



Administration for Children and Families

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

FY 2023 Runaway and Homeless Youth-Prevention Demonstration Program (RHY-PDP)

HHS-2023-ACF-ACYF-CY-0070

Application Due Date: 07/31/2023

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Funding Opportunity Title:

FY 2023 Runaway and Homeless Youth-Prevention Demonstration Program (RHY-PDP)

Announcement Type:

Initial

Funding Opportunity Number:

HHS-2023-ACF-ACYF-CY-0070

Primary CFDA Number:

93.623

Due Date for Applications:

07/31/2023

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 and adolescent pregnancy. FYSB’s Division of Runaway and Homeless Youth (RHY) is accepting applications for the RHY Prevention Demonstration Program (RHY-PDP). RHY-PDP supports the design and delivery of community-based demonstration initiatives to prevent youth from experiencing homelessness. Through the development and coordination of partnerships with youth and young adult service providers, community organizations, and private and public agencies, the RHY-PDP will 1) identify young people at risk of experiencing homelessness; 2) design and develop a comprehensive community-based prevention plan to prevent youth homelessness; and 3) implement robust, holistic prevention services tailored for youth and young adults to respond to the diverse needs of youth who are at risk of homelessness and their families.

The goal of the RHY-PDP is to expand existing partnerships among service providers in key areas, such as education, health, mental health, child welfare, family support, substance abuse prevention/intervention, domestic violence/crisis intervention, law enforcement, courts, legal services, and other non-traditional partners, to create a comprehensive safety net that will improve the accessibility, delivery, and quality of prevention services for youth and young adults who are at highest risk of experiencing homelessness. FYSB will award up to five prevention demonstration program cooperative agreements for up to \$350,000 per year for a 36-month project period with three 12-month budget periods.

I. Program Description

Statutory Authority

This program is authorized under the RHY Act at 34 U.S.C. 11243.

Description

ACYF's RHY PROGRAM

ACYF, through FYSB, supports the safety, permanency, well-being, and self-sufficiency of runaway and homeless youth, which are 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 RHY Program promotes a Positive Youth Development (PYD) framework, which integrates strengths-based approaches to emphasize a youth's self-determination, resilience, life skills, and strengths. The PYD framework supports youth in identifying strengths and skills that can be used to advance 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 and 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. For more information on PYD, visit <https://youth.gov/youth-topics/positive-youth-development>.

Trauma-Informed Approach

The RHY Programs also utilize 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://store.samhsa.gov/sites/default/files/d7/priv/sma14-4884.pdf>

Additionally, FYSB's RHY Program 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 RHY, equip programs with the necessary tools to prevent these incidents, and identify youth who are either experiencing or at risk of experiencing human trafficking. For more information and resources about the RHY Program and human trafficking, visit https://www.rhyttac.net/index.php?option=com_content&view=article&id=750:rhy-trafficking-exploitation-and-csec-resources&catid=20:site-content.

FYSB funds over 640 active RHY grant awards to public and non-profit organizations to support street-based services, emergency and longer-term shelter, and counseling and supportive services to youth and young adults who have run away or who are at risk of or are experiencing homelessness. The primary RHY Programs are as follows:

- **The Street Outreach Program (SOP)** provides street-based services to youth and young adults under the age of 22 who are living on the street; have runaway; are experiencing homelessness; and/ or who have been subjected to, or are at risk of being subjected to, sexual abuse, sexual exploitation, and severe forms of trafficking. Youth receive provisions for their basic needs, including food, hygiene packages, and information on RHY shelters.
- **The Basic Center Program (BCP)** provides temporary, emergency shelter and counseling services to eligible 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, are youth living on the street, or are youth experiencing homelessness for a period of up to 21 days. BCPs support youth with individual, group, and family counseling as appropriate; gateway services, harm reduction; and case management.

- **The Transitional Living Program** (TLP) provides safe, stable, and appropriate housing for youth ages 16 to under 22 years of age who have runaway or are experiencing homelessness for a period 18 months (540 days) or, under extenuating circumstances, up to 21 months. Services provided within TLP include case management, individual/group counseling, education in basic life skills, financial literacy, interpersonal skill building, assistance with educational advancement and job attainment skills, and access to physical and mental health care.
- **Maternity Group Homes** (MGH) are TLPs specifically designed to meet the needs of pregnant and/or parenting youth. These homes provide TLP services described above as well as parenting skills, child care, child development education, and health and nutrition services.

These programs and services are designed to help youth and young adults who are experiencing homelessness develop the skills necessary to make a successful transition to self-sufficient living.

The RHY Act also authorizes additional activities to be conducted through contracts, grants, and cooperative agreements, including the following:

- Research, program evaluation, and demonstration initiatives;
- A National reporting system (NCS) to capture data on youth experiencing homelessness serving RHY grant recipients (RHY-Homeless management Information System (RHY-HMIS));
- A national communications system to assist youth who have runaway or are experiencing homelessness in communicating with their families and service providers; and
- Training and Technical Assistance (TTA) for FYSB grantee programs through the TTA Centers (RHYTTAC)

PROJECT OVERVIEW

The RHY Division funds street outreach initiatives, crisis and emergency shelter, and TLP for youth and young adults experiencing homelessness. In order to end youth homelessness permanently and equitably, it is essential communities implement concurrent strategies to addressing the problem by: 1) Meeting the urgent needs of youth and young adults who are already experiencing homelessness or housing instability, and specific to the purpose of this NOFO 2) Preventing youth and youth adults from experiencing homelessness in the first place by recognizing and pre-emptively addressing the conditions that contribute to it. This includes, by boosting protective factors, and by putting effective resources and supports directly in the hands of young people and families who need them most. Therefore, the purpose of this NOFO is to provide resources for up to five grant recipients to plan and implement prevention services that are tailored for youth and young adults who are at risk of experiencing homelessness or housing instability and their families.

Pursuant to the RHY Act (34 U.S.C. 11243), “the Secretary may make grants to States, localities, and private entities (and combinations of such entities) to carry out research, evaluation, demonstration, and service projects.” Additionally, priority shall be given to projects relating to, “...innovative programs, that assist youth in obtaining and maintaining safe and stable housing...”(34 U.S.C. 11243(b)(10)).

This program will support the design and delivery of a demonstration initiative to prevent youth and young adults under the age of 22 from experiencing homelessness. Funded programs will be required to develop partnerships with organizations and agencies to 1) identify young people at risk of experiencing homelessness; 2) design and develop a comprehensive community-based prevention plan to prevent youth homelessness; and 3) implement robust, holistic prevention services tailored for youth and young adults to respond to the diverse needs of youth who are at risk of homelessness and their families.

RHY-PDP recipients will plan and implement prevention services that are tailored for youth and young adults who are at risk of experiencing homelessness or housing instability and their families. Preventing youth and young adults from experiencing homelessness or housing instability will require strong partnerships with youth-and-family serving systems and organizations and will require RHY-PDP grant recipients to expand existing partnerships among service providers in key areas, such as education, health, mental health, child welfare, family support, substance abuse prevention/intervention, domestic violence/crisis intervention, law enforcement, courts, juvenile justice, legal services, and non-traditional partners, to create a comprehensive safety net that will improve the accessibility, delivery, and quality of services for youth and young adults to prevent them from experiencing homelessness. Funding may not be used for education or outreach only activities.

Overview of Prevention:

The goal of this funding opportunity is to implement and evaluate interventions and services that prevent youth and young adults from experiencing homelessness in the first place by recognizing and pre-emptively addressing the conditions that contribute to it, by boosting protective factors, and by putting effective resources and supports directly in the hands of young people and families who need them most. The U.S. Department of Health and Human Services' (HHS) Assistant Secretary for Planning and Evaluation defines prevention using four tiers: 1) Primordial Prevention addresses social, economic, and structural policies that affect health and well-being, and are embedded into mindsets and daily practices to prevent risk factors from occurring for all populations; 2) Primary Prevention reduce or lessen risk factors and promote and strengthen protective factors for populations or environments at risk for poor outcomes before problems emerge; 3) Secondary Prevention provide opportunities to alleviate existing problems or modify prevailing conditions to prevent escalation for individuals with identified needs or challenges; and 4) Tertiary Prevention problem triage and crisis management for individuals significantly impacted or affected.[\[1\]](#)

Investing in all levels of prevention is critical to ensuring that children, youth, young adults, and families have the opportunities and resources needed to thrive. For purposes of this funding opportunity, the RHY-PDP recipients must focus on implementing interventions and services focused on secondary prevention for youth and young adults at risk of experiencing homelessness and their families.

The RHY-PDP primary objectives:

Develop a Prevention Plan by engaging in a community planning and strategic engagement process. The Prevention Plan will identify strategies to prevent youth homelessness by strengthening existing partnerships, forming new partnerships, developing a shared understanding and definition of prevention, addressing system barriers, conducting needs assessments, identifying prevention services tailored for youth and young adults at risk of experiencing homelessness, testing promising interventions, and evaluating their outcomes.

Promote equity in the delivery of services and measurement of outcomes targeted to the prevention of youth homelessness. RHY-PDP recipients will demonstrate and measure equitable service delivery, positive outcomes, and a reduction in disparate outcomes for youth of color; youth who identify as Lesbian, Gay, Bisexual, Transgender, Queer and/or Questioning, Intersex, Asexual, Two-Spirit (LGBTQIA2S+); tribal youth; and other underserved youth experience homelessness or housing instability.

Implement prevention interventions and services that are tailored for youth and young adults to prevent youth homelessness.

Evaluate the implementation of prevention services and interventions. Develop realistic and measurable targets to evaluate RHY-PDP's prevention services and their impact on youth experiencing homelessness or housing instability. Upon award, FYSB will provide specific performance measures and training on the collection and analysis of data to demonstrate outcomes in carrying out objectives of the RHY-PDP.

Two Phase Process

RHY-PDP will be carried out using a two-phase process that includes a 6-month planning phase and a 30-month implementation phase, which includes evaluations.

Phase I: Planning - Develop a Prevention Plan

RHY-PDP grant recipients are required to develop a Prevention Plan to prevent youth homelessness. RHY-PDP grant recipients will have 6 months from the start date of the award to create a Prevention Plan. The planning process is expected to lay the groundwork for program implementation thus providing a framework for the interventions and services the program will utilize during the implementation phase. Upon completion of the Prevention Plan, the RHY-PDP grant recipient will submit it to FYSB for review and approval.

During the first year of funding, each project will use funds to support a 6-month planning phase that will include:

- Identifying key community partnerships that the RHY-PDP grant recipient will engage with throughout the project. Community partners will assist the RHY-PDP grant recipient in identifying youth and young adults at risk of experiencing homelessness or housing instability so that prevention interventions and services are offered in coordination with youth and family serving community partners.
- Defining prevention of youth homelessness to ensure the RHY-PDP grant recipient has a shared understanding of prevention of youth homelessness. RHY-PDP grant recipients will be expected to engage with community partners and FYSB to provide and receive

input from youth-and family-serving systems and programs on the definition of prevention of youth homelessness.

- Developing a process for the identification and assessment of youth and young adults at risk of experiencing homelessness or housing instability who are eligible for prevention interventions and services and a referral strategy to connect youth and young adults who need immediate access to emergency shelter, short-term housing, longer-term housing, or counseling services in the event prevention efforts are not successful.
- Detail a strategy for implementing the required prevention interventions detailed in Phase II (below) as well as any additional prevention services the RHY-PDP grant recipient will implement. The selected prevention intervention(s) and service(s) must be responsive to community needs.
- Detailing how the RHY-PDP grant recipient will measure and evaluate the outcomes of the selected prevention intervention(s) and service(s).

The development of the prevention plan must be co-designed alongside youth with lived experience of homelessness or who are at risk of homelessness or housing instability. A co-design approach to developing the prevention plan encourages a participatory process to designing solutions to preventing youth homelessness and positions youth and young adults as collaborators in the development of the prevention plan. RHY-PDP grant recipients may consider a partnership with a local youth action board, youth boards that are supported by the RHY-PDP grant recipient, or youth and young adults who are employed by the grant recipient to ensure youth with lived experience provide robust and ongoing input to the development of the prevention plan.

The prevention plans that result from this phase will identify a 3-year vision and strategy for expanding current efforts and resources, launching new prevention interventions and services, and making changes to improve service coordination and response, with the goal of effectively meeting the needs of youth and young adults at greatest risk of experiencing homeless in order to prevent and reduce the incidents of youth homelessness in the community.

Phase II: Implementation–Prevention Interventions and Services Tailored to Youth and Young Adults At-Risk of Homelessness

During Phase II of the program, RHY-PDP grant recipients will implement the prevention plan. This will require RHY-PDP grant recipients to identify youth and young adults at risk of experiencing homelessness and provide them with robust, holistic prevention services to respond to their diverse needs.

RHY-PDP grant recipients will implement and evaluate prevention interventions or services that are tailored to youth and young adults that must include:

- Flexible Cash Assistance: Evidence shows that youth and families are often prevented from experiencing homelessness when they have access to immediate, individualized, and flexible financial assistance. Flexible cash assistance to prevent episodes of homelessness and increase housing stability is a promising practice that helps stabilize families, improves outcomes for youth and young adults, and increases the well-being of youth and their families.[\[2\]](#)[\[3\]](#)[\[4\]](#)
- Individualized Supportive Services and Case management: Youth, young adults, and their families have different experiences, backgrounds, identities, cultures, and needs. RHY-

PDP grant recipients will implement individualized supportive services and case management models that are responsive to the needs of the community and support the housing stability of youth and young adults, and their families.

In addition to flexible cash assistance and individualized supportive services and case management, RHY-PDP grant recipients may also elect to implement and evaluate additional prevention services, including coordinated housing navigation, case management, family stabilization and strengthening, home visitation, kinship and parent engagement, family and chosen-family support, permanent connections, licensed counseling and mediation, legal services, food and nutrition support, transportation, employment and career readiness, school connection, or other support services identified as a need in the community. RHY-PDP grant recipients may implement other prevention services that are not detailed in this section, so long as they are measurable, responsive to the needs of the community, and are designed to prevent youth from experiencing homelessness or housing instability. Funding under this award must be used to provide direct services that support the prevention of homelessness for youth and family of youth at-risk of homelessness. Funding may not be used for the sole purpose of supporting primary prevention activities such as community education or outreach.

As required by the prevention plan, the RHY-PDP grant recipient must implement a referral strategy to connect youth and young adults who need immediate access to emergency shelter, short-term housing, longer-term housing, and counseling services in the event prevention efforts are not successful. Referral strategies should prioritize referrals to youth-specific emergency shelter, short-term shelter, and counseling services like RHY BCPs, TLPs, or MGHs. If youth-specific emergency shelter, short-term shelter, and counseling services are not available in the RHY-PDP's community, the RHY-PDP grant recipient must detail a plan to refer youth to other emergency shelter or short-term shelter and counseling services.

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. Additional data from FYSB's RHY-HMIS on gender identity and 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 2021 identified as LGBTQIA2S+ or as being uncertain of their sexual orientation. To this end, FYSB is committed to awarding grants to organizations that address these disparities in the prevalence and severity of experiences faced by youth related to ethnicity, sexual orientation, and gender identity. As such, RHY-PDP 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. Project outreach and intervention strategies must reflect policies and practices that are trauma-informed and culturally-responsive to people of color and other underserved populations as well as the gender identity or sexual orientation. Furthermore, projects must address the language access needs of youth and families of youth served.

Coordination and Collaboration

Implementing prevention services tailored for youth at-risk of experiencing homelessness or housing instability requires strong coordination and collaboration with youth and family partners. RHY-PDP grant recipients must have existing partnerships with at least three youth and family partners, that have supported the grant recipient in their existing youth programming. Examples of youth and family partners include schools, education, health, mental health, child welfare, family support, substance abuse prevention/intervention, domestic violence/crisis intervention, law enforcement, courts, juvenile justice, and legal services, and non-traditional partners.

Federal Evaluation

FYSB will sponsor a federally-led evaluation. The evaluation will be conducted by an independent contractor(s) with experience leading small-and large-scale demonstrations and/or descriptive and impact evaluations. As a condition of acceptance of an award under this NOFO, all grant recipients are required to participate fully in ACF-sponsored evaluations and adhere to all evaluation protocols established by ACF to be carried out by its designee contractor(s). Grantees will still be required to collect performance measures. (Please see Section IV.2. The Project Description for the application requirements related to this NOFO.)

Consistent with the PRA of 1995, 44 U.S.C. 3501-3521, under this NOFO, FYSB will not conduct or sponsor, and a person is not required to respond to, a collection of information covered by such Act, unless it displays a currently valid Office of Management and Budget (OMB) control number. FYSB is seeking approval of its RHY-PDP data indicators through the OMB Office of Information and Regulatory Affairs. FYSB will not request this information if these forms are not approved at the time that reports are due. Please see Section VI.3. Reporting for more information.

Technical Assistance

By drawing down funds, if awarded, recipients agree to receive and work cooperatively with technical assistance providers recommended by FYSB to ensure quality programming and implementation. TTA is free to grantees through the RHY TTA Center. Services include regionally based technical assistance clinics, training sessions, e-learning, webinars, and national grantee training. Recipients must also send at least one key staff person to attend the annual, in-person RHY National Grantee Training and annual in-person regional training. In addition, recipients will participate in national learning collaboratives and cohort-based peer engagement activities. More information is available at: www.rhyttac.net. For more information regarding TTA, please read *Section IV.2. The Project Description, Budget, and Budget Justification*.

Sustainability Plan

To be successful, RHY-PDP 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:

- Accountability in meeting FYSB's RHY-PDP performance standards;
- 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; and
- 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;

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 assigned by the System for Award Management (SAM), if they do not already have one. Prime recipients are required to check the 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. Please see *Appendix A* for important definitions.

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] <https://aspe.hhs.gov/sites/default/files/documents/8228e700f6e369df9382ac8e0d3976c1/primary-prevention-convening-brief.pdf>

[2] <https://www.dashdc.org/wp-content/uploads/2014/08/Sullivan-Bomsta-HacsKaylo-2016-Flex-funding-promising-strategy-JIV.pdf>

[3] <https://www.chapinhall.org/wp-content/uploads/Evidence-Review-Brief.pdf>

[4] <https://www.wcpp.org.uk/wp-content/uploads/2018/10/Preventing-Youth-Homelessness-full-report.pdf>

II. Federal Award Information

Funding Instrument Type:

CA (Cooperative Agreement)

Estimated Total Funding:

\$1,750,000

Expected Number of Awards:

5

Award Ceiling:

\$350,000

Per Budget Period

Award Floor:

\$250,000

Per Budget Period

Average Projected Award Amount:

\$350,000

Per Budget 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'

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

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*.

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

A cooperative agreement is a specific method of awarding federal assistance in which substantial federal involvement is anticipated. Details of the relationships and governance of the cooperative agreement will be specified in the terms and conditions of the award. The respective responsibilities of FYSB and the grantee will be identified during pre-award negotiations and incorporated into the terms and conditions of the award. It is anticipated that the cooperative agreement will not change the project requirements for the grantee under this announcement. At a minimum, ACF will:

- Provide consultation, review, and approval of the strategic plan once it is submitted after award and any revision made to the work plan during the project period;
- Provide oversight in the development of the project design, including information on the resources and planned activities for ACF, ACYF, FYSB and the RHY Program;
- Facilitate communication and provide consultation in the development of the project design, including information on the resources and planned activities for ACF and, ACF regional offices;
- Facilitate communication with representatives of other federal agencies in order to promote intra-agency and inter-agency coordination and collaboration; and
- Review and approve drafts of all updated or new materials that are developed or printed with resources made available under this cooperative agreement.

FYSB will organize periodic consultations, meetings, briefings, teleconferences, webinars, and other forums necessary to review current and planned activities, to share information, and to promote national coordination.

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.

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 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 \$350,000 in ACF (federal) funds must provide a non-federal share of the approved total project cost of at least \$ 38,889 , which is 10 percent of total approved project cost of \$ 388,889 .

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

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

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

III.3. Other

Application Disqualification Factors

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

Award Ceiling Disqualification

Applications that request an award amount that exceeds the *Award Ceiling* per budget period or per project period ("per project period" refers only to fully funded awards), as stated in *Section II. Federal Award Information*, will be disqualified from competitive review and funding under

this funding opportunity. This disqualification applies only to the *Award Ceiling* listed for the first 12-month budget period for projects with multiple budget periods. If the project and budget period are the same, the disqualification applies to the *Award Ceiling* listed for the project period.

Required Electronic Application Submission

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

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

Missing the Application Deadline (Late Applications)

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

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

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

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

Notification of Application Disqualification

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

IV. Application and Submission Information

IV.1. Address to Request Application Package

FYSB Operations Center
c/o F2 Solutions
Attn: RHY Prevention Demonstration Program
FON: HHS-2023-ACF-ACYF-CY-0070
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.

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. Project Timeline and Milestones
7. Protection of Sensitive and/or Confidential Information
8. Organizational Capacity (Narrative Description)
9. Program Performance Evaluation Plan
10. Line-Item Budget and Budget Justification
11. Geographic Location
12. Plan for Oversight of Federal Awards and Activities
13. 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
4. Indirect Cost Rate Agreement (if applicable)
5. Letters of Support

ELECTRONIC APPLICATION SUBMISSION INSTRUCTIONS

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

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

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

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

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

Adherence to the Two-File Requirement

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

Application Upload Requirements

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

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

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

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

Required SFs and OMB-approved Forms

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

Naming Application Submission Files

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

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

Use only file formats supported by ACF

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

ACF supports the following file formats:

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

Do Not Encrypt or Password-Protect the Electronic Application Files

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

FORMATTING FOR PAPER APPLICATION SUBMISSIONS:

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

Format Requirements for Paper Applications

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

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

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

Addresses for Submission of Paper Applications

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

Required Forms, Assurances, and Certifications

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

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

Forms/Assurances/Certifications	Submission Requirement	Notes/Description
	it must be submitted prior to the award of a grant.	
SF-424A - Budget Information - Non- Construction Programs and SF-424B - Assurances - Non-Construction Programs	<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.
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

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

Additional Required Assurances and Certifications

Mandatory Grant Disclosure

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

Disclosures must be sent in writing to:

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

And to:

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

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

Email: grantdisclosures@oig.hhs.gov

Non-Federal Reviewers

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

The Project Description

The Project Description Overview

General Expectations and Instructions

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

NOFO, as described in *Section I. Program Description*. As a reminder, reviewers will be evaluating this section in accordance with *Section V.I. 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 must describe their past and existing efforts to implement youth homelessness prevention strategies and the outcomes of those efforts. This description should include an analysis of any successes or challenges implementing prevention efforts, including lessons learned, and how the applicant will enhance services based on experience.

Applicants must describe their planning process during Phase I. The description must detail who the key community partners are and how they will be engaged to provide input in the development of the prevention plan

The applicant must describe how they will engage youth and young adults with lived experience throughout the planning and implementation process; and how they will facilitate the development of youth homelessness prevention strategies during the first 6 months of the project as detailed in *Section I, Program Description*.

Applicants must describe their plan to address the primary objectives of the RHY-PDP project to include developing a prevention plan, promoting equity, implementing prevention interventions and services, and evaluating the prevention services and interventions as detailed in *Section I, Program Description*.

Applicants must describe how they will transition from Phase I activities to Phase II activities that include flexible cash assistance, individualized supportive services and case management, and any additional prevention services tailored to youth and young adults at-risk of homelessness.

The applicants must describe how they will ensure that youth and/or young adults experiencing homelessness have access to safe, stable, and appropriate shelter and services and detail how the required coordination and collaboration partnerships will support the implementation of RHY-PDP.

Project Timeline and Milestones

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

Organizational Capacity

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

- Organizational charts.
- Resumes.
- List of Board of Directors.
- 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.
- Job descriptions for each vacant key position.

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

Plan for Oversight of Federal Award Funds and Activities

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

These regulations set forth the following standards for effective oversight:

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

- Remedies for Noncompliance

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

Program Performance Evaluation Plan

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

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

Logic Model

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

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

The applicant must describe how the project will operationalize the youth homelessness prevention plans and activities as communicated in the proposed logic model. Specifically,

describe how the proposed activities, inputs, and outputs will link to outcomes associated with preventing youth from experiencing homelessness.

Project Sustainability Plan

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

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

Protection of Sensitive and/or Confidential Information

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

Third-Party Agreements

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

Applicants must provide Letters of Commitment or MOUs between recipients and third-parties (i.e., subrecipients, contractors, or other cooperating entities).

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.

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, and up to two in-person collaboration events annually.

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. 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

07/31/2023

Due Date for Applications

07/31/2023

Explanation of Due Dates

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

Electronic Applications

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

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

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

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

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

Mailed Paper Format Applications

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

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

Hand-Delivered Paper Format Applications

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

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

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

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

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

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

Emergency Extensions

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

Acknowledgement of Received Application

Acknowledgement from Grants.gov

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

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

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

Acknowledgement from ACF of an electronic application's submission:

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

Acknowledgement from ACF of receipt of a paper format application:

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

IV.5. Intergovernmental Review

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

IV.6. Funding Restrictions

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

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

Pre-award costs are not allowable.

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

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

Costs for renovation of existing structures are authorized but may not exceed 15 percent of the grant amount awarded. Costs for acquisition is 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 RHY 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 RHY 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 Administrative and National Policy Requirements*.

IV.7. Other Submission Requirements

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

Submission by Mail

FYSB Operations Center

c/o F2 Solutions

Attn: Runaway and Homeless Youth Prevention Demonstration Program NOFO

FON: HHS-2023-ACF-ACYF-CY-0070

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.

NEED FOR ASSISTANCE

Maximum Points: 20

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

1.1 Demonstrate the need for PDP assistance, including the nature and scope of the prevalence of

RHY in the community and a detailed inventory of prevention resources presently available. (0-10 points)

1.2 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. (0-5 points)

1.3 Provide a detailed description of the cost-benefit of providing prevention services in the community when compared with the impact of the services not being available. (0-5 points)

APPROACH

Maximum Points: 40

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

2.1 Details past and existing efforts to implement youth homelessness prevention strategies and the outcomes of those efforts. This description should include an analysis of any successes or weaknesses in prevention efforts, including lessons learned, and how the applicant will enhance services based on experience. (0-5 points)

2.2 Describes the plan to convene stakeholders and facilitate a strategic planning process to identify and develop youth homelessness prevention strategies during the first 6 months of the project as detailed in *Section I, Program Description*. (0-5 points)

2.3 Details the projects plan to address the primary objectives of the RHY-PDP project to include developing a prevention plan, promoting equity, implementing required and optional prevention services, and evaluating the prevention services and interventions as detailed in *Section I, Program Description*. (0-10 points)

2.4 Describes how youth and young adults with lived experience will be integrated into the strategic planning process, program design, and program implementation. (0-5 points)

2.5 Describes how the project will transition from Phase I activities to Phase II activities, as detailed in *Section I, Program Description*, that includes required prevention services (i.e., flexible cash assistance, individualized supportive services and case management) and additional prevention services tailored to youth and young adults at-risk of homelessness; ensure that youth and/or young adults experiencing homelessness have access to safe, stable, and appropriate shelter and services; and protects the sensitive and confidential information of youth and young adults provided services. (0-15 points)

PERFORMANCE EVALUATION PLAN AND LOGIC MODEL

Maximum Points: 10

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

3.1 Provide an effective approach for documenting progress on the project, efforts towards continuous quality improvement, and any obstacles or challenges the applicant may face in implementing the program. (0-5 points)

3.2 Describe how the project will operationalize the youth homelessness prevention plans and

activities as communicated in the proposed logic model. Specifically, applicants describe how the proposed activities, inputs, and outputs will link to outcomes associated with preventing youth from experiencing homelessness. See Section I. Program Description, Project Requirements. (0-5 points)

ORGANIZATIONAL CAPACITY AND THIRD-PARTY AGREEMENTS

Maximum Points: 15

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

4.1 Provide evidence of experience and expertise in operating runaway and homelessness youth projects designed to prevent and end youth homelessness. Reviewers will consider evidence based on a thorough review of an organization's past work, program design, and ability to connect young people at risk of or experiencing homelessness to appropriate services appropriate. (0-7 points)

4.2 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, the applicant must state that no third-party agreements will be needed for the proposed scope of work. (0-5 points)

4.3 Provide plans, procedures, and standards that demonstrate the ability and capacity to incorporate and manage program administration requirements (i.e., staff safety, background checks, emergency preparedness plan, licensing requirement, training plan, governance and fiscal controls, staffing plan, technical assistance, monitoring, 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)

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:

5.1 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 clearly 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)

5.3 Detail any additional funding, aside from FYSB funding, the organization has to support the activities of the project, as described in *Section I. Program Description*. (0-3 points)

5.4 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)

SUSTAINABILITY PLAN

Maximum Points: 5

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

6.1 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 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)

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.

ACF may refuse funding for projects with what it regards as unreasonably high start-up costs for facilities or equipment, or for projects with unreasonably high operating costs.

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

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

Post Merit Review Preferences

In selecting from applications for the RHY-PDP, FYSB will select applications representing diverse geographic regions of the United States as well as that plan to carry out projects that serve diverse populations of runaway or homeless youth.

Federal Awarding Agency Review of Risk Posed by Applicants

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

Non-Federal Reviewers Reference

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

Approved but Unfunded Applications

Applications recommended for approval in the objective review process, but not selected for

award may receive funding if additional funds become available in the current Fiscal Year. For those applications determined as “approved but unfunded,” notice will be given of the determination by email.

V.3. Anticipated Announcement and Federal Award Dates

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

VI. Federal Award Administration Information

VI.1. Federal Award Notices

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

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

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

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

VI.2. Administrative and National Policy Requirements

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

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

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

HHS Grants Policy Statement

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

Equal Treatment of Faith-Based Organizations

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

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

Runaway and Homeless Youth Act Final Rule

On December 20, 2016, FYSB published a rule to improve performance standards and program requirements for RHY 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.

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, grant 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. TTA is free to grant recipients 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. 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;
- PYD;
- 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 LGBTQIA2S+);
- 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, [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; LGBTQIA2S+ 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 acknowledgment 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>.

VI.3. Reporting

Performance Progress Reports:

Semi-Annually

Reporting Requirements

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

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

Financial Reports:

Semi-Annually

VII. HHS Award Agency Contact(s)

Program Office Contact

Chris

Holloway
Administration for Children and Families
Family and Youth Services Bureau
FON: HHS-2023-ACF-ACYF-CY-0070
Mary E. Switzer Building
330 C Street, SW.
Washington
DC
20201
202-205-9560
Christopher.Holloway@acf.hhs.gov

Office of Grants Management Contact

Katrina
Morgan
Administration for Children and Families
Office of Grants Management
FON: HHS-2023-ACF-ACYF-CY-0070
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.

VIII. Other Information

Reference Websites

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

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

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

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

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

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

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

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

Family and Youth Services Bureau-<https://www.acf.hhs.gov/fysb>

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.

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

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

What to Submit	Where Found	When to Submit
		<i>Submission Dates and Times.</i>
Mandatory Grant Disclosure	Requirement, submission instructions, and mailing addresses are found in the "Mandatory Grant Disclosure" in <i>Section IV.2. Required Forms, Assurances and Certifications.</i>	If applicable, concurrent submission to the Administration for Children and Families and to the Office of the Inspector General is required.
The Project Budget and Budget Justification	Referenced in <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

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)

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)

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.)

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.)

HEALTH CARE SERVICES: Physical, mental, behavioral, and dental health services. It includes services provided to RHY and in the case of MGH 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)

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)

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 runaway, homeless, and street youth, 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)

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.)

RUNAWAY AND HOMELESS YOUTH PROJECT: A community-based program outside the juvenile justice or child welfare systems that provides runaway prevention, outreach, shelter, or transition services to runaway, homeless, or street youth 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 TLP 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)

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. Runaway and homeless youth 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 runaway and homeless youth 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 runaway, homeless, and street youth 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)

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)

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))