



**Administration for Children and Families**

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

Transitional Living Program and Maternity Group Homes

HHS-2018-ACF-ACYF-CX-1352

Application Due Date: 04/05/2018

Transitional Living Program and Maternity Group Homes  
HHS-2018-ACF-ACYF-CX-1352  
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**Department of Health & Human Services  
Administration for Children and Families**

<b>Funding Opportunity Title:</b>	Transitional Living Program and Maternity Group Homes
<b>Announcement Type:</b>	Initial
<b>Funding Opportunity Number:</b>	HHS-2018-ACF-ACYF-CX-1352
<b>Primary CFDA Number:</b>	93.550
<b>Due Date for Applications:</b>	<b>04/05/2018</b>

## 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) announces the availability of funds under the Transitional Living Program (TLP) and Maternity Group Home (MGH) grant programs.

The purpose of FYSB's TLP and MGH grant programs are to implement, enhance, and/or support effective strategies for successful transition to sustainable living for runaway and homeless youth ages 16 to under 22 and/or pregnant and parenting youth ages 16 to under 22 and their dependent children. Prospective applicants may choose to serve either runaway and homeless youth ages 16 to under 22 and/or pregnant and parenting youth ages 16 to under 22.

## I. Program Description

### **Statutory Authority**

Title III, Part B, Section 321 of the Runaway and Homeless Youth Act (34 U.S.C. 11221)

### **Description**

#### **ADMINISTRATION ON CHILDREN, YOUTH, AND FAMILIES' RUNAWAY AND HOMELESS YOUTH PROGRAM**

The Administration on Children, Youth, and Families (ACYF) is committed to facilitating healing, recovery, and promoting the social and emotional well-being of children, youth, and families, who have experienced homelessness, neglect, exposure to violence, and/or trauma. Awards governed by this funding opportunity announcement and other discretionary spending from ACYF and FYSB are designed to ensure that effective interventions are in place to build

skills and capacities that contribute to healthy, positive, and productive functioning of children and the healthy transition of youth into adulthood.

An important component of promoting social and emotional well-being includes addressing the impact of trauma that can have a profound effect on the overall functioning of children, youth, and families. Efforts to address the impact of trauma are essential in cultivating social and emotional well-being; therefore, the Runaway and Homeless Youth (RHY) Program promotes a trauma-informed approach, which involves understanding and responding to the symptoms of chronic, interpersonal trauma and traumatic stress, as well as the behavioral and mental health consequences of trauma.

FYSB continues supporting projects to increase sexual exploitation prevention and intervention within RHY programs. These ongoing efforts seek to minimize sexual exploitation and trafficking incidents among runaway and homeless youth, equip programs with the necessary tools to prevent these incidents, and identify youth who are victims of trafficking or those at risk of becoming victims.

## **PROJECT DESCRIPTION**

Pursuant to section 322(a) of the Runaway and Homeless Youth Act (RHYA), projects must, "...establish, strengthen, or fund a transitional living youth project for homeless youth," and, "...develop an adequate plan to ensure proper referral of homeless youth to social service, law enforcement, educational (including post-secondary education), vocational, training (including services and programs for youth available under the Workforce Investment Act of 1998 (or most recently, the Workforce Innovation and Opportunity Act, Pub. L 113-128)), welfare (including programs under the Personal Responsibility and Work Opportunity Reconciliation Act of 1996), legal service, and health care programs and to help integrate and coordinate such services for youths."

Specific to grantees providing maternity-related care services, section 1351.25 of the RHY Rule requires Maternity Group Home (MGH) projects to provide parenting skills, child care, and child nutrition services.

Pursuant to section 302(3) of the RHYA, "Congress finds that services to such young people should be developed and provided using a positive youth development approach that ensures a young person has a sense of:

- safety and structure;
- belonging and membership;
- self-worth and social contribution;
- independence and control over one's life; and
- closeness in interpersonal relationships.

In addition to the statutory requirement set forth at section 302(3), of the RHYA section 1351.10 of the RHY Rule states, "Runaway and Homeless Youth grant services should have a positive youth development approach."

Additionally, the RHY Rule at section 1351.23(i) states, projects, "...shall utilize and integrate into the operation of their projects the principles of positive youth development, including healthy messages, safe and structured places, adult role models, skill development, and

opportunities to serve others.”

Pursuant to section 1351.30 of the RHY Rule, projects, “shall ensure that youth receive counseling services that are trauma-informed.” Additionally, as part of the service plan requirement, detailed at section 1351.1, Projects, “should incorporate the use of trauma-informed, evidence-based or evidence-informed interventions.”

Pursuant to section 322(a)(1) of the RHYA, Transitional Living Program and Maternity Group Home (TLP/MGH) projects must provide, “...homeless youth shelter (such as group homes, including maternity group homes, host family homes, and supervised apartments) and services (including 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.” For MGH purposes, projects are also required to have parenting curricula that details how to care for pre-natal, post-natal, infants and toddlers including: nutrition, safety, early learning, health, child care, emotional support, stress reduction, and family engagement strategies.

### ***Project Goal, Vision, and Outcomes***

***Goal:*** The primary goal of the TLP/MGH is to help runaway and homeless youth between the ages of 16 to under 22 establish sustainable living and well-being for themselves and, if applicable, their dependent child(ren).

***Vision:*** Projects will have a vision for translating the ***Goal*** of the TLP/MGH into measurable Short-Term Outcomes, as required by the TLP/MGH performance standards set forth in the RHY Rule and corresponding measures detailed in *Section VI. 3. Reporting*. The Project’s vision will describe how achievement of Short-term Outcomes will lead to achievement of Intermediate and Long-Term Outcomes.

- ***Long-Term Outcomes*** are outcomes that speak to a desired condition of the youth served. For the purposes of this funding announcement, the Long-Term Outcomes may include, but should not be limited to, youth reaching middle class or at least 300 percent of the federal designated poverty level.
- ***Intermediate Outcomes*** relate primarily, though not exclusively, to sustained behavior changes in the youth served. For the purposes of this funding announcement, the Intermediate Outcomes may include, but should not be limited to, the estimated number and percent of TLP/MGH youth graduating high school with a GPA of 2.5 or higher; the number and percent not convicted of a crime; and, for those youth not already pregnant or parenting, the number and percent of youth not a parent.
- ***Short-Term Outcomes*** concern both the acquisition of knowledge, skills and attitudes and with the achievement in the TLP/MGH Performance Standards discussed below and set forth in the RHY Rule and detailed in *Section VI. 3. Reporting*.

Grantees will not be required to collect and report on data on any program outputs measures, Long-Term and Intermediate Outcomes not specifically required under *Section VI. 3. Reporting*.

### ***Performance Standards***

The RHY Rule establishes RHY Program Performance Standards as measures of successful

outcomes for youth. The Performance Standards are used to monitor Project performance in achieving the purposes of the RHYA.

The RHY Rule requires TLP/MGH grantees to collect data that demonstrate their ability to meet the Performance Standards described in section 1351.31. Specifically, TLP/MGH Projects are responsible for consistently enhancing *Short-Term Outcomes* for youth in the following core outcome areas: 1) well-being; 2) permanent connections; 3) education or employment; and 4) safe and stable housing.

Through the provision of shelter and services, TLP/MGH youth between the ages of 16 to under 22 will realize improvements in four core outcome areas (i.e., well-being, permanent connections, education or employment, and safe and stable housing). Indicators of improvements include but are not limited to:

**1. Well-being:** Youth or pregnant and parenting youth will connect to system of care providers to assist with physical health, dental health, and mental health.

**2. Permanent connections:** Youth or pregnant and parenting youth will experience ongoing attachments to families, communities, schools, and other social networks. For the purposes of the MGH, pregnant and/or parenting youth have developed healthy family engagement strategies and co-parenting skills.

**3. Education or Employment:** Youth or pregnant and parenting youth will connect to school including post-secondary education or vocational training program; improvement in interviewing skills; job attainment skills, and employment.

**4. Stable housing:** Youth or pregnant and parenting youth and their dependent child(ren) will transition to safe and stable housing that appropriately matches their level of need after leaving a TLP/MGH to include: rapid re-housing, permanent supportive housing, moving in with family, personal safety, residential treatment center or substance abuse treatment facility.

In addition to meeting the four core outcomes, the RHY Rule requires TLP/MGH projects ensure youth are engaged in educational advancement, job attainment skills, or work activities while in the program. MGH projects need to ensure and report that youth receive consistent pre-natal care and, for the infant, well-baby exams and immunizations while in the program. Finally, each TLP/MGH projects must ensure youth have safe and appropriate exits when leaving the program.

## **PROJECT APPROACH**

Consistent with the statutory mandates set forth in the RHYA, as well as the regulatory requirements set forth in the RHY Rule, TLP/MGH Projects will include the following components:

### ***Safe, stable, and appropriate shelter***

- TLP/MGH projects must provide safe and stable housing throughout a continuous period not to exceed 540 days, or in exceptional circumstances 635 days, except that a young person who has not reached 18 years of age on the last day of the 635-day period may, in exceptional circumstances and if otherwise qualified for the program, remain in

the program until the youth's 18th birthday.

- TLP/MGH projects will have an agreement and/or linkage with a youth emergency shelter in circumstances when there are no current TLP openings.
- TLP/MGH projects will provide direct on-site supervision at each shelter facility that is not a family host home. Shelter facilities will have a ratio of staff to youth that is sufficient to ensure all homeless youth receive adequate supervision and services. Shelter facility will have the capacity to accommodate a minimum of four and not more than 20 individuals (excluding staff). Shelters staff will be trained to interact with youth victims of trafficking or other similar traumatic experiences. Transportation to the shelter should be available, as needed, and barriers to entry should be low enough that it is easily accessible by youth.
- *For MGH purposes:* There will be a separate bed each for youth and the infant/child. In addition, the facility will ensure accommodations will limit the risk of or prevent injuries associated with falling, burning, and electrical hazards, and safe bath and tub space. See for example: ACF: Early Childhood Self-Assessment Tool for Family Shelters at <http://www.acf.hhs.gov/ecd/interagency-projects/ece-services-for-homeless-children/self-assessment-tool-family-shelters>

***Comprehensive services designed to help young people who are homeless make a successful transition to sustainable living to include:***

- *Outreach Plan:* TLP/MGH projects will perform outreach in coordination with other organizations serving the same or similar client populations, such as child welfare agencies, juvenile justice systems, schools, and Continuums of Care (CoC).
- *Gateway services:* When necessary and appropriate to facilitate the delivery of required TLP/MGH shelter and services, projects must provide food, drink, clothing, personal safety information (e.g., national youth hotlines, local hotlines), transportation and hygiene products to prevent malnutrition and ill-health while building trust with workers in order for the youth to be successful in the program.
- *Case Management:* TLP/MGH projects must provide intensive case management to youth receiving services. The following list includes specific programmatic requirements for case management planning for youth and MGH projects:
  - **Individualized Service or Treatment Plan:** TLP/MGH projects will develop with every youth receiving services a written service or treatment plan based on the person's goals that include evidence-informed strategies to assist with the trajectory of achieving sustainable living.
  - **Record Keeping and Case Management for Infant/Toddler:** MGH projects will create a separate file for the young person's infant or child. At a minimum, information contained in the file should include record of well-care visits, sensory and developmental screenings and assessments.
  - **Service Coordination Plan:** TLP/MGH projects will coordinate with the local

Department of Housing and Urban Development (HUD) funded CoCs to ensure youth have access to all available resources, including adult mainstream services and youth services. In addition, projects must have a suitable referral plan based on an assessment of youth needs to ensure appropriate system of care services are accessible; a list of the system of care services may include, social services, law enforcement, educational services, vocational training, welfare, legal services, anti-trafficking agencies, health care programs, including health insurance options, affordable child care, and/or child education programs. In addition, Projects will take steps to ensure that youth who are under the legal jurisdiction of the juvenile justice or child welfare systems receive services from those systems until such time as they are released from the jurisdiction of those systems. **For MGH purposes**, referrals should also include SNAP, TANF, Child Care, Head Start, WIC and other related family/child support services. Pursuant to section 1351.23(b) of the RHY Rule, RHY projects will inform the National Runaway Safeline, the RHY Program's National Communication System, about resources and how to connect youth in need with those resources.

- **Child Care Plan** (*For MGH purposes*): A project's child care plan must link youth to safe, affordable and accessible child care, and early childhood development services so that the youth can complete education and employment goals. This should also include procedures for child care referral and other early childhood development linkages.
- **Transitional Living Plan:** TLP/MGH projects will provide every youth a written transitional living plan that meets their level of need for a safe and stable living environment after program exit, which should ensure the youth has access to important documents and paperwork (e.g., birth certificate, social security card, driver's license or state identification card, medical records, credit reports).
- **Aftercare Services:** TLP/MGH projects will develop and implement an aftercare plan, covering at least 3 months, to stay in contact with youth who leave the program in order to ensure their ongoing safety and access to services.

### ***Coordinated Entry process in the community***

- At a minimum, TLP/MGH projects will work with their local CoC(s) to ensure referrals are coordinated and youth have access to all of the community's resources. If the Project's community does not currently include youth in its coordinated entry system, Projects will assist their CoC(s) in the development of a Coordinated Entry (CE) system for youth. Projects should also identify and work with agencies that provide appropriate services to youth victims of trafficking.

### ***Screening and Assessment tools that will guide identification, assistance, and referral for delivery of appropriate services***

- TLP/MGH projects will implement standardized methods to screen and assess each youth's situation at initial program entry, such as immediate needs, physical health, potential victimization (e.g., sex trafficking, labor trafficking, commercial sexual exploitation, sexual assault), behavioral health, connection to family, safety, access to resources, issues of neglect, or abuse and other risk and protective factors impacting



well-being and sustainable living. The screening and assessment tools must be able to identify the unique needs of runaway and homeless youth. Projects will complete periodic ongoing assessment to ensure interventions are meeting a youth's needs, particularly if a youth remains homeless for a long period of time. In addition, MGH providers will complete a thorough assessment of pregnant and parenting youth and child in care within 30 days of intake. This list will help you find screening and assessment tools you can use to decide what types of interventions and services each young person in your care needs. <http://www.rhyclearinghouse.acf.hhs.gov/features/screening-assessment-tools-2016/sortable-table>

**Sustainability Plan:** TLP/MGH projects will plan for project sustainability from the beginning of the project design and revisit and revise the plan throughout the life of the project. Projects will sustain key elements of the project (e.g., strategies or services, prevention and intervention outcomes), which have been effective in improving practice and have led to improved outcomes after the project period has ended. Projects will work closely with their Federal Project Officer to review and revise – as needed – an ongoing sustainability plan strategy focused on leveraging non-federal funding and resources to support the program in the event federal funds are no longer available.

## II. Federal Award Information

Funding Instrument Type:	Grant
Estimated Total Funding:	\$17,786,711
Expected Number of Awards:	63
Award Ceiling:	\$283,322 Per Budget Period
Award Floor:	\$100,000 Per Budget Period
Average Projected Award Amount:	\$194,726 Per Budget Period
Anticipated Project Start Date:	05/01/2018

### Length of Project Periods:

Length of Project Period: Other

Grants awarded under this announcement will have a start date of May 1, 2018 and the project period will be 41 months. The initial award will be for 17 months and run from May 1, 2018 through September 29, 2019. Applicants should not request more than \$283,322 for the initial 17 months. In addition to the initial 17 month award, the 41 month project period includes two, 12 month, non-competing continuation awards of not more than \$200,000 each. The total 41 month project period should not exceed \$683,322.

### 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.

### **Continuation of Project**

An initial grant award will be for a 17-month budget period. The award of continuation grants beyond the initial 17-month budget period will be subject to the availability of funds, satisfactory progress on the part of the grantee, and a determination that the continued funding would be in the best interest of the Federal Government.

Please see *Section IV.6 Funding Restrictions* for limitations on the use of federal funds awarded under this announcement.

## **III. Eligibility Information**

### **III.1. Eligible Applicants**

The Secretary is authorized to make grants and to provide technical assistance to public and nonprofit private entities and coordinate networks of such entities to establish and operate transitional living youth projects for homeless youth. For profit organizations are not eligible. Private institutions of higher education must be non-profit entities.

In selecting eligible applicants to receive grants under this FOA, priority will be given to applicants who have experience in providing to homeless youth shelter and services as required by the RHY Act.

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*.

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

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

### **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 section 383 of the RHY ACT, 34 U.S.C. 11274.

**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, 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. 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.**

The federal share of the TLP/MGH project represents 90 percent of the total project cost supported by the federal government. The remaining 10 percent represents the required project match cost by the grantee. This may be a cash or in-kind contribution.

For examples of matching requirements based on specific award amounts, see sample Chart of Matching Funding Amounts below.

**Sample Chart of Matching Funding Amounts**

Federal Amount	Non-Federal Share	Total Project Cost for 12-month period
\$100,000	\$11,111	\$111,111
\$125,000	\$13,625	\$138,625
\$150,000	\$16,350	\$166,350
\$175,000	\$19,444	\$194,444
\$200,000	\$22,222	\$222,222

**Matching Waiver Pursuant to 48 U.S.C. § 1469a(d)**

Matching requirements (including in-kind contributions) of less than \$200,000 (up to \$199,999) are waived under grants made to the governments of American Samoa, Guam, the U.S. Virgin Islands, and the Commonwealth of the Northern Mariana Islands (other than those consolidated under other provisions of 48 U.S.C. 1469) pursuant to 48 U.S.C. 1469a(d). This waiver applies whether the matching required under the grant equals or exceeds \$200,000.

### 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](http://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](http://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](http://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](http://www.Grants.gov), will be disqualified from competitive review and from funding under this announcement. That is, applications submitted to [www.Grants.gov](http://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](http://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](http://www.Grants.gov) validation check, will not be received at, or acknowledged by, ACF.

Each time an application is submitted via [www.Grants.gov](http://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**

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: TLP/MGH FOA  
1401 Mercantile Lane  
Suite 401  
Largo, MD 20744  
Phone: 1-855-792-6551  
Email: [TechAssist@fysb.net](mailto:TechAssist@fysb.net)

#### **Electronic Application Submission:**

The electronic application submission package is available in the FOA's listing at [www.Grants.gov](http://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](http://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 [www.Grants.gov](http://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](http://www.gsa.gov/fedrelay).

## **IV.2. Content and Form of Application Submission**

### **FORMATTING APPLICATION SUBMISSIONS**

**Each applicant applying electronically via [www.Grants.gov](http://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.

**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.

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](http://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 SFs and forms approved by the Office of Management and Budget (OMB), the application submission is **limited to 75 pages** in its entirety. The two files applicants must submit are:

The **Project Description** file must include these items:

1. Table of Contents
2. Abstract
3. Need for Assistance
4. Approach
5. Logic Model/Theory of Change
6. Organizational Capacity
7. Program Performance Evaluation Plan
8. Line Item Budget and Budget Justification (to include plan for oversight of federal award funds)

The **Appendices** file must include these items:



1. Certifications and Assurances
2. Legal Status of Applicant Entity
3. Third-party Agreements
4. Organizational Chart and Resumes (no more than 2 page length for key staff on the proposed project)
5. Indirect Cost Rate Letter (if applicable)

## **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](http://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 “Online Answers.” The Adobe verification process allows applicants to test their version of the software by opening a test application package. Grant.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.

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.

### **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](http://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 <https://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](http://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](http://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](http://www.Grants.gov).

Forms / Assurances / Certifications	Submission Requirement	Notes / Description
Third-Party Agreements (also, MOUs and Consortia Agreements)	Submission is required for all applicants who have agreements in place by the application due date.	Required for all applicants that have agreements.

<p>SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non-Construction Programs</p>	<p>Submission is required for all applicants when applying for a non-construction project. Standard Forms must be used. Forms must be submitted by 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>	<p>Required for all applications when applying for a non-construction project.</p>
<p>SF-LLL - Disclosure of Lobbying Activities</p>	<p>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.</p>	<p>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.</p>
<p>SF-Project/Performance Site Location(s) (SF-P/PSL)</p>	<p>Submission is required for all applicants by the application due date.</p>	<p>Required for all applications. In the SF-P/PSL, applicants must cite their primary location and up to 29 additional performance sites.</p>
<p>Certification Regarding Lobbying (Grants.gov Lobbying Form)</p>	<p>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.</p>	<p>Submission of the certification is required for all applicants.</p>
<p>Unique Entity Identifier (DUNS) and Systems for</p>	<p>Required of all applicants. To obtain a DUNS number, go to <a href="http://fedgov.dnb.com/">http://fedgov.dnb.com/</a></p>	<p>See <i>Section IV.3. Unique Entity Identifier and System for Award Management (SAM)</i> for more</p>

Award Management (SAM) registration.	<a href="#">webform</a> . Active registration at the Systems Award Management (SAM) website must be maintained throughout the application and project award period. SAM registration is available at <a href="http://www.sam.gov">http://www.sam.gov</a> .	information.
SF-424 - Application for Federal Assistance	Submission is required for all applicants by the application due date.	Required for all applications.

**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](mailto: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.

**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.

The TLP/MGH project will be built around a specific Logic Model/Theory of Change (LM/TOC).

The LM/TOC will link each component of the TLP/MGH project in order to demonstrate how the investments (Inputs) and Activities combined equate to Outputs and how those Outputs impact Short, Intermediate and Long Term Outcomes. The chart below is for illustrative purposes with prepopulated information as an example of information applicants may include in each category.

<b>INPUTS</b>	<b>ACTIVITIES What We Do</b>	<b>ACTIVITIES Who We Serve</b>	<b>OUTPUTS</b>	<b>SHORT TERM Outcomes</b>	<b>INTERMEDIATE Outcomes</b>	<b>LONG-TERM Outcomes</b>
<i>Resources Invested</i>	<i>Shelter Provided</i>	<i>Target Population Served</i>	<i># and % of Youth In Shelter</i>	<i># and % of Youth in Stable Housing</i>	<i># and % of Youth Living Independently</i>	<i>TLP Youth Reaching Middle</i>

						<i>Class</i>
	<i>Transitional Living Plan</i>	<i>Age of Population Served</i>	<i># and % of Youth with a TLP Plan</i>	<i># and % of Youth Achieving Permanent Connections</i>	<i># and % of Youth Not Convicted of a Crime</i>	
<i>Partnership Developed</i>	<i>Collaborative Services Delivered</i>		<i># and % of Youth Receiving Services</i>	<i># and % of Youth Achieving Well-Being</i>		

Applicants should include in their plan a detailed description of how the key components of their LM/TOC relate to one another and the overall vision of the program. The plan must correspond to the elements included in the LM/TOC and focus on providing an explanation and justification behind the LM/TOC elements proposed. This explanation should draw upon the applicant’s programmatic experience serving youth in need of TLP/MGH services, or similar high-risk youth populations, along with any relevant evaluation and research findings.

In describing the plan, applicants should address the following questions related to program's Vision; Inputs; Activities and Outputs; and Short, Intermediate and Long-Term Outcomes.

TLP/MGH grantees will not be required to collect and report on data on any program outputs measures, Intermediate and Long-term Outcomes not otherwise detailed in *Section VI. 3. Reporting.*

***Vision***

*What will the project look like when you achieve the desired outcome?*

*Applicants should discuss the cost-benefits associated with the TLP/MGH project and answer the question, "What are the costs of not serving youth in the TLP/MGH?"*

***Inputs***

*What resources will be required to perform the activities to implement your project?*

*What other organizations share an interest in the population / outcomes you are trying to create?*

When responding to the above questions, applicants should clearly identify and/or discuss:

- Joint programming (efficient mapping, alignment, and coordination of resources);
- Case conferencing across clients in common;
- Tracking outcomes from referrals (i.e., what happened after services were provided?); and
- Data sharing.

*Who are your partners and how do you coordinate with them?* When responding to this question, applicants should list the organizations with whom they partner. Applicants should describe their coordination with systems of care providers such as: government, Continuums of Care (CoC),



nonprofits, and service providers to assure the ability to serve the homeless youth and their dependent infant/child(ren) after program exit.

By statute or regulation, the following list of service linkages must be addressed in the application:

- Mental and health care providers
- Health Insurance
- Substance abuse treatment centers
- Law Enforcement
- Juvenile Justice
- Child Welfare
- Schools: Work with the appropriate McKinney-Vento liaison
- Employment services/Job Training
- Housing
- Welfare personnel
- Maternal and child health providers

The following are examples of services linkages the applicant may consider discussing, but it is not required:

- Homeless Assistance Act is Title X, Part C, of the No Child Left Behind Act and connect to FAFSA resources
- Child care assistance services providers
- Sexual assault services
- Services for victims of human trafficking
- Legal assistance
- Early childhood development centers
- Head start programs where available
- Faith-based and community organizations

Where applicable, applicants should also indicate where and how any collaborative partners/stakeholders assist and support the project's effort to serve any of these particular populations. If applicable, indicate whether the CoC in your community operates any rapid rehousing models for youth, any permanent supportive housing for youth, or referral coordination with the local CoC to ensure target population have access to all of the community's resources.

In addition, an applicant with a proposed geographic area that spans more than one CoC, must clearly describe a joint agreement by all Homeless Management Information System (HMIS) leads on the process for data collection and reporting among the covered CoCs.

Applicants with proposed geographic areas that do not belong to a CoC must clearly describe a plan to contact and work with another CoC's HMIS lead for data collection and reporting purposes.

If the organization is not involved in a local CoC, describe a plan to join and actively participate in a local CoC.

## ***Program Activities and Outputs***

*Which activities must be implemented to achieve the identified Outputs?*

When responding to this question, applicants should discuss the Activities provided and the associated Outputs achieved through the provision of TLP/MGH shelter and services, as described in *Section I. Project Approach*. Where applicable, applicants should indicate whether and how particular activities relate to various target populations. If an applicant is not serving youth under the age of 18, please explain why.

Applicants should provide a listing of program Outputs to correspond with each Activity listed in their LM/TOC. If any program Output measure is also contained in Runaway and Homeless Youth - Homeless Management Information System (RHY-HMIS), the applicant should provide the estimated number and percentage of youth for whom that activity is provided. Grantees will not be required to collect and report on data on any program Output measure not otherwise required in *Section VI. 3. Reporting*.

For the Program Activities and Outputs, applicants should describe their experience serving youth in need of TLP services, or similar high-risk youths, along with any relevant evaluation and research findings, to support how they expect the Activities included in their LM/TOC will result in the Short-Term Outcomes. In addition, where applicable, applicants should indicate whether and how particular activities relate to various target populations.

Applicants applying for MGH funds are strongly encouraged to include Program Activities and Outputs that relate to any Short-Term Outcomes associated with children born while in residence at the program, as well as the expected effect of any parenting skills (including fatherhood skills for parenting fathers) as described in *Section I. Project Approach*.

*What is the population served?* Applicants must indicate the ages and types of populations they are targeting for the program activities described under *Section I, Project Approach*.

## ***Short-Term Outcomes***

*What knowledge, skills, and competencies do youth and young adults need to reach the four core outcomes?*

When responding to this question, applicants should discuss how their program strategy (i.e., Inputs and Activities) will link to achievement in the four outcome areas described in *Section I. Program Description, Performance Standards*.

Applicants should provide and describe measures and metrics for determining the number and percentage of TLP youth expected to achieve the Short-Term Outcomes provided in their LM/TOC. Note corresponding measures, provided in *Section VI.3. Reporting* are included among the OMB-approved measures that grantees must report on through RHY-HMIS.

Applicants should discuss how they expect the Short-Term Outcomes, included in their LM/TOC, will result in the Intermediate Outcomes identified in the LM/TOC. Applicants applying for MGH funds are strongly encouraged to include Short-Term Outcome measures that relate to the expected/desired outcomes associated with children born while in residence at the program, as well as the expected effect of any parenting skills (including fatherhood skills for parenting fathers).

## ***Intermediate Outcomes***

*What knowledge, skills, and competencies do youth and youth adults need to maintain short-term outcomes and transition to independent living?*

When responding to this question, applicants should discuss how youth served through the TLP/MGH will sustain the outcomes articulated in the applicant's Short-Term Outcomes.

For the purposes of their LM/TOC, applicants are encouraged to project the number and percentage of youth served through the program who are projected to achieve these Intermediate Outcomes. For MGH applicants, this would not include the measure concerning not becoming a parent.

Applicants can also indicate any partnership/referral relationships they have for providing support to the TLP youth exiting the program, including specifics on how referrals are followed up to determine whether the partnering agency actually provided support services for these youth.

Applicants applying for MGH funds are strongly encouraged to include Intermediate Outcome measures that relate to the expected/desired outcomes associated with children born while in residence at the program, as well as the expected effect of any parenting skills (including fatherhood skills for parenting fathers) as described in *Section I. Project Approach*.

### ***Long-Term Outcomes***

*What will it look like when you achieve the desired outcome?*

When responding to this question, applicants should describe their vision for the desired long-term condition of the youth they serve. The Long-Term Outcomes of the LM/TOC does not represent measures which the applicant is expected to capture and report, but the application should include a discussion of how Inputs and Activities, in the long-term, will lead to positively impacting long-term, desired outcomes.

Applicants applying for MGH funds are strongly encouraged to include Long-Term Outcome measures that relate to the expected/desired outcomes associated with children born while in residence at the program.

The project narrative should include key activities involved in ensuring sustainability involving building support, showing results, and obtaining continuing funding.

### **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.

### **Geographic Location**

Describe the precise location of the project and boundaries of the area to be served by the proposed project.

### **Legal Status of Applicant Entity**

Applicants must provide the following documentation:

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.

### **Project Sustainability Plan**

Applicants must propose a plan for project sustainability after the period of federal funding ends. Grantees are expected to sustain key elements of their grant projects, e.g., strategies or services and interventions, which have been effective in improving practices and those that have led to improved outcomes for children and families.

Describe the approach to project sustainment that will be most effective and feasible. Describe the key individuals and/or organizations whose support will be required in order to sustain program activities. Describe the types of alternative support that will be required to sustain the planned program. If the proposed project involves key project partners, describe how their cooperation and/or collaboration will be maintained after the end of federal funding.

### **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);
- 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;
- Child care licenses and other documentation of professional accreditation;
- Information on compliance with federal/state/local government standards;
- Job descriptions for each vacant key position.

### **Third-Party Agreements**

Third-party agreements include Memoranda of Understanding (MOU) and Letters of Commitment. General letters of support are **not** considered to be third-party agreements. Third-party agreements must clearly describe the project activities and support to which the third party is committing. Third-party agreements must be signed by the person in the third-party organization with the authority to make such commitments on behalf of their organization.

Provide written and signed agreements between grantees and subgrantees, or subcontractors, or other cooperating entities. These agreements must detail the scope of work to be performed, work schedules, remuneration, and other terms and conditions that structure or define the relationship.

### **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.

Applicants must provide both the requested funding as well as the in-kind resources the organization will use to support the program activities.

In this section, applicants should describe how both the requested funding as well as the in-kind resources of the organization will be applied in order to support the Program Activities. This may include, but is not limited to: staffing, curricula, furniture/equipment, volunteers, and program space among other things. Resources attributable to partnerships and collaborations should not be included in the budget narrative.

Applicants should provide a calculation of cost per youth served based on requested funding and in-kind resources contributed divided by the anticipated number of youth served by the program. (Example: Federal Funds Request + Value of in-kind Resources/Anticipated Number of Youth Served per Project Year = Cost Per Youth or  $\$150,000 + \$20,000/20 = \$8,500$  per youth per year)

Applicants should include in their budget costs for sending at least one person to the annual RHY Grantee Training.

Applicants lacking computer equipment (hardware) and client software as used by their local U.S. Department of Housing and Urban Development, funded for the purposes of completing training of the use of RHY-HMIS data entry must include an estimated cost for such equipment, software, and training in their proposed budget. If the applicant already has such equipment, this fact must be noted. See *Section VI.3. Reporting*, regarding FYSB's requirement for keeping adequate statistical data through RHY-HMIS. In addition, if applicable, clearly describe the organization's inability to pay off the burden that would be created for the use of the CoC-designated RHY-HMIS and submit an alternative proposal for the use of another HMIS solution.

## **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 rate. When the applicant chooses this method, costs included in the indirect cost pool must not be charged as direct costs to the grant.

## 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, 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 . 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.1.* 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](http://www.Grants.gov)**

This section provides the application submission and receipt instructions for ACF program applications. Please read the following instructions carefully and completely.

## **Electronic Delivery**

ACF is participating in the Grants.gov initiative to provide the grant community with a single site to find and apply for grant funding opportunities. ACF applicants are required to submit their applications online through Grants.gov.

## **How to Register and Apply through Grants.gov**

Read the following instructions about registering to apply for ACF funds. Applicants should read the registration instructions carefully and prepare the information requested before beginning the registration process. Reviewing and assembling the required information before beginning the registration process will alleviate last-minute searches for required information.

The registration process can take up to four weeks to complete. Therefore, registration should be done in sufficient time to ensure it does not impact your ability to meet required application submission deadlines.

Organization applicants can find complete instructions here:

<https://www.grants.gov/web/grants/applicants/organization-registration.html>

***Obtain a DUNS Number:*** All entities applying for funding, including renewal funding, must have a Data Universal Numbering System (DUNS) number from Dun & Bradstreet (D&B). Applicants must enter the DUNS number in the data entry field labeled "Organizations DUNS" on the SF-424 form.

For more detailed instructions for obtaining a DUNS number, refer to:

<https://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html>

***Register with SAM:*** In addition to having a DUNS number, organizations applying online through Grants.gov must register with the System for Award Management (SAM). All organizations must register with SAM in order to apply online. Failure to register with SAM will prevent your organization from applying through Grants.gov.

For more detailed instructions for registering with SAM, refer to:

<https://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html>

***Create a Grants.gov Account:*** The next step in the registration process is to create an account with Grants.gov. Applicants must know their organization's DUNS number to complete this process. Completing this process automatically triggers an email request for applicant roles to the organization's E-Business Point of Contact (EBiz POC) for review. The EBiz POC is a representative from your organization who is the contact listed for SAM. To apply for grants on behalf of your organization, you will need the AOR role.

For more detailed instructions about creating a profile on Grants.gov, refer to:

<https://www.grants.gov/web/grants/applicants/registration.html>

**Authorize Grants.gov Roles:** After creating an account on Grants.gov, the EBiz POC receives an email notifying them of your registration and request for roles. The EBiz POC will then log in to Grants.gov and authorize the appropriate roles, which may include the AOR role, thereby giving you permission to complete and submit applications on behalf of your organization. You will be able to submit your application online any time after you have been approved as an AOR.

For more detailed instructions about creating a profile on Grants.gov, refer to:  
<https://www.grants.gov/web/grants/applicants/registration/authorize-roles.html>

**Track Role Status:** To track your role request, refer to:  
<https://www.grants.gov/web/grants/applicants/registration/track-role-status.html>

When applications are submitted through Grants.gov, the name of the organization's AOR that submitted the application is inserted into the signature line of the application, serving as the electronic signature. The EBiz POC must authorize individuals who are able to make legally binding commitment on behalf of the organization as an AOR; this step is often missed and it is crucial for valid and timely submissions.

### **How to Submit an Application to ACF via Grants.gov**

Grants.gov applicants can apply online using Workspace. Workspace is a shared, online environment where members of a grant team may simultaneously access and edit different webforms within an application. For each FOA, you can create individual instances of a workspace.

The following is an overview of applying via Grants.gov. For access to complete instructions on how to apply for opportunities, refer to: <https://www.grants.gov/web/grants/applicants/apply-for-grants.html>

**Create a Workspace:** Creating a workspace allows you to complete an application online and route it through your organization for review before submitting.

**Complete a Workspace:** Add participants to the workspace, complete all the required forms, and check for errors before submission.

**Adobe Reader:** If you decide not to apply by filling out webforms you can download individual PDF forms in Workspace so that they will appear similar to other Standard or ACF forms. The individual PDF forms can be downloaded and saved to your local device storage, network drive(s), or external drive(s), then accessed through Adobe Reader.

**NOTE:** Visit the Adobe Software Compatibility page on Grants.gov to download the appropriate version of the software at:  
<https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html>

**Mandatory Fields in Forms:** In the forms, you will note fields marked with an asterisk and a different background color. These fields are mandatory fields that must be

completed to successfully submit your application.

***Complete SF-424 Fields First:*** The forms are designed to fill in common required fields across other forms, such as the applicant name, address, and DUNS number. To trigger this feature, an applicant must complete the SF-424 information first. Once it is completed, the information will transfer to the other forms.

***Submit a Workspace:*** An application may be submitted through workspace by clicking the Sign and Submit button on the Manage Workspace page, under the Forms tab. Grants.gov recommends submitting your application **at least 24-48 hours prior to the close date** to provide you with time to correct any potential technical issues that may disrupt the application submission.

***Track a Workspace:*** After successfully submitting a workspace package, a Grants.gov Tracking Number (GRANTXXXXXXXX) is automatically assigned to the package. The number will be listed on the Confirmation page that is generated after submission.

For additional training resources, including video tutorials, refer to:  
<https://www.grants.gov/web/grants/applicants/applicant-training.html>

Grants.gov provides applicants 24/7 support via the toll-free number 1-800-518-4726 and email at [support@grants.gov](mailto:support@grants.gov). For questions related to the specific grant opportunity, contact the number listed in the application package of the grant you are applying for.

If you are experiencing difficulties with your submission, it is best to call the Grants.gov Support Center and get a ticket number. The Support Center ticket number will assist ACF with tracking your issue and understanding background information on the issue.

### **Timely Receipt Requirements and Proof of Timely Submission**

All applications must be received by 11:59 p.m., ET, on the due date established for each program. Proof of timely submission is automatically recorded by Grants.gov. An electronic date/time stamp is generated within the system when the application is successfully received by Grants.gov. The applicant AOR will receive an acknowledgement of receipt and a tracking number (GRANTXXXXXXXX) from Grants.gov with the successful transmission of their application. Applicant AORs will also receive the official date/stamp and Grants.gov Tracking number in an email serving as proof of their timely submission.

When ACF successfully retrieves the application from Grants.gov, and acknowledges the download of submission, Grants.gov will provide an electronic acknowledgment of receipt of the application to the email address of the applicant with the AOR role. Again, proof of timely submission shall be the official date and time that Grants.gov receives your application. Applications received by Grants.gov after the established due date for the program will be considered late and will not be considered for funding by ACF.

Applicants with slow internet, such as dial-up connections, should be aware that transmission can take some time before Grants.gov receives your application. Again, Grants.gov will provide either an error or a successfully received transmission in the form of an email sent to the applicant

with the AOR role. The Grants.gov Support Center reports that some applicants end the transmission because they think that nothing is occurring during the transmission process. Please be patient and give the system time to process the application.

### **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](http://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:

[https://www.acf.hhs.gov/sites/default/files/assets/acf\\_policy\\_for\\_requesting\\_an\\_exemption\\_from\\_required\\_electronic.pdf](https://www.acf.hhs.gov/sites/default/files/assets/acf_policy_for_requesting_an_exemption_from_required_electronic.pdf).

### **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: **04/05/2018**

##### **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](http://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](http://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](http://www.Grants.gov) are available at: [www.grants.gov/web/grants/applicants/apply-for-grants.html](http://www.grants.gov/web/grants/applicants/apply-for-grants.html).

Applications submitted to [www.Grants.gov](http://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](http://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](http://www.Grants.gov)**

Applicants will receive an initial email upon submission of their application to [www.Grants.gov](http://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](http://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](http://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.

Costs for acquisition and renovation of existing structures are authorized but may not exceed 15 percent of the grant amount awarded. (45 C.F.R. § 1351.15 and § 1351.16)

Applicants are advised that no grant funds may be used for any program for distributing sterile needles or syringes for the hypodermic injection of any illegal drug. Prospective grantees are advised that entities receiving TLP grant funds and operating a program to distribute sterile needles or syringes for hypodermic injections of illegal drugs must account for all funds used for such programs separately from any expenditure of TLP grant funds.

HHS funds may not be used for abortions.

For further funding restrictions, please see the HHS Grants Policy Statement reference in *Section VI.2. Administrative and National Policy Requirements*.

#### **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](http://www.acf.hhs.gov/grants/howto#chapter-6).

##### **Submission By Mail**

FYSB Operations  
c/o F2-Solutions  
ATTN: TLP/MGH FOA  
1401 Mercantile Lane  
Suite 401  
Largo, MD 20744

##### **Hand Delivery**

FYSB Operations  
c/o F2-Solutions  
ATTN: TLP/MGH FOA  
1401 Mercantile Lane

Suite 401  
Largo, MD 20744

### Electronic Submission

See *Section IV.2.* for application requirements and for guidance when submitting applications electronically via [www.Grants.gov](http://www.Grants.gov).

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

## V. Application Review Information

### V.1. Criteria

**Please note:** With the exception of the funding opportunity announcement and relevant statutes and regulations, 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.

#### NEED FOR ASSISTANCE

Maximum Points:10

**In reviewing the need for assistance, reviewers will provide appropriate scores to the extent applicants have clearly:**

**1.1** Provided information on the need specific to the geographic area they intend to cover, including the nature and scope of the problem.

**1.2** Described the cost-benefits provided by the TLP/MGH project, if funded, in terms of where youth otherwise served by the TLP/MGH would have ended up without the TLP/MGH and the associated costs (e.g., juvenile detention, emergency rooms).

#### APPROACH

Maximum Points:50

**In reviewing the approach, reviewers will provide appropriate scores to the extent applicants completed and populated their LM/TOC, along with the associated narrative for each phase of the logic model (i.e., beginning with vision statement/long-term outcomes and ending with inputs):**

**2.1** Described the process the organization has in place to identify (e.g., screening and assessment tools) the unique needs of runaway and homeless youth and youth victims of trafficking (i.e., sex trafficking, labor trafficking, commercial sex exploitation, and sexual assault) and the ongoing assessment process to ensure interventions are meeting a youth's needs. [Activities – Who We Reach]

**2.2** Described the supportive housing options for youth (e.g., Group homes, Host homes, Supervised apartments) and if applicable, indicated whether the CoC in their community operates any rapid rehousing models for youth or any permanent supportive housing for youth.

[Program Activities and Outputs]

2.3 Described interventions or initiatives the organization developed or adopted to help young people transition from homelessness to sustainable living. [Program Activities and Outputs]

2.4 Described how the agency will implement comprehensive service strategies into the TLP/MGH project. [Program Activities and Outputs]

2.5 If applicable, applicant with a proposed geographic area that spans more than one CoC explained the current joint agreement by all HMIS leads on the process for data collection and reporting among the covered CoCs. And, applicants with proposed geographic areas that do not belong to a CoC, clearly explained a plan to contact and work with another CoC's HMIS lead for data collection and reporting purposes. [Inputs – Partnering]

2.6 Described the organization's strategy to prevent and end youth homelessness and the role the local CoC plays in the execution of the plan. If the organization is not a part of the community CoC, describe the organization's efforts to connect and begin a partnership with the community CoC. Also, if the community does not currently include youth in the coordinated entry system, described the organization's efforts to assist the CoC in the development of coordinated entry for youth. [Program Activities and Outputs]

2.7 Explained what kinds of knowledge, skills, and attitudes are needed to ensure youth gets and maintains housing (e.g., what to look for in an apartment, rules and responsibilities of being a good tenant/roommate; what kinds of things should be included in a monthly budget; does well in school, and/or obtains and maintains employment) and is able to make and maintain permanent connections and achieves mental, physical, and social emotional well-being? [Program Activities and Outputs]

Performance Evaluation Plan Maximum Points: 15

**In reviewing the performance evaluation plan, reviewers will provide appropriate scores to the extent applicants have clearly:**

3.1 Described the plan for program performance evaluation that will contribute to continuous quality improvement.

3.2 Described the systems and processes that will support the organization's performance management requirements through effective tracking of performance outcomes.

3.3 Explained project activities for implementing the performance evaluation plan.

Organizational Capacity Maximum Points: 10

**In reviewing the organizational capacity, reviewers will provide appropriate scores to the extent applicants have clearly:**

4.1 Described the organization's experience in youth homelessness projects, and if applicable pregnant and parenting homeless youth, designed to prevent and end youth homelessness.

4.2 Detailed the scope of work to be performed, work schedules, remuneration, and other terms and conditions that defines the working relationship with sub-grantees, subcontractors, or other cooperating entities.

4.3 Described the system of care providers in the community and how the organization partners with them to ensure that referrals are made so that youth have access to all available resources

including adult mainstream services and youth services.

#### Budget and Budget Justification

Maximum Points:10

**In reviewing the budget and budget justification, reviewers will provide appropriate scores to the extent applicants have clearly:**

- 5.1 Outlined a clear line-item budget and narrative budget for the federal and non-federal share of project costs associated with implementing program requirements.
- 5.2 Provided a project budget that is reasonable in all of its aspects, including the calculation of cost per youth served.
- 5.3 If applicable, provided an estimated cost for equipment, software, and training in the proposed budget for RHY-HMIS computer equipment and client software or noted the organization already has the equipment.
- 5.4 Outlined the agency's annual operating budget and listed the funding sources that will support the TLP/MGH.
- 5.5 Described how oversight of federal funds will be ensured and how grant activities and partner(s) will adhere to applicable federal and programmatic regulations.

#### SUSTAINABILITY PLAN

Maximum Points:5

**In reviewing the sustainability plan, reviewers will provide appropriate scores to the extent applicants have clearly:**

- 6.1 Described a detailed sustainability plan, including concrete activities and milestones associated with the plan to be executed during each year of the projected grant period.
- 6.2 Described key individuals and/or organizations whose support will be required to sustain the planned program. If the proposed project involves key project partners, describe how their cooperation and/or collaboration will be maintained after the end of federal funding.

## 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](http://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.

As required by the RHYA, priority for funding shall be given to public and private entities with experience in providing services to runaway, homeless, or street youth. Eligible applicants will be assessed on how well they sufficiently demonstrated and substantiated that they have experience in providing services to runaway, homeless, or street youth. Applicants should refer to *Section IV.2 The Project Description, Approach, and Organizational capacity*.

ACF may elect not to fund applicants and/or partnering organizations that have previously demonstrated an inability to adhere to ACF, ACYF, or RHY reporting requirements in the past.

## **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/](http://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](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](http://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](http://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.

Unless otherwise noted in this section, administrative and national policy requirements that are applicable to discretionary grants are available at: <http://www.acf.hhs.gov/administrative-and-national-policy-requirements>.

### **Runaway and Homeless Youth Act Rule**

On December 20, 2016, FYSB published a new rule to improve performance standards and program requirements for runaway and homeless youth programs. This new rule builds upon existing policies and guidance to better support runaway and homeless youth by strengthening training and professional development for service providers, defining safe and appropriate exits from homelessness, requiring aftercare planning for all youth exiting programs, and improving nondiscrimination protections for youth. The rule also clarifies statutory changes made to the Runaway and Homeless Youth Act of 2008. All RHY grantees must comply with the new rule and this Funding Opportunity Announcement reflects the new requirements in the rule (45 CFR 1351).

### **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, 34 U.S.C. § 11201-11281.

Applicants are further advised that regulations implementing certain requirements of the RHY Act can be found at 45 CFR Part 1351.

**Staff safety:** Projects must have safety protocols for workers.

**Background checks:** Pursuant to 45 CFR § 1351.23(j) of the RHY Rule, projects must have a plan to ensure background checks are completed on all employees, contractors, volunteers, and consultants who have regular and unsupervised private contact with youth served by the organization, and on all adults who reside in or operate host homes, beginning on October 1, 2017. Required background checks to include state or tribal criminal history records, including fingerprint checks; sex offender registry check; and any other checks required by state law, and



to the extent the project is able to, the plan should include Federal Bureau of Investigation (FBI) criminal history records, including fingerprint checks and child abuse and neglect registry checks. If a project is unable to obtain FBI criminal history information or child abuse and neglect registry information, the agency plan must detail efforts to obtain such information and the impediments to doing so. In addition, as appropriate to job functions, projects must also include verification of educational credentials and employment experience, and the individual's driving records (for those who will transport youth), and professional licensing records.

**Emergency Preparedness Plan:** Pursuant to 45 CFR § 1351.23(g) of the RHY Rule, projects must have plans for routine preventative maintenance of facilities as well as preparedness, response, and recovery efforts. The plan should contain strategies for addressing evacuation, security, food, medical supplies, and notification of youths' families, as appropriate. In the event of an evacuation due to specific facility issues, such as fire, loss of utilities, or authorities, an alternative location needs to be designated and included in the plan.

**Licensing Requirement:** Pursuant to 45 CFR § 1351.23(h), projects must have plans to ensure that all shelters are licensed and any shelter to which the project regularly refers clients to have evidence of current licensure, in states or localities with licensure requirements.

**Training plan:** Projects must ensure that all paid and volunteer workers are trained on the Core Competencies of Youth Workers necessary to carry out the objectives and activities of the project. This shall include, but is not be limited to, positive youth development, trauma-informed care, evidence-informed practices, street outreach intervention, human trafficking, sexual exploitation, harm reduction, assessment and case management, worker safety, understanding the diversity and culture of life on the street, safe and ethical practices, and community resources for well-being and self-sufficiency.

Pursuant to 45 CFR § 1351.23(e) and (f), projects must develop and implement a plan for addressing youth who have run away from foster care placement or correctional institutions, in accordance with federal, state, or local laws or regulations that apply to these situations. Projects must also take steps to ensure that youth who are or should be under the legal jurisdiction of the juvenile justice or child welfare systems obtain and receive services from those systems until such time as they are released from the jurisdiction of those systems.

Additionally, TLP/MGH programs are required to increase their capacity to identify and provide services and/or service referrals to trafficked youth by participating in professional training and adding human trafficking elements into existing screening and assessment tools. TLP/MGH programs are encouraged to enhance their human trafficking prevention and intervention efforts to minimize these incidents among vulnerable youth and effectively identify trafficked youth.

**Governance and fiscal controls:** Organizations must have in place governance structure, fiscal control, and accountability procedures.

### **Technical Assistance, Monitoring, and Short-Term Training**

Grantees must receive and participate in technical assistance, monitoring, and short-term training as recommended by federal staff to ensure quality programming and implementation to allow flexibility in which techniques will be used. It is not a requirement that every staff person receives training in every subject offered. However, all youth-serving workers on staff should receive training sufficient to meet the stated Core Competencies of Youth Workers. Training

and technical assistance is free to TLP grantees through the Runaway and Homeless Youth Training and Technical Assistance Center (RHYTTAC). Services include regionally based technical assistance clinics, training sessions, training of trainers, e-learning, webinars, and an annual grantee conference. Grantees are strongly encouraged to participate in human trafficking trainings and activities offered by RHYTTAC. More information is available at [www.rhyttac.net](http://www.rhyttac.net). In addition, all grantees must budget annually the costs of sending at least one key staff person to attend the RHY National Grantee Training. The list of technical assistance and training options reflect primarily the evolution and expansion over the years of the training and technical assistance program, and the items listed are all conducted currently under the program. Grantees would participate in technical assistance or short-term training as a condition of funding, as determined necessary by HHS, in areas such as, but not limited to:

- Aftercare services or counseling;
- Background checks;
- Core competencies of youth workers;
- Core support services;
- Crisis intervention techniques;
- Cultural and linguistic diversity;
- Development of coordinated networks of private nonprofit agencies and/or public agencies to provide services;
- Ethics and staff safety;
- Fiscal management;
- Low cost community alternatives for runaway or otherwise homeless youth;
- Positive youth development;
- Program management;
- Risk and protective factors related to youth homelessness;
- Screening and assessment practices;
- Human trafficking (sex and labor trafficking);
- Shelter facility staff development;
- Special populations (e.g., tribal youth; youth with disabilities; youth victims of trafficking, sexual exploitation or sexual abuse);
- Trauma and the effects of trauma on youth;
- Use of evidence-based and evidence-informed interventions; and
- Youth and family counseling

In addition, procedures shall be established for the training of project staff in the protection of confidentiality requirements Pursuant to 45 CFR § 1351.21(c) of the RHY Rule.

Grantees shall coordinate their activities with the 24-hour National toll-free and Internet communication system, which links Runaway and Homeless Youth projects and other service providers with runaway or otherwise homeless youth, as appropriate to the specific activities provided by the grantee.

### **Confidentiality**

Pursuant to 45 CFR § 1351.21 of the RHY Rule, no records containing the identity of individual youth, including but not limited to lists of names, addresses, photographs, or records of

evaluation of individuals served by a Runaway and Homeless Youth project, may be disclosed or transferred to any individual or to any public or private agency except research, evaluation, and statistical reports funded by grants provided under section 343 of the Act are allowed to be based on individual data, but only if such data are de-identified in ways that preclude disclosing information on identifiable individuals. Additionally, youth served by a Runaway and Homeless Youth project shall have the right to review their records; to correct a record or file a statement of disagreement; and to be apprised of the individuals who have reviewed their records. Finally, HHS policies regarding confidential information and experimentation and treatment shall not apply if HHS finds that state law is more protective of the rights of runaway or otherwise homeless youth.

Grantee must ensure that all confidential, sensitive information and records will be properly handled and safeguarded. Grantees must have a secure process that allow clients to review their records, correct a record or file a statement of disagreement and be apprised of all individuals and entities that have reviewed their records.

Under the RHYA, grantees may not disclose records maintained on individual runaway and homeless youth without the consent of the youth and/or parent or legal guardian, with the exception of disclosing records to a government agency involved in the disposition of criminal charges and disclosing de-identified records to an agency for compiling statistical records.

### VI.3. Reporting

Performance Progress Reports: Semi-Annually

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](http://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

#### **Runaway and Homeless Youth Data Collection Requirements**

Grantees are legislatively required to keep adequate statistical records profiling the youth and families assisted under this federal grant. Historically, RHY-HMIS served as the designated data collection system, enabling grantees to collect and transmit youth-level data to FYSB on a semi-annual basis. RHY-HMIS data collection measures are approved under OMB control number 0970-0123, which expires February 28, 2018.

Grantees are required to join with the local CoC in their area to work with other homeless service providers on data collection efforts, technical assistance provision, and to participate in service delivery coordination. RHY grantees may use FYSB grant funds to cover charges associated with CoC training and access to the new RHY-HMIS software.

All TLP/MGH grantees need to record data for youth individually contacted and engaged into

HMIS.

Grantees must identify the projected number of active HMIS users necessary to collect data on all youth served using TLP/MGH grant funding timely and accurately, report the data to FYSB through semiannual data upload processes, and ensure that data quality thresholds are met.

Grantees must also receive access to HMIS by an HMIS lead in the CoC where the grantee operates and receive training on its use and reporting functionalities. The contact information for the HMIS lead in every CoC may be found at: <https://www.hudexchange.info/grantees/?programid=3&searchText=&stateId>. Grantees must report to the HMIS lead any technical issues on the use of HMIS.

Grantees must submit the data collected in RHY-HMIS to FYSB during a semi-annual upload process by generating a report in RHY-HMIS with de-identified name and Social Security numbers of clients.

Grantees must assign one point of contact for uploading the client-level data to FYSB. This will assist FYSB in creating and maintaining a formal communications link for sharing important updates and system developments.

Additional materials and instructions regarding RHY-HMIS use and reporting for RHY grantees may be found at: <https://www.rhyttac.net/rhy-hmis>.

Grantees are not required to obtain consent to collect data on individual youth in a RHY-HMIS or record information about that youth in other records. Consent is required, however, for data to be shared within an RHY-HMIS solution across all programs participating in that RHY-HMIS. The parent or legal guardian of youth under 18 must provide the consent to share data, whereas youth 18 or over are able to provide consent by themselves to share data.

### **Performance Standards and Measures**

The RHY Program has developed corresponding measures, in cases where grantees' compliance with performance standards may be evaluated using existing RHY-HMIS elements. Some of these measures contain specific targets informed by past RHY Program data that grantees are required to meet.

In other cases, performance standards required by the final rule do not correspond to existing RHY-HMIS data elements. For these performance standards, grantees must use the existing Performance Progress Report (PPR) to report these data. The PPR reporting process is found under PRA OMB Control Number 0970-0406.

Detailed guidance, training, and technical assistance on how to collect and report data on these performance standards will be developed and provided to RHY grantees in advance of reporting deadlines.

The performance standards apply to all RHY-funded grantees beginning on October 1, 2017.

Grantees' performance will be monitored based on their compliance with these performance standards and measures. Grantees' performance on these standards may also be used when deciding which RHY grantee applications to fund in future FOAs.

The table below summarizes the performance standards and corresponding measures, as well as the data collection instrument that grantees are required to use for each measure.

<b>Performance Standard</b>	<b>Corresponding Measure</b>	<b>Data Collection Instrument</b>
Grantees will enhance outcomes for youth in the core area of social and emotional well-being.	The average composite score of general health, mental health, and dental health status will be lower at exit from a TLP than at entry.	RHY-HMIS
Grantees will enhance outcomes for youth in the core area of permanent connections.	Grantees will report the percentage of youth upon exiting the TLP who report that there at least one adult in their life, other than RHY program staff, to whom they can go for advice or emotional support.	PPR
Grantees will enhance outcomes for youth in the core area of education or employment.	66% of youth leaving a TLP will be attending school or have graduated from high school or obtained a GED.	RHY-HMIS
Grantees will enhance outcomes for youth in the core area of education or employment.	75% of youth leaving a TLP will be employed or looking for work.	RHY-HMIS
Grantees will enhance outcomes for youth in the core area of stable housing.	90% of youth leaving a TLP will exit to a safe and stable destination.	RHY-HMIS
Grantees will ensure that youth have safe and appropriate exits when leaving the program.	Grantees will report the type of destination for each youth who exits a TLP.	RHY-HMIS.

## **VII. HHS Awarding Agency Contact(s)**

### **Program Office Contact**

Angie Webley  
Administration for Children and Families  
Administration on Children, Youth and Families  
Family and Youth Services Bureau, Headquarters  
330 C Street, SW  
Switzer Building, Third Floor, Room 3617B  
Washington, DC 20201  
Phone: (202) 401-5490  
Email: [angie.webley@acf.hhs.gov](mailto:angie.webley@acf.hhs.gov)

## **Office of Grants Management Contact**

Katrina Morgan  
Administration for Children and Families  
Office of Grants Management  
330 C Street, SW  
Switzer Building, Third Floor, Room 3204  
Washington, DC 20201  
Phone: (202) 401-5127  
Email: [katrina.morgan@acf.hhs.gov](mailto: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](http://www.gsa.gov/fedrelay).

## **VIII. Other Information**

### **Reference Websites**

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

Administration for Children and Families (ACF) [www.acf.hhs.gov/](http://www.acf.hhs.gov/).

ACF Funding Opportunities Forecast [www.grants.gov/](http://www.grants.gov/).

ACF Funding Opportunity Announcements [ami.grantsolutions.gov/](http://ami.grantsolutions.gov/).

ACF "How To Apply For A Grant" <https://www.acf.hhs.gov/grants/howto>.

Grants.gov Accessibility Information [www.grants.gov/web/grants/accessibility-compliance.html](http://www.grants.gov/web/grants/accessibility-compliance.html).

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
<p>Unique Entity Identifier (DUNS) and Systems for Award Management (SAM) registration.</p>	<p>Referenced in <i>Section IV.3. Unique Entity Identifier and System for Award Management (SAM)</i> in the announcement.</p> <p>To obtain a DUNS number (Unique Entity Identifier), go to <a href="http://fedgov.dnb.com/webform">http://fedgov.dnb.com/webform</a>.</p> <p>To register at SAM, go to <a href="http://www.sam.gov">http://www.sam.gov</a>.</p>	<p>A DUNS number (Unique Entity Identifier) and registration at SAM.gov are required for all applicants.</p> <p>Active registration at SAM must be maintained throughout the application and project award period.</p>
<p>Proof of Non-Profit Status</p>	<p>Referenced in <i>Section IV.2. The Project Description, Legal Status of Applicant Entity</i>.</p>	<p>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.</p> <p>If it is not available at the time of application submission, it must be submitted prior to the award of a grant.</p>
<p>Third-Party Agreements (also, MOUs and Consortia Agreements)</p>		
<p>SF-424 - Application for Federal Assistance</p>	<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 <a href="http://www.Grants.gov">www.Grants.gov</a> in the Mandatory section.</p>	<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>.</p>
<p>Project Summary/Abstract</p>	<p>Referenced in <i>Section IV.2. The Project Description</i>.</p>	<p>Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and</i></p>

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

## Appendix

### Definitions

*Aftercare:* Additional services provided beyond the period of residential stay that offer continuity and supportive follow-up to youth served by the program. (45 CFR § 1351.1)

*Background Check:* The review of an individual employee's or employment applicant's personal information, which shall include State or Tribal criminal history records. The FBI criminal history records, including fingerprint checks, a child abuse and neglect registry check, a sex offender registry check for all employees, consultants, contractors, and volunteers who have regular, unsupervised contact with individual youth, and for all adult occupants of host homes to the extent FYSB determines this to be practicable and specifies the requirement in a FOA that is applicable to a grantee's award. (45 CFR § 1351.1)

*Case management:* Identifying and assessing the needs of the client and, as appropriate, arranging, coordinating, monitoring, evaluating, and advocating for a package of services to meet the specific needs of the client. (45 CFR § 1351.1)

*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. (45 CFR § 1351.1)

*Congregate Care:* A shelter type that combines living quarters and restroom facilities with centralized dining services, shared living spaces, and access to social and recreational activities, and which is not a family home. (45 CFR § 1351.1)

*Core Competencies of Youth Worker:* the ability to demonstrate skills in six domains:

- (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.);
- (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). (45 CFR § 1351.1)

*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, as appropriate. (45 CFR § 1351.1)

*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. (45 CFR § 1351.1)

*Evidence-Informed Practices:* Brings together the best available research, professional expertise, and input from youth and families to identify and deliver services that have promise to achieve positive outcomes for youth, families, and communities. (For the purpose of this FOA)

*Gateway Services:* Services to provide food, drink, clothing, and hygiene-related items to meet basic needs and develop trust between a youth and youth outreach worker. (For purposes of this FOA)

*Health Care Services:* Physical, 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 children 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. (45 CFR § 1351.1)

*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 TLP eligibility, a homeless youth cannot be younger 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)). (45 CFR § 1351.1)

*Host Family Home:* A family or single adult home or domicile, other than that of a parent or permanent legal guardian, that provides shelter to a homeless youth. (45 CFR § 1351.1)

*Intake:* A process for gathering information to assess eligibility and the services required to meet the immediate needs of the client. (45 CFR § 1351.1)

*Juvenile Justice System:* Agencies that include, but are not limited to, juvenile courts, correctional institutions, detention facilities, law enforcement, training schools, or agencies that use probation, parole, and/or court ordered confinement. (45 CFR § 1351.1)

*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. (45 CFR § 1351.1)

*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. (45 CFR § 1351.1)

*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. (45 CFR § 1351.1)

*Positive Youth Development:* is an approach that encourages skill development, a sense of belonging, opportunities to empathize, opportunities to exercise decision-making, connection with caring adults, connection to school or employment and other partners that provide necessary support to strengthen protective factors and increase resiliency. (For the purposes of this FOA)

*Risk and Protective Factors:* 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. (45 CFR § 1351.1)

*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. (45 CFR § 1351.1)

*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 RHY Act, 34 USC § 11279(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. (45 CFR § 1351.1)

*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. (45 CFR § 1351.1)

*Screening and Assessment:* 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. (45 CFR § 1351.1)

*Services:* A structured system designed to appropriately accommodate the needs of runaway and homeless youth requesting assistance and support. (For the purposes of this FOA)

*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. (45 CFR § 1351.1)

*Shelter:* Includes a fully licensed group home, including maternity group homes, host family homes, and/or supervised apartments. (For purposes of this FOA)

*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. (45 CFR § 1351.1)

*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. (45 CFR § 1351.1)

*Stable Housing:* A safe and reliable place to call home. Stable housing fulfills a critical and basic need for homeless youth. It is essential to enable functioning across a range of life activities. (45 CFR § 1351.1)

*Street Youth:* An individual who is a runaway youth or an indefinitely or intermittently a homeless youth who 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 and/or alcohol abuse. For the purposes of this definition, youth means an individual who is age 21 or less. (45 CFR § 1351.1)

*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. (45 CFR § 1351.1)

*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 housing. (For the purposes of this FOA)

*Technical Assistance:* The provision of expertise or support for the purpose of strengthening the capabilities of grantee organizations to deliver services. (45 CFR § 1351.1)

*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 RHY Act, 34 U.S.C. § 11279(7))

*Trauma-informed Care:* Is an intervention which recognizes that the youth in care have often suffered childhood trauma and the consequent trauma of life on the street and they require services designed to prevent re-traumatization. (For the purposes of this FOA)