



**Administration for Children and Families**

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

Basic Center Program  
HHS-2020-ACF-ACYF-CY-1800  
Application Due Date: 07/03/2020

Basic Center Program  
HHS-2020-ACF-ACYF-CY-1800  
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**Department of Health & Human Services  
Administration for Children and Families**

<b>Funding Opportunity Title:</b>	Basic Center Program
<b>Announcement Type:</b>	Initial
<b>Funding Opportunity Number:</b>	HHS-2020-ACF-ACYF-CY-1800
<b>Primary CFDA Number:</b>	93.623
<b>Due Date for Applications:</b>	<b>07/03/2020</b>

## Executive Summary

*Notice:*

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

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

## I. Program Description

### Statutory Authority

This program is authorized by section 311 of the RHY Act (34 U.S.C. 11211)

### Description

#### **ADMINISTRATION ON CHILDREN, YOUTH AND FAMILIES' RUNAWAY AND HOMELESS YOUTH PROGRAM**

ACF, through FYSB, supports the safety, permanency, well-being and self-sufficiency

of runaway, homeless, and street youth who are at risk of sexual exploitation, labor exploitation, human trafficking, or any other type of victimization; and, if applicable, pregnant and parenting runaway and homeless youth and young adults who cannot live safely with a parent, legal guardian, or relative and have no other safe alternative living arrangement.

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

FYSB continues supporting projects to increase human trafficking prevention within RHY programs. These ongoing efforts seek to minimize sex and labor trafficking incidents among runaway and homeless youth, equip programs with the necessary tools to prevent these incidents, and identify youth who are victims of trafficking or at risk of becoming victims.

## **PROJECT BACKGROUND**

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

Pursuant to section 312(b)(1)(2) of the RHY Act (34 U.S.C. 11211), "applicants shall operate a runaway and homeless youth center located in an area which is demonstrably frequented by or easily reachable by runaway and homeless youth; shall use such assistance to establish, to strengthen, or to fund a runaway and homeless youth center, or a locally controlled facility providing temporary shelter, that has a maximum capacity of not more than 20 youth, except where the applicant assures that the state where the center or locally controlled facility is located has a state or local law or regulation that requires a higher maximum to comply with licensure requirements for child and youth serving facilities; and a ratio of staff to youth that is sufficient to ensure adequate supervision and treatment". For the purpose of this FOA, individual host family homes are exempt from the requirement that each structure provide shelter for a minimum number of four youth as defined by the RHY Rule (see *Appendix A. Definitions: Host family home*). However, as outlined in 45 CFR § 1351.18(c), "projects must have the ability to accommodate no fewer than four youth across multiple homes."

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

institution back to the correctional institution.

Grantees shall also take steps to ensure that youth who are or should be under the legal jurisdiction of the juvenile justice or child welfare systems obtain and receive services from those systems until such time as they are released from the jurisdiction of those systems.”

Projects must ensure that all shelters they operate, including host family homes, are licensed and determine that any shelters that they regularly refer clients to have evidence of current licensure in the states and/or localities with licensure requirements. Failure to adhere to licensing requirements outlined in 45 CFR § 1351.23(h) may result in disallowance of federal funds.

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

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

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

## **PROJECT GOAL AND VISION**

**Goal:** Provide 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 street-youth or homeless youth who might otherwise end up in contact with law enforcement or in the child welfare, mental health, or juvenile justice systems.

**Vision:** Establish and/or strengthen community-based projects that meet the immediate needs of runaway, homeless and street youth through the provisions of temporary shelter and services that encourage family reunification, when in the best interest of the youth.

## **Performance Standards**

The RHY Rule establishes RHY program performance standards as measures of successful outcomes for youth. The performance standards are used to monitor project performance in achieving the purposes of the RHY Act.

The RHY Rule requires BCP projects to collect data that demonstrate their ability to meet the performance standards described in section 1351.30 of the RHY Rule. Specifically, BCP projects are responsible for consistently enhancing four core outcome areas for youth, to include: 1) social and emotional well-being; 2) permanent connections; 3) education or employment; and 4) safe and stable housing.

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

1. ***Social and Emotional Well-being:*** Youth will connect to system of care providers to assist with physical health, substance abuse, mental health, personal safety (e.g., identify potential trafficking situations), and sexual risk behaviors they may face.
2. ***Permanent Connections:*** Youth will experience ongoing attachments to families, communities, schools, and other social networks.
3. ***Education or Employment:*** Youth will connect to school or vocational training programs, improve interviewing skills or job attainment skills, and obtain employment.
4. ***Safe and Stable housing:*** Youth will transition to safe and stable housing to include moving in with family, when appropriate, or other permanent supportive housing.

FYSB will be seeking approval from the Office of Management and Budget (OMB) for information collection under the Paperwork Reduction Act (PRA) on the BCP program performance standards for post-award reporting. Potential BCP performance standards could include, but are not limited to; social and emotional well-being, permanent connections, education or employment, and safe and stable housing.

*NOTE: Consistent with the PRA of 1995, 44 U.S.C. §§ 3501-3521, under this FOA, 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. FYSB is seeking approval of its BCP data indicators through the OMB Office of Information and Regulatory Affairs. FYSB will not request this information if these forms are not approved at the time reports are due. Please see Section VI.3. Federal Award Administration Information, Reporting for more information.*

## **PROJECT REQUIREMENTS**

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

### **Shelter and Counseling**

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

- BCP shelters must accommodate no fewer than 4 and not more than 20 youth under the age of 18 in a single structure, providing services for not more than 21 days with FYSB funding.
- BCP services must be accessible 24 hours a day, 7 days a week and have a publicly available shelter telephone number answered by staff on a 24 hours a day basis.
- BCP projects utilizing a host family home model to provide emergency shelter are exempt from the minimum number of 4 youth per structure requirement as defined by the RHY Rule (see *Appendix A. Definitions: Host family home*); however, projects still must have the ability to accommodate no fewer than 4 youth across multiple homes.
- BCP projects ensure all shelters they operate, including host family homes, are licensed and determine that any shelters that they regularly refer clients to have evidence of current licensure in the states and/or localities with licensure

requirements.

- BCP funds are not intended for providing respite care. Respite care services provide parents and other caregivers with short-term child care services that offer temporary relief. A legal guardian cannot bring youth to a BCP shelter with the intention of abdicating their responsibility to provide shelter. If a youth is forced to leave their residence, whether that was the home of their parent or any legal guardian, and has no safe alternative living arrangement, then they are considered homeless and eligible to receive BCP shelter services.
- BCP projects should contact the parents, legal guardians, or other relatives of each youth as soon as feasible, but no later than 72 hours of the youth entering the program.
- BCP projects, in accordance with Information Memorandum: ACYF-CB/FYSB-IM-14-1, *Serving Youth Who Run Away From Foster Care*, child welfare and RHY agencies should create Memorandum of Understanding (MOU) between their programs and child welfare agencies that clarify roles, responsibilities, and define the provision of services at the time youth enter the shelter. This MOU should also clarify what financial obligations are associated with the provision of services. For more information: [https://www.acf.hhs.gov/sites/default/files/fysb/info\\_memo\\_rhy\\_foster\\_care\\_20141104.pdf](https://www.acf.hhs.gov/sites/default/files/fysb/info_memo_rhy_foster_care_20141104.pdf)
- Specific to BCP projects, prevention is defined as services provided to a youth and/or their family before and/or after their shelter stay, including at least 3 months of after-care for the express purposes of preventing youth from running away or otherwise becoming homeless. Prevention services are also offered as part of optional home-based services and can include individual, family, and group counseling services.
- BCP projects ensure staff are prepared and trained to interact with runaway, homeless, street, and in crisis youth, as well as youth victims of human trafficking (e.g., sex and labor) and other type of victimization (i.e., sexual assault, sexual, and physical abuse). Shelter services and other referrals for trafficked youth should be carefully identified by the appropriate staff. Transportation to the shelter is available for youth, as needed, and barriers to entry are low enough that it is easily accessible by youth.

***Geographic Location:*** BCP Projects are located in areas where runaway, homeless, and street-youth under the age of 18 can easily access BCP services. These areas may include rural or tribal communities, or areas outside of metropolitan areas.

- ***Safe and Appropriate Exits:*** BCP projects ensure youth have safe and appropriate exits when leaving the shelter program. (See Appendix A for the definition of safe and appropriate exits.)
- ***Optional Services:*** Pursuant to section 311(a)(2)(C) of the RHY Act (34 U.S.C. 11211), projects may elect to provide street-based services; home-based services for families with youth at-risk of separation from the family; drug abuse education and prevention services; and testing for sexually transmitted diseases, at the request of runaway, homeless, and street youth.

## Comprehensive Youth-Centered Service Model

- ***Social and emotional well-being and strengths-based approach:*** BCP projects use a trauma-informed approach, which involves understanding and responding to the symptoms of chronic, interpersonal trauma and traumatic stress, as well as the behavioral and mental health consequences of trauma. BCP projects also utilize a PYD framework that includes healthy messages, safe and structured places, adult role models, skill development, and opportunities to serve others. PYD is an intentional, prosocial approach that engages youth within their communities, schools, organizations, peer groups, and families in a manner that is productive and constructive. Employing PYD also means promoting increased youth leadership capacity through intentional projects and activities designed to enhance this skill set. For more information on PYD, visit <https://youth.gov/youth-topics/positive-youth-development>.

The RHY Program also utilizes 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. For more information about the effects of trauma and utilizing a trauma-informed approach, visit <https://www.integration.samhsa.gov/clinical-practice/trauma-informed>.

- ***Outreach Plan:*** BCP projects conduct continual, intense, individualized engagement with runaway, homeless, and street-youth under the age of 18 who are indefinitely or intermittently on the streets or spending significant time on the street, therefore increasing the chance of becoming victims of sexual exploitation, labor exploitation, human trafficking or any other type of victimization (i.e., sexual assault, physical abuse).
- BCP projects perform outreach to locate runaway and homeless youth under the age of 18, and to coordinate activities with other organizations serving youth and their families, such as child welfare agencies, juvenile justice systems, schools, and faith-based and community organizations with knowledge and expertise in serving this population. The projects' implementation strategies include the following:
  - ***BCP Outreach Plan:*** BCP projects develop plans detailing where staff locate youth, including the general areas and locations where youth congregate. These plans include face-to-face outreach to runaway, homeless, and street-youth.
- ***Public Outreach and Awareness:*** BCP projects inform the community about the BCP through social media, public service announcements, and collaboration with other youth and family serving organizations; the National Runaway Safeline; culturally specific community-based organizations; sexual violence organizations; anti-trafficking agencies; law enforcement; health care providers; legal services; and other stakeholders. Public education includes the development and distribution of materials providing information about services and benefits, and encouraging the use of appropriate services.
- ***Gateway services:*** When necessary and appropriate to facilitate the delivery of required BCP shelter and services, projects provide food, drink, clothing, personal safety information (e.g., national youth hotlines, local hotlines), transportation, and hygiene products to prevent malnutrition and ill-health while building trust with workers in order



for the youth to be successful in the program.

- **Assessment:** Projects implement standardized methods used to assess each youth during engagement on the street, during intake screening, or at drop-in-center program entry (optional). Assessments determine a youth's immediate needs such as their physical and behavioral health, connection to family, safety, access to resources, issues of neglect or abuse, and other risk and protective factors that impact youth well-being and self-sufficiency. Assessments are individualized with the goal of returning first-time, runaway youth to low-risk families, if appropriate, while prioritizing street youth for rapid sheltering. Assessment tools evaluate the unique needs of subpopulations of runaway and homeless youth, including, but not limited to the following: 1) youth who are pregnant or parenting; 2) system-involved youth, including involvement in juvenile justice and child welfare systems; 3) sexually exploited or trafficked youth; 4) youth in need of substance abuse and/or mental health services; and 5) other vulnerable populations (e.g., Native American youth, youth with disabilities).
- **Harm reduction:** BCP projects engage and educate runaway, homeless, and street youth under the age of 18 on the street with regard to safety plans and ways to reduce risk of sexual exploitation, human trafficking, sexual assault, or any other harm associated with street life.
- **Intake Screening Tools:** BCP projects implement standardized methods to assess eligibility and the services required to meet the immediate needs of the client. Immediate needs may include the client's physical health, potential for victimization (e.g., sex trafficking, labor trafficking, commercial sexual exploitation, sexual assault), behavioral health, connection to family, safety, access to resources, issues of neglect or abuse, and other risk and protective factors that impact their well-being and potential for sustainable living. The screening tools should be able to identify the unique needs of runaway and homeless youth and guide identification, assistance, and referral for delivery of appropriate services. For more information on screening and assessment tools that can be used for types of interventions and services available, visit [https://www.acf.hhs.gov/sites/default/files/ece/ece\\_family\\_shelter\\_self\\_assessment\\_tool\\_120114\\_final.pdf](https://www.acf.hhs.gov/sites/default/files/ece/ece_family_shelter_self_assessment_tool_120114_final.pdf).
- **Continuum Service Linkages:** Projects must coordinate with other organizations to prioritize youth-focused services and to ensure the runaway and homeless youth population is served. Partners may include government, faith-based and community non-profits, other outreach teams, referral providers, and service providers.
- **Case Management:** BCP projects identify and assess the needs of each youth and, as appropriate, arrange, coordinate, monitor, evaluate, and advocate for a package of services to meet their specific needs. The following list includes specific programmatic requirements for case management planning for youth:
  - **Individualized Service or Treatment Plan:** BCP projects develop a written service or treatment plan based on the assessed needs for and input from every youth receiving services.

- *Service Coordination Plan*: BCP projects have a suitable referral plan based on an assessment of the youth's needs to ensure appropriate system of care services are accessible. The system of care services each BCP project shall coordinate with includes, but is not limited to, social services, law enforcement, educational services, vocational training and employment training services, welfare, legal services, anti-trafficking agencies, health care programs (including health insurance options) affordable child care, and/or child education programs. Projects must also take steps to ensure that youth who are under the legal jurisdiction of the juvenile justice or child welfare systems receive services from those systems until they are released from the jurisdiction of those systems.
- *Aftercare Planning*: BCP projects must provide additional services beyond the period of residential stay. These services must offer continuous and supportive follow-up for at least 3 months to all youth served by the program. BCP projects establish an exit plan with youth within 3 days of receiving BCP shelter and services. The exit plan includes permanent placement planning to help ensure the youth have the opportunity to make informed decisions about the support and services they need to receive, to help the youth develop a plan for permanency, and to help the youth identify and achieve their personal goals.

## **Training**

- Grantees must send at least one key staff person to attend the annual national RHY grantee training, the annual regional training, and any other travel for technical assistance training.

## **Sustainability Plan**

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

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

## **Subawards**

Recipients under this grant program may opt to transfer a portion of substantive programmatic work to other organizations through subaward(s). The prime recipient is responsible for oversight of all programmatic, financial, and administrative matters, including reporting, related to the grant. This responsibility includes oversight of these matters as they relate to the subrecipient(s).

In addition, 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. See Section IV.6. *Application and Submission Information, Funding Restrictions* for more information.

Subrecipient(s) must meet the eligibility requirements identified in Section III.1. Eligible Applicants. Additionally, all subrecipient(s) must obtain a Data Universal Numbering System (DUNS) number if they do not already have one. Prime recipients are required to check the System for Award Management (SAM) to verify that the subrecipient(s) is/are not debarred, suspended, or ineligible. See Section IV.3. *Application and Submission Information, Unique Entity Identifier and System for Award Management (SAM)*.

The prime recipient must conduct a risk assessment of subrecipient(s) in accordance with 45 CFR § 75.352(b). Prime recipients are required to adhere to the requirements noted in 45 CFR §75.352 and be in compliance with 45 CFR § 75.351 and § 75.353. Prime recipients may be required to report under the Federal Financial Accountability and Transparency Act (FFATA). Information about the FFATA is located at <https://www.acf.hhs.gov/grants/award-term-for-federal-financial-accountability-and-transparency>.

Should a subrecipient perform unsatisfactorily, the prime recipient is responsible for remedying subrecipient issues. The prime recipient will be held accountable for cost disallowances regarding subawarded funds. Subrecipient performance will also be considered during review of applications for non-competing continuations. If requirements of the program cannot be met due to subrecipient issues, ACF may need to take one or more of the actions listed under 45 CFR § 75.371-.375.

If the applicant proposes to issue subaward(s), but has not yet identified the subrecipient organization(s) by the time of application submission, if awarded, the prime recipient must submit a prior approval request with the name of the subrecipient organization(s), updated description(s) of the work to be performed, and updated subaward budget(s) and budget justification(s). This information must be submitted within 90 days of the start date of the grant. If a subaward was not originally proposed in the application, but later becomes necessary, ACF prior approval is required before any activities in the subaward request begin.

## II. Federal Award Information

Funding Instrument Type:	Grant
Estimated Total Funding:	\$24,000,000
Expected Number of Awards:	120
Award Ceiling:	\$200,000 Per Budget Period
Award Floor:	\$50,000 Per Budget Period
Average Projected Award Amount:	\$125,000 Per Budget Period
Anticipated Project Start Date:	09/30/2020

### Length of Project Periods:

Length of Project Period:	36-month project period with three 12-month budget periods
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### **Additional Information on Awards:**

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

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

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

Pursuant to section 311(b)(1) of the RHY Act (34 USC 11211), "...funds for grants under subsection (a) (BCP) shall be allotted annually with respect to the states on the basis of their relative population of individuals who are less than 18 years of age." Consistent with this statutory requirement, the estimated FY2020 BCP State allocation table is available at the following link: <https://www.acf.hhs.gov/fysb/resource/bcp-estimated-fy2020-state-allocations>

Funding amounts available for new awards are approximations at the time of publication. Actual amounts available may change due to availability of funds.

### **Continuation of Project**

An initial grant award will be for a 12-month budget period. The award of continuation grants beyond the initial 12-month budget period will be subject to the availability of funds, satisfactory progress on the part of the grantee, and a determination that the continued funding would be in the best interest of the federal government.

Please see *Section IV.6. Application and Submission Information, Funding Restrictions* for limitations on the use of federal funds awarded under this announcement.

## **III. Eligibility Information**

### **III.1. Eligible Applicants**

Public and nonprofit entities and combinations of such entities are eligible to apply unless they are part of the juvenile justice system. For profit organizations are not eligible. Private institutions of higher education must be non-profit entities. In selecting applications for award

under this FOA, the Secretary shall give priority to eligible applicants who have demonstrated experience in providing services to runaway and homeless youth.

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

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

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

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

Cost Sharing / Matching Requirement: Yes

Grantees 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).

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

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

**For awards that do not require matching or cost sharing by statute**, where "cost sharing" refers to any situation in which the recipient voluntarily shares in the costs of a project other than as statutorily required matching, recipients will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period, or by project period for fully funded awards. These include situations in which contributions are voluntarily proposed by 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.**

The federal share of the BCP Project represents 90 percent of the total project cost supported by the federal government. The remaining 10 percent represents the required project match cost by the grantee. This may be a cash or in-kind contribution.

For examples of matching requirements based on specific award amounts, see sample Chart of Matching Funding Amounts below.

**Sample Chart of Matching Funding Amounts**

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

**Matching Waiver Pursuant to 48 U.S.C. § 1469a(d)**

Matching requirements (including in-kind contributions) of less than \$200,000 (up to \$199,999) are waived under grants made to the governments of American Samoa, Guam, the U.S. Virgin Islands, and the Commonwealth of the Northern Mariana Islands (other than those consolidated under other provisions of 48 U.S.C. 1469) pursuant to 48 U.S.C. 1469a(d). This waiver applies whether the matching required under the grant equals or exceeds \$200,000.

**III.3. Other**

**Application Disqualification Factors**

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

**Award Ceiling Disqualification**

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

**Required Electronic Application Submission**

ACF requires electronic submission of applications at [www.Grants.gov](http://www.Grants.gov). **Paper applications received from applicants that have not been approved for an exemption from required electronic submission will be disqualified from competitive review and from funding under this announcement.**

Applicants that do not have an Internet connection or sufficient computing capacity to upload large documents to the Internet may contact ACF for an exemption that will allow the applicant to submit applications in paper format. Information and the requirements for requesting an exemption from required electronic application submission are found in "ACF Policy for Requesting an Exemption from Electronic Application Submission" at [www.acf.hhs.gov/grants/howto#chapter-6](http://www.acf.hhs.gov/grants/howto#chapter-6).

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

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

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

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

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

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

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

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

## IV.1. Address to Request Application Package

FYSB Operations Center  
c/o F2-Solutions  
Attn: Basic Center Program FOA  
1401 Mercantile Lane  
Suite 401  
Largo, MD 20774  
Phone: 1-855-792-6551  
Email: [TechAssist@fysb.net](mailto:TechAssist@fysb.net)

### **Electronic Application Submission:**

The electronic application submission package is available in the FOA's listing at [www.Grants.gov](http://www.Grants.gov).

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

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

### **Federal Relay Service:**

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

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

### **FORMATTING APPLICATION SUBMISSIONS**

**Each applicant applying electronically via [www.Grants.gov](http://www.Grants.gov) is required to upload only two electronic files, excluding Standard Forms and OMB-approved forms. No more than two files will be accepted for the review, and additional files will be removed. Standard Forms and OMB-approved forms will not be considered additional files.**

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

#### **Authorized Organizational Representative (AOR)**

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

### **Point of Contact**



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

### **Application Checklist**

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

### **Accepted Font Style**

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

### **English Language**

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

### **Page Limitations**

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

**All applications must be double-spaced.** An application that exceeds the cited page limitation for double-spaced pages in the Project Description file or the Appendices file will have the last extra pages removed and the removed pages will not be reviewed.

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

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

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

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

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

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

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

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

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

### **Copies Required**

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

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

### **Signatures**

Applicants submitting electronic applications must follow the registration and application submission instructions provided at [www.Grants.gov](http://www.Grants.gov).

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

### **Accepted Application Format**

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

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

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

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

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

The **Project Description** file must include these items:

1. Table of Contents
2. Project Summary
3. Need for Assistance
4. Approach
5. Logic Model
6. Program Performance Evaluation Plan
7. Project Sustainability Plan
8. Plan for Oversight of Federal Award Funds and Activities
9. Line Item Budget and Budget Justification (to include plan for oversight of federal award funds)

The **Appendices** file must include these items:

1. Legal Status of Applicant Entity/Copy of License or Licensing Agreement
2. Third-Party Agreements (including agreements with child welfare and juvenile justice systems where applicable)/MOUs
3. Letters of Support
4. Organizational Capacity: organizational charts and resumes
5. Indirect Cost Rate Letter (if applicable)
6. **Executed** Leases, draft leases, unsigned leases, or a letter of intent for each proposed property(ies). **Note:** The lease documentation **will not** count towards the page limitation.

## **ELECTRONIC APPLICATION SUBMISSION INSTRUCTIONS**

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

Electronic applications will only be accepted via [www.Grants.gov](http://www.Grants.gov). **ACF will not accept applications submitted via email or via facsimile.**

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

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

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

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

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

### **Application Upload Requirements**

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

To adhere to the two-file requirement, applicants may need to convert and/or merge documents together using a PDF converter software. Many recent versions of Microsoft Office include the ability to save documents to the PDF format without need of additional software. Applicants using the Adobe 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 Standard Forms (SFs) and OMB-approved Forms**

Standard Forms (SFs) and OMB-approved forms, such as the SF-424 application and budget forms and the SF-P/PSL (Project/Performance Site Location), are uploaded separately at Grants.gov. These forms are submitted separately from the Project Description and Appendices files. See *Section IV.2. Required Forms, Assurances, and Certifications* for the listing of required Standard Forms, OMB-approved forms, and required assurances and certifications.

### **Naming Application Submission Files**

**Carefully observe the file naming conventions required by [www.Grants.gov](http://www.Grants.gov). Limit file names to 50 characters (characters and spaces).** Special characters that are allowed under Grants.gov's naming conventions, and are accommodated by ACF's systems, are listed in the instructions available in the "Select Grant Opportunity Package" at Grants.gov. Please also see <https://www.grants.gov/web/grants/applicants/submitting-utf-8-special-characters.html>.

**Use only file formats supported by ACF**

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

**ACF supports the following file formats:**

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

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

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

**FORMATTING FOR PAPER APPLICATION SUBMISSIONS:**

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

**Format Requirements for Paper Applications**

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

Applicants using paper format should download the application forms package associated with the FOA's Synopsis on [www.Grants.gov](http://www.Grants.gov) under the Package tab.

Because each application will be duplicated, do not use or include separate covers, binders, clips, tabs, plastic inserts, maps, brochures, or any other items that cannot be processed easily on a photocopy machine with an automatic feed. Do not bind, clip, staple, or fasten in any way

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

**Addresses for Submission of Paper Applications**

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

**Required Forms, Assurances, and Certifications**

**Applicants seeking grant or cooperative agreement awards under this announcement must submit the listed Standard Forms (SFs), assurances, and certifications with the application.** All required Standard Forms, assurances, and certifications are available in the Application Package posted for this FOA at [www.Grants.gov](http://www.Grants.gov).

Forms / Assurances / Certifications	Submission Requirement	Notes / Description
SF-424 - Application for Federal Assistance	Submission is required for all applicants by the application due date.	Required for all applications.
SF-LLL - Disclosure of Lobbying Activities	If submission of this form is applicable, it is due at the time of application. If it is not available at the time of application, it may also be submitted prior to the award of a grant.	If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non- Construction Programs	Submission is required for all applicants when applying for a non-construction project. Standard Forms must be used. Forms must be submitted by the application due date. By signing and submitting the	Required for all applications when applying for a non-construction project.

	SF-424B, applicants are making the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination.	
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.
Unique Entity Identifier (DUNS) and Systems for Award Management (SAM) registration.	Required of all applicants. To obtain a DUNS number, go to <a href="http://fedgov.dnb.com/webform">http://fedgov.dnb.com/webform</a> .  Active registration at the Systems Award Management (SAM) website must be maintained throughout the application and project award period.  SAM registration is available at <a href="http://www.sam.gov">http://www.sam.gov</a> .	See <i>Section IV.3. Unique Entity Identifier and System for Award Management (SAM)</i> for more information.
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.

### **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:** [MandatoryGranteeDisclosures@oig.hhs.gov](mailto:MandatoryGranteeDisclosures@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 applicants are submitting their application electronically, ACF will omit the same specific salary rate information from copies made for use during the review and selection process.

**The Project Description**

**The Project Description Overview**

**General Expectations and Instructions**

The Project Description provides the majority of 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 FOA, 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 FOA.

**Table of Contents**

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

**Project Summary**

Provide a summary of the application project description. It must be clear, accurate, concise, and



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

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

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

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

### **Geographic Location**

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

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

Applicants must provide the following documentation:

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

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

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

### **Need For Assistance**

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s)

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

The applicant must describe the ages and types of populations the BCP project is targeting for the program activities described under *Section I. Program Description, Project Goals and Vision*. Applicants will discuss the proposed number of youth to be served through the BCP Project as described in *Section I. Project Requirements*.

The applicant will detail the benefit of the BCP project, in terms of where youth would be served without the BCP outreach and access to shelter and services. This includes a discussion of the associated consequences if the project is not funded (e.g., human trafficking, sexual exploitation, long-term homelessness, involvement with the criminal/juvenile justice systems).

## **Approach**

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

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

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

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

Applicants shall provide a detailed description, to include the total residential capacity, of the physical building to be used for the purpose(s) of providing temporary emergency shelter for the RHY program participants it will serve with FYSB funding.

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

Applicants shall provide details about their shelter model (congregate care or host-home) to include at a minimum, a physical description of the structure(s) used to shelter youth, (e.g., single family, multi-story, private residence) the total number of beds in the shelter(s), inclusive of any shelter beds paid for through other funding sources, (e.g., HUD, state social services, community block grants); the layout of living accommodations, (e.g., the number of beds per room, the common space, kitchen, office(s)); the location(s) of the shelter(s) within the community; and the other types of shelter services provided by the organization within the same structure(s) (e.g., child protective custody, foster care). The shelter description must be consistent with the *project requirements* detailed in *Section I. Program Description, Project Requirements*.

Understanding that many RHY experience both individual and family homelessness, applicants

should indicate whether the CoC in the community provides resources and referral coordination for youth and families to ensure access to all of the community's housing resources.

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

The applicant must detail their process for selecting partners, to include a description of how they will meet the requirements and expectations set forth in *Section I. Program Description, Subawards*.

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

### **Organizational Capacity**

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

- Organizational charts;
- Resumes;
- Copy or description of the applicant organization's fiscal control and accountability procedures;
- Evidence that the applicant organization, and any partnering organizations, have relevant experience and expertise with administration, development, implementation, management, and evaluation of programs similar to that offered under this announcement;
- Evidence that each participating organization, including partners, contractors and/or subrecipients, possess the organizational capability to fulfill their role(s) and function(s) effectively.
- Information on compliance with federal/state/local government standards;
- Job descriptions for each vacant key position.

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

In addition, an applicant with a proposed geographic area that spans more than one CoC must clearly describe a joint agreement by all Homeless Management Information System (HMIS) leads on the process for data collection and reporting among the covered CoCs.

Applicants with proposed geographic areas that do not belong to a CoC must clearly describe a plan to contact and work with another CoC's HMIS lead for data collection and reporting purposes.

If applicable, the applicant must provide an executed lease for each property rented and proposed for use during the project period when funds will be charged as a direct or indirect cost to the

grant made under this FOA for which funds will be charged as a direct or indirect cost to the grant made under this FOA. If a lease has not been executed prior to the submission of an application, the applicant must submit an actual draft of the unsigned lease or a letter of intent describing the potential arrangement including address, terms, length and proposed expenses.

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

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

Grantees 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.

The applicant must include a description for oversight and monitoring subrecipients in accordance with 45 CFR 75.352.

In addition, applicants must describe specific measures that the project will use to effectively monitor the project's progress in meeting the four core outcomes as described in *Section I. Program Description, Project Description, Performance Standards*.

**Logic Model**

Applicants must submit a logic model for designing and managing their project. 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 announcement, 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).

Applicants will include a logic model and corresponding narrative discussing how the project will operationalize the program plans and activities.

The narrative will include a discussion about the project’s planned inputs (investments) and activities (shelter and services) and the outputs realized as a result of providing BCP shelter and services. Additionally, applicants will explain how the inputs (investments) and activities (shelter and services) will link to achievement in the four outcomes areas described in *Section I. Program Description, Performance Standards*, program outputs measures required under *Section VI. 3. Federal Award Administration Information, Reporting*; and any additional outcomes the applicant establishes. Indicators of improvements, through the provision of shelter and services, include social and emotional well-being, permanent connections, education or employment, and safe and stable housing.

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

<b>INPUTS</b>	<b>ACTIVITIES</b> <b>What we do</b>	<b>ACTIVITIES</b> <b>Who we serve</b>	<b>OUTPUTS</b>	<b>SHORT-TERM</b> <b>Outcomes</b>
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Resource Invested	Shelter Provided	Target Population Services	#Number and Percent of Youth in Shelter	#Number and Percent of Youth in Shelter
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### **Project Sustainability Plan**

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

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

### **Third-Party Agreements**

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

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

### **Letters of Support**

Provide statements from community, public, and/or commercial leaders that support the project proposed for funding. All submissions must be included in the application package. At minimum, each letter of support must identify the individual writing the letter, the organization they represent, the date, and reason(s) for supporting the project.

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

All applicants are required to submit a project budget and budget justification with their application. The project budget is entered on the Budget Information Standard Form, 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 matching cost sharing is a requirement, applicants must include a detailed listing of any funding sources identified in Block 18 of the SF-424 (Application for Federal Assistance). See the table in *Section IV.2. Required Forms, Assurances, and Certifications* listing the appropriate budget forms to use in this application.

**Special Note:** *The Departments of Labor, Health and Human Services, and Education, and Related Agencies Appropriations Act, 2020 and Further Consolidated Appropriations Act, 2020, (Division A, Title II, Sec. 202), limits the salary amount that may be awarded and charged to ACF grants and cooperative agreements. Award funds issued under this announcement may not be used to pay the salary of an individual at a rate in excess of Executive Level II. The Executive Level II salary of the "Rates of Pay for the Executive Schedule" is \$197,300. This amount reflects an individual's base salary exclusive of fringe benefits and any income that an individual may be permitted to earn outside of the duties of the applicant organization. This salary limitation also applies to subawards and subcontracts under an ACF grant or cooperative agreement.*

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

Provide a budget justification, which includes a budget narrative and a line-item detail, for only the first budget period of the proposed project. The budget narrative should describe how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

In the budget justification, applicants should describe how both the requested funding and the in-kind resources of the organization will be applied in order to support the program activities. This may include, but is not limited to: staffing, curricula, furniture/equipment, volunteers, and program space, among other things. Resources attributable to partnerships and collaborations should not be included in the budget narrative.

Applicants must include an estimated cost for sending at least one key staff person to attend the annual national RHY grantee training, the annual regional training, and any other travel for technical assistance training in their proposed budget.

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

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

## Facilities

Applicants must delineate any properties that will be used or proposed for use during the project period and indicate whether funds will be charged as a direct or indirect cost. Properties must be organized into the following three categories: owned, leased (current lease already in place), or intent to lease (through either a letter of intent or an actual draft/unsigned lease). If a lease(s) has not been executed prior to submission of an application, the applicant must submit an actual draft of the unsigned lease or a letter of intent describing the potential arrangement including address, terms, length, and proposed expenses.

The applicant must identify if the arrangement is an “arm’s-length” or “less-than-arm's-length” lease and provide how costs are calculated in accordance with 45 CFR § 75.465 (Rental costs of real property and equipment) and 45 CFR § 75.436 (Depreciation).

In the list of properties, the applicant must include a detailed breakdown of **all proposed costs**. The applicant must clearly indicate which costs are related to which property. In the budget justification, the applicant must include a corresponding detailed narrative explanation of the purpose and need for each proposed cost under this grant award to determine reasonableness, allocability, and allowability of costs. For each listed property, the applicant must include a breakdown of the proposed costs and a narrative that includes all of the following, if applicable: the allocable percentage and total dollar amount, the depreciation amount with type of method and calculation used, rent amount with calculation, terms of lease, tax amount, insurance amount and what the policy covers, maintenance and repair amounts with details on each type of expense proposed and its associated cost, and minor alterations and renovations with specifics for each type of proposed expense and its associated cost.

For ACF property related policy and guidance, please refer to the ACF website at <https://www.acf.hhs.gov/grants/real-property-and-tangible-personal-property>

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.

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 (FICA) 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/grantee 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 [Office of Management and Budget \(OMB\) Memorandum M-18-18: Implementing Statutory Change to the Micro-Purchase and the Simplified Acquisition Thresholds for Financial Assistance](#) and 48 CFR Subpart 2.1 (when amended accordingly). 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 qualified 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 the Department of Health and Human Services (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 announcement.

#### **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 02/28/2022. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

### **Application Submission Options**

#### **Electronic Submission via [www.Grants.gov](http://www.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 grant 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.

The registration process can take up to four weeks to complete. Therefore, registration should be done in sufficient time to ensure it does not impact your ability to meet required application submission deadlines.

Organization applicants can find complete instructions here:

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

***Obtain a DUNS Number:*** All entities applying for funding, including renewal funding, must have a Data Universal Numbering System (DUNS) number from Dun & Bradstreet (D&B). Applicants must enter the DUNS number in the data entry field labeled "Organizations DUNS" on the SF-424 form.

For more detailed instructions for obtaining a DUNS number, refer to:

<https://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html>

***Register with SAM:*** In addition to having a DUNS number, organizations applying online through Grants.gov must register with the System for Award Management (SAM). All organizations must register with SAM in order to apply online. Failure to register with SAM will prevent your organization from applying through Grants.gov.

For more detailed instructions for registering with SAM, refer to:

<https://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html>

***Create a Grants.gov Account:*** The next step in the registration process is to create an account with Grants.gov. Applicants must know their organization's DUNS number to complete this process. Completing this process automatically triggers an email request for applicant roles to the organization's E-Business Point of Contact (EBiz POC) for review. The EBiz POC is a representative from your organization who is the contact listed for SAM. To apply for grants on behalf of your organization, you will need the AOR role.

For more detailed instructions about creating a profile on Grants.gov, refer to:

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

**Authorize Grants.gov Roles:** After creating an account on Grants.gov, the EBiz POC receives an email notifying them of your registration and request for roles. The EBiz POC will then 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 your organization. You will be able to submit your application online any time after you have been approved as an AOR.

For more 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 commitment on behalf of the organization as an AOR; this step is often missed and it 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 FOA, you can create individual instances of a workspace.

The following is an overview of applying via Grants.gov. For access to complete instructions on how to apply for opportunities, refer to: <https://www.grants.gov/web/grants/applicants/apply-for-grants.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, complete all the required forms, and check for errors before submission.

**Adobe Reader:** If you decide not to apply by filling out webforms you can download individual PDF forms in Workspace so that they will appear similar to other Standard or ACF forms. 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:*** The forms are designed to fill in common required fields across other forms, such as the applicant name, address, and DUNS number. To trigger this feature, an applicant must complete the SF-424 information first. 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 package, a Grants.gov Tracking Number (GRANTXXXXXXXX) is automatically assigned to the package. The number will be listed on the Confirmation page that is generated after submission.

For additional training resources, including video tutorials, refer to:  
<https://www.grants.gov/web/grants/applicants/applicant-training.html>

Grants.gov provides applicants 24/7 support via the toll-free number 1-800-518-4726 and email at [support@grants.gov](mailto:support@grants.gov). For questions related to the specific grant 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 your issue and understanding background information on the issue.

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

All applications must be received by 11:59 p.m., 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 acknowledgement 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, such as dial-up connections, should be aware that transmission can

take some time before Grants.gov receives your application. Again, Grants.gov will provide either an error or a successfully received transmission in the form of an email sent to the applicant with the AOR role. The Grants.gov Support Center reports that some applicants end the transmission because they think that nothing is occurring during the transmission process. Please be patient and give the system time to process the application.

### **Issues with Federal Systems**

For any systems issues experienced with Grants.gov or SAM.gov, please refer to ACF's "Policy for Applicants Experiencing Federal Systems Issues" document for complete guidance at [www.acf.hhs.gov/sites/default/files/assets/systems\\_issue\\_policy\\_final.pdf](http://www.acf.hhs.gov/sites/default/files/assets/systems_issue_policy_final.pdf).

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

To request an exemption from required electronic submission please refer to ACF's "Policy for Requesting an Exemption from Required Electronic Application Submission" document for complete guidance at:

[https://www.acf.hhs.gov/sites/default/files/assets/acf\\_policy\\_for\\_requesting\\_an\\_exemption\\_from\\_required\\_electronic.pdf](https://www.acf.hhs.gov/sites/default/files/assets/acf_policy_for_requesting_an_exemption_from_required_electronic.pdf).

### **Paper Format Application Submission**

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

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

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

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

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

Obtaining a DUNS Number may take 1 to 2 days.

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



award.

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

This action should allow you time to resolve any issues that may arise. Failure to comply with these requirements may result in your inability to submit your application through Grants.gov or prevent the award of a grant. Applicants should maintain documentation (with dates) of their efforts to register for, or renew a registration, at SAM. User Guides are available under the “Help” tab at <https://www.sam.gov>.

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

- Be registered in the SAM prior to submitting an application or plan;
- Maintain an active SAM registration with current information at all times during which it has an active award or an application or plan under consideration by an OPDIV; and
- Provide its active DUNS number in each application or plan it submits to the OPDIV.

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

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

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

Due Date for Applications: **07/03/2020**

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

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

##### **Electronic Applications**

The deadline for submission of electronic applications via [www.Grants.gov](http://www.Grants.gov) is 11:59 p.m., ET, on the due date. Electronic applications submitted at 12:00 a.m., ET, on the day after the due date will be considered late and will be disqualified from competitive review and from funding under this announcement.

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

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

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

Applications submitted to [www.Grants.gov](http://www.Grants.gov) at any time during the open application period prior to the due date and time that fail the Grants.gov validation check will not be received at ACF. These applications will not be acknowledged.

### **Mailed Paper Format Applications**

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

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

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

Applications that are hand-delivered by applicants, applicant couriers, by overnight/express mail couriers, or other representatives of the applicant must be received on, or before, the due date listed in the *Overview* and in this section. These applications must be delivered between the hours of 8:00 a.m. and 4:30 p.m., ET, Monday through Friday (excluding federal holidays). Applications should be delivered to the address provided in *Section IV.7. Other Submission Requirements*.

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

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

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

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

will be disqualified.

### **Emergency Extensions**

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

### **Acknowledgement from [www.Grants.gov](http://www.Grants.gov)**

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

Applicants will also receive an email acknowledging that the received application is in the **Grants.gov validation process**, after which a third email is sent with the information that the submitted application package has passed, or failed, the series of checks and validations. Applications that are submitted on time that fail the validation check will not be transmitted to ACF and will not be acknowledged by ACF.

See "What to Expect After Submitting" at [www.Grants.gov](http://www.Grants.gov) for more information.

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

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

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

ACF will not provide acknowledgement of receipt of hard copy application packages submitted via mail or courier services.

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

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

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

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

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

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

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

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

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

HHS funds may not be spent for an abortion.

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

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

ACF does not fund awards where the role of the applicant is primarily to serve as a conduit of funds to other organizations, unless that arrangement is authorized by statute. In the absence of such statutory authority, each prime recipient's primary role must be to ensure the delivery of the statutorily authorized services, whether provided directly or through collaborative involvement with their subrecipient(s).

#### **IV.7. Other Submission Requirements**

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

##### **Submission By Mail**

FYSB Operations Center

c/o F2-Solutions

Attn: Basic Center Program FOA

1401 Mercantile Lane  
Suite 401  
Largo, MD 20774

### **Hand Delivery**

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

### **Electronic Submission**

See *Section IV.2.* for application requirements and for guidance when submitting applications electronically via [www.Grants.gov](http://www.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 funding opportunity announcement and relevant statutes and regulations, reviewers will not access, or review, any materials that are not part of the application documents. This includes information accessible on websites via hyperlinks that are referenced, or embedded, in the application. Though an application may include web links, or embedded hyperlinks, reviewers will not review this information as it is not considered to be part of the application documents. Nor will the information on websites be taken into consideration in scoring of evaluation criteria presented in this section. Reviewers will evaluate and score an application based on the documents that are presented in the application and **will not** refer to, or access, external links during the objective review.

Need for Assistance

Maximum Points:10

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

**1.1** Demonstrates the need for BCP assistance, including the nature and scope of the prevalence of runaway and homeless youth under the age of 18 in the community. (0-5 points)

**1.2** Details the ages, types of populations, and the number of youth to be effectively served under this award in compliance with the requirements of this project. (0-3 points)

**1.3** Details the specific benefits of providing BCP services within the community when compared with the impact of services not being available. (0-2 points)

APPROACH

Maximum Points:50

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

**2.1** Details the organization's shelter structure or building and describes an effective approach to providing 24/7 access to short-term shelter (congregate care or host-home model) in a licensed (where applicable) facility, with a minimum of four beds and maximum of 20 beds. (0-10 points)

**2.2** Describes how the project will provide counseling services to youth under the age of 18, for up to 21 days, as well as individual, family, and group counseling, as appropriate, and consistent with the requirements detailed in *Section I. Program Description*. (0-10 points)

**2.3** Outlines a well-developed plan describing how the organization will effectively use PYD and trauma-informed care to support the BCP project. (0-5 points)

**2.4** Describes the process by which the organization will effectively screen youth for eligibility for BCP (i.e., youth under the age of 18), including providing criteria the applicant intends to utilize to ensure the BCP is the best fit for each youth's needs. In addition, the applicant describes the screening and assessment process, including identifying specific tools to best assess the youth's unique needs. This should include any efforts to identify youth victims or youth at risk of becoming victims of human trafficking (sex and labor). (0-5 points)

**2.5** Illustrates a reasonable outreach plan; the provision of gateway services, intake and screening; and the assessment of needs as discussed in the comprehensive youth-centered service model outlined in *Section I. Program Description, Project Requirements*. (0-5 points)

**2.6** Addresses harm reduction, case management, service coordination, and the provision of continuum of service linkages as detailed in the comprehensive youth-centered service model, outlined in *Section I. Program Description, Project Requirements*. (0-5 points)

**2.7** Provides a detailed and effective plan to provide aftercare and follow-up services to youth who receive shelter services, as detailed in the comprehensive youth-centered service model in *Section I. Program Description, Project Requirements*. (0-5 points)

**2.8** Describes how the project will operationalize the program plans and activities as communicated in the proposed logic model. In addition, specifically describes the proposed activities, inputs, and outputs that link to short-term and intermediate achievement in the four core outcome areas as detailed in *Section I. Program Description*. Also, demonstrates how the applicant will collect and submit data to FYSB on all RHY youth via the local CoC. (0-2 points)

**2.9** Describes how the applicant will ensure that all required data is collected and submitted to FYSB through RHY-HMIS (0-3 points)

**PERFORMANCE EVALUATION PLAN**

**Maximum Points:5**

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

**3.1** Describes a detailed plan for program performance evaluation that identifies an effective approach that will contribute to continuous quality improvement. (0-2 points)

**3.2** Describes specific measures that the project will use toward effectively evaluating how they

will meet the four core outcomes areas. (0-2 points)

**3.3** States whether or not the organization has identified any challenges and/or obstacles, and if applicable, describes the impact to successfully implement the project and achieve the desired outcomes. (0-1 point)

## ORGANIZATIONAL CAPACITY

Maximum Points: 10

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

**4.1** Provides strong evidence of the organization's experience and expertise in successfully working with runaway and homeless youth or operating runaway and homelessness youth projects, and if applicable, pregnant and parenting runaway and homeless youth projects, designed to prevent and end youth homelessness. Reviewers will consider evidence as strong based on a thorough review of an organization's past work, program design, and ability to connect young people experiencing homelessness to services. (0 - 5 points)

**4.2** Details the scope of work to be performed, work schedules, remuneration, and other terms and conditions that define the working relationship with subgrantees, subcontractors, or other cooperating entities as described in *Section IV.2. Application and Submission Information, Project Approach* to successfully execute the activities described in this FOA. (0 - 2 points)

**4.3** Demonstrates the ability and capacity to competently incorporate and manage the program administration requirements (i.e., staff safety, background checks, emergency preparedness plan, licensing requirement, and training plan) as detailed in *Section VI.2. Federal Award Administration Information, Administrative and National Policy Requirements*. (0 - 3 points)

## BUDGET AND BUDGET JUSTIFICATION

Maximum Points: 15

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

**5.1** Outlines a clear and realistic line-item budget and budget narrative for the federal and non-federal share of project costs associated with implementing the program requirements. The budget thoroughly explains how the funds requested are necessary and reasonable to accomplish the scope of services, including the services accomplished through a sub-awarded entity and the calculation of the cost per person served. This must include the costs of sending at least one key staff person to attend the annual national RHY grantee training, annual regional training, and any other travel for technical training that will be funded by the grant. (0-5 points)

**5.2** If applicable, provides a reasonable estimated cost for equipment, software, and training in the proposed budget for RHY-HMIS computer equipment and client software, or state if the organization already has the equipment. (0-1 point)

**5.3** As applicable, provides a justification for subawarding over 50 percent of the total direct costs for the budget period to other youth-serving agencies, demonstrate that there are no subawards, or demonstrate that the subaward amount is less than 50 percent of the total award amount for the budget period. (0-5 points)

**5.4** Details the organization's complete BCP operating budget, and any additional funding, aside from FYSB funding, the organization has to support the activities to support the BCP project as described in Section 1. *Program Description*. (0-2 points)

**5.4** Demonstrates how oversight of federal funds will be conducted and how grant activities and partner(s), including child welfare and juvenile justice agencies, will adhere to applicable federal and programmatic regulations. (0-2 points)

## SUSTAINABILITY PLAN

Maximum Points:10

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

**6.1** Describes the process the organization uses to build and maintain partnerships with other service agencies in the community. (0 - 5 points)

**6.2** Describes the accountability strategy for achieving the four core outcomes in the BCP project. (0 - 3 points)

**6.3** Describes key activities involved in ensuring project sustainability involving building support, showing results, retaining staff, and obtaining continuing funding. (0 - 2 points)

## V.2. Review and Selection Process

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

### Initial ACF Screening

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

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

### Objective Review and Results

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

Results of the competitive objective review are taken into consideration by ACF in the selection of projects for funding; however, objective review scores and rankings are not binding. Scores and rankings are only one element used in the award decision-making process. ACF 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. Applications may be funded in whole or in part. Successful applicants may be funded at an amount lower than that requested.

As required by the RHY Act, priority for funding shall be given to public and private entities with experience in providing services to runaway, homeless, or street youth. Eligible applicants will be assessed on how well they sufficiently demonstrated and substantiated that they have experience in providing services to runaway and homeless youth. Applicants should refer to *Section IV.2. Application and Submission Information, The Project Description, Approach, and Organizational Capacity*.

ACF may elect not to fund applicants and/or partnering organizations that have previously demonstrated an inability to adhere to ACF,ACYF, or RHY reporting requirements in the past.

Recipients of an award under this FOA will be legally accountable to ACF for performance of the project or program. Recipients will be held solely responsible in the event of non-compliance by a subrecipient. Applicants proposing to use subrecipients to complete the proposed project will be reviewed by ACF for any management or financial problems. ACF may elect to not allow a recipient to subaward if it displays an inability to properly monitor and management subrecipients.

The ACF Office of Grants Management will also perform an internal review of all property requests and documentation submitted to assess that costs comply with federal regulations and FOA requirements. ACF reserves the right to request any additional information (e.g., lease agreements, encumbrance documents, etc.) to ascertain allowability and may reduce the budget due to unallowable costs.

ACF does not fund awards where the role of the applicant is primarily to serve as a conduit of funds to other organizations unless that arrangement is authorized by statute. In the absence of such statutory authority, each prime recipient's primary role must be to ensure the delivery of the statutorily authorized services, whether provided directly or through collaborative involvement with their subrecipient(s). Prime recipients of an award under this FOA will be legally accountable to ACF for performance of the project or program. Prime recipients will be held solely responsible in the event of non-compliance by a subrecipient. Applicants proposing to use subrecipient(s) to complete the proposed project will be reviewed by ACF for any management or financial problems. ACF may elect to not allow a prime recipient to subaward if the prime recipient displays an inability to properly monitor and manage subrecipients.

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

As required by 2 CFR Part 200, the Uniform Guidance, effective January 1, 2016, ACF is required to review and consider any information about the applicant that is in the Federal Awardee Performance and Integrity Information System (FAPIIS), [www.fapiis.gov/](http://www.fapiis.gov/), before making any award in excess of the simplified acquisition threshold (currently \$250,000) over the period of performance. An applicant may review and comment on any information about itself that a federal awarding agency has previously entered into FAPIIS. ACF will consider any comments by the applicant, in addition to other information in FAPIIS, in making a judgment about the applicant's integrity, business ethics, and record of performance under federal awards when completing the review of risk posed by applicants as described in 2 CFR § 200.205

Federal Awarding Agency Review of Risk Posed by Applicants ([http://www.ecfr.gov/cgi-bin/text-idx?node=se2.1.200\\_1205&rgn=div8](http://www.ecfr.gov/cgi-bin/text-idx?node=se2.1.200_1205&rgn=div8)).

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

### **Approved but Unfunded Applications**

Applications recommended for approval in the objective review process, but not selected for award, may receive funding if additional funds become available or may compete for funding during the next review cycle (if one occurs in the next fiscal year). Applications designated as “approved but unfunded” typically cannot be kept in an active status for more than 12 months. For those applications determined as “approved but unfunded,” notice will be given of the determination by email.

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

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

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

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

Successful applicants will be notified through the issuance of a Notice of Award (NoA) that sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-federal share to be provided (if applicable), and the total project period for which support is contemplated. The NoA will be signed by the Grants Officer and transmitted via postal mail, email, or by GrantSolutions.gov or the Head Start Enterprise System (HSES), whichever is relevant. Following the finalization of funding decisions, organizations whose applications will not be funded will be notified by letter signed by the cognizant Program Office head. Any other correspondence that announces to a Principal Investigator, or a Project Director, that an application was selected is not an authorization to begin performance.

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

Grantees may translate the Federal award and other documents into another language. In the event of inconsistency between any terms and conditions of the Federal award and any translation into another language, the English language meaning will control. Where a significant portion of the grantee’s employees who are working on the Federal award are not

fluent in English, the grantee must provide the Federal award in English and in the language(s) with which employees are more familiar.

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

Awards issued under this announcement are subject to 45 CFR Part 75 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards. The Code of Federal Regulations (CFR) is available at [www.ecfr.gov](http://www.ecfr.gov). Unless otherwise noted in this section, administrative and national policy requirements that are applicable to discretionary grants are available at: [www.acf.hhs.gov/administrative-and-national-policy-requirements](http://www.acf.hhs.gov/administrative-and-national-policy-requirements).

### **HHS Grants Policy Statement**

The HHS Grants Policy Statement (HHS GPS) is the Department of Health and Human Services' single policy guide for discretionary grants and cooperative agreements. ACF grant awards are subject to the requirements of the HHS GPS, which covers basic grants processes, standard terms and conditions, and points of contact, as well as important agency-specific requirements. The general terms and conditions in the HHS GPS will apply as indicated unless there are statutory, regulatory, or award-specific requirements to the contrary that are specified in the Notice of Award (NOA). The HHS GPS is available at <https://www.acf.hhs.gov/discretionary-post-award-requirements#chapter-1>.

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

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

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

### **Program Administration Requirements**

Applicants are advised that statutory requirements applicable to grants under this FOA can be found in the RHY Act, 34 U.S.C. § 11201-11281.

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

**Background checks:** Pursuant to 45 CFR § 1351.23(j) of the RHY Final Rule, projects must have a plan to ensure background checks are completed on all employees, contractors, volunteers, and consultants who have regular and unsupervised private contact with youth served by the organization, and on all adults who reside in or operate host homes, beginning on

October 1, 2017. Required background checks are to include state or tribal criminal history records including fingerprint checks, sex offender registry check, and any other checks required by state law. Additionally, to the extent the project is able to, the plan should include Federal Bureau of Investigation (FBI) criminal history records including fingerprint checks and child abuse and neglect registry checks. If a project is unable to obtain FBI criminal history information or child abuse and neglect registry information, the agency plan must detail efforts to obtain such information and the impediments to doing so. In addition, as appropriate to job functions, projects must also include verification of educational credentials and employment experience, the individual's driving records (for those who will transport youth), and professional licensing records.

**Emergency Preparedness Plan:** Pursuant to 45 CFR § 1351.23(g) of the RHY Rule, projects must have a plan for routine preventative maintenance of facilities as well as preparedness, response, and recovery efforts. The plan should contain strategies for addressing evacuation, security, food, medical supplies, and notification of youths' families, as appropriate. In the event of an evacuation due to specific facility issues, such as fire, loss of utilities, or authorities, a designated alternative location needs to be included in the plan.

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

Failure to adhere to licensing requirements outlined in 45 CFR § 1351.23(h) may result in disallowance of federal funds.

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

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

Additionally, BCP programs are required to increase their capacity to identify and provide services and/or service referrals to trafficked youth by participating in professional training and adding human trafficking elements into existing screening and assessment tools. BCP programs are encouraged to enhance their human trafficking prevention and intervention efforts to minimize these incidents among vulnerable youth and effectively identify trafficked youth.

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

**Technical Assistance, Monitoring, and Short-Term Training:** By signing and submitting the application and pursuant to 45 CFR § 1351.23(a) of the RHY Final Rule, BCP grantees agree to receive and participate in technical assistance, monitoring, and short-term training as recommended by federal staff to ensure quality programming and implementation to allow flexibility in which techniques will be used. It is not a requirement that every staff person receives training in every subject offered. However, all youth-serving workers on staff should receive training sufficient to meet the stated core competencies of youth workers. Training and technical assistance (TTA) is free to BCP grantees through the Runaway and Homeless Youth TTA Center (RHYTTAC). Services include regionally based technical assistance clinics, training sessions, training of trainers, e-learning, webinars, and annual national and regional grantee training events. Grantees are strongly encouraged to participate in human trafficking training and activities offered by the RHYTTAC. More information is available at [www.rhyttac.net](http://www.rhyttac.net). In addition, all grantees must budget annually the costs of sending at least one key staff person to attend the annual national RHY grantee training.

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

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

In addition, procedures shall be established for the training of project staff in the protection of confidentiality requirements pursuant to 45 CFR § 1351.21(c) of the RHY Rule.

Grantees shall coordinate their activities with the 24-hour, national, toll-free and internet

communication system, which links RHY projects and other service providers with runaway or otherwise homeless youth, as appropriate to the specific activities provided by the grantee.

### **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 public or private agency, with the exception of, research, evaluation, and statistical reports funded by grants provided under section 343 of the RHY Act. Section 343 of the RHY Act allows records to be disclosed or transferred 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 Program 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 otherwise homeless youth.

Grantees must ensure that all confidential, sensitive information and records will be properly handled and safeguarded. Grantees 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, grantees 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.

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

The grantee must comply with 45 CFR Part 87 “Equal Treatment For Faith-Based Organizations,” including the requirement that all faith-based or religious organizations are eligible, on the same basis as any other organization, to participate in this and any program for which they are otherwise eligible. Thus, the grantee agrees that when selecting service providers or subrecipients it will not discriminate for or against any organization on the basis of the organization's religious character or affiliation as indicated in 45 CFR 87.3(a). For further information, visit <https://www.acf.hhs.gov/administrative-and-national-policy-requirements#chapter-4>.

### **Accessibility Provisions for All Grant Application Packages and Funding Opportunity Announcements**

Recipients of federal financial assistance (FFA) from HHS must administer their programs in compliance with federal civil rights laws that prohibit discrimination on the basis of race, color, national origin, disability, age and, in some circumstances, religion, conscience, and sex. This includes ensuring programs are accessible to persons with limited English proficiency. The HHS Office for Civil Rights provides guidance on complying with civil rights laws enforced by HHS. Please see <https://www.hhs.gov/civil-rights/for-providers/provider-obligations/index.html> and <http://www.hhs.gov/ocr/civilrights/understanding/section1557/index.html>.

- Recipients of FFA must ensure that their programs are accessible to persons with limited

English proficiency. HHS provides guidance to recipients of FFA on meeting their legal obligation to take reasonable steps to provide meaningful access to their programs by persons with limited English proficiency. Please see <https://www.hhs.gov/civil-rights/for-individuals/special-topics/limited-english-proficiency/fact-sheet-guidance/index.html> and <https://www.lep.gov>. For further guidance on providing culturally and linguistically appropriate services, recipients should review the National Standards for Culturally and Linguistically Appropriate Services in Health and Health Care at <https://minorityhealth.hhs.gov/omh/browse.aspx?lvl=2&;lvlid=53>.

- Recipients of FFA also have specific legal obligations for serving qualified individuals with disabilities. Please see <http://www.hhs.gov/ocr/civilrights/understanding/disability/index.html>.
- HHS funded health and education programs must be administered in an environment free of sexual harassment. Please see <https://www.hhs.gov/civil-rights/for-individuals/sex-discrimination/index.html>; <https://www2.ed.gov/about/offices/list/ocr/docs/shguide.html>; and <https://www.eeoc.gov/eeoc/publications/upload/fs-sex.pdf>.
- Recipients of FFA must also administer their programs in compliance with applicable federal religious nondiscrimination laws and applicable federal conscience protection and associated anti-discrimination laws. Collectively, these laws prohibit exclusion, adverse treatment, coercion, or other discrimination against persons or entities on the basis of their consciences, religious beliefs, or moral convictions. Please see <https://www.hhs.gov/conscience/conscience-protections/index.html> and <https://www.hhs.gov/conscience/religious-freedom/index.html>.
- Religious Freedom Restoration Act (42 U.S.C. 2000bb et seq.). If you are a faith-based organization and feel that your exercise of religion would be substantially burdened by compliance with any of the terms and conditions of this grant award, you may contact the HHS Office for Civil Rights.

Please contact the HHS Office for Civil Rights for more information about obligations and prohibitions under federal civil rights laws at <https://www.hhs.gov/ocr/about-us/contact-us/index.html> or call 1-800-368-1019 or TDD 1-800-537-7697.

### **Grantee Publication Disclaimer Requirements**

Grantees 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:

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

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

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

**VI.3. Reporting**

Performance Progress Reports: Semi-Annually

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

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

Financial Reports: Semi-Annually

**Runaway and Homeless Youth Data Collection Requirements**

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

Grantees are required to join with the local CoC for the purpose of providing required data through the RHY-HMIS system. RHY grantees may use FYSB grant funds to cover charges associated with CoC training and access to the RHY-HMIS software.

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

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

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



Grantees must submit data collected in RHY-HMIS to FYSB during a semi-annual upload process by generating a report in RHY-HMIS with de-identified name, date of birth, and Social Security numbers of all youth served with FYSB funding.

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

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

Grantees are not required to obtain consent to collect data on individual youth in HMIS or record information about that youth in other records. Consent is required, however, for data to be shared within an RHY-HMIS solution across all programs participating in that CoC. The parent or legal guardian of youth under 18 years must provide the consent to share data, whereas youth 18 years or older are able to provide consent for themselves to share their data.

**Program Standards and Measures**

The RHY Program has developed corresponding measures in cases where grantees’ compliance with performance standards may be evaluated using existing RHY-HMIS elements. Some of these measures contain specific targets informed by past RHY Program data that grantees are required to meet.

In other cases, performance standards required by the final rule do not correspond to existing RHY-HMIS data elements. For these performance standards, grantees must use the existing Performance Progress Report (PPR) to report these data. The PPR reporting process is found under PRA OMB Control Number 0970-0406.

Detailed guidance and TTA on how to collect and report data on these performance standards will be developed and provided to RHY grantees in advance of reporting deadlines.

The performance standards apply to all RHY-funded grantees.

Grantees’ performance will be monitored based on their compliance with these performance standards and measures. Grantees’ performance on these standards may also be used when deciding which RHY grantee applications to fund in future FOAs.

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

<b>Performance Standard</b>	<b>Corresponding Measure</b>	<b>Data Collection Instrument</b>
Grantees will enhance outcomes for youth in the core area of social and emotional well-being.	The average composite score of general health, mental health, and dental health status will be higher at exit from a BCP shelter program than at entry.	RHY-HMIS
Grantees will enhance outcomes for youth in the core area of permanent	Grantees will report the percentage of youth upon exiting BCP shelter who	PPR

connections.	report that there is at least one adult in their life, other than RHY program staff, to whom they can go for advice or emotional support.	
Grantees will enhance outcomes for youth in the core area of education or employment.	60 percent of youth leaving BCP shelter will be attending school or have graduated from high school or obtained a General Education Development certificate.	RHY-HMIS
Grantees will enhance outcomes for youth in the core area of education or employment.	20 percent of youth leaving BCP shelter will be employed or looking for work.	RHY-HMIS
Grantees will enhance outcomes for youth in the core area of stable housing.	90 percent of youth leaving BCP shelter will exit to a safe and stable destination.	RHY-HMIS
Grantees will enhance outcomes for youth in the core area of stable housing.	For grantees that provide street-based and home-based services, 85 percent of youth receiving services will be diverted from entering an emergency shelter and will exit to another safe and stable destination.	RHY-HMIS
Grantees will ensure that youth receive counseling services that are trauma informed and match the individual needs of each client.	Grantees will report the type of counseling each youth received (individual, family, and/or group counseling), the participation rate based on a youth's service plan or treatment plan, and the completion rate based on the youth's service plan or treatment plan.	PPR
Grantees that choose to provide street-based services, home-based services, and/or testing for sexually transmitted diseases will ensure youth receive the appropriate services.	Grantees will report the completion rate for each service provided based on the youth's service or treatment plan.	PPR
Grantees shall ensure that youth have safe and	Grantees will report the type of destination for each youth	RHY-HMIS

appropriate exits when leaving the program.	who exits a BCP.	
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**VII. HHS Awarding Agency Contact(s)**

**Program Office Contact**

Gloria Watkins  
 Administration for Children and Families  
 Administration for Children, Youth and Families  
 Family and Youth Services Bureau, Headquarters  
 Mary E. Switzer Building, Room 3617c  
 330 C Street, S.W.  
 Washington, DC 20201  
 Phone: (202) 205-9546  
 Email: [Gloria.Watkins@ACF.hhs.gov](mailto:Gloria.Watkins@ACF.hhs.gov)

**Office of Grants Management Contact**

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

**Federal Relay Service:**

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

**VIII. Other Information**

**Reference Websites**

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

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

ACF Funding Opportunities Forecast [www.grants.gov/](http://www.grants.gov/).

ACF Funding Opportunity Announcements [ami.grantsolutions.gov/](http://ami.grantsolutions.gov/).

ACF "How To Apply For A Grant" <https://www.acf.hhs.gov/grants/howto>.

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

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

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

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

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

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

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

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

## Application Checklist

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

What to Submit	Where Found	When to Submit
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> .
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 FOA's forms package at <a href="http://www.Grants.gov">www.Grants.gov</a> .	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> .
Mandatory Grant Disclosure	Requirement, submission instructions, and mailing addresses are found in the	If applicable, concurrent submission to the Administration for Children and Families and to the Office of the

	"Mandatory Grant Disclosure" in <i>Section IV.2. Required Forms, Assurances and Certifications.</i>	Inspector General is required.
Unique Entity Identifier (DUNS) and Systems for Award Management (SAM) registration.	Referenced in <i>Section IV.3. Unique Entity Identifier and System for Award Management (SAM)</i> in the announcement. To obtain a DUNS number (Unique Entity Identifier), go to <a href="http://fedgov.dnb.com/webform">http://fedgov.dnb.com/webform</a> . To register at SAM, go to <a href="http://www.sam.gov">http://www.sam.gov</a> .	A DUNS number (Unique Entity Identifier) and registration at SAM.gov are required for all applicants. Active registration at SAM must be maintained throughout the application and project award period.
The Project Budget and Budget Justification	Referenced in <i>Section IV.2. The Project Budget and Budget Justification.</i>	Submission is required in addition to submission of SF-424A and / or SF-424C.  Submission is required with the application package by the due date in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i>
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 FOA's forms package at <a href="http://www.Grants.gov">www.Grants.gov</a> .	Submission is due with the application package or 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/Abstract	Referenced in <i>Section IV.2. The Project Description.</i> The Project Summary/Abstract is limited to one single-spaced page.	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i>

<p>SF-424 - Application for Federal Assistance</p>	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></p> <p>This form is available in the FOA's forms package at <a href="http://www.Grants.gov">www.Grants.gov</a> in the Mandatory section.</p>	<p>Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i></p>
<p>Proof of Non-Profit Status</p>	<p>Referenced in <i>Section IV.2. The Project Description, Legal Status of Applicant Entity.</i></p>	<p>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 FOA.</p> <p>If it is not available at the time of application submission, it must be submitted prior to the award of a grant.</p>
<p>SF-LLL - Disclosure of Lobbying Activities</p>	<p>"Disclosure Form to Report Lobbying" is referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></p> <p>This form is available in the FOA's forms package at <a href="http://www.Grants.gov">www.Grants.gov</a>.</p>	<p>If submission of this form is applicable, it is due at the time of application.</p> <p>If it not available at the time of application, it may also be submitted prior to the award of a grant.</p>
<p>SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non- Construction Programs</p>	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></p> <p>These forms are available in the FOA's forms package at <a href="http://www.Grants.gov">www.Grants.gov</a> in the Mandatory section.</p> <p>They are required for applications that include only non-construction activities.</p>	<p>Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i></p>

## Appendix

### Appendix A

## **Definitions**

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

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

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

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

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

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

**CORE SERVICES:** Services that provide additional support to clients both residentially and non-residentially that include case planning, skill building, and recreation and leisure activities. (45 CFR § 1351.24(d))

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

**CRISIS STABILIZATION SERVICES:** Services such as assessment and intensive case management to ensure that youth receive assistance with emotional and behavioral health challenges while developing a plan for permanency.

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

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

**EDUCATION OR EMPLOYMENT:** Performance in and completion of educational and training activities, especially for younger youth, and starting and maintaining adequate and stable employment, particularly for older youth. (45 CFR § 1351.1)

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

**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.

**EXCEPTIONAL CIRCUMSTANCES:** Extenuating circumstances in which a youth would benefit from additional time in the program.

**FOLLOW-UP SERVICES:** The act of accessing youth progress after the youth have received safety and resource referrals.

**GATEWAY SERVICES:** Services to provide food, clothing, and hygiene-related items to meet basic needs and to develop trust between a youth and youth outreach worker.

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

**HEALTH CARE SERVICES:** Physical, mental, behavioral, and dental health services. It includes services provided to runaway and homeless youth and in the case of maternity group homes also includes services provided to a pregnant youth and the child(ren) of the youth.

Where applicable and allowable within a program, it includes information on appropriate health related services provided to family or household members of the youth. Any treatment or referral to treatment that aims to change someone's sexual orientation, gender identity or gender expression is prohibited. (45 CFR § 1351.1)

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



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

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

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

**KEY STAFF:** An employee with major decision-making authority; and/or manages programs, finances, or other staff. Examples would be executive directors, division directors, program managers, and finance directors.

**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. (45 CFR § 1351.1)

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

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

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

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

**RESOURCE PLAN:** Plans for youth that may include, but are not limited to, resources for help; support for dealing with family conflict, emotional stress, and education; and information or referral to community resources such as substance abuse counseling, education, employment, and housing.

**RESPIRE:** Respite care provides parents and other caregivers with short-term childcare services that offer temporary relief.

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

**RUNAWAY AND HOMELESS YOUTH PROJECT:** A community-based program outside the juvenile justice or child welfare systems that provides runaway prevention, outreach, shelter, or transition services to runaway, homeless, or street youth or youth at risk of running away or becoming homeless.

**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 USC § 11279)

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

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

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

**SCREENING AND ASSESSMENT:** Valid and reliable standardized instruments and practices used to identify each youth's individual strengths, life experiences, and needs across multiple aspects of health, well-being and behavior in order to inform appropriate service decisions and provide a baseline for monitoring outcomes over time. Screening involves abbreviated instruments commonly used by runaway and homeless youth providers, for example with trauma and health problems, which can indicate certain youth for more thorough diagnostic assessments and service needs. Assessment, which is used here to mean assessment more broadly than for the purposes of diagnosis, involves evaluating multiple aspects of social, emotional, and behavioral competencies and functioning in order to inform service decisions and monitor outcomes. (45 CFR §1351.1)

**SERVICES:** Include a comprehensive youth centered service model with a holistic approach to addressing the unique need of runaway and homeless youth and youth and young adults.

Components of the model include access to shelter, gateway services, assessment, coordinated case management, follow-up/aftercare services, continuum service linkages, and geographic location. Runaway and homeless youth will also receive information and counseling services in

basic life skills, which shall include money management, budgeting, consumer education, and use of credit, parenting skills (as appropriate), interpersonal skill building, educational advancement, job attainment skills, and mental and physical health care.

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

**SHELTER:** Includes a fully licensed group home, including maternity group homes, and host family homes.

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

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

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

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

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

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

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

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

## Appendix B

*Estimated State Allocations*

The BCP Estimated State Allocations chart can be found by accessing: <https://www.acf.hhs.gov/fysb/resource/bcp-estimated-fy2020-state-allocations>