the United States and U.S. territories, that accounts for all requirements and activities identified in *Section I., NHTH Program Requirements* and *Section IV.2., Program Description, Approach*. **(0-5 points)**
2. The applicant provides information detailing the telephone system and processes to provide 24/7 coverage of the NHTH Program including how it will respond to urgent calls and texts in Spanish and English, and its ability to respond to at least four calls at the same time with capacity to respond to increasing call volume as identified in *Section I., NHTH Program Requirements, NHTH Program System Requirements to Respond to Calls and Texts* and is feasible and realistic. **(0-5 points)**
3. The applicant clearly describes how it will ensure that all interpretation services are available and will be aligned with the requirements in S*ection I., NHTH Program Requirements, NHTH Program System Requirements to Respond to Calls and Texts* and *Section IV.2., Program Description, Approach*. **(0-4 points)**
4. The applicant clearly describes and details how it will respond to non-urgent calls requesting general information or technical assistance and is in alignment with the requirements and timeframes in *Section I., NHTH Program Requirements, NHTH Program System Requirements to Respond to Calls and Texts*. The applicants approach is achievable and thorough. **(0-3 points)**
5. The applicant clearly describes how it will manage a public texting line that is responsive to urgent messages as described in *Section I., NHTH Program Requirements, NHTH Program System Requirements to Respond to Calls and Texts*. **(0-3 points)**
6. The applicant provided a clear strategy on how it will launch a website (online platform) that can receive and respond to chats and online communications in a user-friendly manner and has resources available to users as identified in *Section I., NHTH Program Requirements, NHTH Program System Requirements to Respond Online* and *Section IV.2., Program Description, Approach*. **(0-5 points)**
7. The applicant provides a clear and realistic description of its ability to screen and maintain records of referral partners and service providers in the United States and U.S. territories, and develop formal referral processes and partnerships in localities that receive a high call volume, *as* identified in *Section I., NHTH Program Requirements, Referral Database* and *Section IV.2., Program Description, Approach*. **(0-5 points)**
8. The applicant clearly describes a comprehensive process to pass along time-sensitive tips of potential trafficking cases to appropriate federal, state, and local law enforcement authorities that aligns with *Section I., NHTH Program Requirements.* **(0-2 points)**
9. The applicant describes its public awareness plan to raise awareness of the NHTH Program as identified in *Section I., NHTH Program Requirements, Referral Database,* and *Section IV.2., Program Description, Approach*. **(0-3 points)**
10. The applicant provides a detailed and realistic description of the NHTH Program staffing requirements to include recruitment, supervision, and victim-centered, culturally-appropriate, and trauma-informed training of training of staff as identified in

Section I., NHTH Program Staffing Requirements.**(0-5 points)**

Timeline and Milestones	Maximum Points:10

1. The application presents a detailed timeline and uses it to discuss how the program will document progress toward the project's goals. The timeline and milestones are precise and reasonable for the project's size and scope, adhere to the schedule of deliverables, and account for all activities necessary to achieve program goals. **(0-5 points)**
2. The applicant's timeline clearly defines progress for each requirement and schedule of deliverables, including start-up activities and transition planning as identified in *Section I., Post Award Requirements, Schedule of Deliverables.* **(0-5 points)**

Program Performance Evaluation	Maximum Points:15

1. The applicant proposes a clear and well-defined evaluation plan that effectively monitors the project's progress in meeting its goals and requirements as identified in *Section I., NHTH Program Requirements, Public Awareness and Quality Assurance Surveillance Plan*. **(0-2 points)**
2. The applicant clearly describes a data management and collection system that is adequately aligned with the services to be delivered and complies with the reporting requirements in *Section I., Post Award Requirements, Data Collection* and *Section IV.2., Program Description, Approach.* **(0-3 points)**
3. The applicant provides details of a strong and achievable QASP to evaluate the services being provided by the NHTH Program that complies with the requirements in *Section I., NHTH Program Requirements, Public Awareness and Quality Assurance Surveillance Plan* and *Section IV.2., Program Description, Approach.* **(0-3 points)**
4. The applicant provides reasonable target numbers for missed call rates, contact response time, number of potential cases of human trafficking sent to law enforcement, number of contacts in referral database and number of policies and procedures developed with referral networks as identified in *Section IV.2., Program Description, Program Performance Evaluation Plan*. **(0-5 points)**
5. The applicant acknowledges its participation and provision of program information for the evaluation by the ACF Office of Planning, Research, and Evaluation (OPRE) as outlined in *Section I., Post Award Requirements, Federal Evaluation.* **(0-2 points)**

Logic Model	Maximum Points:5

The applicant provides a logic model that is reasonable, clear and demonstrates the conceptual framework of the project. **(0-5 points)**

Organizational Capacity	Maximum Points:20

1. The applicant describes its capacity to manage a complex national hotline, referral database, and website that provides assistance for potential victims of trafficking as described in *Section I., NHTH Program Requirements, NHTH Program Staffing Requirements, and Post Award Requirements* and *Section IV.2., Program Description,*

Approach. The applicant provides examples to demonstrate how it can effectively manage a hotline for victims of trafficking. **(0-5 points)**
2. The applicant clearly describes its experience and expertise in successfully serving victims of all forms of trafficking in a victim-centered, culturally appropriate, and trauma-informed manner. The applicant provides multiple examples to demonstrate how it can effectively assist victims of various forms of trafficking or has done so. The responsibilities and roles of the organization's staff are clear and substantiated to meet the requirements as stated in *Section I., NHTH Program Staffing Requirements* and *Section IV.2., Program Description, Approach.* **(0-5 points)**
3. The applicant's organization and its staff have relevant experience to successfully complete the proposed project. The proposed project's direct and key staff possess expert knowledge, experience, and capabilities to implement and manage a project of this size, scope, and complexity. **(0-5 points)**
4. The applicant provides a detailed description of how it's fiscal and accounting procedures will ensure prudent use, proper and timely disbursements, and accurate accounting of federal funds received under this FOA. **(0-5 points)**

Budget and Budget Justification	Maximum Points:10

1. The applicant's budget is clear and provides detailed projections for all required NHTH Program costs, including personnel, any infrastructure or technology enhancements anticipated during the project period, all types of interpretation services, and supply costs that align with the project proposal and includes a narrative justification for the amount requested. The budget is reasonable and appropriate to carry out the objectives of the program as described in *Section I., NHTH Program Requirements* and *Section IV.2., Program Description.* **(0-5 points)**
2. The costs of the project are reasonable, allocable, and program-related and are commensurate within the types and range of activities and services to be conducted in *Section I., NHTH Program Requirements; NHTH Program Staff Requirements and NHTH Post Award Requirements.* **(0-5 points)**

Bonus Points	Maximum Points:5

Applicants must demonstrate experience, per the statutory authority, providing telephone services to victims of severe forms of trafficking in persons. To substantiate experience, OTIP is requiring that applicants provide aggregate data supporting telephone services to victims of severe forms of trafficking (e.g. number of calls and referrals).

V.2. Review and Selection Process

No grant award will be made under this announcement on the basis of an incomplete application. No grant award will be made to an applicant or sub-recipient that does not have a DUNS number (http://fedgov.dnb.com/webform) and an active registration at SAM (www.sam.gov). See *Section IV.3. Unique Entity Identifier 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 FOA.

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 announcement. 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.

ACF may elect not to fund applicants with management or financial problems that would indicate an inability to successfully complete the proposed project. Applications may be funded in whole or in part. Successful applicants may be funded at an amount lower than that requested. 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. ACF will also consider the geographic distribution of federal funds in its award decisions.

ACF may refuse funding for projects with what it regards as unreasonably high start-up costs for facilities or equipment, or for projects with unreasonably high operating costs.
ACF shall give priority to grant applicants that have experience in providing telephone services to victims of severe forms of trafficking in persons.

Federal Awarding Agency Review of Risk Posed by Applicants
As required by 2 CFR Part 200, the Uniform Guidance, effective January 1, 2016, 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 (currently $150,000) 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 2 CFR § 200.205 Federal Awarding Agency Review of Risk Posed by Applicants (http://www.ecfr.gov/ cgi-

bin/text-idx?node=se2.1.200_1205&rgn=div8).

Please refer to *Section IV.2.* of this announcement for information on non-federal reviewers in the review process.

Approved but Unfunded Applications
Applications recommended for approval in the objective review process, but were not selected for award, may receive funding if additional funds become available or may compete for funding during the next review cycle (if one occurs in the next fiscal year). Applications designated as "approved but unfunded" typically cannot be kept in an active status for more than 12 months. 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 Notice of Award (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 postal mail, email, or by GrantSolutions.gov 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.

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

Grantees 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 grantee's employees who are working on the Federal award are not fluent in English, the grantee 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 announcement are subject to 45 CFR Part 75 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards. 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.

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 Notice of Award (NOA). The HHS GPS is available at https://www.acf.hhs.gov/discretionary-post-award-requirements#chapter-1.

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.

VI.3. Reporting

Performance Progress Reports:	Semi-Annually

Recipients under this FOA 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 announcement are as follows:

Financial Reports:	Semi-Annually

VII. HHS Awarding Agency Contact(s)

Program Office Contact
Sherri Harris
Office on Trafficking in Persons
Administration for Children and Families
330 C Street, S.W.
Washington, DC 20201
Email: sherri.harris@acf.hhs.gov

Office of Grants Management Contact
Daphne Weeden
Office of Grants Management
Administration for Children and Families
330 C. Street, S.W.
Washington, DC 20201
Phone: (202) 401-4577
Email: daphne.weeden@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 Forecast www.grants.gov/.

ACF Funding Opportunity Announcements ami.grantsolutions.gov/.

ACF "How To Apply For A Grant" www.acf. hhs.gov/ grants/ how-to-apply-for-grants.

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

Catalog of Federal Domestic Assistance (CFDA) www.cfda.gov/.

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-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non- Construction Programs	Referenced in *Section IV.2. Required Forms, Assurances, and Certifications.* These forms are available in the FOA's forms package at www.Grants.gov in the Mandatory section. They are required for applications that include only non-construction activities.	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times.*
NHTH Program Training Certification	Referenced in Section I. Post Award Requirements.	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times*.
Mandatory Grant Disclosure	Requirement, submission instructions, and mailing addresses are found in the "Mandatory Grant Disclosure" in *Section IV.2. Required Forms, Assurances and Certifications*.	If applicable, concurrent submission to the Administration for Children and Families and to the Office of the Inspector General is required.
SF-424 - Application for Federal Assistance	Referenced in *Section IV.2.Required Forms, Assurances, and Certifications.* This form is available in the FOA's forms package at www.Grants.gov in the Mandatory	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times.*

	section.	
SF-Project/Performance Site Location(s) (SF-P/PSL)	Referenced in *Section IV.2.Required Forms, Assurances, and Certifications.* This form is available in the FOA's forms package at www.Grants.gov.	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times.*
Certification Regarding Lobbying (Grants.gov Lobbying Form)	Referenced in *Section IV.2. Required Forms, Assurances, and Certifications.* This form is available in the FOA's forms package at www.Grants.gov.	Submission is due with the application package or prior to the award of a grant.
The Project Budget and Budget Justification	Referenced in *Section IV.2. The Project Budget and Budget Justification*.	Submission is required in addition to submission of SF-424A and / or SF-424C. Submission is required with the application package by the due date in the *Overview* and in *Section IV.4. Submission Dates and Times*.
Indirect Cost Rate Agreement (IDR)	Referenced in *Section IV.2. The Project Budget and Budget Justification*. The IDR must be submitted with the application package.	If the IDR is available by the application due date, it must be submitted with the application package. If it is not available by the application due date, listed in the *Overview* and *Section IV.4. Submission Dates and Times*, it may be submitted prior to the award of a grant.
SF-424 Key Contact Form	Referenced in *Section IV.2. Required Forms, Assurances, and Certifications.* This form is available in the FOA's forms package at www.Grants.gov.	Submission is due with the application by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times.*
SF-LLL -	"Disclosure Form to Report	If submission of this form is

Disclosure of Lobbying Activities	Lobbying" is referenced in *Section IV.2. Required Forms, Assurances, and Certifications.* This form is available in the FOA's forms package at www.Grants.gov.	applicable, it is due at the time of application. If it not available at the time of application, it may also be submitted prior to the award of a grant.
The Project Description	Referenced in *Section IV.2. The Project Description*.	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times*.
Unique Entity Identifier (DUNS) and Systems for Award Management (SAM) registration.	Referenced in *Section IV.3. Unique Entity Identifier and System for Award Management (SAM)* in the announcement. To obtain a DUNS number (Unique Entity Identifier), go to http://fedgov.dnb.com/webform. To register at SAM, go to http://www.sam.gov.	A DUNS number (Unique Entity Identifier) and registration at SAM.gov are required for all applicants. Active registration at SAM must be maintained throughout the application and project award period.
Table of Contents	Referenced in *Section IV.2. The Project Description*.	Submit with the application by the due date found in the *Overview* and in *Section IV.4. Submission Dates and Times*.
Project Summary/Abstract	Referenced in *Section IV.2. The Project Description*. The Project Summary/Abstract is limited to one single-spaced page.	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times*.
Proof of Non-Profit Status	Referenced in *Section IV.2. The Project Description, Legal Status of Applicant Entity*.	Proof of non-profit status should be submitted with the application package by the application due date and time listed in the *Overview* and *Section IV.4.* of the FOA. If it is not available at the time of application submission, it must be

		submitted prior to the award of a grant.