



Administration for Children and Families

Administration on Children, Youth and Families

National Communication System for Runaway and Homeless Youth Grant

HHS-2012-ACF-ACYF-CY-0316

Application Due Date: 07/13/2012

National Communication System for Runaway and Homeless Youth Grant

HHS-2012-ACF-ACYF-CY-0316

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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: National Communication System for Runaway and Homeless Youth Grant

Announcement Type: Initial

Funding Opportunity Number: HHS-2012-ACF-ACYF-CY-0316

CFDA Number: 93.623

Due Date for Applications: **07/13/2012**

Notice: On January 1, 2012, the Administration for Children and Families implemented required electronic application submission via 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 Family and Youth Services Bureau (FYSB) is accepting applications for the National Communications System (NCS) for Runaway and Homeless Youth. NCS assists youth who have run away, or are considering running away, and their families, through a toll-free hotline, linking youth and families across the country to shelters, counseling, medical assistance, and other vital services. The NCS strives to be a one-stop resource for youth in crisis offering crisis intervention, advocacy, information, and referral.

I. Funding Opportunity Description

Statutory Authority

Section 331 of the Runaway and Homeless Youth Act, as amended by the Reconnecting Homeless Youth Act of 2008, Pub. L. 110-378, authorizes the award of grants for the National Communication System for Runaway and Homeless Youth (42 U.S.C. 5714-11). Text of this act 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 Communications System (Hotline) for youth who have run away, or are considering running away, and their families.

Program Background and Purpose

In the early 1970's an alarming number of youth were leaving home without parental permission, crossing State lines and while away, from home, were exposed to exploitation and other dangers of street life. The National Communication System (NCS) was established in 1974 to address the interstate nature of the runaway and homeless youth problem. To fulfill the objectives of the legislation, NCS must be able to

provide a neutral and confidential channel of communication that is available on a 24-hour per day, 365-days per year basis throughout the United States. The system must be able to identify resources for runaway and homeless youth in the areas where the youth are located; provide pre-runaway prevention counseling and identify resources for youth who are contemplating running away; provide crisis intervention to clients, when appropriate, to address problems and/or issues that surface during telephone contact; address access to transportation services for this purpose; allow families/guardians to leave messages or have conference calls with runaway youth, and provide families/guardians with advice and referrals to agencies that may be able to assist them. This includes linkages with shelters, counseling, medical assistance, and other vital services.

During the year 2010, the NCS hotline handled over 93,000 calls from runaway and homeless youth and their families, provided thousands of referrals to social service agencies, and conducted numerous conference calls with parents and legal guardians on behalf of runaway and homeless youth.

Ensuring the Well-Being of Vulnerable Children and Families

The Administration on Children, Youth and Families (ACYF) is committed to facilitating healing, and recovery and promoting the social and emotional well-being of children/youth/families who have experienced maltreatment, exposure to violence, and/or trauma. This funding opportunity announcement (FOA) 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/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 ones 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/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 should seek to address how children/youth/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/families develop along a healthy trajectory.
- **Coping Strategies:** The methods that children/youth/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 should help children/youth/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 of support (children/youth/families) as challenges, risks, and opportunities arise. In particular, each domain impacts the capacity of children/youth/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/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/families. 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.

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.

Positive Youth Development

FYSB has worked to promote a positive youth development (PYD) framework for all of its funded runaway and homeless youth grant programs and activities. Applicants are encouraged, to the extent possible, to develop project descriptions with the PYD framework in mind, as discussed below.

The PYD approach is predicated on the understanding that all young people need support, guidance and opportunities during adolescence, a time of rapid growth and change. With this support, they can develop self-assurance and create a healthy, successful life. Key elements of PYD are:

- Healthy messages to adolescents about their bodies, their behaviors, and their interactions;
- Safe and structured places for teens to study, engage in recreation, 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-esteem.

If the factors are being addressed, young people can become not just problem-free but fully prepared and constructively engaged in their communities and society.

These key elements result in the following outcomes:

- Increased opportunities and avenues for the positive use of time;
- Increased opportunities for positive self-expression; and
- Increased opportunities for youth participation and civic engagement.

It is FYSB hope and expectation that awareness of this PYD approach and its importance for serving youth will increase. FYSBs fact sheet on PYD is available at their web site

<http://www.acf.hhs.gov/programs/fysb/content/positiveyouth/about.htm>. Additional resources on PYD are available online from the FYSB National Clearinghouse on Families and Youth (NCFY) at <http://ncfy.acf.hhs.gov/>.

Scope of Services

In terms of the scope of services provided by the NCS, the statute requires the provision of grants for a national communication system to assist runaway and homeless youth in communicating with their families and with service providers. Therefore, the applicant's proposed design and plan for operating the NCS should address these short-term services. The NCS is not expected to provide extended or long-term

counseling services. The NCS is expected to use a crisis intervention model focused on empowering the caller to identify and focus on specific issues and to develop solution-focused options and action plans to address their presenting problem(s). Often these solution-focused action plans will require identifying local community-based resources to meet the immediate critical needs, safety/shelter, or identifying resources to help the caller deal with more long-term solutions such as individual/family counseling and substance abuse treatment. Such a model incorporates the following elements:

- Establishing rapport with callers in order to create a sense of trust which allows more effective communication in a non-judgmental manner and provides a safe environment in which to communicate.
- Determining precipitating event in such a way that the caller is likely to talk about everything negative that has happened in their lives prior to what actually brought them a state of crisis. Asking questions to determine what caused the break in coping or what immediate situation caused the crisis.
- Encouraging the person to focus on the problem or issue at hand that is creating the crisis.
- Helping the person develop appropriate resources to support them during the crisis, immediately after the crisis, or as a means to actually address the issue bringing them to crisis.
- Helping the person create a plan of action to get through the moment of decision making and/or time of crisis.

Program Requirements:

1. Establish an NCS to provide information and assistance for runaway and homeless youth and their families with the capacity for:

- 24-hour per day/365 days per year access;
- Direct access to English and Spanish speaking personnel at all times, and the provision of services to other callers with limited English proficiency and persons who are deaf and hard of hearing;
- Personnel (paid staff and volunteers) trained in crisis intervention, information and referral, advocacy, safety planning, and counseling skills;
- Comprehensive database of current information;
- The ability to connect callers directly to local programs or services when appropriate;
- Emergency response protocol for callers in immediate danger; and
- Appropriate confidentiality safeguards.

2. Use all funds received under the NCS grant to establish and operate a national toll-free telephone hotline to provide information and assistance to runaway and homeless youth and their families.

3. In establishing the NCS:

- Contract with a carrier for the use of a toll-free telephone line, with the capacity to serve callers who are deaf or hard of hearing, and contract with a service to provide language access to individuals with limited English proficiency;
- Employ, train, and supervise personnel to answer incoming calls and provide counseling and referral services on a 24-hour per day basis;
- Assemble and maintain a current and comprehensive database of information relating to services for runaway and homeless youth, and their families, to which callers may be referred throughout the United States including Commonwealth of Puerto Rico, Guam, U.S. Virgin Islands, American Samoa and the Northern Mariana Islands.

4. The applicant must demonstrate they have the capacity to operate at a nationwide level to potential users throughout the United States, including Native American Tribes and Alaska Native Villages, the Commonwealth of Puerto Rico and the U.S. Virgin Islands, Guam, American Samoa and the Northern Mariana Islands. The applicant must also submit a comprehensive plan on how they plan to publicize the NCS to a national audience, including efforts to ensure promotion through a web site, social media, and the national media. The comprehensive plan must include how they plan targeted outreach to racially and

ethnically diverse communities, and individuals from other underserved communities.

5. The applicant must provide a plan to coordinate, work with, and provide NCS services, data resources, and referrals that make maximum use of existing runaway and homeless youth programs and resources (including, but not limited to):

- Local and statewide runaway and homeless youth hotlines;
- Other existing national hotlines and other national organizations;
- Tribal organizations;
- Shelter programs;
- Culturally specific, community-based organizations;
- Transitional housing programs and long-term housing providers;
- Emergency services;

6. The applicant must demonstrate that they have recognized expertise in the area of assisting runaway and homeless youth in communicating with their families and with service providers.

7. The applicant must provide a comprehensive disaster preparedness and recovery plan.

NOTE: Grantees will be bound by those provisions of the Runaway and Homeless Youth Act, 42 U.S.C. §§ 5702 – 5752, as amended by the Reconnecting Homeless Youth Act of 2008 (P. L. 110-378) which are generally applicable to all recipients of runaway and homeless youth program funding, including, but not limited to, those in (42 U.S.C. 5714-11).

II. Award Information

Funding Instrument Type:	Grant
Estimated Total Funding:	\$1,600,000
Expected Number of Awards:	1
Award Ceiling:	\$1,600,000 Per Budget Period
Award Floor:	\$1,000,000 Per Budget Period
Average Projected Award Amount:	\$1,600,000 Per Budget Period

Length of Project Periods:

60-month project with five 12-month budget periods

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.

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.

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

III. Eligibility Information

III.1. Eligible Applicants

- State governments
- County governments
- City or township governments
- Special district governments
- Public Housing Authorities/Indian Housing Authorities
- Native American tribal governments (federally recognized)
- Native American tribal organizations (other than federally recognized tribal governments)
- Non-profits having a 501(c)(3) status with the IRS, other than institutions of higher education
- Non-profits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education
- Private institutions of higher education
- For profit organizations other than small businesses
- Small businesses
- Others (see below)

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 **Section 383 of the RHY Act, 42 U.S.C. Section 5716**.

Grantees must provide at least **10** percent of the total approved cost of the project. The total approved cost of the project is the sum of the ACF (Federal) share and the non-Federal share. The non-Federal share may be met by cash or in-kind contributions, although applicants are encouraged to meet their match requirements through cash contributions. For example, in order to meet the match requirements, a project requesting **\$1,600,000.00** in ACF (Federal) funds must provide a non-Federal share of the approved total project cost of at least **\$177,778.00**, which is **10** percent of total approved project cost of **\$1,777,778.00**. 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. 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 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. 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 after 11:59 p.m., ET, on the due date, as indicated by a dated and time-stamped email from www.Grants.gov, will be disqualified from competitive review and from funding under this announcement. That is, applications submitted to www.Grants.gov, on or after 12:00 a.m., ET, on the day after the due date will be disqualified from competitive review and from funding under this announcement.

Please Note: Applications submitted to www.Grants.gov at any time during the open application period, and prior to the due date and time, which fail the 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, 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: National Communication System Funding

8405 Colesville Road Suite 600

Silver Spring , MD 20910

Phone: (866) 796-1591

Email: fysb@luxcg.com

URL: http://www.acf.hhs.gov/grants/grants_resources.html

Electronic Application Submission:

The electronic application submission package is available at www.Grants.gov.

Applications in Paper Format:

For applicants that have received an exemption to submit applications in paper format, Standard Forms, assurances, and certifications are available at the ACF Funding Opportunities Forms webpage at 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.

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.

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 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 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:

Notice: The Administration for Children and Families has implemented required electronic application submission via 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. 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 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 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.

Required OMB-Approved and Standard Forms (SFs)

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.

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.

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.

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 Project Description is limited to 55 pages and must include the following in this order:

Table of contents;

Project summary;

Project description;

Budget/budget justification;
 Supplemental documentation;
 Proof of non-profit status;
 Summaries of sub-contracts; and
 Letters of support or agreement.

The Appendices are limited to 20 pages. Page numbering should begin with the table of contents as page one.

- a. Required Federal Standard Forms/Assurances/Certifications** - See below for description; these forms ARE NOT included in the 90-page limit.
 - b. Table of Contents** -This section should reference the order of the application sections and provide page numbers. This should be page 1 of the application.
 - c. One-Page Project Summary/Abstract** - The format is provided in The Project Description later in this section.
 - d. Project Description** - The project description should be structured so that it is organized in the following order: Objectives and Need for Assistance, Outcomes Expected, Approach, Organizational Profile and Staff and Position Data. Applicants should title each section accordingly.
 - e. Budget and Budget Justification** - The budget is a line item format and applicants may consider using a worksheet, table, or spreadsheet that illustrates how calculations were derived. The budget should reflect a 12-month 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.

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.

Forms / Assurances / Certifications	Submission Requirement	Notes / Description
SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non-Construction Programs	Submission is required for all applicants when applying for a non-construction project. Standard Forms must be used. Forms must be submitted by the application due date.	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>SF-424 - Application for Federal Assistance and SF-P/PSL - Project/Performance Site Location(s)</p>	<p>Submission is required for all applicants by the application due date.</p>	<p>Required for all applications.</p>
<p>Survey on Ensuring Equal Opportunity for Applicants</p>	<p>Submission is voluntary. 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>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>
<p>SF-LLL - Disclosure of Lobbying Activities</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>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.</p>
<p>Certification Regarding Lobbying</p>	<p>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.</p>	<p>Submission of this Certification is required for all applications.</p>

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.

Applicants should show how services provided through the NSC to runaway, homeless, and street youth increase their safety, well-being, and self-sufficiency, and help them build permanent connections with caring adults. For example, safety outcomes might be a certain percentage of youth who feel safe in an environment that is free from violence and abuse or exit the program to a long-term, safe and stable living situation. Youth indicate fewer incidences of abuse and exploitation. Well-being outcomes might be having knowledge of health, social, and other resources to address their needs. Self-sufficiency might be that the youth has gained the ability to manage their finances. Permanent connection outcomes might be identifying and acquiring a positive relationship with at least one adult or identifying one adult who the youth can turn to for help.

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.

Program Capacity

NCS is a critical part of the nationwide response to runaway and homeless youth, and their families, which has an immediate impact on the health, safety, and well-being of children, youth, their families, and the community. It is imperative that the organization selected for this project have the institutional capacity to handle the demand for services, to respond professionally, and to operate without interruption. Hence the application must demonstrate and provide specific plans that demonstrate the applicant has an understanding of the scope and nature of services, the demand for service, and the capacity to provide high-quality responses to callers, as well as the provision of uninterrupted service in all circumstances. The applicant's plans and proposal should address the following:

1. Document a history of effective work in providing high-quality crisis intervention, safety planning, information and referral, and counseling services and support to runaway and homeless youth, and their families, and the general public through a toll-free hotline.
2. Document the capacity to respond to the anticipated demand (at least 100,000 calls per year). Provide estimates of the expected volume of calls in service areas such as crisis response, immediate referrals to shelters and other runaway and homeless youth services, referrals for additional services such as mental health or substance abuse counseling, and sexual assault victim services. Indicate the strategies for responding to those callers with limited English proficiency.
3. Demonstrate the capacity to operate at a nationwide level, including Native American tribes and Alaska Native villages, the Commonwealth of Puerto Rico and the U.S. Virgin Islands, Guam, American Samoa, and the Northern Mariana Islands.
4. Demonstrate the capacity to continue or begin providing full-scale hotline services at the beginning of the project period with no lapse in services. For any applicant that has not received funding under this grant in the past, provide a plan elaborating how services would be continued seamlessly during the transition between grantees.
5. The applicant must demonstrate knowledge of the field, including the range of services and the resources available for runaway and homeless youth and their families. The applicant must also demonstrate knowledge of services and resources relating to substance abuse and mental health problems.
6. The applicant must demonstrate commitment to diversity and describe how the staffing will address the need for the provision of services without regard to gender, race, ethnicity, religious or cultural background. The applicant must describe its capacity and commitment to serve those from Native American tribes and Alaska Native villages, those with limited English proficiency, individuals with disabilities, individuals who are lesbian, gay, bisexual, and transgender, and other underserved populations.
7. The applicant must address their plan for hiring staff with relevant skills and knowledge, including the hiring criteria to be used, and plans for training personnel on nationwide resources, technological systems used by NCS, and NCS policies and protocols. The applicant must demonstrate in staffing plans the capacity to respond to surges in demand for NCS services in response to major media campaigns and/or national media coverage, and identify strategies to address contingencies, such as national disasters, while ensuring uninterrupted service.
8. The applicant must provide a detailed description of:
 - The telecommunications and computer technology that is, or will be, employed to establish and support NCS, including all management functions, referral functions, resource database management functions, monitoring functions, and overall project administration and quality control;
 - The design and operation of the telephone system that will be used to provide the service, and its capacity and limitations, including information such as the capacity to facilitate the number of incoming calls, call conferencing, automatic call referral to local providers, and service integration

with computers;

- The methods that will be used to ensure that NCS is providing confidential crisis intervention and the specific provisions that will be in place to safeguard the confidentiality of callers and ensure the proper handling of confidential or sensitive information;
- The personnel recruitment, hiring, and training program (i.e., a description of an initial and ongoing training plan for staff and volunteers should be included) that will ensure the delivery of quality crisis intervention, information and referral assistance, and counseling services to callers representing diverse populations;
- The specific emergency response and crisis protocol to be used; the ability to conference call (or "patch") a caller to a local runaway and homeless youth shelter, or other resource when appropriate; and the plans for minimizing such problems as crank or obscene calls and busy signals;
- The methods the applicant will use to provide for the development, maintenance, and updating of a comprehensive resource database (distributed to the maximum extent appropriate); the technical capacity to link with other State and local databases in order to maintain an extensive and current resource locator or listing; and the ability to facilitate communication among service providers to assist in the provision of services.

9. The applicant must provide a description of the quality assurance system it will use to assess regularly the quality of the services being provided by NCS, the extent to which the goals and objectives of the service are being met, and the methods to ensure that the referrals are appropriate. The quality assurance system also must include actions to address identified problems, such as unanswered calls, wait time, data corruption, and other past and current technological problems.

10. The applicant must provide a description of the program services statistics that will be collected, including information on both adult and youth victims of domestic violence, the nature of the assistance requested, data on location of callers, data on call response time, and other measures of NCS efficiency and performance. The applicant must provide an assurance that it will work with the Federal Project Officer to identify additional information that will be compiled based on incoming calls.

11. For more information on requirements specific to this FOA, please reference *Section IV.2, Part I: General Instructions for Preparing a Full Project Description*.

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.

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.

Project Sustainability Plan

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

Organizational Capacity

- Organizational charts
- Board of Directors
- Financial statements adhering to Generally Accepted Accounting Principles (GAAP)
- Audit reports or statements from Certified Public Accountants/Licensed Public Accountants
- Contact persons and telephone numbers
- Child care licenses and other documentation of professional accreditation
- Information on compliance with Federal/State/local government standards
- Documentation of experience in the program area
- Personnel policies
- Any other pertinent information the applicant deems relevant.

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

Protection of Sensitive and/or Confidential Information

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

Dissemination Plan

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.

Letters Of Support

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

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

- Electronic applications must be submitted to 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 registration process. See “Get Registered” at 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.
- 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 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.**
- 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.
- 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, contact the Grants.gov Contact Center at: 1-800-518-4726, or by email at support@grants.gov, to report the problem and obtain assistance. Hours of Operation: 24 hours a day, 7 days a week. The Grants.gov Contact Center is closed on Federal holidays.
- Applicants should retain Grants.gov Contact Center service ticket number(s) as they may be needed for future reference.
- Applicants that submit their applications electronically should retain a hard copy of their application package.

- **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

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 for more information.

Each time an application is submitted, or re-submitted, via 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 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. 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.

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

- Submitting an email request to 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 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 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 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: **07/13/2012**

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 is 11:59 p.m., ET, on the due date. Electronic applications submitted at 12:00 a.m., ET, on the day after the due date will be considered late and will be disqualified from competitive review and from funding under this announcement.

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

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

Instructions for electronic submission via www.Grants.gov are available at http://www.grants.gov/applicants/apply_for_grants.jsp.

Please note:

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

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 of an electronic application's submission:

Applicants will receive an initial email upon submission of their application to www.Grants.gov. This email will provide a **Grants.gov Tracking Number**. Applicants should refer to this tracking number in all communication with Grants.gov. The email will also provide a **date and time stamp**, which serves as the official record of 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, 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 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 for more information.

Acknowledgement from ACF of an electronic application's submission:

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

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

ACF will 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/.

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.

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

Purchase of real property is not an allowable activity or expenditure under this grant award.

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

FYSB Operations Center c/o Lux Consulting Group
Attn: National Communication System Funding
8405 Colesville Road, Suite 600
Silver Spring, MD 20910

Hand Delivery

FYSB Operations Center c/o Lux Consulting Group
Attn: National Communication System Funding
8405 Colesville Road, Suite 600
Silver Spring, MD 20910

Electronic Submission

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

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

V. Application Review Information

V.1. Criteria

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

OBJECTIVES AND NEED FOR ASSISTANCE

Maximum Points: 10

Applicant will be evaluated based upon:

1. The extent to which the applicant clearly defines the goals and objectives to be achieved by the project as described in *Section I. Description*, and identifies the physical, informational, programmatic, institutional, and service issues that will confront the NCS by providing supportive documentation, such as letters of support and testimonials from concerned interests other than the applicant; relevant data based on planning studies; and demographic data and participant information as needed.
2. The extent to which the applicant demonstrates an understanding of the need for a national NCS by describing the conditions of youth and families to be served, emphasizing the incidence and characteristics of runaway and homeless youth and their families nationwide. The discussion must address major issues and problems related to the use of youth hot-line services by runaway youth, their families, and youth-serving agencies nationwide. The discussion must also address the functions and limitations of the current network of national, State, and local crisis runaway

hotlines, information lines, and referral services, and the role of the national NCS in relation to these services.

3. The extent to which the applicant presents data and a record of experience that demonstrates a reasonable understanding of the anticipated demand for services, call volume, and the demand for specialized responses, such as responses for callers with limited English proficiency or callers who are deaf or hard of hearing.
4. The extent to which the applicant describes the goals and objectives of the project and how implementation will fulfill the purposes of the legislation and facilitate the healing and recovery while promoting the social and emotional well-being of children, youth, and families.

OUTCOMES EXPECTED

Maximum Points: 10

Applicants will be evaluated based upon:

1. The extent to which the applicant identifies the results and benefits to be derived, and the extent to which they are consistent with the objectives of the application; as well as the extent to which the applicant indicates the anticipated contributions to coordination of runaway and homeless youth services nationwide. The applicant should identify the results and benefits, for target groups and runaway and homeless youth service providers, to be derived from implementing the proposed project.
2. The extent to which the applicant's plan for collection of program service statistics, evaluation, and quality assurance addresses the requirements and program capacity issues in *Section I. Description*.
3. The extent to which the applicant describes the methodology that will be used to determine whether the identified needs are met and the projected results are achieved.

Maximum Points: 40

APPROACH

Applicants will be evaluated based upon:

1. The extent to which the applicant's plan for the operation of a NCS for runaway and homeless youth and their families is comprehensive, sound, and feasible, and addresses the program requirements and program capacity issues in *Section I. Description*.
2. The extent to which the applicant's plan relates project tasks to the objectives, provides a timetable for the accomplishment of significant project activities and products, and selects appropriate project activities to achieve project goals and objectives and meet the identified needs.
3. The extent to which the applicant demonstrates an understanding of the technological requirements of such a project, and the capacity to have in place appropriate technology, staff, and database systems, as reflected in a detailed timeline outlining how and when the applicant will address the program requirements and program capacity factors as described in *Section I. Description*.
4. The extent to which the applicant's plan to coordinate, work with, and provide NCS services and data resource and referrals that make maximum use of existing runaway and homeless youth programs and resources reflects an in-depth knowledge of existing programs and resources and fully describes how the NCS will communicate and coordinate with programs to update the referral database, make service referrals, and share NCS data.
5. The extent to which the applicant addresses how the runaway and homeless youth community will be involved in project planning and implementation, describes plans for collection of data on

NCS usage and dissemination of such information to the field, and describes the methodology that will be used to determine whether the identified needs are met.

6. The extent to which the applicant's plan to publicize the NCS to a national audience adequately addresses national media outlets, targeted outreach to diverse communities and individuals, and addresses program capacity to respond to surges in demand as a result of national media attention. The plan should address how the applicant will provide support to State and local runaway hotlines in response to any increased demand generated by a national public awareness campaign.
7. The extent to which the applicant demonstrates the capacity to operate at a nationwide level, including Native American tribes and Alaska Native villages, the Commonwealth of Puerto Rico, and the U.S. Virgin Islands, Guam, American Samoa, and the Northern Mariana Islands.
8. The extent to which the applicant demonstrates the capacity to continue or begin providing full-scale NCS services at the beginning of the project period with no lapse in services. For any applicant who has not received funding under this grant in the past, provide a plan elaborating on how services would be continued seamlessly during the transition between grantees.
9. The extent to which the applicant has proposed a data collection and data management capability sufficient to support program administration, reporting, monitoring, and ongoing quality assessment of the NCS service.
10. The extent to which the applicant describes how the NCS will facilitate healing and recovery, and promote the social and emotional well-being of children, youth, and families who have experienced maltreatment and been exposed to violence and/or trauma.
11. The extent to which the applicant describes the approach and method that would be used to ensure that the NCS is a neutral and confidential telephone information, referral, and crisis-intervention service available to runaway and homeless youth and their families. This includes a description of the procedures to be put in place to ensure that adequate telephone coverage is provided across the United States, that the communication system will be available 24-hours per day, 7 days per week, and that paid, qualified staff will supervise these operations.
12. The extent to which the applicant describes how to establish and maintain service linkages with other youth-serving agencies, including other youth hot-line services, and how to work with such agencies to deliver more effective services. This would include explaining the agency's technical capacity to create and maintain a listing of resources for youth and its ability to facilitate communication among youth service providers.
13. The extent to which the applicant describes general procedures for maintaining confidentiality of records on the youth and families served and specifically address the issue of confidentiality as it relates to the use of computer and communications technology. Procedures must strictly prohibit the disclosure or transfer of records containing the identity of individual youths to any person or to any public or private agency without the consent of the individual youth, parent, or legal guardian. Disclosures without consent can be made to another agency compiling statistical records if individual identities are not provided or to a government agency involved in the disposition of criminal charges against an individual runaway or homeless youth.
14. The extent to which the applicant describes their commitment to quality assurance, including the evaluative processes in place for all program services and personnel, including how these evaluative outcomes will be reviewed by the agency Board of Directors. Applicants agree to cooperate with any research, data collection, or evaluation efforts sponsored by ACF.

ORGANIZATIONAL PROFILES

Maximum Points: 20

Applicants will be evaluated based upon:

1. The extent to which the application describes the organization's past experience in providing, through a NCS, high-quality crisis intervention, safety planning, information and referral services and support to runaway and homeless youth, their families, and the general public. The application must specify the length and time the organization has provided these services.
2. The extent to which the application demonstrates a sound relationship between organizational experience and the ability to provide program services as required by the authorizing Runaway Homeless Youth (RHY) legislation and the program requirements and program capacity issues in *Section I. Description*.
3. The extent to which the applicant demonstrates knowledge of the field, including the range of services and the resources available for runaway and homeless youth and their families as described in *Section I. Description*.
4. The extent to which the proposed management plan for the day-to-day operation of the project will meet the program requirements and program capacity factors described in *Section I. Description*. Factors to be considered include the financial and physical resources provided by the applicant organization, the proposed staffing pattern, including position descriptions; the organizational or institutional affiliations, capabilities, and experience in the area of runaway and homeless youth NCS provision; and the extent of relationships with national runaway and homeless youth shelters and organizations and local and national culturally specific organizations.
5. The extent to which the applicant demonstrates commitment to diversity and describes how the staffing will address the need for the provision of services without regard to gender, race, sexual orientation or ethnicity, religious or cultural background; and the capacity and commitment to serve those from Native American tribes and Alaska Native villages, from diverse racial and ethnic backgrounds, those with limited English proficiency, individuals with disabilities, and other underserved populations.
6. The extent to which the applicant demonstrates the ability to staff, financially support, and programmatically administer a national project of this scope.
7. The extent to which the applicant, through submission of letters of support or MOU, demonstrates that they have knowledge of and established relationships with the network of local, State and tribal runaway and homeless youth programs, State and local hotlines, and the range of local, State and National resources available to assist runaway and homeless youth and their families. The extent to which memoranda of understanding include the roles and responsibilities of each party.

STAFF AND POSITION DATA

Maximum Points: 10

Applicants will be evaluated based upon:

1. The extent to which the application describes the current and proposed staff skills and knowledge regarding runaway and homeless youth, and explains how the staff would be utilized in achieving the goals and objectives of the program. Brief resumes of current and proposed staff members, as well as position descriptions, should be included. Position descriptions should specifically describe the job as it relates to the proposed project.
2. The extent to which application describes the current expertise of current and proposed staff members in runaway and homeless youth issues demonstrated through advanced education, training, and direct experience working with this population.
3. The extent to which the application describes the specific expertise that current and proposed staff members have related to a trauma-informed approach in working with children, youth, and families.

4. The extent to which the application describes the staffing pattern that would be used to ensure that well-trained personnel would be assigned to each shift during the 24-hours per day, seven-days per week operating period. A description of how youth development is incorporated into the recruitment and staffing of the NCS crisis line should also be included.
5. The extent to which the applicant describes their ability to supervise and maintain experienced and highly qualified staff members, including detailed information on strategies proposed for recruiting, training, and supervising both paid staff members and volunteers working at NCS.

BUDGET AND BUDGET JUSTIFICATION

Maximum Points: 10

Applicants will be evaluated based upon:

1. The extent to which a detailed line item budget for the Federal and non-Federal share of project costs is included and demonstrates how cost estimates were derived. Detailed calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. The budget clearly delineates any allocation of grant resources to project partners.
2. The extent to which the narrative budget justification describes how the categorical costs were derived and how they relate to the success/outcome/objectives of the program.
3. The extent to which the application demonstrates how the funds requested are necessary and essential to accomplish the scope of services as required by the authorizing RHY legislation and the program requirements and program capacity factors in *Section I. Description*.
4. The extent to which the applicant demonstrates that all funds received under the NCS grant are used to establish and operate a national toll-free telephone NCS to provide information and assistance to victims of domestic violence.
5. The extent to which the proposed budget and budget justification are feasible for the proposed approach, logical, reasonable, and appropriate.
6. The extent to which the applicant describes the fiscal controls (including accounting procedures and audit requirements) to ensure prudent use, proper disbursement, and accurate accounting of Federal funds received as well as accounting for non-Federal resources.

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 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.

Grants will be reviewed and scored by a small panel of experts and practitioners from the runaway and homeless youth community to include service providers, professional with expertise in serving runaway and homeless youth and their families. Non-Federal reviewers may also include those who have been the recipient of runaway and homeless youth services. Grant panels may be conducted remotely or on-site in the Washington D.C. Metropolitan Area.

Non-Federal reviewers will be selected based on their expertise in serving runaway and homeless youth and their families. Federal or ACYF staff will not be used as reviewers.

The selected applicant will be required to satisfy all statutory obligations prescribed by Section 331 of the Runaway and Homeless Youth Act (42 U.S.C. 5714-11), which authorizes the award of grants for the National Communication System for Runaway and Homeless Youth, and by the general provisions of the Act, as amended by the Reconnecting Homeless Youth Act of 2008, Pub. L. 110-378.

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.

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. 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.

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.

Other Administrative and National Policy Requirements

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

Applicants are advised that no grant funds may be used for any program of distributing sterile needles or syringes for the hypodermic injection of any illegal drug. Prospective grantees are advised that entities that receive NCS grant funding and that operate a program of distributing sterile needles or syringes for hypodermic injections of illegal drugs must account for all funds used for such programs separately from any expenditure of NCS grant funds (42 U.S.C. 5752).

Technical Assistance

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

Confidentiality

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

VI.3. Reporting

Grantees under this 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.

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

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

Further instructions will be provided, as necessary, with award terms and conditions that will address specific reporting periods and due dates on an award-by-award basis. Additional information on frequency of reporting is available on the ACF Funding Opportunities website at 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.

VII. Agency Contacts

Program Office Contact

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

Office of Grants Management Contact

Lisa Dammar
Office of Grants Management
Administration for Children and Families
8405 Colesville Road, Suite 600
Silver Spring, MD 20910
Phone: (866) 796-1591
Email: fysb@luxcg.com

Federal Relay Service:

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

VIII. Other Information

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.

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

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

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

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

Additional Websites:

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

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

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

FYSB is providing a pre-recorded pre-application webinar for all parties interested in applying for the Transitional Living/Maternity Group Home Program. This recording can be found at by contacting the RHY Technical Assistance Center at (800) 806-2711 or

<http://www.rhyttac.ou.edu/>

The recording and transcript of the pre-application webinar will be posted at least 30 days prior to the application due date. It will be available until the closing date of the announcement.

Application Checklist

What to Submit	Where Found	When to Submit
SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non-Construction Programs	Referenced in <i>Section IV.2.</i> and found at http://www.acf.hhs.gov/grants/grants_resources.html .	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> .
SF-424 - Application for Federal Assistance and SF-P/PSL - Project/Performance Site Location(s)	Referenced in <i>Section IV.2.</i> and found at http://www.acf.hhs.gov/grants/grants_resources.html and at the Grants.gov Forms Repository at http://www.grants.gov/agencies/aforms_repository_information.jsp .	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
Certification Regarding Lobbying	Referenced in <i>Section IV.2.</i> of the announcement and found at http://www.acf.hhs.gov/grants/grants_resources.html .	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.
SF-LLL - Disclosure of Lobbying Activities	<p>"Disclosure Form to Report Lobbying" is referenced in <i>Section IV.2.</i> and found at http://www.acf.hhs.gov/grants/grants_resources.html.</p> <p>Submission of this form is required if any funds have been paid, or will be paid, to any person for influencing, or attempting to influence, an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan.</p>	<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>
Survey on Ensuring Equal Opportunity for Applicants	<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 http://www.acf.hhs.gov/grants/grants_resources.html.</p> <p>The survey will not count in the page limitations.</p>	<p>Submission is voluntary. 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>
The Project Description	<p>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.</p>	<p>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>.</p>

<p>The Project Budget and Budget Justification</p>	<p>Referenced in <i>Section IV.2. The Project Budget and Budget Justification</i> of the announcement.</p>	<p>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>.</p>
<p>Commitment of Non-Federal Resources</p>	<p>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.</p>	<p>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>.</p>
<p>Proof of Non-Profit Status</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 package. It is not considered as part of the project narrative/plan.</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 Times</i>. If it is not available at the time of application submission, it must be submitted prior to the award of a grant.</p>
<p>Table of Contents</p>	<p>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>.</p>	<p>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>.</p>
<p>Project Summary/Abstract</p>	<p>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>.</p>	<p>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>.</p>

<p>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"</p>	<p>Applicants should go to the following URL for the official list of the jurisdictions that have elected to participate in E.O. 12372 http://www.whitehouse.gov/omb/grants_s poc/ as indicated in <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.</p>	<p>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>.</p>
<p>Letters of Support</p>	<p>Referenced in <i>Section IV.2. The Project Description</i>. This is an element of the Project Description and may count against page limitations set in <i>Section IV.2. Formatting Requirements</i>.</p>	<p>Submission is due by the application due date listed in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i>.</p>
<p>Third-Party Agreements</p>	<p>Referenced in Section IV.2. of the announcement under "Project Description."</p>	<p>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.</p>
<p>Project Sustainability Plan</p>	<p>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>.</p>	<p>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>.</p>

Appendices

Appendices

Appendix A

Definitions

The following definitions may be found at Section 387 of the Runaway and Homeless Youth Act (42 u.s.c. 5732A), as amended:

HOMELESS YOUTH - The term 'homeless youth' means an individual who is less than 21 years of age,

or, in the case of a youth seeking shelter in a center under Part A of the Runaway and Homeless Youth Act, less than 18 years of age, 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.

STREET YOUTH - The term 'street youth' means an individual who is a runaway youth; or indefinitely or intermittently a homeless youth; and spends a significant amount of time on the street or in other areas that increase the risk to such youth for sexual abuse, sexual exploitation, prostitution, or drug abuse.

YOUTH AT RISK OF SEPARATION FROM THE FAMILY - The term 'youth at risk of separation from the family' means an individual who is less than 18 years of age; and who has a history of running away from the family of such individual whose parent, guardian, or custodian is not willing to provide for the basic needs of such individual; or who is at risk of entering the child welfare system or juvenile justice system as a result of the lack of services available to the family to meet such needs.

DRUG ABUSE EDUCATION AND PREVENTION SERVICES - The term 'drug abuse education and prevention services' means services to runaway and homeless youth to prevent or reduce the illicit use of drugs by such youth; and may include individual, family, group, and peer counseling; drop-in services; assistance to runaway and homeless youth in rural areas (including the development of community support groups); information and training relating to the illicit use of drugs by runaway and homeless youth, to individuals involved in providing services to such youth; and activities to improve the availability of local drug abuse prevention services to runaway and homeless youth.

HOME-BASED SERVICES - The term 'home-based services' means services provided to youth and their families for the purpose of preventing such youth from running away, or otherwise becoming separated, from their families; assisting runaway youth to return to their families; and includes services that are provided in the residences of families (to the extent practicable), including intensive individual and family counseling; and training relating to life skills and parenting.

STREET-BASED SERVICES - The term 'street-based services' means services provided to runaway and homeless youth, and street youth, in areas where they congregate. These services are designed to assist such youth in making healthy personal choices regarding where they live and how they behave, and may include identification of and outreach to runaway and homeless youth, and street youth; crisis intervention and counseling; information and referral for housing; information and referral for transitional living and health care services; advocacy, education, and prevention services related to alcohol and drug abuse; sexual exploitation; sexually transmitted diseases, including human immunodeficiency virus (HIV); and physical and sexual assault.

TRANSITIONAL LIVING YOUTH PROJECT - The term 'transitional living youth project' means a project that provides shelter and services designed to promote a transition to self-sufficient living and to prevent long-term dependency on social services.

Other terms (not found in the Runaway and Homeless Youth Act, as amended):

LOCALITY - The term 'locality' refers to a unit of general government. For example, a 'locality' may be a city, county, township, town, parish, village, or a combination of such units. Additionally, federally recognized Indian tribes are eligible to apply for grants as local units of government.

AFTERCARE SERVICES - The term 'aftercare services' means the provision of services to runaway or otherwise homeless youth and their families subsequent to the youth's return home or the youth's placement in alternative living arrangements, which assist in alleviating the problems that contributed to his or her running away or being homeless.

AREA - The term 'area' means a specific neighborhood or section of the locality in which the runaway and homeless youth project is or will be located.

COORDINATED NETWORKS OF AGENCIES - The term 'coordinated networks of agencies' means 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.

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

DEMONSTRABLY FREQUENTED BY OR REACHABLE - The term 'demonstrably frequented by or reachable' means located in an area in which runaway or otherwise homeless youth congregate, or an area accessible to such youth by public transportation, or by the provision of transportation by the runaway and homeless youth project itself.

JUVENILE JUSTICE SYSTEM - The term 'juvenile justice system' means agencies such as, but not limited to, juvenile courts, law enforcement, probation, parole, correctional institutions, training schools, and detention facilities.

LAW ENFORCEMENT STRUCTURE - The term 'law enforcement structure' means any police activity or agency with legal responsibility for enforcing a criminal code including police departments and sheriffs' offices.

RUNAWAY AND HOMELESS YOUTH PROJECT - The term 'runaway and homeless youth project' means 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 - The term 'runaway youth' means 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 term 'short-term training' means 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.

STATE - The term 'State' includes any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Trust Territory of the Pacific Islands, and any Territory or possession of the United States.

TRAINING- The term 'training' means the provision of local, State, or regionally based instruction to runaway and homeless youth providers that will directly strengthen service delivery.

TECHNICAL ASSISTANCE - The term 'technical assistance' means the provision of expertise or support for the purpose of strengthening the capabilities of grantee organizations to deliver services.

TEMPORARY SHELTER - The term 'temporary shelter' means the provision of short-term (maximum of 15 days) room and board and core crisis intervention services, on a 24-hour basis, by a runaway and homeless youth project.

STREET-BASED OUTREACH AND EDUCATION - The term 'street-based outreach and education' includes education and prevention efforts directed at youth that are victims of offenses created by offenders who are known and not known to the victim.

THROWAWAY YOUTH - The term 'throwaway youth' in its broadest definition includes all youth who are rejected, ejected, or abandoned by their parents or guardians. Many end up on the streets or temporarily in the homes of other family members, friends, or even strangers.

Appendix B

Sample Chart for Matching Funds

Federal Amount	Non Federal Share	Total Project Cost
\$1,000,000	\$111,111	\$1,111,111
\$1,500,000	\$166,667	\$1,666,667
\$1,600,000	\$177,778	\$1,777,778