



Administration for Children and Families

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

**FY2023 Runaway Homeless Youth Training, Technical Assistance, and Capacity Building
Center (RHYTTAC)**

HHS-2023-ACF-ACYF-CY-0023

Application Due Date: 06/20/2023

Table of Contents

Executive Summary	2
I. Program Description.....	3
II. Federal Award Information.....	18
III. Eligibility Information	19
III.1. Eligible Applicants.....	19
III.2. Cost Sharing or Matching	20
III.3. Other.....	20
IV. Application and Submission Information.....	22
IV.1. Address to Request Application Package	22
IV.2. Content and Form of Application Submission	22
Required Forms, Assurances, and Certifications	28
The Project Description	31
The Project Budget and Budget Justification.....	36
Application Submission Options	41
IV.3. Unique Entity Identifier (UEI) and System for Award Management (SAM)	45
IV.4. Submission Dates and Times	45
Explanation of Due Dates	46
Acknowledgement of Received Application	47
IV.5. Intergovernmental Review.....	47
IV.6. Funding Restrictions	48
IV.7. Other Submission Requirements	48
V. Application Review Information	49
V.1. Criteria.....	49
V.2. Review and Selection Process.....	53
V.3. Anticipated Announcement and Federal Award Dates	54
VI. Federal Award Administration Information.....	54
VI.1. Federal Award Notices	54
VI.2. Administrative and National Policy Requirements	55
VI.3. Reporting	58
VII. HHS Award Agency Contact(s).....	58
VIII. Other Information	59
Reference Websites.....	59
Application Checklist.....	59

Funding Opportunity Title:

FY2023 Runaway Homeless Youth Training, Technical Assistance, and Capacity Building Center (RHYTTAC)

Announcement Type:

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HHS-2023-ACF-ACYF-CY-0023

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Due Date for Applications:

06/20/2023

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) announces the availability of up to \$2.5 million to be competitively awarded for the operation of the Runaway and Homeless Youth Training, Technical Assistance, and Capacity Building Center (RHYTTAC).

The Runaway and Homeless Youth (RHY) Program, administered by the Division of RHY within FYSB, serves as the national leader for the provision of shelter and supportive services to youth and young adults who have run away from home, are experiencing homelessness, or at-risk of becoming homeless. The RHY Program administers awards to public and non-profit organizations to establish and operate youth emergency shelters for minors, conduct street outreach, and support transitional living and maternity group home programs.

RHYTTAC is the national training and technical assistance (T/TA) entity that provides direct T/TA to existing RHY award recipients and subrecipients, federal staff, and youth-serving organizations eligible to receive RHY funds to implement programs that assist youth with having a successful path to adulthood and self-sufficiency. The purpose of the RHYTTAC is to support FYSB and RHY in the provision of T/TA services that will build the capacity of RHY award recipients and improve the performance and outcomes of program participants in the following four core areas:

- *Social and Emotional Well-Being:* Youth will be connected to trauma-informed systems of care providers to assist and promote positive physical health, substance abuse treatment, mental health, and personal safety (e.g., identify potential trafficking situations); and reduce sexual risk behaviors they may face.

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

This includes providing technical assistance to recipient organizations on creating and implementing programming that is reflective of the communities in which they serve. Successful capacity building enhances knowledge; promotes changes to practices or policies, when necessary; strengthens management and governance; and ensures compliance with required RHY statutory and regulatory requirements. Through the dissemination of high-quality, evidence-informed, or evidence-based resources and T/TA services, RHYTTAC works with youth-serving organizations to enhance their efforts of successful project implementation.

The RHYTTAC also works collaboratively with FYSB and assumes a lead role in coordinating with RHY grant recipients and members of the RHY Program Network (RHYPN). The RHYPN includes the National Communications System (NCS), the National Clearinghouse on Homeless Youth and Families (NCHYF), and the RHY Homeless Management Information System (RHY-HMIS).

I. Program Description

Statutory Authority

This program is authorized under the RHY Act (34 U.S.C. 11242)

Description

Pursuant to the RHY Act, FYSB funds over 600 active 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 runaway 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; or are youth living on the street or 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, childcare, 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:

- Research and evaluation;
- National reporting system to capture data on youth experiencing homelessness served by RHY award recipient programs (RHY-HMIS); and
- National communications system to assist youth who have runaway or are experiencing homelessness in communicating with their families and service providers (NCS).

PROJECT OVERVIEW

The RHY Program is committed to building the capacity of RHY award recipients, youth-serving professionals, and youth-serving organizations eligible to receive RHY awards by providing evidence-based and evidence-informed resources relevant to the field, T/TA to support RHY, data collection to help with planning and continuous quality improvement (CQI), and facilitating partnerships with RHY partners and communities to expand the availability of resources.

The RHYTTAC coordinates a partnership and/or consortium of highly experienced and knowledgeable partners within the RHY field, including youth experts with lived experience. The T/TA activities of RHYTTAC shall be research-based and evidence-informed as well as practical in application within the field of RHY serving programs locally, regionally, and nationally.

GOAL AND OBJECTIVES

Goal:

To strengthen and build the capacity of public and private entities that are eligible to receive RHY awards by providing T/TA for the purpose of carrying out the programs, projects, or activities for which such awards are serving youth and young adults who have run away from home, are experiencing homelessness, or are at risk of becoming homeless.

Objectives:

- Provide targeted T/TA to RHY award recipient agencies and youth-serving organizations eligible to receive RHY awards seeking technical support for prevention and intervention efforts to address current and potential RHY needs.
- Implement capacity-building activities to support RHY award recipient organizations in complying with RHY program legislation, regulations, and policy guidance.
- Develop relevant and interactive training products for in-person and virtual adaptation.
- Disseminate evidenced-based, evidence-informed, and promising practices related to issues impacting youth and young adults who have run away from home, are experiencing homelessness, or at risk of becoming homeless.
- Build meaningful partnerships and collaborations to strengthen networks and coordination between RHY programs, youth-serving organizations, housing supports, social service professionals, and state and local governments by proactively engaging these entities on data, best practices, and resources needed to impact outcomes for youth experiencing homelessness.
- Support coordination and delivery of T/TA activities among RHY award recipient organizations.
- Lead in the coordination of activities among RHY funded partner organizations such as the RHYPN.

PROJECT REQUIREMENTS

As the T/TA provider for the RHY Program, RHYTTAC must integrate and promote Positive Youth Development (PYD) and the trauma-informed approach into all products and resources it develops.

Positive Youth Development

FYSB's RHY Program promotes a PYD framework, which integrates strengths-based approaches to emphasize youths' self-determination, resilience, life skills, and strengths. The PYD framework that includes healthy messages, safe and structured places, adult role models, skill development, and opportunities to serve others. PYD is an intentional, prosocial approach that engages youth within their communities, schools, organizations, peer groups, and families in a manner that is empowering, productive and constructive. Employing PYD also means promoting increased 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>

The RHYTTAC will partner with other T/TA and RHY service providers including, but not

limited to, the RHY-HMIS (<https://rhy-hmis.acf.hhs.gov/>), the RHY NCS (1800Runaway.org), the NCHYF (RHYClearinghouse.acf.hhs.gov), and other ACF T/TA providers. The RHYTTAC will also work collaboratively with FYSB and assume a lead role in ongoing coordination and collaboration with the above-mentioned providers who make up the RHYPN.

In addition, RHYTTAC will carry out deliverables and activities in seven core areas:

- Oversight and management of administrative and program requirements;
- Development of national T/TA products;
- RHY award recipient performance coaching, support, and engagement;
- National and regional event delivery;
- Partnership with youth and young adults with lived experience;
- Support activities related to human trafficking awareness; and
- Incorporate data and community and partner feedback in ongoing and future /TA.

I. Oversight of administrative and program requirements related to operation of the RHY Training, Technical Assistance, and Capacity Building Center

At a minimum, RHYTTAC will:

- Establish a core management team, to include a full-time Project Director, to oversee the RHYTTAC project to include:
 - Managing all aspects of the RHYTTAC, including oversight of the budget, project deliverables, implementation of virtual and in-person RHY award recipient trainings, performance coaching, and ongoing coordination and engagement with RHY federal staff as needed and/or requested;
 - Ensure that RHY federal staff are consulted with and apprised of progress on a regular basis via weekly meetings with staff and/or management;
 - Ensure that the RHY Project Officer is informed of all project updates, and their input is built into all aspects of the project deliverables;
 - Identify dedicated staff and/or coaches to serve as point of contact and a direct liaison with federal project officers (FPOs) and RHY award recipients in each of ACF's ten regions;
- Participate in a RHYTTAC kickoff meeting virtually or in Washington, DC;
- Provide staffing to manage team meetings, including scheduling; agenda development; and meeting logistics, minutes, and timely dissemination of minutes to team members;
- Develop a standard operating procedural manual for the RHYTTAC, in coordination with the RHY Project Officer;
- Ensure FYSB approval is obtained on project deliverables and final products planned for dissemination;
- Oversee the development of a comprehensive set of tools, knowledge resources, peer networks, trainings, webinars, handbooks, and other resources;
- Provide all deliverables to FYSB in final editable electronic format by the specified due date.
- Develop a T/TA intake and review process in collaboration with the RHY Project Officer; and

- Establish and maintain a triage system for all T/TA requests that includes determining appropriate response time, collaboration with the assigned FPO, documentation of the requestor, status, and outcomes.

II. Development of National T/TA products

The RHYTTAC will provide T/TA and encourage peer-to-peer learning through various methods to include on-site RHY award recipient interactions, national and regional meetings and training events, self-paced online learning modules, webinars, written materials, and small group meetings in various formats (in-person, conference calls, and video technology).

At a minimum, RHYTTAC will:

- Triage and tracking all T/TA requests from initiation to completion.
- Develop and submit a comprehensive plan for producing high-quality products, including the use of social media platforms, infographics, tip sheets, etc. to provide diverse content types and methods of delivery;
- Develop and disseminate research-based, evidenced-based or evidence-informed T/TA materials via on-site training, educational material, peer-to-peer consultations, and appropriate technology-facilitated learning
- Develop, promote, and host educational T/TA, to include virtual or in-person webinars, trainings, distance learning, and other forms of technical assistance that support the RHY field;
- Establish and maintain a catalog of T/TA products available through RHYTTAC to be updated semi-annually with an organized listing of tools and resources, including packaging for specific audiences;
- Develop a quarterly calendar of proposed T/TA products;
- Ensure T/TA products are available in English and Spanish languages;
- Gather information from RHY award recipients, federal staff, ACF programs, other youth-serving organizations, and youth with lived experience (through listening sessions, surveys, needs assessments, etc.) to identify need and develop responsive T/TA products;
- Develop a quarterly report which identifies trends on the innovations, benchmarks, and challenges of RHY award recipients throughout the year. The report should highlight promising practices in response to data trend reviews, RHY award recipient coaching, and delivery of targeted TA.
- Establish and maintain an extensive cadre of Subject Matter Experts (SMEs) on various subject areas to contribute to the development of T/TA products relevant to the field. At a minimum, the T/TA provider should identify knowledgeable and highly regarded SMEs with expertise in each of RHY's four core outcome areas (and related topics) who will serve as the lead for development and delivery of T/TA products such as trainings, webinars, tip sheets, briefing papers, infographics, etc. as requested; assist with policy recommendation and development; system partner engagement; research activities, public awareness; and individual T/TA RHY award recipient support;
- Develop a criteria and protocol for engaging SMEs to assist RHY award recipient organizations on an individual, regional, or national basis, as appropriate;

- Coordinate with national capacity building centers providing services and supports to youth and families to share information, resources, and identify best practices to enhance outcomes for youth experiencing homelessness;
- Develop and disseminate resources to new RHY award recipients to include the promotion of the New Grantee Orientation (NGO) and description of RHYTTAC and RHYPN partner offerings;
- Develop training materials to support RHY award recipients in complying with RHY statutory, regulatory requirements, including but not limited to program and administrative requirements as outlined in the RHY program NOFOs;
- Develop communication materials that highlight case studies of RHY award recipients exhibiting best practices and success stories;
- In addition, throughout the project period, RHYTTAC will complete the following T/TA deliverables:
 - Develop a minimum of three toolkits with interactive online features in content areas identified relevant to the RHY field as evidenced by RHY award recipient feedback and monitoring findings by the RHY project staff
 - Develop a minimum of 10 information sheets and/or infographics per year on a range of topics for all RHY award recipients as identified through a variety of means, including research, analysis of RHY award recipient reports, emerging practices from the youth development field, and other TA activities that leverage the expertise of partner organizations, as determined by FYSB. These products shall be updated regularly to reflect current information and/or emerging research on the topic.
 - Develop a minimum of eight briefing papers outlining strategies for TA and improved performance over the project period on topics related to the RHY four core outcomes and related topics including, but not limited to those listed below:
 - Intersection of juvenile/criminal justice and youth homelessness
 - Intersection of child welfare and youth homelessness
 - Domestic violence, intimate partner violence, and dating violence
 - Healthy relationships
 - Civil legal services and supports for youth experiencing homelessness
 - Substance use and misuse
 - Youth homelessness prevention
 - Coordinated Entry
 - Partnership with Department of Housing and Urban Development Continuum's of Care
 - Equity and culturally specific supports for youth of color and lesbian, gay, bisexual, transgender, questioning, intersex, asexual and two spirit (LGBTQIA2S+) youth
 - Culturally specific supports for tribal communities
 - Parenting skills and supports for pregnant and/or parenting youth
 - Recruitment and staff retention
 - Aftercare and follow-up services

III. RHY Award Recipient Performance Coaching, Support and Engagement

The RHYTTAC will use a “coaching strategy” to deliver targeted T/TA to RHY award recipient organizations (in individual and/or small group settings) using SMEs with experience and knowledge in youth development and implementing strategies to address challenges and needs of RHY award recipient organizations related to a variety of topics. RHYTTAC will develop a plan to coordinate with a group of coaches or content experts who possess knowledge of the RHY core program areas, as well as performance management and outcomes, staff retention, financial management, executive leadership, and organizational capacity, etc.

At a minimum, RHYTTAC will:

- Serve all ten ACF federal regions and may include subcontractors or subrecipients, at its option, to provide services that will cover the regional multi-state areas.
- Provide direct T/TA to RHY award recipients in-person or virtually, as requested;
- Maintain a mechanism for routine check-ins with FPOs to discuss trends and RHY award recipient support and training needs;
- Participate in ongoing communication with RHY award recipients and FPOs via the bimonthly cluster calls, individual RHY award recipient calls, and regional check-in meetings;
- Maintaining their capacity to respond and complete T/TA requests from FPOs and RHY award recipients;
- Supporting FPOs in conducting outreach to RHY award recipient organizations to build rapport and promote communication between recipients and RHYTTAC about available resources, events, and completion of T/TA requests;
- Facilitating and monitoring a collaboration platform to promote peer-to peer learning and consultations;
- Collaborating with other RHY programs and T/TA providers, other FYSB and ACF T/TA providers, and other federal agencies with focus on youth at-risk of becoming homeless or experiencing homelessness and other youth related issues;
- Leading RHYPN partners in developing a strategic plan for the coordination and dissemination of T/TA resources;
- Collaborating and conducting joint T/TA events addressing RHY prevention and intervention to expand the reach to individuals and organizations;
- Collaborating with service providers and professionals in the RHY field to review, assess, and synthesize information on RHY evidence-based and promising practices and national standards for addressing emerging issues, needs, gaps, or accessibility challenges;
- Provide summaries of any individual RHY award recipients T/TA discussions to all participants to include meeting notes, expectations, next steps and timeline, as needed;
- Maintain an interactive website and social media presence that provides easy, centralized accessibility, and dissemination of approved RHY-relevant event marketing material, T/TA materials, and resources to RHY award recipients, youth-serving organizations, federal staff, and the public;
- Develop a mechanism for communicating information regularly (i.e., newsletter, e-Blast, etc.) that informs RHY award recipients of relevant T/TA products, upcoming T/TA offerings, partner agency events and learning opportunities, etc.;

- Operate and facilitate ongoing and regular engagement with RHY award recipients, internal and external partners, and FYSB staff through a collaboration platform (Community of Practice (CoP)) to share ideas and exchange learning and resources;
- Design content on CoP that stimulates peer-to-peer communication, learning, knowledge sharing and exchange of resources;
- Develop a mechanism to monitor and track recipients' usage of the eLearning, CoP platform, and social media sites on an ongoing basis to include website visits, material downloads, and training module completion;
- Develop a quarterly calendar of discussion topics, resources and moderators for the CoP;
- Create, organize and coordinate a structure for implementing learning communities within and external to the CoP built upon RHY program components. The learning community model provides intensive technical assistance over a specified period to a small group of recipients;
- Develop strategies to deliver individual and group coaching on performance measures and activities related to and impacting performance, such as statutory and regulatory program requirements, state/local licensing requirements, outreach, case management for performance, education and employment engagement strategies, career pathways planning, housing supports, professional development for RHY grant recipient staff, data collection and reporting, etc.;
- Support RHY award recipients in identifying opportunities to connect and align RHY program services with other social service programs where there is mutual benefit for RHY program participants;
- Develop resources, such as crosswalks, to help RHY award recipients better understand youth-serving programs across the federal government where closer partnerships may be established to more effectively serve youth;
- Provide direct support to RHY award recipients regarding virtual or onsite monitoring, to include:
 - Provide guidance to new grant recipients on best practices for how to prepare for on site or virtual monitoring visits;
 - Review all approved site visit summary reports (with or without findings) to identify trends, problem areas, and T/TA needs; and
 - As requested by FYSB, assist in the development of action plans, timelines and next steps for those recipients who have findings and/or corrective action plan.
- Assist RHY award recipients and eligible youth-serving organizations that provide RHY data (including services provided, outcomes, youth demographics, and other characteristics of youth served by their programs) in the development of effective data collection techniques;
- Work with the RHY-HMIS contractor to identify RHY award recipients' data entry barriers to ensure RHY data are entered accurately and used to promote data-driven decision-making for program improvement; and
- Provide T/TA support prior to, during or after natural/other types of disasters to ensure youth and staff safety, as needed and supported by the assigned FPO.

IV. National and Regional Event Delivery

The RHYTTAC will plan and facilitate the annual National Grantee Training, program-specific and regional training sessions which are designed to support RHY award recipients' in carrying out the objectives of their award and provide opportunities for peer-to-peer learning and share evidence-based approaches within national, regional, and local RHY-serving programs. In addition, RHYTTAC will maintain an interactive website to include access to all training material and event recordings.

At a minimum, RHYTTAC will:

- Assist FYSB with technical and logistical support of RHY award recipient meetings and trainings, including providing insight and knowledge that can inform planning, analysis, and implementation related to identifying training and technical assistance topics; identifying meeting/conference venues; subcontracting with high quality presenters, facilitators, and consultants; working with stakeholders to develop an agenda; arranging travel; providing onsite support; and conducting training and evaluations.
- Lead the coordination and logistical support of the annual National Grantee Training and NGO, to include:
 - Establishing a planning group to determine location, theme and event content.
 - Developing a process for timely review, revision and approval of marketing, keynote speakers and workshop content.
 - Conducting regular meetings with FYSB to provide event status updates.
 - Developing a registration process to capture attendee information and ensure appropriate communication to attendees before and after the event.
- Provide direct support to FYSB in the content development and delivery of annual regional and program-specific training events, to include:
 - Advising RPMs and FPOs of any themes, trends, best practices, or challenges identified by RHYTTAC through the CoP, RHY grant recipient call notes, and T/TA requests
 - Assisting in the development and formatting of presentation material
 - Assisting in the identification of SMEs to participate in the event, as needed
- Provide support to FYSB on any post-event activities and deliverables, as requested.
- Identifying well-respected and knowledgeable SMEs for keynote speaking roles for FYSB approval;
- Providing a detailed marketing plan to promote the national and regional event activities to include website, social media and email; and
- Ensuring the travel and participation of at least one key staff member to participate in in-person training events each project period.

V. Partnership with Youth and Young Adults with Lived Experience

At a minimum, RHYTTAC will:

- Engage with youth/young adult experts with and without lived experience to review, provide input and participate in the development of all T/TA products and events, planning of and participation in national and regional training events, and evaluation of T/TA effectiveness;

- Ensure T/TA products are culturally responsive and linguistically appropriate to youth and young adults of youth of color, indigenous youth, youth who identify as LGBTQIA2S+, and youth from underserved and marginalized populations and communities;
- Create a Youth Advisory Board (YAB) to assist the RHYTTAC in the development of materials and events that is youth-driven and youth-focused;
- Discuss and provide T/TA to RHY award recipient organizations on the establishment of YABs and, if necessary, assist in the creation of such boards within their organization;
- Provide training to RHY award recipients on how to implement and support YABs within their organizations and the integration of these boards within the Governing Board; and
- Develop youth-centered activities and initiatives to raise awareness and engagement of youth and young adults who have run away from home, are experiencing homelessness, or at risk of experiencing homelessness.

VI. Support Activities Related to Human Trafficking Awareness

At a minimum, RHYTTAC will:

- Plan, develop, and disseminate technical assistance, trainings, and technical resources to build the capacity of RHY programs on preventing human trafficking;
- Identify promising practices to increase the knowledge and interventions for RHY award recipients on the intersection of human trafficking and the population served by RHY funded programs;
- Effectively and proactively integrate human trafficking prevention in the National Grantee Training and the program-specific/regional training events;
- Developing and disseminating T/TA products to build the capacity of RHY programs serving victims of human trafficking;
- Identifying promising practices in the intersection of human trafficking and the RHY population;
- Integrating human trafficking curriculum into the RHYTTAC T/TA catalog;
- Develop, conduct and analyze assessments related to human trafficking and RHY programs; and
- Identify and share trends related to human trafficking and RHY to help with the development of FYSB anti-trafficking strategies including the dissemination of Department of Health and Human Services (HHS) related products and resources.

VII. Incorporate Data and Community Feedback on Ongoing and Future /TA

The RHYTTAC will conduct data collection as approved by the Office of Management and Budget (OMB) under the guidance of RHY program leadership for planning and CQI within the RHY field of service providers. All collection of information is subject to the Paperwork Reduction Act (PRA) and OMB approval. Under the PRA, all collection of information activity under this cooperative agreement from 10 or more individuals will be subject to review and approval by OMB. This OMB clearance is needed whether the successful applicant decides on its own to conduct an information collection or if the collection is requested by FYSB. Information collections include questionnaires, focus groups, telephone surveys, customer satisfaction surveys, grant recipient needs assessments, evaluations, interviews, forms, and any

other means of requesting information. 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 OMB control number.

At a minimum, RHYTTAC will:

- Conduct an annual national needs assessment survey to solicit input from RHY award recipients on T/TA needs and present findings to FYSB leadership;
- Consolidate and summarize any themes, trends, best practices, and challenges collected from CoP, individual RHY award recipient calls, cluster calls and training events to share with the FPOs, Regional Program Managers (RPMs), and the field;
- Conduct FYSB-approved post-event evaluations for assessing the quality and effectiveness of training sessions and produce a comprehensive report of evaluation findings, including identifying trends and recommendations for additional trainings;
- Prepare a post-event report that provides information on successes and challenges regarding the planning, registration process, website updates, meeting schedule and agenda, presenter sessions, and other items; and
- Develop, implement, and participate in T/TA evaluation activities; develop feedback methods; and carry out evaluation activities for CQI for the provision of T/TA services.

Key Personnel

Within the first 30 days of the project, the applicant shall provide personnel who possess the management, technical, and subject matter expertise required to accomplish the activities and produce the deliverables identified in this cooperative agreement. The applicant shall provide clear, detailed information on staff qualifications to demonstrate the applicant's expertise in the field of RHY, PYD, and trauma-informed care, and document staff experience in working with youth at risk of homelessness, youth experiencing homelessness, and victims of trafficking, abuse, and neglect and the project requirements set forth in *Section I. Program Description, Project Description*. The applicant shall provide resumes or curricula vitae (CVs) of key personnel.

The applicant must clearly describe the roles, responsibilities, and time commitments of each FYSB-funded project staff position (including partners and in-kind commitments). The applicant must document expertise in administration, development, implementation, management, and evaluation of programs like those described in this NOFO in *Section I. Program Description*. The applicant must demonstrate skill and experience in creating a comprehensive list of T/TA topics, learning objectives and outcome measures to be developed for the RHY field.

Key Personnel Substitution

The successful applicant shall not remove or replace any management, personnel, consultants, or subcontractors listed or described in the applicant's Staffing Plan without notifying and obtaining a revised Notice of Award from the Office of Grants Management. For positions designated as key personnel, the applicant shall provide a minimum of 30 days notice prior to a change and shall include justification (including resume(s) and labor category of proposed substitution(s)) in sufficient detail to permit evaluation of the impact on this cooperative agreement.

The qualifications of any substitute shall be equal to, or greater than, the qualifications of the personnel being substituted. All requests for approval of changes must be in writing and formally submitted through GrantSolutions. Provide a detailed explanation of the circumstances

necessitating the proposed personnel change. In addition to the proposed personnel's resume, the request must also include a comparison of skills and qualifications of the proposed personnel substitution with those of the incumbent.

Post Award Requirements

The recipient awarded under this NOFO must adhere to the following:

Within 14 business days of the start date of the award:

- Have key staff meet with FYSB for the initial kick-off briefing regarding the plans for carrying out all components of this cooperative agreement. The recipient shall provide written minutes and project implementation plans within 5 working days of the kick-off meeting.
- Develop and submit to FYSB a work plan outlining the required project activities, timelines, and responsible parties. (*see Section I. Project Description, Project Requirements, Work Plan*)
- The recipient should provide a draft transition in plan for comment by FYSB. The plan should be updated within 5 days of FYSB comment. (*see Section I. Project Description, Project Requirements, Transition In/Out*)

Within 30 business days of the start date of the award:

- Have the project fully functioning.

Within 45 business days of the start date of the award:

- Address comments and revisions to the work plan, as requested by FYSB, and submit the final work plan to FYSB for review and approval.
- Identify a coordination and communication strategy for working with RHYTTAC partners, including the RHYPN.

Throughout the project period:

- Provide regular progress updates to the workplan to FYSB as tasks are added, completed, or changed; or barriers are identified;
- Provide and receive input and guidance as to the relevancy, timeliness, and appropriateness of resources and delivery mechanisms of T/TA efforts;
- Maintain a tracking system for all T/TA requests from RHY award recipients and/or federal staff to include requestor, request type, status, and outcome;
- Ensure attendance of key RHYTTAC staff for any project meetings, regional T/TA activities and national T/TA activities where in-person support is necessary;
- Develop a plan to improve FYSB's evaluation efforts to examine and improve T/TA effectiveness;
- Provide to FYSB, for review and approval, a T/TA catalog and calendar outlining ideas for products, resources, webinars or other activities proposed for dissemination to the field;
- Provide to FYSB, for review and approval, drafts of all updated or new materials that are developed or printed with resources made available under this cooperative agreement; and

- Provide dissemination and piloting plans for such materials, where warranted, as it also must have FYSB's prior approval.

Work Plan Requirements

The recipient shall submit a work plan describing, at a minimum:

- All transition activities described in the Transition In plan (*see Section I. Project Description, Project Requirements, Transition In/Out*)
- Position descriptions for all positions that will be involved in the project and training plan for all project staff;
- The types of T/TA activities that will be offered;
- Establishment, dissemination and regular update of a T/TA catalog and calendar of events, products, resources, webinars or other activities proposed for dissemination to the field;
- Efforts planned to address the challenges faced by RHY programs, gaps in current T/TA, and how it plans to address these challenges effectively;
- Submission of monthly reports to FYSB outlining all T/TA requests, status and outcomes;
- A plan to assess and gather information from RHY award recipients on a quarterly basis to gain insight on specific needs;
- Regular check-ins with RHY FPO to discuss trends and recipient supports and training needs;
- The logistical planning and execution of the annual national, regional, and program-specific training events to include establishing planning committees, engaging SMEs/presenters, logistics, registration, proposed agenda, roles and responsibilities, material submissions, and post-event evaluation plans;
- Plans to conduct relevant data collection and analysis, which may result in revising the proposed work plan to address critical issues, when necessary; and
- Submission of all required reporting (fiscal and programmatic). *See Section VI.3. Reporting*

Transition In/Out

Transition In

The recipient shall develop, maintain, and implement a transition-in plan. This plan shall describe all activities necessary to ensure continuity of operations. Phase-in transition activities shall be performed in accordance with the recipient's approved final transition-in plan.

The transition-in plan should include, at minimum:

1. Planned transition activities;
2. T/TA grant recipient support activities in progress;
3. Transition activity timelines and milestones;
4. Transition resource requirements;
5. Transition security implications;
6. Transition risks and mitigation or avoidance strategies; and
7. Transition notifications and training of users.

Transition Out

The recipient shall develop and submit a transition plan within 90 days prior to the expiration of the cooperative agreement. The transition plan shall be approved by FYSB and should contain a workplan including milestones and information necessary for turnover.

The recipient shall develop a separate transition plan for any national or regional training events that are in process. This plan should include contact information for all subcontractors, contract, content and planning statuses.

The recipient shall plan and participate in weekly meetings between FYSB, the new award recipient, and other participants as identified by FYSB.

The recipient shall prepare an agenda for each meeting and prepare and provide meeting minutes within 24 hours after the meeting. The meeting minutes, at a minimum, shall include the following:

1. List of participants
2. Purpose of the meeting
3. Decisions reached during the meeting
4. Action items identified (including the person responsible for addressing the action and the date the action is to be completed)
5. Date, time, and location of next meeting

Tangible Property and Copyrights

In accordance with 45 CFR 75.322 (b)(c)(d):

- Title to intangible property (see § 75.2 Intangible property) acquired under a Federal award vests upon acquisition in the non-Federal entity. The non-Federal entity must use that property for the originally-authorized purpose, and must not encumber the property without approval of the HHS awarding agency. When no longer needed for the originally authorized purpose, disposition of the intangible property must occur in accordance with the provisions in § 75.320(e).
- The non-Federal entity may copyright any work that is subject to copyright and was developed, or for which ownership was acquired, under a Federal award. The HHS awarding agency reserves a royalty-free, nonexclusive and irrevocable right to reproduce, publish, or otherwise use the work for Federal purposes, and to authorize others to do so.
- The non-Federal entity is subject to applicable regulations governing patents and inventions, including government-wide regulations issued by the Department of Commerce at 37 CFR part 401.
- The Federal Government has the right to:
 - (1) Obtain, reproduce, publish, or otherwise use the data produced under a Federal award; and
 - (2) Authorize others to receive, reproduce, publish, or otherwise use such data for Federal purposes

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 four percent of White, non-Hispanic youth. Additional data from FYSB's RHY-HMIS, on gender identity or sexual orientation of youth served in the RHY program reveals roughly 26 percent of youth and young adults who participated in RHY programs in fiscal year 2021 identified as LGBTQIA2S+ or being uncertain of their sexual orientation. To this end, FYSB is committed to awarding grants to organizations who address these disparities in the prevalence and severity of experiences faced by youth related to ethnicity, sexual orientation, and gender identity. As such, RHYTTAC must have a plan to address services for all youth, including youth of color, youth who identify as LGBTQIA2S+, and other underserved populations. All RHYTTAC services must reflect policies and practices that are sensitive to people of color and other underserved populations as well as the gender identity or sexual orientation. Furthermore, the RHYTTAC must be inclusive of language access needs of related to the youth and families of RHY award recipients serve.

Subawards

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

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

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

Response to Nationally Declared Emergency

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

For definitions of terms, please reference the *Appendix*.

II. Federal Award Information

Funding Instrument Type:

CA (Cooperative Agreement)

Estimated Total Funding:

\$2,500,000

Expected Number of Awards:

1

Award Ceiling:

\$2,500,000

Per Budget Period

Award Floor:

\$1,800,000

Per Budget Period

Average Projected Award Amount:

\$1,900,000

Per Budget Period

Anticipated Project Start Date:

09/30/2023

Length of Project Periods:

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

Additional Information on Project Periods and Explanation of 'Other'

Additional Information on Awards:

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

Applications requesting an award amount that exceeds the *Award Ceiling* per budget period, or per project period, as stated in this section, will be disqualified from competitive review and funding under this funding opportunity. This disqualification applies only to the *Award Ceiling* listed for the first 12-month budget period for projects with multiple budget periods. If the project and budget period are the same, the disqualification applies to the *Award Ceiling* listed for the project period. Please see *Section III.3. Other, Application Disqualification Factors*.

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

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 RHY award recipient 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 recipient under this announcement. At a minimum, ACF will:

- Provide consultation, review, and approval of the RHYTTAC's work 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, the RHYTTAC, and the RHYTTAC's interactions with any existing T/TA Center;
- Facilitate communication and provide consultation in the development of the project design, including information on the resources and planned activities for ACF and RHYTTAC, ACF regional offices, and the interactions with RHYPN;
- Facilitate communication with representatives of other federal agencies to promote intra-agency and inter-agency coordination and collaboration;
- Review and approve drafts of all updated or new materials that are developed or printed with resources made available under this cooperative agreement; and
- Review and approve RHYTTAC's proposed planning for trainings with highly experienced keynote speakers and presenters, topical meetings, and major project meetings in conjunction with FYSB, and evaluate the effectiveness and outcomes of these meetings.

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

Eligible entities include statewide and regional nonprofit organizations. Per section 342 of the RHY Act, for profit organizations are not eligible. All eligible entities must be nonprofit. In addition to statewide and regional nonprofit organizations, a combination of such entities are also eligible.

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

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

Reference to Legal Status

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

Funding Restrictions Reference

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

III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement:

Yes

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

Recipients must provide at least 10 percent of the total approved cost of the project. The total approved cost of the project is the sum of the ACF (federal) share and the non-federal share. The non-federal share may be met by cash or in-kind contributions, although recipients are encouraged to meet their match requirements through cash contributions. For example, in order to meet the match requirements, a project requesting \$2,500,000 in ACF (federal) funds must provide a non-federal share of the approved total project cost of at least \$ 277,778 , which is 10 percent of total approved project cost of \$ 2,777,778 .

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

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

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

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: RHYTTAC
FON: HHS-2023-ACF-ACYF-CY-0023
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 120 pages in its entirety. Content for each file must be in the order stated under the file description.

File One (Project Description)

Table of Contents: (this section should reference the order of the application sections and provide page numbers)

- Project Summary
- Objectives
- Expected Outcomes
- Approach
- Project Timeline and Milestones
- Organizational Capacity
 - List of Board of Directors
 - Financial Statements
 - Audit Reports
 - Applicant fiscal controls and accountability procedures
 - Job Descriptions for each vacant key position
- Dissemination Plan
- Program Performance Evaluation Plan
- Logic Model
- Budget and Budget Justification

File Two (Appendices)

- Organizational Capacity
 - Organizational Charts
 - Documentation of Experience and Organizational Capacity

- Resumes for Key Personnel
- Third Party Agreements/Memoranda of Understanding
- Letters of Support
- Proof of Nonprofit Status
- Plan for Oversight of Federal Award Funds and Activities
- Protection of Sensitive and/or Confidential Information
- Other pertinent or relevant information

The project description file must open as a complete text file which contains all required elements. Documents with links required to view the project description will not be accepted. All files should be fully viewable in the format uploaded.

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.	Required of all applicants. Applicants must have a UEI and	See <i>Section IV.3. Unique Entity Identifier (UEI) and System for Award Management (SAM)</i> for more information.

Forms/Assurances/Certifications	Submission Requirement	Notes/Description
	<p>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>	
SF-424 Key Contact Form	Submission is required for all applicants by the application due date.	Required for all applications.
Certification Regarding Lobbying (Grants.gov Lobbying Form)	Submission required of all applicants with the application package. If it is not submitted with the application package, it must be submitted prior to the award of a grant.	Submission of the certification is required for all applicants.
SF-424A - Budget Information - Non- Construction Programs and SF-424B - Assurances - Non- Construction Programs	<p>Submission is required for all applicants when applying for a non-construction project. SFs must be used. Forms must be submitted by the application due date.</p> <p>By signing and submitting the SF-424B, applicants are making the appropriate</p>	Required for all applications when applying for a non-construction project.

Forms/Assurances/Certifications	Submission Requirement	Notes/Description
	certification of their compliance with all Federal statutes relating to nondiscrimination.	
SF-Project/Performance Site Location(s) (SF-P/PSL)	Submission is required for all applicants by the application due date.	Required for all applications. In the SF-P/PSL, applicants must cite their primary location and up to 29 additional performance sites.
SF-LLL - Disclosure of Lobbying Activities	If submission of this form is applicable, it is due at the time of application. If it is not available at the time of application, it may also be submitted prior to the award of a grant.	If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

Additional Required Assurances and Certifications

Mandatory Grant Disclosure

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

Disclosures must be sent in writing to:

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

And to:

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

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

Email: grantdisclosures@oig.hhs.gov

Non-Federal Reviewers

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

The Project Description

The Project Description Overview

General Expectations and Instructions

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

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.

Objectives

Clearly state the principal and subordinate objectives of the project. Applicants must address how the objectives stated relate to the overall purpose of the program and describe how objectives will be achieved.

Additionally, the applicant will detail its vision for attaining the goal and objectives of RHYTTAC, as detailed in *Section I, Program Description, Goal and Objectives*, along with a detailed description of the resources that will be provided to meet the needs of the target population(s).

Finally, the applicant must demonstrate a clear commitment to expanding the capacity of the RHY and broader youth-serving field, and to engaging programs and communities as detailed in *Section I, Program Description, Project Requirements* and *Section IV.2, Content and Form of Application Submission, Project Description, Approach*.

Expected Outcomes

Identify the outcomes to be achieved from the project. Outcomes should relate to the overall program as described in *Section I, Program Description*. If research is part of the proposed work, outcomes must include hypothesized results and implications of the proposed research.

Approach

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

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

The applicant must submit a detailed plan of action that corresponds with the project's goal and objectives as well as the seven main activity areas of RHYTTAC: (1) Oversight and management of administrative and program requirements; (2) Development of national T/TA products; (3) RHY grantee performance coaching, support, and engagement; (4) National and regional event delivery; (5) Partnership with youth and young adults with lived experience; and (6) Support activities related to human trafficking awareness; and 7) Incorporate community feedback in ongoing and future T/TA as detailed in *Section I. Program Description, Project Requirements*.

Additionally, the applicant will develop a plan to include the qualitative and/or quantitative methods necessary to reliably measure outcomes. The evaluation is also designed to capture "lessons learned" from the overall effort that might be of use to other partners or T/TA providers.

Describe how the organization will conduct ongoing data analysis to make program adjustments that will improve performance.

Project Timeline and Milestones

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

Organizational Capacity

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

- Organizational charts.
- Resumes.
- Curricula Vitae (CV).
- List of Board of Directors.
- Financial statements adhering to Generally Accepted Accounting Principles (GAAP), if available, submit statements for up to the two most recently completed fiscal years (this requirement does not apply to start-up organizations).
- Copy or description of the applicant organization's fiscal control and accountability procedures.
- Evidence that the applicant organization, and any partnering organizations, have relevant experience and expertise with administration, development, implementation,

management, and evaluation of programs similar to that offered under this 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.

In addition, the applicant must detail its intent, capability and capacity to meet the requirements described in *Section I. Program Description, Project Requirements* to include the following:

- Describe a staffing plan outlining the time commitment of all project personnel that reflects sufficiency to assure proper direction, management and timely completion of the project deliverables. The staffing plan includes a description of roles and responsibilities of project staff, consultants, partners and if applicable, subrecipients that are clearly defined and linked to specific objectives and tasks. The plan should also demonstrate a strong correlation between the proposed responsibilities of program staff and the educational and professional experience required for the positions;
- Describe its administrative and organizational structure, including the project management plan and the operational and programmatic relationships to other national organizations and RHY service providers at the local, state, and national levels; and
- If known at the time of application submission, the applicant must disclose its 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). The work of the subrecipients must also be outlined within the proposed workplan. See *Section I. Program Description, Project Requirements, Work Plan*.

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.

Applicants shall provide a plan that demonstrates how they will measure the achievement of the project objectives and completion of the activities proposed. Proposed output and outcome measures should assess the success in delivering national T/TA that addresses the needs of the RHY field.

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).

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.

Dissemination Plan

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

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

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.

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

The LOI date will generate once the Synopsis is published if Days or a Date are entered. Number of Days from Publication 60

Due Date for Applications

06/20/2023

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.

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

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: RHYTTAC

FON: HHS-2023-ACF-ACYF-CY-0023

1401 Mercantile Lane

Suite 401

Largo

MD

20744

Hand Delivery

Same as Above

Electronic Submission

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

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

V. Application Review Information

V.1. Criteria

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

Applications competing for financial assistance will be reviewed and evaluated using the criteria described in this section. The corresponding point values indicate the relative importance placed on each review criterion. Points will be allocated based on the extent to which the application proposal addresses each of the criteria listed. Applicants should address these criteria in their application materials, particularly in the project description and budget justification, as they are the basis upon which competing applications will be judged during the objective review. The required elements of the project description and budget justification may be found in *Section IV.2. The Project Description* of this funding opportunity.

1. Objectives

Maximum Points: 10

The evaluation of these criteria will be based on the extent to which the applicant:

1.1. Demonstrates a clear understanding of the purpose of the RHYTTAC, including the need for and the structure and purpose of T/TA. Describes their ability to address the T/TA needs of youth-serving organizations, specifically those providing services to youth and young adults who have runaway, are experiencing homelessness, or at-risk of experiencing homelessness, and their families. (0-5 points)

1.2. Provides a clear description of the types of resources (such as format and mechanism) and frequency of dissemination to be provided to the RHY award recipient organizations, federal staff, partnering agencies, and the public. (0-5 points)

2. Expected Outcomes

Maximum Points: 5

The evaluation of these criteria will be based on the extent the applicant:

2. 1. Identifies expected outcomes directly aligned with the goal and objectives for the RHYTTAC. Each outcome is specific in nature and describes what will be achieved, including corresponding timelines. The outcomes are attainable and are aligned directly with the overall

scope and size of the proposed project. Each expected outcome is measurable and grounded within a specific time frame, and it is clear when the outcome will be achieved. (0-3 points).

2.2. The applicant describes how the anticipated outcomes of the proposed project are likely to be achieved, how they benefit the award recipients, and the populations that they serve. (0-2 points)

3. Approach

Maximum Points: 40

The evaluation of these criteria will be based on the extent to which the applicant:

3.1. Provides a comprehensive plan that describes the types of T/TA activities that will be offered. The applicant explains how proposed activities will address the needs and challenges faced by RHY programs in assisting youth and young adults experiencing homelessness with specific, complex needs and youth within specific sub-populations. The applicant describes efforts planned to address the challenges faced by RHY programs, gaps in current T/TA, and how it plans to address these challenges effectively. The applicant describes plans to conduct relevant data collection and analysis, as detailed in *Section I. Program Description, Project Description, Project Requirements*. (0 -5 points)

3.2. Presents a clear description of the proposed project and is strongly responsive to the purposes and requirements for the activity areas: (1) Oversight and management of administrative and program requirements; (2) Development of national T/TA products; (3) RHY award recipient performance coaching, support, and engagement; (4) National and regional event delivery; (5) Partnership with youth and young adults with lived experience; and (6) Support activities related to human trafficking awareness; and 7) Incorporate community feedback in ongoing and future T/TA as detailed in the *Section I. Program Description, Project Description, Project Requirements*. (0 -17 points)

3.3. The applicant provides a clear strategy to engage and maintain an extensive cadre of SMEs, who are highly experienced and knowledgeable partners within the RHY field and other relevant subject areas, to contribute to the development of research and evidenced based T/TA products. (0-5 points)

3.4. The applicant provides a clear plan to provide technical assistance, training, coaching and replicable, evidence-based and evidenced-informed practices and material dissemination to RHY award recipients to enhance their overall efficiency and effectiveness. The application provides a plan to facilitate communication and peer-to-peer learning between the RHY award recipients, youth-serving organizations, federal staff, and partner agencies. (0-4 points)

3.5. The applicant provides plan to disseminate reports, products, and/or project outputs so that project information is provided to key target audiences. (0-3 points)

3.6. The applicant describes existing and potential barriers and opportunities that in the larger environment that may have an impact on the project's success and describes a plan to overcome those barriers. (0-3 points)

3.7. The applicant describes their organization's commitment to equity, diversity, and inclusion. The applicant describes their plans to ensure all T/TA products are available at minimum in English and Spanish and in other non-English languages, as deemed necessary and appropriate based on identified need. The applicant describes their plans to ensure T/TA products are culturally responsive to all youth including youth of color, indigenous youth, youth who identify

as LGBTQIA2S+, and youth from underserved and marginalized populations and communities, as detailed in *Section I. Program Description, Project Description, Project Requirements*. (0-3 points)

4. Organizational Capacity, Timeline and Milestones, and Third-Party Agreements

Maximum Points: 25

The evaluation of these criteria will be based on the extent to which the applicant demonstrates:

4.1. Expertise and knowledge in the effective management and administration of work to be performed under this cooperative agreement and ensuring that all tasks are performed in a timely, efficient, and cost-effective manner while maintaining the highest quality of performance. The applicant clearly describes its capacity for carrying out the proposed project. (0-4 points)

4.2. An ability to obtain qualified, technically proficient, and professionally skilled staff. Proposed staff has the background, experience, and other qualifications required to carry out their designated roles. Staff qualifications reflect expertise and knowledge of effective strategies for addressing intervention, prevention, and aftercare efforts for youth/young adults who have runaway or are experiencing homelessness, as well as a proven experience in providing T/TA at local, regional, and national levels as demonstrated through resumes and/or position descriptions for roles that are currently vacant, as detailed in the *Section I. Program Description, Project Description, Project Requirements*. (0-4 points)

4.3. A detailed staffing plan outlining the time commitment of all project personnel that reflects sufficiency to assure proper direction, management, and timely completion of the project deliverables. The staffing plan includes a description of roles and responsibilities of project staff, consultants, partners, and if applicable, sub-recipients that are clearly defined and linked to specific objectives and tasks. The plan should also demonstrate a strong correlation between the proposed responsibilities of program staff and the educational and professional experience required for the positions, as detailed in *Section I. Program Description, Project Description, Project Requirements*. (0-5 points)

4.4. A clear and comprehensive work plan that includes feasible timeframes for the accomplishment of tasks presented. The plan should include specific objectives and tasks that are linked to measurable outcomes, as detailed in *Section I. Program Description, Project Description, Project Requirements*. (0-4 points)

4.5. The application describes the applicant's ability to lead the RHY field and collaborate with a diverse network of allied organizations, as demonstrated by a proven track record of working with T/TA projects that are similar in size and scope. The applicant describes the roles, responsibilities, resources, contributions and commitments of any partners, collaborators, or third-party agreements. (0-4 points)

4.6. An administrative and organizational structure of the applicant organization, including the project management plan, and the operational and programmatic relationships to other national organizations and RHY service providers at the local, state, and national levels. (0-4 points)

5. Program Performance and Evaluation Plan and Logic Model

Maximum Points: 10

The evaluation of these criteria will be based on the extent to which the applicant:

5.1. Provides an efficient and effective plan for program monitoring and performance reporting that is consistent with the overall goal and objectives for the RHYTTAC. The applicant should provide a description of how the project will document progress towards project milestones that are thorough and reasonable for the project’s scope. The applicant must include methods in which FYSB will be informed of any barriers to project milestone completion and how the applicant will develop a plan for correction. (0-2 points)

5.2. Provides a description of the development of a project evaluation that reflects a thoughtful and well-designed approach that will be able to successfully measure the achievement of the proposed project outcome(s). The plan should include the qualitative and/or quantitative methods necessary to reliably measure outcomes. The evaluation is also designed to capture “lessons learned” from the overall effort that might be of use to other partners or T/TA providers. (0-2 points)

5.3. Provides a logic model that demonstrates a sound relationship between planned project activities and intended quantitative and qualitative outputs and outcomes. (0-2 points)

5.4. Describes the frequency of data collection and use of needs assessments and program data to make informed decisions and program adjustments. The applicant must include a description of how the organization will conduct ongoing data analysis to make program adjustments that will improve performance. (0-2 points)

5.5. Demonstrates a sound plan for conducting CQI of service provision and programmatic outcomes. (0-2 points)

6. Budget and Budget Justification and Plan for Oversight of Federal Award Funds and Activities, and Protection of Sensitive and/or Confidential Information

Maximum Points: 10

The evaluation of these criteria will be based on the extent to which the applicant addresses the following:

6.1. The applicant provides a detailed line-item budget that includes a narrative justification for the amounts requested and describes how the categorical costs are derived. The applicant includes all budget and budget narratives for subawards (if proposed), and these costs are reasonable for the responsibility and time dedicated to the RHYTTAC activities. The budget(s) and narrative(s) are clearly outlined and aligned with the ongoing activities of the RHYTTAC. (0-2 points)

6.2. The applicant includes a detailed budget where all key personnel costs are reasonable for the responsibilities and time dedicated to the RHYTTAC activities. (0-2 points)

6.3. The budget includes sufficient funding for all required trainings (to include national, regional, and local), meetings, travel, supplies, and other costs as needed to successfully carry out project activities and work plan objectives; funds are allocated accordingly, including

budgeting for items referenced in *Section I. Program Description, Project Description/Post-Award Requirements*. (0-2 points).

6.4. The applicant includes a description of fiscal controls and accounting procedures that will ensure prudent use, proper and timely disbursement, accurate accounting of the funds received. (0-2 points).

6.5. The applicant includes a description of 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 sub-recipient(s) and/or contractors. Also, provide a plan for the disposition of such information at the end of the project period (0-2 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.

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).

Combating Discrimination and Advancing Equity: On January 20, 2021, Executive Orders (EO) 13985 and 13988 were issued outlining the responsibilities and expectations of federal agencies in preventing and combating discrimination on the basis of race, gender identity or sexual orientation, addressing efforts to advance racial equity and support for underserved communities.

The term “equity” means the consistent and systematic fair, just, and impartial treatment of all individuals, including individuals who belong to underserved communities that have been denied such treatment, such as Black, Latino, and 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 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 allows 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 maintained 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:

- the percentage and dollar amount of the total costs of the program or project funded with federal money; and
- 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 the following or a similar statement:

The HHS Grant or Cooperative Agreement **IS** partially funded with other nongovernmental sources:

"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, [Administrative and National Policy Requirements](#)."

Post-Award Requests Involving Real Property

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

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

VI.3. Reporting

Performance Progress Reports:

Quarterly

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:

Quarterly

VII. HHS Award Agency Contact(s)

Program Office Contact

Tyanna

Williams

ACF/ACYF/FYSB

Runaway and Homeless Youth Division

FON: HHS-2023-ACF-ACYF-CY-0023

330 C Street, SW

Washington

DC

20201

202-205-8348

tyanna.williams@acf.hhs.gov

Office of Grants Management Contact

Katrina

Morgan

Health and Human Services

Administration for Children and Families/Office of Grants Management

FON: HHS-2023-ACF-ACYF-CY-0023

330 C Street, SW

Washington

DC

20201

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/>.

Runaway and Homeless Youth (RHY) <https://www.acf.hhs.gov/fysb/runaway-homeless-youth>

Runaway and Homeless Youth-Homeless Management Information System (RHY-HMIS) (<https://www.rhyttac.net/rhy-hmis>)

RHY National Communication System (1800Runaway.org)

National Clearinghouse on Homeless Youth and Families (NCHYF) (RHYClearinghouse.acf.hhs.gov)

Application Checklist

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

What to Submit	Where Found	When to Submit
SF-424 - Application for Federal Assistance	Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i> . This form is available in the NOFO's forms package at www.Grants.gov in the Mandatory section.	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .
Unique Entity Identifier (UEI) and System for Award	Referenced in <i>Section IV.3. Unique Entity Identifier (UEI) and System for Award Management (SAM)</i> in the funding opportunity.	A UEI and registration at SAM.gov are required for all applicants.

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

What to Submit	Where Found	When to Submit
		be submitted prior to the award of a grant.
Table of Contents	Referenced in <i>Section IV.2. The Project Description</i> .	Submit with the application by the due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .
Project Summary	Referenced in <i>Section IV.2. The Project Description</i> . The Project Summary is limited to one single-spaced page.	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .
Proof of Non-Profit Status	Referenced in <i>Section IV.2. The Project Description, Legal Status of Applicant Entity</i> .	Proof of non-profit status should be submitted with the application package by the application due date and time listed in the <i>Overview</i> and <i>Section IV.4.</i> of the NOFO. If it is not available at the time of application submission, it must be submitted prior to the award of a grant.
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

What to Submit	Where Found	When to Submit
		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

The definitions provided are for the purpose of the RHYTTAC NOFO unless otherwise indicated by statute or regulation citation.

Best Practice: A practice that has been shown by research and experience to produce optimal results and that is established or proposed as a standard suitable for widespread adoption. (For purposes of this announcement.)

Core Outcomes: Through the provision of safe and stable housing and services through RHY, indicators of improvements include, but are not limited to these four core outcome areas:

- **Social and Emotional Well-Being:** Youth will be connected to trauma-informed system of care providers to assist and promote positive physical health, substance abuse treatment, mental health, and personal safety (e.g., identify potential trafficking situations), and reduce sexual risk behaviors they may face.;
- **Education or Employment:** Youth will connect to school or vocational training programs, improve interviewing and job attainment skills; and obtain and maintain employment.;
- **Permanent Connections:** Youth will experience positive ongoing attachments to families, communities, schools, and other social networks.;
- **Safe and Stable Housing:** Youth will transition to safe and stable housing that appropriately matches their level of need after program exit to include moving in with family, when appropriate, or other permanent supportive housing, residential treatment center, or substance abuse treatment facility. (For purposes of this announcement.)

Evidence-Based Practices: 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 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 purposes of this announcement.)

Homeless Youth: An individual who cannot live safely with a parent, guardian, or relative, and who has no other safe alternative living arrangement. (For purposes of TLP eligibility, a homeless youth cannot be less than 16 years of age and must be less than 22 years of age [unless the individual commenced his or her stay before age 22, and the maximum service period has not ended]). (45 CFR § 1351.1)

Human Trafficking: the unlawful act of transporting or coercing people in order to benefit from their work or service, typically in the form of forced labor or sexual exploitation. (For purposes of this announcement.)

Key Personnel: 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 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 in which to learn parenting skills, including child development, family budgeting, health and nutrition, and other skills to promote their long-term economic independence and ensure the well-being of their children. (For purposes of this announcement.)

National Clearinghouse on Homeless Youth and Families (NCHYF): A national resource for organizations that support youth/young adults who have runaway or are experiencing homelessness and their families with programs and services. NCHYF provides information and resources to FYSB RHY award recipients and other organizations that are developing and implementing prevention and intervention services for these youth and their families and to the general public. (For purposes of this announcement.)

National Communications System for Runaway and Homeless Youth: The National Runaway Safeline (NRS) serves as the federally designated national communication system for youth who have runaway or are experiencing homelessness. NRS provides critical crisis intervention services for youth and their families 24-hours-a-day, 365-days-a-year.

National Grantee Training: An annual training event for RHY award recipients and youth serving organizations featuring keynote speakers, federal program updates, workshops and networking opportunities for attendees. This event is hosted in the fall either online or in-person. (For purposes of this announcement.)

New Grantee Orientation: An annual event held at the start of each fiscal year to introduce newly awarded grantee organizations to FYSB. The NGO is designed to strengthen the grantee's

ability to successfully implement their grant projects, increase their understanding of roles and responsibilities and post grant award activities. (For purposes of this announcement.)

Outreach: Finding youth and young adults who are living on the street, have runaway, are experiencing homeless, or at-risk of running away or becoming 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 abilities to access new ideas and opportunities that support thriving; they provide a social safety net when young people are at risk of re-entering homelessness. (45 CFR § 1351.1)

Professionals: The term professionals includes, but is not limited to, professionals in the following fields: adult and family homelessness, juvenile justice, child welfare, foster care, human trafficking and child exploitation, law enforcement, court and legal services, medical and mental health professionals, continuums of care funded by the Department of Housing and Urban Development, state and local homelessness coalitions, tribes, tribal organizations, government agencies, and other faith and community-based organizations. (For purposes of this announcement.)

Program Specific Training: Training events online or in-person focused on RHY award-specific topical areas to provide RHY award recipients with intermediate information about program and statutory requirements, as well as opportunities to discuss current issues and trends in working with youth experiencing homelessness and their families. (For purposes of this announcement.)

Promising Practice: Practices that include measurable results and report successful outcomes, however, there is not yet enough research evidence to prove that this program or process will be effective across a wide range of settings and people. (For purposes of this announcement.)

Regional Training: Training events focused on select topical areas to provide grantees with opportunities to discuss current issues and trends in working with youth experiencing homelessness and their families within their specific region as well as communicating FYSB priorities to improve program outcomes and project implementation. (For purposes of this announcement.)

Runaway and Homeless Youth Homeless Management Information System (RHY-HMIS): This Repository is the web-based portal used by RHY award recipient organizations to upload de-identified client data extracted from HMIS. (For purposes of this announcement.)

Runaway and Homeless Youth Program Network (RHYPN): The RHYPN includes all programs and efforts funded under the FYSB/RHY Program. These programs include, but are not limited to, RHYTTAC; the NCHYF, which was formerly the National Clearinghouse on Families and Youth (NCFY); the NCS Program; the RHY Homeless Management Information System (RHY-HMIS), and select recipient representatives from the Street Outreach, Basic Center, and Transitional Living/Maternity Group Home Programs. (For 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(4); 45 CFR § 1351.1)

Services: Includes information and counseling services in basic life skills, which shall include money management, budgeting, consumer education and the use of credit, parenting skills (as appropriate), interpersonal skill building, educational advancement, job attainment skills, and mental and physical health care to homeless youth. (For purposes of this announcement.)

SME: An individual who has accumulated great knowledge in a particular field or topic, and this level of knowledge is demonstrated by the person's degree or licensure. (For purposes of this announcement.)

Stable Housing: A safe and reliable place to call home. Stable housing fulfills a critical and basic need for homeless youth. (For purposes of this announcement.)

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 per the Runaway and Homeless Youth Act, 34 U.S.C. 11279(6).

Short-term Training: The provision of local, state, or regionally based instruction to providers who serve youth and young adults who have runaway, are experiencing homelessness, or at-risk of experiencing homelessness in skill areas that will directly strengthen service delivery. (For purposes of this announcement.)

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. (For purposes of this announcement.)

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

Temporary Shelter: All Basic Center Program shelter settings in which youth/young adults who have runaway or are experiencing homelessness are provided room and board, crisis intervention, and other services on a 24- hour basis for up to 21 days. The 21-day restriction is on the use of RHY funds through the BCP, not a restriction on the length of stay permitted by the facility. (For purposes of this announcement.)

Transitional Living Youth Project: A project that provides shelter and services designed to promote a transition to self-sufficient living and to prevent long-term dependency on social services per section 387(7) of the Runaway and Homeless Youth Act, 34 U.S.C. 34 U.S.C. 11279(7)).

Youth: Individuals under the age of 18. (For purposes of this announcement.)

Young Adult: Individuals between the age of 18 to under age 22. (For purposes of this announcement.)