



**Administration for Children and Families**

**Administration on Children, Youth, and Families-Family and Youth Services Bureau**

**FY 2023 Basic Center Program  
HHS-2023-ACF-ACYF-CY-0021  
Application Due Date: 06/09/2023**

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**Funding Opportunity Title:**  
FY 2023 Basic Center Program

**Announcement Type:**  
Initial

**Funding Opportunity Number:**  
HHS-2023-ACF-ACYF-CY-0021

**Primary CFDA Number:**  
93.623

**Due Date for Applications:**  
06/09/2023

**Executive Summary**

**Notice:**

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

The Administration for Children and Families (ACF), Administration on Children, Youth and Families (ACYF), Family and Youth Services Bureau (FYSB) supports organizations and communities that work every day to end youth homelessness, adolescent pregnancy, and domestic violence. FYSB’s Division of Runaway and Homeless Youth (RHY) is accepting applications for the Basic Center Program (BCP). The purpose of the BCP is to provide temporary emergency shelter and counseling services to youth, under the age of 18, who have runaway or left home without permission of their parents or guardians; have been forced to leave their home; cannot live safely with a parent, legal guardian, or relative; have no other safe alternative living arrangement; or youth experiencing homelessness who might otherwise end up in contact with law enforcement or in the child welfare, mental health, or juvenile justice systems.

**I. Program Description**

**Statutory Authority**

This program is authorized by Title III, part A, Section 311 of the RHY Act (34 U.S.C. 11211)

**Description**

**ACYF DIVISION OF RHY**

ACYF, through FYSB, supports the safety, permanency, well-being, and self-sufficiency of youth who have runaway or are experiencing homelessness and youth and young adults who cannot live safely with a parent, legal guardian, or relative and have no other safe alternative living arrangement.

FYSB's Division of RHY promotes a Positive Youth Development (PYD) framework, which integrates strengths-based approaches to emphasize a youth's self-determination, resilience, life skills, and strengths. It provides a meaningful framework to consistently support youth in identifying strengths and using those skills towards personal growth, decision-making, development, and success. This PYD framework is essential to ensure a young person has a sense of safety, structure, belonging, membership, self-worth, social contribution, independence, and control over one's life, as well as skills to develop plans, set goals, make decisions, and foster healthy interpersonal relationships. The RHY Program also promotes increasing youth leadership capacity through intentional projects and activities designed to enhance this skill set.

Additionally, FYSB's Division of RHY supports projects to increase prevention and intervention efforts focusing on sexual exploitation and all forms of human trafficking within RHY Programs. These ongoing efforts seek to minimize sexual exploitation and trafficking incidents among youth who have runaway or are experiencing homelessness, equip programs with the necessary tools to prevent these incidents, and identify youth who are either experiencing or at risk of experiencing human trafficking.

**Special Notice About Available Funding:** Pursuant to Section 313(b) of the RHY Act (34 U.S.C. 11213(b)(1) and (2)), “in selecting applications for grants under Section 312(a) (*11211(a) as codified*), the Secretary shall give priority to (1) eligible applicants who have demonstrated experience providing services to runaway and homeless youth; and eligible applicants requesting grants of less than \$200,000.

*Section IV.2., Content and Form of Application Submission, The Project Description, Organizational Capacity* of this NOFO directs applicants to provide, “Evidence that the applicant organization, and any partnering organizations, have relevant experience and expertise...”

Additionally, in *Section V.1., Criteria, ORGANIZATIONAL CAPACITY AND THIRD-PARTY AGREEMENTS* of the NOFO *indicates that* applications are awarded up to 5 points based on the extent to which they effectively, “Detail evidence of experience and expertise in operating runaway and homeless youth projects...”

In implementing priority for applicants requesting less than \$200,000, FYSB will take into consideration the results of the competitive objective review when making selections of projects for funding as detailed in *Section V.2. Review and Selection Process, Objective Review and Results*. As part of selection process, applicants requesting less than \$200,000 will be given priority over applicants requesting \$200,000 or more when limited funding is available and applications have the same scores from the objective review.

For example, if two applicants score 80 in the objective review and funding is only able to support one application, then priority will be given to the applicant requesting less than \$200,000.

## **PROJECT OVERVIEW**

In response to widespread concern about youth who were away from home and in at-risk situations, often through no fault of their own, Congress passed the RHY Act in 1974 and authorized BCP. This enabled community-based organizations to operate short-term shelters (congregate care and host family homes) to provide emergency care to youth who have run away and/or are experiencing homelessness or housing instability who were not already receiving services from the child welfare or juvenile justice systems. Therefore, the primary purpose of the BCP is to provide temporary, emergency shelter and counseling services to youth less than 18 years of age.

Pursuant to Section 312(b)(1) and (2) of the RHY Act (34 U.S.C. 11212(b)(1) and (2)), applicants "shall operate a runaway and homeless youth center located in an area which is demonstrably frequented by or easily reachable by runaway and homeless youth; (2) shall use such assistance to establish, to strengthen, or to fund a runaway and homeless youth center, or a locally controlled facility providing temporary shelter, that has - (A) a maximum capacity of not more than 20 youth, except where the applicant assures that the State where the center or locally controlled facility is located has a State or local law or regulation that requires a higher maximum to comply with licensure requirements for child and youth serving facilities; and (B) a ratio of staff to youth that is sufficient to ensure adequate supervision and treatment". For the purpose of this NOFO, individual host family homes are exempt from the requirement that each structure provide shelter for a minimum number of four youth found at 45 CFR § 1351.18(c) of the RHY Rule (see Appendix A. Definitions: Host family home). However, "projects must have the ability to accommodate no fewer than four youth across multiple homes."

Pursuant to 45 CFR § 1351.23(e) and (f): "(e) Grantees shall develop and implement a plan for addressing youth who have run away from foster care placement or correctional institutions, in accordance with federal, state, or local laws or regulations that apply to these situations. In accordance with Section 312(b)(4) of the Act (34 U.S.C. 11212(b)(2)), Basic Center grant recipients must also develop a plan that ensures the return of runaway and homeless youth who have run away from the correctional institution back to the correctional institution.

Grant recipients shall also take steps to ensure that youth who are or should be under the legal jurisdiction of the juvenile justice or child welfare systems obtain and receive services from those systems until such time as they are released from the jurisdiction of those systems." Projects must ensure that all shelters they operate, including host family homes, are licensed and determine that any shelters that they regularly refer clients to have evidence of current licensure in the states and/or localities with licensure requirements. Failure to adhere to licensing requirements outlined in 45 CFR § 1351.23(h) may result in disallowance of federal funds.

Projects must also ensure appropriate coordination with law enforcement; health and behavioral health care, to include substance abuse and mental health; social service; school system; and welfare personnel.

Additionally, though centers can provide temporary, emergency shelter for up to 21 days for youth with FYSB funding, they may also seek to reunite young people with their families, when possible and appropriate, or to locate appropriate alternative placements. If shelter is required beyond the allowable 21-day maximum, an organization may continue to provide shelter for a

youth; however, the shelter stay must be covered under an alternative funding source.

Organizations receiving awards funded by the RHY Act shall abide by the purpose, function, and eligibility criteria set forth in law and regulation. The eligibility requirements and priorities of the Department of Housing and Urban Development's (HUD) Continuum of Care (CoC) shall not supersede that of the RHY Act. See the Appendix, Definition of CoC for more information.

## **PROJECT GOAL AND VISION**

**Goal:** Provide temporary emergency shelter and counseling services to eligible youth under the age of 18 (i.e., ages 17 and under) who have run-away or left home without permission of their parents or guardians, have been forced to leave their home, or are youth living on the street or youth experiencing homelessness who might otherwise end up in contact with law enforcement or in the child welfare, mental health, or juvenile justice systems.

**Vision:** Establish and/or strengthen community-based projects that meet the immediate needs of youth who have runaway or have left home without permission, youth experiencing homelessness, and youth living on the street through the provisions of temporary shelter and services that encourage family reunification, when it is in the best interest of the youth.

## **PROJECT REQUIREMENTS**

Consistent with the statutory mandates set forth in the RHY Act, as well as the regulatory requirements set forth in the RHY Rule, BCP projects must include the following components:

### **Shelter and Counseling**

Projects shall provide youth under the age of 18 (i.e., ages 17 and under) with temporary, emergency shelter or safe and stable housing for up to 21 days and individual, family, and group counseling, as appropriate, with FYSB funding.

- BCP shelters must accommodate no fewer than 4 and not more than 20 youth under the age of 18 in a single structure, providing services for not more than 21 days with FYSB funding.
- The RHY Act permits BCPs to provide shelter to youth 18 years of age and over if the state where the center is located has an applicable state or local law (including a regulation) permitting a higher maximum age in compliance with licensure requirements for child-and youth-serving facilities. For the purposes of this NOFO and receipt of RHY funding, if a BCP elects to provide shelter to youth 18 years or older in the same shelter facility as youth ages 17 and younger who have runaway or youth experiencing homelessness, as defined by the section § 11279(3)(A)(i) and (4) of the RHY Act, the shelter facility must provide and maintain separate sleeping rooms for youth ages 18 and over from youth ages 17 and younger. Additionally, the shelter must have a clear and detailed plan in place to ensure the safety and security of minors for use of bathrooms and showers, shelter programming (i.e., counseling, life skills), and recreational activities. The agency must maintain safety protocols, procedures and policies to ensure adequate supervision is in place to ensure the safety and security of minor youth where a higher maximum age is allowable by state or local law or regulations.
- Applicants must maintain state or local licenses for youth servicing facilities.

- BCP services must be accessible 24-hours-a-day, 7 days-a-week, provided with the lowest possible barriers to entrance and have a publicly available shelter telephone number answered by staff on a 24 hours-a-day basis.
- BCP projects must ensure all shelters they operate, including host family homes, are licensed and determine that any shelters that they regularly refer clients to have evidence of current licensure in the states and/or localities with licensure requirements.
- BCP projects must adhere to the guidance provided in RHY Regulations at 45 CFR. § 1351.18 (c) requiring that runaway and homeless youth centers have, “a minimum residential capacity of four (4) and a maximum residential capacity of twenty (20) youth in a single structure (except where the applicant assures that the state where the center or locally controlled facility is located has a state or local law or regulation that requires a higher maximum to comply with licensure requirements for child and youth serving facilities), or within a single floor of a structure in the case of apartment buildings, with a number of staff sufficient to assure adequate supervision and treatment for the number of clients to be served and the guidelines followed for determining the appropriate staff ratio.”
- BCP projects utilizing a host family home model to provide emergency shelter are exempt from the minimum number of four youth per structure requirement as defined by the RHY Rule (see Appendix A. Definitions: Host family home); however, projects still must have the ability to accommodate no fewer than four youth across multiple homes.
- BCP funds may not be used for providing respite care. Respite care services provide parents and other caregivers with short-term childcare services that offer temporary relief. A legal guardian cannot bring youth to a BCP shelter with the intention of abdicating their responsibility to provide shelter. If a youth is forced to leave their residence, whether that was the home of their parent or any legal guardian, and has no safe alternative living arrangement, then they are considered homeless and eligible to receive BCP shelter services.
- BCP projects should contact the parents, legal guardians, or other relatives of each youth as soon as feasible, but no later than 72 hours of the youth entering the program.
- BCP projects serving youth who run away from foster care and/or child welfare must create a memorandum of understanding (MOU) between their program(s) and child welfare agencies that clarify roles, responsibilities, and define the provision of services at the time youth enter the shelter. This MOU should also clarify what financial obligations are associated with the provision of services. This requirement is in accordance with an ACF Information Memorandum ACYF-CB/FYSB-IM-14-1 issued on November 4, 2014, available at: <https://www.rhyttac.net/foster-care-youth-in-rhy-programs---information-memorandum>.
- Specific to BCP projects, prevention is defined as services provided to a youth and/or their family before and/or after their shelter stay, including at least 3 months of aftercare, for the express purposes of preventing youth from running away or otherwise becoming homeless. Prevention services are also offered as part of optional home-based services and can include individual, family, and group counseling and crisis intervention services.
- BCP projects must ensure staff are prepared and trained to interact with youth who have runaway, homeless, street, and in-crisis youth as well as youth experiencing or at risk of experiencing human trafficking (e.g., sex and labor) and other forms of violence or

victimization (i.e., sexual assault, sexual and physical abuse). Shelter services and other referrals for trafficked youth should be carefully identified by the appropriate staff.

- BCP projects must provide shelter and services that are safe, inclusive, and accessible for all youth, including youth of color, youth who identify as Lesbian, Gay, Bisexual, Transgender, Queer and/or Questioning, Intersex, Asexual, Two-Spirit (LGBTQIA2s+), and other underserved populations.
- BCP projects should ensure that transportation to the shelter is available and easily accessible for youth.

***Geographic Location:*** BCP projects are located in areas where youth who have runaway or youth experiencing homelessness under the age of 18 can easily access BCP services. These areas may include rural or tribal communities or areas outside of metropolitan areas.

***Safe and Appropriate Exits:*** BCP projects must ensure youth have safe and appropriate exits when leaving the shelter program. (See Appendix A for the definition of safe and appropriate exits.)

***Optional Services:*** Pursuant to Section 311(a)(2)(C) of the RHY Act (34 U.S.C. 11211(a)(2)(C)), projects may elect to provide street-based services; home-based services for families with youth at-risk of separation from the family; drug abuse education and prevention services; and testing for sexually transmitted diseases, at the request of youth who have runaway or youth experiencing homelessness.

### **Comprehensive Youth-Centered Services Model**

***Social and emotional well-being and strengths-based approach:*** BCP projects use a trauma-informed approach, which involves understanding and responding to the symptoms of chronic, interpersonal trauma and traumatic stress, as well as the behavioral and mental health consequences of trauma and prevention of re-traumatization. For more information about the effects of trauma and utilizing a trauma-informed approach, visit [https://www.cdc.gov/cpr/infographics/6\\_principles\\_trauma\\_info.htm](https://www.cdc.gov/cpr/infographics/6_principles_trauma_info.htm).

BCP projects should also utilize a PYD framework that includes healthy messages, safe and structured places, adult role models, skill development, and opportunities to serve others. PYD is an intentional, prosocial approach that engages youth within their communities, schools, organizations, peer groups, and families in a manner that is productive and constructive.

Employing PYD also means promoting increased youth leadership capacity through intentional projects and activities designed to enhance this skill set. These activities often include employing young people with lived homelessness expertise as staff and ensuring that projects are infusing authentic youth voice and youth input on program implementation and improvement from youth advisory boards and youth with lived expertise. For more information on PYD, visit <https://rhyclearinghouse.acf.hhs.gov/sites/default/files/PosYthDevel.pdf>.

### **Ensuring Equity**

RHY projects must ensure equitable treatment of all youth receiving services under RHY-funded programs. According to research conducted by Chapin Hall at the University of Chicago, youth



of color, notably Black and Latino youth, are at greater risk of experiencing housing instability and youth homelessness. Roughly 11 percent of American Indian and Alaska Native youth and young adults are over-represented in the homeless youth population relative to 4 percent of White, non-Hispanic youth.<sup>[1]</sup> Additional data from FYSB's RHY-HMIS, on gender identity or sexual orientation of youth served in the RHY program reveals roughly 26 percent of youth and young adults who participated in RHY programs in fiscal year (FY) 2021 identified as LGBTQIA2S+ or being uncertain of their sexual orientation. To this end, FYSB is committed to awarding grants to organizations who address these disparities in the prevalence and severity of experiences faced by youth related to ethnicity, sexual orientation, and gender identity. As such, BCP projects must have a plan to provide safe and inclusive spaces for all youth, including youth of color, youth who identify as LGBTQIA2S+, and other underserved populations. BCP project outreach and interventions strategies must reflect policies and practices that are sensitive to people of color and other underserved populations as well as the gender identity or sexual orientation. Furthermore, BCP projects must be inclusive of language access needs of youth and families of youth served.

***Outreach Implementation Strategy:*** Projects utilize an outreach implementation strategy that includes the following:

- ***BCP Outreach Strategy:*** BCP projects will actively find youth who have runaway or youth experiencing homelessness, or youth at risk of becoming runaway or homeless, who might not use RHY Program services due to lack of awareness or active avoidance, providing information to them about services and benefits, and encouraging the use of appropriate services.
- ***Education and Awareness:*** BCP projects will keep the community informed about the BCP through social media; public service announcements; and collaboration with other youth and family serving organizations, the National Communication System for Runaway and Homeless Youth (i.e., National Runaway Safeline), culturally specific community-based organizations, sexual violence organizations, organizations that provide support or services to those who have experienced trafficking or are at-risk of experiencing trafficking, law enforcement, health care providers, legal services, and other stakeholders. Public education includes the development and distribution of materials providing information about services, benefits, and encouraging the use of appropriate services.
- ***Youth Engagement and Collaboration:*** BCPs must engage youth with lived expertise to assist in the development of a plan to locate youth, develop youth-centered BCP services and outreach strategies that are individualized to meet the youth's needs, and ensures education and awareness strategies are grounded in youth voice and collaboration.

***Gateway services:*** When necessary and appropriate to facilitate the delivery of required BCP shelter and services, projects provide food, drink, clothing, personal safety information (e.g., national youth hotlines, local hotlines), transportation, and hygiene products to prevent malnutrition and ill-health while building trust with workers in order for the youth to be successful in the program.

***Screening and Assessment:*** BCP projects must implement standardized methods to assess eligibility to receive shelter and support services including an assessment of each youth to

determine suitability for the program as well as for the health and safety of other youth and the program. Projects must conduct screening to identify youth victims of all forms of trafficking or those at high-risk for human trafficking or exploitation. For more resources for supporting youth/young adults who are, or have, experienced sexual and/or labor trafficking, or domestic violence, see <https://www.acf.hhs.gov/otip/victim-assistance/services-available-victims-trafficking> and <https://www.thehotline.org>.

BCP's must also assess the immediate needs of the client upon entry to the program. Screening and assessments begin during engagement on the street, during intake screening, or at drop-in-center program entry (optional). Immediate needs may include the client's physical health, potential for victimization (e.g., sex trafficking, labor trafficking, commercial sexual exploitation, sexual assault), behavioral health, connection to family, safety, access to resources, issues of neglect or abuse, and other risk and protective factors that impact their well-being and potential for sustainable living. At intake, the BCP, at a minimum, should ensure they are working with their local CoC program to ensure that referrals are coordinated, and youth have access to all community resources, including permanent housing resources and family resources if applicable that are funded through the CoC program, as described in 45 CFR § 1351.1 of the RHY Rule.

Assessments are individualized with priority on reunifying youth who have left home without permission of a parent, guardian, another adult relative, or another adult that has the youth's best interest in mind and can provide a stable arrangement as defined in 45 CFR § 1351.1 of the RHY Rule while prioritizing youth living on the street for immediate shelter. As described in 45 CFR § 1351.23 (a) of the RHY Rule), assessment tools evaluate the unique needs of subpopulations of runaway and homeless youth, including, but not limited to, the following: 1) youth who are pregnant or parenting; 2) system-involved youth, including involvement in juvenile justice and child welfare systems; 3) sexually exploited or trafficked youth; 4) youth in need of substance abuse and/or mental health services; and 5) other special populations (e.g., Native American youth, youth with disabilities, and youth that identify as LGBTQIA2S+).

The screening tools must be able to identify the unique needs of youth who have runaway or youth experiencing homelessness and guide identification, assistance, and referral for delivery of appropriate services. For more information on screening and assessment tools that can be used for types of interventions and services available, visit <https://rhyclearinghouse.acf.hhs.gov/screening-tool>.

**Harm Reduction:** BCP projects engage and educate runaway, homeless, and street youth under the age of 18 on the street with regard to safety plans and ways to reduce risk of sexual exploitation, human trafficking, sexual assault, substance use and misuse, and any other harm associated with street life.

**Case Management:** BCP projects identify and assess the needs of each youth and, as appropriate, arrange, coordinate, monitor, evaluate, and advocate for a package of services to meet their specific needs. The following list includes specific programmatic requirements for case management planning for youth:

- *Individualized Service or Treatment Plan:* BCP projects must develop service or treatment strategies based on the assessed needs for and input from every youth receiving services.
- *Service Coordination Plan:* BCP projects will have a suitable referral strategy based on an assessment of the youth's needs to ensure appropriate system of care services are accessible. The system of care services each BCP project shall coordinate with includes, but is not limited to, social services, law enforcement, educational services, vocational training and employment training services, welfare, legal services, organizations that provide support or services to those who have experienced trafficking or are at-risk of experiencing trafficking, mental and behavioral health, health care programs (including health insurance options) affordable child care, and/or child education programs. Projects must also take steps to ensure that youth who are under the legal jurisdiction of the juvenile justice or child welfare systems receive services from those systems until they are released from the jurisdiction of those systems.
- *Education Service Plan:* Projects must develop adequate and appropriate educational strategies for ensuring coordination with McKinney-Vento school district liaisons, designated under Section 722(g)(1)(J)(ii) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11432(g)(1)(J)(ii)), to ensure that runaway and homeless youth are provided information about the educational services available to such youth under subtitle B of title VII of that Act (42 U.S.C. 11431 et seq.).

**Aftercare:** BCP projects must provide additional services beyond the period of residential stay. These services must offer continuous and supportive follow-up for at least 3 months to all youth served by the program. BCP projects must establish an aftercare strategy with youth within 3 days of receiving BCP shelter and services. The aftercare strategy must include permanent placement planning to ensure the youth have the opportunity to make informed decisions about the support and services they need to assist the youth develop a plan for permanency and to help the youth identify and achieve their personal goals.

### **Performance Standards**

The RHY Rule, 45 CFR Part 1351, establishes RHY Program performance standards as measures of successful outcomes for youth. The performance standards are used to monitor project performance in achieving the purposes of the RHY Act.

The RHY Rule requires BCP projects to collect data that demonstrate their ability to meet the performance standards described in Section 1351.30 of the RHY Rule. Specifically, BCP projects are responsible for consistently enhancing four core outcome areas for youth, which include social and emotional well-being, permanent connections, education or employment, and safe and stable housing.

Through the provision of temporary emergency shelter and services, indicators of improvements include, but are not limited to, the following:

- ***Social and Emotional Well-being:*** Youth will connect to trauma-informed, system of care providers to assist with physical health, substance abuse treatment, mental health, personal safety (e.g., identify potential trafficking situations), and sexual risk behaviors they may face.

- ***Permanent Connections:*** Youth will experience positive ongoing attachments to families, communities, schools, and other social networks.
- ***Education or Employment:*** Youth will connect to school or vocational training programs, improve interviewing skills, or job attainment skills, and obtain employment.
- ***Safe and Stable housing:*** Youth will transition to safe and stable housing that appropriately matches their level of need after leaving a BCP to include the following: moving in with family, when appropriate, or other permanent supportive housing; rapid re-housing; or residential treatment center or substance abuse treatment facility.

FYSB has approval from the Office of Management and Budget (OMB) for information collection under the Paperwork Reduction Act (PRA) on the BCP program performance standards for post-award reporting. The RHY-HMIS report process is found under PRA OMB Control Number 0970-0573, expiration date July 31, 2024. Please see Section VI.3. Reporting for more information.

### **Training**

Recipients must send at least one key staff person to attend the annual National RHY “Grantee” Training, the annual regional training, and any other required training or technical assistance sponsored by the Division of RHY.

### **Sustainability Plan**

To be successful, BCP projects must develop a sustainability plan at the beginning of the project that is revisited and revised, as necessary, throughout the project. This plan should include the following:

- Sustainability through diversification of funding to continue services in the event of a loss of FYSB funding, as well as a plan to address staff retention and staff turnover;
- Accountability in meeting FYSB's BCP performance standards; and
- Collaboration through building meaningful partnerships with other service agencies, youth with lived experience of homelessness, as well as other experts on runaway and homeless youth in the community.

### **Subawards**

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

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

suspended, or ineligible.

Please reference the [Award Term and Condition](#) on Subawards on the ACF [Administrative and National Policy Requirements](#) website, for further requirements involving subawards.

### ***Response to Nationally Declared Emergency***

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

[1] [Berger Gonzalez, S., Morton, M., Patel, S., & Samuels, B. \(2021\). \*Centering racial equity in youth homelessness\*. Chicago, IL: Chapin Hall at the University of Chicago.](#)

## **II. Federal Award Information**

### **Funding Instrument Type:**

G (Grant)

### **Estimated Total Funding:**

\$22,414,392

### **Expected Number of Awards:**

90

### **Award Ceiling:**

\$250,000

Per Budget Period

### **Award Floor:**

\$50,000

Per Budget Period

### **Average Projected Award Amount:**

\$200,000

Per Project Period

### **Anticipated Project Start Date:**

09/29/2023

### **Length of Project Periods:**

36-month project period with three 12-month budget periods

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

### **Additional Information on Awards:**

**Awards made under this funding opportunity are subject to the availability of federal funds.**

Applications requesting an award amount that exceeds the *Award Ceiling* per budget period, or per project period, as stated in this section, will be disqualified from competitive review and funding under this funding opportunity. This disqualification applies only to the *Award*

*Ceiling* listed for the first 12-month budget period for projects with multiple budget periods. If the project and budget period are the same, the disqualification applies to the *Award Ceiling* listed for the project period. Please see *Section III.3. Other, Application Disqualification Factors*.

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

FYSB will review the results of the competitive objective review and take them into consideration in the selection of projects for funding as detailed in *Section V.2. Review and Selection Process, Objective Review and Results*.

The funds available for new awards provided in each state and insular areas can be found by accessing <https://www.acf.hhs.gov/fysb/grant-funding/basic-center-program-estimated-fy2023-state-allocations>. Funding amounts available for new awards are approximations at the time of publication. Actual amounts available may change due to availability of funds.

### III. Eligibility Information

#### III.1. Eligible Applicants

Public and nonprofit entities and combinations of such entities are eligible to apply unless they are part of the juvenile justice system. For-profit organizations are not eligible. Private institutions of higher education must be non-profit entities. In selecting applications for award under this NOFO, the Secretary shall give priority to eligible applicants who have demonstrated experience in providing services to youth who have runaway and are experiencing homelessness.

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

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

#### III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement:  
Yes

Recipients are required to meet a non-federal share of the project cost, in accordance with Section 383 of the RHY Act. (34 U.S.C. § 11274)

Recipients must provide at least 10 percent of the total approved cost of the project. The total approved cost of the project is the sum of the ACF (federal) share and the non-federal share. The non-federal share may be met by cash or in-kind contributions, although recipients are encouraged to meet their match requirements through cash contributions. For example, in order to meet the match requirements, a project requesting \$250,000 in ACF (federal) funds must provide a non-federal share of the approved total project cost of at least \$ 27,778 , which is 10 percent of total approved project cost of \$ 277,778 .

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

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

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

Federal Amount	Non-Federal Share	Total Project Cost for 12-month period
\$50,000	\$5,555	\$55,555
\$75,000	\$8,333	\$83,333
\$100,000	\$11,111	\$111,111
\$125,000	\$13,889	\$138,889
\$150,000	\$16,667	\$166,667
\$175,000	\$19,444	\$194,444
\$200,000	\$22,222	\$222,222
\$250,000	\$27,778	\$277,778

### III.3. Other

#### **Application Disqualification Factors**

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

#### **Award Ceiling Disqualification**

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

#### **Required Electronic Application Submission**

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

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

#### **Missing the Application Deadline (Late Applications)**

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

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



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

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

#### **Notification of Application Disqualification**

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

### **IV. Application and Submission Information**

#### **IV.1. Address to Request Application Package**

FYSB Operations Center  
c/o F2 Solutions  
Attn: Basic Center Program NOFO  
1401 Mercantile Lane  
Suite 401  
Largo  
MD  
20774  
1-855-792-6551  
TechAssist@fysb.net

#### **Application Packages**

#### **Electronic Application Submission:**

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

#### **Applications in Paper Format:**

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

#### **Federal Relay Service:**

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

### **IV.2. Content and Form of Application Submission**

## **FORMATTING APPLICATION SUBMISSIONS**

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

### ***FOR ALL APPLICATIONS:***

#### **Authorized Organization Representative (AOR)**

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

#### **Point of Contact**

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

#### **Application Checklist**

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

#### **Accepted Font Style**

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

#### **English Language**

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

#### **Page Limitations**

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

**All applications must be double-spaced.** An application that exceeds the cited page limitation for double-spaced pages in the Project Description file or the Appendices file will have extra

pages removed, and those pages will not be reviewed.

### **Application Elements Exempted from Double-Spacing Requirements**

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

### **Adherence to NOFO Formatting, Font, and Page Limitation Requirements**

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

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

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

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

### **Corrections/Updates to Submitted Applications**

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

### **Copies Required**

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

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

### **Signatures**

Applicants submitting electronic applications must follow the registration and application submission instructions provided at Grants.gov.

The original of a paper format application must include original signatures of the authorized

representatives.

### **Accepted Application Format**

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

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

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

### **PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:**

With the exception of SFs and forms approved by the OMB, the application submission is limited to 85 pages in its entirety. The two files applicants must submit are, as follows:

File 1: The Project Description file must include following items:

1. Table of Contents
2. Project Summary
3. Need for Assistance
4. Approach
5. Logic Model
6. Organizational Capacity Narrative
7. Program Performance Evaluation Plan
8. Line-Item Budget and Budget Justification
9. Geographic Location
10. Plan for Oversight of Federal Awards and Activities
11. Project Sustainability Plan

File 2: The Appendices file must include the following items:

1. Legal Status of Applicant Entity
2. Third-Party agreements
3. Organizational Capacity: Organization Charts, Resumes, and other required documents listed in this section
4. Indirect Cost Rate Letter (if applicable)
5. Letters of Support
6. Copy of applicable State and/or local license(s) for child and youth-serving facilities. (If applicable or available at the time of application submission).

### **ELECTRONIC APPLICATION SUBMISSION INSTRUCTIONS**

Applicants are required to submit their applications electronically unless they have received an

exemption that will allow submission in paper format. See *Section IV.2. Application Submission Options* for information about requesting an exemption.

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

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

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

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

### **Adherence to the Two-File Requirement**

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

### **Application Upload Requirements**

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

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

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

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

### **Required SFs and OMB-approved Forms**

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

### **Naming Application Submission Files**

**Carefully observe the file naming conventions required by Grants.gov. Limit file names to 50 characters (characters and spaces).** Please also see

<https://www.grants.gov/web/grants/applicants/submitting-utf-8-special-characters.html>.

### **Use only file formats supported by ACF**

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

### **ACF supports the following file formats:**

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

### **Do Not Encrypt or Password-Protect the Electronic Application Files**

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

### **FORMATTING FOR PAPER APPLICATION SUBMISSIONS:**

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

### **Format Requirements for Paper Applications**

All copies of mailed or hand-delivered paper applications must be submitted in a single package. If an applicant is submitting multiple applications under a single NOFO, or multiple applications

under separate NOFOs, each application submission must be packaged separately. The package(s) must be clearly labeled with the NOFO title and Funding Opportunity Number.

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

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

**Addresses for Submission of Paper Applications**

See *Section IV.7. Other Submission Requirements* for addresses for paper format application submissions.

**Required Forms, Assurances, and Certifications**

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

Forms/Assurances/Certifications	Submission Requirement	Notes/Description
SF-424 - Application for Federal Assistance	Submission is required for all applicants by the application due date.	Required for all applications.
Unique Entity Identifier (UEI) and System for Award Management (SAM) registration.	<p>Required of all applicants.</p> <p>Applicants must have a UEI and maintain an active SAM registration throughout the application and project award period.</p> <p>Obtain a UEI and SAM registration at: <a href="http://www.sam.gov">http://www.sam.gov</a>.</p>	See <i>Section IV.3. Unique Entity Identifier (UEI) and System for Award Management (SAM)</i> for more information.

<b>Forms/Assurances/Certifications</b>	<b>Submission Requirement</b>	<b>Notes/Description</b>
SF-424 Key Contact Form	Submission is required for all applicants by the application due date.	Required for all applications.
Certification Regarding Lobbying (Grants.gov Lobbying Form)	Submission required of all applicants with the application package. If it is not submitted with the application package, it must be submitted prior to the award of a grant.	Submission of the certification is required for all applicants.
SF-424A - Budget Information - Non- Construction Programs and SF-424B - Assurances - Non- Construction Programs	<p>Submission is required for all applicants when applying for a non-construction project. SFs must be used. Forms must be submitted by the application due date.</p> <p>By signing and submitting the SF-424B, applicants are making the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination.</p>	Required for all applications when applying for a non-construction project.
SF-Project/Performance Site Location(s) (SF-P/PSL)	Submission is required for all applicants by the application due date.	Required for all applications. In the SF-P/PSL, applicants must cite their primary location and up to 29 additional performance sites.



Forms/Assurances/Certifications	Submission Requirement	Notes/Description
SF-LLL - Disclosure of Lobbying Activities	If submission of this form is applicable, it is due at the time of application. If it is not available at the time of application, it may also be submitted prior to the award of a grant.	If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

Additional Required Assurances and Certifications

**Mandatory Grant Disclosure**

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

Disclosures must be sent in writing to:

The Administration for Children and Families, U.S. Department of Health and Human Services, Office of Grants Management, ATTN: Grants Management Specialist, 330 C Street, SW., Switzer Building, Corridor 3200, Washington, DC 20201

**And to:**

U.S. Department of Health and Human Services, Office of Inspector General, ATTN: Mandatory Grant Disclosures, Intake Coordinator, 330 Independence Avenue, SW., Cohen Building, Room 5527, Washington, DC 20201

**Fax:** (202) 205-0604 (Include “Mandatory Grant Disclosures” in subject line) or

**Email:** [grantdisclosures@oig.hhs.gov](mailto:grantdisclosures@oig.hhs.gov)

**Non-Federal Reviewers**

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

## **The Project Description**

### **The Project Description Overview**

#### **General Expectations and Instructions**

The Project Description provides the information by which an application is evaluated and ranked in competition with other applications for financial assistance. It must address all activities for which federal funds are being requested and all application requirements as stated in this section. The Project Description must explain how the project will meet the purpose of the NOFO, as described in *Section I. Program Description*. As a reminder, reviewers will be evaluating this section in accordance with *Section V.1. Criteria*.

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

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

#### **Table of Contents**

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

#### **Project Summary**

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

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

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

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

#### **Geographic Location**

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

#### **Legal Status of Applicant Entity**

Applicants must provide the following documentation:

#### **Non-Profit Organizations**

#### **Proof of Non-Profit Status Options:**

### **Option 1: 501(c)(3) and non-501(c)(3) non-profit organizations are eligible**

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

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

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

### **Need for Assistance**

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

### **Approach**

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

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

Applicants will detail the plan and approach to address each of the aspects listed in *Section I. Program Description, Project Requirements* that includes the following:

- Shelter and Counseling Services
- Comprehensive Youth-Centered Service Model

Applicants must detail the proposed housing model, as described in Section I. Project Requirements that the project will be used to house the target populations and ensure compliance with section 1351.18(c) of the RHY Regulations regarding shelter capacity for runaway and homeless youth centers.

Applicants providing shelter to youth ages 17 and younger in the same facility as youth ages 18 and older must describe how the shelter will provide and maintain separate sleeping rooms. Additionally, the applicant will present a clear and detailed plan for ensuring the safety and security of minors for use of bathrooms and showers, shelter programming (i.e., counseling, life skills), and recreational activities. The agency must detail its safety protocols, procedures and

policies to ensure adequate supervision is in place for the safety and security of minor youth where a higher maximum age is allowable by state or local law or regulations.

Applicants will discuss the proposed number of youth under the age of 18 served through emergency shelter and support services as described in *Section I. Program Description, Project Requirements*.

Applicants must describe the optional services associated with street-based services, home-based services for families with youth at-risk of separation from the family, drug abuse education and prevention services, and/or testing for sexually transmitted diseases that they will provide. Or, applicants must state that they are not providing any optional services.

Understanding that many RHY Programs experience both individual and family homelessness, applicants should indicate how they partner with the local CoC to support youth who have runaway or left home without permission or are experiencing homelessness and their families, if applicable, and whether the applicant refers and coordinates with the local CoC to ensure target populations have access to all of the community's resources.

Applicants should describe their coordination with systems of care providers such as government, CoC, non-profits, and service providers to ensure the ability to serve youth experiencing homelessness and their dependent infant/child(ren) after program exit.

### **Organizational Capacity**

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

- Organizational charts.
- Resumes.
- Evidence that the applicant organization, and any partnering organizations, have relevant experience and expertise with administration, development, implementation, management, and evaluation of programs similar to that offered under this funding opportunity.
- Evidence that each participating organization, including partners, contractors and/or subrecipients, possess the organizational capability to fulfill their role(s) and function(s) effectively.
- Child care licenses and other documentation of professional accreditation.
- Information on compliance with federal/state/local government standards.
- Job descriptions for each vacant key position.

Applicants must provide strong evidence of successful program design and the ability to connect young people experiencing homelessness to services.

An applicant with a proposed geographic area that spans more than one CoC must clearly describe a joint agreement by all HMIS leads on the process for data collection and reporting

among the covered CoCs.

Applicants not belonging to a CoC must clearly describe a plan to contact and work with a CoCs HMIS lead for data collection and reporting purposes.

Applicants should discuss any partnership/referral plan the organization has for providing support to the BCP youth exiting the program, as described in *Section I. Program Description, Project Requirements* including specific details on how the project will follow-up on referrals made to partnering agencies to determine if the partnering agency actually provided support services for these youth.

Applicants must describe their outreach plan to locate youth who have runaway and youth experiencing homelessness and to coordinate activities with other organizations serving the same or similar client populations, such as child welfare agencies, juvenile justice systems, schools, CoCs, and youth with lived experience.

Applicants are required to submit evidence of current licensure.

If known at the time of application submission, the applicant must disclose their intent to enter into subaward arrangements or third-party agreements in their application. For each proposed subaward/third-party agreement, the applicant must include a description of the work to be performed by the subrecipient(s). If not applicable, the application must state there is no intention to enter into subaward arrangements or third-party agreements.

Applicants will also provide a detailed plan for addressing the program administration requirements (i.e., staff safety, background checks, emergency preparedness plan, licensing requirement, and training plan) as detailed in *Section VI.2. Federal Award Administration Information, Administrative and National Policy Requirements*.

### **Plan for Oversight of Federal Award Funds and Activities**

Recipients are required to ensure proper oversight in accordance with 45 CFR Part 75 Subpart D.

These regulations set forth the following standards for effective oversight:

- Financial and Program Management
- Property (if applicable by program legislation)
- Procurement
- Performance and Financial Monitoring and Reporting
- Subrecipient Monitoring and Management
- Record Retention and Access
- Remedies for Noncompliance

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

that will be responsible for maintaining oversight of program activities staff, and, if applicable, partner(s) and/or subrecipient(s).

### **Program Performance Evaluation Plan**

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

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

In addition, applicants must include any additional measures that the project will use toward effectively monitoring the project's progress in meeting the BCP performance measures detailed in *Section VI.3. Federal Award Administration Information, Reporting*.

### **Logic Model**

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

- Inputs (e.g., additional resources, organizational profile, collaborative partner(s), key staff, budget);
- Target population (e.g., the individuals to be served, identified needs);
- Activities, Mechanisms, Processes (e.g., evidence-based practices, best practices, approach, key intervention and evaluation components, continuous quality improvement efforts);
- Outputs (i.e., the immediate and direct results of program activities);
- Outcomes (i.e., the expected short and long-term results the project is designed to achieve, typically described as changes in people or systems), and
- Goals of the project (e.g., overarching objectives, reasons for proposing the project).

The logic model include a corresponding narrative discussing how the project will operationalize the program plans and activities. The narrative will include a discussion about the project's planned inputs (investments), activities (outreach), and the outputs realized, as a result of providing BCP services. Additionally, applicants will explain how the inputs and activities will link to achievement in performance standards discussed in *Section I. Program Description, Project Goal and Vision, Performance Standards*, and program output measures detailed in

Section VI.3. Federal Award Administration Information, Reporting, and any additional outcomes the applicant establishes.

The chart below is for illustrative purposes with prepopulated information as an example of information applicants may consider in each category.

<b>INPUT</b>	<b>ACTIVITIES What we do</b>	<b>ACTIVITIES Who we serve</b>	<b>OUTPUTS</b>	<b>SHORT-TERM Outcomes</b>
Resource Invested	Shelter Provided	Target Population Services	Number and Percent of Youth In Shelter	Number and Percent of Youth Exiting Shelter to a Safe and Stable Destination

**Project Sustainability Plan**

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

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

**Third-Party Agreements**

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

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

**Letters of Support**

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

minimum, each letter of support must identify the individual writing the letter, the organization they represent, the date, and reason(s) for supporting the project.

### **The Project Budget and Budget Justification**

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

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

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

Provide a budget for the initial budget period only (typically the first 12 months of the project) using the SF-424A and/or SF-424C, as applicable. Provide a budget justification, which includes a budget narrative and a line-item detail, for only the first budget period 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.

In the Budget Justification, applicants must describe how they will apply both the requested funding and the in-kind resources of the organization in order to support the program activities.

Do not include resources attributable to partnerships and collaborations in the budget narrative. If one or more subawards are included on the budget, submit a separate budget justification for each subaward proposed.

Applicants must include in their budget an estimated cost for sending at least one key staff person to attend the annual in-person RHY National "Grantee" Training and the annual in-person regional training.



Applicants lacking computer equipment (hardware) and client software used by their local CoC, funded for the purposes of completing the RHY-HMIS reporting, must include an estimated cost for such equipment, software, and training in their proposed budget. Applicants must coordinate with their HMIS lead to ascertain the estimated costs. Applicants should note in the application if they already have such equipment. See *Section VI.3. Federal Award Administration Information, Reporting*, regarding FYSB's requirement for keeping adequate statistical data through RHY-HMIS. If applicable, clearly describe burden created due to the organization's inability to pay for the use of the CoC designated RHY-HMIS and submit an alternative proposal for the use of another HMIS solution.

In addition to outlining the organization's complete annual operating budget, the applicant should list the non-federal funding sources that will support the BCP.

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

## **General**

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

## **Personnel**

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

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

## **Fringe Benefits**

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

Typically, fringe benefit amounts are determined by applying a calculated rate for a particular class of employee (full-time or part-time) to the salary and wages requested. Fringe rates are often specified in the approved indirect cost rate agreement. Fringe benefits may be treated as a

direct cost or indirect cost in accordance with the applicant's accounting practices. Only fringe benefits as a direct cost should be entered under this category.

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

## **Travel**

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

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

## **Equipment**

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

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

## **Supplies**

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

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

## **Contractual**

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

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

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

## Other

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

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

## Indirect Charges

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

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

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

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

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

### **Commitment of Non-Federal Resources**

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

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

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

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

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

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

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

### **Paperwork Reduction Act Disclaimer**

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

## **Application Submission Options**

### **Electronic Submission via Grants.gov**

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

### **Electronic Delivery**

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

### **How to Register and Apply through Grants.gov**

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

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

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

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

**Register with SAM:** All organizations (entities) applying online through Grants.gov must register with SAM. Failure to register with SAM will prevent your organization from applying through Grants.gov. SAM registration must be renewed annually. For detailed instructions for registering with SAM, refer

to: <https://www.grants.gov/web/grants/applicants/organization-registration.html>

**Create a Grants.gov Account:** The next step in the registration process is to create an account with Grants.gov. Follow the on-screen instructions provided on the registration page.

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

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

**Track Role Status:** To track your role request, refer to:

<https://www.grants.gov/web/grants/applicants/registration/track-role-status.html>

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

### **How to Submit an Application to ACF via Grants.gov**

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

For an overview of applying on Grants.gov using Workspaces, refer

to: <https://www.grants.gov/web/grants/applicants/workspace-overview.html>

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

**Complete a Workspace:** Add participants to the workspace to work on the application together, complete all the required forms online or by downloading PDF versions, and check

for errors before submission. The Workspace progress bar will display the state of your application process as you apply. As you apply using Workspace, you may click the blue question mark icon near the upper-right corner of each page to access context-sensitive help.

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

**NOTE:** Visit the Adobe Software Compatibility page on Grants.gov to download the appropriate version of the software at:

<https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html>

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

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

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

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

For additional training resources, including video tutorials, refer to:

<https://www.grants.gov/web/grants/applicants/applicant-training.html>

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

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

### **Timely Receipt Requirements and Proof of Timely Submission**

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

application. Applicant AORs will also receive the official date/stamp and Grants.gov Tracking number in an email serving as proof of their timely submission.

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

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

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

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

### **Issues with Federal Systems**

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

### **Request an Exemption from Required Electronic Application Submission**

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

### **Paper Format Application Submission**

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

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

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

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

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



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

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

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

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

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

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

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

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

#### **IV.4. Submission Dates and Times**

##### **Due Date for Applications**

06/09/2023

##### **Explanation of Due Dates**

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

##### **Electronic Applications**

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

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

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

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

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

### **Mailed Paper Format Applications**

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

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

### **Hand-Delivered Paper Format Applications**

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

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

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

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

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

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

### **Emergency Extensions**

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

## **Acknowledgement of Received Application**

### **Acknowledgement from Grants.gov**

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

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

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

### **Acknowledgement from ACF of an electronic application's submission:**

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

### **Acknowledgement from ACF of receipt of a paper format application:**

ACF will provide acknowledgement of receipt of hard copy application packages submitted via mail or courier services.

## **IV.5. Intergovernmental Review**

This program is covered under Executive Order (E.O.) 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." Under the Executive Order, States may design their own processes for reviewing and commenting on proposed Federal assistance under covered programs.

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

Applicants from participating jurisdictions should contact their SPOC, as soon as possible, to alert them of their prospective applications and to receive instructions on their jurisdiction's

procedures. Applicants must submit all required application materials to the SPOC and indicate the date of submission on the SF-424 at item 19.

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

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

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

#### **IV.6. Funding Restrictions**

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

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

Pre-award costs are not allowable.

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

Costs for renovation of existing structures are authorized but may not exceed 15 percent of the grant amount awarded. Costs for acquisition are not allowable by statute.

Applicants are advised that no grant funds may be used for any program of distributing sterile needles or syringes for the hypodermic injection of any illegal drug. Prospective recipients are advised that entities receiving Street Outreach Program (SOP) grant funds and operating a program to distribute sterile needles or syringes for hypodermic injections of illegal drugs must account for all funds used for such programs separately from any expenditure of SOP grant funds.

HHS funds may not be spent for an abortion. The prohibition on using HHS funds for abortion has an exception for cases of rape, incest, or danger of death to the pregnant woman. See Consolidated Appropriations Act, 2023, Public Law No. 117-328, Div. H, tit. V, §§ 506-507.

For further funding restrictions, please see the HHS Grants Policy Statement reference in *Section VI.2. Federal Award Administration Information, Administrative and National Policy Requirements*.

Please refer to Unallowable Property Costs on the ACF website at <https://www.acf.hhs.gov/grants/real-property-and-tangible-personal-property#chapter-9> for more information.

## IV.7. Other Submission Requirements

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

### Submission by Mail

FYSB Operations Center  
c/o F2 Solutions  
Attn: Basic Center Program  
1401 Mercantile Lane  
Suite 401  
Largo  
MD  
20774

### Hand Delivery

Same as Above

### Electronic Submission

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

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

## V. Application Review Information

### V.1. Criteria

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

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

required elements of the project description and budget justification may be found in *Section IV.2. The Project Description* of this funding opportunity.

### **1. NEED FOR ASSISTANCE**

**Maximum Points: 10**

**In reviewing the need for assistance, reviewers will provide scores to the extent applicants thoroughly:**

1. Demonstrate the need for BCP assistance, including the nature and scope of the prevalence of runaway and homeless youth under the age of 18 in the community. (0-5 points)
2. Detail the ages, types of populations (to include demographic information and population subgroup characteristics), and the number of youth to be effectively served under this award in compliance with the requirements of this project. In addition, the applicants include a justification for why the number of youth to be served through shelter services and, if applicable, prevention services, is appropriate and attainable. (0-3 points)
3. Provide detailed description of the cost-benefit of providing BCP services in the community when compared with the impact of the services not being available. (0-2 points)

### **2. APPROACH**

**Maximum Points: 50**

**In reviewing the approach, reviewers will provide scores to the extent applicants have submitted a well-developed comprehensive program approach that clearly:**

1. Detail the organization's shelter structure or building and describes an effective approach to providing 24 hours-a-day, 7 days-a-week access to low-barrier short-term shelter (congregate care or host-home model) in a licensed (where applicable) facility, with a minimum of 4 beds and maximum of 20 beds in a single structure or building. See *Section I. Program Description, Project Requirements*. (0- 8 points)
2. Describe an effective approach to street-based services, home-based services, drug abuse education and prevention services, and/or testing for sexually transmitted diseases or state that no optional services will be provided. (0 – 2 points)
3. Describe how the project will provide counseling services to youth under the age of 18, for up to 21 days, as well as individual, family, and group counseling, as appropriate, and consistent with the requirements detailed in *Section I. Program Description*. (0-10 points)
4. Outline a well-developed strategy describing how the organization will effectively integrate PYD and trauma-informed care to support the BCP project. (0-5 points)
5. Illustrate a reasonable outreach implementation strategy to include BCP outreach, education and awareness, youth engagement and coordination, and the provision of gateway services, as discussed in the comprehensive youth-centered services model outlined in *Section I. Program Description, Project Requirements*. (0-5 points)
6. Detail the screening and assessment process that the organization will utilize to determine eligibility for BCP shelter and services and how the applicant intends to utilize screening and assessment tools to assess the needs of youth. Include a specific assessment process, which includes specific tools in place to identify the youth's unique needs; and including approaches to identify youth victims of all forms of trafficking or those at high-risk for

human trafficking or exploitation as described in *Section I. Program Description, Project Requirements*. (0-5 pts)

7. Detail how harm reduction and case management (including individualized service or treatment, service coordination, and education services) will be addressed as specified in the comprehensive youth-centered services model, outlined in *Section I. Program Description, Project Requirements*. (0-10 points)
8. Provide a detailed and feasible strategy to support aftercare services to youth who receive shelter services, as detailed in the comprehensive youth-centered service model. See *Section I. Program Description, Project Requirements*. (0-5 points)

### **3. PERFORMANCE EVALUATION PLAN AND LOGIC MODEL**

**Maximum Points: 10**

**In reviewing the performance evaluation plan, reviewers will provide scores to the extent applicants:**

1. Provide an effective approach for documenting progress on the project, efforts towards continuous quality improvement, and any obstacles or challenges the applicant may face implementing the program. (0-2 points)
2. Describe how the applicant will ensure that all required data is collected and submitted to FYSB through RHY-HMIS portal. Also, demonstrated how the applicant will collect and submit data to FYSB on all RHY youth via the local CoC. Also demonstrate the specific measures that the project will use toward effectively evaluating how it will meet the four core outcomes areas. (0-3 points)
3. Describe how the project will operationalize the program plans, and activities as communicated in the proposed logic model. Specifically, describe how the proposed activities, inputs, and outputs that will link to short-term outcomes associated with providing emergency shelter and counseling services. See *Section I. Program Description, Project Requirements*. (0-5 points)

### **4. ORGANIZATIONAL CAPACITY/THIRD-PARTY AGREEMENTS**

**Maximum Points: 10**

**In reviewing the organizational capacity, reviewers will provide scores to the extent applicants effectively:**

1. Provide evidence of experience and expertise in operating runaway and homelessness youth projects designed to prevent and end youth homelessness as described in *Section IV.2. Content and Form of Application Submission, Project Description, Organizational Capacity*. Reviewers will consider evidence based on a thorough review of an organization's past work, program design, and ability to connect young people experiencing homelessness to services. (0 - 5 points)
2. Detail the scope of work to be performed, work schedules, remuneration, and other terms and conditions that define third-party working relationship with subrecipients, subcontractors, or other cooperating entities, as described in *Section IV.2. Application and Submission Information, Project Approach*, to successfully execute the activities described in this NOFO. If not applicable, applicant must state that no third-party agreements will be needed for the proposed scope of work. (0 - 2 points)

3. Provide plans, procedures and standards that demonstrate the ability and capacity to incorporate and manage the program administration requirements (i.e., staff safety; background checks; emergency preparedness plan; licensing requirement; training plan; serving youth who run away from foster care or correctional institutions, governance and fiscal controls; staffing plan; technical assistance, monitoring, and short-term training; combating discrimination and advancing equity, confidentiality, and equal treatment for faith-based organizations) as detailed in *Section VI.2. Federal Award Administration Information, Administrative and National Policy Requirements*. (0 - 3 points)

## **5. BUDGET AND BUDGET JUSTIFICATION AND PLAN FOR OVERSIGHT OF FEDERAL AWARD FUNDS AND ACTIVITIES**

**Maximum Points: 10**

**In reviewing the budget and budget justification, reviewers will provide scores to the extent applicants thoroughly:**

1. Outline a clear line-item budget and narrative budget for the federal and non-federal share of project costs associated with implementing program requirements. The budget thoroughly explains how the funds requested are necessary and essential to accomplish the scope of services. This must include the costs of sending at least one key staff person to attend the annual National RHY “Grantee” Training and annual RHY Regional Training. (0-5 points)
2. Provide an estimated cost for equipment, software, and training in the proposed budget for the RHY-HMIS computer equipment and client software or note the organization already has the equipment. (0-1 point)
3. Detail any additional funding, aside from FYSB funding and required non-federal match, the organization has to support the activities of the BCP project, as described in *Section I. Program Description*. (0-2 points)
4. Demonstrate how oversight of federal funds will be conducted. If applicable, describe how grant activities and partner(s) that are in a formal MOU agreement or contract will adhere to applicable federal and programmatic regulations in accordance with *Section IV.2. Content and Form of Application Submission, Project Description, Plan for Oversight of Federal Award Funds and Activities*. (0-2 points)

## **6. SUSTAINABILITY PLAN**

**Maximum Points: 5**

**In reviewing the sustainability plan, reviewers will provide appropriate scores to the extent applicants clearly:**

1. Provide key activities involved in ensuring project sustainability. Plans must address factors to support sustainability to include diversification of funding, retaining staff, demonstrating results and accountability in meeting FYSB's BCP performance standards, building support in the community, and maintaining partnerships with other service agencies, including experts on runaway and homeless youth per *Section I. Program Description, Project Requirements*. (0-5 points)

## **7. ENSURING EQUITY**

**Maximum Points: 5**

**In reviewing this criterion, reviewers will provide appropriate scores to the extent applicants clearly:**



1. Describe their plans and efforts to ensure equity in outreach, recruitment, and service delivery, to include development of case plans, which incorporates the cultural and linguistic representation of all youth served, including youth and families of color, youth who identify as LGBTQIA2S+, and others who have been historically underserved, marginalized, and adversely impacted by persistent poverty and inequality. Applicants must describe processes and policies in place to ensure proactive identification of systemic barriers for youth and families of color, youth who identify as LGBTQIA2S+, and other underserved populations and strategies the applicant will employ to redress such barriers. Applicants should describe proposed impacts to equity in their organization and the community relative to the demographics of youth served. (0-5 points)

## **V.2. Review and Selection Process**

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

### **Initial ACF Screening**

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

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

### **Objective Review and Results**

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

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

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

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

As part of selection process, applicants requesting less than \$200,000 will be given priority over applicants requesting \$200,000 or more when limited funding is available and applications have the same scores from the objective review.

For example, if two applicants score 80 in the objective review and funding is only able to support one application, then priority will be given to the applicant requesting less than \$200,000.

### **Federal Awarding Agency Review of Risk Posed by Applicants**

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

### **Non-Federal Reviewers Reference**

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

### **Approved but Unfunded Applications**

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

## **V.3. Anticipated Announcement and Federal Award Dates**

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

## **VI. Federal Award Administration Information**

### **VI.1. Federal Award Notices**

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

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

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

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

## **VI.2. Administrative and National Policy Requirements**

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

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

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

### **HHS Grants Policy Statement**

The HHS Grants Policy Statement (HHS GPS) is the Department of Health and Human Services' single policy guide for discretionary grants and cooperative agreements. ACF grant awards are subject to the requirements of the HHS GPS, which covers basic grants processes, standard terms and conditions, and points of contact, as well as important agency-specific requirements. The general terms and conditions in the HHS GPS will apply as indicated unless there are statutory, regulatory, or award-specific requirements to the contrary that are specified in the NoA. The HHS GPS is available at [https://www.acf.hhs.gov/grants/discretionary-post-award-requirements#book\\_content\\_0](https://www.acf.hhs.gov/grants/discretionary-post-award-requirements#book_content_0).

### **Equal Treatment of Faith-Based Organizations**

A faith-based organization that participates in this program will retain its independence from the federal government and may continue to carry out its mission consistent with religious freedom, nondiscrimination, and conscience protections in federal law, including the Free Speech and Free Exercise Clauses of the First Amendment of the U.S. Constitution, the Religious Freedom Restoration Act (42 U.S.C. 2000bb *et seq.*), the Coats-Snowe Amendment (42 U.S.C. 238n),

Title VII of the Civil Rights Act of 1964 (42 U.S.C. 2000e–1(a) and 2000e–2(e)), Americans with Disabilities Act, 42 U.S.C. 12113(d)(2), section 1553 of the Patient Protection and Affordable Care Act (42 U.S.C. 18113), the Weldon Amendment (e.g., Further Consolidated Appropriations Act, 2020, Public Law 116–94, 133 Stat. 2534, 2607, div. A, sec. 507(d) (Dec. 20, 2019)), or any related or similar federal laws or regulations. Religious accommodations may also be sought under many of these religious freedom and conscience protection laws.

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

### **Runaway and Homeless Youth Act Final Rule**

On December 20, 2016, FYSB published a rule to improve performance standards and program requirements for runaway and homeless youth programs. This rule builds upon existing policies and guidance to better support runaway and homeless youth by strengthening training and professional development for service providers, defining safe and appropriate exits from homelessness, requiring aftercare planning for all youth exiting programs, and improving nondiscrimination protections for youth. The rule also clarifies statutory changes made to the RHY Act of 2008. All RHY recipients must comply with the rule and this NOFO reflects the new requirements in the rule (45 CFR Part 1351).

**Program Administration Requirements:** Applicants are advised that statutory requirements applicable to grants under this NOFO can be found in the RHY Act, 34 U.S.C. 11201-11281.

**Staff safety:** Projects must have safety protocols for workers.

**Background checks:** Pursuant to 45 CFR § 1351.23(j) of the RHY Final Rule, projects must have a plan to ensure background checks are completed on all employees, contractors, volunteers, and consultants who have regular and unsupervised private contact with youth served by the organization, and on all adults who reside in or operate host homes, beginning on October 1, 2017. Required background checks are to include state or tribal criminal history records including fingerprint checks, sex offender registry check, and any other checks required by state law. Additionally, to the extent the project can, the plan should include Federal Bureau of Investigation (FBI) criminal history records including fingerprint checks and child abuse and neglect registry checks. If a project is unable to obtain FBI criminal history information or child abuse and neglect registry information, the agency plan must detail efforts to obtain such information and the impediments to doing so. In addition, as appropriate to job functions, projects must also include verification of educational credentials and employment experience, the individual’s driving records (for those who will transport youth), and professional licensing records.

**Emergency Preparedness Plan:** Pursuant to 45 CFR § 1351.23(g) of the RHY Rule, projects

must have a plan for routine preventative maintenance of facilities as well as preparedness, response, and recovery efforts. The plan should contain strategies for addressing evacuation; security; food; medical supplies; and notification of youths' families, as appropriate. In the event of an evacuation due to specific facility issues, such as fire, loss of utilities, or authorities, a designated alternative location needs to be included in the plan.

**Licensing Requirement:** Pursuant to 45 CFR § 1351.23(h), projects must have plans to ensure that all shelters are licensed and any shelter that the project regularly refers clients to has evidence of current licensure, in states and/or localities with licensure requirements. Failure to adhere to licensing requirements outlined in 45 CFR § 1351.23(h) may result in disallowance of federal funds.

**Training plan:** Projects must ensure that all paid and volunteer workers are trained on the core competencies of youth workers necessary to carry out the objectives and activities of the project. This shall include, but is not limited to, PYD, trauma-informed care, evidence-informed practices, street outreach intervention, human trafficking (sex and labor trafficking), sexual exploitation, harm reduction, assessment and case management, worker safety, understanding the diversity and culture of life on the street, safe and ethical practices, and community resources for well-being and self-sufficiency.

**Serving Youth Who Run Away From Foster Care or Correctional Institutions:** Pursuant to 45 CFR § 1351.23(e) and (f), projects must develop and implement a plan for addressing youth under the age of 18 who have run away from foster care placement or correctional institutions, in accordance with federal, state, or local laws or regulations that apply to these situations. Projects must also take steps to ensure that youth who, are or should be, under the legal jurisdiction of the juvenile justice or child welfare systems obtain and receive services from those systems until they are released from the jurisdiction of those systems.

Additionally, BCP programs are required to increase their capacity to identify and provide services and/or service referrals to trafficked youth by participating in professional training and adding human trafficking elements into existing screening and assessment tools. BCP programs are encouraged to integrate human trafficking prevention and intervention efforts to minimize these incidents among vulnerable youth and effectively identify trafficked youth. BCP projects are also encouraged to participate in training addressing the intersection of human trafficking, RHY, and race and gender inequalities.

**Governance and Fiscal Controls:** Organizations must have governance structure, fiscal control, and accountability procedures in place.

**Technical Assistance, Monitoring, and Short-Term Training:** By signing and submitting the application and pursuant to 45 CFR § 1351.23(a) of the RHY Final Rule, BCP recipients agree to receive and participate in technical assistance, monitoring, and short-term training as recommended by federal staff, to ensure there is flexibility for the type of technique used to support quality programming and implementation. It is not a requirement that every staff person receives training in every subject offered. However, all youth-serving workers on staff should receive training sufficient to meet the stated core competencies of youth workers. Training and

technical assistance (TTA) is free to BCP grantees through RHYTTAC. Services include regionally based technical assistance clinics, training sessions, training of trainers, e-learning, webinars, and annual national and regional recipient training events. Recipients are strongly encouraged to participate in human trafficking training and activities offered by RHYTTAC. More information is available at [www.rhyttac.net](http://www.rhyttac.net). In addition, all recipients must budget annually the costs of sending at least one key staff person to attend the in-person Annual National RHY Recipient Training.

The list of TTA options reflect primarily the evolution and expansion over the years of the TTA program, and all items listed are conducted currently under the program. Recipients would participate in technical assistance or short-term training as a condition of funding, as determined necessary by HHS, in areas such as, but not limited to, the following:

- Aftercare services or counseling;
- Background checks;
- Core competencies of youth workers;
- Core support services;
- Crisis intervention techniques;
- Cultural and linguistic diversity;
- Development of coordinated networks of private non-profit agencies and/or public agencies to provide services;
- Ethics and staff safety;
- Fiscal management;
- Low cost community alternatives for runaway or otherwise homeless youth;
- Positive Youth Development;
- Program management;
- Risk and protective factors related to youth homelessness;
- Screening and assessment practices;
- Shelter facility staff development;
- Human trafficking (sex and labor trafficking);
- Underserved populations (e.g., tribal youth, youth with disabilities, youth who identify as lesbian, gay, bisexual, transgender, questioning, [LGBTQ] and/or intersex);
- Trauma and the effects of trauma on youth;
- Use of evidence-based and evidence-informed interventions; and
- Youth and family counseling.

In addition, procedures shall be established for the training of project staff in the protection of confidentiality requirements pursuant to 45 CFR § 1351.21(c) of the RHY Rule. Recipients shall coordinate their activities with the 24-hour, national, toll-free and internet communication system, which links RHY projects and other service providers with runaway or otherwise homeless youth, as appropriate to the specific activities provided by the recipient.

**Combating Discrimination and Advancing Equity:** On January 20, 2021, [Executive Orders \(EO\) 13985](#) and [13988](#) were issued outlining the responsibilities and expectations of federal agencies in preventing and combating discrimination on the basis of race, gender identity or

sexual orientation, addressing efforts to advance racial equity and support for underserved communities.

The term “equity” means the consistent and systematic fair, just, and impartial treatment of all individuals, including individuals who belong to underserved communities that have been denied such treatment, such as Black, Latino, Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color; members of religious minorities; LGBTQ persons; persons with disabilities; persons who live in rural areas; and persons otherwise adversely affected by persistent poverty or inequality.

Consistent with EO 13985 and EO 13988, section 1351.22 (a) of the RHY Final Rule requires that projects must ensure that service delivery and staff training comprehensively address the individual strengths and needs of youth as well as be culturally sensitive and respectful of the complex social identities of each youth (i.e., race, ethnicity, nationality, age, religion/spirituality, gender identity/expression, sexual orientation, socioeconomic status, physical or cognitive ability, language, beliefs, values, behavior patterns, or customs). As such, no runaway youth or homeless youth shall, on any of the foregoing bases, be excluded from participation in, be denied the benefits of, or be subject to discrimination under, any program or activity funded in whole or in part under the RHY Act.

### **Confidentiality**

Pursuant to 45 CFR § 1351.21 of the RHY Rule, no records containing the identity of individual youth, including, but not limited to, lists of names, addresses, photographs, or records of evaluation of individuals served by a RHY project, may be disclosed or transferred to any individual or to any public or private agency, except research, evaluation, and statistical reports funded by grants provided under section 343 of the RHY Act. These records are allowed to be based on individual data, but only if such data are de-identified in ways that preclude disclosing information on identifiable individuals. Additionally, youth served by a RHY project shall have the right to review their records to correct a record or file a statement of disagreement and to be apprised of the individuals who have reviewed their records. Finally, HHS policies regarding confidential information and experimentation and treatment shall not apply if HHS finds that state law is more protective of the rights of runaway or homeless youth.

Recipients must ensure that all confidential, sensitive information and records will be properly handled and safeguarded. Recipients must have a secure process that allow clients to review their records, correct a record, or file a statement of disagreement, and be apprised of all individuals and entities that have reviewed their records.

Under the RHY Act, recipients may not disclose records contained on individual runaway and homeless youth without the consent of the youth and parent or legal guardian, with the exception of disclosing records to a government agency involved in the disposition of criminal charges and disclosing de-identified records to an agency for compiling statistical records.

### **Recipient Publication Disclaimer Requirements**

Recipients are advised when issuing statements, press releases, publications, requests for

proposals, bid solicitations, and other documents—such as tool-kits, resource guides, websites, and presentations (hereafter “statements”)—describing projects or programs funded in whole, or in part, with HHS federal funds, the recipient must clearly state the following:

1. the percentage and dollar amount of the total costs of the program or project funded with federal money; and
2. the percentage and dollar amount of the total costs of the project or program funded by non-governmental sources.

When issuing statements resulting from activities supported by HHS financial assistance, the recipient entity must include an acknowledgement of federal assistance using this statement:

"This [project/publication/program/website, etc.] [is/was] supported by the Administration for Children and Families (ACF) of the United States (U.S.) Department of Health and Human Services (HHS) as part of a financial assistance award totaling \$XX with XX percentage funded by ACF/HHS and \$XX amount and XX percentage funded by non-government source(s). The contents are those of the author(s) and do not necessarily represent the official views of, nor an endorsement by, ACF/HHS, or the U.S. Government. For more information, please visit the ACF website, <https://www.acf.hhs.gov/administrative-and-national-policy-requirements>.

### **Post-Award Requests Involving Real Property**

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

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

## **VI.3. Reporting**

Performance Progress Reports:

Semi-Annually

### **Reporting Requirements**

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

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



Financial Reports:

Semi-Annually

### **RHY Data Collection Requirements**

Recipients are legislatively required to keep adequate statistical records profiling the youth and families assisted under this federal grant. Historically, RHY-HMIS served as the designated data collection system, enabling recipients to collect and transmit youth-level data to FYSB on a semi-annual basis.

Recipients are required to work with other homeless service providers on data collection efforts, technical assistance provision, and to participate in service delivery coordination. RHY grant recipients may use FYSB grant funds to cover charges associated with CoC training and access to the RHY-HMIS software.

All BCP recipients need to record data for youth individually contacted and record data for all youth engaged with the program in RHY-HMIS. Recipients are required to join with the local CoC for the purpose of providing required data through the RHY-HMIS system. RHY grant recipients may use FYSB grant funds to cover charges associated with CoC training and access to the RHY-HMIS software.

All BCP recipients need to have two separate projects set up to record data for youth in RHY-HMIS. The first project set up is for youth who have spent at least 1 night in the emergency shelter and the second project set up is for youth who were provided prevention services.

Recipients must identify the projected number of active RHY-HMIS users necessary to collect data on all youth served using BCP grant funding to report timely and accurate data to FYSB through semi-annual data upload processes to ensure that data quality thresholds are met.

Recipients also must receive access to HMIS by an HMIS lead in the CoC where the recipient operates and must receive training on its use and reporting functionalities. The contact information for the HMIS lead in every CoC may be found at <https://www.hudexchange.info/grantees/?programid=3&searchText=&stateId>. Recipients must report to the HMIS lead any technical or structural issues on the use of HMIS.

Recipients must submit data collected in RHY-HMIS to FYSB during a quarterly upload process by generating a report in RHY-HMIS with de-identified name, date of birth, and social security numbers of all youth served with FYSB funding.

Recipients must assign one point of contact for uploading the client-level data to FYSB. This will assist FYSB in creating and maintaining a formal communications link for sharing important updates and system developments.

Additional materials and instructions regarding RHY-HMIS use and reporting for RHY recipients may be found at <https://www.rhyttac.net/rhy-hmis>.

Recipients are not required to obtain consent to collect data on individual youth in HMIS or record information about that youth in other records. Consent is required, however, for data to be

shared within an RHY-HMIS solution across all programs participating in that CoC. The parent or legal guardian of youth under 18 years must provide the consent to share data, whereas youth 18 years or older are able to provide consent for themselves to share their data.

**Program Standards and Measures:** The Division of RHY has developed corresponding measures in cases where grant recipients compliance with performance standards may be evaluated using existing RHY-HMIS elements. Some of these measures contain specific targets informed by past RHY program data that grant recipients are required to meet.

In other cases, performance standards required by the Final Rule do not correspond to existing RHY-HMIS data elements. For these performance standards, grant recipients must use the existing PPR to report these data. The PPR reporting process is found under the PRA OMB Control Number 0970-0573, expiration date July 31, 2024.

Detailed guidance, training, and technical assistance on how to collect and report data on these performance standards will be developed and provided to RHY grant recipients in advance of reporting deadlines.

Recipients' performance will be monitored based on their compliance with these performance standards and measures. Recipients' performance on these standards may also be used when deciding which RHY application to fund in future NOFOs.

The table below summarizes the performance standards and corresponding measures, as well as the data collection instrument that grant recipients are required to use for each measure.

<b>Performance Standard</b>	<b>Corresponding Measure</b>	<b>Data Collection Instrument</b>
Recipients will enhance outcomes for youth in the core area of social and emotional well-being.	The average composite score of general health, mental health, and dental health status will be higher at exit from a BCP shelter program than at entry.	RHY-HMIS
Recipients will enhance outcomes for youth in the core area of permanent connections.	Recipients will report the percentage of youth upon exiting BCP shelter who report that there is at least one adult in their life, other than RHY program staff, to whom they can go for advice or emotional support.	PPR
Recipients will enhance outcomes for youth in the core area of education or employment.	60 percent of youth BCP shelter will be attending school or have graduated from high school or obtained a General Education Development certificate.	RHY-HMIS

Recipients will enhance outcomes for youth in the core area of education or employment.	20 percent of youth leaving BCP shelter will be employed or looking for work.	RHY-HMIS
Recipients will enhance outcomes for youth in the core area of stable housing.	90 percent of youth leaving BCP shelter will exit to a safe and stable destination.	RHY-HMIS
Recipients will enhance outcomes for youth in the core area of stable housing.	For recipients that provide street-based and home-based services, 85 percent of youth receiving services will be diverted from entering an emergency shelter and will exit to another safe and stable destination.	RHY-HMIS
Recipients will ensure that youth receive counseling services that are trauma informed and match the individual needs of each client.	Recipients will report the type of counseling each youth received (individual, family, and/or group counseling), the participation rate based on a youth's service plan or treatment plan, and the completion rate based on the youth's service plan or treatment plan.	PPR
Recipients that choose to provide street-based services, home-based services, and/or testing for sexually transmitted diseases will ensure youth receive the appropriate services.	Recipients will report the completion rate for each service provided based on the youth's service or treatment plan.	PPR
Recipients shall ensure that youth have safe and appropriate exits when leaving the program.	Recipients will report the type of destination for each youth who exits a BCP.	RHY-HMIS

## VII. HHS Award Agency Contact(s)

### Program Office Contact

Gloria  
Watkins  
Administration for Children and Families  
Administration for Children, Youth and Families  
Family and Youth Services Bureau  
Mary E. Switzer Building  
330 C Street, SW  
Washington  
DC  
20201  
202-205-9546  
Gloria.Watkins@ACF.hhs.gov

### Office of Grants Management Contact

Katrina  
Morgan  
Administration for Children and Families  
Office of Grants Management  
Mary E. Switzer Building  
330 C Street, SW, Room 3204  
Washington  
DC  
20201  
(202) 401-5127  
katrina.Morgan@acf.hhs.gov

**Federal Relay Service:**

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

**VIII. Other Information**

**Reference Websites**

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

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

ACF Funding Opportunities Forecasts and NOFOs [www.grants.gov/](http://www.grants.gov/).

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

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

Grants.gov Accessibility Information [www.grants.gov/ web/grants/accessibility-compliance.html](http://www.grants.gov/web/grants/accessibility-compliance.html).

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

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

The National Clearinghouse on Homeless Youth and Families - <https://rhyclearinghouse.acf.hhs.gov/>

Runaway and Homeless Youth Training and Technical Assistance Centers - <http://www.rhyttac.net>

National Runaway Safeline - <http://www.1800runaway.org/>

**Application Checklist**

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

<b>What to Submit</b>	<b>Where Found</b>	<b>When to Submit</b>
SF-424 - Application for Federal Assistance	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></p> <p>This form is available in the NOFO's forms package at <a href="http://www.Grants.gov">www.Grants.gov</a> in the Mandatory section.</p>	<p>Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i></p>
Unique Entity Identifier (UEI) and System for Award Management (SAM) registration.	<p>Referenced in <i>Section IV.3. Unique Entity Identifier (UEI) and System for Award Management (SAM)</i> in the funding opportunity.</p> <p>To obtain a UEI and SAM registration, go to <a href="http://www.sam.gov">http://www.sam.gov</a>.</p>	<p>A UEI and registration at SAM.gov are required for all applicants.</p> <p>Active registration at SAM must be maintained throughout the application and project award period.</p>
SF-424 Key Contact Form	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></p> <p>This form is available in the NOFO's forms package at <a href="http://www.Grants.gov">www.Grants.gov</a>.</p>	<p>Submission is due with the application by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i></p>
Certification Regarding Lobbying (Grants.gov Lobbying Form)	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></p> <p>This form is available in the NOFO's forms package at <a href="http://www.Grants.gov">www.Grants.gov</a>.</p>	<p>Submission is due with the application package or prior to the award of a grant.</p>
SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non-Construction Programs	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></p> <p>These forms are available in the NOFO's forms package at <a href="http://www.Grants.gov">www.Grants.gov</a> in the Mandatory section.</p> <p>They are required for applications that include only non-construction activities.</p>	<p>Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i></p>
SF-Project/Performance	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></p>	<p>Submission is due by the application due date</p>

<b>What to Submit</b>	<b>Where Found</b>	<b>When to Submit</b>
Site Location(s) (SF-P/PSL)	This form is available in the NOFO's forms package at <a href="http://www.Grants.gov">www.Grants.gov</a> .	found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .
SF-LLL - Disclosure of Lobbying Activities	"Disclosure Form to Report Lobbying" is referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i> .  This form is available in the NOFO's forms package at <a href="http://www.Grants.gov">www.Grants.gov</a> .	If submission of this form is applicable, it is due at the time of application.  If not available at the time of application, it may also be submitted prior to the award of a grant.
Table of Contents	Referenced in <i>Section IV.2. The Project Description</i> .	Submit with the application by the due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .
Project Summary	Referenced in <i>Section IV.2. The Project Description</i> .  The Project Summary 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.4. Submission Dates and Times</i> .
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 application due date and time listed in the <i>Overview</i> and <i>Section IV.4.</i> of the NOFO.  If it is not available at the time of application submission, it must be submitted prior to the award of a grant.

What to Submit	Where Found	When to Submit
The Project Budget and Budget Justification	Referenced in <i>Section IV.2. The Project Budget and Budget Justification.</i>	Submission is required in addition to submission of SF-424A and / or SF-424C.  Submission is required with the application package by the due date in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i>
The Project Description	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.4. Submission Dates and Times.</i>

**Appendix**

**Appendix A**

**Definitions**

**AFTERCARE:** Additional services provided beyond the period of residential stay that offer continuity and supportive follow-up to youth served by the program. (45 CFR § 1351.1)

**BACKGROUND CHECK:** The review of an individual employee's or employment applicant's personal information, which shall include state or tribal criminal history records. A background check includes FBI criminal history records, including fingerprint checks; a child abuse and neglect registry check; and a sex offender registry check for all employees, consultants, contractors, and volunteers who have regular, unsupervised contact with individual youth, and for all adult occupants of host homes to the extent FYSB determines this to be practicable and specifies the requirement in a NOFO that is applicable to a grantee's award. (45 CFR § 1351.1)

**CASE MANAGEMENT:** Assessing the identification of client needs and, as appropriate, arranging, coordinating, monitoring, evaluating, and advocating for a package of services to meet the specific needs of the client. (45 CFR § 1351.1)

**CLIENT:** A runaway, homeless, or street youth, or a youth at-risk of running away or becoming homeless, who is served by a program grantee. (45 CFR § 1351.1)

**CONGREGATE CARE:** A shelter type, not family home, that combines living quarters and restroom facilities with centralized dining services, shared living spaces, and access to social and recreational activities. (45 CFR § 1351.1)

**CONTINUUMS OF CARE (CoCs):** HUD's definition of a program designed to promote communitywide commitment to the goal of ending homelessness; provide funding for efforts by non-profit providers, and state and local governments to quickly rehouse homeless individuals and families while minimizing the trauma and dislocation caused to homeless individuals, families, and communities by homelessness; promote access to and effect utilization of mainstream programs by homeless individuals and families; and optimize self-sufficiency among individuals and families experiencing homelessness. (For the purposes of this announcement)

**CORE COMPETENCIES OF YOUTH WORKER:** The ability to demonstrate skills in the following six domain areas: (1) professionalism (including, but not limited to, consistent and reliable job performance and awareness and use of professional ethics to guide practice); (2) applied PYD (including, but not limited to, skills to develop a PYD plan and identification of the client's strengths in order to best apply a PYD development framework); (3) cultural and human diversity (including, but not limited to, gaining knowledge and skills to meet the needs of clients of a different race, ethnicity, nationality, religion/spirituality, gender identity/expression, or sexual orientation); (4) applied human development (including, but not limited to, understanding the developmental needs of those at risk and with special needs); (5) relationship and communication (including, but not limited to, working with clients in a collaborative manner); and (6) developmental practice methods (including, but not limited to, utilizing methods focused on genuine relationships, health and safety, and intervention planning). (45 CFR § 1351.1)

**COUNSELING SERVICES:** The provision of guidance; support; referrals for services including, but not limited to, mental health services; and advice to runaway or otherwise homeless youth and their families, as well as to youth and families when a young person is at risk of running away. Any treatment or referral to treatment that aims to change someone's sexual orientation, gender identity or gender expression is prohibited. (45 CFR § 1351.1)

**DROP IN CENTER:** A place operated and staffed for RHY that clients can visit without an appointment to get advice or information, to receive services or service referrals, or to meet other RHY. (45 CFR § 1351.1)

**DRUG ABUSE EDUCATION AND PREVENTION SERVICES:** Services to RHY to prevent or reduce the illicit use of drugs by such youth and may include the following: individual, family, group, and peer counseling; drop-in services; assistance to RHY in rural areas (including the development of community support groups); information and training related to the illicit use of drugs by RHY for individuals involved in providing services to such youth; and activities to improve the availability of local drug abuse prevention services to runaway and homeless youth. (Section 387(1) of the RHY Act, 34 U.S.C. 11279)

**EDUCATION OR EMPLOYMENT:** Performance in, and completion of, educational and training activities, especially for younger youth; and starting and maintaining adequate and stable



employment, particularly for older youth. (45 CFR § 1351.1)

**EVIDENCE-BASED PRACTICES:** Replicates practices that have been evaluated using rigorous evaluation design, such as randomized controlled or high-quality quasi-experimental trials, and that have demonstrated positive impacts for youth, families, and communities. (For the purposes of this announcement.)

**EVIDENCE-INFORMED PRACTICES:** Brings together the best available research, professional expertise, and input from youth and families to identify and deliver services that have promise to achieve positive outcomes for youth, families, and communities. (For the purposes of this announcement.)

**EXCEPTIONAL CIRCUMSTANCES:** Extenuating circumstances that cause a youth to benefit from additional time in the program. (For the purposes of this announcement.)

**FOLLOW-UP SERVICES:** The act of accessing youth progress after the youth have received safety and resource referrals. (For the purposes of this announcement.)

**GATEWAY SERVICES:** Services to provide food, clothing, and hygiene-related items to meet basic needs and to develop trust between a youth and youth outreach worker. (For the purposes of this announcement.)

**HARM REDUCTION:** The provision of basic needs and services (e.g., education, referrals, case management) that aim to reduce adverse health, social, and economic consequences of high-risk behaviors to include reducing the risk of sexual exploitation and human trafficking, assault, or substance use. (For the purposes of this announcement.)

**HEALTH CARE SERVICES:** Physical, mental, behavioral, and dental health services. It includes services provided to RHY and in the case of maternity group homes also includes services provided to a pregnant youth and the child(ren) of the youth. Where applicable and allowable within a program, it includes information on appropriate health related services provided to family or household members of the youth. Any treatment or referral to treatment that aims to change someone's sexual orientation, gender identity, or gender expression is prohibited. (45 CFR § 1351.1)

**HOMEBASED SERVICES:** Services provided to youth and their families for the purpose of preventing such youth from running away or otherwise becoming separated from their families and assisting runaway youth to return to their families. It includes services that are provided in the residences of families (to the extent practicable), including intensive individual and family counseling and training relating to life skills and parenting. RHY Act (34 U.S.C. 11211)

**HOMELESS YOUTH:** An individual less than 21 years of age or, in the case of a youth seeking shelter in a basic center under part A (section 387(3)(a)) of the RHY Act, less than 18 years of age or less than a higher maximum age if the state where the center is located has an applicable state or local law (including a regulation) that permits such higher maximum age in compliance with licensure requirements for child and youth-serving facilities; and for the

purposes of part B (section 387(3)(A)(ii) of the RHY Act, not less than 16 years of age and either less than 22 years of age, or not less than 22 years of age, as the expiration of the maximum period of stay permitted under section 322(a)(2) if such individual commences such stay before reaching 22 years of age; or for whom it is not possible to live in a safe environment with a relative; and who has no other safe alternative living arrangement. (Section 387(3) RHY Act, 34 U.S.C. 11279)

**HOST FAMILY HOME:** A family or single adult home or domicile that provides shelter to a homeless youth. (45 CFR § 1351.1)

**INTAKE:** A process for gathering information to assess eligibility and the services required to meet the immediate needs of the client. (45 CFR § 1351.1)

**KEY STAFF:** An employee with major decision-making authority; and/or manages programs, finances, or other staff. Examples would be Executive Directors, Division Directors, Program Managers, and Finance Directors. (For the purposes of this announcement.)

**MATERNITY GROUP HOME:** A community-based adult-supervised transitional living arrangement where client oversight is provided on site or on-call 24 hours a day and that provides pregnant or parenting youth and their children with a supportive environment to learn parenting skills, including child development, family budgeting, and health and nutrition; and other skills to promote their long-term economic independence and ensure the well-being of their children. (45 CFR § 1351.1)

**OUTREACH:** Finding youth who have runaway or youth experiencing homelessness, or youth at-risk of becoming runaway or homeless, who might not use services due to lack of awareness or active avoidance; providing information to them about services and benefits; and encouraging the use of appropriate services.(45 CFR § 1351.1)

**PERMANENT CONNECTIONS:** Ongoing attachments to families or adult role models, communities, schools, and other positive social networks that support young people's ability to access new ideas and opportunities that support thriving. Permanent connections provide a social safety net when young people are at-risk of re-entering homelessness. (45 CFR § 1351.1)

**PREVENTION SERVICES:** Services provided to a youth and/or the youth's family prior to residential stay, including at least, 3 months of aftercare once the provision of after care services has been completed. These services can be offered to a youth and/or their family if there is a break in residential stay or aftercare and the BCP has not provided or sustained regular aftercare services after 3 months. (For the purposes of this announcement.)

**REINTEGRATION SERVICES:** The connection of youth with services to promote their long-term well-being and self-sufficiency, including resource plans and case management services for substance abuse, mental health, education, community connections, employment, transportation, income security, identity papers, and housing. (For the purposes of this announcement.)

**RESOURCE PLAN:** Plans for youth that may include, but are not limited to, resources for help;

support for dealing with family conflict, emotional stress, and education; and information or referral to community resources such as substance abuse counseling, education, employment, and housing. (For the purposes of this announcement.)

**RESPIRE:** Respite care provides parents and other caregivers with short-term childcare services that offer temporary relief. Respite care is not an allowable BCP activity.(For the purposes of this announcement.)

**RISK AND PROTECTIVE FACTORS:** Those factors that are measurable characteristics of a youth that can occur at multiple levels, including biological, psychological, family, community, and cultural levels, and that precede and are associated with an outcome. Risk factors are associated with higher likelihood of problematic outcomes, and protective factors are associated with higher likelihood of positive outcomes. (45 CFR § 1351.1)

**RHY PROJECT:** A community-based program outside the juvenile justice or child welfare systems that provides runaway prevention, outreach, shelter, or transition services to youth who have runaway or youth experiencing homelessness or youth at-risk of running away or becoming homeless. (For the purposes of this announcement.)

**RUNAWAY YOUTH:** An individual who is less than 18 years of age and who absents himself or herself from home or a place of legal residence without the permission of a parent or legal guardian. (Section 387(4) of the RHY Act, 34 U.S.C. 11279)

**SAFE AND APPROPRIATE EXITS:** Settings that reflect achievement of the intended purposes of the Transitional Living Programs as outlined in section 382(a) of the Act. Examples of safe and appropriate exits are exits to the following: (1) private residence of a parent, guardian, another adult relative, or another adult that has the youth's best interest in mind and can provide a stable arrangement; (2) another residential program if the youth's transition to the other residential program is consistent with the youth's needs; or (3) independent living, if consistent with the youth's needs and abilities. (45 CFR § 1351.1)

**SAFE AND APPROPRIATE EXITS ARE NOT EXITS:** to the street; to a locked correctional institute or detention center if the youth became involved in activities that lead to this exit after entering the program; to another residential program if the youth's transition to the other residential program is inconsistent with the youth's needs; or to an unknown or unspecified other living situation. (45 CFR § 1351.1)

**SAFETY PLAN:** Plans for youth that may include, but are not limited to, knowing a trusted adult to call in an emergency; learning how to recognize and avoid unsafe situations and people; and avoiding maladaptive coping mechanisms, including risky sexual behavior or criminal behavior. (For the purposes of this announcement.)

**SCREENING AND ASSESSMENT:** Valid and reliable standardized instruments and practices used to identify each youth's individual strengths, life experiences, and needs across multiple aspects of health, well-being, and behavior in order to inform appropriate service decisions and provide a baseline for monitoring outcomes over time. Screening involves abbreviated

instruments commonly used by runaway and homeless youth providers, for example with trauma and health problems, that can indicate certain youth for more thorough diagnostic assessments and service needs. Assessment, which is used here to mean assessment more broadly than for the purposes of diagnosis, involves evaluating multiple aspects of social, emotional, and behavioral competencies and functioning in order to inform service decisions and monitor outcomes. (45 CFR §1351.1)

**SERVICES:** Include a comprehensive youth centered service model with a holistic approach to addressing the unique need of RHY, youth, and young adults. Components of the model include access to shelter, gateway services, assessment, coordinated case management, follow-up/aftercare services, continuum service linkages, and geographic location. Youth who have runaway or youth experiencing homelessness will also receive information and counseling services in basic life skills, which shall include money management, budgeting, consumer education, and use of credit, parenting skills (as appropriate), interpersonal skill building, educational advancement, job attainment skills, and mental and physical health care. (For the purposes of this announcement.)

**SERVICE PLAN OR TREATMENT PLAN:** A written plan of action based on the assessment of client needs and strengths and engagement in joint problem solving with the client that identifies problems, sets goals, and describes a strategy for achieving those goals. To the extent possible, the plan should incorporate the use of trauma-informed, evidence-based or evidence-informed interventions. As appropriate, the service and treatment plans should address both physical and mental safety issues. (45 CFR § 1351.1)

**SHELTER:** Temporary shelter means all BCP shelter settings in which youth who have runaway or youth experiencing homelessness are provided room and board, crisis intervention, and other services on a 24-hour basis for up to 21 days. The 21-day restriction is on the use of RHY funds through the BCP, not a restriction on the length of stay permitted by the facility. [81 FR 93058, Dec. 20, 2016]

**STREET-BASED-SERVICES:** Services provided to youth who have runaway or youth experiencing homelessness in areas where they congregate and designed to assist such youth in making healthy personal choices regarding where they live and how they behave. (Section 387(5) of the RHY Act, 34 U.S.C. 11279)

**STREET YOUTH:** An individual who is a runaway youth or indefinitely or intermittently a homeless youth and spends a significant amount of time on the street or in other areas that increase the risk to such youth for sexual abuse, sexual exploitation, prostitution, or drug abuse. (Section 387(6) of the RHY Act, 34 U.S.C. 11279)

**SHORT-TERM TRAINING:** The provision of local, state, or regionally based instruction to youth who have runaway or otherwise homeless youth service providers in skill areas that will directly strengthen service delivery. (45 CFR § 1351.1)

**SOCIAL AND EMOTIONAL WELL-BEING:** The development of key competencies, attitudes, and behaviors that equip a young person experiencing homelessness to avoid unhealthy risks and to succeed across multiple domains of daily life, including school, work, relationships, and community. (45 CFR § 1351.1)

**STABLE HOUSING:** A safe and reliable place to call home. Stable housing fulfills a critical and basic need for homeless youth. It is essential to enable functioning across a range of life activities. (45 CFR § 1351.1)

**SUSTAINABLE LIVING:** Reduced reliance on social services by having a self-sufficient network in place that provides support so that youth can maintain safe, stable, and appropriate living and well-being. (For the purposes of this announcement.)

**TECHNICAL ASSISTANCE:** The provision of expertise or support for the purpose of strengthening the capabilities of grantee organizations to deliver services. (45 CFR § 1351.1)

**TRANSITIONAL LIVING YOUTH PROJECT:** A project that provides shelter and an array of supportive services designed to promote a transition to self-sufficient living and to prevent long-term dependency on social services. (Section 387(7) of the RHY Act, 34 U.S.C. 11279(7))

**YOUTH AT RISK OF SEPARATION FROM THE FAMILY:** An individual who is less than 18 years of age; has a history of running away from the family of such individual; whose parent, guardian, or custodian is not willing to provide for the basic needs of such individuals; or who is at risk of entering the child welfare system of juvenile justice system as a result of the lack of services available to the family to meet such needs.

## **Appendix B**

### *Estimated State Allocations*

*The BCP Estimated State Allocations chart can be found by accessing:*

<https://www.acf.hhs.gov/fysb/grant-funding/basic-center-program-estimated-fy2023-state-allocations>