



Administration for Children and Families

Office of Refugee Resettlement

Refugee Agricultural Partnership Program

HHS-2013-ACF-ORR-ZR-0571

Application Due Date: 07/02/2013

Refugee Agricultural Partnership Program
HHS-2013-ACF-ORR-ZR-0571
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**Department of Health & Human Services
Administration for Children and Families**

Program Office: Office of Refugee Resettlement
Funding Opportunity Title: Refugee Agricultural Partnership Program
Announcement Type: Initial
Funding Opportunity Number: HHS-2013-ACF-ORR-ZR-0571
Primary CFDA Number: 93.576
Due Date for Applications: 07/02/2013

Executive Summary

Notices:

- **On January 1, 2012, the Administration for Children and Families implemented required electronic application submission via www.grants.gov for discretionary grant applications. Please see *Section III.3. Disqualification Factors*, *Section IV.2. Content and Form of Application Submission* and *Application Submission Options*, and *Section IV.3. Explanation of Due Dates and Times* for information on electronic application submission and the availability of exemptions allowing applicants to submit applications in paper format.**
- **This Fiscal Year (FY 2013) ACF has implemented a new application upload requirement. 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. Please see *Section IV.2 Content and Form of Application Submission* for detailed information on this requirement.**

This funding opportunity announcement (FOA) provides funds to eligible entities to develop strategies that incorporate agriculture and food systems to improve the livelihoods and economic self-sufficiency of refugee families, with particular emphasis on newly arrived refugees. These strategies should result in sustainable and/or supplemental income, improved access to healthy foods and better nutrition, and enhanced integration into communities by refugee families. Projects under the Refugee Agricultural Partnership Program (RAPP) need an understanding that includes the population to be served, the needs and opportunities of a community or area, available partnerships and resources, a practical approach to achieving objectives, qualitative and quantitative outcomes, organizational capability and a budget consistent with the overall approach and anticipated results.

I. Funding Opportunity Description

Statutory Authority

Immigration and Nationality Act § 412(c)(1)(A)(iii), 8 U.S.C. § 1522(c)(1)(A)(iii)

Description

RAPP OVERVIEW

The Refugee Agricultural Partnership Program (RAPP) provides discretionary funds to public and private non-profit agencies that support agricultural activities and the improvement of local food systems for refugees. Agricultural projects involve elements that are familiar and consistent with the agrarian backgrounds of refugee families. The agrarian and small scale farming experience of many refugee families combined with low literacy and English speaking skills are conducive to making agriculture a well-known and comfortable path to supplemental income and economic self-sufficiency. Small scale or subsistence farming experience also means that they are accustomed to doing the intensive hands on work necessary for starting gardeners. A food system incorporates the elements of food production, distribution, marketing, and consumption that impact on the economic, health, and social well being of community members. For example, the cultivation of a community garden can increase the availability of fresh produce for family members and for sale at markets in the community.

ORR has a particular interest in serving newly arrived refugees through RAPP. "Newly arrived refugees" refers to refugees who have arrived here in this country or individuals granted asylum within the last 5 years. Such persons generally have greater social and economic needs that contribute to slower adjustment and integration in American society. The 5 year priority does not preclude serving a limited number of refugees that have been in the country longer.

The refugee experience of many families prior to and after arriving in this country provides reasons why emphasis on agriculture, food, nutrition, and health is important. Besides their farming experience, some families have lived for up to 20 years in refugee camps that lack basic nutrition and health care services. Because newer refugee arrivals in particular tend to live in low-income areas that are considered food deserts, defined as a community or area that lacks a consistent supply of healthy produce, improved access and the consumption of healthier foods through farmers markets and local stores are worthy objectives. Their initial living experience in this country is often in an area dominated by fast or convenience foods. Nutrition and health education and improving access to healthy produce can have long range impact on the lives of families.

One of the innovative ways to address these systemic issues through RAPP is the development of community gardens. Another way to increase access to fresh produce is to support the establishment and/or modification of procedures at farmers markets and other grocery outlets. Healthy food outlets that serve clients with eligibility for Electronic Benefits Transfer/Supplemental Nutrition Assistance Program (EBT/SNAP) Women, Infants and Children (WIC), and Senior Farmers Market Nutrition Program (SFMNP) offer a viable option for better food and nutrition. These initiatives are supported by the United States Department of Agriculture (USDA) Agricultural Marketing Service and Food & Nutrition Service.

Under RAPP, funds can be used for organizations to deliver agricultural and food systems services that broaden their normal array of services to the needy in their respective communities and provide the training, technical assistance and other support for some persons to become independent farm entrepreneurs.

The initial ORR support for agricultural related activities for refugee families was provided from 2004 through 2006 under the annually funded Refugee Rural Initiative (RRI) demonstration project. In 2007, RAPP was established as a grant program with the publishing of funding opportunity announcements (FOAs) for 3 year project periods in both 2007 and 2010.

The RRI and RAPP have created understandings that refugee families and the organizations which serve them embrace the idea of an agricultural related program that coincides with refugee cultural backgrounds and allows them to use their experience and skills in farming. Besides supplemental income, families also derive better food, nutrition, physical and mental well being, and integration into communities, especially for those resettled into urban area food deserts or areas without a supply of fresh produce. These objectives are consistent with the greater national awareness and program emphasis that deal with the impact of unhealthy diets on health and health care costs. Partnerships at the local level have resulted

in a more holistic approach and a wider range of agricultural, food systems, nutrition, and health services for refugee clients.

Partnerships by ORR with agencies of the USDA have contributed to a better understanding of refugees as an important group of agriculturalists and a greater awareness of USDA resources on the part of local agencies and refugee producers.

RAPP PROGRAM ELEMENTS

The goal of the RAPP is to encourage the development of agricultural and food systems related services that will improve the livelihoods, physically and economically, of refugee families. This may involve refugees already engaged in some type of production or aspiring gardeners or farmers, particularly newer arrivals who have a background and interest in agriculture.

For some, the ultimate goal is to become independent farmers. This is a longer range goal because of the challenges imposed by the complexity of agriculture and local food systems and the cultural and language backgrounds of many refugees. However, engaging in some form of production can also have important short-term and permanent impacts on refugees in the way of supplemental income, better food and nutrition from growing familiar foods, and more rapid adjustment to a community.

There are a host of variables that will impact program implementation. These may include client farming experience, client time and commitment, climate, availability of land, transportation, access to irrigation, market options, institutional support, and the ability to develop partnerships.

Some of the key RAPP elements crucial to program development are:

1. **Production:** Developing knowledge of production techniques, use of site or soil enhancing elements, proper irrigation, harvesting, and season extending methods can improve production and economic benefits. Production success is dependent on proper seeds and planting and weed and pest control. Proper harvesting in terms of timeliness and preservation enhances the value of produce for marketing.
2. **Marketing:** The prices refugee farmers receive for their produce are often limited by an inadequate understanding of marketing concepts and options. Marketing produce at farmers markets and other venues is critical to profitability and sustainability. Refugee farmers are generally not aware of and need assistance in identifying options for creating a better demand or market for their products, accurately calculating the cost of production, and setting prices to assure profitability. There are potentially multiple options for the marketing of products. These include farmers markets, institutional markets, community supported agriculture (CSAs), grocery stores, packing/processing companies, restaurants, and websites.
3. **Client Recruitment and Orientation:** The process for client selection and orientation can impact on long term project success. Some refugee clients aspire immediately to farm without understanding the time commitment and complexities of production and marketing in this country. A meaningful program component can be initiated for individuals that only want to grow vegetables for home use on smaller plots in apartment complexes or neighborhood community gardens, managed in some cases by another organization. For individuals that want to derive income from gardening and/or become farm entrepreneurs, plot size is important. Plot sizes should be adequate to provide experience that will help clients understand the time, labor, cost, and knowledge requirements of production and marketing.
4. **Training and Technical Assistance:** The ability to conduct training and on-site technical assistance in areas that include production, marketing, and business management are critical. Incubator or training farms, established early on or in the second or third year, can result in a consolidated and intensive training approach, particularly for aspiring farmers. Client knowledge can be enhanced by incorporating agricultural terms in English-As-A-Second-Language (ESL) or Vocational-English-As-A-Second-Language (VESL) classes.

For example, partner agencies might offer or facilitate training or technical assistance in crop production, organic practices, use of fertilizers, pest and disease control, acquiring land, marketing, business

management, record keeping, and accessing credit. A strategy for providing training and technical assistance in business related topics is important to help clients understand financial terms and procedures and record keeping as well as learn about expenditures and revenues. This understanding is necessary to create client focus on managing their own enterprises and becoming more self-reliant and financially independent. Training and technical support and follow-up are required in many areas from production to marketing. It is useful if new projects can be complemented by related projects or activities. Training class curricula can be based on some combination of on-line resources, the curricula of partner agencies (i.e., cooperative extension, health agencies), written materials and the first hand experience of persons supporting the program.

5. Access to Land: Suitable land is often difficult to obtain for reasons of contamination, security, inadequate water for irrigation, and restrictive local zoning codes. Client access to property because of distance and/or inadequate transportation should also be taken into consideration when choosing a site. The land should be of sufficient size to permit a group of refugees to engage in production and receive training and technical assistance at this one location. Grant funds cannot be used to purchase land. Although participant numbers can be increased by doing gardening among the plots of non-refugees in existing community gardens, this approach generally limits the ability to provide essential support to enhance production and marketing skills. This does not preclude the encouragement of smaller garden plots to grow produce independently at apartment complexes or in public housing areas strictly for home consumption.

Lease agreements are the primary way for organizations to secure land for establishing a garden and/or training site to serve their participants. A lease agreement should describe restrictions and provide clear understandings of the rights and responsibilities of the lessor and the lessee. Improvements like soil amendments and inexpensive or temporary improvements like storage buildings, greenhouses and washstands can improve the viability of a site for training and production. The projected cost effectiveness of improvements should be evaluated against elements like expected project impact, the length of the lease, program goals for that year, and the number of clients.

Land may be accessed for use from various sources that include, but are not limited to: local governments, land trusts, and individuals. It is expected that a long range project goal will be for some participants to garden or farm independently. Grant funds may not be used to purchase or lease land on behalf of program participants. Projects are encouraged to work with community groups to identify potential sites for individual refugee farmers.

6. Improving Client Economic Opportunities: Refugees wanting to expand their operations need advanced training and technical support in business planning and management. Getting small loans can be a challenge. Two primary issues have been the inability of refugees to understand and complete the paperwork requirements because of language and culture and their failure to maintain financial records for a 3 year period in order to meet the requirements of loan institutions. Banks are not inclined to make loans in the smaller amounts needed by refugee farmers.

7. Community Food Security: Refugee clients should be exposed to options for increasing their community food security through community gardens and improved access to outlets that sell healthy produce. Facilitating the installation of EBT machines for SNAP clients and expediting access to healthy food by WIC beneficiaries at farmers markets and other outlets are beneficial to farmer vendors, clients, and the community at large. Attention to community food security can strengthen an overall program because refugees are primarily resettled in low-income urban food desert areas that are often dominated by fast food and convenience stores.

8. Partnerships: Communities vary in terms of resources available in the service delivery system for promoting agriculture and better nutrition and health among refugee families. More agencies need to be invited as partners and have defined roles in order to engender a holistic approach to meeting the challenges of the RAPP in communities. Ethnic organizations or leaders that represent the target

populations can play meaningful roles in disseminating project information, recruiting participants and providing management support for gardens. A key to the overall success of RAPP has been the relationships established and the sharing of information via the Internet, e-mails, or other means. In some cases this has been among just the funded grantees, but more commonly among all subscribers to the RAPP Listserv. Shared information has included training curricula, program practices, agricultural related technology, and administrative procedures.

The ability to establish collaborative partnerships with other organizations is important to long term project success. Potential partners include, but are not limited to, community based organizations (including ethnic organizations); lending institutions; the university cooperative extension service; local and regional USDA offices; and various other groups, such as organic certification agencies, health departments, faith-based organizations, market associations, and various local or regional groups that have an interest in sustainable agriculture. Volunteers can also extend the services and impact of a project.

9. Nutrition and Health: Ancillary activities tied to food and nutrition are important given the combined factors of the unstable health of newer arrivals and the documented tendency to consume fast foods because of price and their availability. Health and nutrition classes taught by a health organization or another partner agency can help to modify buying and eating habits and impact on the long term health of refugee families.

10. Language and Culture: Language and cultural differences transcend all other issues and often limit the ability of particularly new arrivals to understand technical requirements under topics like production and marketing. These backgrounds also make it more difficult for refugee clients to participate in events or functions such as training classes or at farmers markets. In such instances, interpretation or translation services are needed to facilitate participation and understanding.

RAPP OBJECTIVES

Under RAPP, incorporating the program elements that are relevant to the needs and characteristics of a community should result in meaningful urban and rural gardening and/or farming projects and food systems activities. These activities must be designed to support increased incomes, access to quality and familiar foods, better physical and mental health, greater economic self-sufficiency, and enhanced integration into a community.

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

II. Award Information

| | |
|---------------------------------|----------------------------|
| Funding Instrument Type: | Grant |
| Estimated Total Funding: | \$1,000,000 |
| Expected Number of Awards: | 12 |
| Award Ceiling: | \$85,000 Per Budget Period |
| Award Floor: | \$80,000 Per Budget Period |
| Average Projected Award Amount: | \$83,333 Per Budget Period |

Length of Project Periods:

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.*

Application Disqualification Factors.

Note: For those programs that require matching or cost sharing, grantees 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 grantee's failure to provide the required matching amount may result in the disallowance of federal funds.**

Depending on federal funding, award amounts will be the same for each of the three 1 year budget periods. Awards for the second and third 12-month budget periods will be made subsequent to approval of non-competing continuation applications and will be subject to: the availability of funds; satisfactory progress by the grantee; and a determination that continued funding would be in the best interest of the Federal Government.

Please see *Section IV.5 Funding Restrictions* for limitations on the use of federal funds awarded under this announcement.

III. Eligibility Information

III.1. Eligible Applicants

Public or private non-profit agencies are eligible for awards under this announcement.

Grants under this announcement will be issued for 3 years on a one time basis.

Eligible applicants are limited to organizations that have not previously received ORR RAPP grants in 2007 and/or 2010. Eligibility is limited due to ORR's interest in supporting agricultural and food systems for refugees in new project areas to further the benefits of RAPP within the constraints of a limited budget.

Individuals, foreign entities, and sole proprietorship organizations are not eligible to compete for, or receive, awards under this announcement. See *Section III.3. Other.*

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

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

III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement: No

III.3. Other

DUNS Number and System for Award Management Eligibility Requirements (SAM.gov)

All applicants must have a DUNS number (www.dnb.com) and be registered with the System for Award Management (SAM, www.sam.gov) and maintain an active SAM registration until the application process is complete, and should a grant be made, throughout the life of the award. Finalize a new, or renew an existing, registration at least two weeks before the application deadline. 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 or receive an award. Maintain documentation (with dates) of your efforts to register or renew at least two weeks before the deadline. See the SAM Quick Guide for Grantees at: [https:// www.sam.gov /sam /transcript /SAM Quick Guide Grants Registrations-v1.6.pdf](https://www.sam.gov/sam/transcript/SAM%20Quick%20Guide%20Grants%20Registrations-v1.6.pdf).

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.

APPLICATION DISQUALIFICATION FACTORS

Applications from individuals, foreign entities, or sole proprietorship organizations will be disqualified from competitive review and from funding under this announcement.

Award Ceiling Disqualification

Applications that request an award amount exceeding the *Award Ceiling* per budget period, or per project period, as stated in *Section II. 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.

Application Submission Disqualifications

ACF requires electronic submission of applications at www.Grants.gov. 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 these applicants to submit an application in paper format. Information on requesting an exemption from electronic application submission is found in *Section IV.2. Application Submission Options*.

The deadline for electronic application submission is 11:59 p.m., ET, on the due date listed in the Overview and in Section IV.3. 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 Grants.gov validation check, will not be received at or acknowledged by ACF.

Each time an application is submitted via www.Grants.gov, the application will receive a new date and time-stamp email. 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.3. 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.** See "Request an Exemption from Required Electronic Application Submission" in *Section IV.2. Content and Form of Application Submission*.

Applications that are disqualified under any of these circumstances will receive written notification by letter or by email.

Applicants that were recipients of a RAPP grant in 2007 and/or 2010 will be disqualified from review.

IV. Application and Submission Information

IV.1. Address to Request Application Package

Larry Laverentz
Administration for Children and Families
Office of Refugee Resettlement
Division of Refugee Services
370 L'Enfant Promenade, SW
8th Floor West
Washington, DC 20447
Phone: (202) 401-4861
Fax: (202) 401-5772
Email: larry.laverentz@acf.hhs.gov
URL: www.acf.hhs.gov/programs/orr

Electronic Application Submission:

The electronic application submission package is available 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 at the ACF Funding Opportunities Forms webpage at <http://www.acf.hhs.gov/grants-forms>. 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 www.Grants.gov.

Standard Forms that are compliant with Section 508 of the Rehabilitation Act (29 U.S.C. § 794d):

Available at the [Grants.gov Forms Repository](http://www.Grants.gov) website and at http://www.whitehouse.gov/omb/grants_forms.

Federal Relay Service:

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service for assistance at 1-800-877-8339 (TTY - Text Telephone or ASCII - American Standard Code For Information Interchange).

Section IV.2. Content and Form of Application Submission**FORMATTING ACF APPLICATIONS****FOR ALL ACF APPLICATIONS:****Authorized Organizational Representative (AOR)**

The AOR is an individual(s), named by the applicant/recipient organization, who is authorized to act for the applicant/recipient and to assume the obligations imposed by the federal laws, regulations, requirements, and conditions that apply to grant applications or awards. Each applicant must designate an AOR.

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 Award 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. Details concerning acknowledgment of received applications are available in *Section IV.3. Submission Dates and Times* of this announcement.

Follow the instructions provided in this application formatting section to ensure that your application does not exceed the page limitations and can be printed efficiently and consistently for the competitive review.

Accepted Font Styles:

All applicants must use 12-point font in Times New Roman (TNR).

Page Limitations for Application Submissions

Applicants must observe the page limitations listed later in this section. Page limitations do not include OMB-approved Standard Forms (SFs) and OMB-approved forms

All applications must be double-spaced and in Times New Roman, 12-point font. An application that exceeds the cited page limitation for double-spaced pages in the Project Description file or the Appendices file will have the extra pages removed and these pages will not be reviewed.

Page limitations apply to electronically submitted and paper format applications. For applications that are single-spaced and/or one-and-a-half spaced (in whole or in part, except for the exempted elements listed later in this section) and/or use a font smaller than TNR, 12-point, ACF will use a formula to determine the actual number of pages. The formula counts the number of characters an applicant uses when following the instructions and using 12-point TNR and then 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.

Be sure to print the Project Description and Appendices documents on paper and count the number of pages for each file before submission. Keep the printed copy as a hard copy of your application for your files.

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 AOR Authorization and E-Biz POC instructions provided at www.Grants.gov.

The original of a paper format application must include original signatures.

Accepted Application Format

With the exception of the required Standard Forms and OMB-approved forms, all application materials must be formatted so that they will print out onto 8 ½" x 11" white paper with 1-inch margins all around.

The Project Description and Appendices files must be numbered separately. The font size on any scanned documents must be large enough so that it is readable. Do not scan more than one page of a document on a single page. Application pages with two or more pages of a document scanned to it will be removed and will not be reviewed.

Elements Exempted from Double-Spacing Requirements

The following elements of the application submission are exempt from the double-spacing requirements listed earlier in this section: the one-page Project Summary/Abstract, required Assurances and Certifications, required Standard Forms, required OMB-approved forms, resumes, logic models, proof of legal status/non-profit status, contracts, and the Budget Justification. These items may be single-spaced. The Project Summary/Abstract is required to be one single-spaced page in 12-point font with 1-inch margins. The Budget Justification may be single-spaced but must be in 12-point font. Resumes must be in 12-point font, but are not required to be double-spaced. The font size on any scanned documents must be large enough so that it is readable.

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.**

Application Upload Requirements

Each applicant 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.

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 for each, are listed later 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.

However, ACF understands that all applicants may not have access to this software. Grants.gov offers a listing of several free PDF conversion programs. These programs can be found on Grants.gov by clicking on 'Applicant Resources' on the far left side of the home page, and then by following the link to 'Download Software' near the top of the screen, or by clicking [HERE](#). Free PDF software is available on this page that will allow users to convert and merge PDF documents. As an example, ACF is providing written instructions on downloading and using one type of free software listed at Grants.gov at the following link: [https:// www.acf.hhs.gov/ sites/default/ files/assets/ pdf995 instructions for video.pdf](https://www.acf.hhs.gov/sites/default/files/assets/pdf995_instructions_for_video.pdf). A video demonstrating this process is also available at: <http://www.youtube.com/watch?v=IOly0HwXPpA>. ACF does not endorse any of the software listed on Grants.gov, and applicants are not required to use a specific type of PDF conversion software to submit an application.

NOTE: Applications submitted via www.Grants.gov will undergo a validation check. See *Section IV.2. Application Submission Options* for more information. The 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. If an applicant resubmits their application to Grants.gov by 11:59 p.m., ET, on the due date and the application does not pass the validation check, it will not be transmitted to ACF and will be excluded from the review.

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.

Carefully observe the file naming conventions required by www.Grants.gov

Limit file names to 50 characters and do not use special characters (example: &, -, *, %, /, #) including periods (.), blank spaces, and accent marks, within application form fields, and file attachment names. An underscore () may be used to separate a file name.

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. See *Section IV.2. Request an Exemption from Required Electronic Application Submission* later in this section under *Application Submission Options* for more information.

Signatures

An original signature of the AOR is required only on the original copy of paper format application submissions. A point of contact on matters involving the application must be identified on the SF-424 at item 8f. The point of contact, known as the Project Director or Principal Investigator, should not be identical to the person identified as the AOR.

Format Requirements for Paper Applications

All application materials must be submitted on 8 ½" x 11" white paper with 1-inch margins. Applications must be in two sections. The first section must contain the entire Project Description and Budget Justification, and the second section must contain all required Appendices. The pages of the two sections must be separately and sequentially numbered.

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).

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.

Instructions on the order of assembly for paper application submissions are available later in this formatting section.

Addresses for Submission of Paper Applications

See *Section IV.6. Other Submission Requirements* for addresses for paper format application submissions.

Page Limitations and Content of the Application for All Submission Formats:

The overall page limitation for the entire document (i.e., Project Description and Appendices) is 65 pages. SFs and OMB-approved forms are not included in the page limitation.

The Project Description - Applicants should use the headings and write their project descriptions in the order below:

Table of Contents

Project Summary/Abstract

Objectives and Need for Assistance

Approach

Results or Benefits Expected

Project Sustainability Plan

Dissemination Plan

Organizational Capacity

Budget and Budget Justification

Appendices - Applicants should include the following:

Third Party Agreements

Organization Chart(s)

Documentation of Legal Status

Proof of Non-Profit Status

Resumes

Job Descriptions

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 at [ACF Funding Opportunities Forms](#) or at the [Grants.gov Forms Repository](#) unless specified otherwise.

| Forms / Assurances / Certifications | Submission Requirement | Notes / Description |
|--|---|---|
| DUNS Number (Universal Identifier) and Systems for Award Management (SAM) registration.. | <p>A DUNS number is required of all applicants. To obtain a DUNS number, go to http:// fedgov.dnb. com/ webform.</p> <p>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.</p> | <p>A DUNS number and SAM registration are eligibility requirements for all applicants.</p> <p>See <i>Section III.3. Other</i> for information on obtaining a DUNS number and registration at http://www.sam.gov.</p> |

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| SF-424 - Application for Federal Assistance and SF-P/PSL - Project/Performance Site Location(s) | 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. | Required for all applications when applying for a non-construction project. By signing and submitting the SF-424B, applicants are making the appropriate certification of their compliance with all federal statutes relating to nondiscrimination. |
| Certification of Filing and Payment of Federal Taxes | Submission of a certification is required prior to award for grantees receiving more than \$5,000,000 in Federal funding for the first budget year of a multi-year project; or for grantees receiving more than \$5,000,000 in Federal funding for a one-year (12 months) project period; or for grantees receiving more than \$5,000,000 in Federal funding for a multiyear project to be fully funded. | <p>Applicants are advised of the following requirement contained in Section 523 of the "Departments of Labor, Health and Human Services, and Education and Related Agencies Appropriations Act, 2008," (P.L. 110-161, Division G). This requirement remains in effect:</p> <p style="text-align: center;">Sec. 523.</p> <p>None of the funds appropriated or otherwise made available by this Act may be used to enter into a contract in an amount greater than \$5,000,000 or to award a grant in excess of such amount unless the prospective contractor or grantee certifies in writing to the agency awarding the contract or grant that, to the best of its knowledge and belief, the contractor or grantee has filed all Federal tax returns required during the three years preceding the certification, has not been convicted of a criminal offense under the Internal Revenue Code of 1986, and has not, more than 90 days prior to certification, been notified of any unpaid Federal tax assessment for which the liability remains unsatisfied, unless the assessment is the subject of an installment agreement or offer in compromise that has been approved by the Internal Revenue Service and is not in default, or the assessment is the subject of a non-frivolous</p> |

| | | |
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| | | <p>administrative or judicial proceeding. [Emphasis Added]</p> <p>Accordingly, if applicants request more than \$5 million in Federal funds for the first budget year of a multiyear project to be funded in FY 2010, or as a multiyear project to be fully funded in FY 2010, the applicant will be required to submit a certification complying with the requirements, prior to receiving an award.</p> |
| Certification Regarding Lobbying | Submission required of all applicants with the application package. If it is not submitted with the application package, it may also be submitted prior to the award of a grant. | Submission of this Certification is required for all applications. |
| SF-LLL - Disclosure of Lobbying Activities | If applicable, submission of this form is due at the time of application. | 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. |
| Survey on Ensuring Equal Opportunity for Applicants | <p>Submission is voluntary. Submission may be made with the application by the application due date listed in the <i>Overview</i> and <i>Section IV.3. Submission Dates and Times</i>. Or, it may be submitted prior to the award of a grant.</p> | Non-profit private organizations (not including private universities) are encouraged to submit the survey with their applications. Submission of the survey is voluntary. Applicants applying electronically may submit the survey along with the application as part of an appendix or as a separate document. Hard copy submissions should include the survey in a separate envelope. |

| | | |
|-------------------------|--|--------------------------------|
| SF-424 Key Contact Form | Submission is required for all applicants by the application due date. | Required for all applications. |
|-------------------------|--|--------------------------------|

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

Part I: The Project Description Overview

Purpose

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. 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. Funding Opportunity 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.

Part II: 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.

Objectives And Need For Assistance

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance including the nature and scope of the problem must be demonstrated, and the principal and subordinate objectives of the project must be clearly and concisely stated; supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as well as data describing the needs of the target population and the proposed service area as needed. When appropriate, a literature review should be used to support the objectives and needs described in this section.

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.

An applicant is expected to demonstrate an understanding of the population and community or area in which the project is proposed that makes a compelling argument that a RAPP project is needed to improve refugee livelihoods, particularly for those families resettled within the last 5 years. It is expected the applicant will identify the primary ethnic or nationality groups that reside in the community with specific reference to the nationality or ethnic groups resettled in the last 5 years.

The background, experience, and needs of the population are to be described including agricultural and the general refugee camp experience as characterized by longevity, diets, and health; the resettlement experience in this country; population numbers and the general needs and characteristics of the groups resettled 5 years or less; and the characteristics or situation in the community for which the project is proposed. In the application should be statements that priority will be given to providing services to persons who have arrived here as refugees or given asylee status within the last 5 years and that documentation will be maintained in case files that support the status and basis for services to each client. The 5 year priority does not preclude serving a limited number of refugees that have been here longer,

however there should be a stated rationale for proposing to serve such clients.

Although refugees and asylees come from more than 50 different nationality or ethnic groups, some groups clearly dominate in terms of numbers. Information on population numbers and general characteristics of these groups can be obtained from local resettlement agencies.

Program objectives that respond to the needs of the proposed population should be described taking into consideration the factors within the refugee groups and the community that are conducive to starting an agricultural and food systems project. The applicant should reflect an understanding of the challenges that include culture and language, accessing acceptable land, providing training and technical assistance, and marketing produce. It is expected a compelling argument will be made that these challenges will be changed into opportunities for reasons that include genuine interest within the refugee community and expressed interest and support on the part of community-based organizations. Letters of support, studies, and/or third-party agreements should be included in the appendices that support or document this interest and support. References to such should be made in the body of the narrative.

Any existing programs or initiatives on the part of the applicant or partner agencies that could impact or complement the proposed project should be described. This might include, but are not limited to existing community gardens, health and nutrition classes, a land bank, university extension classes, and other community activities. If partnerships are currently limited or not developed, the applicant should discuss the reasons for this and a plan for partnership development that incorporates the opportunities and challenges with respect to partnerships development.

An applicant is expected to describe a process that will lead to the achievement of *RAPP Objectives*, as described under *Section I*. and recognizes the challenges and describes the opportunities that will impact refugee lives through the implementation of agricultural and food systems activities. The Approach should relate to the *RAPP Program Elements* described in *Section I*. of this announcement.

For the first year, it is expected that the applicant will reflect an understanding of a necessary progression or continuum of activities that considers establishing partnerships and facilitating client recruitment, obtaining land, implementing classroom and on-site training and technical assistance, having land in production, marketing produce, and promoting easier access to fresh produce on the part of community members. The applicant and any partner agency responsibilities related to identifying and solving needs and challenges and providing program services or resources, cooperating in giving feedback, and doing monitoring should be described. Also described should be the anticipated support of volunteers in terms of numbers of persons and the activities to be performed by them. To support the latter, the applicant should provide a brief status of current volunteer support for the agency, particularly related to any agricultural, food systems or health activities of the applicant.

The applicant must describe the relationship of the proposed projects to any ongoing activities, particularly related to agriculture, food systems, and health, on the part of the applicant and partners. Examples of these include, but are not limited to, an existing community garden program, a nutrition and health initiative, or a gardener or farmer training program. Letters of support and third-party agreements should define the functions and responsibilities of partner organizations.

A management plan must be included that has elements that incorporate the objectives and program elements in *Section I*. Under each objective there must be the following columns: Activities, First Year Goals, Time lines, Responsible Agency(s), and Tools for Tracking and Measuring Results (Outcomes).

Because each community is different or unique in its challenges and opportunities there is no "cookie cutter" approach to the creation and establishment of project goals and activities. A narrative should follow that provides a clear rationale or basis for the objectives, activities and goals. The applicant should state that the achievement of these goals will be tracked and reported against in the semi-annual reports. Included in the narrative should be a projection in terms of the ethnic or nationality groups to be served and their respective numbers.

The applicant must include a separate chart or table that reflects a longer term planning or thought

process and the understanding that some program goals are not achievable in the first or even second year. It is expected that a progression of activities and initiatives will be cited that will lead to longer range goal achievement. Examples of some longer term goals include, but are not limited to, selling at additional markets, forming a CSA, establishing an incubator/training farm, and increasing the number of gardens and/or participants. This longer range chart should have the following columns: Goals, Preparatory Activities, Responsibilities, and Timelines. A narrative must be provided that adds rationale and details to this chart.

The applicant needs to identify the results and benefits to be derived from the project. The results or benefits expected must be ambitious, yet realistic and relate directly to the proposed activities per guidance from the *RAPP Program Elements* as referenced in *Section I*. and shown in the management plan. Applicants must provide quantitative and qualitative goals under results and benefits.

Examples of quantitative goals include, but are not limited to, the number of clients by type of service or activity i.e., numbers of home gardeners, market gardeners, hours of classroom training offered, average attendance, partnerships, markets by type, and estimated dollar value of market sales.

Qualitative goals will include partnerships or processes that will likely lead to the achievement of quantitative goals and/or have a broader community impact. Examples of qualitative goals include, but are not limited to, the establishment or support of an additional community garden(s) by the applicant or another entity; descriptions of new substantive partnerships; improved access to fresh produce; formation or participation in community groups; access to additional land; impact of the modification of agency or local government procedures; description of volunteer activities; and any effect on the refugee and broader community. Community impact indicators should reflect the activities and results which are projected to benefit the clients and community.

Applicants must describe a methodology for keeping track of the results of activities. For example, class attendance numbers should be maintained by topic area along with the number of hours.

The application should reflect the organizational capacity of the applicant through its own resources and those of community partners to effectively administer a RAPP grant. Information should be provided regarding experience in administering agricultural, food systems, health and nutrition, and refugee resettlement programs that are consistent with the objectives under RAPP. The designation of staff and amount of staff time should suggest a viable strategy for implementing elements under the management plan. Resumes must be included for any existing staff that will devote at least 25 percent of his or her time to this project. Job descriptions should be included for positions with 25 percent or more of allocated time supporting this project. Supporting entities such as Boards or Advisory Councils already existing or planned should be identified with the date of their inception. Recent experience managing other federal, state, or private grants should be identified by grant name, purpose, and funding organization.

Geographic Location

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

Legal Status of Applicant Entity

Applicants must provide the following documentation:

Non-profit organizations applying for funding are required to submit proof of their non-profit status. Proof of non-profit status is any one of the following:

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

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

When applying electronically, it is strongly suggested that the applicant attach proof of non-profit status with the electronic application.

Project Sustainability Plan

Applicants must propose a plan for project sustainability after the period of federal funding ends. Grantees are expected to sustain key elements of their grant projects, e.g., strategies or services and interventions, which have been effective in improving practices and those that have led to improved outcomes for children and families.

Describe the approach to project sustainment that will be most effective and feasible. Describe the key individuals and/or organizations whose support will be required in order to sustain program activities. Describe the types of alternative support that will be required to sustain the planned program. If the proposed project involves key project partners, describe how their cooperation and/or collaboration will be maintained after the end of federal funding.

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);
- 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);
- 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.

Dissemination Plan

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

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

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.

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 input 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. The line-item budget detail and the budget narrative must be submitted as a single Budget Justification application component.

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, 2012 (Pub.L. 112-74), enacted December 23, 2011, 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, or any percentage of salary, to an individual at a rate in excess of Executive Level II. The Executive Level II salary of the Federal Executive Pay scale is \$179,700 (<http://www.opm.gov/oca/12tables/html/ex.asp>). 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 to the applicant organization. This salary limitation also applies to subawards/subcontracts under a ACF grant or cooperative agreement.*

Provide a budget using the 424A and/or 424C, as applicable, for the first year of the proposed project. Provide a budget justification, which includes a budget narrative budget 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.

There must be a clear budget and budget justification separate from the 424A. Totals and line item amounts should be the same in the 424A and the separate budget information. The calculation or basis for each line item amount should be described. The allocation of costs per the budget line items should reflect consistency with the management plan and other elements under the Approach and suggest that the applicant understands the nature of the work to be performed and has allocated resources accordingly.

Copies of audit statements or letters are to be included in the appendices. Complete audit reports should not be submitted.

Following are some reminders in completing certain sections of the 424 and 424A:

In Item 18 of the 424, only lines a. and g. need to be completed with the dollar amount being requested for the first year budget period.

On page 1 of the 424A, line 1 of columns (b) and (e) is to be completed.

On page 1A of the 424A, columns (1) and (5) are to be completed with amounts for the first year projected budget only. The line items and amounts should be the same as in the budget narrative and justification.

In Section D (page 2) of the 424A, lines 13 and 15 should be completed.

In Section E (page 2) of the 424A, the first year funding amount in column (b) should be replicated in columns (c) and (d).

On the 424A, page 2, Item 21 should be completed as well as Item 22 if an indirect cost rate has been approved for the applicant agency.

The Travel line item should include out-of-state travel expenses only. Under Travel (out-of-state) funds should be budgeted for one or two persons to attend a national RAPP Workshop in Washington D.C. Local travel expenses should be budgeted under Other.

General

Use the following guidelines for preparing the budget and budget justification. When a match or cost share is required, both federal and non-federal resources must be detailed and justified in the budget and budget narrative justification. "Federal resources" refers only to the ACF grant funds for which the applicant is 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, other than states that are required to use 45 CFR Part 92 procedures, must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed by 41 U.S.C. § 134 and currently set at \$100,000. 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

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 should be used only when the applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant federal agency.

Justification: An applicant that will charge indirect costs to the grant must enclose a copy of the current rate agreement. If the applicant organization is in the process of initially developing or renegotiating a rate, upon notification that an award will be made, it should immediately develop a tentative indirect cost rate proposal based on its most recently completed fiscal year, in accordance with the cognizant agency's guidelines for establishing indirect cost rates, and submit it to the cognizant agency. Applicants awaiting approval of their indirect cost proposals may also request indirect costs. When an indirect cost rate is requested, those costs included in the indirect cost pool should not be charged as direct costs to the grant. Also, if the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

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 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 information collection is approved under OMB control number 0970-0139, which expires 10/31/2015. 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 http://www.grants.gov/applicants/get_registered.jsp.
- If applicants encounter any technical difficulties in using www.Grants.gov, contact the Grants.gov Contact 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 Contact Center is closed on federal holidays.
- Applicants should always retain Grants.gov Contact Center service ticket number(s) as they may be needed for future reference.
- **Contact with the Grants.gov Contact 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. Agency Contacts* will determine whether the submission issues are due to Grants.gov system errors or user error.**

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 submitted, or resubmitted, via www.Grants.gov, the application will receive a new date and time stamp. Only those applications with on-time date and time stamps that result in a validated application, which are transmitted to ACF, will be acknowledged.

Applicants will be provided with an acknowledgement from Grants.gov that the submitted application package has passed, or failed, a 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.

Request an Exemption from Required Electronic Application Submission

ACF recognizes that some applicants may have limited or no Internet access, and/or limited computer capacity, which may prohibit them from uploading large files at www.Grants.gov. To accommodate such applicants, ACF offers an exemption from required electronic submission. The exemption will allow applicants to submit hard copy, paper applications by hand-delivery, applicant courier, overnight/express mail couriers, or by other representatives of the applicant.

To receive an exemption from required electronic application submission, applicants must submit a written request to ACF that must state that the applicant qualifies for the exemption for one of the two following reasons:

- Lack of Internet access or Internet connection, or
- Limited computer capacity that prevents the uploading of large documents (files) at www.Grants.gov.

Applicants may request and receive the exemption from required electronic application submission by either:

- Submitting an email request to electronicappexemption@acf.hhs.gov, or
- Sending a written request to the Office of Grants Management Contact listed in *Section VII. Agency Contacts* in this announcement.

Requests for exemption from required electronic application submission will be acknowledged with an approval or disapproval.

Requests that do not state one of the two listed reasons will not be approved.

An exemption is applicable to all applications submitted by the applicant organization during the Federal Fiscal Year (FFY) in which it is received. Applicants need only request an exemption once in a FFY. Applicants must request a new exemption from required electronic submission for any succeeding FFY.

Please Note: electronicappexemption@acf.hhs.gov **may only be used to request an exemption from required electronic submission.** All other inquiries must be directed to the appropriate Agency Contact listed in *Section VII.* of this announcement. Queries or requests submitted to this email address for any

reason other than a request for an exemption from electronic application submission will not be acknowledged or answered.

All exemption requests must include the following information:

- Funding Opportunity Announcement Title,
- Funding Opportunity Number (FON),
- The listed Catalog of Federal Domestic Assistance (CFDA) number,
- Name of Applicant Organization and DUNS Number,
- AOR name and contact information,
- Name and contact information of person to be contacted on matters involving the application (i.e., the Point of Contact), and
- The reason for which the applicant is requesting an exemption from electronic application submission. The request for exemption must state one of the following two reasons: 1) lack of Internet access or Internet connection; or 2) lack of computer capacity that prevents uploading large documents (files) to the Internet.

Exemption requests must be *received by ACF* no later than two weeks before the application due date, that is, 14 calendar days prior to the application due date listed in the *Overview* and in *Section IV.3. Submission Dates and Times*. If the fourteenth calendar day falls on a weekend or federal holiday, the due date for receipt of an exemption request will move to the next federal business day that follows the weekend or federal holiday.

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.3. Submission Dates and Times* of this announcement.

Paper Format Application Submission

An exemption is now 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.6.* of this announcement for address information for paper format application submissions.

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.3. Submission Dates and Times* in this announcement.

IV.3. Submission Dates and Times

Due Date for Applications: **07/02/2013**

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. 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:
http://www.grants.gov/applicants/apply_for_grants.jsp.

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 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.6. 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.

Extensions and/or Waiving Due Date and Receipt Time Requirements

ACF may extend an application due date and receipt time when circumstances make it impossible for applicants to submit their applications on time. These events include natural disasters (floods, hurricanes, tornados, etc.), or when there are widespread disruptions of electrical service, or mail service, or in other rare cases. The determination to extend or waive due date and/or receipt time requirements rests with the Grants Management Officer listed as the Office of Grants Management Contact in *Section VII. Agency Contacts*.

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 it has passed the validation check.

Applicants will be provided with an acknowledgement from www.Grants.gov that the submitted application package has passed, or failed, a 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.

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.4. Intergovernmental Review of Federal Programs

This program is not subject to Executive Order (E.O.) 12372, "Intergovernmental Review of Federal Programs," or 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." No action is required of applicants under this announcement with regard to E.O. 12372.

IV.5. Funding Restrictions

Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions, are considered unallowable costs under grants or cooperative agreements awarded under this funding opportunity announcement.

Note: Costs incurred for grant application preparation are not considered allowable costs under an award and may not be included in the project budget or budget justification.

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.

IV.6. Other Submission Requirements

Submit paper applications to one of the following addresses. See *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

Submission By Mail

Robin Bunch

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

Hand Delivery

Robin Bunch
Administration for Children and Families
Office of Grants Management
901 D Street, SW
6th Floor East
Washington, DC 20447

Electronic Submission

See *Section IV.2* for application requirements and for guidance when submitting applications electronically via <http://www.Grants.gov>.

For all submissions, see *Section IV.3* for information on due 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.

OBJECTIVES AND NEED FOR ASSISTANCE

Maximum Points: 27

The applicant provides a strong basis for this project by describing factors that include the general refugee background and experience; the resettlement experience in this country; population numbers of the ethnic or nationality groups that have been here less than 5 years; their general needs and characteristics; and the characteristics or situation in the community in which this project is proposed. The applicant clearly presents program objectives that appropriately respond to the refugee experience, needs, and community factors. (0-10 points)

The applicant clearly describes the challenges in implementing programs in agriculture and food systems in the community and within the proposed population to be served. The applicant provides a

strong basis that the challenges can be turned into opportunities by including evidence of relevant program experience, strong interest by refugee families, and support on the part of community agencies that include ethnic organizations representing client groups, surveys, letters of support and other documentation for the proposed project. Overall, the application reflects good partnership support or provides a strong rationale for the lack of partnership development and support, and a plan for partnership development. (0 -12 points)

The applicant describes any current or planned related activities that also focus on facets of agriculture, food systems, nutrition and/or health, and government action in the community that will enhance the opportunity for project success. The applicant states that priority will be given to providing services to persons who have arrived here as refugees or given asylee status within the last 5 years and that documentation will be maintained in case files that support the status and basis for services to each client. If the applicant proposes to serve a limited number of persons beyond the 5 year priority, the rationale for this is provided. (0-5 points)

APPROACH

Maximum Points: 33

The applicant provides a detailed and feasible management plan and narrative discussion both of which include goals, activities, responsibilities, timelines, and tools for tracking and measurement that incorporate an understanding of the objectives, challenges and opportunities described in *Section I. Funding Opportunity Description* and *Section IV.2 The Project Description*. Included in the narrative is a projection of ethnic or nationality groups to be served that have been here or granted asylum within the last 5 years. (0-10 points)

The Approach clearly reflects an understanding of a progression of activities that is consistent with the *RAPP Program Elements* as described in *Section I.* and *Section IV.2. The Project Description*, (0-6 points)

The applicant provides a separate chart or table that clearly and realistically provides detailed activities that will be done in the second and third years along with a narrative discussion of their rationale and reasons why these are projected on a longer term basis. The applicant gives details on the interaction of the proposed project to existing activities by the applicant or partners in the areas of agriculture, food systems, nutrition and health, and government actions and how such will enhance the proposed project. The current activities of volunteers and their expected contribution or impact on this project are described. (0-9 points)

Included with the application are letters of support and other documentation that verify the support and acceptance of specific responsibilities on the part of partner agencies. The applicant provides documentation including a sustainability plan that specific actions have been planned to support project sustainability. The applicant includes a dissemination plan that describes a willingness to share information such as training curricula, program practices, administrative procedures, and agricultural technology. (0-8 points)

RESULTS OR BENEFITS EXPECTED

Maximum Points: 17

The applicant provides clear and reasonable quantitative goals that are consistent with the *RAPP Program Elements and RAPP Objectives* in *Section I.* of this announcement and are related to the goals and activities in the management plan. The applicant provides a clear basis or rationale for the quantitative goals. (0-5 points)

The applicant provides clear qualitative goals that are consistent with the *RAPP Program Elements and RAPP Objectives* in *Section I.* and are related to the goals and activities in the management plan. The applicant provides a clear basis or rationale for the qualitative goals. The statement is made that all goals will be tracked and reported against in the semi-annual reports. (0-8 points)

The applicant projects goal achievements for the second and third years that correlate to the second and third year table provided by the applicant, are realistic, and reflect an understanding of the *RAPP Program Elements* in *Section I*. (0-4 points)

ORGANIZATIONAL CAPACITY

Maximum Points: 13

The applicant clearly provides information indicating other organizations in the community are interested and supportive of this project and describes the capacity of the applicant organization with any partnerships to manage this project through their program missions and documented experience in managing other grants, particularly related to refugee resettlement, agriculture, food systems and health. (0-7 points)

The applicant provides resumes and job descriptions for any person and position that will have at least 25 percent of his or her time and duties devoted to this project. Resumes demonstrate relevant experience in refugee resettlement, agriculture, food systems and/or health. An organization chart for the applicant is included. (0-3 points)

The applicant describes the support and activities of advisory councils, volunteers, and Boards already in existence or planned. The applicant provides an audit statement or letter as an indicator of organizational capacity to employ sound accounting practices. (0-3 points)

BUDGET AND BUDGET JUSTIFICATION

Maximum Points: 10

The applicant's totals and line item amounts among the 424A, separate budget line item page, and the budget justification are the same. (0-2 points)

The budget is clearly outlined and aligned with the project proposal and includes a narrative justification for the amount requested. The budget details out itemized expenses for the project and clearly states how each itemized expense will be utilized. For projects charging indirect costs, a copy of the indirect cost agreement is included. (0-4 points)

The costs of the project are reasonable, allocable and program-related under RAPP Program Elements in *Section I*. and are appropriate with the types of activities to be conducted and the expected goals and objectives. The amount and distribution of time under Personnel and Contractual costs are appropriate for managing the tasks under the management plan. (0-4 points)

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 (www.dbn.com) and an active registration at SAM (www.sam.gov). See *Section III.3. Other*.

Initial ACF Screening

Each application will be screened to determine whether it meets one of the following disqualification criteria as described in *Section III.3. Application Disqualification Factors*:

- Applications that are designated as late according to *Section IV.3. Submission Dates and Times*,
- Applications that are submitted in paper format without prior approval of an exemption from required electronic submission (*Section IV.2. Request an Exemption from Required Electronic Application Submission*), or
- Applications with requests that exceed the award ceiling stated in *Section II. Award Information*.

For those applications that have been disqualified under the initial ACF screening, notice will be provided by postal mail or by email. See *Section IV.3. Explanation of Due Dates* for information on Grants.gov's

and ACF's acknowledgment of received applications.

Objective Review and Results

Applications competing for financial assistance will be reviewed and evaluated by objective review panels using 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. They are one element in the 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.

ORR is interested in and will use its discretion to fund new projects in geographic areas not previously funded by ORR. This is because of the widespread interest and demand for refugee agricultural and food systems projects across the country and ORR's interest to broaden the impact of RAPP within the context of this announcement. The geographic areas previously funded include the following: Phoenix (AZ), San Diego (CA), Atlanta (GA), Boise (ID), Chicago (IL), Fort Wayne (IN), Kansas City (KS), Louisville (KY), Worcester/Springfield (MA), Portland (ME), St. Louis (MO), Chapel Hill (NC), Hickory (NC), Manchester (NH), Portland (OR), Houston (TX), Salt Lake City (UT), and Burlington (VT).

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 that were not funded under the competition because of the lack of available funds may be held over by ACF and reconsidered in a subsequent review cycle if a future competition under the program area is planned. These applications will be held over for a period of up to one year and will be re-competed for funding with all other competing applications in the next available review cycle. For those applications that have been deemed as approved but unfunded, notice will be given of such determination by postal mail.

V.3. Anticipated Announcement and Award Dates

Announcement of awards and the disposition of applications will be provided to applicants at a later date.

It is anticipated that grant awards under this announcement will be issued in late September of this year. The public announcement of grant awards will be made at the corresponding time.

VI. Award Administration Information

VI.1. 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 or email. 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.5. Funding Restrictions*.

VI.2. Administrative and National Policy Requirements

Awards issued under this announcement are subject to the uniform administrative requirements and cost principles of 45 CFR Part 74 (Awards And Subawards To Institutions Of Higher Education, Hospitals, Other Nonprofit Organizations, And Commercial Organizations) or 45 CFR Part 92 (Grants And Cooperative Agreements To State, Local, And Tribal Governments). The Code of Federal Regulations (CFR) is available at <http://www.gpo.gov>.

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.

Prohibition Against Profit

Grantees are subject to the limitations set forth in 45 CFR Part 74, Subpart E-Special Provisions for Awards to Commercial Organizations (45 CFR § 74.81_Prohibition against profit), which states that, "... no HHS funds may be paid as profit to any recipient even if the recipient is a commercial organization. Profit is any amount in excess of allowable direct and indirect costs."

Equal Treatment for Faith-Based Organizations

Grantees are also subject to the requirements of 45 CFR § 87.1(c), Equal Treatment for Faith-Based Organizations, which says, "Organizations that receive direct financial assistance from the [Health and Human Services] Department under any Department program may not engage in inherently religious activities such as worship, religious instruction, or proselytization, as part of the programs or services funded with direct financial assistance from the Department." Therefore, organizations must take steps to completely separate the presentation of any program with religious content from the presentation of the Federally funded program by time or location *in such a way that it is clear that the two programs are separate and distinct*. If separating the two programs by time but presenting them in the same location, one program must *completely* end before the other program begins.

A faith-based organization receiving HHS funds retains its independence from federal, state, and local governments, and may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs. For example, a faith-based organization may use space in its facilities to provide secular programs or services funded with federal funds without removing religious art, icons, scriptures, or other religious symbols. In addition, a faith-based organization that receives federal funds retains its authority over its internal governance, and it may retain religious terms in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents in accordance with all program requirements, statutes, and other applicable requirements governing the conduct of HHS-funded activities.

Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which includes the prohibition against federal funding of inherently religious activities, "Understanding the Regulations Related to the Faith-Based and Neighborhood Partnerships Initiative" are available at <http://www.hhs.gov/partnerships/about/regulations/>. Additional information, resources, and tools for faith-based organizations is available through The Center for Faith-based and Neighborhood Partnerships website at <http://www.hhs.gov/partnerships/index.html> and at the [Capacity Building Toolkits for Faith-based and Community Organizations](#).

Award Term and Condition under the Trafficking Victims Protection Act of 2000

Awards issued under this announcement are subject to the requirements of Section 106 (g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. § 7104). For the full text of the award term, go to <http://www.acf.hhs.gov/grants/award-term-and-condition-for-trafficking-in-persons>. If you are unable to access this link, please contact the Grants Management Contact identified in *Section VII. Agency Contacts* of this announcement to obtain a copy of the term.

Requirements for Drug-Free Workplace

The Drug-Free Workplace Act of 1988 (41 U.S.C. §§ 8101-8106) requires that all organizations receiving grants from any federal agency agree to maintain a drug-free workplace. By signing the application, the Authorizing Official agrees that the grantee will provide a drug-free workplace and will comply with the requirement to notify ACF if an employee is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for debarment. Government-wide requirements for Drug-Free Workplace for Financial Assistance are found in 2 CFR part 182; HHS implementing regulations are set forth in 2 CFR § 382.400. All recipients of ACF grant funds must comply with the requirements in Subpart B - Requirements for Recipients Other Than Individuals, 2 CFR § 382.225. The rule is available at [Requirements for Drug-Free Workplace](#).

Debarment and Suspension

HHS regulations published in 2 CFR Part 376 implement the governmentwide debarment and suspension system guidance (2 CFR Part 180) for HHS' non-procurement programs and activities. "Non-procurement transactions" include, among other things, grants, cooperative agreements, scholarships, fellowships, and loans. ACF implements the HHS Debarment and Suspension regulations as a term and condition of award. Grantees may decide the method and frequency by which this determination is made and may check the Excluded Parties List System (EPLS) located at <https://www.sam.gov/>, although checking the EPLS is not required. More information is available at <https://www.acf.hhs.gov/grants-forms>.

Pro-Children Act

The Pro-Children Act of 2001, 20 U.S.C. §§ 7181 through 7184, imposes restrictions on smoking in facilities where federally funded children's services are provided. HHS grants are subject to these requirements only if they meet the Act's specified coverage. The Act specifies that smoking is prohibited in any indoor facility (owned, leased, or contracted for) used for the routine or regular provision of kindergarten, elementary, or secondary education or library services to children under the age of 18. In addition, smoking is prohibited in any indoor facility or portion of a facility (owned, leased, or contracted for) used for the routine or regular provision of federally funded health care, day care, or early childhood development, including Head Start services to children under the age of 18. The statutory prohibition also applies if such facilities are constructed, operated, or maintained with federal funds. The statute does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, portions of facilities used for inpatient drug or alcohol treatment, or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per violation and/or the imposition of an administrative compliance order on the responsible entity.

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. Appendices to the HHS GPS include a glossary of terms and a list of standard abbreviations for ease of reference. 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/grants/discretionary-competitive-grants>.

Freedom of Information Act (FOIA)

Applications funded by federal grant programs are subject to disclosure under the Freedom of Information Act (FOIA), 5 U.S.C. § 552, and are frequently requested under the FOIA. In accordance with the FOIA requirement to proactively disclose frequently requested materials at 5 U.S.C. § 552(a)(2)(D), and as part of on-going efforts to promote openness in government programs, ACF will post some of the top-ranked applications funded under this FOA in its online FOIA Reading Room at <http://www.acf.hhs.gov/e-reading-room>. As required under the FOIA, each of the top-ranked applications will receive appropriate redaction of specific information to protect personal privacy and competitively sensitive commercial information. Applications chosen for posting to the FOIA Reading Room will be placed on the internet website without further notice to the applicants.

VI.3. Reporting

Grantees under this funding opportunity announcement will be required to submit performance progress and financial reports periodically throughout the project period. The frequency of required reporting is listed later in this section. Final reports may be submitted in hard copy to the Grants Management Office Contact listed in *Section VII. Agency Contacts* of this announcement. Instructions on submission of reports electronically will be provided with award documents.

Performance Progress Reports (PPR)

Notice of Award documents will inform grantees of the appropriate performance progress report form or format to use. Grantees should consult their Notice of Award documents to determine the appropriate performance progress report format required under their award. Performance progress reports are due 30 days after the end of the reporting period.

Final program performance reports are due 90 days after the close of the project period. For awards that implement the use of the SF-PPR, that form may be found under "Reporting" at <https://www.acf.hhs.gov/grants-forms>.

Federal Financial Reports (FFR)

As of February 1, 2011, HHS began the transition from use of the SF-269, Financial Status Report (Short Form or Long Form) to the use of the SF-425 Federal Financial Report for expenditure reporting. SF-269s will no longer be accepted for expenditure reports due after that date. If an SF-269 is submitted, the ACF will return it and require the recipient to complete the SF-425.

The transition strategy is allowing individual HHS Operating Divisions to select--from a limited number of options--the approach that best fits their programs and business process. This transition does not affect completion or submission of the cash reporting to the HHS Division of Payment Management's Payment Management System (PMS). The primary features of this transition for recipients are that OPDIVs that previously required electronic submission of the SF-269 will receive the SF-425 expenditure reports electronically and, until further notice, OPDIVs that have been receiving expenditure reports in hard copy will continue to do so.

All expenditure reports will be due on one of the standard due dates by which cash reporting is required to be submitted to PMS or at the end of a calendar quarter as determined by the Operating Division. As a result, a recipient that receives awards from more than one OPDIV may be subject to more than one approach, but will not be required to change its current means of submission or be subjected to more than eight standard due dates.

Beginning with budget periods which end from January 1 - March 31, 2011, and for all budget periods thereafter, all affected ACF grantees will be required to submit an SF-425 report as frequently as is required in the terms and conditions of their award using due dates for reports to PMS.

For budget periods ending in the months of:

January 01 through March 31

April 01 through June 30

July 01 through September 30

October 01 through December 31

The FFR (SF-425) is due to ACF on:

April 30

July 30

October 30

January 30

Fillable versions of the SF-425 form in Adobe PDF and MS-Excel formats, along with instructions, are available at http://www.whitehouse.gov/omb/grants_forms, www.forms.gov, and on at <https://www.acf.hhs.gov/grants-forms>. Further instructions will be provided, as necessary, with award terms and conditions that will address specific reporting periods and due dates on an award-by-award basis.

For planning purposes, ACF reporting periods for awards made under this announcement are as follows:

| | |
|---------------------------|---------------|
| Program Progress Reports: | Semi-Annually |
| Financial Reports: | Semi-Annually |

Awards issued as a result of this funding opportunity may be subject to the Transparency Act subaward and executive compensation reporting requirements of 2 CFR Part 170. See ACF's Award Term for Federal Financial Accountability and Transparency Act (FFATA) Subaward and Executive Compensation Reporting Requirement implementing this requirement and additional award applicability information at [https:// www.acf.hhs.gov/ grants/ discretionary-competitive-grants](https://www.acf.hhs.gov/grants/discretionary-competitive-grants).

SF-428 Tangible Property Report and SF-429 Real Property Status Report

As of April 1, 2012, the Administration for Children and Families has been requiring the use of the SF-428 (Tangible Personal Property Form) as well as the SF-429 (Real Property Status Report).

The **SF-428** is a standard form used by awarding agencies to collect information related to tangible personal property (equipment and supplies) when required by a federal financial assistance award. The form consists of the cover sheet, SF-428, and three attachments to be used as required: Annual Report; Final (Award Closeout) Report and a Disposition Request/Report. A Supplemental Sheet, SF-428S, may be used to provide detailed individual item information.

The **SF-429** is a standard report used by recipients of federal financial assistance to report real property status (Attachment A) or to request agency instructions on real property (Attachments B, C) that has been/will be provided as Government Furnished Property (GFP) or acquired (i.e., purchased or constructed) in whole or in part under a federal financial assistance award (i.e., grant, cooperative agreement, etc.). This includes real property that was improved using federal funds and real property that was donated to a federal project in the form of a match or cost share donation. This report is used for awards that establish a federal Interest on real property.

Beginning with budget periods ending September 30, 2012, and for all budget periods thereafter, all ACF grantees are required to submit (as applicable) an SF-428 and SF-429 report as frequently as required in the terms and conditions of their award(s).

The forms are available at [http:// www.whitehouse.gov/ omb/ grants forms](http://www.whitehouse.gov/omb/grants/forms).

VII. Agency Contacts

Program Office Contact

Larry Laverentz
Administration for Children and Families
Office of Refugee Resettlement
Division of Refugee Services
Aerospace Building, 8th Floor West
370 L'Enfant Promenade SW
Washington, DC 20447
Phone: (202) 401-4861
Fax: (202) 401-5772
Email: larry.laverentz@acf.hhs.gov

Office of Grants Management Contact

Robin Bunch

Administration for Children and Families
Office of Grants Management
Aerospace Building, 6th Floor East
370 L'Enfant Promenade SW
Washington, DC 20447
Phone: (202) 401-5513
Email: robin.bunch@acf.hhs.gov

Federal Relay Service:

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service for assistance at 1-800-877-8339 (TTY - Text Telephone or **ASCII** - American Standard Code For Information Interchange).

VIII. Other Information

Reference Websites

U.S. Department of Health and Human Services (HHS) on the Internet [http:// www.hhs.gov/](http://www.hhs.gov/).

Administration for Children and Families (ACF) on the Internet [http:// www.acf.hhs.gov/](http://www.acf.hhs.gov/).

Administration for Children and Families - GRANTS homepage [https:// www.acf.hhs.gov /grants](https://www.acf.hhs.gov/grants).

Catalog of Federal Domestic Assistance (CFDA) [https:// www.cfda.gov/](https://www.cfda.gov/).

Code of Federal Regulations (CFR) [http:// www.gpo.gov](http://www.gpo.gov).

United States Code (U.S.C.) [http:// www.gpoaccess.gov /uscode/](http://www.gpoaccess.gov/uscode/) .

All required Standard Forms (SF), assurances, and certifications are available on the ACF Grants-Forms page at [https:// www.acf.hhs.gov /grants -forms](https://www.acf.hhs.gov/grants-forms).

Grants.gov Forms Repository webpage at [http://www.grants.gov /agencies /aforms_repository_information.jsp](http://www.grants.gov/agencies/aforms_repository_information.jsp).

Versions of other Standard Forms (SF) are available on the Office of Management and Budget (OMB) Grants Management Forms web site at [http:// www. whitehouse.gov /omb /grants forms/](http://www.whitehouse.gov/omb/grants_forms/).

For information regarding accessibility issues, visit the Grants.gov Accessibility Compliance Page at [http:// www07.grants.gov /aboutgrants / accessibility compliance.jsp](http://www07.grants.gov/aboutgrants/accessibility_compliance.jsp).

Sign up to receive notification of ACF Funding Opportunities at www.Grants.gov
[http:// www.grants.gov / applicants /email subscription.jsp](http://www.grants.gov/applicants/email_subscription.jsp).

Application Checklist

| What to Submit | Where Found | When to Submit |
|---|--|---|
| DUNS Number (Universal Identifier) and Systems for Award Management (SAM) registration.. | Referenced in <i>Section III.3. Other</i> in the announcement. To obtain a DUNS number, go to http:// fedgov. dnb.com/ webform . To register at SAM, go to http:// www.sam. gov . | A DUNS number and registration at SAM.gov are required for all applicants. Active registration at SAM must be maintained throughout the application and project award period. |
| SF-424 - Application for Federal Assistance and SF-P/PSL - Project/Performance Site Location(s) | Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i> . Found at http://www.acf.hhs.gov/ grants-forms and at the Grants.gov Forms Repository at http://www.grants.gov/ agencies/ aforms repository information.jsp . | Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> . |
| SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non-Construction Programs | Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i> . Found at http://www. acf.hhs.gov /grants-forms . For electronic application submission, these forms are available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Optional Documents." These forms are required for applications under this FOA: <ul style="list-style-type: none">• Projects that include only non-construction activities must submit the SF-424A and SF-424B, along with the SF-424 and SF-P/PSL. | Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> . |
| SF-424 Key Contact Form | Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i> . Found at http://www.acf.hhs.gov/ grants-forms and at the Grants.gov | Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> . |

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| | Forms Repository at http://www.grants.gov/agencies/aforms_repository_information.jsp . | |
| Certification Regarding Lobbying | Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i> . Found at http:// www.acf.hhs.gov /grants-forms . | Submission is due with the application package. If it is not submitted with the application package, it may also be submitted prior to the award of a grant. |
| SF-LLL - Disclosure of Lobbying Activities | <p>"Disclosure Form to Report Lobbying" is referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i>. Found at http://www.acf.hhs.gov /grants-forms.</p> <p>If applicable, submission of this form is required 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.</p> | If applicable, submission of this form is applicable, it is due prior at the time of application. It may also be submitted prior to the award of a grant. |
| Survey on Ensuring Equal Opportunity for Applicants | <p>Non-profit private organizations (not including private universities) are encouraged to submit the survey with their applications. Applicants applying electronically, may submit this survey along with the application as part of the appendix or as a separate document. Applicants submitting in paper, please place the completed survey in an envelope labeled "Applicant Survey." Seal the envelope and include it along with the application package.</p> <p>The survey is referenced in <i>Section IV.2</i>. The survey may be found at https://www .acf.hhs.gov /grants-forms.</p> <p>The survey will not count in the page limitations.</p> | <p>Submission is voluntary. Submission may be made with the application by the application due date listed in the <i>Overview</i> and <i>Section IV.3. Submission Dates and Times</i>. Or, it may be submitted prior to the award of a grant.</p> |

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| Certification of Filing and Payment of Federal Taxes | Referenced in <i>Section IV.2. Forms, Assurances, and Certifications</i> of the announcement. The Certification may be found at http://www.acf.hhs.gov/grants-forms . | If applicable to the applicant, it must be submitted prior to the award of a grant. |
| The Project Description | Referenced in <i>Section IV.2. The Project Description</i> . This is the title for the project narrative that describes the applicant's plan for the project. | Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> . |
| The Project Budget and Budget Justification | Referenced in <i>Section IV.2. The Project Budget and Budget Justification</i> of the announcement. | Submission of the Project Budget is required on the appropriate Standard Form (424A or 424C) is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> . |
| Project Sustainability Plan | Referenced in <i>Section IV.2. The Project Description</i> . | Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> . |
| Letters of Support | Referenced in <i>Section IV.2. The Project Description</i> . | Submission is due by the application due date listed in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> . |
| Third-Party Agreements | Referenced in <i>Section IV.2. Project Description</i> . | If available, submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3</i> . If not available at the time of application submission, due by the time of award. |
| Proof of Non-Profit Status | Referenced in <i>Section IV.2. The Project Description, Legal Status of Applicant Entity</i> . | Proof of non-profit status should be submitted with the application package by the due date listed in the <i>Overview</i> and <i>Section IV.3. Submission Dates and</i> |

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| | | <i>Times</i> . If it is not available at the time of application submission, it must be submitted prior to the award of a grant. |
| Table of Contents | Referenced in <i>Section IV.2. The Project Description</i> . | Submission is due as part of the Project Description by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> . |
| Project Summary/Abstract | Referenced in <i>Section IV.2. The Project Description</i> . The Project Summary/Abstract is limited to one single-spaced page. | Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> . |