

FY 2020 Coronavirus Supplemental Funding Guidance:  
ACF Reporting Requirement for the Family and Youth Services Bureau, Runaway and  
Homeless Youth Program

#### Purpose

The fiscal year (FY) 2020 Coronavirus Supplemental Funding (COVID-19) provides one-time funding to support ACF recipients/grantees funded under the Coronavirus Preparedness and Response Supplemental Appropriations Act, 2020, P.L. 116-123, "CARES Act", in preventing, preparing for, and responding to, coronavirus disease 2019 (COVID-19).

#### Funding Summary

The CARES Act appropriated \$6.3 billion for grants to prevent, prepare for, and respond to, coronavirus. The Runaway and Homeless Youth (RHY) Program received \$25 million for additional assistance for RHY grantees to provide critical supportive services and shelter for runaway and homeless youth through supplemental funding.

The Administration for Children and Families (ACF) determined that the ACF supplemental awards will be awarded as follows:

- The non-competing supplements must be awarded to all existing recipients in the program.
- The additional funding will be provided in proportional amounts to all recipients using a standard formula.
- The funds will be for a logical extension of the existing scope of the project and service.

Awards are aligned with current ACF funding proportions.

This award provides flexibility in how you use the funding to prevent, prepare for, and respond to, COVID-19, as needs evolve within your program and community. Funding may support a wide range of in-scope activities. For the Family and Youth Services Bureau, RHY Program, the scope of activities may include:

- Food, clothing, medical care for youth and your staff associated with COVID-19, and other services that youth need (offered either directly or by referral)
- Trauma-informed individual, group, and family counseling specific to COVID-19
- Recreation programs that adhere to the physical distancing requirements, which may have been instituted due to COVID-19 (e.g., video chats, social media platforms such as Facebook, Instagram, Twitter).
- Outreach to youth who may need assistance, as well as to public and private agencies that work with youth and families based on requirements due to physical distancing
- Aftercare services for youth after they leave the shelter that are innovative due to COVID-19
- Safe, stable living accommodations that require sanitization, physical distancing, etc.

- Educational opportunities, such as GED preparation, post-secondary training and vocational education and equipment for virtual learning opportunities
- Job attainment services, such as career counseling and job placement using virtual platforms, as needed
- Mental health care, including individual and group counseling to include the use of telemedicine
- Physical health care, such as physicals, health assessments and emergency treatment

### Required Supporting Documents

As stated in your notice of award, you should submit the following information through GrantSolutions within 30 days of supplemental award date.

1. **COVID-19 Activity Overview.** Supplemental award recipients must provide a brief narrative (1-2 pages) describing how funds have been or will be used to support activities to prevent, prepare for, and respond to, COVID-19 using the categories below. Descriptions of each category provide only general guidance; ACF recognizes that many COVID-19 activities and uses of funds may apply to more than one category. Provide the completed SF-424A budget form and the associated budget narrative. CARES Act supplemental funding may be used for costs incurred on or after March 27, 2020 to prevent, prepare for, and respond to, COVID-19. CARES Act supplemental funding must be used to supplement, not supplant, existing funds. The matching requirements for the supplemental funds are waived. There must be a separate tracking mechanism in place for the CARES Act supplemental funds.

**Budget Narrative.** Your budget narrative must clearly detail costs for each federal object class category, with calculations for how each cost is derived, and not include any ineligible cost. As provided for in the [IM-ACF-OA-2020-01](#), ACF Grant Flexibilities in Conducting Human Service Activities Related to or Affected by COVID-19, your budget should include any requested reimbursement of allowable costs incurred.

**NOTE:** ACF acknowledges that your plans to use COVID-19 funds may change over time to respond to changing community circumstances. Rebudgeting is allowable as long as activities supported by COVID-19 funds to continue to support in-scope COVID-19-related prevention, preparation, and response activities, consistent with the terms and conditions of the award.

#### 1. **Prevent – Promote individual, shelter, and community wide prevention practices and/or administer countermeasures to reduce the risk of COVID-19**

RHY Grantees have implemented numerous prevention strategies in response to COVID-19. A few strategic examples describing how funds have been or will be used to support activities to prevent, prepare for, and respond to COVID-19 are as follows:

- Perform outreach and provide youth on the street with education on [hand hygiene](#), [cough etiquette](#), and prevention measures for [COVID-19 transmission](#), using existing materials, where available.
- Disseminate [educational materials](#) on precautions to [prevent](#), contain, or mitigate, COVID-19 and other respiratory illnesses.

- Changing the way drop-in services are conducted, to practice social distancing measures on how youth get access to necessary items such as food, hygiene supplies, laundry services as well as case management with staff time.
- Purchase and use of personal protective equipment (PPE) for staff who are conducting outreach services.

## 2. Prepare– Enhance readiness and training to respond to COVID-19

- Review, update, and/or implement your emergency preparedness/operations plan, including plans to address potential infection of staff and youth and prepare for shelter staff absenteeism.
- Explore the possibility of re-arranging and modifying physical space to create areas for quarantining. This includes redirecting how individuals enter/exit facilities, where youth are located within facilities, and how daily living is carried out within program facilities.
- Purchase cell phones to provide youth seen only on outreach (very disconnected to any other community services), in order to ensure they will be able to maintain contact.
- Purchase computers and tablets for staff to support their continued work and connectivity, and for youth to continue their education through virtual options.
- Refresh training for all staff on standard contact, airborne precautions, and [infection control procedures](#), including administrative rules, environmental hygiene, and appropriate use of PPE.
- Strengthen partnerships with local and state public health authorities, and other partners in the community that can support youth.
- Review your infection control plan and make necessary adjustments to align with [CDC Guidelines for Environmental Infection Control in Facilities](#).
- Create new, and enhance existing, preparedness and response workflows to embed [CDC guidelines](#) and [recommendations](#), which may require role/task reassignment.
- Train staff, establish workflows, and designate separate space to screen youth prior to entering communal areas of centers, so that those who may be infected with COVID-19 can be isolated.
- Enhance partnerships with medical facilities and other organizations delivering services to unsheltered individuals.
- Enhance telemedicine infrastructure to optimize virtual care, including increased capacity to assess persons with symptoms.
- Enhance health information exchange capacity to support communications with local public health partners and other health care providers to support transitions in care (e.g., to and from hospitals).

## Respond - Assess, test, diagnose, treat, and limit spread of COVID-19

- Support increased capacity for youth triage, testing (including drive- or walk-up testing), and assessment of symptoms, including by telephone, text monitoring systems or videoconference through extended operating hours, enhanced telephone triage capacity, digital applications, and additional providers and other personnel.
- Enhance staffing and purchase of equipment and supplies, as necessary.
- Purchase supplies for respiratory hygiene and cough etiquette, including alcohol-based hand sanitizer that contains 60-95% alcohol, tissues, and no-touch receptacles for disposal.
- Purchase PPE for personnel and infected patients, including National Institute for Occupational Safety and Health (NIOSH)-approved N95 respirators for personnel.

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#### Technical Assistance

See the [ACF COVID-19 Response and Resources](#) for more information:

- <https://www.rhyttac.net/covid-19>
- <https://www.acf.hhs.gov/fysb/news/federal-guidance-in-addressing-covid-19>

Please direct all inquiries to your assigned Grants Management Specialist and Federal Project Officer.