



Administration for Children and Families

Administration on Children, Youth and Families

Basic Center Program

HHS-2011-ACF-ACYF-CY-0166

Application Due Date: 06/24/2011

Basic Center Program
HHS-2011-ACF-ACYF-CY-0166
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Department of Health & Human Services
Administration for Children & Families

Program Office: Administration on Children, Youth and Families - Family and Youth Services Bureau
Funding Opportunity Title: Basic Center Program
Announcement Type: Initial
Funding Opportunity Number: HHS-2011-ACF-ACYF-CY-0166
CFDA Number: 93.623
Due Date for Applications: **06/24/2011**

Executive Summary:

The Administration for Children and Families' (ACF), Administration on Children, Youth and Families' (ACYF), Family and Youth Services Bureau (FYSB) is accepting applications for the Basic Center Program (BCP). The purpose of the BCP is to provide an alternative for runaway and homeless youth who might otherwise end up with law enforcement or in the child welfare, mental health, or juvenile justice systems. The BCP works to establish or strengthen community-based programs that meet the immediate needs of runaway and homeless youth and their families. The programs provide youth up to age 18 with emergency shelter, food, clothing, counseling, and referrals for health care. Most basic centers can provide 21 days of shelter for up to 20 youth at a time. Basic centers seek to reunite young people with their families, whenever possible, or to locate appropriate alternative placements.

I. Funding Opportunity Description

Statutory Authority

Grants for Runaway and Homeless Youth (RHY) Basic Center Programs (BCP) are authorized by the Runaway and Homeless Youth Act, 42 U.S.C. sections 5701-5752, as most recently amended by Pub.L. 110-378 on October 8, 2008. Text of this legislation can be located at <http://www.acf.hhs.gov/programs/fysb/content/aboutfysb/rhycomp08.htm>.

Description

Every day, an alarming number of youth leave home without parental permission or are forced to leave home. Often, these young people cross State lines. Frequently, they fall victim to sexual exploitation, poor health, and other dangers of street life. Since 1975, the Administration for Children and Families (ACF), Administration on Children Youth and Families (ACYF), Family and Youth Services Bureau (FYSB) BCP has worked to establish or strengthen community-based programs that address the immediate needs of runaway and homeless youth and their families. Basic center projects aim to increase young people's safety, well-being, and self-sufficiency, and to help them build permanent connections with caring adults, with the goal of reuniting them with their families (as appropriate). Youth in crisis receive emergency shelter, counseling, and aftercare services. In addition, projects work to strengthen family relationships, and, in the absence of family reunification, help youth find safe and appropriate alternative living arrangements where they can become independent, self-sufficient, contributing members of society.

Using evidence-based practices derived from the best available research, professional expertise, and input from youth and families, basic center projects focus on boosting "protective factors" for runaway and homeless youth. Protective factors are the positive influences that reduce the effects of stressful life

events on young people, increase their ability to make good decisions, and promote the social and emotional competence that will help them thrive now and in the future.

According to the National Research Council in its 2009 report *Preventing Mental, Emotional, and Behavioral Disorders in Young People*, proven protective factors include:

- Physical and psychological safety and security;
- Clear expectations for behavior, as well as increasing opportunities to make decisions, to participate in governance and rule-making, and to take on leadership roles as one matures and gains more expertise;
- Emotional and moral support from supportive adult relationships;
- Opportunities to form connections with peers that support and reinforce healthy behaviors;
- A sense of belonging and personal value;
- Opportunities to develop positive social values and norms;
- Opportunities for skill building and mastery;
- Opportunities to make a contribution to their community and to develop a sense of mattering; and
- Strong links between families, schools, and broader community resources.

In order to build protective factors, basic center staff must build relationships and determine through assessment how to best provide services to runaway, homeless, and street youth, using an array of proven service delivery strategies that are language appropriate, culturally sensitive, and respectful of the complex identities of youth. Projects first address the immediate needs of runaway and homeless youth (food, clothing, shelter, etc.) by intervening directly or providing appropriate referrals. Then they work on improving the behavioral, psychological, and physical health of youth, providing them with employment and educational supports, and either reunifying them with family or finding alternative, safe residential placements.

In Fiscal Year (FY) 2010, \$48 million was allocated for BCP, which funded 116 new projects and 245 continuation projects in their second or third year of operation.

Program Requirements:

The application is considered plan pursuant to Section 312(b) of the RHY Act and grantees shall be held accountable to requirements laid out in the plan pursuant to Section 386(a)1 of the RHY Act.

A. Positive Youth Development (PYD): According to section 302(3) of the RHY Act grantees should develop and implement their programs using a PYD approach. PYD is based on a body of research suggesting that certain protective factors, like those listed in the section above, can help young people succeed and keep them from having problems.

B. Service Activities:

i. Operations: Grantees are required to have an operational structure that provides temporary emergency shelter, and individual family and group counseling, as appropriate, to youth under 18 for up to 21 days. The milieu must be located in an area demonstrably frequented by or easily reachable by runaway and homeless youth and accommodate not less than 4 and not more than 20 youth at a time except where the grantee demonstrates that their State or local government has a law or regulation that requires a higher maximum to comply with licensure requirements for child and youth serving facilities. The milieu shall have a strong relationship to the culture of care for RHY. The program model must meet the needs of the community and support the projected number of youth to receive services. The staffing plan, including the ratio of staff to youth, must support adequate supervision and treatment. The operations must incorporate evidence-based approaches to runaway and homeless youth and undertake appropriate sub-granting or contracting for required services (as needed).

ii. Program Activities: Grantees are required to provide services to runaway, homeless, and street youth that increase their safety, well-being, and self-sufficiency, and help them build permanent connections with caring adults. At a minimum, activities should include:

- Contacting runaway, homeless, or street youth through outreach;
- Engaging youth through harm-reduction and trauma-informed approaches that build trusting and meaningful relationships;
- Responding to the needs of youth in crisis, including food, clothing, emergency shelter, treatment, counseling (which includes individual, group, and family counseling, as appropriate), referrals, and individual assessments;
- Contacting parents, other relatives, legal guardians, or other local government officials (child welfare or juvenile justices as appropriate) within 24-72 hours of admission into shelter;
- Responding to the educational needs of youth by informing them of their rights and working with the appropriate McKinney-Vento liaison to ensure their rights are honored;
- Helping youth exit the program safely and achieve stable living arrangements by reuniting them with their family or connecting them to alternative living arrangements;
- Creating aftercare plans with youth that help foster permanent connections with caring adults; and
- Returning youth that have run away from foster care and correctional institutions.
- Optional Services
 - Activities under 42 U.S.C section 5732a(1), Drug Abuse Education and Prevention services must include ongoing training for staff.
 - Activities under 42 U.S.C section 5732a(2), Home-Based Services, should include counseling, 24-hour crisis intervention, basic life skills, skill building, education advancement, job attainment, mental/physical health care, parenting skills, financial planning, and referrals. Staff must receive ongoing training and appropriate supervision and carry a caseload that enables intensive involvement with the family (approximately 5-20 hours a week).
 - Activities under 42 U.S.C section 5732a(5), Street-Based Services, should include ongoing training and on-street supervision for staff. A back-up personnel plan must be in place.

iii. Access to Shelter: Grantees must be able to guarantee runaway, homeless, and street youth access to emergency shelter 24-hours a day.

C. Administrative Activities:

- i. Training: Grantees must provide staff with ongoing training on the following topics: aftercare; homelessness and poverty; case management/planning; case documentation; safety protocols; ethics and boundaries; harm reduction; crisis intervention; trauma informed care; positive youth development; basic counseling skills; healthy sexual behavior; gay, lesbian, bisexual, and transgender issues; cultural awareness and sensitivity; mental health awareness; alcohol, drug and chemical dependency awareness; bullying and harassment, and sexual exploitation and prostitution.
- ii. Safety Protocol: Grantees must ensure that there is sufficient supervision that addresses the safety and oversight of the youth accessing residential and non-residential services. Grantees must have policies prohibiting harassment based on race, sexual orientation, gender, gender identity (or expression), religion, and national origin. Grantees must have procedures established to monitor harassment claims, address them seriously, and document their corrective action(s) so all participants are assured that programs are safe, inclusive, and non-stigmatizing by design and in operation.
- iii. Supervision: Grantees must have a supervision plan in place to ensure the safety of staff in the shelter and while conducting in-home prevention activities, if applicable.
- iv. Confidentiality: Grantees must protect the records containing the identity of individual youth and the rights of youth with respect to their confidential and personal information.
- v. Quality Improvement: Grantees must undertake periodic, formal assessments of program services to improve outcomes, specifically in respect to increasing the safety, well-being, and self-sufficiency of runaway, homeless, and street youth, and help them build permanent connections with caring adults.

vi. Emergency Preparedness and Management Plan: Grantees must have policies and procedures on how the organization will prepare, respond, and recover from disasters. Policies and procedures must include a plan to notify FYSB immediately in the event of a disaster. For guidance on creating an emergency preparedness plan, please see FYSB's *Ready for Anything: A Disaster Planning Manual for Runaway and Homeless Youth Programs* at: <http://ncfy.acf.hhs.gov/tools/publications/ready-for-anything>

vii. Service Linkages: Grantees must create service linkage plans with local community partners that support the safety, well-being, permanent connections, and self sufficiency of RHY. At a minimum this must include law enforcement, physical and mental health providers, social services, child welfare, juvenile justice, ethnic/multicultural organizations and school systems.

II. Award Information

Funding Instrument Type:	Grant
Estimated Total Funding:	\$17,875,013
Expected Number of Awards:	107
Award Ceiling:	\$200,000 Per Budget Period
Award Floor:	\$0 Per Budget Period
Average Projected Award Amount:	\$135,531 Per Budget Period

Length of Project Periods:

36-month project with three 12-month budget periods

Additional Information on Awards:

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

The funds available for new awards and continuations in each State and insular areas are listed in Appendix B, Basic Center Program Fiscal Year 2011 Allocation by State. Funding amounts available for new awards are approximations at the time of publication. Actual amounts available may change due to availability of funds.

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.5 Funding Restrictions* for any limitations on the use of grant funds awarded under this announcement.

III. Eligibility Information

III.1. Eligible Applicants

Public and non-profit agencies or a combination of such entities are eligible for awards under this funding opportunity. They may include:

- State governments;
- County governments;
- City or township governments;
- Special district governments;

- Public housing authorities/Indian housing authorities;
- Native American Tribal governments (federally recognized);
- Native American Tribal organizations (other than federally recognized tribal governments);
- Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education;
- Nonprofits without 501(c)(3) status with the IRS, other than institutions of higher education.

Individuals, foreign entities, and sole proprietorship organizations are not eligible to compete for, or receive, awards made under this announcement.

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

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

III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement: Yes

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

Grantees must provide at least **10** percent of the total approved cost of the project. The total approved cost of the project is the sum of the ACF (Federal) share and the non-Federal share. The non-Federal share may be met by cash or in-kind contributions, although applicants are encouraged to meet their match requirements through cash contributions. For example, in order to meet the match requirements, a project requesting **\$200,000.00** in ACF (Federal) funds must provide a non-Federal share of the approved total project cost of at least **\$22,222.00**, which is **10** percent of total approved project cost of **\$222,222.00**. Grantees will be held accountable for commitments of non-Federal resources even if they exceed the amount of the required match. Failure to provide the required amount will result in the disallowance of Federal funds. A lack of supporting documentation at the time of application submission will not exclude the application from competitive review.

For examples of matching requirements based on specific award amounts, see the "Appendix C: Sample Chart of Matching Funding Amounts" at the end of this announcement.

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.

Non-Federal resources will be evaluated under criteria found in *Section V.1.* of this announcement.

III.3. Other

Disqualification Factors

Applications with requests that exceed the ceiling on the amount of individual awards as stated in *Section II. Award Information*, will be deemed non-responsive and will not be considered for competitive review or funding under this announcement.

Applications that fail to satisfy the due date and time deadline requirements stated in *Section IV.3. Submission Dates and Times*, will be deemed non-responsive and will not be considered for competitive

review or funding under this announcement.

See *Section IV.3. Submission Dates and Times* for disqualification information specific to electronically-submitted applications:

- Electronically-submitted applications that do not receive a date/time-stamp email indicating application submission on or before 4:30 p.m., eastern time, on the due date, will be disqualified and will not be considered for competitive review or funding under this announcement.
- Electronically-submitted applications that fail the checks and validations at www.Grants.gov because the Authorized Organization Representative (AOR) does not have a current registration at the Central Contractor Registry (CCR) at the time of application submission will be disqualified and will not be considered for competitive review or funding under this announcement.

Section IV. Application and Submission Information

IV.1. Address to Request Application Package

Standard Forms, assurances, and certifications are available at the ACF Funding Opportunities Forms webpage. Standard Forms are also available at the [Grants.gov Forms Repository](#) website.

FYSB Operations Center

c/o Lux Consulting Group

Attn: Basic Center Funding

8405 Colesville Road, Suite 600

Silver Spring, MD 20910

Phone: (866) 796-1591

Email: fysb@luxcg.com

Federal Relay Service:

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service for assistance at 1-800-877-8339 (TTY - Text Telephone or ASCII - American Standard Code For Information Interchange).

Section IV.2. Content and Form of Application Submission

Copies Required:

If applying in hard copy, applicants are required to submit one original and two copies of all application materials. **If applying electronically via www.Grants.gov**, applicants must submit one complete copy of the application package electronically. Applicants submitting electronic applications need not provide additional copies of their application materials.

Signatures:

The original signature of the Authorized Organization Representative (**AOR**) is required only on the original copy of hard copy application submissions. The AOR is named by the applicant, and is authorized to act for the applicant, to assume the obligations imposed by the Federal laws, regulations, requirements, and conditions that apply to the grant application or awards. A point of contact on matters involving the application must also be identified on the SF-424 at item 8f. The point of contact, known as the Project Director or Principal Investigator, should not be identical to the person identified as the AOR.

Formatting Requirements:

All application materials for both hard copy (mailed or hand delivered) and electronic submissions must be submitted on 8 ½" x 11" white paper with 1-inch margins. **All pages of the application submission (hard and electronic copies) must be sequentially numbered.** Project Descriptions, narratives, summaries, etc., must be in double-spaced format in 12-point font. Hard copy application materials must be one-sided for duplication purposes. Hard copy application copies (original and two copies) must not be bound, they may be clipped or rubber-banded together.

If an application exceeds the cited page limitation for double-spaced pages in the application narrative or the double-spaced page limitation cited for the appendices and resumes, the extra pages will be removed and will not be reviewed. In addition, if an application narrative is single-spaced and/or one-and-a-half spaced (in whole or in part) the total number of these lines will be doubled. This adjustment may result in an increased total number of pages, which will be removed so that the application conforms to the cited double-spaced page limitation. **Page limitations do not include the required Standard Forms.**

This section also may include instructions on the order of assembly for hard copy (mailed or hand delivered) application submissions. Acceptable formats for applications submitted electronically via www.Grants.gov are MS-Word and Excel, Word Perfect, Adobe PDF, Jpeg and Gif.

Later in this section of the announcement, specific information on page limitations is provided. Information on required Standard Forms and other forms, certifications and assurances, D-U-N-S Numbers and Central Contractor Registration (CCR) requirements, the project description, budget and budget justification requirements, and methods of application submission are also found later in this section (*Section IV.2.*).

A checklist of required application elements is available for applicants' use in *Section VIII. Additional Information.*

The length of the application package must not exceed 90 pages, including the table of contents, project summary, project description, budget/budget justification, supplemental documentation, proof of non-profit status, summaries of sub-grants and contracts, and letters of agreement. Page numbering should begin with the Table of Contents as page one.

The application package should include the following and be in the following order:

a. Required Federal Standard Forms/Assurances/Certifications - See below for description; these forms ARE NOT included in the 90-page limit.

b. Table of Contents - This section should reference the order of the application sections and provide page numbers. This should be page 1 of the application.

c. One-Page Project Summary/Abstract - The format is provided in The Project Description later in this section.

d. Project Description - The project description should be structured so that it is organized in the following order: Objectives, Outcomes and Need for Assistance; Approach; Organizational Profiles; Staff and Position Data. Applicants should title each section accordingly.

e. Budget and Budget Justification - The budget is a line-item format and applicants may consider using a worksheet, table, or spreadsheet that illustrates how calculations were derived. The budget should reflect a 12-month budget period. Each category heading within the line-item budget should correspond with the budget categories listed in Section B of the SF-424A (e.g., Personnel, Fringe Benefits, Travel, Equipment, Supplies, Contractual, Other, Indirect Charges).

The budget justification is a narrative that provides a rationale for the items requested and how these items

relate to the overall success of the project.

Forms, Assurances, and Certifications

Applicants seeking financial assistance under this announcement must submit the listed Standard Forms (SFs), assurances, and certifications. All required Standard Forms, assurances, and certifications are available at [ACF Funding Opportunities Forms](#) or at the [Grants.gov Forms Repository](#) unless specified otherwise.

Forms / Assurances / Certifications	Submission Requirement	Notes / Description
Central Contractor Registration (CCR)	Required for all applicants.	Required for all applicants.
DUNS Number (Universal Identifier)	Required for all applicants.	Required for all applicants.
SF-424 - Application for Federal Assistance SF-P/PSL - Project/Performance Site Location(s)	Submission required for all applicants by the application due date.	Required for all applications.
Survey on Ensuring Equal Opportunity for Applicants	Submission is voluntary. Submission may be made with the application or prior to award.	Non-profit private organizations (not including private universities) are encouraged to submit the survey with their applications. Submission of the survey is voluntary. Applicants applying electronically may submit the survey along with the application. Hard copy submissions should include the survey in a separate envelope.
SF-424A - Budget Information - Non-Construction Programs SF-424B - Assurances - Non-Construction Programs	Submission required for all applicants when applying for a non-construction project by the application due date.	Required for all applications when applying for a non-construction project .
SF-LLL - Disclosure of Lobbying Activities, if applicable	If applicable, submission is due prior to award.	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. Applicants must furnish an executed copy of the Certification Regarding Lobbying prior to award.
Certification Regarding Lobbying	Submission required of all applicants prior to award.	Required for all applications.

The Pro-Children Act of 2001, 42 U.S.C. 7181 through 7184, imposes restrictions on smoking in facilities where federally funded children's services are provided. HHS grants are subject to these requirements only if they meet the Act's specified coverage. The Act specifies that smoking is prohibited in any indoor facility (owned, leased, or contracted for) used for the routine or regular provision of kindergarten, elementary, or secondary education or library services to children under the age of 18. In addition, smoking is prohibited in any indoor facility or portion of a facility (owned, leased, or contracted for) used for the routine or regular provision of federally funded health care, day care, or early childhood development, including Head Start services to children under the age of 18. The statutory prohibition also applies if such facilities are constructed, operated, or maintained with Federal funds. The statute does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, portions of facilities used for inpatient drug or alcohol treatment, or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per violation and/or the imposition of an administrative compliance order on the responsible entity.

The Drug-Free Workplace Act of 1988, 42 U.S.C. 701 *et seq.*, requires that all organizations receiving grants from any Federal agency agree to maintain a drug-free workplace. The recipient must notify the awarding office if an employee of the recipient is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for debarment. HHS implementing regulations are set forth in 45 C.F.R. part 82, "Governmentwide Requirements for Drug-Free Workplace (Financial Assistance)."

The Certification Regarding Debarment, Suspension, and Other Responsibility Matters is available at http://www.acf.hhs.gov/grants/grants_resources.html.

By signing and submitting the application, applicants are making the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination.

Additional information on certifications and assurances may be found in the HHS Grants Policy Statement at: <http://www.acf.hhs.gov/grants/notices.html#policy>.

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.

DUNS Number and CCR Registration Requirements

DUNS Number Requirement

All applicants for grants and cooperative agreements must have a DUNS number (Data Universal Numbering System) at the time of application. A DUNS number is required whether an applicant is submitting a paper application or using the Government-wide electronic portal, www.Grants.gov.

A DUNS number is required for every application for a new award or renewal/continuation of an award, including applications or plans under formula, entitlement, and block grant programs. A DUNS number may be acquired at no cost online at <http://www.dnb.com>. To acquire a DUNS number by phone, contact the D&B Government Customer Response Center:

U.S. and U.S Virgin Islands: 1-866-705-5711

Alaska and Puerto Rico: 1-800-234-3867 (Select Option 2, then Option 1)

Monday - Friday 7 a.m. to 8 p.m., c.s.t.

The process to request a D-U-N-S® Number by telephone takes between 5 and 10 minutes.

Central Contractor Registration (CCR) Requirement

Effective October 1, 2010, HHS requires all entities that plan to apply for and ultimately receive Federal grant funds from any HHS Operating/Staff Division (OPDIV) or receivesubawards directly from recipients of those grant funds to:

- Be registered in the CCR prior to submitting an application of plan;
- Maintain an active CCR 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 DUNS number in each application or plan it submits to the OPDIV.

An award cannot be made 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, the OPDIV:

- 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.

Additionally, all first-tier subaward recipients (i.e., direct subrecipient) must have a DUNS number at the time the subaward is made

CCR registration may be made online at www.ccr.gov or by phone at 1-866-606-8220.

There is the possibility of heavy traffic at the CCR website at application due dates. Therefore, applicants are strongly encouraged to register at the CCR well in advance of the application due date. CCR registration must be updated annually. CCR registration must be active and maintained with current information at all times during which an organization has an active award or an application under consideration.

Definitions:

Central Contractor Registration (CCR): The Federal registrant database and repository into which an entity must provide information required for the conduct of business as a recipient. CCR, managed by the General Services Administration, collects, validates, stores, and disseminates data in support of agency financial assistance missions.

Data Universal Numbering System (DUNS) Number: The nine-digit, or thirteen-digit (DUNS + 4), number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities.

Entity:

Means all of the following:

- A Governmental organization, which is a State, local government, or Indian tribe;
- A foreign public entity;
- A domestic or foreign for-profit organization; and
- A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.

Subaward: This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that the recipient awards to an eligible subrecipient.

- This term does not include the procurement of property and services needed to carry out the project or program (for further explanation, see Sec. --.210 of the attachment to OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations").
- A subaward may be provided through any legal agreement, including an agreement that the grantee or a subrecipient consider to be a contract.

First Tier Subrecipient: An entity that receives a subaward from a prime grantee and is accountable to the prime for the use of the Federal funds provided by the subaward.

The Project Description

Part I: The Project Description Overview

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. The project description should be concise and complete. It should address the activity for which Federal funds are being requested. Supporting documents should be included where they can present information clearly and succinctly. In preparing the project description, information that is responsive to each of the requested evaluation criteria must be provided. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

General Expectations and Instructions

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

Part II: General Instructions for Preparing a Full Project Description

Introduction

Applicants that are required to submit a full project description shall prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria. The topics listed in this section provide a broad overview of what the project description should include while the Criteria in *Section V.I.* identify the measures that will be used to evaluate applications.

Table of Contents

List the contents of the application including corresponding page numbers.

Project Summary/Abstract

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

Please place the following at the top of the abstract:

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

The project abstract must be single-spaced and limited to one page in length.

Objectives And Need For Assistance

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance including the nature and scope of the problem must be demonstrated, and the principal and subordinate objectives of the project must be clearly and concisely stated; supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies or needs assessments should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as needed. In developing the project description, the applicant may volunteer or be requested to provide information on the total range of projects currently being conducted and supported (or to be initiated), some of which may be outside the scope of the program announcement.

Outcomes Expected

Identify the outcomes to be derived from the project.

Applicants should show how services to runaway, homeless, and street youth increase their safety, well-being, and self-sufficiency, and help them build permanent connections with caring adults. For example, safety outcomes might be a certain percentage of youth exiting to safe and stable living situations or reporting fewer incidences of abuse and exploitation. Permanent connection outcomes might be a certain percentage of youth being reunited with family or maintaining contact with basic center program staff after exiting the program.

Approach

Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished. Account for all functions or activities identified in the application. Cite factors that might accelerate or decelerate the work and state your reason for taking the proposed approach rather than others. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

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

the project period.

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

Provide a list of organizations, cooperating entities, consultants, or other key individuals who will work on the project, along with a short description of the nature of their effort or contribution.

Applicants must specifically address the following BCP program requirements:

A. Positive Youth Development (PYD): Describe the approach to incorporating PYD into the project and how that approach will build protective factors in the young people served. Some PYD strategies include intergenerational mentoring; peer mentoring; youth leadership and decision making; volunteerism and service learning; and job preparation and work shadowing.

B. Service Activities:

i. *Operations:*

- Describe how the operational structure of the temporary emergency shelter meets age, length of stay, and capacity requirements.
- Describe how the program model and staffing plan meet the needs of the community and support the projected number of youth to receive services. Applicants must describe what methods were used to determine where runaway, homeless, and street youth are in the service area.
- Describe what evidence-based approaches will be utilized in serving runaway and homeless youth.
- If applicable, describe how sub-granting or contracting will be used to provide required services.
- Describe coordination or service linkages with local agencies that allow runaway and homeless youth to receive services that are important to meeting their needs but are outside the scope of the proposed project.
- If the applicant proposes a project that exclusively serves a specific RHY subpopulation (e.g., single-sex; lesbian, gay, bisexual, transgender and questioning youth; a particular ethnic group), describe the unique characteristics of the community that require such a project, as well as plans for making referrals or otherwise providing for the needs of RHY who are not in the specific population the applicant will serve.
- Describe outreach strategies that address language appropriateness, cultural sensitivity, and the complex identities of male, female, and transgender youth that are incorporated into the program operations and activities.
- If the applicant proposes a new start up program, provide a work plan (business plan) that includes deadlines for obtaining licensure, hiring and training new staff, securing beds, initiating outreach, and beginning delivery of non-residential services. NOTE: Services must be operational within 6 months of award.

ii. *Program Activities:*

- Describe how runaway, homeless, or street youth will be identified and contacted through outreach.
- Describe how harm-reduction and trauma-informed approaches will be utilized to build trusting and meaningful relationships with youth.
- Describe how the project will respond to the needs of youth in crisis, including food, clothing, emergency shelter, treatment, counseling (which includes individual, group, and family counseling, as appropriate), referrals, and individual assessments.
- Describe the proposed process for contacting parents or legal guardians within 24-72 hours of admission into shelter.
- Describe how the project will respond to the educational needs of youth by informing them of their rights and working with the appropriate McKinney-Vento liaison to ensure their rights are honored.
- Describe how the project will help youth exit the program safely and achieve stable living

arrangements by reuniting them with their family or connecting them to alternative living arrangements.

- Describe the process for creating aftercare plans with youth that help foster permanent connections with caring adults.
- Describe the plan for reconnecting youth that have run away from foster care and correctional institutions, as appropriate.
- If applicable, describe the approach to the optional Street-Based Services, including providing ongoing training and on-street supervision for staff as well as a back-up personnel plan.
- If applicable, describe the approach to optional Home-Based Services, including the provision of counseling, 24-hour crisis intervention, basic life skills, skill building, education advancement, job attainment, mental/physical health care, parenting skills, financial planning, and referrals. The approach must include a plan for staff to receive ongoing training and appropriate supervision and carry a caseload that enables intensive involvement with the family (approximately 5-20 hours a week).
- If applicable, describe the approach to the optional Drug Abuse Education and Prevention services, including a plan for the ongoing training for staff.

iii. *Access to Shelter:*

- Describe how the project will guarantee runaway, homeless, and street youth access to emergency shelter 24-hours a day.

C. Administrative Activities:

i. *Training:* Describe how the project will provide staff with initial and ongoing training on the following topics: aftercare; homelessness and poverty; case management/planning; case documentation; safety protocols; ethics and boundaries; harm reduction; crisis intervention; trauma informed care; positive youth development; basic counseling skills; healthy sexual behavior; gay, lesbian, bisexual, and transgender issues; cultural awareness and sensitivity; mental health awareness; alcohol, drug and chemical dependency awareness; harassment and bullying; and sexual exploitation and prostitution.

ii. *Safety Protocol:* Describe how the project will ensure that there is sufficient supervision to address the safety and oversight of the youth accessing residential and non-residential services and that the project meets State and/or local licensing requirements for staff-to-youth ratio. Describe policies and procedures around bullying and harassment.

iii. *Supervision:* Describe the project's supervision plan and how it will ensure the safety of staff in the shelter and while conducting in-home prevention activities, if applicable.

iv. *Confidentiality:* Describe a plan to protect the rights of youth with respect to their confidentiality and personal information.

v. *Quality Improvement:* Describe the activities or strategies that will be utilized to assess and improve program performance in the areas of safety, well-being, self-sufficiency, and permanent connections. Include information on the methodology and frequency of the data collection and how the methodology and frequency will provide the desired outcomes.

vi. *Emergency Preparedness and Management Plan:* Describe policies and procedures for addressing the most likely local and national crises that might pose a risk to the health and safety of staff and youth, including a plan for how FYSB will be immediately notified in the event a disaster.

vii. *Service Linkages:* Describe the service linkages that the program will utilize to support the safety, well-being, permanent connections, and self sufficiency of RHY through community partners.

Legal Status of Applicant Entity

Applicants must provide the following documentation of their legal status:

Proof of Non-Profit Status

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.

When applying electronically, proof of non-profit status may be submitted as an attachment; however, proof of non-profit status must be submitted prior to award.

Logic Model

Applicants are expected to use a model for designing and managing their project. A logic model is a tool that presents the conceptual framework for a proposed project and explains the linkages among program elements. While there are many versions of the logic model, they generally summarize the logical connections among the needs that are the focus of the project, project goals and objectives, the target population, project inputs (resources), the proposed activities/processes/outputs directed toward the target population, the expected short- and long-term outcomes the initiative is designed to achieve, and the evaluation plan for measuring the extent to which proposed processes and outcomes actually occur.

Project Sustainability Plan

Provide a plan for sustainability that details how the proposed project approach will create project self-sufficiency and help to ensure that the impact of the project will continue after Federal assistance has ended. The applicant may include information on plans to secure additional financial resources.

Organizational Capacity

- Organizational charts
- Child care licenses and other documentation of professional accreditation
- Information on compliance with Federal/State/local government standards
- Documentation of experience in the program area
- Personnel policies
- Any other pertinent information the applicant deems relevant.

Provide a biographical sketch or resume for each key person appointed. Resumes should be no more than two pages in length. Job descriptions for each vacant key position should be included as well. As new key staff are appointed, biographical sketches or resumes will also be required.

Third-Party Agreements

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

Budget and Budget Justification

Provide a budget with line-item detail and detailed calculations for each budget object class identified on the Budget Information Form (SF-424A or SF-424C). Detailed calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching is a requirement, include a breakout by the funding sources identified in Block 18 of the SF-424.

Provide a narrative budget justification for the first year of the proposed project. The narrative budget justification should describe how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

General

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

Personnel

Description: Costs of employee salaries and wages.

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

Fringe Benefits

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

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

Travel

Description: Costs of project-related travel by employees of the applicant organization. (This item does not include costs of consultant travel).

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

Equipment

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

organization's regular written accounting practices.)

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 disposal of the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy, or section of its policy, that includes the equipment definition.

Supplies

Description: Costs of all tangible personal property other than that included under the Equipment category.

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

Contractual

Description: Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include thirdparty evaluation contracts, if applicable, and contracts with secondary recipient organizations, including delegate agencies and specific project(s) and/or businesses to be financed by the applicant.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open and free competition. Recipients and subrecipients, other than States that are required to use 45 CFR Part 92 procedures, must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed at 41 U.S.C. 403(11), currently set at \$100,000. Recipients may be required to make pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc. available to ACF.

Note: Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each delegate agency, by agency title, along with the same supporting information referred to in these instructions.

Other

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

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

Indirect Charges

Description: Total amount of indirect costs. This category should be used only when 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 that will charge indirect costs to the grant must enclose a copy of the current rate agreement. If the applicant organization is in the process of initially developing or renegotiating a rate, upon notification that an award will be made, it should immediately develop a tentative indirect cost rate proposal based on its most recently completed fiscal year, in accordance with the cognizant agency's guidelines for establishing indirect cost rates, and submit it to the cognizant agency. Applicants awaiting

approval of their indirect cost proposals may also request indirect costs. When an indirect cost rate is requested, those costs included in the indirect cost pool should not be charged as direct costs to the grant. Also, 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.

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.

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

Paperwork Reduction Disclaimer

As required by the Paperwork Reduction Act, 44 U.S.C. §§ 3501-3520, the public reporting burden for the Project Description is estimated to average 40 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection information. The Project Description information collection is approved under OMB control number 0970-0139, which expires 11/30/2012. 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

- ACF will not accept applications via facsimile or email.
- The Funding Opportunity Announcement is found on the Grants.gov website at <http://www.grants.gov> where the electronic application can be downloaded for completion.
- To apply electronically, applicants must be registered with Grants.gov, Dun and Bradstreet (DUNS Number), and the Central Contractor Registry (CCR).
- All pages of the application package must be sequentially numbered.
- Electronically submitted applications must be received and time/date stamped by the due date and receipt time described in this announcement in *Section IV.3. Submission Dates and Times*.
- To submit an application through Grants.gov, the applicant must be the Authorized Organization Representative (AOR) for their organization and must have current registration with the Central Contractor Registry (CCR).
- **Central Contractor Registry (CCR) registration must be updated annually.** As of October 1, 2010, all applicants for Federal grants and cooperative agreements are required to have CCR registration.
- Electronically submitted applications will not pass the validation check at Grants.gov if the AOR does not have a current CCR registration and electronic signature credentials.
- Applications rejected by Grants.gov for an unregistered AOR will be disqualified and will not be considered for competition.
- Additional guidance on the submission of electronic applications can be found at the [Grants.gov Registration Checklist](#).
- If difficulties are encountered in using Grants.gov, applicants must contact the Grants.gov Contact Center at: 1-800-518-4726, or by email at support@grants.gov, to report the problem and obtain assistance. Hours of Operation: 24 hours a day, 7 days a week. The Grants.gov Contact Center is closed on Federal holidays.
- Applicants should retain Grants.gov Contact Center service ticket number(s) as they may be needed for future reference.

- Applicants that submit their applications electronically should retain a hard copy of their application package.
- It is to an applicant's advantage to submit their applications at least 24 hours in advance of the closing date and time.
- Applicants should not wait until the due date for applications to begin submission of their application.

Contact with the Grants.gov Contact Center prior to the listed due date and time does not ensure acceptance of your application. If difficulties are encountered, ACF's Grants Management Officer (GMO) will make a determination whether the issues are due to Grants.gov system errors or user error.

Hard Copy Submission

Applicants that are submitting their applications in hard copy 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 Authorized Organization Representative (AOR), and be unbound. The original copy of the application must have original signature(s). See *Section IV.6* of this announcement for address information for hard copy application submissions.

Applications submitted in hard copy must show a DUNS Number. A DUNS Number is a nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. A DUNS number may be acquired at no cost online at <http://www.dnb.com>. To acquire a DUNS number by phone, contact the D&B Government Customer Response Center: U.S. and U.S. Virgin Islands: 1-866-705-5711; Alaska and Puerto Rico: 1-800-234-3867 (Select Option 2, then Option 1). Monday through Friday 7 a.m. to 8 p.m., c.s.t.

As of October 1, 2010, all applicants for Federal grants and cooperative agreements, including those that apply in paper format, are required to have Central Contractor Registration. CCR registration is also required for organizations that will receive subawards under Federal grants and cooperative agreements. CCR registration may be made online at www.ccr.gov or by phone at 1-866-606-8220.

CCR registration must be updated annually from the date of the initial registration. CCR registration is required to be active throughout the period of award. Lack of CCR registration will prevent ACF from making an award to a recommended applicant.

There is the possibility of heavy traffic at the CCR website at application due dates. Therefore, applicants are strongly encouraged to register at the CCR well in advance of the application due date. CCR registration must be updated annually. CCR registration must be active and maintained with current information at all times during which an organization has an active award or an application under consideration.

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.3. Submission Dates and Times* of this announcement.

IV.3. Submission Dates and Times

Due Date for Applications: **06/24/2011**

Explanation of Due Dates

The due date for receipt of applications is listed in the *Overview* and in this section. Applications received after 4:30 p.m., eastern time, on the due date will be classified as late and will not be considered in the current competition.

Applicants are responsible for ensuring that applications are received by mail, hand-delivery, or submitted electronically well in advance of the application due date and time.

Mailed Applications

Mailed applications must be **received** no later than 4:30 p.m., eastern time, on the due date, listed in the *Overview* and in this section, at the address provided in *Section IV.6* of this announcement. Applications received after the stated due date and time will be designated as late and will be disqualified from competition.

Hand-Delivered Applications

Applications that are hand-delivered by applicants, applicant couriers, other representatives of the applicant, or by overnight/express mail couriers must be **received** on, or before, the due date listed in the *Overview* and in this section, between the hours of 8:00 a.m. and 4:30 p.m., eastern time, Monday through Friday (excluding Federal holidays). Applications should be delivered to the address provided in *Section IV.6* of this announcement. Applications received after the stated due date and time will be designated as late and will be disqualified from competition.

Electronically-Submitted Applications

ACF does not accommodate transmission of applications by facsimile or email. Instructions for electronic submission via www.Grants.gov may be found at the [Grants.gov Registration Checklist](#).

Electronically-submitted applications must be **received and validated** at www.Grants.gov by 4:30 p.m., eastern time, on the due date.

Upon submission and receipt of an application via www.Grants.gov, the applicant will receive three emails:

1. Acknowledgement of the application's submission 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 submission**. The date and time-stamp must reflect a submission time on, or before, 4:30 p.m., eastern time, on the application due date for the application to be considered as meeting the due date. Applications received at Grants.gov after the due date and time will be disqualified.
2. Acknowledgement from Grants.gov that the submitted application package has passed, or failed, a series of checks and validations. Applications received on the due date that fail the validation check on, or after, 4:30 p.m., eastern time, on the due date because the Authorized Organization Representative (AOR) is not registered with the Central Contractor Registry (CCR) will be determined to be late and will not be considered for the review. Applications that do not pass the validation check at Grants.gov after the due date and time will be disqualified.
3. An additional email from ACF will be sent to the applicant indicating that the application has been

retrieved from www.Grants.gov by ACF.

Late Applications

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

- Hard-copy applications received after 4:30 p.m., eastern time, on the due date will be classified as late and will be disqualified.
- Electronically-submitted applications are considered late, and are disqualified, when the date and time-stamp received by email from www.Grants.gov is after 4:30 p.m., eastern time, on the due date.
- Electronically-submitted applications submitted by an AOR that does not have a current registration with the Central Contractor Registry (CCR) will be rejected by Grants.gov. Although the applicant may have an acceptable dated and time-stamped email from Grants.gov, these applications are considered late and are disqualified.

Extension/Waiver of Due Date and Receipt Time

ACF may extend an application due date and receipt time when circumstances such as natural disasters occur (floods, hurricanes, etc.); when there are widespread disruptions of mail service; or in other rare cases. The determination to extend or waive the due date and receipt time requirements rests with ACF's Chief Grants Management Officer.

Acknowledgement of Received Application

ACF will provide acknowledgement of receipt of hard copy application packages submitted via mail or courier services.

Upon submission of an application electronically via <http://www.Grants.gov>, the applicant will receive three emails:

1. Acknowledgement of the application's submission to Grants.gov. This email will provide a **Grants.gov tracking number**. The email will also provide a **date and time-stamp, which serves as the official record of application submission**.
2. Your application has been validated and provides a Time/Date Stamp. See the previous section on failing the validation check because of an unregistered Authorized Organization Representative (AOR).
3. An email will be sent to the applicant from ACF indicating that the application has been retrieved from Grants.gov by ACF.

IV.4. Intergovernmental Review of Federal Programs

This program is covered under Executive Order (E.O.) 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." Under the Executive Order, States may design their own processes for reviewing and commenting on proposed Federal assistance under covered programs.

Applicants should go to the following URL for the official list of the jurisdictions that have elected to participate in E.O. 12372 http://www.whitehouse.gov/omb/grants_spoc/.

Applicants from participating jurisdictions should contact their SPOC, as soon as possible, to alert them of their prospective applications and to receive instructions on their jurisdiction's procedures. Applicants must submit all required application materials to the SPOC and indicate the date of submission on the Standard Form (SF) 424 at item 19.

Under 45 CFR 100.8(a)(2), a SPOC has 60 days from the application due date to comment on proposed new awards.

SPOC comments may be submitted directly to ACF to: U.S. Department of Health and Human Services, Administration for Children and Families, Office of Grants Management, Division of Discretionary Grants, 370 L'Enfant Promenade SW., 6th Floor East, Washington, DC 20447.

Entities that meet the eligibility requirements of this announcement are still eligible to apply for a grant even if a State, Territory or Commonwealth, etc., does not have a SPOC or has chosen not to participate in the process. Applicants from non-participating jurisdictions need take no action with regard to E.O. 12372. Applications from Federally-recognized Indian Tribal governments are not subject to E.O. 12372.

IV.5. Funding Restrictions

Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions, are considered unallowable costs under grants awarded under this announcement.

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

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

Construction that is beyond renovation of existing structures is not an allowable activity or expenditure under this grant award. Costs for acquisition and renovation of existing structures may not exceed 15 percent of the grant amount awarded. The costs of acquisition and renovation of existing structures are authorized, but the costs of constructing a new building are not authorized.

None of the funds granted under this announcement may be used for any program of distributing sterile needles or syringes for the hypodermic injection of any illegal drug. Any individual or entity who receives any grant funds under this announcement and who carries any program for distributing sterile needles or syringes must account for all funds used in such program separately from any grant funds under this announcement.

IV.6. Other Submission Requirements

Submit applications to one of the following addresses:

Submission By Mail

ACYF Operations Center
c/o Lux Consulting Group
Attn: Basic Center Funding
8405 Colesville Road, Suite 600
Silver Spring, MD 20910

Hand Delivery

ACYF Operations Center
c/o Lux Consulting Group
Attn: Basic Center Funding
8405 Colesville Road, Suite 600
Silver Spring, MD 20910

Electronic Submission

See *Section IV.2* for application requirements and for guidance when submitting applications electronically via <http://www.Grants.gov>.

For all submissions, see *Section IV.3* for information on due dates and times.

V. Application Review Information

V.1. Criteria

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

OBJECTIVES, OUTCOMES AND NEED FOR ASSISTANCE

Maximum Points: 15

1. Does the applicant describe the conditions of youth and families in the proposed service area that would identify and support the need for the project?
2. Does the applicant discuss the number of runaway, homeless, and street youth in the proposed service area, as well as the projected number of youth that will receive services?
3. Does the applicant describe what methods were used to determine where runaway, homeless, and street youth are in the service area?
4. Does the applicant describe clear and appropriate program goals and how they are consistent with the authorizing RHY legislation and FYSB program requirements?
5. Does the applicant describe clear and appropriate program outcomes for how youth will experience an increased sense of safety, well-being, and self-sufficiency, as well as a greater number of permanent connections as a result of the efforts provided?
6. Does the applicant provide a logic model that shows the links between program elements and outcomes?

APPROACH

Maximum Points: 40

1. Does the applicant describe an approach to incorporating PYD into the project and how that approach will build protective factors in the young people served?
2. Does the applicant describe an operational structure that meets age, length of stay, and capacity requirements?
3. Does the applicant describe how the project model meets the needs of the community?
4. Does the applicant provide a staffing plan that meets the need of the community as described in Appendix A: Glossary of Terms and Definitions?
5. Does the applicant describe the evidence-based approaches that will be utilized in serving runaway and homeless youth?
6. If applicable, does the applicant describe how sub-granting or contracting will be used to provide required services?
7. Does the applicant describe coordination or service linkages with local agencies that allow

runaway and homeless youth to receive services that are important to meeting their needs but are outside the scope of the proposed project?

8. If the applicant proposes to serve a specific RHY subpopulation, does the applicant describe unique characteristics of the targeted, or special population, it intends to serve?
9. If the applicant proposes to serve a specific RHY subpopulation, does the applicant describe plans for making referrals or otherwise providing for the needs of RHY who are not in the specific population the applicant will serve?
10. Does the applicant describe strategies that address language appropriateness, cultural sensitivity, and the complex identities of male, female, and transgender youth that are incorporated into the program operations and activities?
11. If the applicant proposes to start up a project, does the applicant provide a business plan with deadlines for obtaining licensure, hiring and training staff, securing beds, initiating outreach, and beginning delivery of services within six months of award?
12. Does the applicant describe how outreach to runaway, homeless, or street youth will be conducted?
13. Does the applicant describe how harm-reduction and trauma-informed approaches will be utilized in service provision?
14. Does the applicant describe how the project will respond to the needs of youth in crisis, including food, clothing, emergency shelter, treatment, counseling (which includes individual, group, and family counseling, as appropriate), referrals, and individual assessments?
15. Does the applicant describe procedures that ensure that parents or legal guardians are contacted within 24-72 hours of a youth being admitted into shelter?
16. Does the applicant describe how the project will respond to the educational needs of youth by informing them of their rights and working with the appropriate McKinney-Vento liaison to ensure their rights are honored?
17. Does the applicant describe procedures to help youth exit the program safely and achieve stable living arrangements by reuniting them with their family or connecting them to alternative living arrangements?
18. Does the applicant describe procedures for creating aftercare plans with youth that help foster permanent connections with caring adults?
19. Does the applicant describe procedures for reconnecting youth that have run away from foster care and correctional institutions, as appropriate?
20. Does the applicant describe how the project will guarantee runaway, homeless, and street youth access to emergency shelter 24-hours a day?
21. Does the applicant describe the activities or strategies that will be utilized to assess and improve project performance in the areas of safety, well-being, self-sufficiency, and permanent connections, including the methodology and frequency of the data collection and how the methodology and frequency will provide the desired outcomes?
22. If the applicant proposes to conduct optional Street-Based Services, does the approach describe how the project will provide ongoing training and on-street supervision for staff as well as a back-up personnel plan?
23. If the applicant proposes to conduct optional Home-Based Services, does the applicant describe an approach that includes the provision of counseling, 24-hour crisis intervention, basic life skills, skill building, education advancement, job attainment, mental/physical health care, parenting skills, financial planning, and referrals, as well as a plan for staff to receive ongoing training and appropriate supervision and carry a caseload that enables intensive involvement with the family (approximately 5-20 hours a week)?
24. If the applicant proposes to conduct optional Drug Abuse Prevention Services, does the approach include a plan for the ongoing training for staff?

ORGANIZATIONAL PROFILES**Maximum Points: 20**

1. Does the applicant demonstrate the organizational capacity necessary to oversee Federal grants through a description of the organization's fiscal controls or procedures and an explanation of the organization's governing structure?
2. Does the applicant demonstrate that the organization is in compliance with State and local licensing requirements to operate the proposed shelter model (group home shelter and/or host homes). If the agency is exempt from State and local licensing, does the applicant explain why the agency is exempt?
3. If proposing to sub-grant and/or subcontract for required services, does the applicant describe the role of the sub-grantee and the subcontractor and the contract monitoring and performance surveillance that will be utilized to ensure project goals and objectives are being met?
4. Does the applicant describe the organization's expertise and previous accomplishments in working with runaway, homeless, or street youth?
5. If the agency receives funds from ACF for services that support youth, other than those applied for in this application, does the applicant demonstrate how the multiple funding streams will be used to improve the continuum of care for RHY populations?
6. Does the applicant provide the annual operating budget of the organization and list the funding sources that will support the basic center project?
7. Does the applicant describe the organization's policies prohibiting harassment based on race, sexual orientation, gender, gender identity (or expression), religion, and national origin?
8. Does the applicant describe procedures established to monitor harassment claims, address them seriously, and document their corrective action(s) so all participants are assured that programs are safe, inclusive, and non-stigmatizing by design and in operation?
9. Does the applicant describe policies and procedures that protect the rights of youth with respect to their confidentiality and personal information?
10. Does the applicant describe the activities or strategies that will be utilized to assess and improve project performance in the areas of safety, well-being, self-sufficiency, and permanent connections, including the methodology and frequency of the data collection and how the methodology and frequency will provide the desired outcomes?
11. Does the applicant describe policies and procedures for addressing the most likely local and national crises that might pose a risk to the health and safety of staff and youth?
12. Do disaster policies and procedures include a plan for how FYSB will be immediately notified in the event a disaster?

STAFF AND POSITION DATA**Maximum Points: 15**

1. Does the applicant include an organizational chart for the BCP that demonstrates the relationship between all positions (including consultants, sub-grantees and/or subcontractors) to be funded through this grant?
2. Does the applicant provide the name of the person employed in each position on the organizational chart, or note when the position is vacant?
3. Does the applicant describe the relationship between staff's responsibilities and the educational and professional experience required for staff positions?
4. Does the applicant provide position descriptions and resumes for all key staff?
5. Does the applicant include the agency's policy for conducting criminal history and child abuse registry checks on staff and volunteers who come into contact with children and youth served or proposed to be served by the agency and describe how that policy is in compliance with State, local, or other applicable laws?

6. Does the applicant describe a plan to train staff on all required training topics listed in Administrative Activities under Program Requirements? (See Section IV.2., "Project Description.")
7. Does the applicant describe a supervision plan that ensures the safety of staff both in the shelter facility and non-residentially, as applicable?
8. Does the applicant describe a safety protocol that addresses the safety of the youth both in the shelter facility and non-residentially and meets State and/or local licensing requirements for staff-to-youth ratio?

BUDGET AND BUDGET JUSTIFICATION

Maximum Points: 10

1. Does the applicant include a detailed line-item budget for the Federal and non-Federal share of project costs and demonstrates how cost estimates were derived? Do calculations include estimation of methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated?
2. Does the applicant demonstrate how the funds requested are necessary and essential to accomplish the scope of services as required by and consistent with the authorizing RHY legislation and FYSB program requirements?
3. Does the budget clearly delineate any allocation of grant resources to partners; provide narrative budget justification that describes how the categorical costs are derived; and discuss the necessity, reasonableness, and allocation of the proposed costs?

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 that does not have active CCR registration (www.ccr.gov or 1-866-606-8220).

Initial ACF Screening

Each application will be screened to determine whether it was received by the closing date and time and whether the requested amount exceeds the award ceiling. Applications that are designated as late according to *Section IV.3. Submission Dates and Times*, or those with requests that exceed the award ceiling, stated in *Section II. Award Information*, will receive a screen-out letter noting that the application was deemed non-responsive and will not be considered for competitive review or funding under this announcement.

Objective Review and Results

Applications competing for financial assistance will be reviewed and evaluated by objective review panels using the criteria described in *Section V.1* of this announcement. Each panel is made up of experts with knowledge and experience in the area under review. Generally, review panels are composed of 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. They are one element in the decision-making process.

ACF may elect not to fund applicants with management or financial problems that would indicate an inability to successfully complete the proposed project. Applications may be funded in whole or in

part. Successful applicants may be funded at an amount lower than that requested. ACF reserves the right to consider preferences to fund organizations serving emerging, unserved, or under-served populations, including those populations located in pockets of poverty. ACF will also consider the geographic distribution of Federal funds in its award decisions.

As required by the RHY Act, priority for funding shall be given to public and private entities with experience in providing services to runaway, homeless, and street youth. Experience means that a major activity of the agency has been the provision of temporary shelter, street outreach, counseling, and referral services to runaway, homeless, and street youth.

Though not ineligible to receive a new grant, it is FYSB's preference to not award new grants to current BCP grantees (including their sub-grantees) that have one or two years remaining in their project periods. It is also FYSB's preference to award one grant to one organization providing services in a defined service area or community. FYSB will make more than one award in a defined services area or community only when there are compelling circumstances to do so.

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 that were not funded under the competition because of the lack of available funds, may be held over by ACF and re-considered in a subsequent review cycle if a future competition under the program area is planned. These applications will be held over for a period of up to one year and will be re-competed for funding with all other competing applications in the next available review cycle.

V.3. Anticipated Announcement and Award Dates

FYSB expects that awards will be made by September 30, 2011. Unsuccessful applicants will be notified in writing subsequent to final determination of awards.

VI. Award Administration Information

VI.1. Award Notices

Successful applicants will be notified through the issuance of a Financial Assistance Award (FAA) document 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 FAA will be signed by the Grants Officer and transmitted via postal mail. Following the finalization of funding decisions, organizations whose applications will not be funded will be notified by letter, signed by the Program Office head.

VI.2. Administrative and National Policy Requirements

Awards issued under this announcement are subject to the uniform administrative requirements and cost principles of 45 C.F.R. Part 74 (Awards And Subawards To Institutions Of Higher Education, Hospitals, Other Nonprofit Organizations, And Commercial Organizations) or 45 C.F.R. Part 92 (Grants And Cooperative Agreements To State, Local, And Tribal Governments). The Code of Federal Regulations (C.F.R.) is available at <http://www.gpoaccess.gov/cfr>.

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.

Prohibition Against Profit

Grantees are subject to the limitations set forth in 45 C.F.R. Part 74, Subpart E-Special Provisions for Awards to Commercial Organizations (45 C.F.R. Part 74.81_Prohibition against profit), which states that, "... no HHS funds may be paid as profit to any recipient even if the recipient is a commercial organization. Profit is any amount in excess of allowable direct and indirect costs."

Equal Treatment for Faith-Based Organizations

Grantees are also subject to the requirements of 45 C.F.R. Part 87.1(c), Equal Treatment for Faith-Based Organizations, which says, "Organizations that receive direct financial assistance from the Department under any Department program may not engage in inherently religious activities such as religious instruction, worship, or proselytization as part of the programs or services funded with direct financial assistance from the Department." Therefore, organizations must take steps to separate, in time or location, their inherently religious activities from the services funded under this program.

A faith-based organization receiving HHS funds retains its independence from Federal, State, and local governments, and may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs. For example, a faith-based organization may use space in its facilities to provide secular programs or services funded with Federal funds without removing religious art, icons, scriptures, or other religious symbols. In addition, a faith-based organization that receives Federal funds retains its authority over its internal governance, and it may retain religious terms in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents in accordance with all program requirements, statutes, and other applicable requirements governing the conduct of HHS funded activities.

Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which includes the prohibition against Federal funding of inherently religious activities, and additional information on "Understanding the Regulations Related to the Faith-Based and Community Initiative" are available at <http://www.hhs.gov/fbci/regulations/index.html>.

The Code of Federal Regulations (C.F.R.) is available at <http://www.gpoaccess.gov/cfr>.

Award Term and Condition under the Trafficking Victims Protection Act of 2000

Awards issued under this announcement are subject to the requirements of Section 106 (g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104). For the full text of the award term, go to http://www.acf.hhs.gov/grants/award_term.html. If you are unable to access this link, please contact the Grants Management Contact identified in Section VII. Agency Contacts of this announcement to obtain a copy of the Term.

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. Appendices to the HHS GPS include a glossary of terms and a list of standard abbreviations for ease of reference. 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 Financial Assistance Award (FAA). The HHS GPS is available at http://www.acf.hhs.gov/grants/grants_related.html.

Other Administrative and National Policy Requirements

Applicants are advised that statutory requirements applicable to grants under this announcement can be found in the Runaway and Homeless Youth Act, 42 U.S.C. section 5701-5752. Applicants are further advised that regulations implementing certain requirements of the RHY Act can be found at 45 CFR Part 1351.

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 that receive BCP grant funds and that operate a program of distributing sterile needles or syringes for hypodermic injections of illegal drugs must account for all funds used for such programs separately from any expenditure of BCP grant funds (42 U.S.C. 5752).

Technical Assistance

By signing and submitting the application, BCP applicants agree to receive and participate in technical assistance as recommended by Federal staff to ensure quality programming and implementation. Training and technical assistance are free to BCP grantees through the Runaway and Homeless Youth Training and Technical Assistance Centers (RHYTTAC). Services include regionally based technical assistance clinics, training sessions, training of trainers, e-learning, and an annual grantee conference. More information is available at: <http://www.rhyttac.ou.edu>.

Confidentiality

Grantees shall keep adequate statistical records profiling the youth and family members whom it serves (including youth who are not referred to out-of-home shelter services), except that records maintained on individual RHY shall not be disclosed without the consent of the individual youth and parent or legal guardian to anyone other than another agency compiling statistical records or a government agency involved in the disposition of criminal charges against an individual RHY, and reports or other documents based on such statistical records shall not disclose the identity of individual RHY. Moreover, section 384 of the RHY Act, 42 U.S.C. section 5731, requires that records containing the identity of individual youth pursuant to this Act under no circumstances be disclosed or transferred to any individual or to any public or private agency.

VI.3. Reporting

Grantees under this announcement will be required to submit performance progress and financial reports periodically throughout the project period. The frequency of required reporting is listed later in this section. Final reports may be submitted in hard copy to the Grants Management Office Contact listed in *Section VII. Agency Contacts* of this announcement. Instructions on submission of reports electronically will be provided with award documents.

Performance Progress Reports (PPR)

In FY 2009, most ACF grantees began using a standard form for required performance progress reporting (PPR). At a minimum, grantees are required to submit the ACF-OGM SF-PPR, which consists of the ACF-OGM SF-PPR Cover Page and the Program Indicators-Attachment B. ACF Programs that utilize reporting forms or formats in addition to, or instead of, the ACF-OGM SF-PPR have listed the reporting requirements later in this section.

Grant award documents will inform grantees of the appropriate performance progress report form or format to use. Grantees should consult their award documents to determine the appropriate performance progress report format required under their award. Performance progress reports are due 30 days after the end of the reporting period.

Final program performance reports are due 90 days after the close of the project period. The ACF-OGM SF-PPR may be found at http://www.acf.hhs.gov/grants/grants_resources.html.

Federal Financial Reports (FFR)

As of February 1, 2011, the Department of Health and Human Services (HHS) began the transition from use of the SF-269, Financial Status Report (Short Form or Long Form) to the use of the SF-425 Federal Financial Report for expenditure reporting. SF-269s will no longer be accepted for expenditure reports due after that date. If an SF-269 is submitted, the Administration for Children and Families (ACF) will return it and require the recipient to complete the SF-425.

The transition strategy is allowing individual HHS Operating Divisions to select--from a limited number of options--the approach that best fits their programs and business process. This transition does not affect completion or submission of the cash reporting to the HHS Division of Payment Management's Payment Management System (PMS). The primary features of this transition for recipients are that OPDIVs that previously required electronic submission of the SF-269 will receive the SF-425 expenditure reports electronically and, until further notice, OPDIVs that have been receiving expenditure reports in hard copy will continue to do so.

All expenditure reports will be due on one of the standard due dates by which cash reporting is required to be submitted to PMS OR at the end of a calendar quarter as determined by the Operating Division. As a result, a recipient that receives awards from more than one OPDIV may be subject to more than one approach, but will not be required to change its current means of submission or be subjected to more than eight standard due dates.

Beginning with budget periods which end from January 1 - March 31, 2011, and for all budget periods thereafter, all affected ACF grantees will be required to submit an SF-425 report as frequently as is required in the terms and conditions of their award using due dates for reports to PMS.

For budget periods ending in the months of:	The FFR (SF-425) is due to ACF on:
January 01 through March 31	April 30
April 01 through June 30	July 30
July 01 through September 30	October 30
October 01 through December 31	January 30

Fillable versions of the SF-425 form in Adobe PDF and MS-Excel formats, along with instructions, are available at http://www.whitehouse.gov/omb/grants_forms, www.forms.gov, and on the [ACF Funding Opportunity website Forms](#) page.

Further instructions will be provided, as necessary, with award terms and conditions that will address specific reporting periods and due dates on an award-by-award basis. Additional information on frequency of reporting is available on the ACF Funding Opportunities web site at http://www.acf.hhs.gov/grants/msg_sf425.html.

For planning purposes, reporting periods for awards made under this announcement are as follows:

Program Progress Reports: Semi-Annually

Financial Reports: Quarterly

Awards issued as a result of this funding opportunity may be subject to the Transparency Act subaward and executive compensation reporting requirements of 2 C.F.R. Part 170. See ACF's [Award Term for Federal Financial Accountability and Transparency Act \(FFATA\) Subaward and Executive Compensation Reporting Requirement](#) implementing this requirement and additional award applicability information.

Runaway and Homeless Youth Management Information System (RHYMIS)

Grantees must agree to keep adequate statistical records profiling the youth and families served under the Federal grant and to gather and submit program and client data required by FYSB. This information is required by the RHY program legislation and defined in user-friendly RHYMIS. Recipients of a grant administered through FYSB are required and expected to submit the data via RHYMIS or in an approved format that RHYMIS can receive. Grantees have the option of using RHYMIS for internal management improvement or for research and other program needs. A RHYMIS hotline/help desk is available at 888-749-6474 and/or at rhyomis_help@csc.com.

FYSB will fund computer software for RHY program data collection through RHYMIS. An applicant lacking the computer equipment (hardware) for RHYMIS data collection must include an estimated cost for such equipment in their proposed budget. If the applicant already has such equipment, this fact must be noted. (See *Section V.I*, Criteria, "Budget and Budget Justification.") (Note: Existing grantees generally report that their staff has been able to easily train themselves to operate RHYMIS due to its user-friendliness, prompts, help features, and FYSB's technical support service.)

The data collection under RHYMIS is approved under OMB control number 0970-0123, which expires September 30, 2013. Public reporting burden for this collection of information is estimated to average 1 hour per response for the report. This includes the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information.

VII. Agency Contacts

Program Office Contact

Kelli Matson-Geist

ACYF Operations Center

c/o Lux Consulting Group

8405 Colesville Road, Suite 600

Silver Spring, MD 20910

Phone: (866) 796-1591

Email: fysb@luxcg.com

Office of Grants Management Contact

Lisa Dammar

ACYF Grants Officer

Office of Grants Management

Administration for Children and Families

8405 Colesville Road, Suite 600

Silver Spring, MD 20910

Phone: (866) 796-1591

Email: fysb@luxcg.com

Federal Relay Service:

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service for assistance at 1-800-877-8339 (TTY - Text Telephone or ASCII - American Standard Code For Information Interchange).

VIII. Other Information

NOTICE: ACF intends to implement all electronic application submission via www.Grants.gov for applications for discretionary awards in FY 2012. For applicants without Internet access, or those without the computer capacity to upload large documents, ACF will offer a waiver procedure. In 2011, ACF will post a *Federal Register* notice soliciting public comment on the intended move to all electronic application submission via www.Grants.gov for applicants for discretionary awards.

Reference Websites

U.S. Department of Health and Human Services (HHS) on the Internet <http://www.hhs.gov/>.

Administration for Children and Families (ACF) on the Internet <http://www.acf.hhs.gov/>.

Administration for Children and Families - ACF Funding Opportunities homepage <http://www.acf.hhs.gov/grants/>.

Catalog of Federal Domestic Assistance (C.F.D.A.) <https://www.cfda.gov/>.

Code of Federal Regulations (C.F.R.) <http://www.gpo.gov/fdsys>.

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

All required Standard Forms, assurances, and certifications are available on the ACF Forms page at http://www.acf.hhs.gov/grants/grants_resources.html.

Grants.gov Forms Repository webpage at http://www.grants.gov/agencies/aforms_repository_information.jsp.

Versions of other Standard Forms (SFs) are available on the Office of Management and Budget (OMB) Grants Management Forms web site at http://www.whitehouse.gov/omb/grants_forms/.

For information regarding accessibility issues, visit the Grants.gov Accessibility Compliance Page at http://www07.grants.gov/aboutgrants/accessibility_compliance.jsp

Sign up to receive notification of ACF Funding Opportunities at www.Grants.gov http://www.grants.gov/applicants/email_subscription.jsp.

Grants Policy Statement (GPS) - <http://www.hhs.gov/asfr/ogapa/grantinformation/hhsgps107.pdf>.

Family and Youth Services Bureau - <http://www.acf.hhs.gov/programs/fysb>.

The National Clearinghouse on Families and Youth - <http://ncfy.acf.hhs.gov/>.

Runaway and Homeless Youth Training and Technical Assistance Centers -<http://www.rhyttac.ou.edu>.

FYSB is providing a pre-recorded pre-application webinar for all parties interested in applying for the Basic Center Program. This recording can be found at: <http://www.rhyttac.ou.edu> or by contacting the RHY Technical Assistance Center at (800) 806-2711 or rhytechnicalassistance@ou.edu.

The recording and transcript of the pre-application webinar will be posted at:

http://www.acf.hhs.gov/grants/open/foa/office/acyf_fysb at least 30 days prior to the application due date. It will be available until the closing date of the announcement.

Reference:

National Research Council and Institute of Medicine. 2009. *Preventing Mental, Emotional, and Behavioral Disorders Among Young People*.

Application Checklist

Applicants may use the checklist below as a guide when preparing your application package.

What to Submit	Where Found	When to Submit
Central Contractor Registration (CCR)	Referenced in Section IV.2. of the announcement. Go to www.ccr.gov to register.	Required for all applicants. CCR registration must be active by time of award.
DUNS Number (Universal Identifier)	Referenced in Section IV.2. of the announcement. Go to https://eupdate.dnb.com/requestoptions.asp to obtain DUNS Number.	Required in application submission.
SF-424 - Application for Federal Assistance SF-P/PSL - Project/Performance Site Location(s)	Referenced in Section IV.2. and found at http://www.acf.hhs.gov/grants/grants_resources.html and at the Grants.gov Forms Repository at http://www.grants.gov/agencies/aforms_repository_information.jsp .	Submission is due by the application due date found in the Overview and in Section IV.3.
SF-424A - Budget Information - Non-Construction Programs SF-424B - Assurances - Non-Construction Programs	Referenced in Section IV.2. and found at http://www.acf.hhs.gov/grants/grants_resources.html .	Submission is due by the application due date found in the Overview and in Section IV.3.

Certification Regarding Lobbying	Referenced in Section IV.2. of the announcement and found at http://www.acf.hhs.gov/grants/grants_resources.html .	Submission is due prior to award.
Table of Contents	Referenced in Section IV.2. of the announcement under "Project Description."	Submission is due by the application due date found in the Overview and in Section IV.3.
Project Summary/Abstract	Referenced in Section IV.2. of the announcement under "Project Description."	Submission is due by the application due date found in the Overview and in Section IV.3.
SF-LLL - Disclosure of Lobbying Activities, if applicable	<p>"Disclosure Form to Report Lobbying" is referenced in Section IV.2. and found at http://www.acf.hhs.gov/grants/grants_resources.html.</p> <p>Submission of this form is required 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.</p>	If applicable, submission is due prior to award.
Project Description	Referenced in Section IV.2. of the announcement.	Submission is due by the application due date found in the Overview and in Section IV.3.
Budget and Budget Justification	Referenced in Section IV.2. of the announcement under "Project Description."	Submission is due by the application due date found in the Overview and in Section IV.3.
Logic Model	Referenced in Section IV.2. of the announcement under "Project Description."	Submission is due by the application due date found in the Overview and in Section IV.3.

Project Sustainability Plan	Referenced in Section IV.2. of the announcement under "Project Description."	Submission is due by the application due date found in the Overview and in Section IV.3.
Third-Party Agreements	Referenced in Section IV.2. of the announcement under "Project Description."	If available, submission is due by the application due date found in the Overview and in Section IV.3. If not available at the time of application submission, due by the time of award.
Proof of Non-Profit Status	Referenced in Section IV.2. of the announcement under "Legal Status of Applicant Entity" in the "Project Description."	Submission is due prior to award.
Commitment of Non-Federal Resources	Referenced in Section IV.2. of the announcement under "Budget and Budget Justification."	Submission is due by the application due date found in the Overview and in Section IV.3.
This program is covered under E.O. 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." Applicants must submit all required application materials to the State Single Point of Contact (SPOC) and indicate the date of submission on the Standard Form (SF) 424 at item 19.	Applicants should go to the following URL for the official list of the jurisdictions that have elected to participate in E.O. 12372 http://www.whitehouse.gov/omb/grants_s poc/ as indicated in Section IV.4. of this announcement.	Submission due to State Single Point of Contact by the application due date found in the Overview and in Section IV.3.
Survey on Ensuring Equal Opportunity for Applicants	Non-profit private organizations (not including private universities) are encouraged to submit the survey with their applications. Applicants using a hard copy application, place the completed survey in an envelope labeled "Applicant Survey." Seal the envelope and include it along with the application package. Applicants applying electronically, may submit this survey along with the	Submission is voluntary. Submission may be made with the application or prior to award.

application.

The survey is referenced in Section IV.2. of the announcement. The survey may be found at http://www.acf.hhs.gov/grants/grants_resources.html.

Appendices

Appendices

Appendix A

Glossary of Terms and Definitions

AFTERCARE SERVICES - The provision of services to runaway or otherwise homeless youth and their families following the youth's return home or the youth's placement in alternative living arrangements, which assist in alleviating the problems that contributed to his or her running away or being homeless. (45 CFR 1351.1 (a))

AREA - A specific neighborhood or section of the locality in which the runaway and homeless youth project is or will be located. (45 CFR 1351.1(b))

BUDGET PERIOD - The intervals of time into which a multi-year period of assistance is divided for budgetary and funding purposes. Budget periods are usually 12-months long but may be shorter or longer, if appropriate. (HHS Grants Policy Statement, I-15)

COORDINATED NETWORKS OF AGENCIES - An association of two or more private agencies, whose purpose is to develop or strengthen services for runaway or otherwise homeless youth and their families. (45 CFR 1351.1(c))

COUNSELING SERVICES - The provision of guidance, support, and advice to runaway or otherwise homeless youth and their families that are designed to alleviate the problems that contributed to the youth's running away or being homeless, resolve intra-family problems, to reunite such youth with their families, whenever appropriate, and to help them decide upon a future course of action. (45 CFR 1351.1 (d))

DEMONSTRABLY FREQUENTED BY OR REACHABLE - Located in an area in which runaway or otherwise homeless youth congregate, or an area accessible to such youth by public transportation, or by the provision of transportation by the runaway and homeless youth project itself. (45 CFR 1351.1 (e))

DRUG ABUSE EDUCATION AND PREVENTION SERVICES - Services to runaway and homeless youth to prevent or reduce the illicit use of drugs by such youth, and may include individual, family, group, and peer counseling; drop-in services; assistance to runaway and homeless youth in rural areas (including the development of community support groups); information and training related to the illicit use of drugs by runaway and homeless youth for individuals involved in providing services to such youth; and activities to improve the availability of local drug abuse prevention services to runaway and homeless youth. (Section 387(1) of the RHY Act, 42 U.S.C section 5732a(1))

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

HOMELESS YOUTH - An individual (A) who is (i) less than 21 years of age, or in the case of a youth seeking shelter in a center under Part A of the Runaway and Homeless Youth Act, less than 18 years of

age or is 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 (ii) for the purposes of Part B, not less than 16 years of age and either (I) less than 22 years of age; or (II) not less than 22 years of age as of 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; (B) for whom it is not possible to live in a safe environment with a relative; and (C) who has no other safe alternative living arrangement. (Section 387(3) RHY Act, 42 U.S.C section 5742a(3))

JUVENILE JUSTICE SYSTEM - Agencies such as, but not limited to, juvenile courts, law enforcement, probation, parole, correctional institutions, training schools and detention facilities. (45 CFR 1351.1 (g))

KEY STAFF - Primary staff responsible for service delivery and oversight of the basic center project. (For purposes of this announcement.)

LAW ENFORCEMENT STRUCTURE - Any police activity or agency with legal responsibility for enforcing a criminal code including police departments and sheriffs' offices. (45 CFR 1351.1 (h))

MILIEU- The daily living environment of residential care. (For purposes of this announcement.)

PERMANENT CONNECTIONS - Youth have a stable living situation that they do not fear losing or having to leave. They have solid, healthy relationships and connections with family (whether biological or not), friends, mentors and other significant people to whom they can turn in good times and bad. (For purposes of this announcement.)

PROJECT PERIOD - The total time stated in the Notice of Grant Award (including any amendments) for which Federal support is recommended. The period will consist of one or more budget periods. It does not constitute a commitment by the Federal Government to fund the entire period. (HHS Grants Policy Statement, I-15)

PROTECTIVE FACTORS - The positive influences that reduce the effects of stressful life events on young people, increase their ability to make good decisions, and promote the social and emotional competence that will help them thrive now and in the future. (For purposes of this announcement.)

RUNAWAY AND HOMELESS YOUTH PROJECT - A locally controlled human service program facility outside the law enforcement structure and the juvenile justice system that provides temporary shelter, directly or through other facilities, counseling and aftercare services to runaway or otherwise homeless youth. (45 CFR 1351.1 (j))

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, 42 U.S.C section 5732a(4))

SAFETY- Youth are able to live free from violence, abuse, neglect, harassment, stalking, exploitation and fear. This sense of safety is physical, emotional and mental. Youth feel supported and protected from harm in relationships and in social settings. (For purposes of this announcement.)

SELF-SUFFICIENCY- Youth have the skills, or are learning the skills, to live independently, support and take care of themselves, get and stay employed, manage their finances, further their educations, support and take care of a family (now or in the future), contribute to their communities, and plan for the future. (For purposes of this announcement.)

STAFFING PLAN - Documentation that includes: 1) a description of the positions proposed for the project, including roles, responsibilities, a proposed work schedule that meets the needs of runaway and homeless youth, and percentage of FTE; 2) the resumes of personnel proposed to fill those positions or an indication that hiring would be needed; 3) a supervisory structure that allows for adequate oversight to guarantee the safety of staff and youth. (For purposes of this announcement.)

STREET-BASED SERVICES - Services provided to runaway and homeless youth, and street youth in areas where they congregate. These services are designed to assist such youth in making healthy personal choices regarding where they live and how they behave. This may include identification of and outreach to runaway and homeless and street youth; crisis intervention and counseling; information and referral for housing; information and referral for transitional living and health care services; as well as advocacy, education, and prevention services related to alcohol and drug abuse; sexual exploitation; sexually transmitted diseases, including human immunodeficiency virus (HIV); and physical and sexual assault. (Section 387(5) of the RHY Act, 42 U.S.C. section 5732a(5))

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

TECHNICAL ASSISTANCE - The provision of expertise and/or support for the purpose of strengthening the capabilities of grantee organizations to deliver services. (45 CFR 1351.1(h))

WELL-BEING - Youth enjoy general good health and have access to treatment and care when they need it. Beyond physical health, they have satisfactory life circumstances such as stable living arrangements, enriching educational experiences, job satisfaction, mental health stability, and social connectedness. (For purposes of this announcement,)

Appendix B

BASIC CENTER PROGRAM FISCAL YEAR 2011

ALLOCATION BY STATE

	CONTINUATIONS	NEW AWARD	TOTALS
REGION I			
Connecticut	\$140,000	\$388,263	\$528,263
Maine	\$132,138	\$67,862	\$200,000
Massachusetts	\$691,689	\$222,140	\$913,829
New Hampshire	\$105,875	\$94,125	\$200,000
Rhode Island	\$182,878	\$17,122	\$200,000
Vermont	\$200,000	\$0	\$200,000
Region I Total	1,452,580	\$789,512	\$2,242,092
REGION II			
New Jersey	\$1,083,893	\$222,859	\$1,306,752
New York	\$1,613,384	\$1,163,670	\$2,777,054
Puerto Rico	\$200,000	\$432,873	\$632,873
Virgin Islands	\$0	\$70,000	\$70,000
Region II Total	\$2,897,277	\$1,889,402	\$4,786,679

REGION III

Delaware	\$188,787	\$11,213	\$200,000
District of Columbia	\$100,000	\$100,000	\$200,000
Maryland	\$400,000	\$451,980	\$851,980
Pennsylvania	\$1,525,725	\$251,326	\$1,777,051
Virginia	\$673,603	\$470,591	\$1,144,194
West Virginia	\$158,043	\$99,168	\$257,211
Region III Total	\$3,046,158	\$1,384,278	\$4,430,436

REGION IV

Alabama	\$315,000	\$395,940	\$710,940
Florida	\$1,571,889	\$942,525	\$2,514,414
Georgia	\$862,349	\$713,306	\$1,575,655
Kentucky	\$579,997	\$56,889	\$636,886
Mississippi	\$199,723	\$279,443	\$479,166
North Carolina	\$890,413	\$500,189	\$1,390,602
South Carolina	\$350,000	\$325,144	\$675,144
Tennessee	\$392,375	\$531,855	\$924,230
Region IV Total	\$5,161,746	\$3,745,291	\$8,907,037

REGION V

Illinois	\$1,234,616	\$747,314	\$1,981,930
Indiana	\$488,368	\$509,207	\$997,575
Michigan	\$974,781	\$552,334	\$1,527,115
Minnesota	\$318,412	\$469,416	\$787,828
Ohio	\$1,173,311	\$550,291	\$1,723,602
Wisconsin	\$659,654	\$176,985	\$836,639
Region V Total	\$4,849,142	\$3,005,547	\$7,854,689

REGION VI

Arkansas	\$444,052	\$6,049	\$450,101
Louisiana	\$866,581	\$0	\$866,581
New Mexico	\$347,499	\$0	\$347,499
Oklahoma	\$380,761	\$190,731	\$571,492
Texas	\$2,127,274	\$1,993,337	\$4,120,611

Region VI Total	\$4,166,167	\$2,190,117	\$6,356,284
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Region VII

Iowa	\$301,131	\$151,982	\$453,113
Kansas	\$269,671	\$174,068	\$443,739
Missouri	\$739,402	\$161,369	\$900,771
Nebraska	\$280,023	\$5,601	\$285,624
Region VII Total	\$1,590,227	\$493,020	\$2,083,247

REGION VIII

Colorado	\$417,841	\$329,938	\$747,779
Montana	\$200,000	\$0	\$200,000
North Dakota	\$200,000	\$0	\$200,000
South Dakota	\$110,937	\$89,063	\$200,000
Utah	\$164,007	\$350,948	\$514,955
Wyoming	\$100,000	\$100,000	\$200,000
Region VIII Total	\$1,192,785	\$869,949	\$2,062,734

REGION IX

American Samoa	\$0	\$70,000	\$70,000
Arizona	\$497,214	\$545,662	\$1,042,876
California	\$3,372,022	\$2,402,757	\$5,774,779
Guam	\$0	\$70,000	\$70,000
Hawaii	\$162,432	\$37,568	\$200,000
North Marianas	\$0	\$70,000	\$70,000
Nevada	\$406,829	\$11,234	\$418,063
Region IX Total	\$4,438,497	\$3,207,221	\$7,645,718

REGION X

Alaska	\$100,000	\$100,000	\$200,000
Idaho	\$220,407	\$46,504	\$266,911
Oregon	\$495,704	\$58,919	\$554,623
Washington	\$883,896	\$95,253	\$979,149
Region X Total	\$1,700,007	\$300,676	\$2,000,683

**FY 2011 BCP
TOTALS**

\$30,494,586

\$17,875,103

\$48,369,599

**Appendix C
Sample Chart of Matching Fund Amounts**

Federal Amount	Non Federal Share	Total Project Cost for 12 month period
\$25,000	\$2,778	\$27,778
\$50,000	\$5,556	\$55,556
\$75,000	\$8,333	\$83,333
\$100,000	\$11,111	\$111,111
\$125,000	\$11,250	\$136,250
\$150,000	\$13,500	\$163,500
\$175,000	\$19,444	\$194,444
\$200,000	\$22,222	\$222,222