



Administration for Children and Families

Administration on Children, Youth and Families - Family and Youth Services Bureau

Runaway and Homeless Youth Training and Technical Assistance Center

HHS-2017-ACF-ACYF-CY-1240

Application Due Date: 07/19/2017

Runaway and Homeless Youth Training and Technical Assistance Center
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**Department of Health & Human Services
Administration for Children and Families**

Funding Opportunity Title:	Runaway and Homeless Youth Training and Technical Assistance Center
Announcement Type:	Initial
Funding Opportunity Number:	HHS-2017-ACF-ACYF-CY-1240
Primary CFDA Number:	93.623
Due Date for Applications:	07/19/2017

Executive Summary

Notice:

- **Applicants are strongly encouraged to read the entire funding opportunity announcement (FOA) carefully and observe the application formatting requirements listed in *Section IV.2. Content and Form of Application Submission*. For more information on applying for grants, please visit "**How to Apply for a Grant**" on the ACF Grants Page at <https://www.acf.hhs.gov/grants/howto>.**

The Administration for Children and Families' (ACF), Administration on Children, Youth and Families' (ACYF), Family and Youth Services Bureau (FYSB) is accepting applications for the Runaway and Homeless Youth Training and Technical Assistance Center (RHYTTAC) cooperative agreement. Through the cooperative agreement, the training and technical assistance provider will assist FYSB grantee agencies in developing effective approaches to serving runaway and homeless youth, in accessing new resources, and in establishing linkages with other programs with similar interests and concerns.

The provider will be committed to providing training and technical assistance that facilitates healing and recovery and promotes the social and emotional well-being of children, youth, and families who have experienced maltreatment, exposure to violence, and/or trauma. This funding announcement is designed to ensure effective interventions are in place by grantees to build skills and capacities that contribute to the healthy, positive, and productive functioning of children and youth in to adulthood.

I. Program Description

Statutory Authority

A grant to provide training and technical assistance to runaway and homeless youth programs and FYSB grantees is authorized by the Runaway and Homeless Youth (RHY) Act, 42 U.S.C. § 5714-22, as most recently amended by the Reconnecting Homeless Youth Act of 2008, Pub. L. 110-378 on October 8, 2008.

As required by this act, FYSB issued a final rule to improve performance standards and program requirements for grants funded by the RHY Program. The RHY Act Final Rule was

published in the Federal Register on December 20, 2016.

Description

The RHY Act authorizes three major grant programs administered by FYSB, ACYF, ACF, in the Department of Health and Human Services (HHS). Annually, the Basic Center Program (BCP), Transitional Living Program (TLP)/Maternity Group Home (MGH), and Street Outreach Program (SOP) support approximately 600 individual grants to more than 300 organizations' efforts to assist youth who have run away or are homeless. RHYTTAC receives funding to provide training and technical assistance to RHY Program-funded grantees and other professionals supporting runaway and homeless youth programs.

The BCP funds grants to community-based public and nonprofit private agencies (and combinations of such entities) to establish and operate local centers to provide services for runaway and homeless youth and for the families of such youth. Services provided include the provision of outreach, crisis intervention, temporary shelter, counseling, family unification, and aftercare services to runaway and homeless youth and their families. Basic Center projects serve youth under 18 years of age and can provide up to 21 days of shelter.

The TLP provides grants to public and private organizations to establish and operate transitional living youth projects for homeless youth, including community-based shelters such as congregate care, host family homes, and supervised apartments for youth ages 16 to under 22, who cannot safely live with their own families. Transitional Living projects provide a safe, stable, and nurturing environment for up to 21 months. Young people who have not yet reached their 18th birthday at the end of the 21-month period may continue to receive services until they turn 18. Services include training in basic life skills, interpersonal skill building, educational advancement, job attainment skills, and physical and behavioral health care. These services are designed to help youth who are homeless develop the skills necessary to make a successful transition to self-sufficient living. The TLP also funds MGH programs, which are specifically designed to meet the needs of pregnant and parenting homeless youth.

The SOP provides grants to nonprofit private agencies for street-based outreach and education, including treatment, counseling, provision of information, and referrals for runaway, homeless, and street youth 21 years and younger who have been subjected to or are at risk of being subjected to sexual abuse, human trafficking or sexual exploitation.

The RHY Act also authorizes additional activities conducted through grants, including grants for research, evaluation, and service projects; grants for a national communications system to assist runaway and homeless youth in communicating with their families and service providers; and grants for technical assistance and training.

Purpose

The purpose of RHYTTAC is to provide training and technical assistance to FYSB's RHY Program grantees and allied professionals with: developing effective approaches to serving runaway and homeless youth; assessing new resources to enhance their ability to serve runaway and homeless youth and their families; and establishing linkages with other grantees with similar interests and concerns.

Ensuring the Well-Being of Vulnerable Children and Youth

Children and youth who have experienced maltreatment, exposure to violence, and/or trauma

are impacted along several domains, each of which must be addressed in order to foster social and emotional well-being and promote healthy, positive functioning. RHYTTAC must ensure its training and technical assistance products and all resource materials developed are informed by and sensitive to the following:

- *Impact of Trauma:* Trauma can have a profound effect on the overall functioning of children and youth. Understanding and responding to the symptoms of chronic, interpersonal trauma and traumatic stress can have behavioral health consequences if not appropriately addressed;
- *Understanding Experiences:* A fundamental aspect of the human experience is the development of a world view through which one's experiences are understood. Whether that perspective is generally positive or negative impacts how experiences are interpreted and integrated. For example, one is more likely to approach a challenge as a surmountable, temporary obstacle if his or her frame includes a sense that the situation's outcome will be positive. On the contrary, negative experiences can color how future experiences are understood. Ongoing exposure to family violence might lead one to believe that relationships are generally hostile in nature and affect his/her ability to enter into and stay engaged in safe and healthy relationships;
- *Developmental Tasks:* People grow physically and psychosocially along a fairly predictable course, encountering normal challenges and establishing competencies as they pass from one developmental stage to another. Adversity does, however, have a marked effect on the trajectory of normal social and emotional development, delaying the growth of certain capacities, and, in many cases, accelerating the maturation of others;
- *Coping Strategies:* The methods that children and youth develop to manage challenges, both large and small, are learned in childhood, honed in adolescence, and practiced in adulthood. Those who have been presented with healthy stressors and opportunities to overcome them with appropriate encouragement and support are more likely to have an array of positive, productive, coping strategies available to them as they go through life. For children and youth who grow up in unsafe, unpredictable environments, the coping strategies that may have been protective in that context may not be appropriate for safer, more regulated situations;
- *Protective Factors:* A wealth of research has demonstrated that the presence of certain contextual factors (e.g., supportive relatives, involvement in after-school activities) and characteristics (e.g., self-esteem, relationship skills) can moderate the impacts of past and future negative experiences. These protective factors are fundamental to resilience; building them is integral to successful intervention with children, youth, and families; and
- *Positive Youth Development (PYD):* PYD is a strengths-based approach that engages youth within their communities, schools, organizations, peer groups, and families in a manner that is productive and constructive. PYD enhances youths' strengths and promotes positive outcomes for young people by encouraging skill development, a sense of belonging, leadership strengths, and opportunities to exercise decision-making, connection with caring adults and other positive relationships, connection to school and/or employment, and other skills that promote positive outcomes for young people.

Project Goals and Objectives

RHYTTAC has 13 goals and objectives to fulfill its purpose.

1. Deliver a comprehensive array of local, regional, and national technical assistance and training to expand the capacity of runaway and homeless youth programs and allied professionals to provide evidence-informed youth intervention and prevention services that are accessible to all youth and their families;
2. Enhance public awareness of runaway and homeless youth through the development of resources and the distribution of information related to intervention/prevention strategies, prevalence statistics, emerging issues, culturally specific populations, and special topics;
3. Support service innovation by identifying evidence-based practices for prevention and intervention for runaway and homeless youth while assisting with the dissemination, promotion, adoption, and adaptation of such practices in the runaway and homeless youth field;
4. Expand the capacity of runaway and homeless youth programs and allied professionals to offer culturally relevant, linguistically appropriate, and accessible services to runaway and homeless youth from diverse communities;
5. Develop and enhance runaway and homeless youth intervention and prevention strategies by fostering promising practices development and adaptation throughout the runaway and homeless youth field that includes training, technical assistance, and creating/gathering guidelines, materials, and policies;
6. Engage public and private systems/institutions to assist with the development of systemic improvements and responses to runaway and homeless youth, such as increased identification and assessment of youth at risk of running away or becoming homeless, integrating runaway and homeless youth programs with Continuums of Care, or in the development of unified Coordinated Entry protocols including enhancing school-based youth homelessness initiatives;
7. Enhance workforce development options for runaway and homeless youth serving organizations and enhance knowledge of public welfare policies to increase accessibility for runaway and homeless youth;
8. Expand the capacity of runaway and homeless youth programs and professionals to offer trauma-informed services that address exposure to violence, and include trauma-focused intervention strategies;
9. Expand the capacity of runaway and homeless youth programs and professionals to employ Positive Youth Development-focused services that promote the social and emotional well-being of children, youth, and families who have experienced maltreatment, exposure to violence, or trauma;
10. Expand the capacity of runaway and homeless youth programs and professionals to provide intervention and prevention services to runaway and homeless youth who are victims/survivors of human trafficking or who are at risk of being subjected to human trafficking;
11. Address emerging issues related to runaway and homeless youth through the provision of training and technical assistance for runaway and homeless youth programs and professionals;
12. Lead or contribute to information gathered related to runaway and homeless youth

prevention or intervention; and

13. Contribute to building evidenced-based services, programs, and advocacy strategies for runaway and homeless youth intervention and prevention.

RHYTTAC Program Requirements

RHYTTAC is responsible for the following activities:

1. *Public Awareness and Resource Development Activities* - Grantee public awareness and resource development activities must include:

- a. Gathering and creating resources, including promising practices, guidelines, and informational materials, and making this information available to the runaway and homeless youth field;
- b. Distributing and developing comprehensive statistics, infographics, fact sheets, and specialized resources addressing a range of runaway and homeless youth intervention and prevention issues, including emerging topics;
- c. Distributing and developing materials to support the implementation and/or adaptation of model programs, evidence-based practices, promising practices, and exemplary projects;
- d. Developing a national dissemination strategy to share promising practices, outcomes, and resources nationwide using tools that will enhance the accessibility of statistics, infographics, fact sheets, and specialized runaway and homeless resources including content management systems, communities of practice, electronic lists, websites, and webinars; and
- e. Coordinating broader public awareness and resource development activities with the RHY National Communication System and the National Clearinghouse for Homeless Youth and Families (NCHYF) which was formerly the National Clearinghouse on Families and Youth (NCFY).

2. *Training and Technical Assistance Activities* - Grantee training and technical assistance activities must include:

- a. Delivering a comprehensive array of local, regional, and national technical assistance and training that addresses the Core Competencies of Youth Workers and expands the capacity of runaway and homeless youth programs and allied professionals to provide runaway and homeless youth intervention and prevention services that are accessible to all youth and their families;
- b. Enhancing runaway and homeless youth programs' organizational capacity and accessibility by offering innovative and comprehensive educational opportunities, conferences, and peer-to-peer consultations that allow community-based programs to learn from the RHYTTAC's expertise;
- c. Preparing a plan that contains, at a minimum, a proposal for delivering an annual national and/or regionally based grantee training event with content informed by training needs evaluations, youth, experts in the broad field of RHY, with feedback and direction from FYSB.
- d. Identifying training and technical assistance needs of the runaway and homeless youth

field that are within the applicant's expertise and provide targeted technical assistance based on those needs;

e. Leading advocacy and service practice improvements and capacity building by offering comprehensive technical assistance and solution-based strategies to address existing needs, challenges, or emerging issues;

f. Developing emerging training and technical assistance strategies such as organizational capacity building, programmatic accessibility, trauma-informed services, and Positive Youth Development driven models that will sustain or enhance existing runaway and homeless youth intervention and prevention services, including those that respond to specialized issues, current advocacy challenges, service barriers, and emerging trends; and

g. Coordinating broader technical assistance efforts with the RHY National Communication System and NCHYF.

3. *Policy Development and System Engagement Activities* - Grantee policy development and system engagement activities must include:

a. Engaging public and private systems to create national, statewide, tribal, and local improvements in systemic responses to runaway and homeless youth intervention and prevention thus, minimizing barriers for youth who access these systems;

b. Engaging public and private systems in conducting needs assessments to address emerging trends, gaps, and accessibility barriers runaway and homeless youth may face when accessing services; and

c. Collaborating with public and private systems to strengthen policies and institutionalize training to improve accessibility and service effectiveness for runaway and homeless youth.

4. *Research Activities* - Research activities are intended to inform and improve training and technical assistance and are not required to be large-scale. Rather, these activities are to be broad in scope and specifically related to the RHYTTAC's area of focus. Examples of activities may include conducting literature reviews, identifying research papers, published reports, and conducting focus groups. Grantee research and evaluation activities must include:

a. Reviewing the scope of available research and national standards to identify gaps and key questions for future research opportunities or projects. The scope of this review may be limited to the specific expertise of RHYTTAC;

b. Collaborating with the runaway and homeless youth field and professionals to review and understand runaway and homeless youth-related lessons learned, evidence-based and promising practices, national standards, and effective practices for addressing emerging issues, needs, gaps, or accessibility challenges;

c. Collaborating with the runaway and homeless youth field and professionals to assess evidence-based practices for their applicability for runaway and homeless youth;

d. Working with the runaway and homeless youth field to assist with the adoption and implementation of evidence-based practices within RHY settings; and

e. Developing a plan for national distribution of research or findings that integrate RHYTTAC's area of expertise and share those findings with the RHY field as

well as the general public.

5. *Runaway and Homeless Youth Program Network (RHYPN) Technical Assistance Meetings;*

- a. RHYTTAC will serve as the coordinator of the RHYPN's technical assistance meetings;
- b. RHYPN members will work collaboratively to share their national expertise and deliver runaway and homeless youth related training and technical assistance; and
- c. While NCHYF and the RHY National Communication System are members of the RHYPN, they maintain independent governance of their own organizations, but are expected to share their expertise with other RHYPN members, actively participate in the coordination of technical assistance, attend semi-annual RHYPN meetings, and work collaboratively to develop resources as needed.

RHYTTAC must recruit and maintain a cadre of recognized subject matter experts who will assist with policy development and system engagement activities, training and technical assistance activities, research activities, and public awareness and resource development activities. Additionally, RHYTTAC must include the perspectives and opinions of current and/or former runaway and homeless youth into the design and delivery of all products and materials.

By the end of the grant period, RHYTTAC must have provided an array of training, expertise, problem-solving strategies, and other forms of technical assistance to runaway and homeless youth service providers and allied professionals on intervention and prevention strategies and services that all align with the program requirements and program activities. RHYTTAC must offer products using a variety of educational approaches to include on-site training, conferences and peer-to-peer consultations, as well as webinars, distance learning, and other forms of virtual technical assistance using audio and visual platforms that will accommodate large groups.

RHYTTAC must share its expertise to lead practice improvements and organizational capacity building. RHYTTAC must foster partnerships with organization they have not traditionally worked with. This may include, but is not limited to, public institutions, faith-based organizations, culturally specific organizations, or other community-based organizations.

Finally, RHYTTAC must have a dissemination strategy for sharing promising practices, outcomes, and resources nationwide. Products must be disseminated broadly via the RHYTTAC, FSYB, NCHYF, and the National Communication System's websites to reach the broadest audience of individuals and communities addressing runaway and homeless youth prevention and intervention.

RHYTTAC's efforts and work plan must adhere to the statutory requirements set forth in the RHY Act, specifically Section 342, and the RHY Program Rules set forth in 45 CFR Part 1351. RHYTTAC's work plan must describe the organization's current coordination efforts with other appropriate grantees, including details of past collaborations, if applicable, and plans for coordination of technical assistance throughout the duration of the project period.

RHYTTAC must have confidentiality measures in place to protect youth and staff using services, which includes policies, procedures, and protocols to ensure the non-disclosure of confidential, private, or personally identifiable information concerning runaway and homeless youth without informed, written, reasonably time-limited consent by the person about whom the

information is sought.

II. Federal Award Information

Funding Instrument Type:	Cooperative Agreement
Estimated Total Funding:	\$2,100,000
Expected Number of Awards:	1
Award Ceiling:	\$2,100,000 Per Budget Period
Award Floor:	\$1,500,000 Per Budget Period
Average Projected Award Amount:	\$1,800,000 Per Budget Period
Anticipated Project Start Date:	09/30/2017

Length of Project Periods:

Length of Project Period:	36-month project with three 12-month budget periods
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Additional Information on Awards:

Awards made under this announcement are subject to the availability of federal funds.

Applications requesting an award amount that exceeds the *Award Ceiling* per budget period, or per project period, as stated in this section, will be disqualified from competitive review and from funding under this announcement. This disqualification applies only to the *Award Ceiling* listed for the first 12-month budget period for projects with multiple budget periods. If the project and budget period are the same, the disqualification applies to the *Award Ceiling* listed for the project period. Please see *Section III.3. Other, Application Disqualification Factors*.

Note: For those programs that require matching or cost sharing, recipients will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period or by project period for fully funded awards, even if the projected commitment exceeds the required amount of match or cost share. **A recipient's failure to provide the required matching amount may result in the disallowance of federal funds.** See *Section III.2.* of this announcement for information on cost-sharing or matching requirements.

Description of ACF's Anticipated Substantial Involvement Under the Cooperative Agreement

A cooperative agreement is an award instrument used when substantial involvement is anticipated between the awarding office and the recipient during performance of the project. FYSB will collaborate with the primary grantee throughout the project period.

FYSB will provide consultation and must review and approve the work plan for the project, as well as the structure and integrity of RHYTTAC. FYSB must also approve any revisions to the

work plan or structure of RHYTTAC during each budget/project period. Additionally, FYSB must approve significant project activities and changes to project plans. FYSB will review and approve final drafts of all updated or new materials, articles, major publications, and research reports that are developed or distributed with resources made available under this cooperative agreement.

FYSB will be involved in the development of long-term strategies for the implementation of the project and will participate in major project activities, such as conferences, topical meetings, or major project meetings. RHYTTAC will plan conferences, topical meetings, or major project meetings in conjunction with FYSB to ensure participation of FYSB staff. RHYTTAC will provide a detailed plan for project implementation, a work plan, trainings/events schedule, evaluation schedule, and a plan for reporting on the effectiveness of the project. As FYSB determines appropriate, FYSB will make changes to the project plan in consultation with the RHYTTAC.

FYSB will organize periodic consultations, meetings, briefings, teleconferences, webinars, and other forums necessary to review current and planned activities, to share information, and to promote national coordination. RHYTTAC must plan travel expenses for at least one representative to participate in two meetings each project period and at least one FYSB sponsored meeting each project period. RHYTTAC must plan to facilitate at least two FYSB sponsored webinars each project period. FYSB will keep RHYTTAC informed about expectations for performance, current FYSB policy, and FYSB's vision for addressing runaway and homeless youth. The respective responsibilities of FYSB and the successful applicants will be identified and incorporated into the terms and conditions of the award during the pre-award negotiations. It is anticipated that the cooperative agreement will not change the project requirements for the grantees under this announcement.

III. Eligibility Information

III.1. Eligible Applicants

The Secretary may make grants to statewide and regional nonprofit organizations (and combinations of such organizations) to provide technical assistance and training. (42 U.S.C. § 5714-22) For profit organizations are not eligible.

Faith-based and community organizations that meet the eligibility requirements are eligible to receive awards under this funding opportunity announcement.

Applications from individuals (including sole proprietorships) and foreign entities are not eligible and will be disqualified from competitive review and from funding under this announcement. See *Section III.3. Other, Application Disqualification Factors*.

See *Section IV.2. Legal Status of Applicant Entity* for documentation required to support eligibility.

Please see *Section IV.6. Funding Restrictions* for any limitations on the use of federal funds that could affect the eligibility of an applicant or project.

III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement: Yes

Grantees are required to meet a non-federal share of the project cost, in accordance with with section 383 of the RHY Act, (42 U.S.C. § 5716).

Grantees must provide at least 10 percent of the total approved cost of the project. The total approved cost of the project is the sum of the ACF (federal) share and the non-federal share. The non-federal share may be met by cash or in-kind contributions, although applicants are encouraged to meet their match requirements through cash contributions. For example, in order to meet the match requirements, a project requesting \$2,100,000.00 in ACF (federal) funds must provide a non-federal share of the approved total project cost of at least \$233,333.00 , which is 10 percent of total approved project cost of \$2,333,333.00 .

For all federal awards, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part of the recipient's cost sharing or matching when such contributions meet all of the criteria listed in 45 CFR 75.306.

For awards that require matching by statute, recipients will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period, or by project period for fully funded awards, even if the projected commitment exceeds the amount required by the statutory match. **A recipient's failure to provide the statutorily required matching amount may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

For awards that do not require matching or cost sharing by statute, where "cost sharing" refers to any situation in which the recipient voluntarily shares in the costs of a project other than as statutorily required matching. These include situations in which contributions are voluntarily proposed by an applicant and are accepted by ACF. Non-federal cost sharing will be included in the approved project budget so that the applicant will be held accountable for proposed non-federal cost-sharing funds as shown in the Notice of Award (NOA). **A recipient's failure to provide voluntary cost sharing of non-federal resources that have been accepted by ACF as part of the approved project costs and that have been shown as part of the approved project budget in the NOA, may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

III.3. Other

Application Disqualification Factors

Applications from individuals (including sole proprietorships) and foreign entities are not eligible and will be disqualified from competitive review and from funding under this announcement.

Award Ceiling Disqualification

Applications that request an award amount that exceeds the *Award Ceiling* per budget period or per project period ("per project period" refers only to fully funded awards), as stated in *Section II. Federal Award Information*, will be disqualified from competitive review and from funding under this announcement. This disqualification applies only to the *Award Ceiling* listed for first 12-month budget period for projects with multiple budget periods. If the project and budget period are the same, the disqualification applies to the *Award Ceiling* listed for the project period.

Required Electronic Application Submission

ACF requires electronic submission of applications at www.Grants.gov. **Paper applications received from applicants that have not been approved for an exemption from required electronic submission will be disqualified from competitive review and from funding under this announcement.**

Applicants that do not have an Internet connection or sufficient computing capacity to upload large documents to the Internet may contact ACF for an exemption that will allow the applicant to submit applications in paper format. Information and the requirements for requesting an exemption from required electronic application submission are found in "ACF Policy for Requesting an Exemption from Electronic Application Submission" at www.acf.hhs.gov/grants/howto#chapter-6.

Missing the Application Deadline (Late Applications)

The deadline for electronic application submission is 11:59 p.m., ET, on the due date listed in the Overview and in Section IV.4. Submission Dates and Times. Electronic applications submitted to www.Grants.gov after 11:59 p.m., ET, on the due date, as indicated by a dated and time-stamped email from www.Grants.gov, will be disqualified from competitive review and from funding under this announcement. That is, applications submitted to www.Grants.gov, on or after 12:00 a.m., ET, on the day after the due date will be disqualified from competitive review and from funding under this announcement.

Applications submitted to www.Grants.gov at any time during the open application period, and prior to the due date and time, which fail the www.Grants.gov validation check, will not be received at, or acknowledged by, ACF.

Each time an application is submitted via www.Grants.gov, the submission will generate a new date and time-stamp email notification. Only those applications with on-time date and time stamps that result in a validated application, which is transmitted to ACF, will be acknowledged.

The deadline for receipt of paper applications is 4:30 p.m., ET, on the due date listed in the *Overview* and in *Section IV.4. Submission Dates and Times*. Paper applications received after 4:30 p.m., ET, on the due date will be disqualified from competitive review and from funding under this announcement. **Paper applications received from applicants that have not received approval of an exemption from required electronic submission will be disqualified from competitive review and from funding under this announcement.**

Notification of Application Disqualification

Applications that are disqualified under these criteria are considered to be “non-responsive” and are excluded from the competitive review process. Applicants will be notified of a disqualification determination by email or by USPS postal mail within 30 federal business days from the closing date of this FOA.

IV. Application and Submission Information

IV.1. Address to Request Application Package

FYSB Operations Center
c/o F2 Solutions
Attn: RHYTTAC FOA
1401 Mercantile Lane
Suite 401
Largo, MD 207747
Phone: 1-855-792-6551
Email: techassist@fysb.net

Electronic Application Submission:

The electronic application submission package is available in the FOA's listing at www.Grants.gov.

Applications in Paper Format:

For applicants that have received an exemption to submit applications in paper format, Standard Forms, assurances, and certifications are available in the Application Forms Package available in the FOA's Grants.gov Synopsis under the Package tab at www.Grants.gov. See *Section IV.2. Request an Exemption from Required Electronic Application Submission* if applicants do not have an Internet connection or sufficient computing capacity to upload large documents (files) to <https://www.Grants.gov>.

Federal Relay Service:

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service (FedRelay) for assistance at www.gsa.gov/fedrelay.

IV.2. Content and Form of Application Submission

FORMATTING APPLICATION SUBMISSIONS

Each applicant applying electronically via www.Grants.gov is required to upload only two electronic files, excluding Standard Forms and OMB-approved forms. No more than two files will be accepted for the review, and additional files will be removed. Standard Forms and OMB-approved forms will not be considered additional files.

FOR ALL APPLICATIONS:

Authorized Organizational Representative (AOR)

AOR is the designated representative of the applicant/recipient organization with authority to act on the organization's behalf in matters related to the award and administration of grants. In signing a grant application, this individual agrees that the organization will assume the obligations imposed by applicable Federal statutes and regulations and other terms and conditions of the award, including any assurances, if a grant is awarded.

AOR authorization is part of the registration process at www.Grants.gov, where the AOR will create a short profile and obtain a username and password from the Grants.gov Credential Provider. AORs will only be authorized for the DUNS number registered in the System for Awards Management (SAM).

Point of Contact

In addition to the AOR, a point of contact on matters involving the application must also be identified. The point of contact, known as the Project Director or Principal Investigator, should not be identical to the person identified as the AOR. The point of contact must be available to answer any questions pertaining to the application.

Application Checklist

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials.

Accepted Font Style

Applications must be in Times New Roman (TNR), 12-point font, except for footnotes, which may be TNR 10-point font. Pages that contain blurred text, or text that is too small to read comfortably, will be removed.

English Language

Applications must be submitted in the English language and must be in the terms of United States (U.S.) dollars. If applications are submitted using another currency, ACF will convert the foreign currency to U.S. currency using the date of receipt of the application to determine the rate of exchange.

Page Limitations

Applicants must observe the page limitation(s) listed under "PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:". *Page limitation(s) do not include SFs and OMB-approved forms.*

All applications must be double-spaced. An application that exceeds the cited page limitation for double-spaced pages in the Project Description file or the Appendices file will have the last extra pages removed and the removed pages will not be reviewed.

Application Elements Exempted from Double-Spacing Requirements

The following elements of the application submission are exempt from the double-spacing requirements and may be single-spaced: the table of contents, the one-page Project Summary/Abstract, required Assurances and Certifications, required SFs, required OMB-approved forms, resumes, logic models, proof of legal status/non-profit status, third-party agreements, letters of support, footnotes, tables, the line-item budget and/or the budget justification.

Adherence to FOA Formatting, Font, and Page Limitation Requirements

Applications that fail to adhere to ACF's FOA formatting, font, and page limitation requirements will be adjusted by the removal of page(s) from the application. Pages will be removed before the objective review. The removed page(s) will not be made available to reviewers.

In instances where formatting and font requirements are not adhered to, ACF uses a formula to determine the actual number of pages to be removed. The formula counts the number of characters an applicant uses when following the instructions and using 12-point TNR and compares the resulting number with that of the submitted application. For example, an applicant using TNR, 11-point font, with 1-inch margins all around, and single-spacing, would have an additional 26 lines, or 1500 characters, which is equal to 4/5 of an additional page. Extra pages resulting from this formula will be removed and will not be reviewed. Applications that have more than one scanned page of a document on a single page will have the page(s) removed from the review.

For applicants that submit paper applications, double-sided pages will be counted as two pages. When the maximum allowed number of pages is reached, excess pages will be removed and will not be made available to reviewers.

NOTE: Applicants failing to adhere to ACF's FOA formatting, font, and page limitation requirements will receive a letter from ACF notifying them that their application was amended. The letter will be sent after awards have been issued and will specify the reason(s) for removal of page(s).

Corrections/Updates to Submitted Applications

When applicants make revisions to a previously submitted application, ACF will accept only the last on-time application for pre-review under the Application Disqualification Factors. The Application Disqualification Factors determine the application's acceptance for competitive review. See *Section III.3. Application Disqualification Factors* and *Section IV.2. Application Submission Options*.

Copies Required

Applicants must submit one complete copy of the application package electronically. Applicants

submitting electronic applications need not provide additional copies of their application package.

Applicants submitting applications in paper format must submit one original and two copies of the complete application, including all Standard Forms and OMB-approved forms. The original copy must have original signatures.

Signatures

Applicants submitting electronic applications must follow the registration and application submission instructions provided at www.Grants.gov.

The original of a paper format application must include original signatures of the authorized representatives.

Accepted Application Format

With the exception of the required Standard Forms (SFs) and OMB-approved forms, all application materials must be formatted so that they are 8 ½" x 11" white paper with 1-inch margins all around.

If possible, applicants are encouraged to include page numbers for each page within the application.

ACF generally does not encourage submission of scanned documents as they tend to have reduced clarity and readability. If documents must be scanned, the font size on any scanned documents must be large enough so that it is readable. Documents must be scanned page-for-page, meaning that applicants may not scan more than one page of a document onto a single page. All pages of the application must be readable. Pages with blurred text will be removed from the application.

PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:

With the exception of Standard Forms (SFs) and forms approved by the Office of Management and Budget, the application submission is limited to 75 pages in its entirety. Content for each file must be in the order stated under the file description.

File One (Project Description)

- Table of Contents: This section should reference the order of the application sections and provide page numbers
- Project Summary/Abstract
- Project Narrative (Objectives and Need for Assistance, Expected Outcomes, Approach, Project Timeline and Milestones, Program Performance Evaluation Plan, Logic Model, Organizational Capacity [organizational profiles, and staff and position data], Protection of Sensitive and/or Confidential Information, Dissemination Plan, and Plan for Oversight of Federal Award Funds; applicants should title each section accordingly)

- Budget and Budget Justification

File Two (Appendices)

- Organizational Charts
- Documentation of Experience
- Resumes (only for staff funded by the cooperative agreement)
- Memoranda of Understanding
- Letters of Support
- Proof of Nonprofit Status
- Other pertinent or relevant information

ELECTRONIC APPLICATION SUBMISSION INSTRUCTIONS

Applicants are required to submit their applications electronically unless they have requested and received an exemption that will allow submission in paper format. See *Section IV.2. Application Submission Options* for information about requesting an exemption.

Electronic applications will only be accepted via www.Grants.gov. **ACF will not accept applications submitted via email or via facsimile.**

Each applicant is required to upload ONLY two electronic files, excluding SFs and OMB-approved forms.

File One: Must contain the entire Project Description, and the Budget and Budget Justification (including a line-item budget and a budget narrative).

File Two: Must contain all documents required in the Appendices.

Adherence to the Two-File Requirement

No more than two files will be accepted for the review. Applications with additional files will be amended and files will be removed from the review. SFs and OMB-approved forms will not be considered additional files.

Application Upload Requirements

ACF strongly recommends that electronic applications be uploaded as Portable Document Files (PDFs). One file must contain the entire Project Description and Budget Justification; the other file must contain all documents required in the Appendices. Details on the content of each of the two files, as well as page limitations, are listed earlier in this section.

To adhere to the two-file requirement, applicants may need to convert and/or merge documents together using a PDF converter software. Many recent versions of Microsoft Office include the ability to save documents to the PDF format without need of additional software. Applicants using the Adobe Professional software suite will be able to merge these documents together. ACF recommends merging documents electronically rather than scanning multiple documents into one document manually, as scanned documents may have reduced clarity and readability.

Applicants must ensure that the version of Adobe Professional they are using is compatible with Grants.gov. To verify Adobe software compatibility please go to Grants.gov and click on “Support” at the top bar menu and select “Adobe Software Compatibility”, which is listed under the topic “Find Answers Online.” The Adobe verification process allows applicants to test their version of the software by opening a test application package. Grants.gov also includes guidance on how to download a supported version of Adobe, as well as troubleshooting instructions if an applicant is unable to open the test application package. There is also a help page for configuring Firefox and Chrome to open PDFs using Adobe software.

The Adobe Software Compatibility page located on Grants.gov also provides guidance for applicants that have received error messages while attempting to save an application package. It also addresses local network and/or computer security settings and the impact this has on use of Adobe software.

For any systems issues experienced with Grants.gov or with SAM.gov, please refer to ACF’s “Policy for Applicants Experiencing Federal Systems Issues” document for complete guidance at www.acf.hhs.gov/sites/default/files/assets/systems_issue_policy_final.pdf under "How to Apply for a Grant/Submit an Application."

Required Standard Forms (SFs) and OMB-approved Forms

Standard Forms (SFs) and OMB-approved forms, such as the SF-424 application and budget forms and the SF-P/PSL (Project/Performance Site Location), are uploaded separately at Grants.gov. These forms are submitted separately from the Project Description and Appendices files. See *Section IV.2. Required Forms, Assurances, and Certifications* for the listing of required Standard Forms, OMB-approved forms, and required assurances and certifications.

Naming Application Submission Files

Carefully observe the file naming conventions required by www.Grants.gov. Limit file names to 50 characters (characters and spaces). Special characters that are allowed under Grants.gov’s naming conventions, and are accommodated by ACF’s systems, are listed in the instructions available in the Download Application Package at Grants.gov. Please also see www.grants.gov/web/grants/applicants/submitting-utf-8-special-characters.html.

Use only file formats supported by ACF

It is critical that applicants submit applications using only the supported file formats listed here. While ACF supports all of the following file formats, **we strongly recommend that the two application submission files (Project Description and Appendices) are uploaded as PDF documents in order to comply with the two file upload limitation.** Documents in file formats that are not supported by ACF will be removed from the application and will not be used in the competitive review. This may make the application incomplete and ACF will not make any awards based on an incomplete application.

ACF supports the following file formats:

- Adobe PDF – Portable Document Format (.pdf)
- Microsoft Word (.doc or .docx)

- Microsoft Excel (.xls or .xlsx)
- Microsoft PowerPoint (.ppt)
- Corel WordPerfect (.wpd)
- Image Formats (.JPG, .GIF, .TIFF, or .BMP only)

Do Not Encrypt or Password-Protect the Electronic Application Files

If ACF cannot access submitted electronic files because they are encrypted or password protected, the affected file will be removed from the application and will not be reviewed. This removal may make the application incomplete and ACF will not make awards based on an incomplete application.

FORMATTING FOR PAPER APPLICATION SUBMISSIONS:

The following requirements are only applicable to applications submitted in paper format. Applicants must receive an exemption from ACF in order for a paper format application to be accepted for review. For more information on the exemption, see "*ACF Policy on Requesting an Exemption from Required Electronic Application Submission*" at www.acf.hhs.gov/grants/howto#chapter-6

Format Requirements for Paper Applications

All copies of mailed or hand-delivered paper applications must be submitted in a single package. If an applicant is submitting multiple applications under a single FOA, or multiple applications under separate FOAs, each application submission must be packaged separately. The package(s) must be clearly labeled for the specific FOA it addresses by FOA title and by Funding Opportunity Number (FON).

Applicants using paper format should download the application forms package associated with the FOA's Synopsis on www.Grants.gov under the Package tab.

Because each application will be duplicated, do not use or include separate covers, binders, clips, tabs, plastic inserts, maps, brochures, or any other items that cannot be processed easily on a photocopy machine with an automatic feed. Do not bind, clip, staple, or fasten in any way separate sections of the application. Applicants are advised that the copies of the application submitted, not the original, will be reproduced by the federal government for review. **All application materials must be one-sided for duplication purposes. All pages in the application submission must be sequentially numbered.**

Addresses for Submission of Paper Applications

See *Section IV.7. Other Submission Requirements* for addresses for paper format application submissions.

Required Forms, Assurances, and Certifications

Applicants seeking grant or cooperative agreement awards under this announcement must submit the listed Standard Forms (SFs), assurances, and certifications with the application. All required Standard Forms, assurances, and certifications are available in the Application Package posted for this FOA at www.Grants.gov.

Forms / Assurances / Certifications	Submission Requirement	Notes / Description
Certification Regarding Lobbying (Grants.gov Lobbying Form)	Submission required of all applicants with the application package. If it is not submitted with the application package, it must be submitted prior to the award of a grant.	Submission of the certification is required for all applicants.
SF-424 - Application for Federal Assistance	Submission is required for all applicants by the application due date.	Required for all applications.
SF-Project/Performance Site Location(s) (SF-P/PSL)	Submission is required for all applicants by the application due date.	Required for all applications. In the SF-P/PSL, applicants must cite their primary location and up to 29 additional performance sites.
SF-424 Key Contact Form	Submission is required for all applicants by the application due date.	Required for all applications.
SF-LLL - Disclosure of Lobbying Activities	If submission of this form is applicable, it is due at the time of application. If it is not available at the time of application, it may also be submitted prior to the award of a grant.	If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non- Construction	Submission is required for all applicants when applying for a non-construction project. Standard Forms must be used. Forms must be submitted by	Required for all applications when applying for a non-construction project.

Programs	<p>the application due date.</p> <p>By signing and submitting the SF-424B, applicants are making the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination.</p>	
Unique Entity Identifier (DUNS) and Systems for Award Management (SAM) registration.	<p>Required of all applicants. To obtain a DUNS number, go to http://fedgov.dnb.com/webform.</p> <p>Active registration at the Systems Award Management (SAM) website must be maintained throughout the application and project award period.</p> <p>SAM registration is available at http://www.sam.gov.</p>	See <i>Section IV.3. Unique Entity Identifier and System for Award Management (SAM)</i> for more information.

Mandatory Grant Disclosure

Submission is required for all applicants and recipients, in writing, to the awarding agency and to the HHS Office of the Inspector General (OIG) all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. (Mandatory Disclosures, 45 CFR 75.113)

Disclosures must be sent in writing to:

The Administration for Children and Families, U.S. Department of Health and Human Services, Office of Grants Management, ATTN: Grants Management Specialist, 330 C Street, SW., Switzer Building, Corridor 3200, Washington, DC 20201

And to:

U.S. Department of Health and Human Services, Office of Inspector General, ATTN: Mandatory Grant Disclosures, Intake Coordinator, 330 Independence Avenue, SW., Cohen Building, Room 5527, Washington, DC 20201

Fax: (202) 205-0604 (Include “Mandatory Grant Disclosures” in subject line) or

Email: MandatoryGranteeDisclosures@oig.hhs.gov

Non-Federal Reviewers

Since ACF will be using non-federal reviewers in the review process, applicants have the option of omitting from the application copies (not the original) specific salary rates or amounts for individuals specified in the application budget as well as Social Security Numbers, if otherwise required for individuals. The copies may include summary salary information. If applicants are submitting their application electronically, ACF will omit the same specific salary rate information from copies made for use during the review and selection process.

The Project Description

The Project Description Overview

Purpose

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. It should address the activity for which federal funds are being requested, and should be consistent with the goals and objectives of the program as described in *Section I. Program Description*. Supporting documents should be included where they can present information clearly and succinctly. When appropriate, applicants should cite the evaluation criteria that are relevant to specific components of their project description. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

General Expectations and Instructions

Applicants should develop project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project descriptions are evaluated on the basis of substance and measurable outcomes, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant-funded activity should be placed in an appendix.

General Instructions for Preparing a Full Project Description

Introduction

Applicants must prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria in *Section V.1. Criteria*. The text options give a broad overview of what the project description should include while the evaluation criteria identify the measures that will be used to evaluate applications.

Table of Contents

List the contents of the application including corresponding page numbers. The table of contents

must be single spaced and will be counted against the total page limitations.

Project Summary/Abstract

Provide a summary of the application's project description. The summary must be clear, accurate, concise, and without reference to other parts of the application. The abstract must include a brief description of the proposed grant project including the needs to be addressed, the proposed services, and the population group(s) to be served.

Please place the following at the top of the abstract:

- Project Title
- Applicant Name
- Address
- Contact Phone Numbers (Voice, Fax)
- E-Mail Address
- Web Site Address, if applicable

The project abstract must be single-spaced, in Times New Roman 12-point font, and limited to one page in length. Additional pages will be removed and will not be reviewed.

Objectives And Need For Assistance

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance including the nature and scope of the problem must be demonstrated, and the principal and subordinate objectives of the project must be clearly and concisely stated; supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as well as data describing the needs of the target population and the proposed service area as needed. When appropriate, a literature review should be used to support the objectives and needs described in this section.

Expected Outcomes

Identify the outcomes to be derived from the project. Outcomes should relate to the overall goals of the project as described in *Section I. Program Description*. If research is part of the proposed work, outcomes must include hypothesized results and implications of the proposed research.

Approach

Outline a plan of action that describes the scope and detail of how the proposed project will be

accomplished. Applicants must account for all functions or activities identified in the application. Describe any design or technological innovations, reductions in cost or time, or extraordinary social and/or community involvement in the project. Provide a list of organizations, cooperating entities, consultants, or other key individuals that will work on the project, along with a short description of the nature of their effort or contribution.

Cite potential obstacles and challenges to accomplishing project goals and explain strategies that will be used to address these challenges.

Applicants must fully address and demonstrate their ability to meet all of the 13 stated goals and objectives found in *Section I. Program Description, Project Goals and Objectives*. Applicants must fully address and demonstrate their ability to accomplish all of the five activities and their sub-components of the program requirements found in *Section I. Program Description, RHYTTAC Program Requirements*.

Applicants must address and discuss their information dissemination strategy, their plan for addressing the legislative requirements and their plans to ensure and maintain confidentiality.

Applicants must discuss their plan to recruit and maintain a cadre of recognized, subject matter experts who will assist with policy development and system engagement activities, training and technical assistance activities, research activities, and public awareness and resource development activities. Additionally, applicants must discuss their plan to seek engagement from current or former runaway and homeless youth.

Third-Party Agreements including Memoranda of Understanding

Third-party agreements include Memoranda of Understanding (MOU) and Letters of Commitment. General letters of support are not considered to be third-party agreements. Applicants must include an MOU signed by both parties for all partners providing services, regardless of exchange of payment, for all services related to program implementation. The MOU must detail the scope of work to be performed, work schedules, remuneration (if applicable), and other terms and conditions that structure or define the relationship.

Project Timeline and Milestones

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function, or activity, in such terms as the number of people to be served and the number of activities accomplished. Data may be organized and presented as project tasks and subtasks with their corresponding timelines during the project period. For example, each project task could be assigned to a row in the first column of a grid. Then, a unit of time could be assigned to each subsequent column, beginning with the first unit (i.e., week, month, quarter) of the project and ending with the last. Shading, arrows, or other markings could be used across the applicable grid boxes or cells, representing units of time, to indicate the approximate duration and/or frequency of each task and its start and end dates within the project period.

When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

Program Performance Evaluation Plan

Applicants must describe the plan for the program performance evaluation that will contribute to continuous quality improvement. The program performance evaluation should monitor ongoing processes and the progress towards the goals and objectives of the project. Include descriptions of the inputs (e.g., organizational profile, collaborative partners, key staff, budget, and other resources), key processes, and expected outcomes of the funded activities. The plan may be supported by a logic model and must explain how the inputs, processes and outcomes will be measured, and how the resulting information will be used to inform improvement of funded activities.

Applicants must describe the systems and processes that will support the organization's performance management requirements through effective tracking of performance outcomes, including a description of how the organization will collect and manage data (e.g. assigned skilled staff, data management software) in a way that allows for accurate and timely reporting of performance outcomes. Applicants must describe any potential obstacles for implementing the program performance evaluation and how those obstacles will be addressed.

All applicants are expected to provide a plan that demonstrates how they will measure the achievement of the project objectives and completion of the activities proposed in their project plan. Proposed output and outcome measures should assess the grantee's success in delivering national scope training and technical assistance that addresses the needs of the runaway and homeless youth field. RHYTTAC will be required to report the specific number of training events, technical assistance responses, public awareness activities, community engagement activities, and resource development projects on a semi-annual basis.

In addition, applicants are expected to provide a plan for evaluating the extent to which the project has achieved outcomes related to the following:

1. Assisting in the capacity building of organizations serving runaway and homeless youth;
2. Meeting the needs of the runaway and homeless youth field as it relates to training and technical assistance;
3. Leading advocacy practice and service changes within the runaway and homeless youth field; and
4. Reaching a broad base of runaway and homeless youth service providers and professionals, organizations, tribes, tribal organizations, state and local coalitions, and community-based organizations including culturally-specific organizations.

Legal Status of Applicant Entity

Applicants must provide the following documentation:

Nonprofit organizations applying for funding are required to submit proof of their nonprofit status. Proof of nonprofit status is any one of the following:

- A reference to the applicant organization's listing in the most recent IRS list of tax-exempt organizations described in the IRS Code.
- A copy of a currently valid IRS tax-exemption certificate.

- A statement from a state taxing body, state attorney general, or other appropriate state official certifying that the applicant organization has nonprofit status and that none of the net earnings accrue to any private shareholders or individuals.
- A certified copy of the organization's certificate of incorporation or similar document that clearly establishes nonprofit status.
- Any of the items in the subparagraphs immediately above for a state or national parent organization and a statement signed by the parent organization that the applicant organization is a local nonprofit affiliate.

Unless directed otherwise, applicants must include proof of nonprofit status in the *Appendices* file of the electronic application submission.

Non-profit organizations applying for funding are required to submit proof of their non-profit status. Proof of non-profit status is any one of the following:

- A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code.
- A copy of a currently valid IRS tax-exemption certificate.
- A statement from a state taxing body, state attorney general, or other appropriate state official certifying that the applicant organization has non-profit status and that none of the net earnings accrue to any private shareholders or individuals.
- A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status.
- Any of the items in the subparagraphs immediately above for a state or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

Unless directed otherwise, applicants must include proof of non-profit status in the *Appendices* file of the electronic application submission.

Logic Model

Applicants must submit a logic model for designing and managing their project. A logic model is a one-page diagram that presents the conceptual framework for a proposed project and explains the links among program elements. While there are many versions of logic models, for the purposes of this announcement the logic model should summarize the connections between the:

- Goals of the project (e.g., objectives, reasons for proposing the interventions, if applicable);
- Assumptions (e.g., beliefs about how the program will work and its supporting resources. Assumptions should be based on research, best practices, and experience);
- Inputs (e.g., organizational profile, collaborative partners, key staff, budget);
- Target population (e.g., the individuals to be served);

- Activities (e.g., approach, listing key intervention, if applicable);
- Outputs (i.e., the direct products or deliverables of program activities); and
- Outcomes (i.e., the results of a program, typically describing a change in people or systems).

Organizational Capacity

Provide the following information on the applicant organization and, if applicable, on any cooperating partners:

- Organizational charts;
- Resumes (no more than two single-spaced pages in length);
- List of Board of Directors;
- Copy or description of the applicant organization's fiscal control and accountability procedures;
- Evidence that the applicant organization, and any partnering organizations, have relevant experience and expertise with administration, development, implementation, management, and evaluation of programs similar to that offered under this announcement;
- Evidence that each participating organization, including partners and/or subcontractors, possess the organizational capability to fulfill their role(s) and function(s) effectively;
- Job descriptions for each vacant key position.

Protection of Sensitive and/or Confidential Information

If any confidential or sensitive information will be collected during the course of the project, whether from staff (e.g., background investigations) or project participants and/or project beneficiaries, provide a description of the methods that will be used to ensure that confidential and/or sensitive information is properly handled and safeguarded. Also provide a plan for the disposition of such information at the end of the project period.

Dissemination Plan

Applicants must propose a plan to disseminate reports, products, and/or grant project outputs so that project information is provided to key target audiences. Dissemination plans must include:

- Dissemination goals and objectives;
- Strategies to identify and engage with target audiences;
- Allocation of sufficient staff time and budget for dissemination purposes;
- A preliminary plan to evaluate the extent to which target audiences have received project information and have used it as intended.

Letters Of Support

Provide statements from community, public, and commercial leaders that support the project proposed for funding. All submissions must be included in the application package.

Plan for Oversight of Federal Award Funds

Provide a plan describing how oversight of federal funds will be ensured and how grant activities and partner(s) will adhere to applicable federal and programmatic regulations. Applicants must identify staff that will be responsible for maintaining oversight of program activities, staff, and partner(s). Applicants must describe procedures and policies used to oversee staff and/or partners/contractors.

Describe organizational records systems that relate financial data to performance data by identifying the source and application of federal funds so that they demonstrate effective control over and accountability for funds, compare outlays with budget amounts, and provide accounting records supported by source documentation.

The Project Budget and Budget Justification

All applicants are required to submit a project budget and budget justification with their application. The project budget is entered on the Budget Information Standard Form, either SF-424A or SF-424C, according to the directions provided with the SFs. The budget justification consists of a budget narrative and a line-item budget detail that includes detailed calculations for "object class categories" identified on the Budget Information Standard Form. Applicants must indicate the method they are selecting for their indirect cost rate. See Indirect Charges for further information.

Project budget calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching or cost sharing is a requirement, applicants must include a detailed listing of any funding sources identified in Block 18 of the SF-424 (Application for Federal Assistance). See the table in *Section IV.2. Required Forms, Assurances, and Certifications* listing the appropriate budget forms to use in this application.

Special Note: *The Consolidated Appropriations Act, 2017, (Division H, Title II, Sec. 202), limits the salary amount that may be awarded and charged to ACF grants and cooperative agreements. Award funds issued under this announcement may not be used to pay the salary of an individual at a rate in excess of Executive Level II. The Executive Level II salary of the "Rates of Pay for the Executive Schedule" is \$187,000. This amount reflects an individual's base salary exclusive of fringe benefits and any income that an individual may be permitted to earn outside of the duties of the applicant organization. This salary limitation also applies to subawards and subcontracts under an ACF grant or cooperative agreement.*

Provide a budget using the 424A and/or 424C, as applicable, for each year of the proposed project. Provide a budget justification, which includes a budget narrative and a line-item detail, for the first year of the proposed project. The budget narrative should describe how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

The grantee will be required to travel to the annual RHY grantee meeting, which varies by city

each year. Additionally, the grantee must budget for at least one program meeting in Washington, DC.

General

Use the following guidelines for preparing the budget and budget justification. Both federal and non-federal resources (when required) shall be detailed and justified in the budget and budget narrative justification. "Federal resources" refers only to the ACF grant funds for which you are applying. "Non-federal resources" are all other non-ACF federal and non-federal resources. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, federal budget; next column(s), non-federal budget(s); and last column, total budget. The budget justification should be in a narrative form.

Personnel

Description: Costs of employee salaries and wages.

Justification: Identify the project director or principal investigator, if known at the time of application. For each staff person provide: the title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent; annual salary; grant salary; wage rates; etc. Do not include the costs of consultants, personnel costs of delegate agencies, or of specific project(s) and/or businesses to be financed by the applicant. Contractors and consultants should not be placed under this category.

Fringe Benefits

Description: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, Federal Insurance Contributions Act (FICA) taxes, retirement insurance, and taxes.

Travel

Description: Costs of out-of-state or overnight project-related travel by employees of the applicant organization. Do not include in-state travel or consultant travel.

Justification: For each trip show the total number of traveler(s); travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used to travel out of town; and other transportation costs and subsistence allowances. If appropriate for this project, travel costs for key project staff to attend ACF-sponsored workshops/conferences/grantee orientations should be detailed in the budget.

Equipment

Description: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year per unit and an acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) \$5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation, shall be included in or excluded from acquisition cost in accordance with the applicant organization's regular written accounting practices.)

Justification: For each type of equipment requested applicants must provide a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use of the equipment in the project; as well as a plan for the use, and/or disposal of, the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy, or section of its policy, that includes the equipment definition.

Supplies

Description: Costs of all tangible personal property other than that included under the Equipment category. This includes office and other consumable supplies with a per-unit cost of less than \$5,000.

Justification: Specify general categories of supplies and their costs. Show computations and provide other information that supports the amount requested.

Contractual

Description: Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include third-party evaluation contracts, if applicable, and contracts with secondary recipient organizations (with budget detail), including delegate agencies and specific project(s) and/or businesses to be financed by the applicant. This area is not for individual consultants.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open, and free competition. Recipients and subrecipients are required to use 45 CFR 75.328 procedures and must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed by 41 U.S.C. § 134, as amended by 2 CFR Part 200.88, and currently set at \$150,000. Recipients may be required to make pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc., available to ACF.

Note: Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each contractor/sub-contractor, by agency title, along with the same supporting information referred to in these instructions. If the applicant plans to select the contractors/sub-contractors post-award and a

detailed budget is not available at the time of application, the applicant must provide information on the nature of the work to be delegated, the estimated costs, and the process for selecting the delegate agency.

Other

Description: Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to: consultant costs, local travel; insurance; food (when allowable); medical and dental costs (noncontractual); professional services costs (including audit charges); space and equipment rentals; printing and publication; computer use; training costs, such as tuition and stipends; staff development costs; and administrative costs.

Justification: Provide computations, a narrative description, and a justification for each cost under this category.

Indirect Charges

Description: Total amount of indirect costs. This category has one of two methods that an applicant can select. An applicant may only select one.

1) The applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant federal agency.

Note: An applicant must enclose a copy of the current approved rate agreement. If the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

2) Per 45 CFR § 75.414(f) Indirect (F&A) costs, “any non-Federal entity [i.e., applicant] that has never received a negotiated indirect costs rate, ... may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely. As described in § 75.403, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. If chosen, this methodology once elected must be used consistently for all Federal awards until such time as a non-Federal entity chooses to negotiate for a rate, which the non-Federal entity may apply to do at any time.”

Justification: This method only applies to applicants that have never received an approved negotiated indirect cost rate from HHS or another cognizant federal agency. Applicants awaiting approval of their indirect cost proposal may request the 10 percent de minimis. When the applicant chooses this method, costs included in the indirect cost pool must not be charged as direct costs to the grant.

Program Income

Description: The estimated amount of income, if any, expected to be generated from this project. Program income includes, but is not limited to, income from fees for services performed, the use or rental of real or personal property acquired under federally-funded projects, the sale of commodities or items fabricated under an award, license fees and royalties on patents and copyrights, and interest on loans made with award funds.

Justification: Describe the nature, source, and anticipated use of program income in the budget or refer to the pages in the application that contain this information.

Commitment of Non-Federal Resources

Description: Amounts of non-federal resources that will be used to support the project as identified in Block 18 of the SF-424.

For all federal awards, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part of the recipient's cost sharing or matching when such contributions meet all of the criteria listed in 45 CFR § 75.306.

For awards that require matching by statute, recipients will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period, or by project period for fully funded awards, even if the projected commitment exceeds the amount required by the statutory match. **A recipient's failure to provide the statutorily required matching amount may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

For awards that do not require matching or cost sharing by statute, where "cost sharing" refers to any situation in which the recipient voluntarily shares in the costs of a project other than as statutorily required matching. These include situations in which contributions are voluntarily proposed by an applicant and are accepted by ACF. Non-federal cost sharing will be included in the approved project budget so that the applicant will be held accountable for proposed non-federal cost-sharing funds as shown in the Notice of Award (NOA). **A recipient's failure to provide voluntary cost sharing of non-federal resources that have been accepted by ACF as part of the approved project costs and that have been shown as part of the approved project budget in the NOA, may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

Justification: If an applicant is relying on match from a third party, then a firm commitment of these resources (letter(s) or other documentation) is required to be submitted with the application. Detailed budget information must be provided for every funding source identified in Item 18. "Estimated Funding (\$)" on the SF-424.

Applicants are required to fully identify and document in their applications the specific costs or contributions they propose in order to meet a matching requirement. Applicants are also required to provide documentation in their applications on the sources of funding or contribution(s). In-kind contributions must be accompanied by a justification of how the stated

valuation was determined. Matching or cost sharing must be documented by budget period (or by project period for fully funded awards). **A recipient's failure to provide a statutorily required matching amount may result in the disallowance of federal funds.**

Applications that lack the required supporting documentation will not be disqualified from competitive review; however, it may impact an application's scoring under the evaluation criteria in *Section V.I.* of this announcement.

Paperwork Reduction Disclaimer

As required by the Paperwork Reduction Act of 1995, 44 U.S.C. §§ 3501-3521, the public reporting burden for the Project Description and Budget/Budget Justification is estimated to average 60 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection information. The Project Description and Budget/Budget Justification information collection is approved under OMB control number 0970-0139, expiration date is 01/31/2019. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Application Submission Options

Electronic Submission via www.Grants.gov

Additional guidance on the submission of electronic applications can be found at www.grants.gov/web/grants/applicants/apply-for-grants.html.

After a grant application package is submitted to www.Grants.gov, a confirmation screen will appear on the applicant's computer screen. This screen confirms that an application has been submitted an application to Grants.gov. This page also contains a tracking number to identify the status of the application submission in the Track My Application feature.

When the application has completed the Grants.gov submission process, Grants.gov will send email messages to advise the applicant of the progress of the application through its system.

Over the next two business days, an applicant should receive two emails from Grants.gov:

- **Submission Receipt Email:** Confirms successful receipt of the application by the Grants.gov system and indicates the application's status as "Received."
- **Submission Validation –OR– Rejection with Errors Email:** Indicates that the application was either successfully validated or rejected by Grants.gov. Either the application has been successfully validated by the system prior to transmission to the grantor agency or the application has been rejected due to errors.

Application Validation at www.Grants.gov

After an application has been successfully submitted to www.Grants.gov, it still must pass a series of validation checks. After an application is submitted, Grants.gov generates a

submission receipt via email and also sets the application status to "Received." This receipt verifies that the application has been successfully delivered to the Grants.gov system.

Next, Grants.gov verifies the submission is valid by ensuring it does not contain viruses, the opportunity is still open, and the applicant login and applicant DUNS number match. If the submission is valid, Grants.gov generates a submission validation receipt via email and sets the application status to "Validated."

If the application is not validated, the application status is set to "Rejected." The system sends a rejection email notification to the applicant and the applicant must re-submit the application package. See "What to Expect After Submitting" at www.Grants.gov for more information.

Each time an application is re-submitted to www.Grants.gov, the applicant will receive a new **Submission Receipt Email**. Only applications with on-time date and time stamps in Submission Receipt Email, and that pass validation, will be transmitted to ACF. Applications that are submitted on time that fail the validation check are not be transmitted to ACF and will not be acknowledged.

NOTE: The Grants.gov validation check can affect whether the application is accepted for review. If an application fails the Grants.gov validation check and is not resubmitted by 11:59 p.m., ET, on the due date, it will not be transmitted to ACF and will be excluded from the review.

Similarly, if an applicant resubmits their application to Grants.gov by 11:59 p.m., ET, on the due date, and the resubmitted application does not pass the validation check, it will not be transmitted to ACF and will be excluded from the review.

Grants.gov Support Center

- If applicants encounter any technical difficulties in using www.Grants.gov, contact the Grants.gov Support Center at: 1-800-518-4726, or by email at support@grants.gov, to report the problem and obtain assistance. Hours of Operation: 24 hours a day, 7 days a week. The Grants.gov Support Center is closed on federal holidays.
- Applicants should always retain Grants.gov Support Center service ticket number(s) as they may be needed for future reference.
- **Contact with the Grants.gov Support Center prior to the listed application due date and time does not ensure acceptance of an application. If difficulties are encountered, the Grants Management Officer listed in *Section VII. HHS Awarding Agency Contact(s)* will determine whether the submission issues are due to Grants.gov system errors or user error.**

Issues with Federal Systems

For any systems issues experienced with Grants.gov or SAM.gov, please refer to ACF's "Policy for Applicants Experiencing Federal Systems Issues" document for complete guidance

at www.acf.hhs.gov/sites/default/files/assets/systems_issue_policy_final.pdf.

Request an Exemption from Required Electronic Application Submission

To request an exemption from required electronic submission please refer to ACF's "Policy for Requesting an Exemption from Required Electronic Application Submission" document for complete guidance at: www.acf.hhs.gov/grants/howto#chapter-6.

Paper Format Application Submission

An exemption is required for the submission of paper applications. See the preceding section on "*Request an Exemption from Required Electronic Application Submission.*"

Applicants with exemptions that submit their applications in paper format, by mail or delivery, must submit one original and two copies of the complete application with all attachments. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by the AOR, and be unbound. The original copy of the application must have original signature(s). See *Section IV.7.* of this announcement for address information for paper format application submissions. Applications submitted in paper format must be received by 4:30 p.m., ET, on the due date.

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.4. Submission Dates and Times* in this announcement.

IV.3. Unique Entity Identifier and System for Award Management (SAM)

All applicants must have a DUNS Number (<http://fedgov.dnb.com/webform>) and an active registration with the System for Award Management (SAM.gov/SAM, <https://www.sam.gov>).

Obtaining a DUNS Number may take 1 to 2 days.

All applicants are required to maintain an active SAM registration until the application process is complete. If a grant is awarded, registration at SAM must be active throughout the life of the award.

Plan ahead. Allow at least 10 business days after you submit your registration for it to become active in SAM and at least an additional 24 hours before that registration information is available in other government systems, i.e. Grants.gov.

This action should allow you time to resolve any issues that may arise. Failure to comply with these requirements may result in your inability to submit your application through Grants.gov or prevent the award of a grant. Applicants should maintain documentation (with dates) of your efforts to register for, or renew a registration, at SAM. User Guides are available under the "Help" tab at <https://www.sam.gov>.

HHS requires all entities that plan to apply for, and ultimately receive, federal grant funds from any HHS Agency, or receive subawards directly from recipients of those grant funds to:

- Be registered in the SAM prior to submitting an application or plan;
- Maintain an active SAM registration with current information at all times during which it has an active award or an application or plan under consideration by an OPDIV; and
- Provide its active DUNS number in each application or plan it submits to the OPDIV.

ACF is prohibited from making an award until an applicant has complied with these requirements. At the time an award is ready to be made, if the intended recipient has not complied with these requirements, ACF:

- May determine that the applicant is not qualified to receive an award; and
- May use that determination as a basis for making an award to another applicant.

IV.4. Submission Dates and Times

Due Dates for Applications

Due Date for Applications: **07/19/2017**

Explanation of Due Dates

The due date for receipt of applications is listed in the *Overview* section and in this section. See *Section III.3. Other, Application Disqualification Factors*.

Electronic Applications

The deadline for submission of electronic applications via www.Grants.gov is 11:59 p.m., ET, on the due date. Electronic applications submitted at 12:00 a.m., ET, on the day after the due date will be considered late and will be disqualified from competitive review and from funding under this announcement.

Applicants are required to submit their applications electronically via www.Grants.gov unless they received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

ACF does not accommodate transmission of applications by email or facsimile.

Instructions for electronic submission via www.Grants.gov are available at: www.grants.gov/web/grants/applicants/apply-for-grants.html.

Applications submitted to www.Grants.gov at any time during the open application period prior to the due date and time that fail the Grants.gov validation check will not be received at ACF. These applications will not be acknowledged.

Mailed Paper Format Applications

The deadline for receipt of mailed, paper applications is 4:30 p.m., ET, on the due date. Mailed paper applications received after the due date and deadline time will be considered late and will be disqualified from competitive review and from funding under this announcement.

Paper format application submissions will be disqualified if the applicant organization has not received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

Hand-Delivered Paper Format Applications

Applications that are hand-delivered by applicants, applicant couriers, by overnight/express mail couriers, or other representatives of the applicant must be received on, or before, the due date listed in the *Overview* and in this section. These applications must be delivered between the hours of 8:00 a.m. and 4:30 p.m., ET, Monday through Friday (excluding federal holidays). Applications should be delivered to the address provided in *Section IV.7. Other Submission Requirements*.

Hand-delivered paper applications received after the due date and deadline time will be considered late and will be disqualified from competitive review and from funding under this announcement.

Hand-delivered paper format application submissions will be disqualified if the applicant organization has not received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

No appeals will be considered for applications classified as late under the following circumstances:

- Applications submitted electronically via www.Grants.gov are considered late when they are dated and time-stamped after the deadline of 11:59 p.m., ET, on the due date.
- Paper format applications received by mail or hand-delivery after 4:30 p.m., ET, on the due date will be classified as late and will be disqualified.
- Paper format applications received from applicant organizations that were not approved for an exemption from required electronic application submission under the process described in *Section IV.2. Request an Exemption from Required Electronic Submission* will be disqualified.

Emergency Extensions

ACF may extend an application due date when circumstances make it impossible for an applicant to submit their applications on time. Only events such as documented natural disasters (floods, hurricanes, tornados, etc.), or a verifiable widespread disruption of electrical service, or mail service, will be considered. The determination to extend or waive the due date, and/or receipt time, requirements in an emergency situation rests with the Grants Management Officer listed as the Office of Grants Management Contact in *Section VII. HHS Awarding Agency Contact(s)*.

Acknowledgement from www.Grants.gov

Applicants will receive an initial email upon submission of their application to www.Grants.gov. This email will provide a **Grants.gov Tracking Number**. Applicants should refer to this tracking number in all communication with Grants.gov. The email will also provide a **date and time stamp**, which serves as the official record of application's submission. Receipt of this email does not indicate that the application is accepted or that it has passed the validation check.

Applicants will also receive an email acknowledging that the received application is in the **Grants.gov validation process**, after which a third email is sent with the information that the submitted application package has passed, or failed, the series of checks and validations. Applications that are submitted on time that fail the validation check will not be transmitted to ACF and will not be acknowledged by ACF.

See "What to Expect After Submitting" at www.Grants.gov for more information.

Acknowledgement from ACF of an electronic application's submission:

Applicants will be sent additional email(s) from ACF acknowledging that the application has been retrieved from www.Grants.gov by ACF. Receipt of these emails is not an indication that the application is accepted for competition.

Acknowledgement from ACF of receipt of a paper format application:

ACF will not provide acknowledgement of receipt of hard copy application packages submitted via mail or courier services.

IV.5. Intergovernmental Review

This program is not subject to Executive Order (E.O.) 12372, "Intergovernmental Review of Federal Programs," or 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." No action is required of applicants under this announcement with regard to E.O. 12372.

IV.6. Funding Restrictions

Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred to raise capital or obtain contributions are unallowable. Fund raising costs for the purposes of meeting the Federal program objectives are allowable with prior written approval from the Federal awarding agency. (45 CFR §75.442)

Proposal costs are the costs of preparing bids, proposals, or applications on potential Federal and non-Federal awards or projects, including the development of data necessary to support the non-Federal entity's bids or proposals. Proposal costs of the current accounting period of both successful and unsuccessful bids and proposals normally should be treated as indirect (F&A)

costs and allocated currently to all activities of the non-Federal entity. No proposal costs of past accounting periods will be allocable to the current period. (45 CFR §75.460)

Grant awards will not allow reimbursement of pre-award costs.

Construction is not an allowable activity or expenditure under this grant award.

Purchase of real property is not an allowable activity or expenditure under this grant award. Costs for acquisition and renovation of existing structures are authorized, but may not exceed 15 percent of the grant amount awarded. Federal funds cannot be used to cover any treatment or referral to treatment that aims to change someone's sexual orientation, gender identity or gender expression. (45 CFR §1351.15 and §1351.16)

IV.7. Other Submission Requirements

Submit paper applications to one of the following addresses. Also see *ACF Policy on Requesting an Exemption from Required Electronic Application Submission* at www.acf.hhs.gov/grants/howto#chapter-6.

Submission By Mail

FYSB Operations Center
c/o F2 Solutions
Attn: RHYTTAC FOA
1401 Mercantile Lane
Suite 401
Largo, MD 20774

Hand Delivery

FYSB Operations Center
c/o F2 Solutions
Attn: RHYTTAC FOA
1401 Mercantile Lane
Suite 401
Largo, MD 20774

Electronic Submission

See *Section IV.2.* for application requirements and for guidance when submitting applications electronically via www.Grants.gov.

For all submissions, see *Section IV.4. Submission Dates and Times.*

V. Application Review Information

V.1. Criteria

Please note: Reviewers will not access, or review, any materials that are not part of the application documents. This includes information accessible on websites via hyperlinks that are referenced, or embedded, in the application. Though an application may include web links, or embedded hyperlinks, reviewers will not review this information as it is not considered to be part of the application documents. Nor will the information on websites be taken into consideration in scoring of evaluation criteria presented in this section. Reviewers will evaluate and score an application based on the documents that are presented in the application and **will not** refer to, or access, external links during the objective review.

Applications competing for financial assistance will be reviewed and evaluated using the criteria described in this section. The corresponding point values indicate the relative importance placed on each review criterion. Points will be allocated based on the extent to which the application proposal addresses each of the criteria listed. Applicants should address these criteria in their application materials, particularly in the project description and budget justification, as they are the basis upon which competing applications will be judged during the objective review. The required elements of the project description and budget justification may be found in *Section IV.2* of this announcement.

Objectives and Need for Assistance

Maximum Points:10

Applications will be scored according to the extent the applicant:

1. Describes a clear need for the proposed project and a clear plan for how the project will address those needs, including barriers to services and systems, challenges faced by runaway and homeless youth programs in assisting runaway and homeless youth with specific, complex needs, and the efforts to address these challenges, related training and technical assistance gaps, and the plan to conduct relevant data analysis to revise the project when necessary.
2. Provides documentation on organizations and/or communities to be impacted and served.
3. Supplies a plan for addressing the scope of the problem or problems identified, the types of assistance that is needed, and an assessment of how the proposed project objectives will address the identified areas of need.
4. Demonstrates a clear commitment to expanding the capacity of the RHY field and engaging programs and communities as discussed throughout *Section I.*, and *Section IV.2, Project Description.*
5. Describes clear and appropriate program objectives, that are nationally comprehensive in scope, and will fulfill the program purpose and program requirements as described in *Section I.* and *Section IV.2, Project Description.*

Approach

Maximum Points:40

Applications will be scored according to the extent the applicant:

1. Demonstrates the capacity to develop a national and comprehensive plan for providing technical assistance and training to expand the capacity of RHY Programs, professionals, state

and local coalitions, tribes, tribal organizations, government agencies, and community-based organizations to address RHY intervention and prevention.

2. Responds to each of the stated Project Goals, Objectives, and Program Requirements, including the activities detailed under the Public Awareness and Resource Development Activities, Training and Technical Assistance Activities, Policy Development and Systems Engagement Activities, Research and Evaluation Activities, and Additional Considerations sections as they relate to RHYTTAC, and as described in *Section I. Program Description* and *Section IV.2, Project Description*.

3. Describes how the proposed project will shape the awareness of the RHY field, the general public, and public/private entities with regards to emerging issues and effective RHY prevention and intervention as described in *Section I*.

4. Describes how the proposed project will engage culturally specific communities or public/private systems and the runaway and homeless youth field to create national, statewide, or local improvements in systemic runaway and homeless youth intervention or prevention responses as described in *Section I*.

5. Relates project tasks to the goals and objectives, provides a timetable for the accomplishment of significant project activities and products, and selects appropriate project activities to achieve project goals and objectives and meet the identified needs.

6. Describes how collaborations will be undertaken and relationships with project partners managed.

7. Describes how it will contribute to or assist in advancing the research, evaluation, and programmatic outcomes of runaway and homeless youth intervention and prevention programs.

8. Describes policies, procedures, and protocols to ensure the non-disclosure of confidential or private information of runaway and homeless youth.

9. Describes how it will collaborate with RHYPN members and other technical assistance providers to meet the goals and objectives.

Organizational Profile

Maximum Points:30

Applications will be scored according to the extent the applicant:

1. Demonstrates that the organization meets all the criteria to be eligible applicants as described in *Section III.1*. Applicants that do not meet the basic, substantive criteria as described in *Section III.1 Program Description* and *Section III.3 Application Disqualification Factors* will be considered ineligible.

2. Submits letters of support that demonstrate the organizational knowledge and professional relationships with the network of local, state, and tribal RHY programs, technical assistance providers, and national resource centers in order to provide national strategies, training, research, and resources related to the provision of services the RHY including intervention and prevention services.

3. Provides signed MOUs, if applicable, that include the roles and responsibilities of both parties, and describe fair and appropriate compensation.

4. Demonstrates the organizational capacity necessary to undertake a national project providing training and technical assistance, as described in *Section I. Program Description*.
5. Describes the expertise of the proposed staff; the administrative and organizational structure of the applicant organization, including the management plan; and the operational and programmatic relationships to other national organizations and runaway and homeless youth service providers at the local, state, and national levels.
6. Provides a staffing plan that demonstrates a sound relationship between the proposed responsibilities of program staff, and the educational and professional experience required for staff positions through a discussion of position descriptions and resumes or biographical sketches of key staff, including consultants. Key staff are defined as those staff members responsible for direct oversight, management, or implementation of the proposed project.
7. Includes documentation of expertise regarding runaway and homeless youth intervention and prevention, the provision of national training and technical assistance, and the ability to lead the runaway and homeless youth field and collaborate with a diverse network of organizations.

Evaluation and Outcomes Expected

Maximum Points: 10

Applications will be scored according to the extent the applicant:

1. Provides a logic model that demonstrates a sound relationship between planned project activities and intended quantitative and qualitative outputs and outcomes.
2. Describes the frequency of data collection and use of needs assessments and program data to make program adjustments. The applicant must include a description of how the organization will continue to make ongoing program adjustments that will improve performance and a description of data analysis.
3. Describes a feasible plan to evaluate success in achieving the goals set forth in the application.
4. Demonstrates a sound plan for conducting continuous quality improvement of service provision and programmatic outcomes.
5. Demonstrates a sound plan for measuring the outcomes of any practice change strategies shared with the runaway and homeless youth field, as well as measuring how service practices change overtime.
6. Demonstrates a sound plan for measuring the broad base of organizations reached or impacted by services, programming, and technical assistance.

Budget and Budget Justification

Maximum Points: 10

Applications will be scored according to the extent the applicant:

1. Provides a detailed line item budget of project costs and demonstrates how cost estimates were derived. Detailed calculations must include estimation of methods, quantities, unit costs and other similar quantitative detail sufficient for the calculation to be duplicated. The budget must include all the information required and described in *Section IV.2*.
2. Provides a proposed budget and budget justification that is feasible for the proposed approach, logical, reasonable, appropriate and mathematically correct.
3. Demonstrates how funds requested are necessary and essential to accomplish the Approach

as described in *Section IV.2*.

4. Demonstrates in the budget and budget justification fair compensation for project partners.

V.2. Review and Selection Process

No grant award will be made under this announcement on the basis of an incomplete application. No grant award will be made to an applicant or sub-recipient that does not have a DUNS number (<http://fedgov.dnb.com/webform>) and an active registration at SAM (www.sam.gov). See *Section IV.3. Unique Entity Identifier and System for Award Management (SAM)*.

Initial ACF Screening

Each application will be screened to determine whether it meets any of the disqualification factors described in *Section III.3.Other, Application Disqualification Factors*.

Disqualified applications are considered to be “non-responsive” and are excluded from the competitive review process. Applicants will be notified of a disqualification determination by email or by USPS postal mail within 30 federal business days from the closing date of this FOA.

Objective Review and Results

Applications competing for financial assistance will be reviewed and evaluated by objective review panels using only the criteria described in *Section V.1. Criteria* of this announcement. Each panel is composed of experts with knowledge and experience in the area under review. Generally, review panels include three reviewers and one chairperson.

Results of the competitive objective review are taken into consideration by ACF in the selection of projects for funding; however, objective review scores and rankings are not binding. Scores and rankings are only one element used in the award decision-making process.

ACF may elect not to fund applicants with management or financial problems that would indicate an inability to successfully complete the proposed project. Applications may be funded in whole or in part. Successful applicants may be funded at an amount lower than that requested. ACF reserves the right to consider preferences to fund organizations serving emerging, unserved, or under-served populations, including those populations located in pockets of poverty. ACF will also consider the geographic distribution of federal funds in its award decisions.

Federal Awarding Agency Review of Risk Posed by Applicants

As required by 2 CFR Part 200, the Uniform Guidance, effective January 1, 2016, ACF is required to review and consider any information about the applicant that is in the Federal Awardee Performance and Integrity Information System (FAPIIS), www.fapiis.gov/, before making any award in excess of the simplified acquisition threshold (currently \$150,000) over the period of performance. An applicant may review and comment on any information about

itself that a federal awarding agency has previously entered into FAPIIS. ACF will consider any comments by the applicant, in addition to other information in FAPIIS, in making a judgment about the applicant's integrity, business ethics, and record of performance under federal awards when completing the review of risk posed by applicants as described in 2 CFR § 200.205 Federal Awarding Agency Review of Risk Posed by Applicants (http://www.ecfr.gov/cgi-bin/text-idx?node=se2.1.200_1205&rgn=div8).

Please refer to *Section IV.2.* of this announcement for information on non-federal reviewers in the review process.

Approved but Unfunded Applications

Applications recommended for approval in the objective review process, but were not selected for award, may receive funding if additional funds become available or may compete for funding during the next review cycle (if one occurs in the next fiscal year). Applications designated as “approved but unfunded” typically cannot be kept in an active status for more than 12 months. For those applications determined as “approved but unfunded,” notice will be given of the determination by email.

V.3. Anticipated Announcement and Federal Award Dates

Announcement of awards and the disposition of applications will be provided to applicants at a later date. ACF staff cannot respond to requests for information regarding funding decisions prior to the official applicant notification.

VI. Federal Award Administration Information

VI.1. Federal Award Notices

Successful applicants will be notified through the issuance of a Notice of Award (NoA) that sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-federal share to be provided (if applicable), and the total project period for which support is contemplated. The NoA will be signed by the Grants Officer and transmitted via postal mail, email, or by GrantSolutions.gov or the Head Start Enterprise System (HSES), whichever is relevant. Following the finalization of funding decisions, organizations whose applications will not be funded will be notified by letter signed by the cognizant Program Office head. Any other correspondence that announces to a Principal Investigator, or a Project Director, that an application was selected is not an authorization to begin performance.

Project costs that are incurred prior to the receipt of the NoA are at the recipient's risk and may be reimbursed only to the extent that they are considered allowable as approved pre-award costs. Information on allowable pre-award costs and the time period under which they may be incurred is available in *Section IV.6. Funding Restrictions.*

Grantees may translate the Federal award and other documents into another language. In the event of inconsistency between any terms and conditions of the Federal award and any translation into another language, the English language meaning will control. Where a significant portion of the grantee's employees who are working on the Federal award are not fluent in English, the grantee must provide the Federal award in English and in the language(s) with which employees are more familiar.

VI.2. Administrative and National Policy Requirements

Awards issued under this announcement are subject to 45 CFR Part 75 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards. The Code of Federal Regulations (CFR) is available at www.ecfr.gov. Unless otherwise noted in this section, administrative and national policy requirements that are applicable to discretionary grants are available at: www.acf.hhs.gov/administrative-and-national-policy-requirements.

HHS Grants Policy Statement

The HHS Grants Policy Statement (HHS GPS) is the Department of Health and Human Services' single policy guide for discretionary grants and cooperative agreements. ACF grant awards are subject to the requirements of the HHS GPS, which covers basic grants processes, standard terms and conditions, and points of contact, as well as important agency-specific requirements. The general terms and conditions in the HHS GPS will apply as indicated unless there are statutory, regulatory, or award-specific requirements to the contrary that are specified in the Notice of Award (NOA). The HHS GPS is available at <https://www.acf.hhs.gov/discretionary-post-award-requirements#chapter-1>.

An application funded with the release of federal funds through a grant award does not constitute, or imply, compliance with federal regulations. Funded organizations are responsible for ensuring that their activities comply with all applicable federal regulations.

Program Administration Requirements

Applicants are advised that statutory requirements applicable to grants under this FOA can be found in the Runaway and Homeless Youth Act, 42 USC §§ 5701 through 5752. Applicants are further advised that regulations implementing certain requirements of the Runaway and Homeless Youth Act can be found at 45 CFR Part 1351.

Distribution of Sterile Needles or Syringes

Applicants are advised that no grant funds may be used for any program of distributing sterile needles or syringes for the hypodermic injection of any illegal drug. The prospective grantee is advised that entities that receive grant funds and that operate a program of distributing sterile needles or syringes for hypodermic injections of illegal drugs must account for all funds used for such programs separately from any expenditure of RHYTTAC grant funds. (42 USC § 5752)

Emergency Preparedness Policies and Procedures Requirement

Applicants are advised that Emergency Preparedness Policies and Procedures must be submitted to ACF within 60 days of the grant award. (Section 312(b)(13) of the Runaway and Homeless Youth Act (42 USC § 5601))

Confidentiality

If applicable, the grantee shall keep adequate statistical records profiling the youth and family members whom it serves (including youth who are not referred to out-of-home shelter services), except that records maintained on individual runaway and homeless youth shall not be disclosed without the consent of the individual youth and parent or legal guardian to anyone other than another agency compiling statistical records or a government agency involved in the disposition of criminal charges against an individual RHY, and reports or other documents based on such statistical records shall not disclose the identity of individual runaway or homeless youth. Moreover, section 384 of the RHY Act requires that records containing the identity of individual youth pursuant to this Act under no circumstances be disclosed or transferred to any individual or to any public or private agency.

VI.3. Reporting

Performance Progress Semi-Annually
Reports:

Recipients under this FOA will be required to submit performance progress and financial reports periodically throughout the project period. Information on reporting requirements is available on the ACF website at www.acf.hhs.gov/discretionary-post-award-requirements#chapter-2.

For planning purposes, the frequency of required reporting for awards made under this announcement are as follows:

Financial Reports: Semi-Annually

VII. HHS Awarding Agency Contact(s)

Program Office Contact

Chris Holloway
Administration for Children and Families
Administration on Children, Youth and Families
Family and Youth Services Bureau
330 C Street, SW
Washington, DC 20201
Phone: (202) 205-9560
Email: christopher.holloway@acf.hhs.gov

Office of Grants Management Contact

Katrina Morgan
Office of Grants Management
Administration for Children and Families
Mary E. Switzer Building
330 C Street, SW
Washington, DC 20201
Email: Katrina.Morgan@acf.hhs.gov

Federal Relay Service:

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service (FedRelay) at www.gsa.gov/fedrelay.

VIII. Other Information

Reference Websites

U.S. Department of Health and Human Services (HHS) www.hhs.gov/.

Administration for Children and Families (ACF) www.acf.hhs.gov/.

ACF Funding Opportunities Forecast www.grants.gov/.

ACF Funding Opportunity Announcements ami.grantsolutions.gov/.

ACF "How To Apply For A Grant" www.acf.hhs.gov/grants/how-to-apply-for-grants.

Grants.gov Accessibility & Compliance www.grants.gov/web/grants/accessibility-compliance.html.

Catalog of Federal Domestic Assistance (CFDA) www.cfda.gov/.

Code of Federal Regulations (CFR) <http://www.ecfr.gov/>.

United States Code (U.S.C.) <http://uscode.house.gov/>.

Application Checklist

Applicants may use this checklist as a guide when preparing an application package.

What to Submit	Where Found	When to Submit
The Project Budget and Budget Justification	Referenced in <i>Section IV.2. The Project Budget and Budget Justification.</i>	Submission is required in addition to submission of SF-424A and / or SF-424C. Submission is required with the application package by the due date in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i>
SF-424 Key Contact Form	Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i> This form is available in the FOA's forms package at www.Grants.gov .	Submission is due with the application by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i>
SF-LLL - Disclosure of Lobbying Activities	"Disclosure Form to Report Lobbying" is referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i> This form is available in the FOA's forms package at www.Grants.gov .	If submission of this form is applicable, it is due at the time of application. If it not available at the time of application, it may also be submitted prior to the award of a grant.
Unique Entity Identifier (DUNS) and Systems for Award Management (SAM) registration.	Referenced in <i>Section IV.3. Unique Entity Identifier and System for Award Management (SAM)</i> in the announcement. To obtain a DUNS number (Unique Entity Identifier), go to http://fedgov.dnb.com/webform . To register at SAM, go to http://www.sam.gov .	A DUNS number (Unique Entity Identifier) and registration at SAM.gov are required for all applicants. Active registration at SAM must be maintained throughout the application and project award period.
Table of Contents	Referenced in <i>Section IV.2. The Project Description.</i>	Submit with the application by the due date found in the

		<i>Overview and in Section IV.4. Submission Dates and Times.</i>
SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non- Construction Programs	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></p> <p>These forms are available in the FOA's forms package at www.Grants.gov in the Mandatory section.</p> <p>They are required for applications that include only non-construction activities.</p>	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i>
Certification Regarding Lobbying (Grants.gov Lobbying Form)	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></p> <p>This form is available in the FOA's forms package at www.Grants.gov.</p>	Submission is due with the application package or prior to the award of a grant.
SF-Project/Performance Site Location(s) (SF-P/PSL)	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></p> <p>This form is available in the FOA's forms package at www.Grants.gov.</p>	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i>
SF-424 - Application for Federal Assistance	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></p> <p>This form is available in the FOA's forms package at www.Grants.gov in the Mandatory section.</p>	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i>
Project Summary/Abstract	<p>Referenced in <i>Section IV.2. The Project Description.</i></p> <p>The Project Summary/Abstract is limited to one single-spaced page.</p>	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i>

The Project Description	Referenced in <i>Section IV.2. The Project Description</i> .	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .
Proof of Non-Profit Status	Referenced in <i>Section IV.2. The Project Description, Legal Status of Applicant Entity</i> .	Proof of non-profit status should be submitted with the application package by the application due date and time listed in the <i>Overview</i> and <i>Section IV.4.</i> of the FOA. If it is not available at the time of application submission, it must be submitted prior to the award of a grant.
Mandatory Grant Disclosure	Requirement, submission instructions, and mailing addresses are found in the "Mandatory Grant Disclosure" in <i>Section IV.2. Required Forms, Assurances and Certifications</i> .	If applicable, concurrent submission to the Administration for Children and Families and to the Office of the Inspector General is required.

Appendix

Definitions

The definitions provided are for the purpose of the RHYTTAC Funding Opportunity Announcement unless otherwise indicated by statute or regulation citation.

Aftercare: Additional services provided beyond the period of residential stay that offer continuity and supportive follow-up to youth served by the program.

Background Check: The review of an individual employee's or employment applicant's personal information, which shall include State or Tribal criminal history records (including fingerprint checks); Federal Bureau of Investigation criminal history records, including fingerprint checks, to the extent FYSB determines this to be practicable and specifies the requirement in a Funding Opportunity Announcement that is applicable to a grantee's award.

Case Management: Assessing the identification of client needs and, as appropriate, arranging, coordinating, monitoring, evaluating, and advocating for a package of services to meet the specific needs of the client.

Client: A runaway, homeless, or street youth, or a youth at risk of running away or becoming homeless, who is served by a program grantee.

Congregate Care: A shelter type, not family home, that combines living quarters and restroom facilities with centralized dining services, shared living spaces, and access to social and

recreational activities.

Core Competencies of Youth Worker: The ability to demonstrate skills in six domain areas: (1) Professionalism (including, but not limited to, consistent and reliable job performance, awareness and use of professional ethics to guide practice); (2) Applied positive youth development approach (including, but not limited to, skills to develop a positive youth development plan and identifying the client's strengths in order to best apply a positive youth development framework); (3) Cultural and human diversity (including, but not limited to, gaining knowledge and skills to meet the needs of clients of a different race, ethnicity, nationality, religion/spirituality, gender identity/expression, sexual orientation); (4) Applied human development (including, but not limited to, understanding the developmental needs of those at risk and with special needs); (5) Relationship and communication (including, but not limited to, working with clients in a collaborative manner); and (6) Developmental practice methods (including, but not limited to, utilizing methods focused on genuine relationships, health and safety, intervention planning).

Counseling Services: The provision of guidance, support, referrals for services including, but not limited to, mental health services, and advice to runaway or otherwise homeless youth and their families, as well as to youth and families when a young person is at risk of running away.

Education or Employment: Performance in and completion of educational and training activities, especially for younger youth, and starting and maintaining adequate and stable employment, particularly for older youth.

Health Care Services: Physical, mental, behavioral, and dental health services. It includes services provided to runaway and homeless youth and in the case of Maternity Group Homes also includes services provided to a pregnant youth and the child(ren) of the youth. Where applicable and allowable within a program, it includes information on appropriate health related services provided to family or household members of the youth.

Homeless Youth: An individual who cannot live safely with a parent, guardian or relative, and who has no other safe alternative living arrangement. (For purposes of Transitional Living Program eligibility, a homeless youth cannot be less than 16 years of age and must be less than 22 years of age [unless the individual commenced his or her stay before age 22, and the maximum service period has not ended]).

Host Family Home: A family or single adult home or domicile that provides shelter to a homeless youth.

Intake: A process for gathering information to assess eligibility and the services required to meet the immediate needs of the client.

Maternity Group Home: A community-based, adult-supervised transitional living arrangement where client oversight is provided on site or on-call 24 hours a day and that provides pregnant or parenting youth and their children with a supportive environment in which to learn parenting skills, including child development, family budgeting, health and nutrition, and other skills to promote their long-term economic independence and ensure the well-being of their children.

Outreach: Finding runaway, homeless, and street youth, or youth at risk of becoming runaway or homeless, who might not use services due to lack of awareness or active avoidance, providing information to them about services and benefits, and encouraging the use of

appropriate services.

Permanent Connections: Ongoing attachments to families or adult role models, communities, schools, and other positive social networks which support young people's ability to access new ideas and opportunities that support thriving, and they provide a social safety net when young people are at-risk of re-entering homelessness.

Professionals: The term professionals includes, but is not limited to, professionals in the following fields: adult homelessness, juvenile justice, child welfare, foster care, human trafficking and child exploitation, law enforcement, court and legal services and medical and mental health professionals, HUD funded Continuums of Care, state and local homelessness coalitions, Tribes, tribal organizations, government agencies, and other community-based organizations.

Risk and Protective Factors: Risk and protective factors mean those factors that are measureable characteristics of a youth that can occur at multiple levels, including biological, psychological, family, community, and cultural levels, that precede and are associated with an outcome. Risk factors are associated with higher likelihood of problematic outcomes, and protective factors are associated with higher likelihood of positive outcomes.

Runaway and Homeless Youth Program Network (RHYPN): includes all programs and efforts funded under the FYSB/RHY Program. These programs include, but are not limited to, the Runaway and Homeless Youth Training and Technical Assistance Center (RHYTTAC), the National Clearinghouse for Homeless Youth and Families (NCHYF) which was formerly the National Clearinghouse on Families and Youth (NCFY), the NCS Program, and select grantee representatives from the Street Outreach, Basic Center and Transitional Living/Maternity Group Home Programs.

Runaway and Homeless Youth Project: A community-based program outside the juvenile justice or child welfare systems that provides runaway prevention, outreach, shelter, or transition services to runaway, homeless, or street youth or youth at risk of running away or becoming homeless.

Runaway Youth: An individual who is less than 18 years of age and who absents himself or herself from home or a place of legal residence without the permission of a parent or legal guardian. (Section 387(4) of the Runaway and Homeless Youth Act, 42 USC § 5732a(4))

Safe and Appropriate Exits: Settings that reflect achievement of the intended purposes of the Transitional Living Programs as outlined in section 382(a) of the Act. Examples of Safe and Appropriate Exits are exits: (1) To the private residence of a parent, guardian, another adult relative, or another adult that has the youth's best interest in mind and can provide a stable arrangement; (2) To another residential program if the youth's transition to the other residential program is consistent with the youth's needs; or (3) To independent living if consistent with the youth's needs and abilities.

Safe and appropriate exits are not exits: (1) To the street; (2) To a locked correctional institute or detention center if the youth became involved in activities that lead to this exit after entering the program; (3) To another residential program if the youth's transition to the other residential program is inconsistent with the youth's needs; or (4) To an unknown or unspecified other living situation.

Screening and Assessment: Valid and reliable standardized instruments and practices used to identify each youth's individual strengths and needs across multiple aspects of health, well-being and behavior in order to inform appropriate service decisions and provide a baseline for monitoring outcomes over time. Screening involves abbreviated instruments, for example with trauma and health problems, which can indicate certain youth for more thorough diagnostic assessments and service needs. Assessment, which is used here to mean assessment more broadly than for the purposes of diagnosis, involves evaluating multiple aspects of social, emotional, and behavioral competencies and functioning in order to inform service decisions and monitor outcomes.

Services: Includes information and counseling services in basic life skills, which shall include money management, budgeting, consumer education, and use of credit, parenting skills (as appropriate), interpersonal skill building, educational advancement, job attainment skills, and mental and physical health care) to homeless youth.

Service Plan or Treatment Plan: A written plan of action based on the assessment of client needs and strengths and engagement in joint problem solving with the client that identifies problems, sets goals, and describes a strategy for achieving those goals. To the extent possible, the plan should incorporate the use of evidence-based or evidence-informed interventions. (As appropriate, the service and treatment plans should address both physical and mental safety issues.)

Stable Housing: A safe and reliable place to call home. Stable housing fulfills a critical and basic need for homeless youth.

Street Youth: An individual who is a runaway youth or indefinitely or intermittently a homeless youth and spends a significant amount of time on the street or in other areas that increase the risk to such youth for sexual abuse, sexual exploitation, prostitution, or drug abuse. (Section 387(6) of the Runaway and Homeless Youth Act, 42 U.S.C. § 5732a(6))

Short-term Training: The provision of local, state, or regionally based instruction to runaway or otherwise homeless youth service providers in skill areas that will directly strengthen service delivery.

Social and Emotional Well-being: The development of key competencies, attitudes, and behaviors that equip a young person experiencing homelessness to avoid unhealthy risks and to succeed across multiple domains of daily life, including school, work, relationships, and community.

Supervised Apartments: 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.

Sustainable Living: Reduced reliance on social services by having a self-sufficient network in place that provide support so that youth can maintain safe, stable, and appropriate living and well-being.

Technical Assistance: The provision of expertise or support for the purpose of strengthening the capabilities of grantee organizations to deliver services.

Temporary Shelter: Means all Basic Center Program shelter settings in which runaway and homeless youth are provided room and board, crisis intervention, and other services on a 24-hour basis for up to 21 days. The 21 day restriction is on the use of RHY funds through the

Basic Center Program, not a restriction on the length of stay permitted by the facility.

Transitional Living Youth Project: A project that provides shelter and services designed to promote a transition to self-sufficient living and to prevent long-term dependency on social services. (Section 387(7) of the Runaway and Homeless Youth Act, 42 U.S.C. § 5732a(7))