



Runaway & Homeless Youth Program

Runaway and Homeless Youth Transitional Living Program (TLP)

Fiscal Year 2024

Pre-Application Informational Sessions

April 30, 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 Transitional Living 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 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

Eligibility (Continued)

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)

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 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.

Application Submission and Review Process (Continued)

- 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 – In Link
 - National Program & Administrative Requirements – In Link
 - Key Definitions – In Link

Goal of TLP

Our goal is to help youth establish self-sufficient and sustainable living and well-being for themselves and, if applicable, their dependent children. Our programs promote economic independence and prevent long-term dependency on social services.

Program Description

What it looks like.

Program Description

- TLP provides both shelter **and** comprehensive services for youth ages 16 through 21. 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 TLP services.
- The period of time TLPs and MGHs provide shelter is for 18 months (**540 days**) and, under exceptional circumstances 21 months (**635 days**).

Project Requirements: Safe, Stable and Appropriate Shelter

- Provide community-based, adult-supervised transitional housing for youth, ages 16-21
- Timeline: 540 days, 635 days in exceptional circumstances
- Structure: Single sites must be able to house at least 4, and no more than 20 individuals
 - For TLPs who support pregnant and parenting youth:
 - The min. and max capacity includes dependent children
 - Accommodations must provide appropriate space and furnishings for both youth and children

Project Requirements: Safe, Stable and Appropriate Shelter (Continued)

Practices and procedures:

- Programs who support both RHY and older adult homeless populations, must have policies and practices to separate RHY youth from that older adult population
- Maintain linkage with an age-appropriate, licensed emergency shelter that can accept potential clients when there are no TLP openings
- If your TLP program plans to serve pregnant or parenting youth, you must be prepared and able to serve pregnant and parenting youth of all ages from 16 through 21, and of all gender identities

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

Practices and procedures:

- You must always provide on-site supervision. Family host home models are exempt from this rule.
- Train all staff to interact with youth who have experienced human trafficking, sexual exploitation, and other trauma
- Support youth in successfully exiting TLP to a safe and appropriate housing option

Project Requirements (Cont.)

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 TLP services
- Education and awareness: Informing the community about TLP services and benefits
- Coordination: Contact the National Communication System for Runaway and Homeless Youth to ensure awareness of the TLP 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 TLP
- 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 and Referrals

The following life skills education and linkages are required:

- Health & nutrition
- Job attainment and educational advancement
- Financial literacy and budgeting

Project Requirements: Transition Planning and Aftercare

Each youth must develop a unique transitional living strategy for safe and stable living after exiting TLP. 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
- Referrals to appropriate services
- Appropriate medical coverage
- School, vocational training, and/or employment.
- Encourage retention in employment, housing, 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, but is not limited to, 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 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.

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)

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: Protection of Sensitive and 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.

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 (Continued)

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.

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 and referrals to youth 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 and Budget Justification

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 the required training 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 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

- 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.

Projects collect and report on data via the Runaway and Homeless Youth – Homeless Management Information System (RHY-HMIS) and the Performance Progress Reports on data standards.

Project Requirements

Performance Standards

- Four core outcomes for youth:
 - Social and Emotional Well-Being
 - Permanent Connections
 - Education or Employment
 - Safe and Stable housing

Submitted Questions



Question 1

Question:

Page 32 of the NOFO, section "Current and pending funding support" - Is this asking for a list of only the funding that will support this project?

Answer:

At a minimum, applicants should include information about current and pending funding information that is relevant to the proposal.

Question 2

Question:

How do scatter apartment sites (page 9) meet RHY Regulations 45 CFR § 1351.18 (c) requirement for "in a single structure" (page 10)?

Answer:

The RHY regulation at 45 CFR Part 1351.18(c) requirement for "in a single structure" does not apply to scattered site apartments unless all the apartments are located on a single floor of an apartment building.

Question 3

Question:

Please define "through 21".

Answer:

"Through 21" is 21 years and 364 days.

Question 4

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 and geographic locations you propose to serve.

Question 5

Question:

In the organizational capacity supporting information, it is asking to provide a copy of our fiscal controls and accountability procedures and personnel policies and procedures.

Our fiscal control policies are 10 pages long, and our personnel policies are 50 pages long. So my question is, how do we include these in the supporting file while keeping to our 85-page limit?

Answer:

We recommend including a summary or a table.

Question 6

Question:

Can an organization propose to only serve youth ages 18-21?

Answer:

Yes, 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 population to services.

Question 7

Question:

The bottom of page 10. The NOFO states: *You must provide direct on-site supervision at all times. Family host home models are exempt from this rule.*

We have a scattered site apartment model. Is this supervision requirement new? We have 24 off site access to Case Managers and of course on-site supervision during the week and spot checks on weekends.

Answer:

TLP projects that are housing facilities, and not a family host home or scattered apartment model, must provide direct, on-site supervision. Scattered apartments, located in the same building, do not require live-in supervision. Pursuant to the RHY Regulations (45 CFR Part 1351.1) supervised apartments are a type of shelter setting using building(s) with separate residential units where client supervision is provided on site or on call 24 hours a day.

Question 8

Question:

The RFP states that the purpose is to provide safe, stable, and appropriate shelter for a period of 18 months, or 21 months under extenuating circumstances. Our TLP has multiple sources of funding. Are we allowed to offer youth TLP services beyond 18 or 21 months if federal funding is not used for additional months?

Answer:

Yes, you may continue to provide services to youth beyond the RHY period of eligibility with other funding sources.

Question 9

Question:

Please clarify what type of information exactly is being requested in second file: 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 10

Question:

Please confirm if BOTH resumes and job descriptions are required for Key Personnel. If a position is new/vacant, we only have a job description to provide. Conversely if a staff position is filled, are both resume and job description needed. Concern is that submitting both limits pages for other required information within the max 85 page limit.

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 11

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, which are laid out in a more clear and logical sequence. 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 12

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. You may also refer to Page 8 of the NOFO.

Question 13

Question:

How are “key staff” defined?
Typically, we have included all TLP staff (case managers, outreach workers, etc.) except for administrative support staff. Staff who provide direct service can be as many as 10 individuals, so adding resumes AND job descriptions for so many people could add 10+ pages to the attachments. This is less of an issue if Key Staff are considered managerial staff only.

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 RHY grant funds.

Question 14

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 including hyperlinks detailing the training requirements.

Question 15

Question:

A requirement includes attaching “Organizational charts, including all partners.” Does this mean that the project organizational chart should show the partners in the context of the TLP org chart, or are we required to include each project partner’s organizational chart for their agency/organization?

Answer:

You must attach organizational charts, including all partners, to support the information in your organizational capacity section. At minimum you should include the organizational chart of the lead organization. To the extent possible, an applicant should illustrate (within the org chart) where the partner will fit in (i.e. who on the lead org's team will manage their work, etc.)

Thank you!

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