



Runaway and Homeless Youth - Prevention Demonstration Program

Fiscal Year 2024

Pre-Application Informational Sessions

April 29, 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 Prevention Demonstration Program
- 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 28 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

- **Program Description** – *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
 - National Program & Administrative Requirements
 - Key Definitions

Goal of RHY-PDP

The goal of the program is to expand existing partnerships with organizations focusing on education, health, mental health, child welfare, family support, substance abuse prevention/intervention, domestic violence/crisis intervention, law enforcement, courts, legal services, and public benefits agencies, as well as with non-traditional partners.

Program Description

What it looks like.

Goals

Projects funded through this program prevent youth and young adults under the age of 22 from experiencing homelessness.

They develop partnerships to accomplish the following goals:

- Identify young people at risk of experiencing homelessness
- Design and develop a comprehensive community-based plan to prevent youth homelessness
- Promote equity in the delivery of services
- Implement prevention services for youth and young adults who are at risk of homelessness and their families
- Evaluate the implementation of prevention services and interventions



Program Description

You must partner with providers to create a safety net to improve accessibility, delivery, and quality of services for young people and their families.

Examples of partner agencies include, but are not limited to, the following:

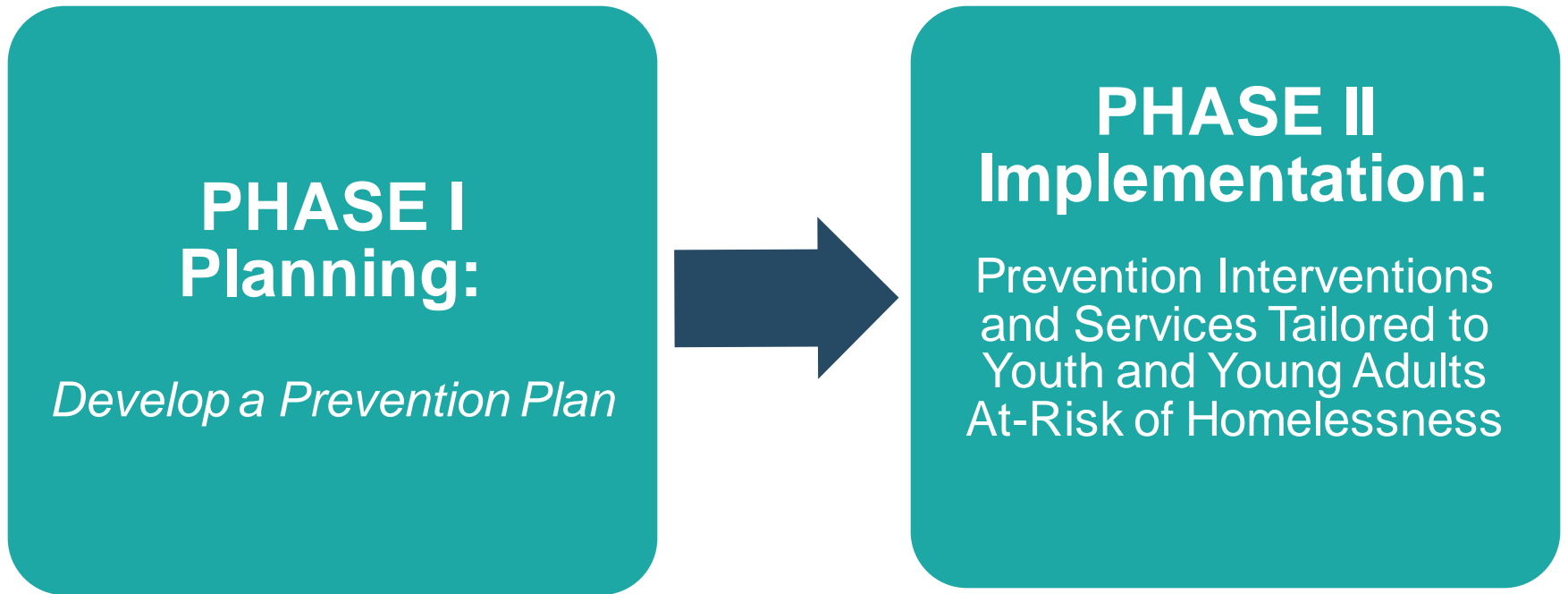
- Education
- Health
- Child welfare
- Family support
- Substance abuse prevention and intervention
- Domestic violence
- Crisis intervention

Program Description (Continued)

- Funding may not be used for activities that focus only on education or outreach activities.
- You can learn more about the four tiers of prevention, as defined by HHS, in this brief.
- While it is important to address all levels of prevention, for the purposes of this opportunity, you must focus on secondary prevention, which is an effort to alleviate an existing problem or change or prevent it from getting worse.

Program Description (Cont.)

Two Phase Process:



Program Description

Phase I: Planning – Develop a Prevention Plan

- You will develop a Prevention Plan to prevent youth homelessness and will have 6 months from the start date of the award to create the plan.
- The planning process is expected to lay the groundwork for program implementation, providing a framework for the interventions and services utilized during the implementation phase.
- The plan will be submitted to FYSB for review and approval.

Program Description

Phase I: Planning – Develop a Prevention Plan (Continued)

During the 6-month planning phase RHY-PDP projects will:

- Identify community partners you will work with during the project.
- develop a shared definition of prevention of youth homelessness.
- Develop a process to identify and assess youth and young adults at risk of experiencing homelessness or housing instability eligible services
- Detail a strategy for implementing the prevention strategy
- Detail how the plan will be measured and evaluated
- Explain how you will make referrals for emergency shelter and/or other housing options in cases where your prevention efforts are not successful.
- Ensure you deliver prevention services equitably and reduce disparate outcomes for youth of color, youth who identify as LGBTQ, Tribal Youth, and other underserved youth.

Program Description

Phase I: Planning – Develop a Prevention Plan (Cont.)

The prevention plan must be developed in partnership with youth and young adults who have lived experience of homelessness or who are at risk of homelessness or housing instability. You may consider a partnership with a local youth action board or youth and young adults who are employed or otherwise compensated by your agency to meet this requirement.

Program Description

Phase II: Implementation

During Phase II, projects will implement the plan developed with holistic prevention services to respond to the diverse needs of youth and young adults at risk of homelessness.

Project must implement and evaluate prevention interventions or services that are tailored to youth and young adults and services must include:

- Flexible Cash Assistance
- Individualized Supportive Services and Case management

Program Description

Phase II: Implementation (Continued)

- May also implement and evaluate additional prevention services
- Funding under this award must be used to provide direct services
- Funding may not be used for the sole purpose of supporting primary prevention activities
- Must meet the immediate emergency shelter, short-term housing, longer-term housing, and counseling services in the event prevention efforts are not successful

Program Description

Phase II: Implementation (Cont.)

- **Ensuring Equity**

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. Also, you must be inclusive of the language access needs of youth and their families.

Program Description

Phase II: Implementation (Cont.)

- **Federal evaluation**

We will sponsor a federally led evaluation for each funded project. The evaluation will be conducted by an independent contractor(s) with experience leading small- and large-scale demonstrations and/or descriptive and impact evaluations.

- **Technical assistance**

If you accept an award, you must agree to work cooperatively with the technical assistance provider.

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
- 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 your previous efforts to prevent youth homelessness and the outcomes of those efforts. Your description should include information about the successes or challenges you experienced. You should also discuss any lessons you learned and how you will improve your prevention efforts from your past experiences. **You will also detail how you will address the program requirements detailed in:**

Phase 1: Planning

- You must describe how you will develop your prevention plan

Phase 2: Implementation

- You must describe how you will transition from planning to implementation.

Project Narrative: Approach (Continued)

You must describe how you will develop your prevention plan during Phase I. Specifically, you must explain:

- How you'll develop your prevention plan and define prevention.
- How you'll include your partners in developing your prevention plan.
- How you'll engage youth and young adults with lived experience during planning and implementation.
- How you'll identify and assess the needs of the youth and young adults your program will serve.
- How you'll promote equity for youth and young adults from underserved groups.
- How you'll make referrals for emergency shelter and/or other housing options in cases where your prevention efforts are not successful.

Project Narrative: Approach (Cont.)

You must describe how you will transition from planning to implementation (Phase II). Specifically, in this section you must discuss how you will implement the required and optional prevention strategies to include the following:

- Flexible cash assistance
- Individualized supportive services and case management
- Other prevention services you will use to prevent youth homelessness

You must describe how you will provide access to safe, stable, and appropriate shelter and services and how your partners will support the program.

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.

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.
- 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.

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 and explain what prevention resources you already have available.

1.2 Who will you provide services to? Describe the youth and young adults who will receive prevention services and note how many you will serve.



Approach

2.1 What youth homelessness prevention efforts have you tried previously and what were the outcomes of your efforts? What lessons did you learn from your efforts and how will you use those lessons to improve your services?

2.2 How will you organize partners in your community and what will you do during Phase 1 to develop a prevention plan?

2.3 How will you involve youth and young adults with lived experience in your strategic planning process, program design, program implementation, and program improvement?

Approach (Continued)

2.4 How will you transition from planning to implementation? During Phase 2, how will you use the flexible cash assistance and individualized supportive services and case management? Will you use any additional prevention services? If so, what are they and why will you use them?

2.5 How will you provide youth and young adults access to safe, stable, and appropriate shelter and services if your prevention efforts do not work?

Organizational Capacity and Third-Party Agreements

3.1 What experience and expertise do you have running a project to prevent youth and young adults from becoming homeless? Describe your team's experience with administering, developing, implementing, managing, and evaluating similar projects.

3.2 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's success and what will you do to improve it? What challenges will you face implementing the program?

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

6.1 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 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?

6.2 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?

Sustainability Plan

5.1 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 keep staff? How will you continue to support the program and deliver services, including keeping your partnerships?



Ensuring Equity

7.1 How will you promote equity for youth and young adults from underserved groups?



Other Important Items

Reporting/Administrative and National Policy
Requirements/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.



Question 1

Question: For flexible cash assistance, is there any guidance about how much of the budget this should be?

Is there a cap per family? Can a family receive multiple instances of flexible cash assistance?

Answer: *There are no established requirements for flexible cash assistance. Your program should determine how the cash assistance requirement will be administered during Phase I (Planning) and will be required to provide a detailed description of the process when submitting your Prevention Plan for review.*

Question 2

Question: Is there a minimum # of participants to be served annually?

Answer: *No, there is no minimum number of participants your program must serve annually.*

Thank you!

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