



Runaway & Homeless Youth Program

Runaway and Homeless Youth – Maternity Group Home Program (MGH)



Fiscal Year 2024
Pre-Application Informational Sessions
April 30, 2024 | 2:00 - 3:00pm 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 Maternity Group Home Program
- III. Address eligibility requirements, application processes, and timelines
- IV. Respond to questions submitted in advance of the webinar

Eligibility

These types of organizations **are eligible** to apply:

- Public and nonprofit private entities
- State, county, city or township, and special district governments
- Independent school districts
- Public- and state-controlled institutions of higher education
- Private institutions of higher education
- Public housing authorities and Indian housing authorities
- Nonprofits with or without a 501(c)(3) status with the Internal Revenue Service (IRS), other than institutions of higher education
- Native American tribal governments (federally recognized)
- Native American tribal organizations (other than federally recognized tribal governments)

Eligibility (Cont.)

These types of organizations **are not eligible** to apply:

- Public and nonprofit entities that are part of the juvenile justice system.
- For-profit organizations Private institutions of higher education that are not nonprofit entities.
- Applications from individuals, including sole proprietorships and foreign entities

Application Submission and Review Process

- The application deadline is **June 7, 2024 11:59 p.m. Eastern Time (ET)**
- Your application is submitted to Grants.gov and is limited to two uploaded files.
- Your submission is limited to two uploaded files.
- The Required standard forms detailed on page 23 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.

Application Submission and Review Process (Cont.)

- 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 MGH

To help pregnant and parenting youth establish self-sufficient and sustainable living and well-being for themselves and, if applicable, their dependent children.



Program Description

- MGH provides both shelter **and** comprehensive services for pregnant and parenting youth, ages 16 through 21, and their children. Choosing one or the other is not an option.
- Youth who are actively in dependent care or custody of a government child welfare or juvenile justice agency are not eligible for MGH services.

Project Requirements

What it looks like

Project Requirements: Safe, Stable, and Appropriate Shelter

- Provide community-based, adult-supervised transitional housing for youth, ages 16-21 and their children
- Timeline: 540 days, 635 days in exceptional circumstance
- Structure: Single sites must be able to house at least 4, and no more than 20 individuals (combination of youth and their children)
 - Accommodations must provide appropriate space and furnishings to safely limit the risk of injuries to the youth and children

Project Requirements: Safe, Stable, and Appropriate Shelter (Cont.)

Practices and procedures:

- Maintain linkage with an age-appropriate, licensed emergency shelter that can accept potential clients when there are no MGH openings
- Serve all eligible pregnant and parenting youth, of all gender identities, including male-identifying youth
- Train all staff to interact with youth who have experienced human trafficking, sexual exploitation, and other trauma
- Support youth in successfully exiting MGH to a safe and appropriate housing option

Project Requirements: Comprehensive Youth-Centered Services Model & Ensuring Equity

Comprehensive Youth-Centered Services Model

- You must use a trauma-informed approach when providing services
- You must also utilize a Positive Youth Development (PYD) framework.

Ensuring Equity

- You must provide safe and inclusive spaces for all youth, including youth of color, youth who identify as LGBTQIA2S+, and other underserved populations.
- You must address the language access needs of youth and families of youth served.

Project Requirements: Outreach Implementation Strategy

Collaborate with youth with lived expertise to develop and provide:

- Direct outreach: activities to reach out to pregnant and parenting youth experiencing homelessness who may not be aware of MGH services
- Education and awareness: Informing the community about MGH services and benefits
- Coordination: Contact the National Communication System for Runaway and Homeless Youth to ensure awareness of the MGH and other resources

Project Requirements: Provision of Basic Needs

- You must provide food, drink, clothing, transportation, personal safety information hygiene products
- You must be able 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

Project Requirements: Screening and Assessment

Implement a standard method of determining the following:

- Eligibility
- Appropriateness for MGH
- Permanent connections and other housing options
- Victimization
- Behavioral and mental health needs
- Risk factors related to identity

Project Requirements: Case Management

The following services are required:

- Individualized service plan/treatment plan
- Services for the dependent infant, toddlers, and children
- Service coordination plan
- Employment and/or education engagement

Project Requirements: Life Skills Training, Child Care, and Referrals

The following life skills education and linkages are required:

- Child screening and assessment tools
- Child care and/or Head Start
- Parenting skills
- Parenting curriculum
- Child development
- Job attainment and educational advancement
- Financial literacy and budgeting
- Health & nutrition

Project Requirements: Transition Planning and Aftercare

Each youth must develop a unique transitional living strategy for safe and stable living after exiting MGH. Planning should provide for a minimum of three months of aftercare services, and include:

- Strategy for meeting and communicating, and documenting services
- Critical documents for the youth and their child(ren)
- Referrals to appropriate services
- Appropriate medical coverage
- School, vocational training, and/or employment.
- Encourage retention in employment, housing, child care, and medical care

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 the following sections:

- Geographic location
- Need for assistance
- Approach
- Organizational capacity
- Plan for oversight of federal award funds and activities
- Current and pending funding support
- Project performance evaluation plan
- Logic model
- Project sustainability plan
- Protection of Sensitive or Confidential information
- Line-item budget and budget narrative

Project Narrative: Geographic Location

Description of your proposed service area boundaries, and the physical location of where your program will be.



Project Narrative: Need for Assistance

- Demonstrate the need and scope of the problems in your service area your project seeks to address.
- Provide supporting documentation and any relevant data as evidence of this need.

Project Narrative: Approach

Outline your action plan. Describe the scope and detail of how you will accomplish your proposed project. Account for all functions or activities you identify in your application

Describe how your project will handle the following:

- Housing model and structure
- Practices, procedures, and client safety
- Comprehensive youth-centered services model
- Ensuring equity

Project Narrative: Approach (Cont.)

Describe how your project will handle the following:

- Outreach implementation strategy
- Provision of basic needs
- Screening and assessment
- Case management
- Life skills training, child care, and referrals
- Transition planning and aftercare
- Partnerships and service coordination

Project Narrative: Organizational Capacity

- 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.
- Explain how you will partner with your CoC for RHY-HMIS data collection.

Project Narrative: Plan for Oversight of Federal Award Funds and Activities

- Describe your framework to ensure proper oversight of federal funds and activities
- Describe governance, policies, procedures, and systems for record keeping and financial management
- Describe procedures to mitigate risk
- Identify key staff responsible for oversight of program activities and any partners/subrecipients

Project Narrative: Project Performance Evaluation Plan

- Monitor progress towards goals and objectives
- Inputs, key activities, and expected outcomes of funded activities
- Measure inputs, activities, and outcomes
- Program improvement of funded activities
- Data quality
- Track performance outcomes
- Collect and manage data

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)

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.
- The types of alternative support.
- Maintaining cooperation or collaboration after federal funding ends.

Project Narrative: Protection of Sensitive or Confidential Information

- Provide the methods and systems you will use to ensure that you properly handle confidential and sensitive information
- Provide a plan for the disposition of such information at the end of the grant

Project Narrative: Line-Item Budget and Budget Narrative

- Include your organization's annual operating budget, with all non-RHY funding sources for the MGH
- Calculate costs in a clear and repeatable way
- Include costs for all RHY required trainings
- Include costs for HMIS software and training
- Include how your funds are restricted
- Justify costs

Merit Review

How your application will be evaluated.



Need for Assistance

1.1 You explain why you need assistance and describe the problem of youth homelessness in your community.

1.2 You explain who will receive services, including demographic information about the target population, how many youths you expect to serve, and a justification for the proposed number of youths to be served through your program.

Approach

2.1.1 You describe the proposed housing structure.

2.1.2 You describe your plan for providing supervision and ensuring safety for all youth and dependent children in the program.

2.2.1 You describe how your program will address the social and emotional well-being of youth, incorporating a strengths-based approach based on PYD and trauma-informed care.



Approach (Cont.)

2.3.1 You detail an outreach implementation strategy to include outreach, education and awareness, and provision of basic needs.

2.3.2 You describe ways youth with lived experience of homelessness are engaged in the implementation strategy process.



Approach (Cont.)

2.4.1 You detail your program's screening and assessment process to determine eligibility for shelter and services.

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

Approach (Cont.)

2.5.1 You describe how case management will be conducted, including the provision of services, treatment, and service coordination.

2.6.1 You describe a strategy for delivering life skills training, child care, and referrals as part of the program's case management plan.



Approach (Cont.)

2.7.1 You detail how you will provide transition planning and aftercare services to youth who exit your program for a period of at least three months.

2.7.2 The strategy includes various methods to support youth in improving social and emotional well-being and permanent connections.

2.7.3 The strategy includes referral processes to ensure partnering agencies provide support to the referred youth.

Ensuring Equity

3.1 You include a plan to ensure equity in service delivery and recruitment and describe how your equity plan will impact the organization and community.



Performance Evaluation Plan and Logic Model

4.1 You explain how you will 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. You also discuss any challenges you expect to face in implementing the project.

4.2 You present a logic model that explains how the proposed activities, inputs, and outputs link to outcomes that will prevent youth from experiencing homelessness.

Organizational Capacity and Third-Party Agreements

5.1 You provide extensive detail about your experience and expertise running a runaway and homeless youth program. You describe your past work, program design, experience working collaboratively with youth and young adults with lived experience, and ability to connect young people at risk of or experiencing homelessness to appropriate services.

5.2 You describe your plan to ensure data accuracy and the timely upload of all appropriate data into RHYHMIS.

Organizational Capacity and Third-Party Agreements (Cont.)

5.3 If there are proposed subawards with another organization, you 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, you state specifically that these agreements do not exist.

Budget

6.1 You include a clear line-item budget and narrative budget for the federal amount and non-federal amount in the application. The budget and budget narrative clearly explain how the funds requested are necessary for the program. You include the costs of sending a staff person to attend all required FYSB RHY trainings and meetings.

6.2 You detail how much it will cost to run the project. You also explain how much additional funding, in addition to the federal funds from this award, is required. You describe the source of those funds and how all funds will adhere to federal and programmatic regulations.

6.3 You describe how you will ensure proper oversight of federal funds and funded activities.

Sustainability Plan

7.1 You include a sustainability plan that discusses the other sources that will support the program if federal funds are not available. You also discuss how you will retain staff and maintain partnerships if the program loses funding.



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 51 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

- 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.

Performance Standards

The RHY Rule (45 CFR Part 1350) 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.

Performance Standards (Cont.)

Four core outcomes for youth:

- Social and Emotional Well-Being
- Permanent Connections
- Education or Employment
- Safe and Stable housing

Submitted Questions



Question 1

Question: For the Organizational Capacity Attachments, we are required to provide: 1) Copy or description of the applicant organization's fiscal control and accountability procedures and 2) Copy or description of the applicant organization's personnel policies. Since these documents are long, we will not be attaching them but describing them. What will the reviewers be looking for? I can't include everything and want to make sure to touch on the salient points for this application, but I'm not clear on the intent of the personnel policies, particularly. Do you want proof that we have them, or that we have specific policies?

Answer: We recommend including a summary or a table of these items.

Question 2

Question: Can an organization submit separate proposals for the Transitional Living Program and the Maternity Group Home Program? Can an organization receive a grant from each grant program to serve different youth?

Answer: Yes, you may submit multiple applications to include separate applications for the Maternity Group Home and Transitional Living Program. Your applications should describe the specific populations of young people you propose to serve.

Question 3

Question: The NOFO states that your program must be prepared to serve pregnant and parenting youth of all ages from 16 through 21. Is it acceptable for an agency to serve minor youth in a different program instead of through the MGH project? We use a scattered-site approach for transitional living and feel the needs of younger youth are better served through other agency programs that we offer.

Answer: An applicant can propose serving a specific target population; however, you must include a mechanism to refer other youth who are not part of your target service population to services.

Question 4

Question: If I currently have a licensed group home entity and the site is licensed, does it require me to get a childcare license as well?

Answer: Licensing must be appropriate to the population of individuals receiving services and is subject to state or local law or regulations.

Question 5

Question: Page 10 of the NOFO states: "If your MGH project serves adult homeless populations over the age of 22, you must have policies and practices to separate MGH youth from the older adult population." However, the target population is listed as 16 through 21. Should the sentence above be revised to state "over the age of 21?" Otherwise, it sounds as if those ages 22 are within the age range or in a grey zone.

Answer: Youth who enter the MGH at 21 are eligible to receive services for 540 days and up to 635 days in exceptional services. MGH youth should not receive shelter and services in the same program as older adults.

Question 6

Question: Page 10 of the NOFO states: “MGH projects must have an agreement with an age-appropriate emergency shelter that can accommodate pregnant or parenting youth and their dependent children in circumstances when there are no current MGH openings.” There are currently no shelters in our service area that are licensed to serve unaccompanied minor parents and their dependent children. We are legally obligated to contact the state department of Child Protective Services to address the shelter needs of these youth. Does this meet the requirement as stated in the NOFO?

Answer: In your application, you must explain the process you will follow for referring youth for other services if you are not able to provide them shelter and services through the MGH.

Question 7

Question: Page 10 of the NOFO states: “Per RHY regulations at 45 CFR§ 1351.18(c), the facilities of your MGH project must have a minimum residential capacity of four and a maximum residential capacity of 20 individuals in a single structure,” and page 9 states: “Safe and stable shelter is defined as a community-based, adult-supervised transitional living arrangement for youth and, if applicable, their children. This includes group homes, host homes, and scattered supervised apartments.” If we operate our MGH as a scattered-site apartment model, does this mean that we could house one household in an apartment at a complex with no other MGH households, as long as the apartment complex had capacity to serve at least 4 but not more than 20 individuals in alignment with this requirement?

Question 7 (Cont.)

Answer: Your program must have the capacity to provide shelter and services to a minimum of four youth and, specific to MGH, not more than 20 individuals in a single structure. The maximum of 20 individuals only applies to apartment buildings if they are on the same floor of the building. Twenty individuals is equal to a combination of youth and their dependent children. The minimum and maximum capacities related to a single structure do not apply to a supervised scattered apartments model.

Question 8

Question: Page 10 of the NOFO states: “Your program must be prepared and able to serve pregnant and parenting youth of all ages from 16 through 21, and of all gender identities.” Because our MGH operates in an apartment-based setting, participants must be legally able to sign a lease. Under our state law, this means that if participants are under age 18, they must be legally emancipated or in a household with a partner age 18 or older. Do these legal parameters governing the age range we can serve adequately address this requirement stated in the NOFO?

Answer: Your applications should describe the specific population(s) of young people you propose to serve. You must have a plan in place to refer youth to services if they outside your project's target population.

Question 9

Question: We have five youth and young adult crisis transitional housing units along with a congregate housing Transitional Living unit funded through other sources across a five-county region. We would like the opportunity to provide MGH services to pregnant and parenting youth who need assistance in each of those five counties (versus having one centralized location that might not be conducive to all youth needing services). Can the MGH grant support this type of activity? Each of the units have a minimum of 4 beds but they may not all be used by pregnant or parenting youth.

Answer: Yes, your program must have the capacity to provide shelter and services to a minimum of four youth.

Question 10

Question: Page 6 of the NOFO states: “minimum award amount for the first budget period (award ceiling): \$250,000; and Funding periods: 60-month period of performance with five 12-month budget periods.” Please confirm if an applicant applies for \$250,000 in years 1-5, then their total award will be \$1,250,000.

Answer: Yes, the period of performance for MGH is up to 60 months consisting of five, 12-month budget periods of not more than \$250,000 per budget period.

Question 11

Question: Can an applicant provide an in-kind (non-cash) match from their own organization not from third parties?

Answer: Yes, cost sharing may be cash, in-kind or a combination of both. All cost sharing contributions may come from the agency submitting the application and request for funding. The contributions must be clearly identified in the budget and budget justification.

Thank you!

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