



Runaway & Homeless
Youth Program

Runaway and Homeless Youth Street Outreach Program

Fiscal Year 2024

Pre-Application Informational Session

May 1, 2024 | 3:00 - 4:00pm ET



Goals of Webinar

- I. Orient potential applicants to the new FY 24 Notice of Funding Opportunity Announcement
- II. Provide an overview of the Street Outreach 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

- The application deadline is **June 7, 2024 11:59 p.m. Eastern Time (ET)**
- Your application must be submitted to Grants.gov unless you have been given an exemption for a paper submission
- Your submission is limited to two uploaded files.
- The Required standard forms detailed on page 35 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.

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

Application Submission and Review Process

- 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.

Goal of the Street Outreach Program

The goal of the program is to build relationships between street outreach workers and eligible youth to move them into safe and stable housing or emergency shelter and prepare them for independence.

Project Requirements

What it looks like.



Goals

Projects funded through this program provide outreach, education, services, and referrals to help youth living on the street under the age of 22 leave the streets

The program is intended to serve:

- Youth who have left home due to family conflict or other crisis.
- Youth who are experiencing homelessness.
- Street-based services to youth who have been subjected to or are at risk of being subjected to
 - Abuse (including, but not limited to, sexual, emotional, physical, and economic abuse)
 - Sexual or labor exploitation
 - Human trafficking

Project Requirements

- Street Outreach and Access to Shelter
- Comprehensive Youth-Centered Service Model
- Ensuring Equity
- Outreach Implementation Strategy
- Gateway Services
- Screening and Assessment
- Harm Reduction
- Service Coordination Plan
- Crisis Stabilization
- Case Management
- Follow-Up Services
- Services Focused on Human Trafficking
- Performance Standards
- Training and Technical Assistance



Project Requirements: Street Outreach and Access to Shelter

- SOP projects must conduct outreach and engage with youth who have left home due to family conflict or other crisis, youth who are experiencing homelessness, and youth living on the street, with the goal of helping them stay safe and leave the streets.
- SOP Projects must provide access to emergency shelter or safe and stable housing 24 hours a day, seven days a week.

Project Requirements: Street Outreach and Access to Shelter (Cont.)

Note that shelters your agency supports or refers youth to must:

- Have availability to house youth.
- Agree to a memorandum of understanding (MOU) or letter of commitment from referral partners to ensure they will accept referrals.
- Meet state or local licensing requirements.
- Be supervised and age-appropriate.
- Provide a youth-friendly environment fostering trust and providing safe spaces for vulnerable populations such as lesbian, gay, bisexual, transgender, queer and/or questioning, intersex, asexual, Two-Spirit (LGBTQIA2S+) youth.
- Consider the safety and needs of victims of human trafficking and victims of domestic violence.
- Provide transportation to shelter that is available and easily accessible.

Project Requirements: Optional Drop-In Centers

- Providing a Drop-In Center is an *optional* service
- A drop-in center **does not replace required street-based outreach** and engagement efforts. Drop-in centers should enhance street outreach and engagement.
- Drop-In Centers must be accessible to youth and young adults and provide:
 - Resource materials about available services
 - Showers
 - Hot meals
 - Laundry
 - Email
 - Phone
 - Case management

Project Requirements: Comprehensive Youth-Centered Service Model

SOP Projects must use:

- A **trauma-informed** approach when providing services.
- A **Positive Youth Development (PYD)** framework.

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.

Project Requirements: Ensuring Equity

Projects must 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.

Project Requirements: Outreach Implementation Strategy

You must develop an outreach implementation strategy that includes the following elements:

- Street Outreach Plan
- Education and Awareness
- Coordination with the RHY National Communication System
- Youth Engagement and Collaboration

Project Requirements: Street Outreach Plan

SOP Projects must explain:

- Plans for identifying the locations where youth and young adults gather.
- Strategies for conducting face-to face outreach with youth.
- Plans for developing a youth-focused outreach strategy that addresses individual youth needs.
- Number of full-time equivalent outreach workers needed.
- Frequency and schedule of outreach visits.
- Techniques for branding the organization.
- Services you will provide to youth.
- Details about carrying basic need packs.
- Your explanation of how street outreach workers will be used to meet program goals
- Street-based safety plans, including a safety plan for staff.
- Protocols and strategies for responding to youth who have experienced or are at risk of experiencing sex or labor trafficking and exploitation.

Project Description: Education and Awareness Plan

SOP Projects are required to educate the community and youth about your street outreach project.

Education and awareness strategies must use youth voices when conducting outreach.

Outreach methods may include:

- Social media
- Public service announcements
- Postings and QR codes in public spaces
- Partnerships and collaborations with organizations



Project Requirements: Coordination with the RHY National Communication System

Coordination with RHY National Communication System

SOP Projects must coordinate with the National Communication System for Runaway and Homeless Youth, particularly the National Runaway Safeline, to provide information on the resources.

Youth Engagement and Collaboration

SOP Projects 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.

Project Requirements: Gateway Services

SOP Projects must provide gateway services including food, drink, clothing, transportation, and hygiene products to prevent malnutrition and ill health, as well as referrals to emergency shelter.

Outreach staff will build trust and rapport with youth, to identify those who are at risk of or who are currently victims of sexual trafficking, commercial sexual exploitation, sexual abuse, labor trafficking, and other forms of victimization and abuse and provide resources and safety information, such as the National Suicide Hotline, National Runaway Safeline, National Human Trafficking Hotline, and National Domestic Violence Hotline.

Project Requirements: Screening and Assessment

Programs must have a standardized way of assessing each youth during street engagement, intake, or during program entry at optional drop-in centers.

Assessment tools must evaluate, at a minimum, the following factors for each youth:

- Strengths
- Goals
- Immediate needs

Project Requirements: Screening and Assessment (Cont.)

Assessments must evaluate the unique needs of various subpopulations **including**, but not limited to, the following:

- Pregnant or parenting youth
- System-involved youth, including juvenile justice and child welfare
- Labor or sexually trafficked or exploited youth
- Youth in need of substance abuse or mental health services
- Other vulnerable populations

Assessments must prioritize reunifying youth who have left home without permission with an adult who has the youth's best interest in mind, and who can provide stable housing.

Project Requirements: Harm Reduction

Programs are required to educate youth about harm reduction particularly, ways to reduce risk of violence, sexual exploitation, human trafficking, sexual assault, unplanned pregnancy, substance use, and other forms of harm associated with street life.

Project Requirements: Service Coordination Plan

- SOP Projects must create and sustain a service coordination plan by coordinating activities with other organizations serving the same or similar client populations.
- Examples of organizations include child welfare agencies, juvenile justice systems, schools, and Continuums of Care (CoC) as defined by the U.S. Department of Housing and Urban Development and the Youth Homelessness Demonstration Projects.

Project Requirements: Service Coordination Plan (Cont.) Systems of Care

Required Services:

- Social services
- Educational services
- Organizations that support trafficking survivors or those at risk of trafficking
- Behavioral health, mental health and substance use treatment providers
- Health care programs, including sexual and reproductive health services

Optional Services:

- Vocational training
- Education in money management and other self-supporting life skills
- Referrals to law enforcement
- Legal services
- Health insurance plans and coverage
- Affordable childcare or child education programs

Project Requirements: Service Coordination Plan (Cont.)

When implementing service coordination plans, SOP projects must:

- Take steps to return youth who are missing from the legal jurisdiction or placement of the juvenile justice or child welfare systems.
- Help youth who have exited foster care get any benefits they may be eligible for in their county or state.



Project Requirements: Crisis Stabilization

SOP Projects must be prepared to provide emergency services and link youth to appropriate crisis resources to deescalate emergencies and assist with urgent care for substance use or mental health conditions.

Appropriate crisis resources include, but are not limited to:

- The 9-8-8 Suicide and Crisis Hotline
- Substance Abuse and Mental Health Services Administration's National 1-800-662-HELP Helpline
- Local crisis hotlines

Project Requirements: Case Management

SOP Projects may need to provide intensive case management to ensure that youth receive assistance with:

- Physical, emotional, and behavioral health challenges
- Access to resources
- Active engagement with service providers while developing a plan for permanent housing

Project Requirements: Follow-Up Services

SOP Projects must provide follow-up services to youth who have been engaged through street outreach, including client assessment, case planning, and referral to shelter. Follow-up services refer to the act of assessing youth progress after the youth has received safety and resource referrals. Follow-up contacts are separate from the aftercare planning described in 45 CFR § 1351.26.

Program Description: Services Focused on Human Trafficking

SOP projects must:

- identify and provide services specifically to youth experiencing or at risk of experiencing human trafficking or exploitation.
- integrate human trafficking prevention and intervention strategies into street outreach plans, screening and assessment tools, staff training and development, and program approaches.

Project Requirements: Federal Evaluation and Technical Assistance

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.

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

What Your Application 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

How you will implement it.



Project Narrative

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

- 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 you must describe the scope and detail of how you will accomplish your proposed project and meet all project requirements listed in the program description.

You must:

- Account for all functions or activities you identify in your application.
- Detail potential obstacles and challenges to accomplishing your project goals
- Explain the strategies you will use to address them potential obstacles



Project Narrative: Street Outreach and Access to Shelter

Street Outreach

In this section you must explain:

- How your program will conduct outreach and engage with youth who have left home due to family conflict or other crisis or are experiencing homeless, as well as youth living on the street.

Access to Shelter

The description must include, at a minimum:

- How youth will access emergency shelter or safe and stable housing 24 hours a day, 7 days a week.
- How you will ensure shelter vacancies.
- How you will establish MOU or letters of commitment with the shelters to ensure these partners will assist with referrals.
- If you choose to establish a drop-in center, explain how the drop-in center will be accessible to youth and include information regarding service requirements.

Project Narrative: Comprehensive Youth-Centered Services Model

In this section you must explain how your project will use a youth-centered services model when providing services.

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 experience of homelessness 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 young people you serve.

The description must include:

- How your program will work to provide safe and inclusive spaces and address disparities faced by youth in your community because of their race, 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 which ensure diversity of staff and leadership that reflect the backgrounds and 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: Outreach Implementation Strategy

Explain how your project will implement an outreach strategy to engage youth and educate them on services available through your program.

The description must include:

Street Outreach Plan

- How you will seek out youth from the target population and provide information about services available and their benefits

Education and Awareness

- How you plan to educate and inform the community about your program, including the development and distribution of materials about your services



Project Narrative: Outreach Implementation Strategy (Cont.)

Explain how your project will implement an outreach strategy to engage youth and educate them on services available through your program.

The description must include:

Coordination with the National Runaway Safeline

- How you will coordinate with the national communication system (National Runaway Safeline) to provide resources to youth at risk of experiencing homelessness.

Youth Engagement and Collaboration

- How you will work with youth with lived experience to ensure your program includes individualized outreach, engagement, and awareness approaches that meet youth's needs and that are grounded in youth voices.



Project Narrative: Gateway Services

You must explain how your project will provide gateway services related to basic needs.

The description must include:

- How you will provide youth with food, drink, clothing, transportation, personal safety information, resource guides, and hygiene products
- How you will identify youth who are at risk of or are victims of trafficking, commercial sexual exploitation, sex abuse, and other forms of victimization; and
- Provide those youth with resources

Project Narrative: Screening and Assessment

You must explain how your project will determine a youth's eligibility for services, using screenings and assessment tools.

The description must include how:

- You will assess and evaluate youth's immediate needs, goals, and strengths during street engagement or intake, or during program entry at optional drop-in centers
- You will assess for foster care and reunification needs
- The assessment will evaluate the unique needs of subpopulations



Project Narrative: Harm Reduction and Service Coordination Plan

Harm Reduction

You must explain your program's approach to harm reduction. Describe how you will establish safety plans and educate youth about harm reduction. See project requirements for more detailed guidance.

Service Coordination Plan

You must describe your plan for service coordination with other organizations serving the same or similar client populations. The description must address:

- Required systems of care
- Any optional systems services
- Explain how you will work to return youth who are missing from the legal jurisdiction or placement of the juvenile justice or child welfare systems
- Your plan for assisting youth who have exited foster care

Project Narrative: Crisis Stabilization and Case Management

Crisis Stabilization

- You must describe your plan for providing emergency services and linking youth with appropriate crisis resources in the event of an emergency, substance use issue, or mental health issue.

Case Management

- You must explain how your program will provide case management services if a youth needs assistance with:
 - Physical, emotional, and behavioral health challenges
 - Access to resources
 - Active engagement with service providers
 - Develop plans for permanent housing

Project Narrative: Follow-Up Services & Services Focused on Human Trafficking

Follow-up Services

You must explain how your program will:

- Provide follow-up services to youth who have been engaged through street outreach, including a client assessment, case planning, or referral to shelter.
- Follow-up services refer to the act of assessing youth progress after the youth has received safety and resource referrals.
- Describe how you will determine that follow-up contacts are separate from the aftercare planning described in 45 CFR § 1351.26.

Services Focused on Human Trafficking

You must explain how your program will:

- Identify and provide services specifically to youth experiencing or at risk of experiencing human trafficking or exploitation.
- Integrate human trafficking prevention and intervention strategies into street outreach plans, screening and assessment tools, staff training and development, and program approaches.



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: 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 CoC's HMIS lead for data collection and reporting purposes.
- Explain which CoC you will partner with for RHYHMIS data collection. If your program provides services in more than one CoC, you must explain how you will coordinate data collection and reporting among the multiple CoCs.

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

You must ensure proper award oversight. The regulation that governs this oversight is 45 CFR Part 75 Subpart D. It includes standards for:

- Financial and program management
- Property management
- Procurement
- Performance and financial monitoring and reporting
- Subrecipient monitoring and management
- Record retention and access
- Remedies for noncompliance
- Prior written approval

Project Narrative: Plan for Oversight of Federal Award Funds and Activities (Cont.)

- Describe your framework to ensure proper oversight of federal funds and activities. Include a description of:
- The governance, policies and procedures, and systems you use for record keeping and financial management.
- The procedures to identify and mitigate risks and issues. These might include audit findings, continuous performance assessment findings, and monitoring.
- Key staff who will be responsible for maintaining oversight of program activities, staff, and any partners or subrecipients.

Project Narrative: Current and Pending Funding Support

- Provide a list of your current and pending funded support for ongoing projects and proposals. Include all sources such as federal, state, and local governments, public or private foundations, for-profit organizations, etc.
- Be sure to indicate which projects and proposals require committed time from the project director, principal investigator, or other key personnel.
- Show the total award amount, awarding entity, and the amount of time each key staff member will devote to each project.

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 proposed activities, inputs, and outputs will link to outcomes and be informed by and associated with youth receiving shelter and required services**

Project Narrative: Project Sustainability Plan

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

- 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: Protection of Sensitive or Confidential Information

- Describe how you will collect and safeguard protected personally identifiable information and other information that is considered sensitive. Make sure your approach is consistent with applicable federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.
- Provide the methods and systems you will use to ensure that you properly handle confidential and sensitive information, including any subrecipients and/or contractors.
- Describe your plan for the disposition of this information at the end of the period of performance.

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 You explain why your program needs assistance and describe the problem of street youth and runaway and homeless youth who are experiencing or at risk of experiencing sexual exploitation, abuse, or human trafficking in the community.

1.2 You explain who receives services, including demographic information and subgroup characteristics about the target population. You also provide details on the number of youth that you anticipate serving.

Approach

2.1 Street outreach and access to shelter.

2.1.1 You explain how you will conduct face-to-face street outreach, including engagement strategies for ensuring youth safety and methods for helping youth leave the streets.

2.1.2 You explain how youth will access shelters or safe and stable housing 24 hours a day.

2.1.3 You detail how many full-time equivalent outreach workers will perform this work, including MOUs or letters of commitment for shelter, and describe plans for transportation to shelter.

Approach (Cont.)

2.2 Comprehensive youth-centered services model.

2.2.1 You explain how you will effectively integrate PYD and trauma-informed care into your program.

2.3 Outreach implementation strategy.

2.3.1 You describe an outreach implementation strategy that includes education, awareness, and youth engagement.

2.3.2 You include a plan for coordinating with the RHY national communication system.

Approach (Cont.)

2.4 Gateway services, harm reduction, and crisis stabilization.

2.4.1 You explain how you will provide gateway services, harm reduction, and crisis stabilization.

2.5 Screening and assessment, service coordination, and case management.

2.5.1 You explain how you will conduct assessment of needs, coordinate services with other systems of care, and handle case management.

Approach (Cont.)

2.6. Follow-up services

2.6.1 You describe a comprehensive plan for providing follow-up services to youth who have been engaged through street outreach, including a client assessment, case planning, or referral to shelter.

2.7 Services focused on human trafficking.

2.7.1 You describe how you intend to identify and provide services specifically to youth experiencing or at risk of experiencing human trafficking or exploitation.

Performance Evaluation Plan and Logic Model

3.1 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 performance evaluation plan.

3.2 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

4.1 You provide extensive detail about your experience and expertise running a runaway and homeless youth program. Evaluation of this specific criterion will focus on 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.

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

4.3 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

5.1 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 the required training and meetings.

5.2 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.

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

Sustainability Plan

6.1 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.

Ensuring Equity

7.1 You include a plan to ensure equity in service delivery and recruitment and explain how the equity plan will 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 49 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 under the section titled: **“Reference Websites”**.

Submitted Questions



Question 1

Question: Do I have to provide outreach?

Answer: Yes. Conducting outreach is a required component of the Street Outreach Program. Details about the required outreach strategy can be found on page 11 of the NOFO.

Question 2

Question: Is this Maintenance of Effort Certification required, and where can it be found?

Answer: The Maintenance of Effort Certification can be disregarded. The associated requirements are not detailed in the NOFO.

Question 3

Question: Confirm if BOTH resumes and job descriptions are required for Key Personnel. If a staff position is vacant, we can only submit a job description. Conversely, if a staff position is filled, is a resume sufficient or is a job description also needed?

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 4

Question: Please clarify what type of information exactly is being requested in the second file: Information on compliance with federal, state, and local government standards.

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

Question 5

Question: The NOFO indicates that grantees need to send 1 representative to training. Does that have to be one per award or one per agency regardless of the number of awards? Do organizations need to show this information in the budget? Would that be under non-federal match, assuming that travel isn't federally funded by one of the other awards?

Answer: Grant recipients are required to send one person to required training for each RHY funded program. Therefore, if an organization receives three different RHY grant awards, then three different individuals must attend the required training. Each grant application's budget must reflect the cost of sending a minimum of one person to the training.

Question 6

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 33 states that the amount of the sub-award cannot be more than 50% of the total direct costs?

Answer: A subaward to any one organization cannot 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 7

Question: "If you rely on cost share or match from a third party, then that party must include a firm commitment of these resources in the third-party agreement submitted with your application." Would that apply if we are using grant money from another grant that's already secure for this time period?

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 8

Question: 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. 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 9

Question: How are “key staff” defined?

Answer: Key positions/personnel are individuals who have a substantial role in the administration and implementation of the funded activities which includes positions funded in whole or in part by grant funds.

Question 10

Question: 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 expectations, if you receive an award. The administrative requirements information does include a detailed list of training that programs must consider offering their staff.

Thank you!

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