Administration for Children and Families

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

Transitional Living Program
HHS-2021-ACF-ACYF-CX-1905
Application Due Date: 06/28/2021

Transitional Living Program
HHS-2021-ACF-ACYF-CX-1905
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Department of Health & Human Services
Administration for Children and Families

Funding Opportunity Title:	Transitional Living Program
Announcement Type:	Initial
Funding Opportunity Number:	HHS-2021-ACF-ACYF-CX-1905
Primary CFDA Number:	93.550
Due Date for Applications:	**06/28/2021**

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 & Funding 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) support organizations and communities that work every day to reduce the risk of youth homelessness, adolescent pregnancy, and domestic violence. FYSB works toward a future in which all of the nation's youth, individuals, and families - no matter what challenges they may face - can live healthy, productive, violence-free lives. FYSB's Runaway and Homeless Youth (RHY) Program is accepting applications for the Transitional Living Program (TLP). The purpose of FYSB's TLP grant program is to implement, enhance, and/or support effective strategies for a successful transition to sustainable living for runaway and homeless youth, ages 16 to under 22 years of age that are experiencing homelessness. Transitional Living projects provide a safe, stable, and nurturing environment for up to 18 months or, under extenuating circumstances, up to 21 months (635 days). Young people who have not yet reached their 18th birthday at the end of the 21-month period may continue to receive services until they turn 18.

I. Program Description

Statutory Authority

This program is authorized under 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' TRANSITIONAL LIVING PROGRAM

ACYF, through FYSB, is committed to safety, permanency, well-being, and self-sufficiency for runaway and homeless youth and young adults who cannot live safely with a parent, legal guardian, or relative, and who have no other safe, alternative living arrangement.

FYSB's RHY Program promotes a strengths-based approach that emphasizes youths' self-determination and strengths. It provides a meaningful framework to consistently support youth in identifying their strengths and using their skills towards personal growth, development, and success. This Positive Youth Development (PYD) framework is essential to ensure a young person has a sense of safety, structure, belonging, membership, self-worth, social contribution, independence, and control over one's life as well as skills to develop plans for the future, set goals, and foster interpersonal relationships. The RHY Program also promotes increasing youth leadership capacity through intentional projects and activities designed to enhance this skill set.

Finally, FYSB continues to support projects to increase human trafficking prevention and intervention within RHY programs. These ongoing efforts seek to minimize sexual exploitation and labor 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 OVERVIEW

In response to growing concern for youth in need of long-term, supportive assistance that emergency shelter programs were not designed to provide, Congress created TLP for older homeless youth as part of the 1988 Amendments to the Juvenile Justice and Delinquency Prevention Act of 1974. In 2018, the TLP assisted nearly 1,900 homeless youth transition from shelter care safely and appropriately. Services offered through the TLP are designed to help young people who are homeless make a successful transition to self-sufficient living.

Pursuant to section 34 USC 1222(a) of the Runaway and Homeless Youth Act (RHYA), projects must "...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 Innovation and Opportunity Act), 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;"

PROJECT GOAL AND VISION

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

Vision: Successfully transition youth experiencing homelessness into adulthood through the promotion of self-sufficient living and the prevention of long-term dependency on social services.

Applicants seeking to provide services only to pregnant/parenting RHY should apply under the Maternity Group Home (MGH) separate funding opportunity, HHS-2021-ACF-ACYF-YZ-1904.

PROJECT REQUIREMENTS

All TLP Projects MUST provide shelter AND supportive services. Choosing one or the other is not an option.

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

Safe, Stable, and Appropriate Shelter
TLP Projects must provide safe and stable housing (i.e., host family home, supervised or scattered apartments, congregate care or group homes, and/or shelter) 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 (as defined in the *Appendix*) and if otherwise qualified for the program, remain in the program until the youth's 18th birthday.

- TLP Projects will have an agreement and/or linkage with an age-appropriate emergency shelter in circumstances when there are no current TLP openings.
- TLP Projects that are housing facilities, not a family host home, will provide direct on-site supervision.
- TLP facilities will have a staff-to-youth ratio that is sufficient to ensure all homeless youth receive adequate supervision and services.
- TLP facilities will have the capacity to accommodate a minimum of 4 and not more than 20 individuals (excluding staff).
- TLP staff will be trained to interact with youth victims of trafficking or other similar traumatic experiences.
- TLP Projects will ensure youth are engaged in educational advancement, job attainment skills, or work activities while in the program.

Comprehensive Youth-Centered Services Model

Social and Emotional Well-being and Strength-based Approach: The TLP Projects also utilize 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 and prevention of re-traumatization. For more information about the effects of trauma and utilizing a trauma-informed approach, visit https://www.rhyclearinghouse.acf.hhs.gov/features/screening-and-assessment-tools-runaway-and-homeless-youth-programs.

TLP Projects also utilize a PYD framework that includes healthy messages, safe and structured places, adult role models, skill development, and opportunities to serve others. PYD is an intentional, pro-social approach that engages youth within their communities, schools, organizations, peer groups, and families in a manner that is productive and constructive. Employing PYD also means promoting increased youth leadership capacity through intentional projects and activities designed to enhance this skill set. For more information on PYD, visit https://rhyclearinghouse.acf.hhs.gov/sites/default/files/PosYthDevel.pdf

Outreach Implementation Strategy:

Successful TLP Projects utilize outreach strategies that effectively identify 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. TLP projects will develop outreach and public education plans to provide information to youth and the public informing and encouraging them on use of appropriate services.

- *Outreach Plan*: TLP Projects will develop a plan and actively find runaway, homeless, and street youth, or youth at risk of becoming runaway or homeless, who might not use RHY program services due to lack of awareness or active avoidance, providing information to them about services and benefits, and encouraging the use of appropriate services.
- *Public Outreach and Awareness*: TLP projects will develop a plan and inform the community about the TLP through social media, public service announcements, and collaboration with other youth and family-serving organizations such as, the National Runaway Safeline; culturally specific community-based organizations; sexual violence organizations; anti-trafficking agencies; law enforcement; health care providers; legal services; and other stakeholders. Public education includes the development and distribution of materials providing information about services and benefits and encouraging the use of appropriate services.

Gateway Services: When necessary and appropriate to facilitate the delivery of required TLP 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.

Screening and Assessment: TLP Projects will implement standardized methods to assess eligibility and the services required to meet the immediate needs of the client. Immediate needs may include the client's physical health, potential for 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 that impact their well-being and potential for sustainable living. The screening tools should be able to identify the unique needs of runaway and homeless youth and guide identification, assistance, and referral(s) for delivery of appropriate services

For more information on screening and assessment tools that can be used for types of interventions and services available, visit https://rhyclearinghouse.acf.hhs.gov/features/screening-and-assessment-tools-runaway-and-homeless-youth-programs

Case Management: Projects will identify and assess the needs of the client and, as appropriate, arrange, coordinate, monitor, evaluate, and advocate for a package of services to meet the specific needs of the client. (45 CFR § 1351.1) The following list includes specific programmatic requirements for case management planning for youth in TLP Projects:

- ***Individualized Service or Treatment Plan***: TLP Projects will develop 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 for every youth receiving services.
- ***Record Keeping and Case Management for Infant/Toddle***r: TLP Projects supporting MGHs will create a separate file for the young person and each infant or child. At a

minimum, information contained in the file should include a record of well-care visits, sensory and developmental screenings, and assessments.

- **Service Coordination Plan**: TLP Projects will coordinate with the local Department of Housing and Urban Development (HUD) funded Continuums of Care (CoC) to ensure youth have access to all available resources, including adult mainstream services and youth services. (Please see the definitions of Continuum of Care in the *Appendix*) In addition, projects must have a suitable referral plan based on an assessment of youth needs to ensure an appropriate system of care services are accessible. A list of the system of care services must include; social services, law enforcement, educational services, vocational training, welfare, legal services, anti-trafficking agencies; health care programs, including health insurance options; affordable childcare; and/or child education programs. In addition, projects must 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.
- ***Transition Planning***: TLP 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. This plan must 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 Plan***: Each TLP Project must ensure youth have safe and appropriate exits when leaving the program. An aftercare plan must be provided to the youth at or prior to exit counseling. This plan must outline what services were provided, including appropriate referrals for needed health care services, referrals and counseling on insurance coverage through family health care insurance plans or to agencies that assist in enrolling persons in Medicaid, or other publicly available insurance plans. The aftercare plan should track the youth's housing status, educational services, and the rate of participation and completion of the services in the plan beyond 3 months, if services are still provided. The aftercare plan should include evidence of, but not limited to, the following:
    - Contact with youth who leave the program in order to ensure their ongoing safety and access to services;
    - Assistance with youth in overcoming barriers that may interfere with the achievement of their goals;
    - Develop and implement a plan to assist youth to connect with their schools or to obtain appropriate educational services, training, or employment services. This includes coordination with McKinney-Vento school district liaisons, designated under the McKinney-Vento;
    - Provide proactive and reactive strategies and solutions to encourage retention in education, employment, housing, personal issues and other key areas;
    - Provide supportive services to assist in advancement to better jobs or post-secondary education and training; and
    - Provide proactive and reactive strategies to support social and emotional well-being and permanent connections.

PERFORMANCE STANDARDS
The RHY Rule, 45 CFR Part 1351 establishes RHY program performance standards as measures of successful outcomes for youth. The performance standards are used to monitor project performance in achieving the purposes of the RHY Act.

The RHY Rule requires TLP grantees to collect data that demonstrate their ability to meet the performance standards described in section 1351.31 of the RHY Act. Specifically, TLP Projects are responsible for consistently enhancing four core outcome areas for youth, to include the following: 1) social and emotional well-being; 2) permanent connections; 3) education or employment; and 4) safe and stable housing.

Through the provision of shelter and services, indicators of improvements include, but are not limited to, the following:

1. ***Social and Emotional Well-Being:*** Youth will be connected to a trauma-informed, system of care providers to assist and promote positive physical health, substance abuse treatment, mental health, personal safety (e.g., identify potential trafficking situations), and reduce sexual risk behaviors they may face.
2. ***Permanent Connections:*** Youth will experience positive ongoing attachments to families, communities, schools, and other social networks.
3. ***Education or Employment:*** Youth will connect to school or vocational training programs, improve interviewing and job attainment skills, and obtain and maintain employment.
4. ***Safe and Stable housing:*** Youth will transition to safe and stable housing that appropriately matches their level of need after leaving a TLP to include the following: moving in with family, when appropriate; or other permanent supportive housing, residential treatment center, or substance abuse treatment facility.

FYSB is seeking approval from the Office of Management and Budget (OMB) for information collection under the Paperwork Reduction Act (PRA) on the Transitional Living Program measures for post-award reporting. Potential TLP measures include but are not limited to social and emotional well-being, permanent connections, education or employment, and safe and stable housing.

N*OTE: Consistent with the PRA of 1995, 44 U.S.C. 3501-3521, under this FOA, FYSB/RHY will not conduct or sponsor – and a person is not required to respond to – a collection of information covered by such Act, unless it displays a currently valid OMB control number. FYSB/RHY is seeking approval of its TLP data indicators through the OMB Office of Information and Regulatory Affairs. FYSB/RHY will not request this information if these forms are not approved at the time that reports are due. Please see Section VI.3. Reporting for more information.*

Training:
The program requires grantees to send at least one key staff person to attend the annual national RHY grantee training, the annual RHY regional training, and any other travel for technical assistance training, if applicable.

Sustainability Plan:

Successful TLP projects plan for project sustainability from the beginning of the project design and revisit and revise the plan throughout the life of the project. These plans include the following:

- Sustainability through diversification of funding to continue services in the event of a loss of FYSB funding, as well as plans to address staff retention and staff turnover;
- Accountability in meeting FYSB's TLP performance standards; and
- Collaboration through building meaningful partnerships with other service agencies, including experts on runaway and homeless youth in the community.

Subawards:

Recipients under this grant program may opt to transfer a portion of substantive programmatic work to other organizations through subaward(s). The prime recipient must maintain a substantive role in the project. ACF defines a substantive role as conducting activities and/or providing services funded under the award that are necessary and integral to the completion of the project.

Subrecipient monitoring activities alone as specified in 45 CFR § 75.352, do not constitute a substantive role. Furthermore, ACF does not fund awards where the role of the applicant is primarily to serve as a conduit for passing funds to other organizations unless that arrangement is authorized by statute.

Subrecipient(s) must meet the eligibility requirements identified in the FOA, *Section III.1. Eligible Applicants*. Additionally, all subrecipient(s) must obtain a Data Universal Numbering System (DUNS) number, or after government-wide implementation, a Unique Entity Identifier assigned by the System for Award Management (SAM), if they do not already have one. Prime recipients are required to check the SAM to verify that the subrecipient(s) is/are not debarred, suspended, or ineligible.

Please reference the Award Term and Condition on Subawards on the ACF Administrative and National Policy Requirements website for further requirements involving subawards.

II. Federal Award Information

Funding Instrument Type:	Grant
Estimated Total Funding:	$11,975,863
Expected Number of Awards:	48
Award Ceiling:	$250,000 Per Budget Period
Award Floor:	$100,000 Per Budget Period
Average Projected Award Amount:	$175,000 Per Budget Period
Anticipated Project Start Date:	09/30/2021

Length of Project Periods:

Length of Project Period:	36-month project period with three 12-month budget periods

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 12-month budget period. The award of continuation grants beyond the initial 12-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. Application and Submission Information, Funding Restrictions* for limitations on the use of federal funds awarded under this announcement.

III. Eligibility Information

III.1. Eligible Applicants

Public (state and local) and private nonprofit entities (including faith-based and community organizations) and coordinated networks of such entities, are eligible to apply unless they are part of the juvenile justice system. For-profit organizations are not eligible. Private institutions of higher education must be non-profit entities. In selecting applications to receive grants under the TLP, priority will be given to public and non-profit private agencies that have experience in providing services to runaway, homeless, and street youth.

Faith-based organizations may apply for this award on the same basis as any other organization, as set forth at and, subject to the protections and requirements of this part and 42 U.S.C. 2000bb et seq., the Department will not, in the selection of recipients, discriminate against an organization on the basis of the organization's religious character, affiliation, or exercise.

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

Grantees must provide at least 10 percent of the total approved cost of the project. The total approved cost of the project is the sum of the ACF (federal) share and the non-federal share. The non-federal share may be met by cash or in-kind contributions, although applicants are encouraged to meet their match requirements through cash contributions. For example, in order to meet the match requirements, a project requesting $250,000.00 in ACF (federal) funds must provide a non-federal share of the approved total project cost of at least $27,778.00 , which is 10 percent of total approved project cost of $277,778.00 .

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

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

For awards that do not require matching or cost sharing by statute, where "cost sharing" refers to any situation in which the recipient voluntarily shares in the costs of a project other than as statutorily required matching, 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 a recipient or subrecipient and are accepted by ACF. Non-federal cost sharing will be included in the approved project budget so that the recipient 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 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	$13,889	$138,889
$150,000	$16,667	$166,667
$175,000	$19,444	$194,444
$200,000	$22,222	$222,222
$250,000	$27,778	$277,778

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

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

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

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

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

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

Notification of Application Disqualification
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: Transitional Living Program FOA
1401 Mercantile Lane
Suite 401
Largo, MD 20744
Phone: 1-855-792-6551
Email: TechAssist@fysb.net

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

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

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

IV.2. Content and Form of Application Submission

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

FOR ALL APPLICATIONS:
Authorized Organizational Representative (AOR)
AOR is the designated representative of the applicant/recipient organization with authority to act on the organization's behalf in matters related to the award and administration of grants. In signing a grant application, this individual agrees that the organization will assume the obligations imposed by applicable Federal statutes and regulations and other terms and

conditions of the award, including any assurances, if a grant is awarded.

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 extra pages removed and those 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, 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.

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. 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 OMB, the application submission is **limited to 85 pages** in its entirety. The two files applicants must submit are:

The **Project Description** file must include the following items:

1. Table of Contents
2. Project Summary
3. Need for Assistance
4. Approach
5. Logic Model
6. Organizational Capacity
7. Program Performance Evaluation Plan
8. Line-Item Budget and Budget Justification
9. Geographic Location
10. Plan for Oversight of Federal Awards and Activities
11. Project Sustainability Plan
12. Letters of Support

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

1. Legal Status of Applicant Entity
2. Third-party agreements
3. Organizational Capacity: Organizational Chart and Resumes
4. 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. **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 Acrobat Reader software 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 Acrobat Reader they are using is compatible with Grants.gov. To verify Adobe software compatibility please go to Grants.gov and click on "Applicants" at the top bar menu and select "Adobe Software Compatibility", which is listed under "Applicant Resources." The Adobe verification process allows applicants to test their version of the software by opening a test Workspace PDF form. Grants.gov also includes guidance on how to download a supported version of Adobe, as well as troubleshooting instructions for use, if an applicant is unable to open the test form.

The Adobe Software Compatibility page located on Grants.gov also provides guidance for applicants on filling out a Workspace PDF form. In addition, it 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**. 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 "Select Grant Opportunity 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)
- Image Formats (.JPG, .GIF, .TIFF, or .BMP only)

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

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

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

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

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

Addresses for Submission of Paper Applications

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

Required Forms, Assurances, and Certifications

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

Forms / Assurances / Certifications	Submission Requirement	Notes / Description
SF-424 - Application for Federal Assistance	Submission is required for all applicants by the application due date.	Required for all applications.
SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non- Construction Programs	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. By signing and submitting the SF-424B, applicants are making the appropriate certification of their compliance with all federal statutes relating to nondiscrimination.	Required for all applications when applying for a non-construction project.
Certification Regarding Lobbying (Grants.gov Lobbying Form)	Submission required of all applicants with the application package. If it is not submitted with the application package, it must be submitted prior to the award of a grant.	Submission of the certification is required for all applicants.
SF-424 Key Contact Form	Submission is required for all applicants by the application due date.	Required for all applications.
Unique	Required of all applicants. To	See *Section IV.3. Unique Entity*

Entity Identifier (DUNS) and Systems for Award Management (SAM) registration.	obtain a DUNS number, go to http://fedgov.dnb.com/webform. Active registration at the SAM website must be maintained throughout the application and project award period. SAM registration is available at http://www.sam.gov.	*Identifier and System for Award Management (SAM)* for more information.
SF-Project/Performance Site Location(s) (SF-P/PSL)	Submission is required for all applicants by the application due date.	Required for all applications. In the SF-P/PSL, applicants must cite their primary location and up to 29 additional performance sites.
SF-LLL - Disclosure of Lobbying Activities	If submission of this form is applicable, it is due at the time of application. If it is not available at the time of application, it may also be submitted prior to the award of a grant.	If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

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

Disclosures must be sent in writing to:

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

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

Fax: (202) 205-0604 (Include "Mandatory Grant Disclosures" in subject line) or
Email: MandatoryGranteeDisclosures@oig.hhs.gov

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

The Project Description

The Project Description Overview

General Expectations and Instructions
The Project Description provides the majority of information by which an application is evaluated and ranked in competition with other applications for financial assistance. It must address all activities for which federal funds are being requested and all application requirements as stated in this section. The Project Description must explain how the project will meet the purpose of the FOA, as described in *Section I. Program Description*. As a reminder, reviewers will be evaluating this section in accordance with *Section V.1. Criteria*.

The Project Description must be clear, concise, and complete. ACF is particularly interested in Project Descriptions that convey strategies for achieving intended performance. Project Descriptions are evaluated on the basis of substance and measurable outcomes, not length. Cross-referencing should be used rather than repetition. Supporting documents designated as required must be included in the Appendix of the FOA.

Table of Contents

List the contents of the application including corresponding page numbers. The table of contents may be single spaced.

Project Summary

Provide a summary of the application project description. It must be clear, accurate, concise, and without cross-references to other parts of the application. The summary 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 Project Summary:

- Project Title
- Applicant Name
- Address
- Contact Phone Numbers (Voice, Fax, Cell)
- Email Address
- Website Address, if applicable

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

Geographic Location

Describe the precise physical 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 application submission.

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. Supporting documentation, such as letters of support and testimonials from concerned parties, may be included in the Appendix. Any relevant data based on planning studies or needs assessments should be included or referred to in the endnotes or footnotes. Incorporate

demographic data and participant/beneficiary information, as available.

The applicant must describe the ages and types of populations (to include demographic information and population subgroup characteristics), including the "special populations" described in 45 CFR § 1351.23(a))which the TLP project is targeting for the program activities described under *Section I. Program Description, Project Goal, and Vision*.

Applicants must discuss the proposed number of youth served through shelter and support services as described in *Section I. Project Requirements*.

The applicant will detail the benefit of the TLP project in terms of where youth would be served without the project's outreach and access to shelter and services. The description must include a discussion of the associated consequences if the project is not funded (e.g., human trafficking, sexual exploitation, long-term homelessness, involvement with the criminal/juvenile justice systems).

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.

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

Applicants must detail the plan and approach to address each of the aspects listed in *Section I. Program Description, Project Requirements* that includes the following:

- Safe, stable, and appropriate shelter
- Comprehensive youth-centered service model

Applicant must provide a detailed screening and assessment process that the organization will use to determine eligibility for the TLP, including criteria the applicant intends to utilize to assess the needs of youth. This plan should include a specific assessment process, including specific tools, in place to identify the youth's unique needs including approaches to identify youth victims of trafficking or those at high-risk for trafficking or exploitation as described in *Section I. Program Description, Project Requirements*.

Applicants must address how case management will be handled, to include detailing how the provision of services and treatment, service coordination, and transition planning will be conducted, as detailed in the comprehensive youth-centered service model as described in *Section I. Program Description, Project Requirements*.

Applicants must detail the proposed housing model, as described in *Section I. Project Requirements* that the project will use to house the target populations. If partnering or coordinating with the Continuum of Care(s) (CoC) in your area, indicate whether it operates any permanent supportive housing for youth. Also indicate if the CoC refers the target population to other community housing resources. For a definition of CoC, see *Appendix*.

Applicants should describe their coordination with systems of care providers such as government, CoC, non-profits, and service providers to assure the ability to serve the homeless youth after

program exit.

Applicant must describe their outreach plan to locate runaway and homeless youth and to coordinate activities with other organizations serving the same or similar client populations, such as child welfare agencies, juvenile justice systems, schools, and CoC.

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

- Organizational charts;
- Resumes;
- 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, contractors and/or subrecipients, possess the organizational capability to fulfill their role(s) and function(s) effectively.
- Information on compliance with federal/state/local government standards;
- Job descriptions for each vacant key position.

Applicants must also provide a detailed plan for addressing the Program Administration Requirements (i.e., staff safety, background checks, emergency preparedness plan, licensing requirement, and training plan) as detailed in *Section VI.2. Administrative and National Policy Requirements*.

Applicants must provide evidence of sufficient experience and expertise in efficiently and effectively operating runaway and homeless youth projects designed to prevent youth homelessness. Applicants should describe the organization's past work, program design, and ability to connect young people experiencing homelessness to services.

Where applicable, applicants must also indicate where and how any collaborative partners/stakeholders assist and support the project's effort to serve the targeted populations set forth in *Section I. Program Description, Project Background*.

An applicant with a proposed geographic area that spans more than one CoC must clearly describe a joint agreement by all HMIS leads on the process for RHY-HMIS 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 participate in a local CoC for data collection and reporting.

Applicants should discuss any partnership/referral plan your organization has for providing support to the TLP youth exiting the program, as described in *Section I. Project Requirements*, including specific details on how referrals are followed up to determine whether the partnering

agency actually provided support services for these youth.

The applicant must detail their process for selecting partners, to include a description of how they will meet the requirements and expectations set forth in *Section I. Program Description, Subawards*.

If known at the time of application submission, the applicant must disclose their intent to enter into subaward arrangements in their application. For each proposed subaward, the applicant must include a description of the work to be performed by the subrecipient(s).

If applicable and as required by your state, host home models must show evidence of current licensure.

If not applicable, the applicant must state that no third-party agreements will be needed for the proposed scope of work.

Plan for Oversight of Federal Award Funds and Activities

Grantees are required to ensure proper oversight in accordance with 45 CFR Part 75 Subpart D. These regulations set forth the following standards for effective oversight:

- Financial and Program Management
- Property (if applicable by program legislation)
- Procurement
- Performance and Financial Monitoring and Reporting
- Subrecipient Monitoring and Management
- Record Retention and Access
- Remedies for Noncompliance

Describe the framework (e.g. governance, policies and procedures, risk management, systems) in place to ensure proper oversight of federal funds and activities in accordance with 45 CFR Part 75 Subpart D. The description must include: system(s) for record-keeping and financial management; procedures to identify and mitigate risks and issues (e.g., audit findings, continuous program performance assessment findings, program monitoring); and those key staff that will be responsible for maintaining oversight of program activities staff, and, if applicable, partner(s) and/or subrecipient(s).

Program Performance Evaluation Plan

Applicants must describe a plan for the program performance evaluation that will contribute to continuous quality improvement. The program performance evaluation must monitor ongoing activities 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 activities, and expected outcomes of the funded activities. The plan must explain how the inputs, activities, and outcomes will be measured; how the resulting information will be used to inform improvement of funded activities; and any processes that support the overall data quality of the performance outcomes.

Applicants must describe the organizational systems and processes that will effectively track performance outcomes, including a description of how the organization will collect and manage

data (e.g., assign skilled staff, data management software, data integrity, etc.) 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. Applicants must include a timeline for how information from the quality improvement evaluation will be reviewed and applied to the ongoing project.

In addition, applicants must include any specific measures the project will use toward effectively monitoring the project's progress in meeting the TLP performance measures detailed in *Section VI.3. Federal Award Administration Information, Reporting*.

Logic Model

Applicants must submit a logic model for designing and managing their project. A logic model is a diagram that presents the conceptual framework for a proposed project and explains the links among program elements. Logic models must target the identified objectives and goals of the grant program. While there are many versions of logic models, for the purposes of this announcement, the logic model may include connections between the following items:

- Inputs (e.g., additional resources, organizational profile, collaborative partner(s), key staff, budget);
- Target population (e.g., the individuals to be served, identified needs);
- Activities, Mechanisms, Processes (e.g., evidence-based practices, best practices, approach, key intervention and evaluation components, continuous quality improvement efforts);
- Outputs (i.e., the immediate and direct results of program activities);
- Outcomes (i.e., the expected short and long-term results the project is designed to achieve, typically described as changes in people or systems), and
- Goals of the project (e.g., overarching objectives, reasons for proposing the project).

Applicants will include a logic model and corresponding narrative discussing how the project will operationalize the program plans and activities. The narrative will include a discussion about the project's planned inputs (investments), activities (outreach), and the outputs realized as a result of providing TLP services. Additionally, applicants will explain how the inputs and activities will link to achievement in performance standards discussed in *Section I. Program Description, Project Goal and Vision, Performance Standards*, and program output measures detailed in *Section VI.3. Federal Award Administration Information, Reporting*, and any additional outcomes the applicant establishes.

The chart below is for illustrative purposes with prepopulated information as an example of information applicants may consider in each category.

INPUTS	**ACTIVITIES What We Do**	**ACTIVITIES Who We Serve**	**OUTPUTS**	**SHORT-TERM Outcomes**	**INTERMEDIATE Outcomes**	**LONG-TERM Outcomes**
Resources	*Shelter*	*Target Population*	*# and % of Youth in*	*# and % of Youth in*	*# and % of Youth Living*	*TLP Youth Reaching*

Invested	*Provided*	*Served*	*Shelter*	*Stable Housing*	*Independently*	*Middle Class*

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 outcomes.

Describe the approach to project sustainability that will be most effective and feasible. Provide a description of key individuals and/or organizations whose support will be required. Address the types of alternative support that will be required to maintain the 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.

Third-Party Agreements

Third-party agreements include Memoranda of Understanding (MOU) and Letters of Commitment. Letters of Commitment and MOUs must both clearly describe the roles and responsibilities for project activities and the support and/or resources that the third-party (i.e., subrecipient, contractor, or other cooperating entity) is committing. The Letters of Commitment and MOUs must be signed by the person in the third-party organization with the authority to make such commitments on behalf of their organization. General letters of support are **not** considered to be third-party agreements.

Applicants must provide Letters of Commitment or MOUs between recipients and third-parties (i.e., subrecipients, contractors, or other cooperating entities).

Applicants must provide Letters of Commitment or MOUs between recipients and third-parties (i.e., subrecipients, contractors, or other cooperating entities). In addition to clearly describing the roles and responsibilities for project activities and support and/or resources that the third-party is committing, these agreements must detail work schedules and estimated remuneration with an understanding that a finalized agreement will be negotiated once the successful applicant is awarded the grant.

Collaboration/consortia applicants must provide letters of commitment or MOUs identifying the primary applicant and all collaborators that are responsible for project activities.

Letters of Support

Provide statements from community, public, and/or commercial leaders that support the project proposed for funding. All submissions must be included in the application package. At minimum, each letter of support must identify the individual writing the letter, the organization they represent, the date, and reason(s) for supporting the project.

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. Applicants are encouraged to review the form instructions in addition to the guidance in this section. 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 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 Departments of Labor, Health and Human Services, and Education, and Related Agencies Appropriations Act, 2021 and Consolidated Appropriations Act, 2021, (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 $199,300. 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 for the initial budget period only (typically the first 12 months of the project) using the SF-424A and/or SF-424C, as applicable.
Provide a budget justification, which includes a budget narrative and a line-item detail, for only the first budget period 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.

In the Budget Justification, applicants must describe how they will apply both the requested funding and the in-kind resources of the organization in order to support the program activities. Allowable uses of funds may include, but are not limited to, staffing, curricula, furniture/equipment, volunteers, program space, etc.

Do not include resources attributable to partnerships and collaborations in the budget narrative. If one or more subawards are included in the budget, submit a separate budget justification for each subaward proposed.

Applicants must include an estimated cost for sending at least one key staff person to attend the annual national RHY grantee training, the annual RHY regional training, and any other travel for technical assistance training in their proposed budget.

Applicants lacking computer equipment (hardware) and client software used by their local CoC, funded for the purposes of completing the RHY-HMIS reporting, must include an estimated cost for such equipment, software, and training in their proposed budget. Applicants must coordinate

with their HMIS lead to ascertain the estimated costs. Applicants should note in the application if they already have such equipment. See *Section VI.3. Federal Award Administration Information, Reporting*, regarding FYSB's requirement for keeping adequate statistical data through RHY-HMIS. If applicable, clearly describe the burden created due to the organization's inability to pay for the use of the CoC designated RHY-HMIS and submit an alternative proposal for the use of another HMIS solution.

In addition to outlining the organization's complete annual operating budget, the applicant should submit a TLP project budget to include the non-federal funding sources that will support the TLP project.

For applicants proposing to use subaward(s), if the total amount budgeted for subawards exceeds 50 percent of total direct costs for the budget period, the applicant must provide a justification for subawarding the portion of the project and must explain how the prime recipient plans to maintain a substantive role in the project. Applicants must explain why the participation of the subrecipient(s) is necessary and why the applicant cannot achieve the objectives without the subrecipient(s)' participation.

General
Use the following guidelines for preparing the project budget and budget justification. The budget justification includes a budget narrative and a line-item detail. Applications should only include allowable costs in accordance with 45 CFR Part 75 Subpart E.

Personnel
Description: Costs of employee salaries and wages. See 45 CFR § 75.430 for more information on allowable personnel costs. Do not include the personnel costs of consultants, contractors and subrecipients under this category.

Justification: For each position, provide: the name of the individual (if known), their 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. Identify the project director or principal investigator, if known at the time of application.

Fringe Benefits
Description: Costs of employee fringe benefits are allowances and services provided by employers to their employees in addition to regular salaries and wages. For more information on Fringe Benefits please refer to 45 CFR § 75.431. Do not include the fringe benefits of consultants, contractors, and subrecipients.

Typically, fringe benefit amounts are determined by applying a calculated rate for a particular class of employee (full-time or part-time) to the salary and wages requested. Fringe rates are often specified in the approved indirect cost rate agreement. Fringe benefits may be treated as a direct cost or indirect cost in accordance with the applicant's accounting practices. Only fringe benefits as a direct cost should be entered under this category.

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,

taxes, etc.

Travel
Description: Costs of project-related travel (i.e., transportation, lodging, subsistence) by employees of the applicant organization who are in travel status on official business. Travel by non-employees such as consultants, contractors or subrecipients should be included under the Contractual line item. Local travel for employees in non-travel status should be listed on the Other line. Travel costs should be developed in accordance with the applicant's travel policies and 45 CFR § 75.474.

Justification: For each trip show: the total number of travelers; 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 justification.

Equipment
Description: "Equipment" means an article of nonexpendable, tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit 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 organization's regular written accounting practices.) See 45 CFR § 75.439 for more information.

Justification: For each type of equipment requested provide: a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use on the project; as well as use and/or disposition of the equipment after the project ends.

Supplies
Description: Costs of all tangible personal property, other than included under the Equipment category. This includes office and other consumable supplies with a per-unit cost of less than $5,000. See 45 CFR § 75.453 for more information.

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

Contractual
Description: Cost of all contracts and subawards except for those that belong under other categories such as equipment, supplies, construction, etc. Include third-party evaluation contracts, if applicable, and contract or subawards with secondary recipient organizations (with budget detail), including delegate agencies and specific project(s) and/or businesses to be financed by the applicant. Costs related to individual consultants should be listed on the Other line. Recipients are

required to use 45 CFR §§ 75.326-.340 procurement procedures, and subawards are subject to the requirements at 45 CFR §§ 75.351-.353.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open, and free competition. Applicants must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold stated in 48 CFR Subpart 2.1. 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.

Indicate whether the proposed agreement qualified as a subaward or contract in accordance with 45 CFR § 75.351. Provide the name of the contractor/subrecipient (if known), a description of anticipated services, a justification for why they are necessary, a breakdown of estimated costs, and an explanation of the selection process. In addition, for subawards, the applicant must provide a detailed budget and budget narrative for each subaward, by entity name, along with the same justifications referred to in these budget and budget justification instructions.

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 (non-personnel), professional service costs (including audit charges), space and equipment rentals, printing and publications, computer use, training costs (such as tuition and stipends), staff development costs, and administrative costs. Please note costs must be allowable per 45 CFR Part 75 Subpart E.

Justification: Provide a breakdown of costs, 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.

   Justification: 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. Choosing to charge a lower rate will not be considered during the objective review or award selection process.

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 cost 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 Section 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 the 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. This line should be used to indicate required and/or voluntary committed cost sharing or matching, if applicable.

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 or cost sharing by statute, recipients will be held accountable for projected commitments of non-federal resources (at or above the statutory requirement) in their application budgets and budget justifications by budget period, or by project period for fully funded awards. **A recipient's failure to provide the statutorily required matching or cost sharing amount (and any voluntary committed amount in excess) 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, recipients are not expected to provide cost sharing or matching. However, recipients are allowed to voluntarily propose a commitment of non-federal resources. If an applicant decides to voluntarily contribute non-federal resources towards project costs and the costs are accepted by ACF, the non-federal resources will be included in the approved project budget. The applicant will be held accountable for all proposed non-federal resources as shown in the Notice of Award (NOA). **A recipient's failure to meet the voluntary amount of non-federal resources that was accepted by ACF as part of the approved project costs and that was identified in the approved 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 cost share or 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).

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. Criteria* of this announcement.

Paperwork Reduction Act Disclaimer
As required by the Paperwork Reduction Act, 44 U.S.C. §§ 3501-3521, the public reporting burden for the Project Description is estimated to average 60 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. The Project Description information collection is approved under OMB control number 0970-0139, which expires 02/28/2022. 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
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. 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/documents/systems_issue_policy_final_0.pdff.

Request an Exemption from Required Electronic Application Submission
To request an exemption from required electronic submission please refer to ACF's "Policy for Requesting an Exemption from Required Electronic Application Submission" document for complete guidance at:
www.acf.hhs.gov/sites/default/files/documents/acf_policy_for_requesting_an_exemption_from_required_electronic_0.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 their 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 Date for Applications: **06/28/2021**

Explanation of Due Dates

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

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

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

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

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

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

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

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

Hand-Delivered Paper Format Applications
Applications that are hand-delivered by applicants, applicant couriers, by overnight/express mail couriers, or other representatives of the applicant must be received on, or before, the due

date listed in the *Overview* and in this section. These applications must be delivered between the hours of 8:00 a.m. and 4:30 p.m., ET, Monday through Friday (excluding federal holidays). Applications should be delivered to the address provided in *Section IV.7.Other Submission Requirements*.

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

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

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

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

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

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

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

Acknowledgement from ACF of receipt of a paper format application:

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

IV.5. Intergovernmental Review

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

IV.6. Funding Restrictions

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

Proposal costs are the costs of preparing bids, proposals, or applications on potential Federal and non-Federal awards or projects, including the development of data necessary to support the non-Federal entity's bids or proposals. Proposal costs of the current accounting period of both successful and unsuccessful bids and proposals normally should be treated as indirect (F&A) costs and allocated currently to all activities of the non-Federal entity. No proposal costs of past accounting periods will be allocable to the current period. (45 CFR §75.460)

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

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

Costs for the renovation of existing structures are authorized but may not exceed 15 percent of the grant amount awarded. Costs for acquisition are not allowable by statute.

Applicants are advised that no grant funds may be used for any program of distributing sterile needles or syringes for the hypodermic injection of any illegal drug. 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 spent to pay for an abortion. The prohibition on using HHS funds for abortion has an exception for cases of rape, incest, or danger of death to the pregnant woman.

See section 507(a) of title V, div. H of the Consolidated Appropriations Act, 2021 (Public Law 116-260).

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

Please refer to Unallowable Property Costs on the ACF website at https://www.acf.hhs.gov/grants/real-property-and-tangible-personal-property#chapter-9 for more information.

IV.7. Other Submission Requirements

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

Submission By Mail

FYSB Operations
c/o F2 Solutions
Attn: Transitional Living Program FOA
1401 Mercantile Lane
Suite 401
Largo, MD 20774

Hand Delivery

FYSB Operations
c/o F2 Solutions
Attn: Transitional Living Program FOA
1401 Mercantile Lane
Suite 401
Largo, MD 20774

Electronic Submission

See *Section IV.2.* for application requirements and for guidance when submitting applications electronically via www.Grants.gov.
For all submissions, see *Section IV.4. Submission Dates and Times*.

V. Application Review Information

V.1. Criteria

Please note: 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.

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

Need for Assistance	Maximum Points:10

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

1.1 Demonstrate the need for TLP assistance, including the nature and scope of the prevalence of runaway and homeless youth between the ages of 16 to under 22 years in the community. (0-5 points)

1.2 Detail the ages, types of populations (to include demographic information and population subgroup characteristics), and the number of youth to be effectively served under this award in compliance with the requirements of this project. (0-3 points)

1.3 Provide a detailed description of the cost-benefit of providing TLP services in the community when compared with the impact of the services not being available. (0-2 points)

Approach	Maximum Points:50

In reviewing the approach, reviewers will provide appropriate scores to the extent applicants have submitted a well-developed, comprehensive program approach to:

2.1 Provide a detailed screening and assessment process in which the organization will determine eligibility for the TLP, including criteria the applicant intends to utilize to assess the needs of youth. Included a specific assessment process, including specific tools, in place to identify the youth's unique needs, including approaches to identify youth victims of trafficking or those at high-risk for trafficking or exploitation. (0-10 pts)

2.2 Discuss all supportive housing options for youth to be used in this project (e.g., group homes, host homes, supervised apartments) and, if applicable, indicated whether the CoC in the community operates any permanent supportive housing for youth. In addition, justified why the number of youth to be served through shelter and supportive services is appropriate and attainable. (0-10 points)

2.3 Provide information on how the proposed program addresses the social and emotional well-being of youth and incorporates a strengths-based approach (PYD and trauma-informed care) as discussed in the comprehensive youth-centered service model. See *Section I. Program*

Description. (0 – 5 points)

2.4 Provide strategies for public outreach and awareness. See *Section I. Program Description*. (0-5 points)

2.5 Address how case management will be handled, to include detailing how the provision of services and treatment, service coordination, and transition planning will be conducted, as detailed in the comprehensive youth-centered service model. See *Section I. Program Description, Project Requirements*. (0-10 points)

2.6 Provide a detailed and feasible plan to support aftercare and follow-up services for TLP youth, including details on the referral process to ensure partnering agencies provided support to the referred youth, as detailed in the comprehensive youth-centered service model. See *Section I. Program Description, Project Requirements*. (0 - 10 points)

Performance Evaluation Plan and Logic Model	Maximum Points:10

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

3.1 Provide an effective approach for documenting progress on the project, efforts towards continuous quality improvement, and any obstacles or challenges the applicant may face implementing the program. (0-2 points)

3.2 Describe how the applicant will ensure that all required data are collected and submitted to FYSB through the RHY-HMIS portal. Also, demonstrate the specific measures that the project will use toward effectively monitoring the project's progress in meeting the TLP performance measures detailed in *Section VI.3. Federal Award Administration Information, Reporting*. (0-3 points)

3.3 Describe how the project will operationalize the program plans and activities as communicated in the proposed logic model. Specifically, describe how the proposed activities, inputs, and outputs/outcomes will link to short-term and intermediate achievement in the four core outcome areas as detailed in See *Section I. Program Description, Project Requirements*. (0-5 points)

Organizational Capacity and Third Party Agreements	Maximum Points:13

In reviewing the organizational capacity, reviewers will provide appropriate scores to the extent applicants effectively:

4.1 Provide strong evidence of sufficient experience and expertise in efficiently and effectively operating runaway and homeless youth projects designed to prevent youth homelessness. Reviewers will consider the evidence as strong based on a thorough review of an organization's past work, program design, and ability to connect young people experiencing homelessness to services. (0-5points)

4.2 Detail the scope of work to be performed, work schedules, remuneration, and other terms and conditions that define third-party working relationships with sub-recipients, subcontractors, or other cooperating entities (e.g., co-laborers as described in *Section IV.2. Project Approach*) to successfully carry out the activities as described in this FOA. If not applicable, the applicant must state that no third-party agreements will be needed for the proposed scope of work. (0-5 points)

4.3 Demonstrate the ability and capacity to competently incorporate and manage the Program Administration Requirements (i.e., staff safety, background checks, emergency preparedness plan, licensing requirement, training plan, governance and fiscal controls, staffing plan, technical assistance, monitoring, short-term training, confidentiality, and equal treatment for faith-based organizations) as detailed in *Section VI.2. Administrative and National Policy Requirements* into the project. (0-3 points).

Budget and Budget Justification and Plan for Oversight of Federal Award Funds and Activities	Maximum Points:10

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

5.1 Outline a clear and realistic line-item budget and narrative budget for the federal and non-federal share of project costs associated with implementing program requirements. The budget thoroughly explains how the funds requested are necessary and essential to accomplish the scope of services. This should include the costs of sending at least one key staff person to attend the annual national RHY grantee training, the annual RHY regional training, and any other travel for technical training that will be funded by the grant. (0-5 points)

5.2 Provide a reasonable, estimated cost for equipment, software, and training in the proposed budget for RHY-HMIS computer equipment and client software or note the organization already has the equipment. (0-1 point)

5.3 Detail any additional funding, aside from FYSB funding, the organization has to support the activities of the TLP project, as described in *Section I. Program Description*. (0-2 points)

5.4 Demonstrate how oversight of federal funds will be conducted and how grant activities and partner(s) that are in a formal MOU agreement or contract, if applicable, will adhere to applicable federal and programmatic regulations in accordance with *Section IV.2. Content and Form of Application Submission, Project Description, Plan for Oversight of Federal Award Funds and Activities*. (0-2 points)

Sustainability Plan	Maximum Points:7

In reviewing the sustainability plan, reviewers will provide appropriate scores to the extent applicants reasonably:

6.1 Provide key activities involved in effectively ensuring project sustainability. Plans should address factors to support sustainability to include diversification of funding, retaining staff, demonstrating results and accountability in meeting FYSB's TLP performance standards, building support in the community, and maintaining partnerships with other service agencies, including experts on runaway and homeless youth. See *Section I. Project Requirements*. (0-7 points)

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 subrecipient that does not have a DUNS number (http://fedgov.dnb.com/webform) and an active registration at SAM

(www.sam.gov). See *Section IV.3. Unique Entity Identifier and System for Award Management (SAM)*.

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

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

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

Results of the competitive objective review are taken into consideration by ACF in the selection of projects for funding; however, objective review scores and rankings are not binding. Scores and rankings are only one element used in the award decision-making process. ACF reserves the right to evaluate applications in the larger context of the overall portfolio by considering geographic distribution of federal funds (e.g., ensuring coverage of states, counties, or service areas) in its pre-award decisions.

ACF may elect not to fund applicants with management or financial problems that would indicate an inability to successfully complete the proposed project. In addition, ACF may elect to not allow a prime recipient to subaward if there is any indication that they are unable to properly monitor and manage subrecipients.

Applications may be funded in whole or in part. Successful applicants may be funded at an amount lower than that requested.

As required by the RHY Act, 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, 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
ACF is required to review and consider any information about the applicant that is in the Federal Awardee Performance and Integrity Information System (FAPIIS), www.fapiis.gov/, before making any award in excess of the simplified acquisition threshold 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 45 CFR § 75.205(a)(2) Federal Awarding Agency Review of Risk Posed by Applicants.

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 not selected for award, may receive funding if additional funds become available in the current Fiscal Year. 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.

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

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 currently in effect or implemented during the period of award, other Department regulations and policies in effect at the time of award, and applicable statutory provisions. The Code of Federal Regulations (CFR) is available at www.ecfr.gov. Unless otherwise noted in this section, administrative and national policy requirements that are applicable to discretionary grants are available at: www.acf.hhs.gov/administrative-and-national-policy-requirements.

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.

Please review all HHS regulatory provisions for Termination at 45 CFR § 75.372.

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.

Runaway and Homeless Youth Act Rule
On December 20, 2016, FYSB published a rule (45 CFR Part § 1351) to improve performance standards and program requirements for runaway and homeless youth programs. This rule builds upon FYSB's 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 that covers at least 3 months for all youth exiting programs, and improving non-discrimination protections for youth. The rule also clarifies statutory changes made to the RHY Act of 2008. All RHY grantees must comply with the requirements in the rule.

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.

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 other significant damage, (e.g., natural disasters, hurricanes, tornadoes, flood), 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 must include evidence of current licensure for any shelter to which the project regularly refers clients in states or localities with licensure requirements.

Failure to adhere to licensing requirements outlined in 45 CFR § 1351.23(h) may result in disallowance of federal funds.

Training Plan: Projects must ensure that all paid staff and volunteers 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 limited to, PYD, trauma-informed care, evidence-informed practices, street outreach intervention, human trafficking, commercial sexual exploitation, labor 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.

Serving Youth Who Run Away From Foster Care or Correctional Institutions: 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 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 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.

Staffing plan: Organizations must staff and supervise the project to ensure the effective implementation of the project plans.

Technical Assistance, Monitoring, and Short-Term Training: By signing and submitting the application and pursuant to 45 CFR § 1351.23(a) of the RHY Final Rule, TLP grantees agree to 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 (TTA) is free to TLP grantees through the Runaway and Homeless Youth Training and Technical Assistance Center (RHYTTAC).

Training and technical assistance services include regionally based technical assistance clinics, training sessions, training of trainers, e-learning, webinars, and annual national and regional grantee training events. Grantees are strongly encouraged to participate in human trafficking training and activities offered by the RHYTTAC. More information is available at www.rhyttac.net. All grantees must budget annually for the costs of sending at least one key staff person to attend the RHY national grantee training conference.

Grantees must 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, the following:

- 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 non-profit agencies and/or public agencies to provide services;
- Ethics and staff safety;
- Fiscal management;
- Low-cost community alternatives for runaway or otherwise homeless youth;
- PYD;
- Program management;
- Risk and protective factors related to youth homelessness;
- Screening and assessment practices;
- Shelter facility staff development;
- Human trafficking (sex and labor trafficking);
- Underserved populations (e.g., tribal youth, youth with disabilities);
- 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 RHY 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 an RHY 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 RHY Act. These records 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 an RHY 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 homeless youth.

Grantees 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 RHY Act, grantees may not disclose records maintained on individual runaway and homeless youth without the consent of the youth and 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.

Equal Treatment for Faith-Based Organizations

The grantee must comply with 45 CFR § Part 87 "Equal Treatment For Faith-Based Organizations," including the requirement that all faith-based or religious organizations are eligible, on the same basis as any other organization, to participate in this and any program for which they are otherwise eligible. Thus, when selecting service providers or subrecipients, it may not discriminate for or against any organization on the basis of the organization's religious character or affiliation as indicated in 45 CFR § 87.3(a).

A faith-based organization that participates in this program will retain its independence from the Government and may continue to carry out its mission consistent with religious freedom, nondiscrimination, and conscience protections in Federal law, including the Free Speech and Free Exercise Clauses of the First Amendment of the U.S. Constitution, the Religious Freedom Restoration Act (42 U.S.C. 2000bb et seq.), the Coats-Snowe Amendment (42 U.S.C. 238n),

Title VII of the Civil Rights Act of 1964 (42 U.S.C. 2000e–1(a) and 2000e–2(e)), the Americans with Disabilities Act, 42 U.S.C. 12113(d)(2), section 1553 of the Patient Protection and Affordable Care Act (42 U.S.C. 18113), the Weldon Amendment (e.g., Further Consolidated Appropriations Act, 2020, Public Law 116–94, 133 Stat. 2534, 2607, div. A, sec. 507(d) (Dec. 20, 2019)), or any related or similar Federal laws or regulations. Religious accommodations may also be sought under many of these religious freedom and conscience protection laws.

Consistent with 45 CFR 87.3 (b), a faith-based organization may not use direct financial assistance from the Department to engage in any explicitly religious activities (including activities that involve overt religious content such as worship, religious instruction, or proselytization). Consistent with 45 CFR 87.3 (d), Such an organization also may not, in providing services funded by the Department, discriminate against a program beneficiary or prospective program beneficiary on the basis of religion, a religious belief, a refusal to hold a religious belief, or a refusal to attend or participate in a religious practice.

Grantee Publication Disclaimer Requirements
Grantees are advised when issuing statements, press releases, publications, requests for proposals, bid solicitations, and other documents—such as tool-kits, resource guides, websites, and presentations (hereafter "statements")—describing projects or programs funded in whole or in part with HHS federal funds, the recipient must clearly state the following:

1. the percentage and dollar amount of the total costs of the program or project funded with federal money; and
2. the percentage and dollar amount of the total costs of the project or program funded by non-governmental sources.

When issuing statements resulting from activities supported by HHS financial assistance, the recipient entity must include an acknowledgment of federal assistance using this statement:

> *"This [project/publication/program/website, etc.] [is/was] supported by the Administration for Children and Families (ACF) of the United States (U.S.) Department of Health and Human Services (HHS) as part of a financial assistance award totaling $XX with XX percentage funded by ACF/HHS and $XX amount and XX percentage funded by non-government source(s). The contents are those of the author(s) and do not necessarily represent the official views of, nor an endorsement by, ACF/HHS or the U.S. Government. For more information, please visit the ACF website, Administrative and National Policy Requirements."*

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.

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.

Grantees are required 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 RHY-HMIS software.

All TLP grantees need to record data for youth individually contacted and record data for all youth engaged with the program in RHY-HMIS.

Grantees are required to join with the local CoC for the purpose of providing required data through the RHY-HMIS system. RHY grantees may use FYSB grant funds to cover charges associated with CoC training and access to the RHY-HMIS software.

Grantees must identify the projected number of active RHY-HMIS users necessary to collect data on all youth served using TLP grant funding and report the timely and accurate 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/programs/coc/.

Grantees must report to the HMIS lead any technical or structural issues on the use of HMIS.

Grantees must submit data collected in RHY-HMIS to FYSB during a semi-annual upload process by generating a report in HMIS with de-identified name, date of birth, and Social Security numbers of all youth served with FYSB funding.

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://rhy-hmis.acf.hhs.gov/.

Grantees are not required to obtain consent to collect data on individual youth in an 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 years or older are able to provide consent by themselves to share their data.

Program 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 PPR to report these data. The PPR reporting process is found under Paperwork Reduction Act (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 that began 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.

Performance Standard	**Corresponding Measure**	**Data Collection Instrument**
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 shall 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

NOTE: Consistent with the Paperwork Reduction Act (PRA) of 1995, (44 U.S.C. §§ 3501-3521), under this FOA, FYSB will not conduct or sponsor – and a person is not required to respond to a collection of information covered by such Act unless it displays a currently valid Office of Management and Budget (OMB) control number.

VII. HHS Awarding Agency Contact(s)

Program Office Contact

Tyanna Williams
Administration for Children and Families
Administration on Children, Youth, and Families
Family and Youth Services Bureau
Mary E. Switzer Building
330 C Street, SW
Washington, DC 20201
Phone: (202) 205-8348
Email: Tyanna.Williams@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

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

VIII. Other Information

Reference Websites

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

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

ACF Funding Opportunities Forecast www.grants.gov/.

ACF Funding Opportunity Announcements ami.grantsolutions.gov/.

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

ACF Property Guidance https://www.acf.hhs.gov/grants/real-property-and-tangible-personal-property

Grants.gov Accessibility Information 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/.

Family and Youth Services Bureau - https://www.acf.hhs.gov/fysb

The National Clearinghouse on Homeless Youth and Families - https://rhyclearinghouse.acf.hhs.gov/

Runaway and Homeless Youth Training and Technical Assistance Centers - http://www.rhyttac.net

National Runaway Safeline - http://www.1800runaway.org/

Application Checklist

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

What to Submit	Where Found	When to Submit
Unique Entity Identifier (DUNS) and Systems for Award Management (SAM) registration.	Referenced in *Section IV.3. Unique Entity Identifier and System for Award Management (SAM)* in the announcement. To obtain a DUNS number (Unique Entity Identifier), go to	A DUNS number (Unique Entity Identifier) and registration at SAM.gov are required for all applicants. Active registration at SAM must be maintained throughout the application and project award period.

	http://fedgov.dnb.com/webform . To register at SAM, go to http://www.sam.gov.	
Certification Regarding Lobbying (Grants.gov Lobbying Form)	Referenced in *Section IV.2. Required Forms, Assurances, and Certifications.* This form is available in the FOA's forms package at www.Grants.gov.	Submission is due with the application package or prior to the award of a grant.
Project Summary	Referenced in *Section IV.2. The Project Description.* The Project Summary is limited to one single-spaced page.	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times*.
SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non- Construction Programs	Referenced in *Section IV.2. Required Forms, Assurances, and Certifications.* These forms are available in the FOA's forms package at www.Grants.gov 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 *Overview* and in *Section IV.4. Submission Dates and Times.*
SF-424 Key Contact Form	Referenced in *Section IV.2. Required Forms, Assurances, and Certifications.* This form is available in the FOA's forms package at www.Grants.gov.	Submission is due with the application by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times.*
Mandatory Grant Disclosure	Requirement, submission instructions, and mailing addresses are found in the "Mandatory Grant Disclosure" in *Section IV.2. Required Forms, Assurances and Certifications*.	If applicable, concurrent submission to the Administration for Children and Families and to the Office of the Inspector General is required.

Table of Contents	Referenced in *Section IV.2. The Project Description*.	Submit with the application by the due date found in the *Overview* and in *Section IV.4. Submission Dates and Times*.
The Project Budget and Budget Justification	Referenced in *Section IV.2. The Project Budget and Budget Justification*.	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 *Overview* and in *Section IV.4. Submission Dates and Times*.
SF-424 - Application for Federal Assistance	Referenced in *Section IV.2.Required Forms, Assurances, and Certifications.* This form is available in the FOA's forms package at www.Grants.gov in the Mandatory section.	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times.*
SF-Project/Performance Site Location(s) (SF-P/PSL)	Referenced in *Section IV.2.Required Forms, Assurances, and Certifications.* This form is available in the FOA's forms package at www.Grants.gov.	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times.*
The Project Description	Referenced in *Section IV.2. The Project Description*.	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times*.
Proof of Non-Profit Status	Referenced in *Section IV.2. The Project Description, Legal Status of Applicant Entity*.	Proof of non-profit status should be submitted with the application package by the application due date and time listed in the *Overview* and *Section IV.4.* of the FOA. If it is not available at the time of application submission, it must be submitted prior to the award of a

		grant.
SF-LLL - Disclosure of Lobbying Activities	"Disclosure Form to Report Lobbying" is referenced in *Section IV.2. Required Forms, Assurances, and Certifications.* This form is available in the FOA's forms package at www.Grants.gov.	If submission of this form is applicable, it is due at the time of application. If it not available at the time of application, it may also be submitted prior to the award of a grant.

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. 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, not a family home, that combines living quarters and restroom facilities with centralized dining services, shared living spaces, and access to social and recreational activities. (45 CFR § 1351.1)

CONTACT: The engagement between Street Outreach Program staff and youth who are at risk of homelessness or runaway status or homeless youth in need of services that could reasonably lead to shelter or significant harm reduction. Contact may occur on the streets, at a drop-in center, or at other locations known to be frequented by homeless, runaway, or street youth. (45 CFR § 1351.1)

CONTINUUMS OF CARE (CoCs): HUD's definition of a program designed to promote communitywide commitment to the goal of ending homelessness; provide funding for efforts by non-profit providers and state and local governments to quickly rehouse homeless individuals and families while minimizing the trauma and dislocation caused to homeless individuals, families, and communities by homelessness; promote access to and effect utilization of mainstream programs by homeless individuals and families, and optimize self-sufficiency

among individuals and families experiencing homelessness. (For the purposes of this announcement)

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

DROP-IN CENTER: A place operated and staffed for runaway and homeless youth that clients can visit without an appointment to get advice or information, to receive services or service referrals, or to meet other runaway or homeless youth. (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-BASED PRACTICES: Replicates practices that have been evaluated using rigorous evaluation design such as randomized controlled or high-quality quasi-experimental trials and that have demonstrated positive impacts for youth, families, and communities. (For purposes of this announcement.)

EVIDENCE-INFORMED PRACTICES: Brings together the best available research, professional expertise, and input from youth and families to identify and deliver services that have the promise to achieve positive outcomes for youth, families, and communities. (For purposes of this announcement.)

EXCEPTIONAL CIRCUMSTANCES: Extenuating circumstances in which a youth would benefit from additional time in the program. (For purposes of this announcement.)

FOLLOW-UP SERVICES: The act of assessing youth progress after the youth has received safety and resource referrals. (For purposes of this announcement.)

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 announcement.)

HARM REDUCTION: The provision of basic needs and services (e.g., education, referrals, case management, shelter) that aim to reduce adverse health, social, and economic

consequences of high-risk behaviors to include reducing the risk of sexual exploitation and human trafficking, assault, or substance use. (For purposes of this announcement.)

HEALTH CARE SERVICES: Physical, mental, behavioral, and dental health services. It includes services provided to runaway and homeless youth and in the case of MGH programs also includes services provided to a pregnant youth and the child(ren) of the youth.

Where applicable and allowable within a program, it includes information on appropriate health-related services provided to family or household members of the youth. Any treatment or referral to treatment that aims to change someone's sexual orientation, gender identity, or gender expression is prohibited. (45 CFR § 1351.1)

HOMELESS YOUTH: An individual less than 21 years of age or, in the case of a youth seeking shelter in a basic center under part A (section 387(3)(a)) of the RHY Act, less than 18 years of age or less than a higher maximum age if the state where the center is located has an applicable state or local law (including a regulation) that permits such higher maximum age in compliance with licensure requirements for child and youth-serving facilities; and for the purposes of part B (section 387(3)(A)(ii) of the RHY Act, not less than 16 years of age and either less than 22 years of age or not less than 22 years of age, as the expiration of the maximum period of stay permitted under section 322(a)(2) if such individual commences such stay before reaching 22 years of age; for whom it is not possible to live in a safe environment with a relative; and who has no other safe alternative living arrangement. (Section 387(3) RHY Act, 34 U.S.C. § 11279)

HOST FAMILY HOME: A family or single adult home or domicile that provides shelter to homeless youth. (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)

KEY STAFF: An employee with major decision-making authority; and/or manages programs, finances, or other staff. Examples would be executive directors, division directors, program managers, and finance directors. (For purposes of this announcement.)

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)

RESPITE: Respite care provides parents and other caregivers with short-term childcare services that offer temporary relief. (For purposes of this announcement.)

RISK AND PROTECTIVE FACTORS: Factors that are measurable 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 a higher likelihood of problematic outcomes, and protective factors are associated with a higher likelihood of positive outcomes. (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 U.S.C. § 11279(4)

SAFE AND APPROPRIATE EXITS: Settings that reflect achievement of the intended purposes of the TLP as outlined in section 382(a) of the RHYA. 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: Valid and reliable standardized instruments and practices used to identify each youth's individual strengths and needs across multiple aspects of health, well-being, and behavior in order to inform appropriate service decisions and provide a baseline for monitoring outcomes over time. Screening involves abbreviated instruments, for example, with trauma and health problems that 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: Include a comprehensive youth-centered service model with a holistic approach to addressing the unique need of runaway and homeless youth and youth and young adults. Components of the model include access to shelter, gateway services, assessment, coordinated case management, follow-up/aftercare services, continuum service linkages, and geographic location. Runaway and homeless youth will also receive 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. (For purposes of this announcement.)

SHELTER: A fully licensed homeless shelter, such as group homes, including maternity group homes, host family homes, and supervised apartments. (For purposes of this announcement.)

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)

SUSTAINABLE LIVING: Reduced reliance on social services by having a self-sufficient network in place that provides support so that youth can maintain safe, stable, and appropriate living and well-being. (For purposes of this announcement.)

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 an array of supportive 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))

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 trauma-informed, 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)