



Runaway & Homeless
Youth Program

Runaway and Homeless Youth Basic Center Program

Fiscal Year 2024

Pre-Application Informational Session

May 1, 2024 | 1:00 - 2:00pm ET



Goals of Webinar

- I. Orient potential applicants to the new FY 24 Notice of Funding Opportunity Announcement
- II. Provide an overview of the Runaway and Homeless Youth Basic Center Program (BCP)
- III. Address eligibility requirements, application processes, and timelines
- IV. Respond to questions submitted in advance of the webinar

Eligibility

- Public and nonprofit organizations are eligible to apply unless you are part of the juvenile justice system. For-profit organizations are not eligible. Private institutions of higher education must be nonprofit entities.
- Individuals, including sole proprietorships, and foreign entities may not apply.

Application Submission and Review Process

- Your application is submitted to Grants.gov and is limited to two uploaded files.
- The Required standard forms detailed on page 37 of the NOFO (i.e., 424, Disclose of Lobbying Activities, Key Contacts, Lobbying Form, Project/Performance Site Location) do not count against the two files.
- Your application will be screened for eligibility to make sure it meets basic requirements.
- We will conduct a Merit Review of all applications deemed eligible using the stated criteria. The criteria correspond to the Program Description and Project Narrative.
- Merit review results are not the only factor when making decisions.
- Award Notices will be released late summer 2024.

About the Notice of Funding Opportunity

- **Project Requirements** – *What it looks like.*
 - This is where we provide you details about the important program components and requirements.
- **Project Narrative** – *How you will implement it.*
 - These are directions for you to explain how the project will meet the purpose of the funding opportunity, as described in the program description section.
- **Merit Review** – *How will your application be evaluated.*
 - These are the factors we will use to evaluate your application against the requirements in the Program Description and Project Narrative
- **Other Important Items**
 - Reporting – In Link
 - National Program & Administrative Requirements – In Link
 - Key Definitions – In Link

Goal of BCP

The goal of the program is to establish and strengthen community-based projects that meet the immediate needs of youth who have left home due to family conflict or other crisis and youth experiencing or at risk of experiencing homelessness.

Project Requirements

What it looks like.



Purpose

Projects funded through this program provide temporary, emergency shelter and counseling services to youth less than 18 years of age. We award community-based organizations funding to operate short-term shelters (including group home care and host family homes) and provide counseling services to youth who have run away or are experiencing homelessness or housing instability and who are not already receiving services from the child welfare or juvenile justice systems.

BCP projects receiving funding must meet the following requirements:

- Shelter and counseling services
- Comprehensive youth-centered service model
- Ensure equitable treatment of all youth receiving services
- Outreach implementation strategy
- Screening and assessment
- Case management
- Aftercare
- Optional services
- Performance standards
- Training and technical assistance

Project Requirements: Shelter and Counseling & General

Shelter and Counseling: You must provide youth under the age of 18 with both of the following services:

- Temporary emergency shelter for up to 21 days
- Individual, family, and group counseling, as appropriate

General Requirements:

- If a youth needs to stay in your shelter longer than 21 days, you can continue providing shelter, but you cannot use our funds.
- If a youth needs transportation to your shelter, you must ensure it is available and easily accessible.
- Services must be available 24 hours a day, 7 days a week, with the lowest possible barriers to access. You must have a publicly available shelter telephone number answered by staff 24 hours a day.
- You must contact the parents, legal guardians, or other relatives of a youth as soon as feasible or when safe to do so, but no later than 72 hours after a youth enters your program.

Project Requirements: General Requirements (Cont.)

- Your shelter must be licensed as a youth-serving facility and any shelter you refer youth to must be licensed, when such a license is required by state or local law.
- You cannot use our funds for respite care. Respite care provides parents or legal guardians with short-term, temporary relief from providing care. A parent or legal guardian cannot bring a youth to your shelter so you can provide care for them. If a youth is forced to leave home or has no safe alternative place to live, they are considered homeless and eligible for shelter funded by this program.
- Your program must be in an area where youth under the age of 18 who have run away or who are experiencing homelessness can easily access your services. This can include rural or tribal communities or areas outside of metropolitan areas.
- Youth leaving your shelter must go somewhere that is safe and appropriate.

Project Requirements: Shelter Capacity

- BCP facilities must adhere to the guidance provided in RHY regulations at 45 CFR. § 1351.18 (c). The facilities of your BCP project must have a minimum residential capacity of four and a maximum residential capacity of 20 individuals in a single structure, except if:
 - Local laws or regulations require a higher maximum to comply with licensure requirements for child and youth serving facilities.
 - Your facility is located within a single floor of a structure in the case of apartment buildings, in which case the floor of the structure where services are being provided must have a minimum residential capacity of four and maximum residential capacity of 20 individuals.

Project Requirements: Shelter Capacity (Cont.)

- You may shelter youth over 18 years of age if there is a state or local law (including a regulation) allowing a higher maximum age in compliance with licensure requirements for child- and youth-serving facilities. If you provide shelter to youth 18 years or older in the same shelter facility as youth ages 17 and younger, your shelter must have separate sleeping rooms for the two age groups. You must also have a clear and detailed plan in place to ensure that minors are safe and secure when using bathrooms and showers, participating in shelter programming (such as counseling and life skills groups), and participating in recreational activities.
- You must maintain safety protocols, procedures, and policies to ensure the safety and security of youth under the age of 17.
- If your shelters are host family homes, you are exempt from the minimum number of four youth per structure requirement. However, you are required to shelter at least four youth across multiple homes.

Project Requirements: Service Provision

- You must coordinate your shelter and services with the following entities:
 - Law enforcement
 - Healthcare and behavioral health services, including substance abuse and mental health
 - Social services
 - The school system
 - Welfare personnel
- You cannot use our funds to pay the shelter costs of youth in the custody of child welfare, foster care, or juvenile justice. If you provide shelter to youth from the child welfare, foster care, or juvenile justice systems, you need a memorandum of understanding (MOU) between your program and those systems to clarify who is responsible for paying the shelter costs and services when a youth enters the program.
- You must develop a plan to work directly with foster care and correctional agencies to return youth who have run away from the custody of those systems. Your plan must include processes for returning youth to the correctional facility they ran away from.

Project Requirements: Service Provision (Cont.)

- You can only provide prevention services if you plan to include optional home-based services as part of your program (see optional services). These funds cannot otherwise be used for prevention.
- Your staff must be trained and ready to provide services to youth who:
 - Have left home without permission
 - Are experiencing homelessness
 - Are living on the street
 - Are in crisis
 - Are experiencing or at risk of experiencing human trafficking (such as sex or labor trafficking) or victimization (such as sexual assault, sexual abuse, or physical abuse). Your staff must identify shelter services and other referrals for trafficked youth
- Your shelters must be safe, inclusive, and accessible for all youth, including youth of color, youth who identify as lesbian, gay, bisexual, transgender, queer and/or questioning, intersex, asexual, Two-Spirit (LGBTQIA2s+), and other underserved populations.

Project Requirements: Comprehensive Youth-Centered Service Model

When providing services, you must:

- Use a trauma-informed approach
 - Learn more about the effects of trauma and using a trauma-informed approach on the Centers for Disease Control National Program & Administrative Requirements – [In Link](#)
- You must also utilize a Positive Youth Development (PYD) framework. This framework is an intentional, prosocial approach to engaging youth. You must consult with and engage young people with lived experience of homelessness and offer them opportunities to have input on program implementation. When engaging and collaborating with youth and young adults who have experienced homelessness, you are encouraged to provide compensation for their expertise, and may do so using these funds.
 - Learn more about PYD framework at [Youth.gov](#) – [In Link](#)

Project Requirements: Ensuring Equity

To ensure equitable treatment of all you, you must:

- Have a plan to provide safe, inclusive, and culturally responsive spaces and services for all youth, including youth facing disabilities, youth of color, youth who identify as LGBTQIA2S+, and youth from other underserved populations.
- Be inclusive of the language access needs of youth and their families.

Project Requirements: Outreach Implementation Strategy

Your strategy must include:

- **Direct outreach:** You must seek out youth from your target populations who might not be aware of your program and provide information about the services you offer and the benefits of those services.
- **Education and awareness:** You must tell the community about your program by developing and distributing materials about your services and benefits. Materials might include social media posts and public service announcements. You can also raise awareness of your program by working with other family- and youth-serving organizations, law enforcement, health care providers, legal services, and other stakeholders.
- **Coordination:** You must coordinate with the National Communication System for Runaway and Homeless Youth (National Runaway Safeline) to provide information on the resources available.

Project Requirements: Outreach Implementation Strategy (Cont.)

Your strategy must include:

- **Youth Engagement and Collaboration:** You must engage youth with lived experience to help you locate other youth and design individualized approaches to meet youths' needs. Including youth with lived experience ensures that your education and awareness strategies are grounded in youth voices and collaboration.
- **Gateway Services:** When necessary, you must provide youth with food, drink, clothing, personal safety information (for example, national youth hotlines and local hotlines), transportation, and hygiene products to prevent malnutrition and ill health and to ensure they are successful in your program.
- You must also have the ability to identify youth who are at risk of or are victims of trafficking or commercial sexual exploitation, sex abuse, and other forms of victimization and provide information to those youth (such as the National Suicide Hotline, National Runaway Safeline, National Human Trafficking Hotline, and National Domestic Violence Hotline).

Project Requirements: Screening and Assessment

You must have a standard way to determine a youth's eligibility to receive shelter and services as well as to identify their needs to make sure services are appropriate. Your screening and assessment tools should evaluate, at a minimum, the following factors for each youth:

- Physical health
- Potential for victimization
- Behavioral health
- Connection to family
- Safety
- Access to resources
- Issues of neglect or abuse
- Other risk and protective factors that impact their well-being and potential for sustainable living

If you offer optional street-based services, your screening and assessment process must start when you engage a young person on the street, during intake, or at the drop-in center.

Project Requirements: Case Management

You must provide youth in your program with the following case management services:

- **Individualized service or treatment plan:** You must plan for services or treatment strategies based on both your screening and assessment tools and input from the youth receiving services.
- **Harm reduction:** You should discuss safety planning with youth to reduce the risk of exploitation, human trafficking, sexual assault, substance use and misuse, and any other harm associated with street life.
- **Service coordination plan:** You must have an appropriate and accessible service referral strategy based on the results of the screening and assessments completed at program entry. Services should be coordinated with entities including, but not limited to, the following:
 - Social services
 - Law enforcement
 - Educational services
 - Vocational and employment training services
 - Welfare

Project Requirements: Case Management (Cont.)

Services (Cont.):

- Legal services
 - Organizations that provide support or services to those who have experienced trafficking or are at risk of experiencing trafficking
 - Mental and behavioral health care providers
 - Health care programs (including health insurance options)
 - Affordable childcare and child education programs
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- Education service plan: You must coordinate with McKinney-Vento school district liaisons, designated under Section 722(g)(1)(J)(ii) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11432(g)(1)(J)(ii)), to ensure youth are provided information about educational services available to them.

Project Requirements: Aftercare

You must do the following:

- Continue to provide services for three months after the youth has left your shelter
- Develop an aftercare strategy with each youth within three days of beginning shelter and services.
- Implement a strategy that includes a plan for permanent placement and input from the youth about the support and services they need to achieve their personal goals.

Project Requirements: Optional Services

If you decide to provide optional services as part of your funded program, they must be in addition to the basic program requirements.

These services can include:

- Street-based services
- Home-based services
- Drug abuse education and prevention services
- Testing for sexually transmitted diseases

Project Requirements: Performance Standards

You are required to collect data demonstrating your ability to meet program performance standards. Your program should improve the following four outcomes for youth:

- **Social and emotional well-being:** Youth will connect to trauma-informed providers to assist with any issues they face relating to physical health, substance abuse, mental health, personal safety (such as potential trafficking situations), and sexual risk behaviors.
- **Permanent connections:** Youth will experience positive ongoing attachments to their families, communities, schools, and other social networks.
- **Education or employment:** Youth will connect to school or vocational training programs, improve job search skills, or obtain employment.
- **Safe and stable housing:** After leaving your program, youth will transition to safe and stable housing that appropriately matches their level of need. Housing options may include moving in with family, other permanent supportive housing, rapid re-housing, residential treatment centers, or substance abuse treatment facilities.

You will report performance data through the RHYHMIS quarterly. To access RHYHMIS, you will work with a local CoC Homeless Management Information System (HMIS) lead.

Project Requirements: Training and Technical Assistance

If you accept an award, you must comply with the following:

- You must agree to work cooperatively with the technical assistance provider. Training and technical assistance is free from the Runaway and Homeless Youth Training, Technical Assistance, and Capacity Building Center (RHYTTAC), and services include but are not limited to:
 - Regionally based technical assistance clinics
 - Training sessions
 - E-learning
 - Webinars
 - National grantee training
- You must send at least one person to the annual in-person RHY National Grantee Training and regional trainings.
- You will participate in learning collaboratives and cohort-based peer engagement activities.

Project Narrative

How you will implement it.

What Your Applications Should Include

- **Table of Contents:** Guides a reader through the contents of both files in your application
- **Project summary:** A one-page summary of the project description.
- **Project narrative:** The project narrative is where you address all your proposed activities.

Project Narrative

The Project Narrative includes, but is not limited to, the following sections:

- Geographic location
- Need for assistance
- Approach
- Organizational capacity
- Project performance evaluation plan
- Logic model
- Project sustainability plan
- Line-item budget and budget narrative

Project Narrative: Need for Assistance

Identify the problems you plan to solve. These problems could be physical, economic, social, financial, institutional, etc.
To do so:

- Demonstrate the need, including the nature and scope of the problem.
- You may provide supporting documentation, such as letters of support and testimonials, in an application appendix.
- Include any relevant data based on planning studies or needs assessments. You may refer to them in the endnotes or footnotes.
- Use demographic data and participant or beneficiary information where you can.

Project Narrative: Approach

- In this section must describe how you will meet all of the project requirements. Your description should include information about the scope and detail of how you will accomplish your proposed project, ensuring that you account for all functions or activities you identify in your application.
- You should also explain potential obstacles and challenges to accomplishing your project goals, as well as the strategies you will use to address them.

Project Narrative: Approach (Cont.)

You must explain the shelter model you will use. The description must include:

- The number of youth under the age of 18 that your project will serve in a single structure, or within a single floor of a structure in the case of apartment buildings, for not more than 21 days with FYSB funding.
- If you shelter youth 18 and over in the same facility as youth 17 and under, you must describe how you will provide and maintain separate sleeping rooms. You must also provide a detailed plan for ensuring the safety and security of minors for use of bathrooms and showers, shelter programming (such as counseling and life skills groups), and recreational activities.
- You must provide proof that all operating shelters, including host family homes and any shelters you regularly refer clients to, have evidence of current licensure in the states or localities with licensure requirements.

Project Narrative: Approach (Cont.)

- You must ensure that project funding is not used for providing respite care.
- You must ensure 24-hour accessibility 7 days a week with minimal barriers to entry, as well as a publicly available shelter telephone number answered by staff on a 24-hour-a-day basis.
- You must ensure transportation to the shelter is available and easily accessible for youth.
- You must ensure that contact is made with parents, legal guardians, or other relatives of each youth as soon as feasible, or when safe to do so, but no later than 72 hours after the youth enters the program.

Project Narrative: Approach (Cont.)

- If applicable, you must create an MOU between your program and child welfare if your project is serving youth who run away from foster care or child welfare.
- You must describe any optional services you plan to support or tell us that you will not support optional services.
- You must ensure staff are prepared and trained to interact with youth who have run away, are homeless, are living on the streets, or are in crisis, as well as youth experiencing or at risk of experiencing human trafficking.
- You should tell us about your partners, including partnerships with CoCs who also support youth, and if you coordinate with those partners to ensure youth have access to all the community's resources.



Project Narrative: Comprehensive Youth-Centered Service Model

You must explain how your project will use a youth-centered services model. **The description must include, at a minimum:**

- How you will use a trauma-informed approach when providing services to youth
- How you will utilize the PYD framework to consult and engage youth with lived homelessness experience in program implementation and provide them with opportunities



Project Narrative: Ensuring Equity

You must explain how your project and organization will ensure equity for the diverse population of young people you will serve.

The description must include, at a minimum:

- How your program will work to provide safe, inclusive, and culturally responsive spaces and services and address disparities faced by youth in your community because of their ethnicity, sexual orientation, gender identity, or disability status
- How you will support language access needs for all youth and families to be served in your program
- Staffing practices that ensure diversity of staff and leadership that reflect the background and/or experiences of the youth your organization serves
- Staff development and training practices that ensure staff and leadership are prepared to implement culturally responsive and culturally specific services



Project Narrative: Gateway Services

You must explain how your project will meet youth's basic needs. The explanation must include, at a minimum:

- How you will provide youth with food, drink, clothing, transportation, personal safety information (such as national youth hotlines and local hotlines), resource guides, and hygiene products.
- How you will identify youth who are at risk of or who are victims of trafficking, commercial sexual exploitation, sex abuse, and other forms of victimization and provide those youth with resources such as national hotline numbers.



Project Narrative: Screening and Assessment

You must explain how your project will determine a youth's eligibility for services through screening and assessment tools. Your tools should evaluate, at a minimum, the following factors for each youth:

- Suitability for the program
- Physical and behavioral health
- Safety
- Potential victimization
- Connection to family
- Access to resources
- Neglect or abuse
- Identification, assistance, and referral for delivery of appropriate services



Project Narrative: Harm Reduction and Case Management

Harm Reduction: You must describe your program's approach to harm reduction.

- Explain how your program will educate youth about safety plans and identifying ways to reduce risk of sexual exploitation, human trafficking, sexual assault, substance use and misuse, and any other harm associated with street life.

Case management: You must explain how your program will provide case management services. You must include, at a minimum:

- A description of how your program will work with youth to plan for individualized services and treatment strategies.
- Your project's referral strategy to ensure that appropriate system of care services are accessible.
- A description of your project's educational strategies for ensuring coordination with McKinney-Vento school district liaisons and for the provision of educational services available to youth.

Project Narrative: Aftercare

You must explain how your project will prepare youth for transitioning from your project and how you will provide aftercare services for a period of three months after project exit. The description must include, at a minimum:

- How your project will develop a written transition plan with each youth that meets their needs and supports safe and stable living.
- How your project will ensure youth have access to important documents and paperwork, as needed (such as birth certificates, social security cards, driver's licenses or state identification cards, medical records, and credit reports).
- How your project will conduct aftercare services for each youth who exits your program for at least three months.

Project Narrative: Aftercare (Cont.)

How your project will develop an aftercare strategy that outlines how you will maintain contact to ensure each youth's ongoing safety and documents the following:

- Services, referrals, and counseling offered related to healthcare and insurance coverage.
- Youth's housing status, educational services, and rates of participation in and completion of the services.
- Evidence of regular contact (including all attempts to contact) for a period of three months and how, if applicable, services beyond three months will be documented.
- Assistance in obtaining appropriate educational, vocational, training, or employment services (including coordination with McKinney-Vento school district liaisons, designated under the McKinney-Vento Act).
- Supportive services to assist in job advancement or post-secondary education and training.
- Support in improving social and emotional well-being and permanent connections.

Project Narrative: Optional Services

These services are in addition to the basic program requirements and include street-based services, home-based services, drug abuse education and prevention services, and testing for sexually transmitted diseases. If you provide these services, you must have criteria to determine eligibility for these services and detail what services will be provided, where, by whom, and for how long. Your project must also use evidence-based or evidence-informed models, curricula, and practices.



Project Narrative: Performance Standards and Training

Performance standards:

You must explain how your project will collect data and use program performance standards as measures of successful outcomes for youth. Projects are responsible for enhancing the four core outcomes, which are:

- Social and emotional well-being
- Permanent connections
- Education or employment
- Safe and stable housing

Training:

Provide a description of your plan to send at least one key staff person to attend the annual National RHY Grantee Training, the annual regional training, and any other required training or technical assistance sponsored by the division of RHY.



Project Narrative

Organizational Capacity

Provide the following information for your full project team including the applicant organization and any cooperating partners, contractors, and subrecipients:

- Provide evidence that your team has the relevant experience and expertise needed to carry out your project.
- Describe your team's experience with administering, developing, implementing, managing, and evaluating similar projects.
- Provide evidence that your team has the organizational capability to fulfill their roles and functions effectively.

Project Narrative

Organizational Capacity (Cont.)

- Describe your experience working collaboratively with youth and young adults with lived experience of homelessness or who are at risk of homelessness or housing instability to inform program design, implementation, and improvement.
- If you are not a member of a CoC, you must explain your plan to contact and work with a CoCs HMIS lead for data collection and reporting purposes.
- You will explain which CoC you will partner with for RHYHMIS data collection. If your program provides services in more than one CoC, explain how you will coordinate data collection and reporting among the multiple CoCs.

Project Narrative

Project Performance Evaluation Plan

- How you will monitor ongoing activities and the progress towards the project's goals and objectives.
- The inputs, key activities, and expected outcomes of the funded activities. Inputs might include your collaborative partners, key staff, budget, service processes, or other resources.
- How you will measure the inputs, activities, and outcomes.
- How you will use the resulting information to inform improvement of funded activities.
- Any processes that support the overall data quality.

Project Narrative: Project Performance Evaluation Plan (Cont.)

- The organizational systems and processes that will track performance outcomes.
- How your organization will collect and manage data in a way that allows for accurate and timely reporting of performance outcomes.
- Any potential obstacles to implementing the project performance evaluation and how you will address them.
- A timeline for how you will review information from the performance evaluation and apply it to your ongoing project.

Project Narrative: Logic Model

- **Inputs** (resources, organizational profile, collaborative partners, key staff, budget)
- **Target population** (individuals to be served or identified needs)
- **Activities, mechanisms, and processes** (evidenced-based practices, best practices, approach, key intervention and evaluation components, and continuous quality improvement efforts)
- **Outputs** (immediate and direct results of program activities)
- **Outcomes** (expected short and long-term results the project you expect to achieve)
- **Project goals** (overarching objectives and reasons for proposing the project)
- **A description of how the activities, inputs, and outputs will link to outcomes associated with preventing youth from experiencing homelessness.**

Project Narrative

Project Sustainability Plan

Provide an approach to project sustainability that is effective and feasible and describes the following:

- The key people and organizations whose support you will require.
- The types of alternative support you will require to maintain the project.
- If the proposed project involves key project partners, how you will maintain their cooperation or collaboration after the federal funding ends.

Project Narrative: Line-Item Budget and Budget Narrative

As you develop your budget, consider:

- If the costs are necessary, reasonable, allocable, and consistent with your project's purpose and activities
- How you calculate your costs in ways that are clear and repeatable
- How funds are restricted. See funding policies and limitations

You must include the cost for sending at least one person to attend the annual in-person RHY national grantee training, in-person regional training, and up to two collaboration events.

Merit Review

How your application will be evaluated.

Need for Assistance

1.1 Why do you need assistance? Describe the problem of youth homelessness in your community.

1.2 Who will receive services? Describe the demographic information about the target population and sub criteria how many youth you expect to serve.



Approach

Safe, stable, and appropriate shelter

2.1.1 Explain the proposed shelter and the counseling services you will provide.

2.1.2 Describe your shelter, its license, and how its physical structure is consistent with the requirements described in the program description.

Comprehensive youth-centered service model

2.2.1 How will you effectively integrate PYD and trauma-informed care into your program?

Outreach implementation strategy

2.3.1 Describe your outreach implementation strategy including outreach, education and awareness, youth engagement and coordination, and the provision of gateway services.



Approach (Cont.)

Screening and assessment

2.4.1 How will your program screening and assessment process determine eligibility for shelter and services?

2.4.2 Describe the screening tools you will use, the planned assessment process, and how information from the assessment will inform service delivery, including identifying youth victims of trafficking.

Case management

2.5.1 Explain your harm reduction and case management services, including treatment, service coordination, and education services plans.

Aftercare

2.5.6 Describe how you will provide aftercare services to youth receiving shelter services.



Organizational Capacity and Third-Party Agreements

3.1 What experience and expertise do you have managing a runaway and homeless youth program? Describe your past work, program design, experience working collaboratively with youth and young adults with lived experience, and your ability to connect young people at risk of or experiencing homelessness to appropriate services.

3.2 Describe your plan to ensure data accuracy and the timely upload of all appropriate data into RHYHMIS.

3.3 Will you make a subaward or a subcontract with another organization to carry out your project? If so, how will you ensure they complete their work and contribute to the success of the project? If you will not make a subaward or have an agreement with a third-party, state specifically in your application that you will not.

Performance Evaluation Plan and Logic Model

4.1 How will you evaluate your program, including how you will use RHYHMIS to assist you in defining success and how you will use RHYHMIS data to improve the program's performance? What challenges do you expect to face in implementing the project.

4.2 How will your proposed activities, inputs, and outputs link to the outcomes you will achieve in preventing youth and young adults from experiencing homelessness?

Budget

5.1 Did you provide a clear line-item budget and narrative budget for the federal amount and non-federal amount in your application? Does your budget and budget narrative clearly explain how the funds you requested are necessary for the program? Did you include the costs of sending a staff person to attend the required training and meetings?

5.2 How much will it cost your organization to run the project? How much additional money, in addition to the federal funds from this award, is required and what is the source of those funds?

5.3 How do you ensure proper oversight of federal funds and funded activities?

5.4 If you propose subawards, explain how you will ensure that the subaward recipients will complete their work and contribute to the success of the project? If there are no proposed subawards and you do not have any agreements with third parties, state specifically that these agreements do not exist



Sustainability Plan

6.1 How will your project be sustainable? What other sources of funding will you look for if the federal funds are not available? How will you retain staff and maintain partnerships if the program loses funding?



Ensuring Equity

7.1 How will you promote equity in youth service delivery and recruitment, and how will your equity plan impact the organization and community?



Other Important Items

Reporting, Administrative and National
Policy Requirements, and Key
Definitions

National Program & Administrative Requirements

There are important rules you'll need to follow if you get an award. Many are detailed on page 41 of the NOFO; however, a comprehensive list can be found on the [Family and Youth Services Bureau website](#) covering the following topics:

- HHS Grants Policy Statement
- Equal Treatment of Faith-Based Organizations
- RHY Program Administration Requirements
 - Staff Safety
 - Background Checks
 - Emergency Preparedness Plan
 - Licensing Requirements
 - Training Plan
 - Serving Youth Who Run Away from Foster Care or Correctional Institutions
 - Technical Assistance, Monitoring and Short-Term Training
 - Confidentiality

You are required to adhere to these requirements as a condition of receiving the award. Failure to do so could result in the loss of funding.

Reporting

If you are successful, you will have to submit financial and performance reports. To learn more about reporting, see **Reporting** at the ACF website.

- ACF recipients must submit a variety of programmatic and financial reports after receiving a grant award. Accurate and timely submission of required reports is important to each recipient's success and continued funding
- You will report performance data through the Runaway and Homeless Youth – Homeless Management Information System (RHY-HMIS) quarterly. To access RHY-HMIS, you will work with a local CoC Homeless Management Information System (HMIS) lead.

Key Definitions

Key NOFO related definitions can be found via a link on the final page of the document.



Submitted Questions



Question 1

Question: The NOFO states that priority will be given to applicants who request grants of less than \$200,000. In determining this, will you look just at the federal share of the project cost or will you look at the total project cost, including both the federal share and the required match?

Answer: Priority for applicants requesting less than \$200,000 is based on the federal amount requested and does not include the cost sharing amount.

Question 2

Question: Please provide clarification regarding the limitation on funding policies on page 17 related the provision or referral to treatment that aims to change someone's sexual orientation.

(The question is directed at ensuring that this does not prohibit gender affirming activities, groups, and supports for LGBTQIA+ youth, especially transgender youth, but is rather directed at prohibiting treatment that would "cure" someone of being LTBTQ2IA+) (page 17 of NOFO).

Answer: Pursuant to RHY Regulations (45 CFR Part 1351.16(b)) a Runaway and Homeless Youth Program grant does not cover any treatment or referral to treatment that aims to change someone's sexual orientation, gender identity or gender expression.

Question 3

Question: Please clarify the allowable level of sub-awards that can be provided. The link provided on page 18 of the NOFO states that a justification must be provided for sub-awards of greater than 50% of the award while the guidance on page 35 states that the amount of the sub-award cannot be more than 50% of the total direct costs (see below for cut and paste from website link provided in notice of funding opportunity under application resources)

Answer: A subaward to any one organization can not be more than 50 percent of the total direct costs. An applicant may exceed subawards of more than 50 percent of the total direct costs if making subawards to multiple organizations. A justification for subawarding a portion of the project cost must be included along with a detailed budget and budget narrative for each of the subawards.

Question 4

Question: On page 36 under Organizational capacity supporting documentation, what type of information/documents could be submitted to demonstrate 'Information on compliance with federal, state and local government standards'?

Answer: If there are state federal local standards/requirements associated with the program they should be included.



Question 5

Question: In the NOFO, under the “Application Contents and Format” section, “Project Narrative,” the instructions state, “Use the headings and order of the sections that follow.” However, the headings and order that follow are not numbered and do not consistently match the criteria headings. For example, the NOFO places “Ensuring Equity” in a different position than the criteria. In the SOP proposal, Ensuring Equity is placed early on, between Comprehensive Youth-Centered Services Model and Outreach Implementation Strategy, while in the “Criteria” section it is numbered 7.1 and is the last section of the narrative. As we have in prior years, we would like to order our response to follow the more logical ordering of the Criteria. Is this permitted, or must we adhere to the “headings and order of the sections” as set forth in the Application Contents and Format section?

Answer: Please review Step 3: Prepare Your Application for information and directions about how to format your application and what information you should include.



Question 6

Question: Please confirm that documentation of the source of the cost share is no longer a required attachment. (In the past, we were required to attach a letter from the source confirming the match amount.)

Answer: For any cost sharing, include a detailed listing of any funding sources identified in Block 18 of the SF-424 Application for Federal Assistance.

Question 7

Question: Will biographical sketches and/or streamlined job descriptions satisfy the resume and job description requirements? (The addition of job descriptions for all key staff - not just vacant positions as in the past - could significantly lengthen file 2, which, in turn, would force a comparable shortening of file 1's narrative content.

Answer: Your application must include resumes or curricula vitae for all key personnel as well as job descriptions for each key position (filled and vacant).

Question 8

Question: With respect to staff training, the requirement in prior years asked applicants to describe how staff are trained on a long list of training topics – this is no longer included. Can you confirm that we don't have to describe staff training beyond participation in RHYTTAC's conference and regional and other trainings?

Answer: Please review Step 6 Learn What Happens After Award, Administrative and national policy requirements for more detailed information about expectation if you receive an award. The administrative requirements information does include a detailed list of training programs must consider offering their staff.



Thank you!

**Webinar Recording and the PowerPoint will be available
on RHYTTAC.net**

