



**Administration for Children and Families**

Administration on Children, Youth and Families

Runaway and Homeless Youth Training and Technical Assistance Center

HHS-2012-ACF-ACYF-CY-0312

Application Due Date: 08/03/2012

Runaway and Homeless Youth Training and Technical Assistance Center

HHS-2012-ACF-ACYF-CY-0312

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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:** Runaway and Homeless Youth Training and Technical Assistance Center

**Announcement Type:** Initial

**Funding Opportunity Number:** HHS-2012-ACF-ACYF-CY-0312

**CFDA Number:** 93.550

**Due Date for Applications:** **08/03/2012**

**Notice:** On January 1, 2012, the Administration for Children and Families implemented required electronic application submission via [www.Grants.gov](http://www.Grants.gov) for discretionary grant applications. (76 Fed. Reg. 66721-66723, October 27, 2011, [New Policies and Procedural Requirements for the Electronic Submission of Discretionary Grant Applications](#)). Please see *Section III.3. Disqualification Factors*, *Section IV.2. Content and Form of Application Submission* and *Application Submission Options*, and *Section IV.3. Explanation of Due Dates and Times* for information on electronic application submission and the availability of exemptions allowing applicants to submit applications in paper format.

**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 Runaway and Homeless Youth Training and Technical Assistance cooperative agreement. Through the cooperative agreement the training and technical assistance (T & TA) provider will assist FYSB grantee agencies in developing effective approaches to serving runaway and homeless youth (RHY), in accessing new resources, and in establishing linkages with other grantees with similar interests and concerns.

The T & TA provider will be committed to the provision of T & TA that enhances the facilitation of healing and recovery and promoting the social and emotional well-being of children youth and families who have experienced maltreatment, exposure to violence, and/or trauma. This funding announcement is designed to ensure that effective interventions are in place to build skills and capacities that contribute to the healthy, positive, and productive functioning of children and youth into adulthood.

## **I. Funding Opportunity Description**

### **Statutory Authority**

A cooperative agreement to provide training and technical assistance (T & TA) to Runaway and Homeless Youth (RHY) and FYSB grantees is authorized by the Runaway and Homeless Youth Act, 42 U.S.C. § § 5701 through 5752, as most recently amended by the Reconnecting Homeless Youth Act of 2008, 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**

This funding opportunity will support the establishment and operation of a National T & TA Center for the RHY Program.

### **Program Background and Purpose**

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 ACF, ACYF, FYSB has worked to establish or strengthen community-based programs that address the immediate needs of RHY and their families. The RHY programs 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, The Runaway and Homeless Youth Training & Technical Assistance Center (RHYTTAC) serves as a centralized national resource for FYSB funded RHY grantees. T & TA services are directed at assisting RHY grantees to engage in continuous quality improvement of their services and to build their capacity to effectively serve RHY with a focus on helping the nation's network of RHY providers boost "protective factors" for RHY. 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.

### **History**

The Administration for Children and Families', Administration on Children, Youth and Families', Family and Youth Services Bureau is responsible for providing Federal support to local, community-based programs to address the issue of RHY. FYSB supports communities through three grant programs: Basic Center, Street Outreach, and Transitional Living Grant programs. FYSB currently funds 340 Basic Centers, 155 Street Outreach projects and 207 Transitional Living programs across the country though approximately 400 agencies.

A significant number of the effective agencies and competent professional staff dedicated to assisting runaway, homeless, and street youth across the country still face issues that require additional T & TA. Some of these issues include: lack of staff resources; geographic concerns, which lead to inadequate or non-existent services; deficiency in skills of staff to provide a full range of services to young people; and changes in leadership or management within the agency.

The ACYF is committed to facilitating healing and recovery and promoting the social and emotional well-being of children, youth, and families who have experienced maltreatment, exposure to violence, and/or trauma. This funding announcement and other discretionary spending this fiscal year are designed to ensure that effective interventions are in place to build skills and capacities that contribute to the healthy, positive, and productive functioning of children and youth into adulthood.

Children, Youth, and Families who have experienced maltreatment, exposure to violence, and/or trauma are impacted along several domains, each of which must be addressed in order to foster social and emotional well-being and promote healthy, positive functioning:

- **Understanding Experiences:** A fundamental aspect of the human experience is the development of a world view through which one's experiences are understood. Whether that perspective is generally positive or negative impacts how experiences are interpreted and integrated. For example, one is more likely to approach a challenge as a surmountable, temporary obstacle if his or her frame includes a sense that "things will turn out alright." On the contrary, negative experiences can color how future experiences are understood. Ongoing exposure to family violence might lead

children, youth, and adults to believe that relationships are generally hostile in nature and affect their ability to enter into and stay engaged in safe and healthy relationships. Interventions must seek to address how children, youth, and adults frame what has happened to them in the past and shape their beliefs about the future.

- **Developmental Tasks:** People grow physically and psychosocially along a fairly predictable course, encountering normal challenges and establishing competencies as they pass from one developmental stage to another. However, adverse events have a marked effect on the trajectory of normal social and emotional development, delaying the growth of certain capacities, and, in many cases, accelerating the maturation of others. Intervention strategies must be attuned to the developmental impact of negative experiences and address related strengths and deficits to ensure children, youth, and families develop along a healthy trajectory.
- **Coping Strategies:** The methods that children, youth, and families develop to manage challenges both large and small are learned in childhood, honed in adolescence, and practiced in adulthood. Those who have been presented with healthy stressors and opportunities to overcome them with appropriate encouragement and support are more likely to have an array of positive, productive coping strategies available to them as they go through life. For children/youth/families who grow up in unsafe, unpredictable environments, the coping strategies that may have been protective in that context may not be appropriate for safer, more regulated situations. Interventions must help children, youth and families transform maladaptive coping methods into healthier, more productive strategies.
- **Protective Factors:** A wealth of research has demonstrated that the presence of certain contextual factors (e.g., supportive relatives, involvement in after-school activities) and characteristics (e.g., self-esteem, relationship skills) can moderate the impacts of past and future negative experiences. These protective factors are fundamental to resilience; building them is integral to successful intervention with children, youth, and families.

The skills and capacities in these areas support children, youth, and families as challenges, risks and opportunities arise. In particular, each domain impacts the capacity of children, youth, and families to establish and maintain positive relationships with caring adults and supportive peers. The necessity of these relationships to social and emotional well-being and lifelong success in school, community, and at home cannot be overstated and should be central to all interventions with vulnerable children, youth, and families.

An important component of promoting social and emotional well-being includes addressing the impact of trauma, which can have a profound effect on the overall functioning of children, youth, and families. The ACYF promotes a trauma-informed approach, which involves understanding and responding to the symptoms of chronic interpersonal trauma and traumatic stress across the domains outlined above, as well as the behavioral and mental health consequences of trauma.

The ACYF anticipates a continued focus on social and emotional well-being as a critical component of its overall mission to ensure positive outcomes for all children, youth and families.

### **Purpose**

FYSB is supporting a national coordinated effort designed to deliver T & TA services through a cooperative agreement. This cooperative agreement must support the continuous improvement to all RHY grantees to deliver high quality effective services to youth and their families, as well as promote quality improvement and capacity building of RHY servicing agencies.

For more information on requirements specific to this FOA, please reference Section IV.2, "Project Description - Approach."

## **II. Award Information**

Funding Instrument Type:	Cooperative Agreement
Estimated Total Funding:	\$2,100,000
Expected Number of Awards:	1
Award Ceiling:	\$2,100,000 Per Budget Period
Award Floor:	\$1,500,000 Per Budget Period
Average Projected Award Amount:	\$2,100,000 Per Budget Period

**Length of Project Periods:**

60-month project with five 12-month budget periods

**Additional Information on Awards:**

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

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

**Note:** For those programs that require matching or cost sharing, grantees will be held accountable for projected commitments of non-Federal resources in their application budgets and budget justifications, even if the projected commitment exceeds the required amount of match or cost share. A grantee’s failure to provide the required matching amount will result in the disallowance of Federal funds.

**Length of Project Periods:**

60-month project with five 12-month budget periods

The 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.

**Description of ACF’s Anticipated Substantial Involvement Under the Cooperative Agreement**

**Substantial Involvement with Cooperative Agreement:**

The award of the cooperative agreement will include a delineation of the responsibilities of the successful applicant and ACYF. The responsibilities contained in the cooperative agreement will incorporate the core elements, scope of services, program requirements, and responsibilities. A cooperative agreement is Federal assistance in which substantial Federal involvement is anticipated. Responsibilities of Federal staff and the successful applicants are negotiated prior to an award.

***Federal Officials Minimum Responsibilities***

1. Promote a cooperative relationship among the RHYTTAC, the National Clearinghouse on Families and Youth, The National Runaway Switchboard, and other FYSB support contractors for exchange of information regarding identified training needs, emerging youth issues, research findings, curricula, and evidence based model programs.
2. Provide consultation in the development of work plans and T & TA agendas; review and approve work plans and T & TA agendas.
3. Sponsorship of the RHY Network of Support Meeting to provide coordination and sharing of

information across FYSB support systems.

4. Provide grantee information to solicit T & TA opportunities and promote such T & TA efforts to grantees.
5. Provide FYSB priorities for the year to incorporate into the annual work plan.

### ***Applicant Minimum Responsibilities***

1. Provide the services and activities listed as core elements and scope of services. These services include the development, coordination, production, execution, and post-training follow-up of the training services.
2. Develop a coordinated network to deliver services nationwide.
3. Develop and submit an annual work plan that details the year's activities. The work plan must include at a minimum: procedures, evaluation strategies, assessment of grantee needs strategies and schedules.
4. Participate in quarterly update meetings: two meetings will be held via conference call, one meeting will be held in conjunction with the RHY Network of Support Meeting, and the fourth meeting will be held at FYSB offices.
5. Understand the T & TA needs of RHY grantees.
6. Understand the capabilities and management systems necessary to establish and operate RHY programs.
7. Understand and update Federal staff on relevant research in youth development, RHY findings, products, available curricula, evidence based practices, trauma informed care, models, and experts.
8. Establish an advisory board with representation of current RHY grantees, Federal staff, youth who received or are currently receiving services from RHY providers, Network of Support organizations, and others as appropriate.
9. The Non-competing Continuation for the final year of funding should include a plan for and securing a location for the subsequent year's RHY National conference

Please see *Section IV.5 Funding Restrictions* for limitations on the use of Federal funds awarded under this announcement.

## **III. Eligibility Information**

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

- State governments
- Native American tribal governments(federally recognized)
- Public and State-controlled institutions of higher education
- Private non-profit institutions of higher education
- Non-profits with 501(c)(3) IRS status (other than institutions of higher education)
- Non-profits without 501(c)(3) IRS status (other than institutions of higher education)

Please see Section IV for required documentation supporting eligibility or funding restrictions if any are applicable.

Individuals, foreign entities, and sole proprietorship organizations are not eligible to compete for, or receive, awards under this announcement. See *Section III.3. Other*.

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 **P.L. 108-96**.

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

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

### **III.3. Other**

#### **DUNS Number (Universal Identifier) and Central Contractor Registration (CCR) Requirements**

##### **DUNS Number Requirement**

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

All applicants and subrecipients must have a DUNS number at the time of application in order to be considered for a grant or cooperative agreement. A DUNS number is required whether an applicant is submitting a paper application or using the Government-wide electronic portal, [www.Grants.gov](http://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://fedgov.dnb.com/webform>. 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., CST

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

##### **Central Contractor Registration (CCR) Requirement**

Central Contractor Registration (CCR) is 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.

Effective October 1, 2011, HHS required all entities that plan to apply for, and ultimately receive, Federal grant funds from any HHS Agency, or receive subawards directly from recipients of those grant funds to:

- Be registered in the CCR prior to submitting an application or 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.

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

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

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](http://www.ccr.gov) or by phone at 1-866-606-8220. 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 are strongly encouraged to register at the CCR well in advance of the application due date.

## **APPLICATION DISQUALIFICATION FACTORS**

Applications from individuals, foreign entities, or sole proprietorship organizations will be disqualified from competitive review and from funding under this announcement.

### **Award Ceiling Disqualification**

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

### **Application Submission Disqualifications**

**Beginning January 1, 2012, ACF requires electronic submission of applications at [www.Grants.gov](http://www.Grants.gov).** Applicants that do not have an Internet connection or sufficient computing capacity to upload large documents (files) to the Internet may contact ACF for an exemption that will allow these applicants to submit an application in paper format. Information on requesting an exemption from electronic application submission is found in *Section IV.2. Application Submission Options*.

**The deadline for electronic application submission is 11:59 p.m., ET, on the due date listed in the *Overview* and in *Section IV.3. Submission Dates and Times*. Electronic applications submitted to**

[www.Grants.gov](http://www.Grants.gov) after 11:59 p.m., ET, on the due date, as indicated by a dated and time-stamped email from [www.Grants.gov](http://www.Grants.gov), will be disqualified from competitive review and from funding under this announcement. That is, applications submitted to [www.Grants.gov](http://www.Grants.gov), on or after 12:00 a.m., ET, on the day after the due date will be disqualified from competitive review and from funding under this announcement.

**Please Note:** Applications submitted to [www.Grants.gov](http://www.Grants.gov) at any time during the open application period, and prior to the due date and time, which fail the Grants.gov validation check, will not be received at ACF. These applications will not be acknowledged. Applications that fail the Grants.gov validation check are not transmitted to ACF though they may have been submitted on time.

Each time an application is submitted via [www.Grants.gov](http://www.Grants.gov), the application will receive a new date and time-stamp email. Only those applications with on-time date and time stamps that result in a validated application, which are transmitted to ACF, will be acknowledged.

**The deadline for receipt of paper applications is 4:30 p.m., ET, on the due date listed in the *Overview* and in *Section IV.3. Submission Dates and Times*. Paper applications received after 4:30 p.m., ET, on the due date will be disqualified from competitive review and from funding under this announcement.**

**Paper applications received from applicants that have not requested an exemption from required electronic submission will be disqualified from competitive review and from funding under this announcement. See "*Request an Exemption from Required Electronic Application Submission*" in *Section IV.2. Content and Form of Application Submission*.**

Applications that are disqualified under any of these circumstances will receive written notification by letter or by email.

Read and observe the formatting instructions for application submissions in *Section IV.2. Content and Form of Application Submission*.

## Section IV. Application and Submission Information

### IV.1. Address to Request Application Package

ACYF Operations Center c/o Lux Consulting Group  
Attn: Runaway and Homeless Youth Training and Technical Assistance Funding  
8405 Colesville Road, Suite 600  
Silver Spring, MD 20910  
Phone: (866) 796-1591  
Email: [fysb@luxcg.com](mailto:fysb@luxcg.com)

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

The electronic application submission package is available at [www.Grants.gov](http://www.Grants.gov).

#### **Applications in Paper Format:**

For applicants that have received an exemption to submit applications in paper format, Standard Forms, assurances, and certifications are available at the ACF Funding Opportunities Forms webpage at [http://www.acf.hhs.gov/grants/grants\\_resources.html](http://www.acf.hhs.gov/grants/grants_resources.html). See *Section IV.2. Request an Exemption from*

*Required Electronic Application Submission* if applicants do not have an Internet connection or sufficient computing capacity to upload large documents (files) to [www.Grants.gov](http://www.Grants.gov).

**Standard Forms that are compliant with Section 508 of the Rehabilitation Act (29 U.S.C. § 794d):**  
Available at the [Grants.gov Forms Repository](http://www.Grants.gov) website and at [http://www.whitehouse.gov/omb/grants\\_forms](http://www.whitehouse.gov/omb/grants_forms).

**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**

### **FORMATTING ACF APPLICATIONS**

**For All ACF Applications:**

**Authorized Organizational Representative (AOR)**

The individual(s), named by the applicant/recipient organization, who is authorized to act for the applicant/recipient and to assume the obligations imposed by the Federal laws, regulations, requirements, and conditions that apply to grant applications or awards.

Each applicant must designate an Authorized Organizational Representative (AOR). An 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.

AOR Authorization is part of the registration process at [www.Grants.gov](http://www.Grants.gov) where the AOR will create a short profile and obtain a username and password from the Grants.gov Credential Provider. AORs will only be authorized for the DUNS number registered in the Central Contractor Registration (CCR).

**Point of Contact**

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

**Application Checklist**

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.3. Submission Dates and Times* of this announcement.

**Follow the instructions provided in the formatting section to ensure that your application can be printed efficiently and consistently for the competitive review.**

**Observe page limitations.**

All applicants must follow the instructions provided in this section. Be sure to print all attachments (components) on paper and count the number of pages before submission. Keep the printed copy as a hard copy of your application for your files.

**Application Package Components**

Applications must be divided into the sections listed in the table. (The order in which components are submitted electronically via [www.Grants.gov](http://www.Grants.gov) or included in a paper application may not be the same as listed in the table.) Page limitations apply to the Project Description document and the Appendices and the following:

- The Project Summary/Abstract is limited to one single-spaced page.
- The Budget Justification should be no more than 10 single-spaced pages and will not count against page limitations.

Application Package Components	Page Limitations
Required Standard Forms (SFs) and/or OMB-approved Forms	No page limitations.
Required Certifications and Assurances	No page limitations.
Project Summary/Abstract	Limited to one single-spaced page.
Project Description	Page Limitations and included items are listed later in this section.
Budget Justification	No more than 10 single-spaced pages and will not count against page limitations.
Proof of Legal Status/Proof of Non-Profit Status	No page limitations.
Appendices	Page Limitations and included items are listed later in this section.

**ELECTRONIC APPLICATIONS SUBMITTED VIA [www.Grants.gov](http://www.Grants.gov):**

**Notice: The Administration for Children and Families has implemented required electronic application submission via [www.Grants.gov](http://www.Grants.gov). Applicants are now required to submit their applications electronically unless they have requested and received an exemption that will allow submission in paper format. See Section IV.2. Application Submission Options.**

Electronic applications will only be accepted via [www.Grants.gov](http://www.Grants.gov). ACF will not accept applications submitted via email or via facsimile. Only applications, which pass the Grants.gov validation check, will be acknowledged.

**Please read this section carefully before beginning application submission.** It is mandatory to follow the instructions provided in this section to ensure that your application can be printed efficiently and consistently for review.

**Copies Required**

Applicants must submit one complete copy of the application package electronically. Applicants submitting electronic applications need not provide additional copies of their application package.

**NOTE:** Applications submitted via [www.Grants.gov](http://www.Grants.gov) will undergo a validation check. See Section IV.2. Application Submission Options and Section IV.3. Submission Due Dates and Times, Explanation of Due Dates. The validation check can affect whether the application is accepted for review. Applications that fail the [www.Grants.gov](http://www.Grants.gov) validation check will not be transmitted to ACF. If the application fails the validation check and is not resubmitted by 11:59 p.m., ET, on the due date, it will be disqualified.

**Signatures**

Follow the AOR Authorization and E-Biz POC instructions provided at [www.Grants.gov](http://www.Grants.gov).

### Required OMB-Approved and Standard Forms (SFs)

[www.Grants.gov](http://www.Grants.gov) provides its own protocols for the submission of OMB-approved and Standard Forms (SFs) such as the SF-424 application and budget forms and the SF-P/PSL, Project/Performance Site Location form. See *Section IV.2. Required Forms, Assurances, and Certifications* for required OMB-approved Standard Forms and required assurances and certifications.

### Application Package Components

Applications must be divided into the sections listed in the table. **It is important that each component is submitted in a separate electronic file.** Page limitations apply to the Project Description document and the Appendices and the following:

- The Project Summary/Abstract is limited to one single-spaced page.
- The Budget Justification should be no more than 10 single-spaced pages.

Application Package Components	Page Limitations
Required Standard Forms (SFs) and/or OMB-approved Forms	No page limitations.
Required Certifications and Assurances	No page limitations.
Project Summary/Abstract	Limited to one single-spaced page.
Project Description	Page Limitations and included items are listed later in this section.
Budget Justification	No more than 10 single-spaced pages and will not count against page limitations.
Proof of Legal Status/Proof of Non-Profit Status	No page limitations.
Appendices	Page Limitations and included items are listed later in this section.

The required content of the Project Description and any Appendices, and their page limits, are listed later in this section.

With the exception of the required Standard Forms (SFs), all application materials must be formatted so that they will print out onto 8 ½" x 11" white paper with 1-inch margins. **All pages of the application component, i.e., Project Description, Budget Justification, Appendices, must be sequentially numbered.** Applicants should print all attachments on paper and count the number of pages before submitting the application. Applicants should keep a hard copy of the submitted application package for their files. The font size on any scanned documents must be large enough so that it is readable.

All elements of the application submission, with the exception of the one-page Project Summary/Abstract, the Budget Justification, required Assurances and Certifications, and proof of legal status/non-profit status, must be in double-spaced format in 12-point font. The Project Summary/Abstract is required to be one single-spaced page in 12-point font. The Budget Justification may be single-spaced page in 12-point font and should be no more than 10 pages. The font size on any scanned documents must be large enough so that it is readable.

**Applicants must follow the instructions provided in this section:**

**Carefully observe the file naming conventions required by [www.Grants.gov](http://www.Grants.gov).**

Limit file names to 50 characters and do not use special characters (example: &,-,\*,%/,#) including periods (.), blank spaces, and accent marks, within application form fields, and file attachment names. An underscore ( \_ ) may be used to separate a file name.

**Use only file formats supported by ACF.**

It is critical that applicants only submit application components using the supported file formats listed here. Documents in file formats that are not supported by ACF will be removed from the application and will not be used in the competitive review. This may make the application incomplete and ACF will not make any awards based on an incomplete application.

**ACF supports the following file formats:**

- Adobe PDF – Portable Document Format (.pdf)
- Microsoft Word (.doc or .docx)
- Microsoft Excel (.xls or .xlsx)
- Microsoft PowerPoint (.ppt)
- Corel WordPerfect (.wpd)
- Image Formats (.JPG, .GIF, .TIFF, or .BMP only)

**Do not encrypt or password protect the electronic application files!**

If ACF cannot access submitted electronic files because they have been encrypted or are password protected, the affected file will be removed from the application and will not be used in the competitive review. This may make the application incomplete and ACF will not make any awards based on an incomplete application.

**PAPER APPLICATION SUBMISSIONS:**

**The following requirements are only applicable to applications submitted in paper format.**

**Applicants must receive an exemption from ACF in order to submit an application in paper format.**

See *Section IV.2. Request an Exemption from Required Electronic Application Submission* later in this section under *Application Submission Options*.

<b>Application Package Components</b>	<b>Page Limitations</b>
Required Standard Forms (SFs) and/or OMB-approved Forms	No page limitations.
Required Certifications and Assurances	No page limitations.
Project Summary/Abstract	Limited to one single-spaced page.
Project Description	Page Limitations and included items are listed later in this section.
Budget Justification	No more than 10 single-spaced pages and will not count against page limitations.
Proof of Legal Status/Proof of Non-Profit Status	No page limitations.
Appendices	Page Limitations and included items are listed later in this section.

## **Copies Required**

Applicants must provide one original and two copies of all application materials when submitting an application in paper format.

## **Signatures**

An original signature of the AOR is required only on the original copy of paper application submissions. 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.

## **Format Requirements for Paper Applications**

Applicants must follow the instructions provided in this section.

All application materials must be submitted on 8 ½" x 11" white paper with 1-inch margins. **All pages of the paper application submission must be sequentially numbered.** Application materials must be printed on one side only of each page so that they may be easily reproduced. If two-sided pages are submitted, only the "front" page will be used.

All elements of the application submission, with the exception of the one-page Project Summary/Abstract, the Budget Justification, required Assurances and Certifications, and proof of legal status/non-profit status, must be in double-spaced format in 12-point font. The Project Summary/Abstract is required to be one single-spaced page in 12-point font. The Budget Justification may be single-spaced, in 12-point font, and should be no more than 10 pages. The font size on any scanned documents must be large enough so that it is readable.

All copies of a mailed or hand-delivered paper application must be submitted in a single package. A separate package must be submitted for application under a single funding opportunity. The package must be clearly labeled for the specific funding opportunity it is addressing.

Because each application will be duplicated, do not use or include separate covers, binders, clips, tabs, plastic inserts, maps, brochures, or any other items that cannot be processed easily on a photocopy machine with an automatic feed. Do not bind, clip, staple, or fasten in any way separate subsections of the application, including supporting documentation. Use a clip (not a staple) to securely bind the application together. Applicants are advised that the copies of the application submitted, not the original, will be reproduced by the Federal government for review. Application materials must be one-sided for duplication purposes.

Instructions on the order of assembly for paper application submissions are available under this formatting section.

## **Addresses for Submission of Paper Applications**

See *Section IV.6. Other Submission Requirements* for addresses for paper application submissions.

## **Page Limitations for Paper Format Application Submissions**

Page limitations do not include OMB-approved Standard Forms (SFs), the one-page Project Summary/Abstract, proof of legal status/non-profit status, required Assurances and Certifications, and the Budget Justification, which should be no more than 10 single-spaced pages.

If an application exceeds the cited page limitation for double-spaced pages in the Project Description or the double-spaced page limitation cited for the Appendices, 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.

The Project Summary/Abstract is limited to one single-spaced page with 12-point font. Any pages over the one-page limit will be removed.

### **Page Limitations and Content of The Project Description and Appendices for All Application Formats:**

The length of the entire application package must not exceed 120 pages, including the table of contents, project summary, project description, budget/budget justification, supplemental documentation, proof of non-profit status, summaries of contracts, and letters of agreement. Page numbers of the application package must be sequentially numbered beginning with the table of contents as page one.

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

1. The Required Federal Forms/Assurances/Certifications - See below for description.
2. Table of Contents - This section should reference the order of the application sections and provide page numbers. This section will be page one of the application.
3. One-Page Project Summary/Abstract - The format of the Summary/Abstract is described later in this section under Part II, General Instructions for Preparing a Full Project Description.
4. Project Description - The project description is limited to 55 pages and must include the following in this order: Table of Contents; Objectives and Need for Assistance; Outcomes Expected; Approach; Organizational Profiles; Staff and Position Data. Applicants should title each section accordingly.
5. Budget and Budget Justification - The budget is a line-item format and must be in a worksheet, table, or spreadsheet that illustrates how calculations were derived. The budget must 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.

6. Appendices - The appendices are limited to 20 pages and must include the following in this order:
  - Organizational Charts, documentation of experience, letters of support, and any other pertinent information the applicant deems relevant.

### **Required Forms, Assurances, and Certifications**

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

<b>Forms / Assurances / Certifications</b>	<b>Submission Requirement</b>	<b>Notes / Description</b>
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<b>Certification Regarding Lobbying</b>	Submission required of all applicants with the application package. If it is not submitted with the application package, it may also be submitted prior to the award of a grant.	Submission of this Certification is required for all applications.
<b>SF-424 - Application for Federal Assistance and SF-P/PSL - Project/Performance Site Location(s)</b>	Submission is required for all applicants by the application due date.	Required for all applications.
Central Contractor Registration (CCR)	Required for all applicants. CCR registration must be active by time of award.	Required for all applicants. CCR registration must be active by time of award.
<b>SF-LLL - Disclosure of Lobbying Activities</b>	If submission of this form is applicable, it is due prior at the time of application. It may also be submitted prior to the award of a grant.	If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Applicants must furnish an executed copy of the Certification Regarding Lobbying prior to award.
<b>Survey on Ensuring Equal Opportunity for Applicants</b>	<b>Submission is voluntary.</b> Submission may be made with the application by the application due date listed in the <i>Overview</i> and <i>Section IV.3. Submission Dates and Times</i> . Or, it may be submitted prior to the award of a grant.	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 as part of an appendix or as a separate document. Hard copy submissions should include the survey in a separate envelope.

<p><b>SF-424A - Budget Information - Non-Construction Programs</b></p> <p><b>and</b></p> <p><b>SF-424B - Assurances - Non-Construction Programs</b></p>	<p>Submission is required for all applicants when applying for a non-construction project. Standard Forms must be used. Forms must be submitted by the application due date.</p>	<p>Required for all applications when applying for a non-construction project. By signing and submitting the SF-424B, applicants are making the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination.</p>
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**Non-Federal Reviewers**

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

**The Project Description**

**The Project Description Overview**

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.

**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.1.* 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 funding opportunity announcement.

### **Outcomes Expected**

Identify the outcomes to be derived from the project.

By the end of the grant period, the RHY T & TA applicant is expected to have provided an array of training, expertise, problem solving strategies and other forms of technical assistance to FYSB funded RHY grantees. Applicants are expected to offer educational opportunities, conferences, peer-to-peer consultations, webinars, distance learning, and other forms of technical assistance that allows RHY grantees to learn from their expertise regarding RHY and their families including the provision of intervention and prevention services.

Applicants are expected to share their expertise to lead practice improvements as well as organizational capacity building. Applicants are expected to foster partnerships between organizations that have not traditionally worked together to address RHY issues such as public institutions; faith-based organizations; culturally specific organizations; Lesbian, Gay, Bisexual and Transgender (LGBT) organizations; or community-based organizations.

Finally, applicants are expected to have a national dissemination strategy for sharing promising practices, outcomes, and resources nationwide. Grant products will be disseminated broadly, including posting on the grantee's website, the FYSB website, the National Clearing House on Families and Youth, and other means to reach a broad audience of individuals and communities addressing RHY services to include prevention and intervention services.

## **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 other approaches. 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 outcomes 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.

## **Applicant Approach Activities**

All applicants must detail a plan for addressing the statutory program requirements of Section 334 of the Runaway and Homeless Youth Act, as amended by the Reconnecting Homeless Youth Action of 2008, Pub. L. 110-378, (42 U.S.C. 5714-22) and the expected project activities within T & TA services to be provided.

Applicants' plans must describe the organization's current coordination efforts with other T & TA providers, including details of past collaborations and plans for coordination of technical assistance where appropriate.

All applicants are to describe their confidentiality measures within their applications which also includes demonstrating established policies, procedures, and protocols to ensure the non-disclosure of confidential, private, or personally identifiable information concerning RHY and their families.

**Training and Technical Assistance Activities** - Applicant T & TA activities must include:

1. Delivery of a comprehensive array of national T & TA to expand the capacity of RHY programs to provide shelter services, intervention and prevention services that are accessible to RHY and their families including persons from diverse, historically marginalized, and LGBT communities;
2. Enhancement of RHY programs' organizational capacity and accessibility by offering innovative and comprehensive educational opportunities, conferences, peer-to-peer consultations that allow community-based programs to learn from the T & TA providers expertise;
3. Identification of emerging T & TA needs of the RHY field that are within the applicant's expertise and provide targeted technical assistance based on those needs;
4. Development of emerging T & TA strategies such as organizational capacity building, programmatic accessibility, trauma-informed services, or victim centered services that will sustain or enhance RHY program services, including those that respond to specialized issues.

## **A. Responsibilities of the Runaway Homeless Youth Training and Technical Assistance Center**

1. To establish a RHYTTAC that will provide comprehensive T & TA to expand the capacity of

RHY programs to provide RHY intervention and prevention services that are accessible to all at risk youth and their families. These at risk youth will include persons from diverse, historically marginalized, and LGBT communities;

2. Establish or maintain a RHYTTAC that will provide comprehensive and national T & TA that is related to RHY intervention and prevention programming and services. The work of this center will include the following activities:

- Enhance public awareness through the development of resources and distribution of information related to intervention/prevention strategies, prevalence statistics, emerging issues, culturally specific populations, or special topics;
- Expand the capacity of RHY programs to offer culturally relevant, linguistically appropriate, and accessible services to at risk youth from diverse and historically marginalized communities;
- Develop and enhance RHY intervention and prevention strategies by fostering promising practice development and adaptation throughout the RHY field which includes training, technical assistance, and creating/gathering guidelines, materials, and policies;
- Expand the capacity of RHY programs, State RHY coalitions, Tribes and tribal organizations to offer trauma-informed services that address exposure to RHY, and include trauma-focused intervention strategies;
- Address emerging issues related to at risk youth by leading the implementation of strategies that will enhance existing RHY intervention and prevention services, including those that respond to specialized issues, current advocacy challenges, service barriers, and trends;
- Build an evidence base for services, programs, and advocacy strategies specifically focused on at risk youth intervention and prevention. This work must include supporting service innovation by identifying evidence-based practices for prevention and intervention of RHY while assisting with the dissemination, promotion, adoption, and adaptation of such practices in the RHY field.
- Expand the capacity of RHY programs to evaluate their implementation and impacts and enable easier replication of best practices. This work must include training and resources that help programs to: develop clear theories of change, logic models, and implementation manuals; identify valid and reliable tested outcome and implementation measures that match program populations and goals (including social-emotional well-being and Positive Youth Development); and incorporate evaluation designs to assess program implementation and impacts that are appropriate for each program's stage of development.

3. Maintain information on outcomes and measures of project performance such as contributions to practice changes in the RHY field or collaborations with social service systems or agencies.

4. To consult with the RHY Program Project Officer in implementing the RHYTTAC's events, meetings, special projects, research or activities on an ongoing and frequent basis during each phase of the project. Consultation should include, but not be limited to:

- Collaborate with FYSB/RHY Program at least quarterly, in consultations, meetings to include FYSB's Network of Support, briefings, teleconferences and other forums to review current and planned activities, to share information, to promote national reporting of data and to report on collaborations with State and local partners;
- Advise the Federal Project Officer within 60 - 90 days, prior to scheduling, all project trainings, national meetings, conferences and partner meetings in order to coordinate the scheduling of major events and ensure FYSB/RHY Program participation;
- Collaborate with FYSB/RHY Program when developing content and agendas for conferences, topical meetings, or major project meetings; and
- Collaborate with FYSB/RHY Program to facilitate between 2 and 4 FYSB sponsored webinars each project period focused on broadening FYSB's interoperability efforts and to raise awareness about comprehensive responses to RHY

5. To collaborate with FYSB/RHY Program to ensure the RHYTTAC is inclusive of ACYF priorities to promote the social and emotional wellbeing, healing, and recovery of families impacted by RHY. The RHYTTAC is expected to ensure the approved project activities reflect ACYF goals and priorities.
6. To coordinate broader technical assistance efforts with other FYSB and ACF funded technical assistance providers whenever possible to address the intersections of RHY
7. Establish or maintain an RHY Advisory Board that will provide guidance to the RHYTTAC on the design, implementation, and evaluation of program activities to improve outcomes for RHY. This advisory board shall be composed of grantees, federal staff, youth and FYSB Network of Support partners
8. To submit semi-annual performance and financial reports in timely fashion based on the schedule in Section VI. Performance reporting should include details of effectiveness in delivering T & TA that addresses the needs of the RHY field, builds the capacity of programs, and contributes to changes in practices or service delivery.
9. The RHYTTAC will notify and consult the RHY Program Project Officer regarding any significant changes to the center's executive leadership or management.
10. The RHYTTAC will send at least one participant to two FYSB or ACYF sponsored research and evaluation meetings, and at least one other FYSB sponsored meeting each budget period.
11. The RHYTTAC must submit all publications, research articles, awareness campaign materials, elearning modules, and/or specialized website content, and other products planned for public dissemination to the RHY Federal Project Officer 60 days prior to printing or production.
12. Promote a Positive Youth Development (PYD) approach for all activities and services. The approach will be predicated on the understanding that all young people need support, guidance, and opportunities during adolescence, a time of rapid growth and change. Key elements of PYD include, but are not limited to the following:
  - Healthy messages to adolescents about their bodies, their behaviors and their interactions;
  - Safe and structured places for teens to study, recreate and socialize;
  - Strengthened relationships with adult role models, such as parents, mentors, coaches or community leaders;
  - Skill development in literacy, competence, work readiness and social skills; and
  - Opportunities to serve others and build self-efficacy and self-esteemThese key elements result in the following PYD outcomes:
  - Increased opportunities and avenues for positive use of time
  - Increased opportunities for positive self-expression; and
  - Increased opportunities for youth participation and civic engagement
13. Include in the Non-competing Continuation for the final year of funding, a plan for securing a venue for the subsequent year's RHY National Conference.

**B. Capacity Building Responsibilities of the Runaway and Homeless Youth Training and Technical Assistance Center:**

1. The RHYTTAC will collaborate with FYSB and other organizations as appropriate, to obtain the necessary T & TA to ensure that the center is able to support service innovation by identifying trauma informed and evidence-based practices for prevention and intervention of at risk RHY while assisting with the dissemination, promotion, adoption, and adaptation of such practices in the RHY field;
2. The RHYTTAC will collaborate with FYSB and other organizations as appropriate to develop strategies to identify, adapt, and implement trauma-informed and evidence based research/practices; and evaluate the impact of RHY funded T & TA and capacity building on improving outcomes for program participants; and

3. The RHYTTAC will submit a work plan within 6 months of the project start date to describe strategies for promoting within the RHY field the dissemination of research on effective practice models, the continuum of evidence, and trauma informed programming. This revised scope of work will need to specifically detail how the T & TA center will work with FYSB and grantees to identify, adapt, and implement trauma-informed and evidence based practices; and evaluate the impact of RHY funded T & TA and capacity building on improving outcomes for program participants.

### **C. Responsibilities of the FYSB/RHY Program**

The FYSB/RHY Program hereby agrees to the following:

1. The FYSB/RHY Program will provide guidance for the RHYTTAC regarding ACYF's priorities including those focused on trauma informed programming, the implementation of evidence based practices, and improving the social and emotional wellbeing of at risk RHY and their families;
2. To work with the RHYTTAC to identify, provide, and support opportunities to obtain the necessary T & TA to ensure that the T & TA center is able to support service innovation by identifying emerging service trends, trauma informed programming, the continuum of evidence, and evidence-based research practices related to effective interventions addressing at risk RHY while assisting with the dissemination, promotion, adoption, and adaptation of such practices in the RHY field;
3. The FYSB/RHY Program will provide consultation, review and approve the work plan for the T & TA center and any revisions made to the work plan during the budget/project period;
4. To consult with the RHYTTAC on the data collection requirement of the RHY Program, and to keep the RHYTTAC informed of policy developments as they affect the implementation of the T & TA center activities or projects;
5. To review and approve in a timely fashion, project documents, such as reports, curriculum, training modules, policy and procedure manuals;
6. To promptly review written requests for prior approval of deviations from the project description or approved budget. Any changes which affect the terms and conditions of the grant award or revisions/amendments to the cooperative agreement or to the approved scope of activities will require approval by the ACF Grants Management Officer;
7. To notify the RHYTTAC of planned site visits or monitoring reviews prior to such trips and to share reports of monitoring and site visits in a timely manner
8. To work with the RHYTTAC to support efforts to evaluate T & TA center program activities and to utilize information generated through evaluation; and
9. To collaborate with the RHYTTAC to conduct and/or participate in focus groups and/or listening sessions regarding grantee services.

### **D. Core Elements**

The RHYTTAC is expected to provide the following services and activities as core elements:

1. National Transitional Living Program (TLP) Meeting - Design and coordinate the National TLP meeting that is held in collaboration with ACYF's Children's Bureau's Pathways to Adulthood Conference; the TLP Meeting discusses current issues and trends within the field of youth homelessness and transitional living issues.
2. National Runaway and Homeless Youth Conference - An annual conference that highlights best practices among the RHY grantees in Basic Center, Street Outreach, and Transitional Living, and current FYSB priorities.
3. Skill-Based Training Sessions - Intense skill-based training that provides opportunities for hands-on participation, direct observation, practices and expert feedback. Not more than eight sessions will be held

in one calendar year. No more than four topics and not less than two topics will be discussed throughout the year. The sessions will be held consecutively around the country to reduce the travel burden to RHY grantees.

4. Distance Learning Training - The distance learning training will focus on core competencies needed by youth workers and be offered in an "e-learning" environment. Core competency training topics may include, but are not limited to: PYD, dynamics of RHY, cultural competency, crisis counseling, street culture, conflict resolution, resiliency, asset-based approaches, mental health issues, and staff safety/boundaries. If the applicant is not an institution of higher learning, the successful applicant must partner with such institutions to provide such services.

5. Technical Assistance Clinics - The clinics will be held to address targeted needs of like groups of RHY grantees

6. On-site Technical Assistance/Consultation - This service will address specific individual grantee program needs/concerns

7. Runaway and Homeless Youth Advisory Board - The Advisory Board will provide guidance to the RHYTTAC Center on the design, implementation and evaluation of program activities to improve outcomes for RHY. This advisory board shall be composed of grantees, federal staff, youth, and network of support partners.

## **Evaluation**

Provide a narrative addressing how the conduct of the project and its results will be evaluated. In addressing the evaluation of results, state what measures will be used to determine the extent to which the project has achieved its stated objectives and the extent to which the accomplishment of objectives can be attributed to the project. Discuss the criteria to be used to evaluate results, and explain the methodology that will be used to determine if the needs identified and discussed are being met and if the project results and benefits are being achieved. With respect to the conduct of the project, define the procedures to be employed to determine whether the project is being conducted in a manner consistent with the work plan presented and discuss the impact of the project's various activities that address the project's effectiveness.

All applicants are expected to demonstrate their effectiveness in achieving the project objectives and completing the activities proposed in their project plan. Measures of effectiveness should include success delivering national scope T & TA that address the needs of the runaway and homeless field. The T & TA grantee will be required to report the specific number of training events, technical assistance responses, and resource development projects on a semi-annual basis.

Finally, all applicants will be evaluated on their effectiveness in completing the following:

1. Assisting in the capacity building of organizations serving RHY and their families;
2. Meeting the needs of the RHY field as it relates to T & TA;
3. Reaching a broad base of RHY providers, including Tribes, tribal organizations and organizations serving the LGBT community.

## **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.

### **Organizational Capacity**

- Organizational charts
- Contact persons and telephone numbers
- Information on compliance with Federal/State/local government standards
- Documentation of experience in the program area

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.

### **Dissemination Plan**

Provide a plan for distributing reports and other project outputs to colleagues and to the public. Applicants must provide a description of the method, volume, and timing of distribution.

### **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.

### **The Project Budget and Budget Justification**

All applicants are required to submit a project budget and budget justification with their application. The project budget is input on the Budget Information Standard Form, either SF-424A or SF-424C. The budget justification is a line-item detail that includes detailed calculations for "object class categories" identified on the Budget Information Standard Form. Calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching or cost sharing is a requirement, applicants must include a detailed listing of any funding sources identified in Block 18 of the SF-424 (Application for Federal Assistance).

Project budget Standard Forms and the budget justification will not count toward page limitations; however, the justification should be no more than 10 single-spaced pages with fonts of no less than 12-points.

**Special Note:** *The Consolidated Appropriations Act, 2012 (Pub.L. 112-74), enacted December 23, 2011, limits the salary amount that may be awarded and charged to ACF grants and cooperative agreements. Award funds issued under this announcement may not be used to pay the salary, or any percentage of salary, to an individual at a rate in excess of Executive Level II. The Executive Level II salary of the Federal Executive Pay scale is \$179,700 (<http://www.opm.gov/oca/12tables/html/ex.asp>). This amount reflects an individual's base salary **exclusive** of fringe and any income that an individual may be permitted to earn outside of the duties to the applicant organization. This salary limitation also applies to subawards/subcontracts under a ACF grant or cooperative agreement.*

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 third-party 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 C.F.R. 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(s) or other documentation) is required to be submitted with the application. Detailed budget information must be provided for every funding source identified in Item 18. "Estimated Funding (\$)" on the SF-424.

**Note:** Applicants are required to fully identify and document in their applications the specific costs or contributions they propose in order to meet a matching or cost-sharing requirement. Applicants are also required to provide documentation in their applications on the sources of funding or contribution(s) and, for in-kind contributions, a justification of how the stated valuation was determined. A grantee's failure to provide the required matching amount will result in the disallowance of Federal funds.

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

- Electronic applications must be submitted to [www.Grants.gov](http://www.Grants.gov) by 11:59 p.m., ET, on the due date.
- A DUNS Number and current registration at the Central Contractor Registry (CCR) are required. DUNS and CCR registration are part of the [www.Grants.gov](http://www.Grants.gov) registration process. See "Get Registered" at [http://grants.gov/applicants/get\\_registered.jsp](http://grants.gov/applicants/get_registered.jsp).
- ACF will not accept applications via facsimile or email.
- The electronic application can be downloaded from [www.Grants.gov](http://www.Grants.gov).
- It is to an applicant's advantage to submit their applications **at least 24 hours** in advance of the application due date and time in order to correct any failures found during the application validation check.

- Electronic submission at [www.Grants.gov](http://www.Grants.gov) is two-step process:
  - Submission by the due date and time; and
  - Application validation check.
- 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.
- **Read and observe all application submission requirements provided at [http://www.grants.gov/applicants/apply\\_for\\_grants.jsp](http://www.grants.gov/applicants/apply_for_grants.jsp).**
- Observe the formatting requirements and page limitations provided in the *Section IV.2. Formatting ACF Applications* section for electronic applications.
- Carefully read and observe electronic file naming conventions provided in the application submission instructions at [http://www.grants.gov/applicants/apply\\_for\\_grants.jsp](http://www.grants.gov/applicants/apply_for_grants.jsp).
- Use only file formats supported by ACF. See *Section IV.2. Formatting ACF Applications*.
- Additional guidance on the submission of electronic applications can be found at <http://www.grants.gov/assets/Organization Steps Complete Registration.pdf>.
- If applicants encounter any technical difficulties in using [www.Grants.gov](http://www.Grants.gov), contact the Grants.gov Contact Center at: 1-800-518-4726, or by email at [support@grants.gov](mailto: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.
- **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, the Grants Management Officer listed in *Section VII. Agency Contacts* will determine whether the submission issues are due to Grants.gov system errors or user error.**

#### Application Validation at [www.Grants.gov](http://www.Grants.gov)

After an applicant submits an application; Grants.gov generates a submission receipt via email and also sets the application status to "Received." This receipt verifies the application has been successfully delivered to the Grants.gov system.

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

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

Each time an application is submitted, or re-submitted, via [www.Grants.gov](http://www.Grants.gov), the application will receive a new date and time stamp. Only those applications with on-time date and time stamps, which result in a validated application and are transmitted to ACF, will be acknowledged.

Applicants will be provided with an acknowledgement from [www.Grants.gov](http://www.Grants.gov) that the submitted application package has passed, or failed, a series of checks and validations. Applications that are submitted on time that fail the validation check will not be transmitted to ACF and will not be acknowledged.

## Request an Exemption from Required Electronic Application Submission

ACF recognizes that some applicants may have limited or no Internet access, and/or limited computer capacity, which may prohibit them from uploading large files to the Internet at [www.Grants.gov](http://www.Grants.gov). To accommodate such applicants, ACF offers an exemption from required electronic submission. The exemption will allow applicants to submit hard copy, paper applications by hand-delivery, applicant courier, overnight/express mail couriers, or by other representatives of the applicant.

To receive an exemption from required electronic application submission, applicants must submit a written request to ACF stating that the applicant qualifies for the exemption for one of two reasons:

- Lack of Internet access or Internet connection, or
- Limited computer capacity that prevents the uploading of large documents (files) to the Internet at [www.Grants.gov](http://www.Grants.gov).

Applicants may request and receive the exemption from required electronic application submission by either:

- Submitting an email request to [electronicappexemption@acf.hhs.gov](mailto:electronicappexemption@acf.hhs.gov), or
- Sending a written request to the Office of Grants Management Contact listed in *Section VII. Agency Contacts* in this announcement.

An exemption is applicable to all applications submitted by the applicant organization during the Federal Fiscal Year (FFY) in which it is received. Applicants need only request an exemption once in a FFY. Applicants will need to request a new exemption from required electronic submission for any succeeding FFY.

**Please Note:** [electronicappexemption@acf.hhs.gov](mailto:electronicappexemption@acf.hhs.gov) may be used only to request an exemption from required application submission. All other inquiries must be directed to the appropriate Agency Contact listed in *Section VII.* of this announcement. Queries submitted to this email address that make requests for any reason other than a request for an exemption will not be acknowledged or answered.

Exemption requests by email to [electronicappexemption@acf.hhs.gov](mailto:electronicappexemption@acf.hhs.gov) and by postal mail must include:

- Funding Opportunity Announcement Title,
- Funding Opportunity Number (FON),
- The listed Catalog of Federal Domestic Assistance (CFDA) number,
- Name of Applicant Organization and DUNS Number,
- AOR name and contact information,
- Name and contact information of person to be contacted on matters involving the application, and
- The reason for which the applicant is requesting an exemption from electronic application submission. The reason must be either the lack of Internet access or connection, or lack of computer capacity that prevents uploading large documents (files) to the Internet.

Exemption requests must be **received by** ACF no later than two weeks before the application due date, that is, 14 calendar days prior to the application due date listed in the *Overview* and in *Section IV.3. Submission Dates and Times*. If the fourteenth calendar day falls on a weekend or Federal holiday, the due date for receipt of an exemption request will move to the next Federal business day that follows the weekend or Federal holiday.

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.

## Paper Format Application Submission

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

Applicants with exemptions that submit their applications in paper format, by mail or delivery, must submit one original and two copies of the complete application with all attachments. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by the AOR, and be unbound. The original copy of the application must have original signature(s). See *Section IV.6* of this announcement for address information for paper format application submissions.

Applications submitted in paper format 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., CST.

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). 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](http://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 on application due dates. Applicants are strongly encouraged to register at the CCR well in advance of the application due date. 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* in this announcement.

### IV.3. Submission Dates and Times

Due Date for Applications: **08/03/2012**

#### Explanation of Due Dates

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

#### Electronic Applications

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

Applicants are required to submit their applications electronically via [www.Grants.gov](http://www.Grants.gov) unless they received an exemption through the process described in *Section IV.2. Request an Exemption from*

### *Required Electronic Application Submission.*

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

Instructions for electronic submission via [www.Grants.gov](http://www.Grants.gov) are available at [http://www.grants.gov/applicants/apply\\_for\\_grants.jsp](http://www.grants.gov/applicants/apply_for_grants.jsp).

#### **Please note:**

Applications submitted to [www.Grants.gov](http://www.Grants.gov) at any time during the open application period, and prior to the due date and time that fail the Grants.gov validation check will not be received at ACF. **These applications will not be acknowledged.** Applications that fail the Grants.gov validation check will not be transmitted to ACF though they may have been submitted on time.

Each time an application is submitted via [www.Grants.gov](http://www.Grants.gov), the application will receive a new date and time-stamp. Only those applications with date and time-stamps that result in a validated application, which is transmitted to ACF, will be acknowledged.

#### **Mailed Paper Format Applications**

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

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

#### **Hand-Delivered Paper Format Applications**

Applications that are hand-delivered by applicants, applicant couriers, by overnight/express mail couriers, or other representatives of the applicant must be received on, or before, the due date listed in the *Overview* and in this section. These applications must be delivered between the hours of 8:00 a.m. and 4:30 p.m., ET, Monday through Friday (excluding Federal holidays). Applications should be delivered to the address provided in *Section IV.6. Other Submission Requirements.*

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

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

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

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

## **Extensions and/or Waiving Due Date and Receipt Time Requirements**

ACF may extend an application due date and receipt time when circumstances make it impossible for applicants to submit their applications on time. These events include natural disasters (floods, hurricanes, tornados, etc.), or when there are widespread disruptions of electrical service, or mail service, or in other rare cases. The determination to extend or waive due date and/or receipt time requirements rests with the Grants Management Officer listed as the Office of Grants Management Contact in *Section VII. Agency Contacts*.

### **Acknowledgement from [www.Grants.gov](http://www.Grants.gov) of an electronic application's submission:**

Applicants will receive an initial email upon submission of their application to [www.Grants.gov](http://www.Grants.gov). This email will provide a **Grants.gov Tracking Number**. Applicants should refer to this tracking number in all communication with Grants.gov. The email will also provide a **date and time stamp**, which serves as the official record of the application's submission. The date and time-stamp must reflect a submission time on, or before, 11:59 p.m., ET, on the application due date. Receipt of this email does not indicate that the application is accepted or that it has passed the validation check.

Each time an application is submitted, or resubmitted, via [www.Grants.gov](http://www.Grants.gov), the application will receive a new date and time-stamp. Only those applications with on-time date and time-stamps that result in a validated application, which is transmitted to ACF, will be acknowledged.

Applicants will be provided with an acknowledgement from [www.Grants.gov](http://www.Grants.gov) that the submitted application package has passed, or failed, a series of checks and validations. Applications that are submitted on time that fail the validation check will not be transmitted to ACF and will not be acknowledged.

See "[What to Expect After Submitting](#)" at [www.Grants.gov](http://www.Grants.gov) for more information.

### **Acknowledgement from ACF of an electronic application's submission:**

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

### **Acknowledgement from ACF of a paper format (hard copy) application's submission:**

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

## **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/](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 or cooperative agreements awarded under this funding opportunity announcement.

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

#### **IV.6. Other Submission Requirements**

Submit paper applications to one of the following addresses. See *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

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

ACYF Operations Center c/o Lux Consulting Group  
Attn: Runaway Homeless Youth Training & Technical Assistance Funding  
8405 Colesville Road, Suite 600  
Silver Spring, MD 20910

##### **Hand Delivery**

ACYF Operations Center c/o Lux Consulting Group  
Attn: Runaway Homeless Youth Training & Technical Assistance 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.

**Maximum Points: 0**

## **OBJECTIVES AND NEED FOR ASSISTANCE**

**Maximum Points: 5**

1. The extent to which the applicant describes the need for the use of RHY funds for the establishment of a RHYTTAC that will provide comprehensive T & TA to expand the capacity of RHY programs to provide RHY intervention and prevention services that are accessible to all at risk youth and their families, to include persons from diverse communities; historically marginalized, and LGBT communities.
2. The extent to which the applicant describes a clear need for the proposed project and a clear plan for how the project will address those needs, including barriers to services and systems, challenges faced by RHY service providers in assisting RHY with specific complex needs, the efforts of RHY to address these challenges, related T & TA gaps, and relevant data and analysis.
3. The extent to which the applicant provides documentation on the RHY grantees including tribal, organizations, and/or communities to be impacted and served.
4. The extent to which the applicant provides a plan for addressing the scope of the problem or problems identified and the types of assistance that are needed, and an assessment of how the proposed project objectives will address the identified areas of need.
5. The extent to which the applicant demonstrates an understanding of the organizational, cultural and informational needs of FYSB RHY grantees.
6. The extent to which the applicant describes clear and appropriate program objectives, that are nationally comprehensive in scope, and will fulfill the program purpose and program requirements as described in *Section I., Description* and *Section IV.2., Project Description*.

## **APPROACH**

**Maximum Points: 40**

1. The extent to which the applicant describes how it will establish or maintain a RHYTTAC that will provide comprehensive and national T & TA that is related to RHY intervention and prevention programming and services.
2. The extent to which the applicant demonstrates a national and comprehensive plan for providing T & TA to expand the capacity of RHY to address the service needs of RHY and their families.
3. The extent to which the applicant describes how the proposed project will shape the awareness of the RHY field, the general public, and public/private entities with regards to emerging issues related to RHY and their families, including prevention and intervention services.
4. The extent to which the applicant describes how the proposed project will engage culturally specific communities in the RHY field to create national, statewide, or local improvements in systemic RHY program services to include intervention or prevention services.
5. The extent to which the applicant describes it will accomplish each required element of the "Approach" as described in *Section IV.2., Project Description, Approach*, and the feasibility of

the proposed means of accomplishing these elements.

6. The extent to which the applicant's plan relate project tasks to the objectives, provide a timetable for the accomplishment of significant project activities and products, and select appropriate project activities to achieve project goals and objectives and meet the identified needs.
7. The extent to which the applicant describes a plan for consulting with the RHY Program Project Officer in implementing the RHYTTAC's events, meetings, special projects, research or activities on an ongoing and frequent basis during each phase of the project.
8. The extent to which the applicant describes a plan to collaborate with the FYSB/RHY Program to ensure the RHYTTAC is inclusive of ACYF priorities to promote the social and emotional wellbeing, healing and recovery of families impacted by the trauma associated with RHY.
9. The extent to which the applicant describes how collaborations will be undertaken and relationships with project partners managed.
10. The extent to which the applicant describes policies, procedures and protocols to ensure the non-disclosure of confidential or private information of RHY and their families.
11. The extent to which the applicant describes appropriate strategies/processes to assess and address the technical assistance needs of FYSB RHY grantees.
12. The extent to which the applicant describes their approach to coordinate with broader technical assistance efforts with other FYSB and ACF funded technical assistance providers whenever possible to address the intersections for RHY.
13. The extent to which the applicant describes their approach to establishing or maintaining an RHY Advisory Board that will provide guidance to the RHYTTAC on the design, implementation, and evaluation of program activities to improve outcomes for RHY.
14. The extent to which the applicant describes how it will design and coordinate the National TLP meeting that is held in collaboration with ACYF's Children's Bureau's Pathways to Adulthood Conference.
15. The extent to which the applicant describes how they will plan, design and coordinate the Annual National RHY conference.
16. The extent to which the applicant describes a plan for the delivery of skill based training sessions designed to provide opportunities for hands-on participation, direct observation, practices and expert feedback.
17. The extent to which the applicant describes a plan for the delivery of distance learning training designed to focus on core competencies needed by youth workers and to be offered in an "e-learning" environment.
18. The extent to which the applicant describes a plan for delivering technical assistance clinics designed to address the targeted needs of groups of RHY.
19. The extent to which the applicant describes a plan for on-site technical assistance and consultation designed to address specific individual grantee program needs/concerns.
20. The extent to which the applicant describes appropriate strategies to expand the capacity of RHY programs to provide intervention and prevention services that are accessible to all at risk youth and their families, to include persons from diverse communities, historically marginalized, and LGBT communities.

## **ORGANIZATIONAL PROFILES**

**Maximum Points: 30**

1. The extent to which the applicant demonstrates that the organization meets all the criteria to be eligible applicants as described in *Section III.1., Eligible Applicants?* Applicants that do not meet the basic, substantive criteria as described in *Section III.1., Eligible Applicants* and *Section III.3., Other* will be considered ineligible.
2. The extent to which the applicant, through submission of letters of support or MOU, demonstrate the organizational knowledge and professional relationships with the network of local, State, and Tribal RHY programs, technical assistance providers, and national resource centers in order to

provide national strategies, training, research, and resources related to the provision of services the RHY including intervention and prevention services.

3. The extent to which the applicant demonstrates the organizational capacity necessary to undertake a national project providing T & TA as described in *Section I., Description* and *Section IV.2., Project Description, Approach*.
4. The extent to which the applicant describes the expertise of the proposed staff, describes the administrative and organizational structure of the applicant organization, including the management plan, and the operational and programmatic relationships to other national organizations and RHY service providers at the local, State, and national levels.
5. The extent to which the applicant provides a staffing plan that demonstrates a sound relationship between the proposed responsibilities of program staff and the educational and professional experience required for staff positions through a discussion of position descriptions and resumes or biographical sketches of key staff, including consultants. "Key Staff" are defined as those staff members responsible for direct oversight, management, or implementation of the proposed project.
6. The extent to which the applicant describes a plan for training project staff in the appropriate topics to safely and effectively carry out the project and handle the issues they will encounter in a culturally competent manner that effectively responds to the ethnicity, age, gender identity, cultural practices, sexual orientation, socioeconomic status, educational background, and language of the population served by the RHY program.
7. The extent to which the applicant includes documentation of expertise regarding RHY intervention and prevention, the provision of national T & TA, and the ability to lead the runaway and homeless field and collaborate with a diverse network of organizations.
8. The extent to which the applicant identifies a Point of Contact for this grant, including telephone number and email address.
9. The extent to which the applicant describes the specifics of its MOUs, includes the roles and responsibilities of both parties, and describes fair and appropriate compensation, if applicable.
10. The extent to which the applicant includes letters of support from advocates and local, State or tribal, and national organizations who are working on RHY service issues.

## **EVALUATION**

**Maximum Points: 10**

1. The extent to which the applicant describes the frequency of data collection and utilization of needs assessments and program data to make program adjustments. The applicant should include a description of how the organization will continue to make ongoing program adjustments that will improve performance and a description of data analysis.
2. The extent to which the applicant describes a feasible plan to evaluate success in achieving the goals set forth in the application.
3. The extent to which the applicant demonstrates a sound plan for conducting internal evaluations related to service provision and programmatic outcomes.
4. The extent to which the applicant demonstrates a sound plan for measuring the effectiveness of any practice change strategies shared with the RHY field as well as measuring how service practices change overtime.
5. The extent to which the applicant demonstrates a sound plan for measuring the broad base of organizations reached or impacted by services, programming, and technical assistance.
6. The extent to which the applicant describes it will maintain information on outcomes and measures of the project performance such as contributions to practice changes in the RHY field or collaborations with social service systems or agencies.

## **BUDGET AND BUDGET JUSTIFICATION**

**Maximum Points: 10**

1. The extent to which the applicant provides a detailed line item budget of project costs and demonstrate how cost estimates were derived. Detailed calculations must include estimation of methods, quantities, unit costs and other similar quantitative detail sufficient for the calculation to be duplicated. The budget must also include all the information required and described in *Section IV.2., Content and Form of Application Submission*.
2. The extent to which the applicant provides a budget and budget justification that is feasible for the proposed approach, logical, reasonable, and appropriate.
3. The extent to which the applicant provides a proposed budget and budget justification that is free of errors.
4. The extent to which the applicant demonstrates how the funds requested is necessary and essential to accomplish the Approach as described in *Section IV.2., Project Description*.
5. The extent to which the applicant presents a budget that delineates fair compensation for project partners.

## OUTCOMES EXPECTED

**Maximum Points: 5**

1. The extent to which the applicant identifies quantitative and qualitative outcomes and outputs for the proposed project that will lead to specialized training and practice changes within the RHY field and "Outcomes Expected" as described in Section IV.2., Project Description.
2. The extent to which the applicant responds to each aspect of the "Outcomes Expected" as described in *Section IV.2., Project Description*.
3. The extent to which the applicant demonstrates a sound relationship between planned project activities and intended quantitative and qualitative outcomes and outputs.

## 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 an active CCR registration ([www.ccr.gov](http://www.ccr.gov) or 1-866-606-8220).

### Initial ACF Screening

Each application will be screened to determine whether it meets one of the following disqualification criteria as described in *Section III.3. Application Disqualification Factors*:

- Applications that are designated as late according to *Section IV.3. Submission Dates and Times*,
- Applications that are submitted in paper format without prior approval of an exemption from required electronic submission (*Section IV.2. Request an Exemption from Required Electronic Application Submission*), or
- Applications with requests that exceed the award ceiling stated in *Section II. Award Information*.

For those applications that have been disqualified under the initial ACF screening, notice will be provided by postal mail or by email. See *Section IV.3. Explanation of Due Dates* for information on Grants.gov's and ACF's acknowledgment of received applications.

### 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. Criteria* of this announcement. Each panel is composed of experts with knowledge and experience in the area under review. Generally, review panels include three reviewers and one chairperson.

Results of the competitive objective review are taken into consideration by ACF in the selection of projects for funding; however, objective review scores and rankings are not binding. 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.

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 reconsidered 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. For those applications that have been deemed as approved but unfunded, notice will be given of such determination by postal mail.

## **V.3. Anticipated Announcement and Award Dates**

Announcement of awards and the disposition of applications will be provided to applicants at a later date.

Awards will be made by September 30, 2012. Unsuccessful applicants will be notified in writing after the final awards have been made.

## **VI. Award Administration Information**

### **VI.1. Award Notices**

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

Project costs that are incurred prior to the receipt of the NoA are at the recipient's risk and may be reimbursed only to the extent that they are considered allowable as approved pre-award costs. Information on allowable pre-award costs and the time period under which they may be incurred is available in *Section IV.5. Funding Restrictions.*

### **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.gpo.gov>.

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 [Health and Human Services] 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 completely separate the presentation of any program with religious content from the presentation of the Federally funded program by time or location *in such a way that it is clear that the two programs are separate and distinct*. If separating the two programs by time but presenting them in the same location, one program must *completely* end before the other program begins.

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, "Understanding the Regulations Related to the Faith-Based and Neighborhood Partnerships Initiative" are available at <http://www.hhs.gov/partnerships/about/regulations/>. Additional information, resources, and tools for faith-based organizations is available through The Center for Faith-based and Neighborhood Partnerships website at <http://www.hhs.gov/partnerships/index.html> and at the [Administration for Children & Families: Toolkit for Faith-based and Community Organizations](#).

### **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](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.

## **Requirements for Drug-Free Workplace**

The Drug-Free Workplace Act of 1988 (41 U.S.C. § 8102 et seq.) requires that all organizations receiving grants from any Federal agency agree to maintain a drug-free workplace. By signing the application, the Authorizing Official agrees that the grantee will provide a drug-free workplace and will comply with the requirement to notify ACF if an employee is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for debarment. Government wide requirements for Drug-Free Workplace for Financial Assistance are found in 2 C.F.R. part 182; HHS implementing regulations are set forth in 2 C.F.R. part 382.400. All recipients of ACF grant funds must comply with the requirements in Subpart B - Requirements for Recipients Other Than Individuals, 2 C.F.R. part 382.225. The rule is available at [Requirements for Drug-Free Workplace](#).

## **Debarment and Suspension**

HHS regulations published in 2 CFR part 376 implement the governmentwide debarment and suspension system guidance (2 CFR part 180) for HHS' non-procurement programs and activities. "Non-procurement transactions" include, among other things, grants, cooperative agreements, scholarships, fellowships, and loans. ACF implements the HHS Debarment and Suspension regulations as a term and condition of award. Grantees may decide the method and frequency by which this determination is made and may check the Excluded Parties List System (EPLS) located at <https://www.epls.gov/>, although checking the EPLS is not required. More information is available at [http://www.acf.hhs.gov/grants/grants\\_resources.html](http://www.acf.hhs.gov/grants/grants_resources.html).

## **Pro-Children Act**

The Pro-Children Act of 2001, 20 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.

## **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 Notice of Award (NoA). The HHS GPS is available at [http://www.acf.hhs.gov/grants/grants\\_related.html](http://www.acf.hhs.gov/grants/grants_related.html).

### **VI.3. Reporting**

Grantees under this funding opportunity 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)**

ACF grantees are required to submit the SF-PPR Cover Page. ACF Program Offices that utilize reporting forms or formats in addition to, or instead of, the 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 SF-PPR may be found at [http://www.acf.hhs.gov/grants/grants\\_resources.html](http://www.acf.hhs.gov/grants/grants_resources.html).

#### **Federal Financial Reports (FFR)**

As of February 1, 2011, 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 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](http://www.whitehouse.gov/omb/grants_forms), [www.forms.gov](http://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 website at [http://www.acf.hhs.gov/grants/msg\\_sf425.html](http://www.acf.hhs.gov/grants/msg_sf425.html).

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

Program Progress Reports: Semi-Annually

Financial Reports: Semi-Annually

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.

### **SF-428 Tangible Property Report and SF-429 Real Property Status Report**

As of April 1, 2012, the Administration for Children and Families will begin requiring the use of the SF-428 (Tangible Personal Property Form) as well as the SF-429 (Real Property Status Report).

The SF-428 is a standard form to be used by awarding agencies to collect information related to tangible personal property (equipment and supplies) when required by a Federal financial assistance award. The form consists of the cover sheet (SF-428) and three attachments to be used as required: Annual Report; Final (Award Closeout) Report and a Disposition Request/Report. A Supplemental Sheet, SF-428S, may be used to provide detailed individual item information.

The SF-429 is a standard report to be used by recipients of Federal financial assistance to report real property status (Attachment A) or to request agency instructions on real property (Attachments B, C) that was/will be provided as Government Furnished Property (GFP) or acquired (i.e., purchased or constructed) in whole or in part under a Federal financial assistance award (i.e., grant, cooperative agreement, etc.). This includes real property that was improved using Federal funds and real property that was donated to a Federal project in the form of a match or cost share donation. This report is to be used for awards that establish a Federal Interest on real property.

Beginning with budget periods ending September 30, 2012 and for all budget periods thereafter, all ACF grantees will be required to submit (as applicable) an SF-428 and SF-429 report as frequently as is required in the terms and conditions of their award.

The forms are available at [http://www.whitehouse.gov/omb/grants\\_forms](http://www.whitehouse.gov/omb/grants_forms).

## VII. Agency Contacts

### Program Office Contact

Gloria Watkins  
Family and Youth Services Bureau  
Administration for Children and Families  
8405 Colesville Road, Suite 600  
Silver Spring, MD 20910  
Phone: (866) 796-1591  
Email: [fysb@luxcg.com](mailto:fysb@luxcg.com)

### Office of Grants Management Contact

Lisa Dammar  
Administration of Children and Families  
Office of Grants Management  
c/o LUX Consulting Group  
8405 Colesville Road, Suite 600  
Silver Spring, MD 20910  
Phone: (866) 796-1591  
Email: [fysb@luxcg.com](mailto: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

### 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>.

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](http://www.acf.hhs.gov/grants/grants_resources.html).

Grants.gov Forms Repository webpage at [http://www.grants.gov/agencies/aforms\\_repository\\_information.jsp](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/](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](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) [http://www.grants.gov/applicants/email\\_subscription.jsp](http://www.grants.gov/applicants/email_subscription.jsp).

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

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/>

Harvard Family Research Project - <http://www.hfrp.org/evaluation/the-evaluation-exchange/issue-archive/evaluation-methodology/an-introduction-to-theory-of-change>

## Application Checklist

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

What to Submit	Where Found	When to Submit
<b>SF-424 - Application for Federal Assistance</b> <b>and</b> <b>SF-P/PSL - Project/Performance Site Location(s)</b>	Referenced in <i>Section IV.2.</i> and found at <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http://www.acf.hhs.gov/grants/grants_resources.html</a> and at the Grants.gov Forms Repository at <a href="http://www.grants.gov/agencies/aforms_repository_information.jsp">http://www.grants.gov/agencies/aforms_repository_information.jsp</a> .	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times.</i>
<b>SF-424A - Budget Information - Non-Construction Programs</b> <b>and</b> <b>SF-424B - Assurances - Non-Construction Programs</b>	Referenced in <i>Section IV.2.</i> and found at <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http://www.acf.hhs.gov/grants/grants_resources.html</a> .	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times.</i>
<b>Certification Regarding Lobbying</b>	Referenced in <i>Section IV.2.</i> of the announcement and found at <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http://www.acf.hhs.gov/grants/grants_resources.html</a> .	Submission is due with the application package. If it is not submitted with the application package, it may also be submitted prior to the award of a grant.

<p><b>SF-LLL - Disclosure of Lobbying Activities</b></p>	<p>"Disclosure Form to Report Lobbying" is referenced in <i>Section IV.2.</i> and found at <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http://www.acf.hhs.gov/grants/grants_resources.html</a>.</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>	<p>If submission of this form is applicable, it is due prior at the time of application. It may also be submitted prior to the award of a grant.</p>
<p><b>Survey on Ensuring Equal Opportunity for Applicants</b></p>	<p>Non-profit private organizations (not including private universities) are encouraged to submit the survey with their applications. Applicants applying electronically, may submit this survey along with the application as part of the appendix or as a separate document. Applicants submitting in paper, please place the completed survey in an envelope labeled "Applicant Survey." Seal the envelope and include it along with the application package.</p> <p>The survey is referenced in Section IV.2. of the announcement. The survey may be found at <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http://www.acf.hhs.gov/grants/grants_resources.html</a>.</p> <p>The survey will not count in the page limitations.</p>	<p><b>Submission is voluntary.</b> Submission may be made with the application by the application due date listed in the <i>Overview</i> and <i>Section IV.3. Submission Dates and Times</i>. Or, it may be submitted prior to the award of a grant.</p>
<p>Central Contractor Registration (CCR)</p>		
<p><b>Proof of Non-Profit Status</b></p>	<p>Referenced in <i>Section IV.2. The Project Description</i> of the announcement under "Legal Status of Applicant Entity." Proof of non-profit status may be submitted as part of appendices to the application</p>	<p>Proof of non-profit status should be submitted with the application package by the due date listed in the <i>Overview</i> and <i>Section IV.3. Submission Dates and</i></p>

	package. It is not considered as part of the project narrative/plan.	<i>Times</i> . If it is not available at the time of application submission, it must be submitted prior to the award of a grant.
<b>Executive Order 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities"</b>	Applicants should go to the following URL for the official list of the jurisdictions that have elected to participate in E.O. 12372 <a href="http://www.whitehouse.gov/omb/grants_spoc/">http://www.whitehouse.gov/omb/grants_spoc/</a> as indicated in <i>Section IV.4. Intergovernmental Review</i> of this announcement. The Executive Order and CFR require that applicants submit all required application materials to their State Single Point of Contact (SPOC) and indicate the date of submission on the Standard Form (SF) 424 at item 19.	Submission of application materials is due to SPOC by the application due date listed in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
<b>Table of Contents</b>	Referenced in <i>Section IV.2. The Project Description</i> . This is an element of the Project Description and will usually be counted in page limitations listed in <i>Section IV.2. Formatting Requirements</i> .	Submission is due as part of the Project Description by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
<b>Project Summary/Abstract</b>	Referenced in <i>Section IV.2. The Project Description</i> of the announcement. It is an element of the Project Description and will be counted in page limitations that are stated in <i>Section IV.2. Formatting Requirements</i> .	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
<b>The Project Description</b>	Referenced in <i>Section IV.2. The Project Description</i> . This is the title for the project narrative that describes the applicant's plan for the project.	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
<b>The Project Budget and Budget Justification</b>	Referenced in <i>Section IV.2. The Project Budget and Budget Justification</i> of the announcement.	Submission of the Project Budget is required on the appropriate Standard Form (424A or 424C). The Budget Justification is a separate document that

		may be no longer than 10 pages and is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
<b>Commitment of Non-Federal Resources</b>	Referenced in <i>Section IV.2. The Project Budget and Budget Justification</i> of the announcement. Proof of the commitment of Non-Federal Resources may be included in the appendices to the application package.	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
<b>Third-Party Agreements</b>	Referenced in Section IV.2. of the announcement under "Project Description."	If available, submission is due by the application due date found in the <i>Overview</i> and in Section IV.3. If not available at the time of application submission, due by the time of award.

## Appendices

## Appendices

### Appendix A

#### Glossary of Terms and Definitions

Definitions may be found at Section 387 of the RHYA, as amended.

**COORDINATED NETWORKS OF AGENICES** - An association of two or more private agencies, whose purpose is to develop or strengthen services to runaway or otherwise homeless youth and their families.

**HOMELESS YOUTH** - An individual who is not more 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, not more than 18 years of age, and for the purposes of Part B, not less than 16 years of age; for whom it is not possible to live in a safe environment with a relative; and who has no other safe alternative living arrangement.

**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.

**RUNAWAY YOUTH** - A person under 18 years of age who absents himself or herself from home, or place of legal residence, without the permission of his or her family.

**SHORT-TERM TRAINING** - The provision of local, State, or regionally based instruction to runaway or otherwise homeless youth service providers in skill areas that will directly strengthen service delivery.

**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 of sexual abuse, sexual exploitation, prostitution, or drug abuse.

**TECHNICAL ASSISTANCE** - The provision of expertise or support for the purpose of strengthening the capabilities of grantee organizations to deliver services.