



Administration for Children and Families

Administration on Children, Youth and Families

Planning Grants to Develop A Model Intervention for Youth/Young Adults With Child Welfare Involvement
At-Risk of Homelessness

HHS-2013-ACF-ACYF-CA-0636

Application Due Date: 07/22/2013

Planning Grants to Develop A Model Intervention for Youth/Young Adults With Child Welfare Involvement
At-Risk of Homelessness

HHS-2013-ACF-ACYF-CA-0636

TABLE OF CONTENTS

Overview

Executive Summary

[Section I. Funding Opportunity Description](#)

[Section II. Award Information](#)

[Section III. Eligibility Information](#)

1. Eligible Applicants
2. Cost Sharing or Matching
3. Other - (if applicable)

Section IV. Application and Submission Information

1. [Address to Request Application Package](#)
2. [Content and Form of Application Submission](#)
3. [Submission Dates and Times](#)
4. [Intergovernmental Review](#)
5. [Funding Restrictions](#)
6. [Other Submission Requirements](#)

[Section V. Application Review Information](#)

1. Criteria
2. Review and Selection Process
3. Anticipated Announcement and Award Dates

[Section VI. Award Administration Information](#)

1. Award Notices
2. Administrative and National Policy Requirements
3. Reporting

[Section VII. Agency Contact\(s\)](#)

[Section VIII. Other Information](#)

**Department of Health & Human Services
Administration for Children and Families**

Program Office: Administration on Children, Youth and Families - Children's Bureau
Funding Opportunity Title: Planning Grants to Develop A Model Intervention for Youth/Young Adults With Child Welfare Involvement At-Risk of Homelessness
Announcement Type: Initial
Funding Opportunity Number: HHS-2013-ACF-ACYF-CA-0636
Primary CFDA Number: 93.670
Due Date for Applications: **07/22/2013**

Executive Summary

Notices:

- **On January 1, 2012, the Administration for Children and Families implemented required electronic application submission via www.grants.gov for 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.**
- **This Fiscal Year (FY 2013) ACF has implemented a new application upload requirement. Each applicant applying electronically via www.grants.gov is required to upload only two electronic files, excluding Standard Forms and OMB-approved forms. No more than two files will be accepted for the review, and additional files will be removed. Standard Forms and OMB-approved forms will not be considered additional files. Please see *Section IV.2 Content and Form of Application Submission* for detailed information on this requirement.**

The purpose of this funding opportunity announcement (FOA) is to fund planning grants that will build on a preliminary framework for intervening with youth who are in foster care or have experienced some time in care, including youth age 14 and older, and are most likely to have a challenging transition to adulthood, including homelessness and unstable housing experiences.

Over the past 10 years, the number of youth emancipating from, or aging-out of, foster care in the United States increased to its highest number of 30,764 (11 percent of all children who exited foster care) in 2009, and has begun a downward trend over the past two years to 26,286 youth (11 percent of all children who exited foster care) who emancipated from care in 2011 (Adoption and Foster Care Analysis and Reporting System, April 2013). Although the number of youth who are aging out has shown a downward trend since 2009, it's equally important to note that as a percentage of all children exiting foster care in a given fiscal year, those emancipating has risen from 7 percent in 2001 to 11 percent in 2011. The average age of entry into foster care for youth who age out is 14. Most of the youth who enter foster care at age 14 and later age out have a history of chronic abuse and neglect that may escalate at the onset of adolescence and bring them into care at a pivotal time in their development. While supports and services are in place for these young people, there is limited evidence that the service array being offered sufficiently helps those youth

most at risk of negative outcomes transition successfully to adulthood. For example, one recent study of youth in three midwestern states found that within the first 30 months of aging-out, 22 percent of young adults experienced homelessness, and if the definition of homelessness is expanded to include “couch-surfing[i],” that number increases to 40 percent among 23- or 24-year olds (Dworsky & Courtney, 2010).

A framework for considering how to structure interventions for youth facing homelessness is a preliminary intervention framework developed by the U.S. Interagency Council on Homelessness (USICH) with populations of youth/young adults who have or have had involvement with the foster care system and are the most at-risk of homelessness. In the context of the USICH framework to end youth homelessness, the term ‘intervention model’ refers to an approach to connecting certain practices, procedures, and services among multiple service providers to improve a targeted set of outcomes for a specific population. Research shows the high rates of homelessness among young adults involved in the foster care system. While there are few evidence-based[ii] and evidence-informed[iii] housing, employment and education interventions available to address the specific needs of this population, this grant announcement provides an opportunity to build that evidence base. This could be accomplished through a careful approach to testing promising practices[iv], theoretically sound models, and/or adapting evidence-based interventions[v] for other populations to the specific needs of youth known to child welfare most at risk of future homelessness and/or chronic homelessness. This approach, combined with implementation of existing evidence-based behavioral health interventions that address relational and well-being outcomes, would allow grantees to provide a robust service array that addresses the four core outcomes of the USICH intervention model.

This FOA will fund planning grants (Phase I) to build an intervention strategy based on the USICH preliminary intervention model. These 24-month grants will fund the planning of the development of specific strategies within the preliminary intervention model that will lead to a redesign of service arrays and testing of the model in Phase II.

Phase II (implementation) are expected to include the use of valid and reliable screening and functional assessment tools to target the implementation of promising practices and evidence-based interventions to supplement or augment existing services where necessary, in order to more effectively reach the young people who have the most difficulty successfully transitioning to adulthood, and who are most at risk for becoming homeless. In alignment with the USICH preliminary framework, the core activities developed during Phase I (planning grant) are expected to produce outcomes in the areas of stable housing, permanent connections, education/employment, and social-emotional well-being during Phase II (implementation).

This FOA is also designed to begin to support, in Phase II, child welfare systems in reprogramming Chafee program-funded services, and title IV-E foster care services extended beyond age 18 to better support the population of young people who are most likely to have a challenging transition to adulthood, including homelessness and unstable housing experiences. The USICH's preliminary framework provides a template for redesigning and restructuring services; this funding provides the resources necessary to plan and develop a model to intervene with these youth and a plan to align Chafee-supported and extended title IV-E foster care.

The funding under this FOA will be used to support Phase I, a 24-month planning period to identify the target population and design an approach. This will be followed by a second targeted competition (Phase II) under a separate FOA to support implementation and testing of the approach/model. At the end of the planning grant, grantees are expected to articulate how the system will in Phase II:

- Identify the target population at each point of engagement;
- Screen and assess risk and protective factors, behavioral health, and well-being;
- Determine which effective services and interventions will be implemented and how the implementation process will proceed to achieve the four outcomes (*stable housing, permanent*

connections, education/employment, and social-emotional well-being);

- Use on-going progress monitoring; and
- Plan for evaluation.

Grantees from this FOA will be eligible to compete for a limited number of awards for continued funding (to implement) the project.

The following endnotes apply throughout this FOA.

[i] **Couch-surfing:** In this context, couch-surfing is defined as having no other place to stay other than on someone's couch and is designed to indicate someone who is precariously housed and whose only other option is a homeless shelter or sleeping on the street.

[ii] **Evidence-based intervention:** An intervention of program that has been proven effective on the basis of rigorous scientific research and evaluation, and identified through a systematic independent review, for a particular population and outcome(s).

[iii] **Evidence-informed intervention:** a) Intervention or program that has been implemented or tested in limited circumstances (if at all), but is supported by a strong logic model and/or successful outcomes data for a particular population and outcome(s); or b) Intervention or program that has been implemented and tested previously, and the testing indicates some potential for success for a particular population and outcome(s).

[iv] **Promising practices:** See Evidence-informed interventions, b).

[v] **Adapted evidence-based intervention:** An evidence-based intervention or program that has been adapted for use with a population other than the one with which the intervention was originally tested.

I. Funding Opportunity Description

Statutory Authority

The legislative authority is section 105(b)5 of the Child Abuse Prevention and Treatment Act of 1978, Title I, as amended, Public Law 111-320, The CAPTA Reauthorization Act of 2010., 42 U.S.C 5101 et seq.

Description

BACKGROUND

Administration on Children, Youth and Families Priority: 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 youth who have experienced maltreatment, exposure to violence, and/or trauma. This FOA is organized to allow communities the opportunity to plan (Phase I) for the testing of an intervention model that, in Phase II, builds skills and capacities that contribute to the healthy, positive, and productive functioning for youth transitioning into adulthood especially those most at risk of not making that transition successfully.

Youth who have experienced maltreatment and related trauma can have significant difficulty making a successful transition to adulthood. This trauma may have impacted their well-being in multiple ways (cognitive, physical, social, and emotional) and derailed their healthy development and functioning. Additionally, they are at risk of aging out of foster care or leaving the child welfare system with tenuous connections to caring adults and limited skills to function optimally into adulthood. To help targeted youth get back on track developmentally, this series of FOAs are designed to create opportunities for improvements in the following areas to promote healthy, positive outcomes and a successful transition to

adulthood:

- **Understanding Experiences:** A fundamental aspect of the human experience is the development of a world view through which one's experiences are understood. Whether that perspective is generally positive or negative impacts how everyday experiences are interpreted and integrated. For example, a youth 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 influence how future experiences are understood. Interventions in Phase II will seek to address how young people frame and understand what has happened to them in the past and organize 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 in Phase II of this project will be attuned to the developmental impact of negative experiences and address related strengths and needs to ensure that youth develop along a healthy trajectory, and help them achieve successful independence.
- **Coping Strategies:** The strategies young people 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 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 who grow up in unsafe, unpredictable environments, the coping strategies that may have protected them in that context may not be appropriate for more safe and regulated situations. For example, some of the internalizing and externalizing behaviors youth developed in response to living in unsafe environments may make it difficult for them to later succeed in housing arrangements and employment. Interventions for this project in Phase II will help youth transform unhealthy coping methods into more productive strategies.
- **Relational Skills:** Traumatic experiences in the context of family relationships can impact how relational skills are developed and used. Ongoing experiences of abuse likely affect young people's ability to enter into and stay engaged in safe and healthy relationships, including with caregivers, teachers, employers and supervisors, and landlords. Success into adulthood requires young people to be able to establish and maintain positive relationships with caring adults and supportive peers. Young people need these relationships to achieve social and emotional well-being and lifelong success in school, work, community, and at home, and the importance of these relationships cannot be overstated. Intervention strategies for this project in Phase II will focus on the relational skills and capacities that ready youth for a successful transition to adulthood.
- **Protective Factors:** Research has demonstrated that the presence of positive skills, attitudes, behaviors, and associations can moderate the impacts of past and future negative experiences for youth. At the individual level, these protective factors include emotional and behavioral self-regulation, communication skills, problem-solving skills, and relational skills. Protective factors influenced by family and other caring adults include positive parental norms, parental competence (positive parent-child interactions and effective parenting skills), connections to caring adults, and living with extended kin. These protective factors are fundamental to resilience, that is, the ability to function competently despite living or having lived in adversity. Building these protective factors is integral to effective intervention with youth and will be a major focus of intervention strategies in Phase II.
- **Improved Functioning for Well-being:** The research is clear that maltreatment of children and youth affects their functioning across several domains, specifically physical, social and emotional, and cognitive development. Decreased functioning in these domains inhibits youth from being successful now and in the future. Improving youth's functioning across these domains, with a particular emphasis on improving social and emotional functioning, will increase the likelihood that

the transition to adulthood is successful.

Functional improvements in the above areas can support youth as challenges, risks, and opportunities arise prior to and during the transition to adulthood. An important component of improving functioning and promoting positive outcomes includes addressing the impact of trauma, which can have a profound effect on the overall functioning of youth. ACYF promotes a trauma-informed approach, which involves understanding and responding to the symptoms of chronic interpersonal trauma across the domains outlined above, as well as the behavioral and mental health impacts of trauma.

This FOA seeks to encourage the planning (Phase I) and implementation (Phase II) of interventions that improve youth functioning and promote well-being so that youth who are in or have experienced foster care and are most at-risk for homelessness can be successful at home, at work, in school, in the community, and into adulthood.

Child Abuse Prevention and Treatment Act (CAPTA)

The legislative authority to fund this announcement is section 105(b)(5) (42 U.S.C. 5106) of the Child Abuse Prevention and Treatment Act of 1974, as amended by the CAPTA Reauthorization Act of 2010 (Pub L. 111-320). Since its enactment in 1974, CAPTA has sought to increase national attention to the problem of child abuse and neglect. Under CAPTA, programs have been implemented for the prevention of child maltreatment, the identification of child abuse and neglect, initial response, assessment and investigation of suspected child abuse reports, and treatment of child abuse and neglect.

CAPTA funds innovative programs to prevent and treat the effects of abuse and/or neglect. The treatment of child abuse is critical to ensuring that children and young adults are able to function normally and continue in a trajectory toward healthy development. Child abuse and exposure to violence changes the development of the brain. These changes in both the brain and other facets of development, without treatment, lead to maladaptive behaviors. Youth/young adults with the most exposure to abuse/neglect are most at risk for poor outcomes in the future. For example, youth who have been exposed to abuse may be unable to control and regulate their behavior; in the workplace, and other settings, the ability to control one's emotions is essential to remaining employed and succeeding in the workplace. Some youth with the greatest exposure to trauma and abuse do not have the skills to succeed in the transition to adulthood in the critical areas, such as maintaining friendships and other support systems, housing, and employment. Many have mental health issues that are undiagnosed and untreated. Some youth turn to substance abuse as a method of treatment or to cope. The culmination of these events of abuse and neglect and the lack of treatment can lead to the easily identified outcome of homelessness.

In order to treat the effects of this abuse/neglect and exposure to trauma, these youth/young adults need long-term ongoing access to services and supports to successfully transition to adulthood to ameliorate the lasting effects of their experiences. The innovative programs funded under CAPTA are a means for communities to implement and test interventions to treat child abuse. The goal of this series of FOAs (Phase I and II) is for grantees to develop an array of interventions designed to meet the specific needs of the youth/young adults with the greatest exposure to child abuse, and who are in most need of treatment, in order to prevent them from entering into homelessness or becoming chronically homeless.

The USICH Plan to End Homelessness: Opening Doors

In September 2012, the United States Interagency Council on Homelessness (USICH) released an amendment to the federal strategic plan that lays out a specific roadmap to ending homelessness among youth. The amendment can be found here: http://www.usich.gov/opening_doors/amendment_2012/. The plan amendment is a preliminary framework for a shared approach across the federal government, in concert with state and local agencies and communities, to end youth homelessness by 2020.

The preliminary framework is divided into two interconnected strategies. The first is a *data strategy*, to get to better data on the numbers and characteristics of youth experiencing homelessness. The second is a *capacity strategy*, to strengthen and coordinate the capacity of federal, state, and local institutions to act

effectively and efficiently toward ending youth homelessness. The data strategy will enable federal, state, and local entities to have a more accurate and robust understanding of the size and scale of the problem of youth homelessness. The capacity strategy will help federal, state, and local agencies and communities share a common understanding of effective efforts that are needed to end youth homelessness. To do so, the capacity strategy presents a preliminary “intervention model,” (referred to as a framework in this FOA) which is described below.

The updated USICH plan also articulates that ending homelessness among unaccompanied youth must include improved access to housing and service supports for specific populations of youth, including youth with current or previous involvement in the child welfare system.

The USICH Preliminary Intervention Framework for Ending Youth Homelessness

The USICH framework to end youth homelessness by 2020 includes a preliminary “intervention model” that federal agencies, state and local agencies and systems, and local community organizations, can use as they develop and refine their approaches to preventing and ending youth homelessness. The preliminary intervention framework is a systematic approach to intentionally connect practices and procedures among multiple service providers to improve a targeted set of outcomes for a youth experiencing homelessness. It leaves room for state and local systems and communities to tailor their approach to interventions for homeless youth, yet still presents core elements and outcomes that all services and programs should share. USICH recently published a document that describes the overarching framework with details about the preliminary intervention model. That document can be found here: http://www.usich.gov/resources/uploads/asset_library/USICH_Youth_Framework_FINAL_02_13_131.pdf.

The purpose of this FOA is to fund the planning of demonstration projects that will in Phase II support the development and testing of specific strategies for youth with child welfare system involvement using the USICH amendment’s preliminary intervention framework.

The components of the preliminary intervention framework were developed by synthesizing the best available scientific evidence from research involving homeless youth. The evidence and the resulting preliminary intervention framework suggests that effective approaches to ending youth homelessness should aim to target four core outcomes areas—*stable housing, permanent connections, education/employment, and social-emotional well-being*, by using individual-level services that:

- implement screening and assessment tools;
- use culturally-appropriate and effective intervention strategies that target assessed needs and strengths of homeless youth based on risk and protective factors;
- implement trauma-informed care and positive youth development frameworks;
- implement practices that impact positive changes in risk and protective factors in order to improve core outcome areas over time that help homeless youth make positive transitions; and
- implement progress monitoring and program evaluation during and after implementation of interventions to provide important data for adjusting and improving strategies over time.

The preliminary intervention framework also considers system- and organizational-level planning an integral component to effectively ending youth homelessness. System- and organizational-level planning includes:

- establishing screening and assessment tools and practices;
- planning system- and community-wide strategies and service arrays that consider levels and types of risk and protection;
- implementing intervention strategies with fidelity and attention to practice frameworks;
- evaluating outcomes; and
- revising system strategies and programming based on new data and evidence.

Existing research has demonstrated that homeless youth are not a homogeneous group and that they need different kinds and intensities of service. The USICH preliminary intervention framework incorporates a

typology developed by Milburn and colleagues (2009) that distinguishes homeless youth as being lower risk, at risk, and risky. The typology allows for smart system- and organization-level planning targeted to the priority needs of the diverse array of homeless youth. It is based in part on the well-established risk and protective factor literature with strategies and interventions that develop and improve protective factors and reduce and eliminate risk factors will lead to a reduced likelihood of homelessness. While the research on risk and protective factors that predict youth homelessness is still preliminary, the promise of interventions that promote protective factors, reduce risk factors, and impact core outcomes is worth investigation as an innovative program under CAPTA funding.

Intersections of Foster Care and Homelessness

The developmental stage of young people in their late teens and early 20s is often characterized as transitional in nature. Multiple transitions can occur in interpersonal and intimate relationships, jobs, and education, and even housing. Particularly when it comes to housing situations, many youth in the U.S. have a gradual transition to interdependent adulthood, often living with a parent into their early 20s or cycling in and out of the parental home, and across multiple independent living settings. For youth with experiences in foster care, the risk of becoming homeless at some point during the transition to adulthood is high.

Research has consistently demonstrated the association between leaving institutional or foster care and homelessness. A California study of youth who were homeless in San Francisco found that 25 percent of the street youth had become homeless on their most recent separation from foster care, a group home, or juvenile detention (Burt et al, 1999). Another study found that 25 percent of adults experiencing homelessness were formerly in foster care (Park, Metraux, & Culhane, 2005). Additional studies of homelessness among youth found that between 21 and 53 percent of the participants had histories of placement in foster care or institutional settings (Berzin, Rhodes, & Curtis, 2011). Young people who have been in foster care and use homeless shelters have been found to stay in shelters longer and use them more often than other youth (California Department of Social Services, 2002).

Due to frequent moves and relationship challenges, many youth with experiences in foster care lack strong relational supports and community connections. Upon emancipation from foster care, many youth—65 percent in one California study (Dworsky & Courtney, 2009)—cannot find stable housing (Scannapieco, Connell-Carrick & Painter, 2007). A 2009 study of 321 young people who were no longer in foster care at age 19 (equally divided between male and female youth) found that 14 percent were homeless at some point after exiting care. In the same study, more than half of those who had experienced homelessness had been homeless more than once, and about 21 percent had been homeless for more than one month (Dworsky & Courtney, 2009). When a group of youth exiting foster care was compared to a group of youth with similar risk factors, foster youth still had a higher likelihood of becoming homeless, moved more frequently, and were more likely to live in poor quality neighborhoods (Rosario, Scrimshaw & Hunter, 2012). More than 60 percent of females leaving foster care have a baby within 4 years, almost always outside of marriage (Remafedi, 1987).

In order to craft a strategy around preventing and ending homelessness among youth with foster care involvement, it is helpful to think about three different points of engagement for intervening in a young person's trajectory. The first intervention point is with young people ages 14-17 in care whose risk and protective factors demonstrate they are most likely to become homeless; the second is those youth who age out of foster care and have risk factors but lack the protective factors needed to keep them stably housed; and the third is those young adults who cycle into homelessness in their teens or early twenties, who may or may not have aged out, but at some point had involvement with foster care. Many of the youth in these three circumstances will likely have common characteristics. They may demonstrate limited social and emotional functioning due to the effects of trauma, mental and/or behavioral health problems, or substance use. They may also have difficulty self-regulating and demonstrate a limited capacity for forming and maintaining positive relationships with peers and adults.

Adolescents who Enter Foster Care between Ages 14 and 17

One part of a strategy to end homelessness is to intervene with youth entering foster care after age 13 who have limited protective factors and high-risk factors for later homelessness. These youth may run away from their placements one or more times, may form unhealthy relationships, and exhibit behaviors that limit their inability to function in positive ways. They may have symptoms associated with mental health diagnoses like posttraumatic stress disorder (PTSD), attention deficit/hyperactivity disorder (ADHD), major depressive disorder (MDD), and conduct disorder (CD)/oppositional defiant disorder (ODD) as a result of their maltreatment. Educational success may be challenging for them. A recent study of foster youth in New York City found that only 15 percent of eighth graders in foster care were performing at grade level in English and math, compared to 38 percent and 46 percent among other eighth graders in New York City (Hilliard, 2013). The literature suggests that these youth enter out-of-home care around age 14, remain in care for more than 2 years, and are the most likely to run away while in care. The greatest predictor of a runaway episode is having a prior runaway episode. Youth who run are more likely girls than boys. They are more likely to have mental health and substance use problems. As the number of placements increases, so does the likelihood of running away; and placement type is a key factor, with those in residential care being the most likely to run, followed by youth in foster care homes, and lastly youth in kinship placements (Courtney & Zinn, 2009).

In order to prevent or address homelessness for youth who enter foster care between ages 14 and 17, systems should determine which youth have the most risk factors and the least protective factors for a successful transition to adulthood.

Young Adults Aging Out of Foster Care

Another part of a strategy to end homelessness among youth with foster care involvement is to intervene with youth at the point of aging out. These are youth who have not achieved legal permanency and are leaving foster care through emancipation. *The Midwest Study of the Adult Functioning of Former Foster Youth (the Midwest Study)* is a longitudinal study that follows a cohort of youth who aged out of foster care in three states (Illinois, Wisconsin, and Iowa). In addition to tracking their outcomes over time, the study examines the characteristics of their foster care stay and how these impact their future outcomes. Using this information and controlling for various variables associated with homelessness in the general youth population, Dworsky et al. (2009) found the following to be significant risk factors for the youth in *the Midwest Study*:

- Running away from foster care more than once
- In group care at age 17
- Experienced physical abuse
- Involved in delinquent behavior

Using the same model, the protective factors identified indicate that having a relationship with at least one family member and the perception that the youth has a social support system may guard against homelessness (Dworsky et al., 2009).

In another study, Fowler, Toro, and Miles (2009) found that housing instability for youth who had aged out was related to emotional and behavioral problems, a history of physical and sexual victimization, criminal conviction, and high school drop-out rates.

As noted previously, *the Midwest Study* found that within 30 months of exit from foster care, 22 percent of the young adults experienced homelessness. If the definition of homelessness is expanded to include couch-surfing, the number increases to almost 40 percent of young adults in *the Midwest Study* at ages 23 or 24 who were homeless or precariously housed. The study also shows that 24 percent of the young adults at age 24 have not graduated or obtained an equivalent degree, and 48 percent have not found steady work (Dworsky & Courtney, 2010).

By intervening with youth at emancipation from foster care with the characteristics identified by Dworsky

et al. (2008) and Fowler et al. (2009) to determine the most at risk youth, systems can develop the appropriate intervention to promote the outcomes of the intervention model.

Homeless Youth/Young Adults with Foster Care Histories up to 21

The third point of intervention is with youth who are no longer in foster care and are actively homeless. These could be young adults who exited foster care to a safe and permanent placement, yet months or years later are unable to find stable housing. They could be young adults who previously emancipated from foster care and have a series of precarious housing situations before becoming homeless. In some cases, they could be teenagers who run away or are rejected from their permanency arrangement (i.e. had been adopted, reunified, or were in a legal guardianship).

Research suggests that this group is likely to have a set of mental health needs, behavioral health challenges, and/or substance use histories as a result of unaddressed trauma that has limited their ability to maintain a job or finish school and to secure the income necessary to stay stably housed. These youth may be discharged from a mental health facility, substance abuse clinic, or hospital, with no stable place to live. These teenagers and young adults can have extensive experience on the street and are at highest risk of being sexually-exploited or trafficked.

The literature tells us that these youth are usually ages 18-24, and exhibit depressive symptoms, delinquency, and physical victimization while homeless. Ferguson (2009) found that homeless youth who were formerly in foster care have an abuse history that includes frequent verbal abuse victimization, substance use that is used to cope with significant familial dysfunction, and rejection and further victimization from foster parents, which all contribute to difficulties maintaining meaningful relationships. This group of youth is more likely to live in poor neighborhoods and is more likely to rely on public assistance (Berzin, Rhodes, & Curtis, 2011). They are likely to experience repeated relational disappointments (Duval & Vincent, 2008). Some studies indicate they are also less likely to be employed; a recent New York study found about 50 percent of former foster youth were unemployed (Hilliard, 2013).

Child Welfare System Supports

The federal government currently provides two funding streams to aid states to help promote the successful transition to adulthood for youth in their care.

John H. Chafee Foster Care Independence Program

The John H. Chafee Foster Care Independence Program (Chafee) was created in 1999 with passage the Foster Care Independence Act. Its purpose is to prepare youth in foster care for the transition to adulthood and to support young adults who aged out of foster care, 18 to 21, in their transition to adulthood. The Chafee program is the main funding source for transition services. The program has six purposes:

1. To identify children who are likely to remain in foster care until 18 years of age and to help these children make the transition to self-sufficiency by providing services such as assistance in obtaining a high school diploma, career exploration, vocational training, job placement and retention, training in daily living skills, training in budgeting and financial management skills, substance abuse prevention, and preventive health activities (including smoking avoidance, nutrition education, and pregnancy prevention);
2. To help children who are likely to remain in foster care until 18 years of age receive the education, training, and services necessary to obtain employment;
3. To help children who are likely to remain in foster care until 18 years of age prepare for and enter post secondary training and education institutions;
4. To provide personal and emotional support to children aging out of foster care, through mentors and the promotion of interactions with dedicated adults;
5. To provide financial, housing, counseling, employment, education and other appropriate support and services to former foster care recipients between 18 and 21 years of age to complement their

own efforts to achieve self-sufficiency and to assure that program participants recognize and accept their personal responsibility for preparing for and then making the transition from adolescence to adulthood; and

6. To make available vouchers for education and training, including post secondary learning and education, to youths who have aged out of foster care.

Approximately \$140 million is made available to states, tribes, and territories under Chafee. Every five years, states and eligible tribes and territories apply for their Chafee funding as part of their Child and Families Services Plan (CFSP). The last application was made for the fiscal years of 2010 to 2014. Each June 30, entities are required to report on their progress in the Annual Progress and Services Report (APSR) towards the goals and action steps identified in CFSP. The Children's Bureau collects copies of the CFSPs and APSRs, and they are posted at: http://library.childwelfare.gov/cwig/ws/cwmd/docs/state_search/SearchForm.

In addition to the base Chafee funds states and some tribes receive, there is a separate allocation to fund the Education and Training Voucher program. Under this program eligible young adults can receive up to \$5,000 a year to assist in pursuing post-secondary education (generally until age 21, but in some cases to the age of 23). The voucher funds can be used for a variety of purposes to support their educational pursuit, including tuition, childcare, and housing. Due to the growing popularity of this program, with some exceptions, young adults are receiving far less than the \$5,000 maximum federal allowance. Based on reports from states, we estimate between 16,000 and 17,000 youth receive a voucher each year.

States use Chafee funds to support a variety of programs and purposes. Typical services currently provided under Chafee vary by state and county, but include assessments on preparedness to live independently, independent living skills classes or trainings, payments for driver's education, funds for mentors, stipends for youth to buy a bicycle/car, money to open a utility account, first month's rent and/or security deposits, emergency cash assistance, money to buy necessities, and a variety of other activities and services.

However, in general, services and "classes" are not targeted and do not lead to the outcomes intended.

While youth who are served in these programs have increased access to some supports and improved independent living skills, those supports and new skills tend not to translate into meaningful changes in employment, economic well-being, or reduced risk behaviors. Chafee was developed to help states address the significant challenges youth in foster care face as they transition to adulthood. The Chafee statute includes a requirement for evaluation so that states and service providers can learn how to improve services over time, by understanding what works, what does not, and why. The Multi-Site Evaluation of Foster Youth Programs (Chafee Evaluation) was the first rigorous evaluation of programs designed to help youth in foster care with the transition to adulthood. The evaluation featured random assignment studies of four programs that were representative of the types of independent living services commonly provided to this population of youth. Overall, significant impacts were found in only one of the four sites, where the program had an impact on college enrollment and persistence and on the likelihood of youth choosing to remain in care beyond age 18. In the remaining sites, there were no significant impacts on any of the key outcomes examined, including employment, education, economic hardship and stability, preparedness, or avoidance of risk behaviors (i.e., parenting or criminal justice involvement).

In considering the types of independent living services commonly provided, there is little evidence that the services required to address trauma-related needs and improve youth functioning across the well-being domains are sufficiently built into the existing service array. This FOA provides an opportunity, through planning, for applicants to reconsider the service array provided through Chafee in order to support youth to become successful adults.

For additional information on work or resources conducted under the Chafee Evaluation, please see ACF's Office of Planning, Research and Evaluation at: [http://www.acf.hhs.gov/programs/opre/resource-library/search?topic\[2872\]=2872](http://www.acf.hhs.gov/programs/opre/resource-library/search?topic[2872]=2872)

In terms of housing, funds from Chafee can be used to support housing for youth who aged out of the

foster care system. However, there is a 30 percent limit on the amount of funds that can be used for this purpose. In the last years, two major reports have been commissioned by the federal government. The report commissioned by the U.S. Department of Health and Human Services, *Housing Assistance for Youth Who Have Aged Out of Foster Care: The Role of the Chafee Foster Care Independence Program* examines states' use of Chafee funds to support housing for youth aging out of foster care (<http://aspe.hhs.gov/hsp/12/chafeefostercare/rpt.shtml>). This report shows the wide range of states' use of Chafee funds for this purpose.

The companion piece, commissioned by the U.S. Department of Housing and Urban Development, *Housing for Youth Aging Out of Foster Care: A Review of the Literature and Program Typology*, examines other housing supports outside of the Chafee program for this population (<http://www.huduser.org/publications/pdf/HousingFosterCareLiteratureReview0412v2.pdf>).

Federal Title IV-E Foster Care

The foster care system in the U.S. provides federal reimbursement to eligible title IV-E agencies to provide for the room and board of children who have been found to have been abused or neglected. Beginning in fiscal year 2011, title IV-E agencies are now allowed to extend eligibility for the federal title IV-E foster care program to youth ages 18-21. Currently, 20 states have approved or have pending title IV-E plan amendments to operate a federal foster care program serving young adults after the age of 18 under various conditions. Under this new law (Fostering Connections to Success and Increasing Adoptions Act of 2008 (Public Law 110-351)), states have an additional option to house young adults in supervised independent living settings that may not need to be licensed and can include a wide range of housing options.

Title IV-E foster care payments can provide for a limited number of services to facilitate the transition to adulthood. However, these funds are used primarily for "room and board" in family foster homes or group home/residential settings with the latter being more likely for many older youth in foster care. While some group home settings may provide more access to real-life independent living skills (planning meals, doing one's own laundry), many advocates argue that these settings and the shift care staffing patterns can create challenges for young people in developing critical relationships with caring adults.

Other System Supports and Resources for Youth to Prevent and Reduce Homelessness

In addition to the title IV-E program and Chafee, there are other housing related services and supports for youth who are or were in foster care that can be coordinated at the community level to provide services that align with the goals of this FOA. Each is described below.

Family and Youth Services Bureau

Providers of runaway and homeless youth services (specifically those funded by the Family and Youth Services Bureau (FYSB)) can be partners in working with transition-aged young adults. While FYSB's runaway and homeless youth services are designated for non-system youth (youth not in the foster care or juvenile justice systems), there are many similarities in serving these populations. Many organizations funded by FYSB also serve system youth with local or state funding. In general, FYSB offers three types of services for youth and young adults experiencing homelessness, including:

Street Outreach Programs

The Street Outreach Programs (SOP) work with homeless, runaway and street youth to help them find stable housing and services. SOPs focus on developing relationships between outreach workers and young people to support the rebuilding of connections with caring adults. Street outreach services include: street-based education and outreach; access to emergency shelter; survival aid; treatment and counseling; crisis intervention; and follow-up support. SOPs may come into contact with youth who have run away from foster care or who are in need of foster care services.

Basic Center Program

Basic Center Programs (BCP) work to meet the immediate needs of runaway and homeless youth under 18 years old. BCPs try to reunite young people with their families or locate appropriate alternative placements. BCPs provide supportive services including: up to 21 days of shelter; food, clothing, and medical care; individual, group and family counseling; crisis intervention; recreation programs; and aftercare services for youth after they leave the shelter. BCPs are sometimes used as foster care placements for youth in foster care and can potentially support the work of the grant.

Transitional Living Programs (TLP)

Transitional Living Programs (TLP) provides long-term residential services to homeless youth between the ages of 16 and 22. TLPs offer or refer for the following services: safe, stable living accommodations; basic life skills building, including consumer education, budgeting, housekeeping, food preparation, and parenting skills; educational opportunities, such as GED preparation, post-secondary training, and vocational education; job attainment services, such as career counseling and job placement; mental health care, including individual and group counseling; and physical health care, such as physicals, health assessments, and emergency treatment. While youth in foster care are not eligible for the TLPs under FYSB funding, young adults who have aged out of foster care are often residing in TLPs to support their transition to adulthood.

FYSB-funded services can be helpful for thinking about what community services and support could be aligned in the community for transition-aged young adults. FYSB is active partner in furthering the work of the preliminary intervention framework and the realignment of services and supports to homeless youth/young adults to achieve the four core outcomes (stable housing, permanent connections, education/employment, and social-emotional well-being). Furthermore, the FYSB-funded TLP (including Maternity TLPs) can be used as a housing resource for youth/young adults. For more information on FYSB services and providers, please see the websites at: <http://www.acf.hhs.gov/programs/fysb/> and www.ncfy.com/.

In communities where FYSB-funded services are available, grantees of Phase I and II are expected to coordinate services. In addition, there are many communities with local providers of runaway and homeless youth services. Grantees of both Phase I and II funding are expected to maximize knowledge and resources across the community to serve the most at risk youth/young adults.

Family Unification Program

The Family Unification Program (FUP) vouchers provides a limited number of housing vouchers paired with support services to youth who, after 16, were in foster care. In the context of this FOA, FUP is important because it is a housing resource available to the target population. In order to receive vouchers, the Public Housing Authority (PHA) must partner through a formal memorandum of understanding with the child welfare agency so that services are provided to the young adult while in the subsidized housing. These services can include help to find housing, secure furniture and assist with employment, education, and independent living skills. Some of these services may be provided by the PHA. There are some limitations of note to FUP: (1) vouchers are time limited to a total of 18 months, (2) not all PHAs have FUP vouchers, and (3) PHAs may need significant child welfare and community support to offer FUP vouchers to youth.

Other Housing and Urban Development Housing/Homelessness Supports

PHAs financed and supported by Housing and Urban Development (HUD) have the ability to serve homeless youth who have/had foster care involvement. PHAs can designate special priority populations, including youth aging out of foster care.

HUD also funds local homeless assistance planning networks called Continuums of Care (CoC). The primary responsibility of a CoC is to organize and deliver housing and services for people who are homeless in each community. CoCs have an infrastructure to provide services to homeless adults, families, and unaccompanied youth.

As a result of new expectations for homelessness services in the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009, HUD recently issued guidance for CoCs that demonstrates new thinking about transition-aged youth to be measured as a distinct group with a distinct set of service and housing needs. The HEARTH Act and HUD's new guidance provide an opportunity for CoCs to form new partnerships that support transition-age youth. CoCs can be engaged at the community level to provide a set of services that align with the goals of this FOA.

Workforce/Employment and Educational Supports

Employment-specific programs funded by the Department of Labor may be useful to consider when aligning efforts to implement the USICH preliminary intervention framework in response to this FOA. Applicants may consider adapting these promising programs, if feasible and logical, in order to reach employment outcomes for their target population.

Job Corps

The Workforce Investment Act (WIA) of 1998 reauthorized the establishment of a national workforce preparation and employment system, Job Corps, targeted to economically disadvantaged youth who face multiple barriers to employment, including homeless youth and youth in foster care. In addition to comprehensive academic and career technical training, Job Corps provides employability and social skills training, individual career counseling, basic health care, residential housing, and other support services. Job Corps also maintains working relationships with agencies and institutions to enhance services to youth, including foster youth, who face multiple barriers to employment. Job Corps performs outreach to foster care organizations in an effort to target this population before their foster care status expires and homelessness occurs.

WIA Youth Program

Under Title I of WIA, youth activities funds are allocated by formula to states that, in turn, allot funds to local areas to deliver a comprehensive array of youth workforce investment activities. These activities help ensure that youth obtain skills and knowledge to succeed in a knowledge-based economy, including in growing and emerging industry sectors such as health care. WIA authorizes services to low-income youth (ages 14 through 21) with barriers to employment, including youth who lack basic skills, are homeless, runaways, pregnant or parenting, ex-offenders, school dropouts, or are foster children. The program serves both in- and out-of-school youth, including youth with disabilities, and other youth who may require additional assistance to complete an educational program or to secure and hold employment. Service providers prepare youth for employment and post-secondary education by stressing linkages between academic and occupational learning. They also assist youth by providing tutoring, alternative secondary school services, summer and year-round work experiences, occupational training, supportive services, leadership development opportunities, mentoring, counseling, and follow-up services.

YouthBuild Program

YouthBuild is a non-residential, community-based alternative education program that provides classroom instruction and construction skills training to at-risk youth ages 16 to 24. Participants learn valuable skills as they build or rehabilitate housing for low-income or homeless individuals and families in their communities.

Participants in YouthBuild have multiple barriers to employment, including low academic achievement. Other barriers include involvement in the criminal justice system, having a disability, involvement in the foster care system, or unstable housing status or homelessness.

While YouthBuild programs are unable to provide direct support for stable housing, programs utilize a comprehensive network of service providers in the local area to access referral-based services. Students participating in the YouthBuild program contribute to increasing the supply of housing for low-income and homeless individuals and families through the rehabilitation and building of housing in their local community.

Career Academies

Career Academies were first developed some 35 years ago with the aim of restructuring large high schools into small learning communities and creating better pathways between high school and further education and the workplace. Since then, the Career Academy approach has taken root in an estimated 8,000 high schools across the country. The proliferation of Career Academies, along with their continuing relevance to high school reform policy initiatives at the federal, state, and local levels, has been fueled by MDRC's random assignment evaluation of career academies. This study tracked a sample of students for 12 years and found strong and sustained impacts on students' labor market outcomes, most notably earnings, especially for African-American males. These positive impacts occurred without any detrimental effects on education outcomes, such as graduation from high school or postsecondary enrollment.

Operating as schools within schools and typically enrolling 30-60 students per grade, Career Academies are organized around such themes as health sciences, law, business and finance, and pre-engineering. Academy students take classes together, remain with the same group of teachers over time, follow a curriculum that includes rigorous academic courses as well as career-oriented courses, and participate in work-based learning activities. Although it hasn't been tested with foster care or homeless youth specifically, Career Academies serves as an example of a promising model that could be adapted for use with the target population of this FOA. Grantees are encouraged to explore other education interventions that have demonstrated effectiveness with a particular population and that could be adapted for use with foster care youth at risk of homelessness.

Forming Public-Private Partnerships

Over the last decade, child welfare agencies have worked to forge new partnerships that support the children, youth, and families they serve. Child welfare agencies are partnering with the general public, consumers, foundations, universities, corporations, and faith-based and non-profit organizations. For example, child welfare agencies have worked to cultivate internships or other employment opportunities for youth in foster care at local businesses. Child welfare agencies have partnerships to receive donations and other supplies from local businesses. Some child welfare agencies have cultivated relationships with landlords and other housing providers to create a stock of housing available for young adults and families involved in child welfare. Community organizations have created opportunities for youth to meet caring and supportive adults.

One specific example of a public-private partnership is in Allegheny County, Pennsylvania where the child welfare agency is partnering with a group of seventeen local foundations on the Human Services Integration Fund. This partnership provides a flexible funding pool to support projects that encourage the child welfare department's integration and investment in innovative technological and programmatic systems that would otherwise have been more difficult to accomplish with public sector dollars alone.

Another example of public-private partnerships, for those that develop at the community level, is the cohort of grants awarded by ACYF in 2012 to support families at greatest risk of homelessness. With the child welfare agency, housing, and community partners at the table, these communities are specifically targeting families whose needs are the greatest and who often have the poorest outcomes. A vital part of the work to be conducted is to align the services and supports in the community to evidence-based practices and tailor them to the specific needs of each family served by the grant.

Projects under this FOA are encouraged to seek public-private partnerships in support of their efforts to implement an intervention approach that prepares youth to successfully transition to adulthood, including the avoidance of homelessness.

Bibliography

Berzin, S.C., Rhodes, A.M., & Curtis, M.A. (2011). Housing experiences of former foster youth: How do they fare in comparison to other youth? *Children and Youth Services Review*, 33(11), 2119-2126.

- California Department of Social Services (2002). Report on the Survey of the Housing Needs of Emancipated Foster/Probation Youth. Sacramento, CA: California Department of Social Services.
- Courtney, M., & Zinn, A. (2009). Predictors of running away from out-of-home care. *Children and Youth Services Review*, 31, 1298-1306.
- Duval, D., & Vincent, N. (2008). Affect regulation of homeless youth once in the child welfare system. *Journal of Child and Adolescent Social Work*, 26, 155-173.
- Dworsky, A. & Courtney, M.E. (2009). Homelessness and the Transition from Foster Care to Adulthood. *Child Welfare*, 88, (4), 23-56.
- Dworsky, A. & Courtney, M.E. (2010). *Assessing the Impact of Extending Care beyond Age 18 on Homelessness: Emerging Findings from the Midwest Study*. Chicago: Chapin Hall at the University of Chicago.
- Dworsky, A., Dillman, K., Dion, M. R., Coffee-Borden, B. & Rosenau, M. (2012). *Housing for Youth Aging Out of Foster Care: A Review of the Literature and Program Typology*. Washington, D.C.: U.S. Department of Housing and Urban Development.
- Ferguson, K. (2009). Exploring the psychosocial and behavioral outcomes of multi-type abuse among homeless young adults. *Social Work Research*, 33(4), 219-230.
- Fowler, P.J., Toro, P.A., & Miles, B.W. (2009). Pathways to and from homelessness and associated psychosocial outcomes among adolescents leave the foster care system. *Research and Practice*, 99(8), 1453-1458.
- Hilliard, T. (2013). Foster youth and the workforce: Next steps. *Center for an Urban Future*, retrieved from http://nycfuture.org/pdf/Foster_Youth_and_the_Workforce.pdf on March 21, 2013.
- Milburn, N., Liang, L., Lee, S., Roteram-Borus, M., Rosenthal, D., Mallett, S., et al. (2009). Who is doing well? A typology of newly homeless adolescents. *Journal of Community Psychology*, 37 (2), 135-147.
- Park, J.M., Metraux, S., & Culhane, D.P. (2005). Childhood out-of-home placement and dynamics of public shelter utilization among young homeless adults. *Children and Youth Services Review*, 27(5), 533-546.
- Ray, N. (2006). Lesbian, gay, bisexual and transgender youth: An epidemic of homelessness. New York, NY: National Gay and Lesbian Task Force Policy Institute and the National Coalition for the Homeless.
- Rosario, R., Schrimshaw, E.W., & Hunter, J. (2012). Risk factors for homelessness among lesbian, gay and bisexual youths: A developmental milestone approach. *Children and Youth Services Review*, 34, 186-193.
- Remafedi, G. (1987). Adolescent homosexuality: Psychosocial and medical implications. *Pediatrics*, 29(3), 331-337.
- Scannapieco, M., Connell-Carrick, K., & Painter, K. (2007). In their own words: Challenges facing youth aging out of foster care. *Child and Adolescent Social Work Journal*, 24, 423-435.
- Tyler, K., & Melander, L. (2010). Foster Care Placement, Poor Parenting, and Negative Outcomes Among Homeless Young Adults. *Journal of Child and Family Studies*, 19 (6), 787-794.
- U.S. Department of Health and Human Services (USDHHS); Administration for Children and Families (ACF); Administration on Children, Youth and Families. (2002-2011) Adoption and Foster Care Analysis and Reporting System (AFCARS) Report Nos. 12-18. Washington, DC.

PROJECT DESCRIPTION

NOTE: See *Section IV.2 The Project Description* for additional instructions for applicants.

Tips for Preparing a Competitive Application

It is essential that applicants read the entire announcement package carefully before preparing an application and include all of the required application forms and attachments. Applicants are expected to articulate an understanding of the goals and objectives of this FOA. Applicants must respond to the intent of this FOA and the topics discussed and address and follow all of the evaluation criteria in ways that demonstrate this understanding. Applications that do not clearly address the evaluation criteria or program requirements generally receive very low scores and are rarely funded.

CB's website provides a wide range of information and links to other relevant websites. Before preparing an application, applicants can learn more about CB's mission and programs by exploring the website.

Overview/Purpose

The purpose of this FOA is to fund projects that plan to make system and practice-level improvements to benefit youth who have experiences with foster care by integrating the core elements of the USICH preliminary intervention framework. In Phase I, projects will identify the target population, propose plans for reaching the target population, and designed or enhanced a service array that includes interventions for improving outcomes in the four areas—*stable housing, permanent connections, education/employment, and social-emotional well-being*. In Phase II, projects will be expected to effectively evaluate implementation and improvements in outcomes, while aligning funding and screening and assessment in a way that meets the needs of this extremely vulnerable and diverse population of young people.

Grantees who are awarded through this funding will, in Phase I, develop strategies, programs, and processes that other agencies and systems can also use to mitigate homelessness in their communities.

Because the purpose of this FOA is to develop a plan for systemic, community-wide strategies for ending youth homelessness among youth with foster care experiences, projects must engage youth at all three intervention points. For Phase II, projects are expected to have detailed how they will identify youth at each of the three points of engagement—while in care between 14 and 17 and most at risk of homelessness, while aging out and most at risk of homelessness, and while homeless during the transition to adulthood, having left care to permanent placements.

In this funding cycle, (Phase I) projects will develop a plan for implementation (Phase II) to target those most at risk of homelessness at each point of engagement, or said differently, those whose assessments identify the most risk factors and fewest protective factors that are correlated with challenges maintaining stable housing (See Milburn et. al., 2009 for examples).

Projects in Phase I are expected to develop articulated plans to prevent and/or to intervene so that youth do not become homeless, or in the case of those entering care in their teens, get back on track developmentally and avoid homelessness. For Phase II funding, projects will be expected to clearly described how the intervention framework can be applied to reach the core outcomes across the three engagement points.

Phase II projects are expected to incorporate and integrate policies and procedures for using valid and reliable screening and assessment, at the beginning of services and on an ongoing basis, to plan for and make adjustments to interventions for the target populations. CB has posted online a list of potential screening and assessment tools for measuring well-being for working with adolescents here: https://www.acf.hhs.gov/sites/default/files/cb/well_being_middlechildhood.pdf. Projects are not limited to choosing the tools in this list, it provides an example of the types of screening and assessment tools that can be used to measure well-being.

This FOA represents a knowledge building effort. As such, projects funded for Phase II (implementation funding) will be expected to clearly described how they might adapt evidence-based interventions tested on other populations, or combine evidence-based practices from other fields to serve the target population. Services provided in Phase II to youth/young adults should fit well with the assessed needs, characteristics, and preferences of the youth, and they should be delivered in a way that is sensitive to the young person's identity and culture. For instance, traditional tribal values and approaches need to be

considered in efforts to help many Native American youth get to better outcomes, and understanding the effects of gender expression, gender identity, and sexual orientation is important in staff training and determining appropriate intervention strategies for homeless youth.

Projects funded in Phase I and II are expected to have described how the system improvements and identified interventions will address the pervasive impact of trauma on a young person, from the internalizing and externalizing behaviors they may present, to the impact on everyday functioning, to their ability to access services. Phase I and II projects are expected to also incorporate a positive youth development framework to develop the skills and abilities that can impact the four core outcome areas.

Projects funded for implementation (Phase II) will be expected to demonstrate how making systemic adjustments or changes will mean new and improved services for youth that make sense at each of the three points of engagement. Phase II grantees will have demonstrated an understanding of how the system or agency's strategy for making improvements for the most vulnerable population of youth means being prepared to intervene at each of the three points of engagement, and therefore builds a comprehensive model for the agency or system. Phase II grantees will have articulated whether and how the elements of the preliminary intervention framework may need to be adjusted to accommodate differences in approach for the three points of engagement.

Because the funding in Phase II is meant to prevent and address youth homelessness, finding stable housing in Phase II that matches the needs of the young person should be a critical part of the strategy. However, it should not be the only part. As the preliminary intervention framework demonstrates, in order to end homelessness among young people transitioning to adulthood, all four outcome areas should be addressed, and stable housing is just one outcome. Projects in Phase II will implement interventions that use the best available evidence to make impacts in education or employment; to implement interventions that improve the young person's ability to develop and maintain healthy, stable, positive relationships with peers and adults; and to use effective interventions to make long-term improvements in social and emotional well-being for these youth.

Projects who receive planning grants (Phase I) will, during the 24 months, undertake a thorough and systematic re-evaluation of the plans described in their applications, and, as a result, will substantially revise and/or build upon those preliminary plans to prepare for the application of Phase II funding. Plans will be altered due to new information and an increased understanding of the requirements that may take place during the planning period. For this planning FOA, funded projects will have presented a plan as well as articulated their willingness for flexibility in making improvements over the course of the planning period. (*See Project Phases— Two Distinct Competitions for Funding later in this section, Project Description*).

Target Population Analysis and Conditions

NOTE: See *Section IV.2 The Project Description, Approach*, for additional instructions for applicants.

Projects funded for the planning grant (Phase I) will be based on preliminary data and information presented about the target population that demonstrates a full understanding of youth at EACH engagement point for intervention. Identifying the target population (for both Phase I and II) is critical to understanding what interventions are needed (and in many cases, developed) to build protective factors and decrease risk factors. Projects in Phase I will use the planning phase to conduct an extensive data analysis across the community, and specifically with partnering agencies and organizations, of the target population to determine who and how many there are at each point of engagement, their demographic characteristics, their trajectories toward homelessness, and their needs across the outcome areas. This may be particularly challenging to accomplish for those youth who are no longer in foster care and are actively homeless, yet it is equally essential.

To complete Phase I activities, projects are expected to have a comprehensive knowledge of the data available, the limitations, and other factors that will speed or hinder the analysis at time of application. This includes detailed agreements that signal how the project will secure the needed data,

who will be responsible for analysis, their experience in this work, and how the data analysis will inform and help refine the effective interventions to be developed and/or implemented.

For Phase I, projects will also have identified how the data analysis will be used across the community, and specifically with partnering agencies and organizations, to facilitate the alignment of individual programs and interventions towards the comprehensive approach envisioned in this funding announcement. A critical part of the work is to create alignment in the community and among community partners to determine the most effective services to be provided to prevent homelessness and promote the successful transition to adulthood.

Adolescents who Enter Foster Care between Ages 14 and 17

Since these children are in foster care, for Phase I, projects should have access to extensive data for analysis about this population. For Phase I funding, projects will propose an in-depth analysis that supports their ability to demonstrate access to this data and their ability to analyze it for the initial application for this project. For example, projects in their application for Phase I will have identified key elements that are critical to understanding their population of youth who are in foster care at age 14 to 17 and what their trajectory will be during this time (i.e., reunification, aging out, adoption). Based on these data, projects in Phase I are expected to utilize the preliminary intervention framework to determine what knowledge (or other data) exists about the risk and protective factors at this engagement point.

For Phase I, project plans will be based on data that reflect the total child welfare population and the subpopulation identified as the most “at risk” for future homelessness. Project plans will have described the population at this engagement point and the preliminary information that is available to identify those who are most “at risk.” Examples of this data include:

- What age is the typical entry into foster care for this subgroup?
- What are the issues identified for the removal or protective supervision?
- What are the referral sources for investigations for these youth?
- Is this group increasing or decreasing over time?
- What are the number of placements and placement types of these youth at initial removal and during their stay in care?
- How many youth are in mental health or substance abuse treatment facilities?
- What is the likely permanency outcome?
- What is the parenting status of the youth?
- How many youth are on run-away status or have a history of running away, and what is the length of time youth are on the run?
- How many youth have involvement with juvenile justice?
- How are risk factors clustered among the identified youth and what is the approximate number?
- How are protective factors clustered among the identified youth and what is the approximate number?
- If valid and reliable screening and assessment tools are in place, what is known about trauma symptoms and functioning?

Projects in Phase I will have: 1) access to the most appropriate data that can be used to identify the most at-risk youth between the ages of 14 and 17 in child welfare; and 2) the capacity, knowledge, and skills to conduct a meaningful data analysis of a population of youth. In addition to having provided preliminary data, project plans will have identified the data analysis plan for the planning phase for youth at this engagement point.

Identification of “at risk” status can be informed by placement status, but placement status should not disqualify a youth from participation in Phase II. For example, a foster care youth who has been placed in a residential treatment facility designed for delinquent youth may be identified as an at-risk youth. Therefore, placement in such facility should not be used as disqualification from the intervention in Phase I.

Additionally, for both Phase I and II, the level of risk should be assessed based on a set of risk and protective factors that are relevant for the young people identified in the target populations. In other words, risk should not be based on one factor, such as placement status, but should be assessed based on a set of criteria that distinguishes youth to be included in the target population from those who are at less risk.

Young Adults Aging Out of Foster Care

To understand youth who are aging out of foster care, projects in Phase I will be based on information similar to that described above for youth in foster care, including the sources of data. Additionally, they will use information specific to the experiences of this population. For example:

- What was the placement of the youth prior to emancipation?
- What is the housing plan of the youth upon emancipation?
- Is the number of youth aging out of foster care increasing or decreasing?
- How many are parenting?
- What data are available on transition planning for this population?
- What services and supports are planned during and after the transition?
- What agencies and organizations are involved to support the transition?
- What sources of data are available on the youth after they exit foster care?

For Phase I funding, projects will have conducted a preliminary analysis of the most at-risk youth. Projects in Phase I will have identified their data analysis plan for the planning phase for youth at this engagement point.

Homeless Youth with Foster Care Histories up to 21

Many youth who receive services from youth homeless centers have prior histories of abuse and neglect and placement in the foster care system. Some youth were in foster care and returned home, adopted, or placed with relatives. Youth at this point of engagement are experiencing homelessness as a result of their permanency arrangement becoming tenuous or ending. While some of these youth are attached to other systems, there is no entity responsible for coordinating the services and preventing homelessness.

For understanding the target population at this point of engagement, projects in Phase I will have considered that there are two similar, though not identical, subpoints of engagement - those under the age of 18 and young adults age 18 to 21. Consideration of these subpoints of engagement is necessary in developing the overall intervention strategy for Phase II.

Youth who are homeless under the age of 18 do not necessarily need to come back into foster care to be part of this project. In many cases, the services provided to them outside of the formal foster care system may be more appropriate. Projects in both Phase I and II must address any concerns or issues arising from serving homeless youth under the 18 outside of the foster care system. Young adults who were previously in foster care and achieved permanency (i.e., did not age out of care) may not be eligible for Chafee funds. Projects in Phase II will be based on an understanding of how services and supports, and where they are organized in the youth serving system, will be provided to this population of young adults to address their needs.

As these youth are no longer in the foster care system, data describing who they are and their experiences may not be robust. Nevertheless, project plans for Phase I should be based on what information is available, such as the number of youth in the community estimated at this point of engagement and their demographics/characteristics. Additionally, projects should implement a plan in Phase I for collecting additional data and analyzing those data during the planning phase. This should include a plan to determine eligibility of youth at this point of engagement and how to determine that they were in the foster care system. For Phase II, project should have a sound plan for outreach to these youth/young adults to ensure participation in the intervention model.

Project Capacity in Each Outcome Area

Projects in Phase I and II will be based on an understanding of the current services being provided to young adults, including who the services are targeted to and how many young adults are being served by the program/services at each point of engagement. In particular, projects for Phase II should tie evidence-based and evidence-informed services, or adapt evidence-based interventions for other populations to needs of the target population that have been appropriately assessed for each of the four outcome areas. In many cases, adolescents and young adults transitioning to adulthood are a unique population that needs specific services designed to serve them not as children and not as adults. Most systems specialize in either serving children or adults, and to serve this population requires recognition that the developmental stage of transitioning to adulthood requires strategies that do not neatly fall into either a child or adult category.

For each of the outcome areas described below, project funding for Phase II will be based on an understanding of:

- How youth will be screened and assessed for risk factors and protective factors and to determine needs;
- Current service gaps, with particular attention paid to the heterogeneous characteristics of youth at each point of engagement;
- Where evidence-based services are not currently being provided, the plans to incorporate those into the service array (i.e., contract with service providers, develop relationships with community providers) or adapt evidence-based intervention for other populations to ensure the full range of effective services will be offered to youth;
- What evidence-based or evidence-informed services will be available to youth and which ones effective for other populations will be adapted; and
- What local public-private resources will be cultivated and strengthened.

Stable Housing

Stable housing is a critical outcome of this grant. Projects for Phase II are expected to 1) identify and evaluate the effectiveness of the housing and placement resources for the at-risk youth/young adults targeted by the intervention, and 2) based on the assessment of their effectiveness and ability of the placement and/or housing type to meet the needs of the target population, develop a concrete plan for securing an extended range of housing options for the youth/young adults appropriate to each engagement point.

The ability to have housing designed to meet the needs of the youth, and to promote protective factors and decrease risk factors, is the platform for the services to be provided. The housing resources should reflect the wide range of the developmental needs of the youth in the target population. Projects in Phase I and II will continuously develop and refine the range of housing options needed by the youth/young people to prevent their future homelessness or to decrease their likelihood of long-term homelessness.

The housing resources for Phase II are expected to come from more than one source, including PHAs or other housing agencies, CoCs or other family homeless service providers, faith-based housing organizations, other state or local housing providers, or philanthropic partners. Housing resources for Phase II can also include supporting young adults in their current placement, securing housing with roommates, semi-supervised settings, house-share, living with relatives or other biological family members, living with significant others, FUP vouchers, dorms, host homes or other housing arrangements.

It should be noted that not much is known about the systemic changes and other supports that are needed to truly support young adults in their current placement. Projects in Phase II will provide training and supports as needed for foster parents and other caregivers who are or will be parenting a legally adult person in their home.

Housing arrangements for Phase II are expected to include more than one type of housing (e.g., a vacant housing building with the capacity to house 50 young people would be unacceptable). In Phase II, there

must be a range of developmentally appropriate housing.

Projects in Phase II are expected to incorporate identified housing resources and types of housing applicable to this population. Phase II grantees are expected to have an implementation plan to continue the development of housing resources designed to achieve the outcome of stable housing. These housing options will have the ability to be customized to meet the needs of the population based on initial and subsequent assessments of the young adult.

Projects that propose to use a dedicated subsidy in Phase II for the young adults in the intervention model must ensure young adults are assisted with intensive services to securing appropriate housing. In general, if subsidies are used, they should be part of a framework that meets the developmental and functional needs of young adults.

Projects in Phase II are expected to use and coordinate with the full array of housing supports and resources, including supports funded through FYSB, which will be used to increase stable housing in response to this FOA.

Permanent Connections

Permanent connections support young people's ability to access new ideas and opportunities and provide a social safety net when young people are at risk of becoming homeless.

For young people who experience maltreatment, it is not unusual for the abuse or neglect to have lasting impacts on their ability to form and maintain meaningful, healthy, trusting relationships with adults, caregivers, or peers. Projects in Phases I and II will be based on a clear understanding of the impact of abuse and neglect on the ability of youth to form and maintain healthy relationships.

In Phases I and II projects will address barriers to forming healthy relationships and permanent connections for the youth at each point of engagement, understand impact of the barriers, and in Phase II implement the plan for building healthy relationships with peers and forming permanent connections with adults. Projects are expected to use evidence-based, evidence-informed, and promising practices and/or adapt evidence-based or evidence-informed practices for other populations to help young people develop relationship-building skills with the family of origin and extended family in Phase II. Most adolescents and young adults maintain relationships with their family of origin while in or exiting care. To the extent possible, projects in Phase II are expected to include skill development for youth who want to maintain a relationship with their family of origin.

It is beneficial for young people to gain the skills and experiences associated with positive, healthy relationships with adults, including family members, employers, landlords, teachers, community members who are integral to a successful transition to adulthood and with whom they can maintain connections and on-going support long term. Phase II projects will help youth build and maintain positive, permanent relationships with invested adults where the goal is to provide long-term relational stability. Those adults can be extended family or other caring adults.

Project plans in Phases I and II will be based on an understanding of the community, school, and social network connections available in the jurisdiction. Phase II projects will implement the plan to connect the young people at each of the three points of engagement to their communities, schools, and other positive social networks that are resources in the local area, and build on strong partnerships with community stakeholders in order to accomplish this.

Social and Emotional Well-being

Projects, in Phase I, are expected to improve the social and emotional functioning of the youth they serve. Systemic, family, and individual level policies and interventions will be developed or reconfigured in order to meet the requirements of this FOA to address the social and emotional functioning of youth.

The resources below provide examples of evidence-based, evidence-informed, and promising practices:

- California Evidence-Based Clearinghouse for Child Welfare (<http://www.cebc4cw.org/>)
- SAMHSA's National Registry of Evidence-Based Programs and Practices (<http://www.nrepp.samhsa.gov/>)
- Selecting and Identifying Evidence-Based Interventions (<http://store.samhsa.gov/shin/content/SMA09-4205/SMA09-4205.pdf>)
- Evidence-based Practices for Children Exposed to Violence: A Selection from Federal Databases (<http://oilspilldistress.samhsa.gov/resources/evidence-based-practices-children-exposed-violence-selection-federal-databases>)
- National Child Traumatic Stress Network Empirically Supported Treatments and Promising Practices (<http://www.childwelfare.gov/responding/treatment.cfm>)
- Evidence-Based Mental Health Therapies (Child Welfare Information Gateway) (<http://www.childwelfare.gov/systemwide/mentalhealth/effectiveness/evidence.cfm>)
- Synthesis of Research and Resources to Support At- Risk Youth - Table A.1 (https://www.acf.hhs.gov/sites/default/files/opre/synthesis_youth.pdf) (However, this synthesis does not focus exclusively on homeless youth or youth in foster care.)

Project plans in Phase I and II will address current interventions or policies in place that should be aligned to provide the well-being related services required in this FOA.

For more information about interventions and strategies that promote well-being, see CB's Information Memorandum on the topic at: <https://www.acf.hhs.gov/sites/default/files/cb/im1204.pdf>.

Education/Employment

The ability to be engaged in education and/or employment during the transition years is critical to a successful pathway to adulthood. The poor outcomes documented in numerous studies, including *the Midwest Study*, in both employment and education for young adults who aged out of foster care is of concern. Many advocates in the field of youth development believe there should be multiple pathways to connect youth to education and employment. However, the traditional educational system is the typical pathway encouraged by adults and taken by most youth, which has limited success.

For youth who struggle in school, connecting them to employment may be a way for them to learn skills and develop future aspirations. Employment opportunities can be a method to reconnect youth to school. Preparing youth early for a lifetime of employment should be a critical component of funded projects' work.

Projects in Phase I will assess the resources and partnerships available to support connecting youth/young adults to employment and education. Employment programs can include federally-funded programs such as Job Corps, JOBSTART, Youth Build, and other WIA programs and services. Educational partnerships can include those developed through the Chafee program and additional partnerships with community colleges and other universities.

For more resources on evidence-based employment and education programs for a broader group of at risk youth that includes subpopulations such as youth in foster care and homeless youth, see ACF's Office of Planning, Research and Evaluation report: *Synthesis of Research and Resources to Support At-Risk Youth*, at https://www.acf.hhs.gov/sites/default/files/opre/synthesis_youth.pdf.

For Phase II, projects are expected to address the gaps that exist in the effective services and supports to attach youth/young adults to education and employment.

NOTE: See *Section IV.2 The Project Description, Budget and Budget Justification* for additional instructions for applicants.

Chafee Foster Care Independence Program

Projects in Phase I and II will be based on an understanding of the Chafee services provided at the state and local level and how these funds are distributed. This must include information on the referral of

youth/young adults to Chafee services, how these referrals are tracked, what services are provided, and who receives the services. It must include information on which youth are least likely to receive these services, and the reasons for the lack of services.

Project proposals (for both Phases I and II) will be based on an understanding of Chafee eligibility for youth at each point of engagement as described in this FOA. Where Chafee services are not currently situated to provide the types of services articulated under this FOA, projects are to implement the plan in Phase II to align services.

National Youth in Transition Database

Starting October 1, 2010, states began collecting and reporting to ACF/CB required information on independent living services provided to youth in foster care or young adults formerly in foster care. This information is termed the “National Youth in Transition Database” or “NYTD.”

Project plans in Phase I will be based on an understanding of the status of the implementation of NYTD in their state and county (if the applicant is a local agency). This includes information on the services provided to youth and analysis of the data regarding what services are currently being provided to youth/young adults by the agency. This information should align with the data analysis conducted as part of this FOA for Phase I. It is also expected that project plans for Phase II will be based on an understanding of how NYTD has informed the service context in the state or county.

In addition, as part of NYTD, states are expected to survey youth in a cohort methodology at ages 17, 19, and 21. In terms of the survey data that was collected nationally from the 17,484 youth who took the survey at age 17 in 2011, 2,767 (16 percent) reported ever being homeless. Project plans in Phases I and II will be based on the knowledge of the percentage of youth within their grant area who have indicated that they have experienced homelessness and the plans will communicate how services could be targeted to these youth. For more information on NYTD, please see:

<http://www.acf.hhs.gov/programs/cb/research-data-technology/reporting-systems/nytd>

Other Transition-Age Specific Supports

In addition to the commonly referenced supports for youth who have aged out of foster care, there are numerous other supports available at the local or state level that can be aligned to support the work of the FOA. Supports to consider for Phase I and II are listed below.

Health Insurance

Currently, states are able to extend health insurance to youth who age out of foster care until the age of 21. (Youth who are in federally-funded foster care must be provided health insurance as long as they remain in foster care.) Under the Affordable Care Act, starting in 2014, states will need to provide health insurance to youth who age out of foster care until the age of 26. Ensuring that young people have access to appropriate health services is one method to support young adults in transition. For example, having health insurance during the early 20s allows young people to continue to have access to medical and mental health care after they leave foster care. It also provides a method to receive preventive care.

For more information on the provision of medical insurance to youth who were in foster care, please see: <http://aspe.hhs.gov/hsp/13/ChafeeMedicaidReport/rpt2.cfm>.

Project plans in Phase I and II will be based on information on the health insurance services and supports provided to young adults who have aged out of foster care and any preliminary steps that have been completed to implement this provision of the Affordable Care Act.

Financial Capability

Building the financial capability of youth aging out of foster care can play a critical role in their housing stability as young adults. Such services can include financial education through counseling or coaching; programs to build and manage credit and help youth learn to make well-informed money-management

decisions; and programs that build savings, through mechanism like Individual Development Accounts (IDAs). IDAs are a matched saving account that provides a method for youth to accumulate savings to achieve a designated purpose under the program guidelines. Under federal IDAs, youth can use matched savings for college, buying a home, or other entrepreneurial activities. Privately funded IDAs give youth more flexibility in what the youth can purchase with the funds, including saving for a car.

Many youth enter adulthood with limited assets and/or damaged credit, which may create roadblocks when they attempt to find stable employment and safe housing. Youth in transition are at a critical teachable moment in their lives when a discussion about access to financial services, credit, financial decision-making, and related topics can make a great impact.

As Phase II projects implement programs to improve access to safe affordable housing for older foster youth, they may choose to:

- Identify partner groups to provide services that build financial capability and facilitate access to affordable financial services and housing needs.
- Develop materials and training to help youth understand, manage, and build their credit. This could include credit counseling, helping youth learn how to access their free annual credit report (in alignment with Federal requirements), and helping them to understand how to build and maintain positive credit profiles.
- Develop ways to help youth identify financial products, services, and features that would be appropriate for them. Examples might include low-cost debit cards and/or bank accounts that have minimal fees and balance requirements, no costly overdraft charges, and are aimed at their specific needs.
- Provide tools to help foster youth better understand their financial rights and where to get assistance if they run into trouble.
- Provide tools to help foster youth better understand the importance of savings, as well as effective savings tools and products, including IDAs.
- Track how financial-capability programs impact the housing security of foster youth.

Projects funded in Phases I and II will be based on an understanding of work that is being conducted for youth in foster care to support financial capability (including IDAs) and any data to support its effectiveness. Projects may choose to implement financial capability programs as part of their interventions in Phase II.

For more information about financial capability, please see: [http://www.treasury.gov/resource-center/financial-education/Documents/PACFC%20final%20report%20revised%2022513%20\(8\)_R.pdf](http://www.treasury.gov/resource-center/financial-education/Documents/PACFC%20final%20report%20revised%2022513%20(8)_R.pdf)

Other Services and Support for the Target Population

Community partners are critical to raising the awareness and developing resources for young adults in transition. Community partners can provide a range of services and supports for this population, including internships, employment opportunities, daycare, medical services, and mental health and substance abuse services. Furniture and other start-up commodities for first time housing can be another method of facilitating community involvement in ending youth homelessness in their communities.

Projects in Phases I and II will build on established partnerships with community members and any other work being conducted by private foundations or others to meet the needs of the target population and support the interventions to be implemented.

Projects in Phases I and II will be based on an understanding of the services available to homeless youth/young adults in the identified jurisdiction, funded by FYSB or other funders.

Project Phases—Two Distinct Competitions for Funding

There will be two distinct competitions for funding, one for planning (Phase I) and one for implementation

(Phase II). Awards of funding for planning (Phase I), which is described in this FOA, does not guarantee awards for funding for implementation (Phase II).

This FOA, for Phase I, will award funding to approximately 18 grantees for 24 months to support comprehensive planning. In 2015, ACF will release a new FOA, for Phase II, limiting the competition to the awardees of this FOA. It is anticipated that the Phase II FOA will award funds to 5-6 grantees, at approximately \$1,000,000 per award per year for 5 years.

For this FOA, projects will need to demonstrate a capacity for success in all of the components of the Phase I and show how this planning phase will create the capacity to carry out the implementation activities during Phase II.

Projects funded for Phase I will be based on the activities proposed to be conducted during Phase I with acknowledgement of how these activities will provide them with the information for their application for Phase II awards. At the time of the second application (2015), Phase I projects that have used the planning time effectively will have a concrete plan with evidence to support their selection of the most at risk youth, the services targeted to promote protective factors and decrease risk factors, and the outcomes to be obtained in the core outcome areas.

Overview of Phase I: Planning Grant Activities (activities to take place under this FOA and how this work will inform Phase II)

A. Refine the target population and identification of youth most at-risk

A primary task during the Phase I (planning) is to more clearly define the target population and the points of engagement, which will be the focus of the innovative intervention efforts. Better understanding the youth to be served will drive decision-making regarding the model or practice changes proposed. Projects in Phase I will conduct additional analyses of youth-level data within the project's identified jurisdiction. Further analysis will reveal specific indicators of risk and protection for youth and young adults in the target population and allow projects to make decisions to implement specific interventions based on the more robust analysis of the data. The work of refining the target population, including youth at each point of engagement, should include involvement of all partners in the work.

In addition, since screening and assessment tools may not have been fully developed and tested on the target population, projects in Phase I are expected to determine how they will identify youth who are most at risk so that services can be targeted appropriately and what work needs to be completed to select the most appropriate screening and assessment tools.

An analysis of the prevalence of the risk and protective factors among the target population will be part of the Phase I work.

Outcome of Phase I Work to Inform Criteria in the Phase II Application:

To be competitive for implementation (Phase II) funding, Phase I projects will need to clearly define how the data analysis conducted during Phase I informed and refined the definition of "at risk" in the target population at each point of engagement for the Phase II application. For the Phase II application, projects will be expected to provide evidence that partners are in agreement with the youth/young adults identified as the most at risk. Projects in Phase II are expected to provide information on the number of youth/young adults who are at risk in the target population at each point of engagement. In addition, Phase II projects are expected to have evidence to support that the screening and assessment tools selected are the most effective to identify the target population in the full implementation.

B. Conduct an analysis and finalize the referral and selection process

Determining how to refer and select eligible youth/young adults into the intervention is a critical part of the work in the planning phase. Phase I projects will develop the sources of referral, create a referral process, and test the referrals of youth/young adults at each point of engagement.

Outcome of Phase I Work to Inform Criteria in the Phase II Application:

To be competitive for implementation (Phase II) funding, projects will need to clearly articulate how the referral of youth/ young adults to services will work, including barriers or challenges to the flow of referrals.

C. Conduct a comprehensive readiness assessment

In order to create favorable conditions and put into place institutional supports that will aid implementation and sustainability of services and activities to support the intervention model, Phase I projects must assess system readiness and fit within the current service delivery system. During the Phase I grant period, each project will be required to conduct an in-depth assessment of the "fit" between the existing system and the screening, assessment, outcomes oriented case planning, progress monitoring and service activities that have been selected. Not only will this assessment determine if the services and supports are appropriate to the target population, but it will also determine how ready the current system is to implement the services and supports and identify gaps in capacity that require further development.

This assessment in Phase I may include, but is not limited to, an examination of key organizational and systemic factors that could facilitate or impede implementation efforts, such as:

- Agency climate and culture;
- Workforce qualifications, characteristics, and trends;
- Data system use and capacity;
- Training accessibility and infrastructure;
- Coaching and supervision;
- Funding streams and mechanisms;
- Policies and procedures;
- Quality assurance practices;
- Administrative protocols and processes;
- Performance management systems;
- Stakeholder buy-in;
- Collaborative partnerships (e.g., with mental and behavioral health service agencies, educational and employment organizations, public and private housing entities and homelessness service providers); and
- The involvement of leadership.

Outcome of Phase I Work to Inform Criteria in the Phase II Application:

To be competitive for implementation funding (Phase II), projects will be expected to provide comprehensive documentation of the work conducted during Phase I to identify the course of action to align the service array needed to promote the core outcomes for the target population at each point of engagement.

D. Develop and finalize the plan to adapt, modify, or create the sub-set of the service interventions identified from the needs assessment to meet the 1) needs of the at risk youth/young adults and 2) create an appropriate continuum of interventions to meet the goals of this project.

For Phase II, projects are expected to determine what service interventions identified from the needs assessment conducted as part of the application and Phase I are appropriate to the project in Phase II. Based on the continued data analysis, Phase I work will be to finalize this plan to ensure the continuum of interventions.

Outcome of Phase I Work to Inform Criteria in the Phase II Application:

The detailed plan resulting from Phase I will be expected to be part of the application for implementation (Phase II) funding and will include several components, such as:

- Timeline for implementing the plan and alignment of the system.

- Description of the programs, models and/or practices that will be implemented. The plan should clearly identify and confirm the innovative intervention strategies that will be implemented during the Phase II and how they will connect youth to interventions at each of the three points of engagement.
- Provision of comprehensive training and technical assistance and support to implementation sites and front-line staff in meeting project goals.
- Capacity for ongoing training and professional development.
- Systematic and periodic screening and assessment processes to identify youth who need to be referred to the interventions, models or services. The proposed plan for these processes should describe how the target population will be screened and assessed at entry into the project, and describe a plan to conduct additional assessments at periodic intervals during the youth's time in services, in order to adjust treatment or services as needed and determine progress toward the four outcome areas.

E. Develop effective partnerships to provide the set of interventions necessary to meet the goals of this project

While projects will need to have established partnerships prior to submitting their Phase I application, during Phase I these relationships will need further development, and a structure will need to be refined for implementation of services. Projects in Phase I will identify formal links between the applicant organization, key partnering agencies, courts, and consumers. Additionally, decision-making processes, joint accountability, and oversight should be addressed, including communication protocols and feedback loops at the practice, supervisory, organizational, and systems levels. During Phase I, the plan will be developed and finalized to ensure fully functioning teams with the appropriate members and concrete responsibilities for the implementation of the project, if selected for implementation (Phase II) funding.

Outcome of Phase I Work to Inform Criteria in the Phase II Application:

To be competitive for implementation (Phase II) funding, projects funded in Phase I will need to be able to clearly articulate the partnerships developed during Phase I and how the Phase II project would be appropriately managed, including:

- State-based or management level teams with program design responsibilities containing key decision makers, youth and family consumers, liaisons from other relevant programs;
- Implementation teams with responsibility to prepare frontline staff, community and consumers for program changes and to ensure implementation through follow-up with those stakeholders and with researchers on effective program implementation; and
- Local level teams, if deemed appropriate by the size of the project site, including representatives of the management level and implementation teams, to promote communication, identify barriers, and provide feedback.

F. Prepare for evaluation of the intervention

NOTE: See *Section IV.2 The Project Description, Evaluation* for additional instructions for applicants.

Projects funded under Phase I will develop and refine the core elements of an evaluation plan. Applicants are also expected to participate in process evaluation of the planning activities. The cross-site technical assistance team will provide each site with support and guidance as it develops its evaluation plan.

Refining the theory of change. Projects in Phase II are expected to implement a theory of change. Projects in Phase II will have an opportunity to revise the theory of change based on their work during the planning phase (Phase I).

Refining the logic model. Projects in Phase II are expected to follow a logic model. The logic model should link the activities proposed for the implementation phase to the data mining results and plan for interventions developed during the planning phase. It should present a clear illustration of how the plans would result in increased self-sufficiency for the target population at each point of engagement during the

Phase II. Projects in Phase II will have an opportunity to revise the logic model based on their work during the planning phase.

Finalizing a site-specific evaluation plan. The final evaluation plan for Phase II should identify how projects will rigorously evaluate the processes and outcomes associated with the installation and implementation of intervention model services and supports.

Outcome of Phase I Work to Inform Criteria in the Phase II Application:

To be competitive for Phase II (implementation funding), projects funded under Phase I will need to clearly articulate how the project will be rigorously evaluated by using both an outcome and implementation evaluation, in addition to a cost analysis (see below).

For Phase II funding, applicants will be expected to submit:

- A Logic Model that displays the more detailed chain of connections between target population, activities, implementation, and outcomes as informed by the USICH intervention model
- A Theory of Change that clearly identifies the theory that guides the selection of proposed activities for desired outcomes
- A detailed plan for progress monitoring and program evaluation during and after implementation of screening, assessment and interventions to provide important data for adjusting and improving strategies over time
- Identification of indicators and measures to assess youth- and system-level outcomes
- Identification of indicators and measures to assess implementation at the participant, program, agency/organization, partner, and community levels
- A clear and detailed data collection plan, including data collections systems, processes, and methods
- A detailed data analysis plan for outcome, implementation process, and cost data

Outcomes Evaluation (Expected in Phase II)

In Phase I, applicants will develop an evaluation plan that will contribute to the knowledge base about successful strategies for adopting, installing, implementing and sustaining screening and assessment, case planning, progress monitoring and service array configuration for youth/young adults with involvement with foster care at-risk for homelessness that will measure the effect of the services and supports for stable housing, permanent connections, education/employment, and social-emotional wellbeing.

The requirements for the evaluation plan to be submitted for Phase II funding (in 2015) must include:

- A discussion of the activities conducted during Phase I that helped to inform and develop the finalized intervention and the evaluation plan.
- A discussion of how the evaluation will be conducted.
- Articulation of the proposed evaluation methods, measurement, data collection, data management system, procedures for ensuring data protection and privacy, sample selection, timeline for activities, plan for securing IRB review, and analysis.
- Evidence that the site will be able to achieve large enough sample sizes for youth served and, as appropriate, for a comparison group, to support a strong quantitative evaluation design capable of addressing the core research questions.
- Data sharing agreements among project partners needed to fully support implementation and the proposed evaluation, while safeguarding the confidentiality of participants.
- Documentation that the evaluation design selected is the most rigorous evaluation possible and why this evaluation design is the most appropriate given the knowledge generated during Phase I.
- Identification of the evaluator if a new evaluator will be selected for the Phase II evaluation.
- A finalized theory of change, a logic model or conceptual framework that shows the linkage between the proposed intervention activities, and the outcomes that are designed to achieve them.
- Demonstration of the capacity to implement the evaluation plan. If applicable, this involves the ability to ensure a sufficient sample size to support a strong outcomes evaluation model.

- Support from the community and project partners for the evaluation design and plan. Letters must include support from key partners that specifically state they are in agreement with the evaluation plan, including control or comparison groups if feasible and appropriate. If the applicant is not the child welfare agency, the letter of support from the child welfare agency is required stating that it is in agreement with a rigorous design proposed.
- Documentation of the factors that will speed or hinder the implementation of the evaluation.
- A plan to secure the consent and retention of the young adults, as minors and as adults (as appropriate), including receipt of services and participation in evaluation activities.
- Discussion of the measurement tools to be used to assess the outcomes of the intervention.

Implementation Evaluation (Expected in Phase II)

In addition to the outcome evaluation expected in Phase II, applicants are expected to conduct an implementation evaluation. Achieving positive outcomes with the delivery of evidence-based, evidence-informed, and adaptations of evidence-based interventions requires careful attention to the quality of the implementation process. Findings from the field of implementation science should be used to inform and shape the implementation process evaluation at all levels of implementation: participant, provider, agency/organization, community, partners, etc. Resources on implementation can be accessed via the Child Welfare Information Gateway: [https:// www. childwelfare.gov/ management/ practice improvement/ evidence/ implementing.cfm](https://www.childwelfare.gov/management/practice_improvement/evidence/implementing.cfm)

The finalized plan for the implementation evaluation to be submitted for Phase II funding (in 2015) must:

- Describe and document the intervention model design and operations within the organization/agency in adequate enough detail to be useful to those who may wish to replicate the strategy
- Document the extent to which the evidence-based, evidence-informed, adapted evidence-based, and promising interventions are implemented with fidelity
- Document the experiences of program participants via qualitative data collection and analysis

As part of the finalized implementation plan, applicants for Phase II funding must provide a plan for documenting and assessing key aspects of program implementation, such as program activities, recruitment and retention, dosage, quality, participant responsiveness, and program reach.

In addition, the implementation evaluation plan should include over-arching organizational factors that may influence program implementation, such as infrastructure and resources, organizational culture and climate; leadership; and professional development of providers (e.g., training, fidelity monitoring, coaching/supervision, and feedback).

Finally, each applicant must describe anticipated barriers to the implementation evaluation. For Phase II funding, applicants will describe how the implementation evaluation will inform future implementation efforts, such as a report of "lessons learned" from the field.

Cost Analysis (Expected in Phase II)

Given the scarce resources available for child welfare programs and the push to establish cost efficiency measures, programs funded in Phase II are expected to conduct a cost analysis that will provide state, local, and Tribal policy makers with the information they need to make more thoughtful decisions about resource allocation in their communities. Therefore, for this FOA, applicants must describe their plan to develop the cost analysis required during Phase II.

Factors that may be considered for the cost analysis may include, but are not limited to:

- Service delivery hours
- Rates of reimbursement
- Staff and/or clinical caseloads
- Supervisor to worker and/or clinician ratios

- Cost per youth or unit of service
- Transportation costs
- Training and consultation costs
- Installation and maintenance costs
- Quality assurance costs
- Value of benefits derived compared with the alternative treatment/intervention costs avoided

Note: In order to avoid potential conflicts of interest, local staff and consultants are precluded from also participating as a member of the cross-site evaluation and technical assistance team.

Federal Evaluation (Potential Activity in Phase II)

Grantees in Phase II have the opportunity to participate, if CB chooses to engage the services of an independent contractor, in an enhanced evaluation process that would target a limited number of grants that are deemed good candidates for more rigorous or in-depth evaluations than is possible with the funding under the grant announcement. Under this potential opportunity, a CB independent contractor would work with each of the successful grantees to determine which programs would be most appropriate to participate in enhanced site-specific evaluation activities. It is expected that the contractor would work closely with grantees’ project directors and local evaluators to determine the most effective and feasible approach to enhancing their planned evaluation activities. Funding for such evaluation enhancements would flow through the independent contract; applicants for Phase II funding will not need to budget for this potential opportunity in their applications.

Overview of Phase II: Implementation of Grant Activities (activities expected to take place under the targeted FOA in 2015)

Activities in Phase II are expected to include:

- Implement the plan to deliver the set of interventions necessary to meet the goals of this project
- Continue to build and strengthen partnerships to provide the set of interventions necessary to meet the goals of this project
- Evaluate the intervention

Additional Project Requirements

The applicant's signature on the application constitutes its assurance that it will comply with the requirements stated in *Section IV.2 under Additional Assurances and Certifications*.

II. Award Information

Funding Instrument Type:	Grant
Estimated Total Funding:	\$6,500,000
Expected Number of Awards:	18
Award Ceiling:	\$360,000 Per Budget Period
Award Floor:	\$180,000 Per Budget Period
Average Projected Award Amount:	\$360,000 Per Budget Period

Length of Project Periods:

24-month project with two 12-month budget periods

The initial award will be for a 12-month budget period. The award of continuation beyond the first 12-month budget period will be subject to the availability of funds, satisfactory progress on the part of the grantee, and a determination that 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*.

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 by budget period or by project period for fully funded awards, even if the projected commitment exceeds the required amount of match or cost share. **A grantee's failure to provide the required matching amount may result in the disallowance of federal funds.**

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

III. Eligibility Information

III.1. Eligible Applicants

Eligible applicants are state and county governments, Indian tribes or tribal organizations, public agencies, and private agencies or organizations.

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: No

III.3. Other

DUNS Number and System for Award Management Eligibility Requirements (SAM.gov)

All applicants must have a DUNS number (www.dnb.com) and be registered with the System for Award Management (SAM, www.sam.gov) and maintain an active SAM registration until the application process is complete, and should a grant be made, throughout the life of the award. Finalize a new, or renew an existing, registration at least two weeks before the application deadline. This action should allow you time to resolve any issues that may arise. Failure to comply with these requirements may result in your inability to submit your application or receive an award. Maintain documentation (with dates) of your efforts to register or renew at least two weeks before the deadline. See the SAM Quick Guide for Grantees at: [https:// www.sam.gov /sam /transcript /SAM Quick Guide Grants Registrations-v1.6.pdf](https://www.sam.gov/sam/transcript/SAM_Quick_Guide_Grants_Registrations-v1.6.pdf).

HHS requires all entities that plan to apply for, and ultimately receive, federal grant funds from any HHS Agency, or receive subawards directly from recipients of those grant funds to:

- Be registered in the SAM prior to submitting an application or plan;
- Maintain an active SAM registration with current information at all times during which it has an active award or an application or plan under consideration by an OPDIV; and
- Provide its active DUNS number in each application or plan it submits to the OPDIV.

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

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

Additional Eligibility Information: Collaborative efforts are strongly encouraged, but applicants must identify a primary applicant responsible for administering the grant.

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 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

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 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.

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 or acknowledged by ACF.

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 is transmitted to ACF, will be acknowledged.

The deadline for receipt of paper applications is 4:30 p.m., ET, on the due date listed in the *Overview* and in *Section IV.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 received approval of 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.

IV. Application and Submission Information

IV.1. Address to Request Application Package

CB Operations Center
c/o Lux Consulting Group
8405 Colesville Road, Suite 600
Silver Spring, MD 20910

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-forms>. 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 AOR is an 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 AOR.

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 System for Award Management (SAM).

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 this application formatting section to ensure that your application does not exceed the page limitations and can be printed efficiently and consistently for the competitive review.

Accepted Font Styles:

All applicants must use 12-point font in Times New Roman (TNR).

Page Limitations for Application Submissions

Applicants must observe the page limitations listed later in this section. Page limitations do not include OMB-approved Standard Forms (SFs) and OMB-approved forms

All applications must be double-spaced and in Times New Roman, 12-point font. An application that exceeds the cited page limitation for double-spaced pages in the Project Description file or the Appendices file will have the extra pages removed and these pages will not be reviewed.

Page limitations apply to electronically submitted and paper format applications. For applications that are single-spaced and/or one-and-a-half spaced (in whole or in part, except for the exempted elements listed later in this section) and/or use a font smaller than TNR, 12-point, ACF will use a formula to determine the actual number of pages. The formula counts the number of characters an applicant uses when following the instructions and using 12-point TNR and then compares the resulting number with that of the submitted application. For example, an applicant using TNR, 11-point font, with 1-inch margins all around, and single-spacing, would have an additional 26 lines, or 1500 characters, which is equal to 4/5 of an additional page. Extra pages resulting from this formula will be removed and will not be reviewed.

Be sure to print the Project Description and Appendices documents on paper and count the number of pages for each file before submission. Keep the printed copy as a hard copy of your application for your files.

Copies Required

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

Applicants submitting applications in paper format must submit one original and two copies of the complete application, including all Standard Forms and OMB-approved forms. The original copy must have original signatures.

Signatures

Applicants submitting electronic applications must follow the AOR Authorization and E-Biz POC instructions provided at www.Grants.gov.

The original of a paper format application must include original signatures.

Accepted Application Format

With the exception of the required Standard Forms and OMB-approved forms, all application materials must be formatted so that they will print out onto 8 ½" x 11" white paper with 1-inch margins all around. **The Project Description and Appendices files must be numbered separately.** The font size on any scanned documents must be large enough so that it is readable. Do not scan more than one page of a document on a single page. Application pages with two or more pages of a document scanned to it will be removed and will not be reviewed.

Elements Exempted from Double-Spacing Requirements

The following elements of the application submission are exempt from the double-spacing requirements listed earlier in this section: the one-page Project Summary/Abstract, required Assurances and Certifications, required Standard Forms, required OMB-approved forms, resumes, logic models, proof of legal status/non-profit status, contracts, and the Budget Justification. These items may be single-spaced. The Project Summary/Abstract is required to be one single-spaced page in 12-point font with 1-inch margins. The Budget Justification may be single-spaced but must be in 12-point font. Resumes must be in 12-point font, but are not required to be double-spaced. The font size on any scanned documents must be large enough so that it is readable.

ELECTRONIC APPLICATION SUBMISSION INSTRUCTIONS

Applicants are required to submit their applications electronically unless they have requested and received an exemption that will allow submission in paper format. See *Section IV.2. Application Submission Options* for information about requesting an exemption.

Electronic applications will only be accepted via www.Grants.gov. **ACF will not accept applications submitted via email or via facsimile.**

Application Upload Requirements

Each applicant is required to upload ONLY two electronic files, excluding Standard Forms and OMB-approved forms. No more than two files will be accepted for the review, and additional files will be removed. Standard Forms and OMB-approved forms will not be considered additional files.

ACF strongly recommends that electronic applications be uploaded as Portable Document Files (PDFs). One file must contain the entire Project Description and Budget Justification; the other file must contain all documents required in the Appendices. Details on the content of each of the two files, as well as page limitations for each, are listed later in this section.

To adhere to the two file requirement, applicants may need to convert and/or merge documents together using a PDF converter software. Many recent versions of Microsoft Office include the ability to save documents to the PDF format without need of additional software. Applicants using the Adobe Professional software suite will be able to merge these documents together. ACF recommends merging documents electronically rather than scanning multiple documents into one document manually, as

scanned documents may have reduced clarity and readability.

However, ACF understands that all applicants may not have access to this software. Grants.gov offers a listing of several free PDF conversion programs. These programs can be found on Grants.gov by clicking on 'Applicant Resources' on the far left side of the home page, and then by following the link to 'Download Software' near the top of the screen, or by clicking [HERE](#). Free PDF software is available on this page that will allow users to convert and merge PDF documents. As an example, ACF is providing written instructions on downloading and using one type of free software listed at Grants.gov at the following link: [https:// www.acf.hhs.gov/ sites/default/ files/assets/ pdf995 instructions for video.pdf](https://www.acf.hhs.gov/sites/default/files/assets/pdf995_instructions_for_video.pdf). A video demonstrating this process is also available at: <http://www.youtube.com/watch?v=IOly0HwXPsa>. ACF does not endorse any of the software listed on Grants.gov, and applicants are not required to use a specific type of PDF conversion software to submit an application.

NOTE: Applications submitted via www.Grants.gov will undergo a validation check. See *Section IV.2. Application Submission Options* for more information. The validation check can affect whether the application is accepted for review. If an application fails the Grants.gov validation check and is not resubmitted by 11:59 p.m., ET, on the due date, it will not be transmitted to ACF and will be excluded from the review. If an applicant resubmits their application to Grants.gov by 11:59 p.m., ET, on the due date and the application does not pass the validation check, it will not be transmitted to ACF and will be excluded from the review.

Required Standard Forms (SFs) and OMB-approved Forms

Standard Forms (SFs) and OMB-approved forms, such as the SF-424 application and budget forms and the SF-P/PSL (Project/Performance Site Location), are uploaded separately at Grants.gov. These forms are submitted separately from the Project Description and Appendices files. See *Section IV.2. Required Forms, Assurances, and Certifications* for the listing of required Standard Forms, OMB-approved forms, and required assurances and certifications.

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 submit applications using only the supported file formats listed here. While ACF supports all of the following file formats, **we strongly recommend that the two application submission files (Project Description and Appendices) are uploaded as PDF documents in order to comply with the two file upload limitation.** Documents in file formats that are not supported by ACF will be removed from the application and will not be used in the competitive review. This may make the application incomplete and ACF will not make any awards based on an incomplete application.

ACF supports the following file formats:

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

Do Not Encrypt or Password-Protect the Electronic Application Files

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

FORMATTING FOR PAPER APPLICATION SUBMISSIONS:

The following requirements are only applicable to applications submitted in paper format. Applicants must receive an exemption from ACF in order for a paper format application to be accepted for review. See *Section IV.2. Request an Exemption from Required Electronic Application Submission* later in this section under *Application Submission Options* for more information.

Signatures

An original signature of the AOR is required only on the original copy of paper format application submissions. A point of contact on matters involving the application must 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

All application materials must be submitted on 8 ½" x 11" white paper with 1-inch margins. Applications must be in two sections. The first section must contain the entire Project Description and Budget Justification, and the second section must contain all required Appendices. The pages of the two sections must be separately and sequentially numbered.

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

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

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

Addresses for Submission of Paper Applications

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

Page Limitations and Content of the Application for All Submission Formats:

NOTE: ADDITIONAL CB-SPECIFIC INSTRUCTIONS FOR ALL APPLICATIONS UNDER THIS FOA

The Project Description file is limited to 75 pages and must include these items in this order:

1. Table of Contents
2. Abstract
3. Objectives and Need for Assistance
4. Approach
5. Evaluation
6. Organizational Capacity
7. Logic Model
8. Line Item Budget and Budget Justification

The Appendices file is limited to 50 pages and must include these items in this order:

1. Certifications and Assurances

2. Proof of Legal Status (if applicable)
3. Third-party agreements
4. Staff and Position Data (e.g., resumes, job descriptions, organizational charts)
5. Indirect Cost Rate Letter (if applicable)

Do not include Standard Forms or OMB-approved forms as part of the Project Description file or the Appendices file. For electronic applicants, Standard Forms are submitted separately at Grants.gov. Standard Forms and OMB-approved forms are not included in the page limitations.

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-LLL - Disclosure of Lobbying Activities	If applicable, submission of this form is due at the time of application.	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.
Certification Regarding Lobbying	Submission required of all applicants with the application package. If it is not submitted with the application package, it may also be submitted prior to the award of a grant.	Submission of this Certification is required for all applications.
Certification of Filing and Payment of Federal Taxes	Submission of a certification is required prior to award for grantees receiving more than \$5,000,000 in Federal funding for the first budget year of a multi-year project; or for grantees receiving more than \$5,000,000 in Federal funding for a one-year (12 months)	Applicants are advised of the following requirement contained in Section 523 of the "Departments of Labor, Health and Human Services, and Education and Related Agencies Appropriations Act, 2008," (P.L. 110-161, Division G). This requirement remains in effect: Sec. 523. None of the funds appropriated or

	<p>project period; or for grantees receiving more than \$5,000,000 in Federal funding for a multiyear project to be fully funded.</p>	<p>otherwise made available by this Act may be used to enter into a contract in an amount greater than \$5,000,000 or to award a grant in excess of such amount unless the prospective contractor or grantee certifies in writing to the agency awarding the contract or grant that, to the best of its knowledge and belief, the contractor or grantee has filed all Federal tax returns required during the three years preceding the certification, has not been convicted of a criminal offense under the Internal Revenue Code of 1986, and has not, more than 90 days prior to certification, been notified of any unpaid Federal tax assessment for which the liability remains unsatisfied, unless the assessment is the subject of an installment agreement or offer in compromise that has been approved by the Internal Revenue Service and is not in default, or the assessment is the subject of a non-frivolous administrative or judicial proceeding. [Emphasis Added]</p> <p>Accordingly, if applicants request more than \$5 million in Federal funds for the first budget year of a multiyear project to be funded in FY 2010, or as a multiyear project to be fully funded in FY 2010, the applicant will be required to submit a certification complying with the requirements, prior to receiving an award.</p>
<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>SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances -</p>	<p>Submission is required for all applicants when applying for a non-construction project. Standard Forms must be used. Forms must be submitted by the</p>	<p>Required for all applications when applying for a non-construction project. By signing and submitting the SF-424B, applicants are making the appropriate certification of their compliance with all federal statutes</p>

Non-Construction Programs	application due date.	relating to nondiscrimination.
DUNS Number (Universal Identifier) and Systems for Award Management (SAM) registration.	<p>A DUNS number is required of all applicants.</p> <p>To obtain a DUNS number, go to http:// fedgov.dnb. com/ webform.</p> <p>Active registration at the Systems Award Management (SAM) website must be maintained throughout the application and project award period.</p> <p>SAM registration is available at http://www.sam.gov.</p>	<p>A DUNS number and SAM registration are eligibility requirements for all applicants.</p> <p>See <i>Section III.3. Other</i> for information on obtaining a DUNS number at http:// fedgov. dnb. com / webform and registration at SAM.gov at http://www.sam.gov.</p>
Survey on Ensuring Equal Opportunity for Applicants	<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>Private, non-profit 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>

NOTE: ADDITIONAL CB-SPECIFIC PROJECT REQUIREMENTS OF ALL APPLICANTS UNDER THIS FOA

The applicant's signature on the application constitutes its assurance that it will comply with the following requirements:

Have the project fully functioning as described in applicant’s timeline within 90 days following the notification of the award.

Participate in Federally-funded cross-site evaluation and technical assistance contract activities that relate to this funding opportunity announcement.

Allocate sufficient funds in the budget to support required travel: a) Within three months after the award, the project director, child welfare liaison (if different from the project director), evaluator and/or other key staff must attend a 2- to 3-day kick-off meeting in Washington, DC. and b) The project director, the child welfare agency liaison (if different from the project director) and the evaluator and/or other key staff must attend the annual grantee meeting, usually held in the spring, in Washington, DC.

Submit all performance indicator data, program, evaluation, and financial reports in a timely manner (see Section VI.3), in the recommended formats (to be provided). CB prefers and will accept the interim and final reports and attachments on disk or electronically using a standard word-processing program; however, grantees are required to provide the original and two copies of performance progress and final reports.

CB reserves the right to secure and distribute grantee products and materials, including copies of journal articles written by grantees about their grant projects.

- Submit an original and two copies of the final program/evaluation report and any program products to CB within 90 days of project end date.
- (if applicable) Archive data from the program evaluation with the National Data Archive on Child Abuse and Neglect within 90 days of the termination of federal funding for the project. The applicant's Institutional Review Board and research participants should be made aware that the data from the project will be archived and made available to other researchers after personal identifiers have been removed. Archiving will involve providing individual respondent data in electronic form and the accompanying documentation, including the codebook, the final report, and copies of the research instruments, as appropriate. A manual describing the guidelines of the *Archive, Depositing Data with the National Data Archive on Child Abuse and Neglect: A Handbook for Contributors*, is available from the Archive directly at the Family Life Development Center, MVR Hall, Cornell University, Ithaca, NY 14853 (phone: (607) 255-7799), from the Archive website at <http://www.ndacan.cornell.edu>, or from the Child Welfare Information Gateway website at <http://childwelfare.gov>
- All grantee materials, products, publications, news releases, etc. will include this notice: Funded through the Department of Health and Human Services, Administration for Children and Families, Children's Bureau, Grant #_____ The contents of this publication do not necessarily reflect the views or policies of the funders, nor does mention of trade names, commercial products or organizations imply endorsement by the U.S Department of Health and Human Services. This information is in the public domain. Readers are encouraged to copy and share it, but please credit _____

Take the needs of lesbian, gay, bisexual, transgender, and questioning youth into consideration in the program design. Applicants consider how their programs will be inclusive of and non-stigmatizing toward such participants. If not already in place, applicants and, if applicable, sub-awardees should establish and publicize policies prohibiting harassment based on race, sexual orientation, gender, gender identity (or expression), religion, and national origin. The submission of an application for this funding opportunity constitutes an assurance that applicants have or will have such policies in place prior to receiving the award. Awardees should ensure that all youth serving staff are trained to prevent and respond to harassment or bullying in all forms. Programs serving youths should be prepared to monitor claims, address them seriously, and document their corrective action(s) so all participants are assured that programs are safe, inclusive, and non-stigmatizing by design and in operation. In addition, any sub-awardees or subcontractors: have in place or will have in place, within 30 days of grant award, policies prohibiting harassment based on race, sexual orientation, gender, gender identity (or expression), religion, and national origin; will enforce these policies; will ensure that all staff will be trained prior to program implementation on how to prevent and respond to harassment or bullying in all forms, and; have or will have, within 30 days of grant award, a plan to monitor claims, address them seriously, and document their corrective action(s).

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

Part I: The Project Description Overview

Purpose

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. It should address the activity for which federal funds are being requested, and should be consistent with the goals and objectives of the program as described in *Section I. Funding Opportunity Description*. Supporting documents should be included where they can present information clearly and succinctly. When appropriate, applicants should cite the evaluation criteria that are relevant to specific components of their project description. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

General Expectations and Instructions

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

Part II: General Instructions for Preparing a Full Project Description

Introduction

Applicants must prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria in *Section V.1. Criteria*. The text options give a broad overview of what the project description should include while the evaluation criteria identify the measures that will be used to evaluate applications.

Table of Contents

List the contents of the application including corresponding page numbers. The table of contents must be single spaced and will be counted against the total page limitations.

Project Summary/Abstract

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

Please place the following at the top of the abstract:

- Project Title
- Applicant Name

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

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

Objectives And Need For Assistance

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance including the nature and scope of the problem must be demonstrated, and the principal and subordinate objectives of the project must be clearly and concisely stated; supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as well as data describing the needs of the target population and the proposed service area as needed. When appropriate, a literature review should be used to support the objectives and needs described in this section.

Approach

Outline a plan of action that describes the scope and detail of how the proposed project will be accomplished. Applicants must account for all functions or activities identified in the application. Describe any design or technological innovations, reductions in cost or time, or extraordinary social and/or community involvement in the project. Provide a list of organizations, cooperating entities, consultants, or other key individuals that will work on the project, along with a short description of the nature of their effort or contribution.

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

NOTE: CB-SPECIFIC REQUIREMENTS OF ALL APPLICANTS

Applicants are to submit an application for the activities to be performed in the planning grant (Phase I). The strongest applications for the planning grants will be those that demonstrate understanding of the two Phase process, present information on the activities to be completed during the planning grant (Phase I), and describe how the planning process will lead to the data and information needed to submit a competitive application (in 2015) for implementation funding (Phase II). Applicants must address all of the core activities to be completed during Phase I (such as data mining and refining the target population) and explain how findings/results of those activities will lead to the development of a strong plan for Phase II (e.g., an application that demonstrates the applicant's ability to identify and select youth/young adults most "at risk"). Applicants must understand how the activities of the two planning phases can be utilized to create the best possible set of circumstances to implement the project.

Applicants should clearly describe how the intervention model can be applied to reach the core outcomes across the three engagement points.

Applicants should describe how the system improvements and interventions identified will recognize the broad impact of trauma on a young person, from the internalizing and externalizing behavior they may present, to the impact on everyday functioning, to their ability to access services. Proposals should also describe plans for incorporating a positive youth development framework to develop the skills and abilities that can impact the four core outcome areas, including the involvement of youth/young adults in all aspects of the project.

Applicants should demonstrate how making systemic adjustments or changes will mean new and improved services for youth that makes sense at each of the three points of engagement. Applicants should also demonstrate an understanding of how the system or agency's strategy for making improvements for the most vulnerable population of youth means being prepared to intervene at each of the three points of engagement, and therefore builds a comprehensive strategy for the agency or system. The applicant should also articulate whether and how the intervention framework may need to be adjusted to accommodate differences in approach for the three points of engagement.

Applicants should also demonstrate plans to use the best available scientific evidence to make impacts in education or employment; to implement interventions that improve the young person's ability to develop and maintain healthy, stable, positive relationships with peers and adults; and to use effective interventions to make long-term improvements in social and emotional well being for these youth.

Applicants must present a plan as well as articulate their willingness for flexibility in making improvements over the course of the planning period. (See Project Phases—Two Distinct Competitions for Funding in this section, Section IV.2)

Target Population Analysis and Conditions

Applicants are expected to provide preliminary data and information about the target population that demonstrates a full understanding of youth at EACH engagement point for intervention.

A comprehensive knowledge of the data available, the limitations, and other factors that will speed or hinder the analysis is required at time of application. This includes detailed agreements that signal how the applicant will secure the needed data, who will be responsible for analysis, their experience in this work, and how the data analysis will inform and help refine the effective interventions to be developed and/or implemented.

Applicants must also identify how the data analysis will be used across the community, and specifically with partnering agencies and organizations, to facilitate the alignment of individual programs and interventions towards the comprehensive approach envisioned in this funding announcement.

Adolescents who Enter Foster Care between Ages 14 and 17

Since these children are in foster care, the applicant should have access to extensive data for analysis about this population. Applicants should prepare an in-depth analysis that supports their ability to demonstrate access to this data and their ability to analyze it for the initial application for this project. For example, applicants should be able to identify key elements that are critical to understanding their population of youth who are in foster care at age 14 to 17 and what their trajectory will be during this time (i.e., reunification, aging out, adoption). Based on these data, applicants are expected to utilize the intervention model framework to determine what knowledge (or other data) exists about the risk and protective factors at this engagement point.

The presentation of the data should reflect the total child welfare population and then the preliminarily subpopulation identified as the most "at-risk" for future homelessness. As mentioned above, data are to be provided in this application primarily to: 1) show evidence that the applicant has access to the most appropriate data that can be used to identify the most at-risk youth between the ages of 14 and 17 in child welfare; and 2) to show that the applicant has the capacity, knowledge, and skills to conduct a meaningful data analysis of a population of youth. In addition to providing the preliminary data for this application, the applicant should identify the data analysis plan for the planning phase for youth at this engagement point.

Young Adults Aging Out of Foster Care

To understand youth who are aging out of foster care, applicants should present information similar to what they presented for youth in foster care as described above, including the sources of data. Additionally, they should present information specific to the experiences of this population.

In addition to presenting these data in the application, a preliminary analysis of the most “at-risk” youth should be presented and supported. The applicant should also identify the data analysis plan for the planning phase for youth at this engagement point.

Homeless Youth with Foster Care Histories Up to 21

For understanding the target population at this point of engagement, applicants are expected to consider that there are two similar, though not identical, subpoints of engagement—those under the age of 18 and young adults age 18 to 21. Applicants must address any concerns or issues arising from serving homeless youth under 18 outside of the foster care system, if the applicant plans to do so. Applicants must describe how services and supports, and where they are organized in the youth serving system, will be provided to this population of young adults to address their needs.

Applicants should present what information is available, such as the number of youth in the community estimated at this point of engagement and their demographics/characteristics. Additionally, the applicant should identify the plan for collecting additional data and analyzing those data during the planning phase. This should include a preliminary plan to determine eligibility of youth at this point of engagement and how to determine that they were in the foster care system.

Demonstrating Capacity in Each Outcome Area

Applicants must give an overview of the current services being provided to young adults including who the services are targeted to and how many young adults are being served by the program/services at each point of engagement. Proposals should present a preliminary plan to tie evidence-based, evidence-informed, and adaptations of evidence-based services for other population to the needs that have been appropriately assessed for each of the four outcome areas for the target population.

For each of the outcome areas, the applicant must present preliminary information on:

- How youth will be screened and assessed for risk factors and protective factors and to determine needs;
- Current service gaps, with particular attention paid to the heterogeneous characteristics of youth at each point of engagement;
- Where evidence-based services are not currently being provided, the plans to incorporate them or evidence-based services adapted to the target population into the service array (i.e., contract with service providers, develop relationships with community providers) to ensure the full range of evidence-based services will be offered to youth;
- What evidence-based, evidence-informed, or adapted evidence-based services will be available to youth and which ones will be developed; and
- What local public-private resources will be cultivated and strengthened.

Stable Housing

Stable housing is a critical outcome of this grant. In the application, the applicant must demonstrate they have a plan to: 1) identify and evaluate the effectiveness of the housing and placement resources for the at-risk youth/young adults targeted by the intervention; and 2) based on the assessment of their effectiveness and ability of the placement and/or housing type to meet the needs of the target population, develop a concrete plan for securing an extended range of housing options for the youth/young adults appropriate to each engagement point.

The application should preliminarily describe how the applicant will continuously develop and refine the range of housing options needed by the youth/young people to prevent their future homelessness or to decrease their likelihood of long-term homelessness.

Housing arrangements must be preliminarily identified in the application is to include more than one type of housing (e.g. a vacant housing building with the capacity to house 50 young people would be unacceptable). Applicants will be evaluated on the strengths of preliminarily identified housing resources

and types of housing, and how the resources are applicable to this population. The application is also to include a plan to develop the housing resources designed to achieve the outcome of stable housing.

Applicants must describe the plan to coordinate with the full array of housing supports and resources, including supports funded through the Family Youth Services Bureau (FYSB), that will be used to increase stable housing.

Permanent Connections

Applicants should demonstrate a clear understanding of the impact of abuse and neglect on the ability of youth to form and maintain healthy relationships.

Applicants should also describe the barriers to forming healthy relationships and permanent connections for the youth at each point of engagement, discuss the impact of the barriers, and provide a plan for building healthy relationships with peers and forming permanent connections with adults. Applicants should describe the plan to use evidence-based, evidence-informed, adapted evidence-based and promising practices. Applicants should describe the community, school, and social network connections available in the jurisdiction. Additionally, proposals should include preliminary plans to connect the young people at each of the three points of engagement to their communities, schools and other positive social networks that are resources in the local area, and demonstrate that there are strong partnerships with community stakeholders in order to fulfill that requirement.

Social and Emotional Well-being

Applications must articulate the need for systemic, family and individual level policies to be developed or reconfigured. The applicant must also describe any current interventions or policies in place that should be aligned to provide the well-being related services required in the FOA.

Education/Employment

Applicants should describe current resources and partnerships available to support connecting youth/young adults to employment and education and how they need to be aligned during the planning phase to support the goal(s) of Phase I.

Applicants should also describe where the gaps exist in the effective services and supports to attach youth/young adults to education and employment.

Other Transition-Age Specific Supports

Chafee Foster Care Independence Program

Applicants must provide an overview of the Chafee services provided at the state and local level and how these funds are distributed. Applicants must provide information on the referral of youth/young adults to Chafee services, how these referrals are tracked, what services are provided and who receives the services. Applicants must provide information on which youth are least likely to receive these services and the reasons for the lack of services.

Applicants are to provide information on Chafee eligibility for youth at each point of engagement as described in this funding announcement. Where Chafee services are not currently situated to provide the types of services articulated under this funding announcement, applicants are to articulate how the planning phase will be used to align services.

National Youth in Transition Database

Applicants must provide preliminary information on the status of the implementation of NYTD in their state and county (if the applicant is a local agency). This includes information on the services provided to youth and analysis of the data regarding what services are currently being provided to youth/young adults by the agency. This information should align with the data analysis conducted as part of this FOA. Information on how NYTD has informed the service context in the state or county is also expected.

Health Insurance

Applicants are expected to provide information on the health insurance services and supports provided to young adults who have aged out of foster care and align the plan to this work with the goals of this FOA. Applicants are also expected to outline any preliminary steps that have been completed to implement this provision of the Affordable Care Act.

Financial Capability

Applicants should describe any work that is being conducted for youth in foster care to support financial capability (including IDAs) and any data to support its effectiveness and the plan aligns this work with the goals of this FOA. Applicants should also discuss any plans to implement financial capability programs as part of their interventions.

Other Services and Support for the Target Population

Applicants must describe the established partnerships with any community members and any other work being conducted by private foundations or others. The partnerships identified should be linked to the needs of the target population and the interventions to be implemented. Applicants must provide information that supports the community partners to target interventions to the most at-risk youth.

Applicants must also describe the services available to homeless youth/young adults in the identified jurisdiction, funded by FYSB or other funders.

Expectations of Applicants that are not the Child Welfare Agency

If the primary applicant responsible for administering the grant is not the child welfare agency, the applicant must document a strong partnership with the child welfare agency(ies) with responsibility for administering the child welfare program(s) in the targeted geographical area(s) and the court(s) having jurisdiction over the targeted child welfare population. This documentation must include the following:

- Letter(s) of commitment or MOU(s) from the relevant child welfare agency(ies) and court(s), which describe, in detail, the roles and responsibilities of the project partners;
- Evidence that the relevant child welfare agency(ies) and court(s) fully understand, are fully committed to the proposed project, and demonstrate a willingness to be fully engaged in the activities that are described in the application;
- Evidence that the relevant child welfare agency(ies) and court(s) will follow through on these commitments, regardless of changes in administration, economic status, or other foreseeable factors; and
- Any other evidence that would demonstrate the full commitment of the relevant child welfare agency(ies) and court(s) (including the appropriate agency with oversight over youth involved in juvenile justice) to making the proposed project a success.

Phased Planning and Implementation

For this FOA, applicants will need to articulate both a capacity for success in all of the components of the Phase I and how this planning phase will create the capacity to carry out the implementation activities during Phase II.

Applicants should submit an application based on the knowledge and activities to be conducted during Phase I with acknowledgement of how these activities will provide them with the information for their application for Phase II.

Project Timeline and Milestones

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

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

Funded Activities Evaluation Plan

Applicants must describe the plan for rigorous evaluation of funded activities. The evaluation must be supported by a logic model. The evaluation must assess processes and progress towards the goals and objectives of the project, and whether the project is having the expected effects and impacts. The evaluation plan must specify expected outcomes and any research questions. The plan must discuss how the results of this evaluation will provide greater understanding and improvement of the funded activities. The plan must include a valid and reliable measurement plan and sound methodological design. Details regarding the proposed data collection activities, the participants, and data management, and analyses plans must be described. Applicants must describe any potential obstacles foreseen in implementation of the planned evaluation and how those obstacles will be addressed.

NOTE- CB-SPECIFIC REQUIREMENTS OF ALL APPLICANTS

Applicants awarded for Phase I funding **are expected to participate in process evaluation of the planning activities** conducted during the 24 months of the grant. Also, during the 24 months, an evaluation plan is to be developed, refined, and finalized. This evaluation plan should be suitable for submission with a subsequent application for Phase II (implementation funding).

For the planning grants, applicants are to describe their approach to develop the evaluation plan concurrently with the other activities of the planning grant. Therefore, resources for the appropriate staff to conduct the work should be allocated in the grant. These staff should have the capacity to 1) assist with data mining and analysis to better understand the target population, 2) participate in evaluation technical assistance activities offered to the grantee and serve as liaison to the Federal cross-site evaluation and technical assistance team, 3) assist in the development and refinement of the measurement tools to be used, and 4) develop a rigorous evaluation plan suitable for Phase II.

Sites will work with a federally-funded, cross-site evaluation and technical assistance team in: 1) the evaluation of grantees' progress and success in meeting Phase I requirements; and 2) the development of all phases of their evaluation design, including the identification of target populations, development of logic models, identification of core research questions to be addressed, evaluation methodology, instrumentation, and data collection. The role of this cross-site team in Phase I will be to support local site staff in developing the strongest possible evaluation plans for Phase II, and to bring alignment across the sites that move to Phase II in terms of core research questions, outcomes, methodologies, and instrumentation. The degree to which such alignment is possible will be determined over the course of Phase I. Sites shall not commit contractually to use any particular set of instruments for evaluation work prior to Phase I. In addition, the cross-site team will conduct a process evaluation of Phase I activities that all grantees must participate in that includes use of common measures and instruments.

For the Phase I planning grant, applicants will provide the following information as part of their application.

Logic Model

Applicants are expected to provide a preliminary logic model for the project for the target population at each point of engagement with activities to support the four core outcomes (stable housing, permanent connections, education/employment, and social and emotional well-being). The logic model will be refined during Phase I. Elements of the USICH's preliminary intervention framework should be included wherever possible and appropriate.

A logic model is a tool that presents the conceptual framework for a proposed project and explains the linkages among program elements. While there are many versions of the logic model, they generally summarize the logical connections among the needs that are the focus of the project, project goals and objectives, the target population, project inputs (resources), the proposed activities/processes/outputs directed toward the target population, the expected short- and long-term outcomes the initiative is designed to achieve, and the evaluation plan for measuring the extent to which proposed processes and outcomes actually occur. See https://www.childwelfare.gov/management/effectiveness/logic_model.cfm for information and resources to develop a logic model.

Theory of Change

Applicants are expected to provide a preliminary theory of change for the project. The theory of change will guide the work of the project. The theory of change will be refined during Phase I.

Third-Party Evaluator

All projects funded in Phase II will have a rigorous evaluation. Phase I activities will include the development of a rigorous evaluation design for the Phase II intervention. Therefore, the applicant must have staff with the capacity to assist in the development of the intervention and the evaluation plan during Phase I. If the applicant does not have the in-house capacity to conduct an objective, comprehensive evaluation and complete data collection that will be required by the project in Phase II, the applicant must propose a plan to contract with an external evaluator. Phase I will also require grantee involvement in a cross-site process evaluation of Phase I planning activities, for which grantees will be required to provide information, in some cases using common measures and instruments across all sites.

Evaluation Plan

In summary, in Phase I, applicants must submit their plan to develop the evaluation plan to be used in Phase II and participate in the cross-site evaluation. To develop the plan, applicants should be aware of the following expectations for evaluation in Phase II. Applicants who will be the most competitive in the second application for funding (in 2015) will have an evaluation plan that will be composed of an: 1) outcome evaluation, 2) implementation (process) evaluation, and 3) a cost analysis.

Geographic Location

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

Legal Status of Applicant Entity

Applicants must provide the following documentation:

Non-profit organizations applying for funding are required to submit proof of their non-profit status. Proof of non-profit status is any one of the following:

- A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code.
- A copy of a currently valid IRS tax-exemption certificate.

- A statement from a state taxing body, state attorney general, or other appropriate state official certifying that the applicant organization has non-profit status and that none of the net earnings accrue to any private shareholders or individuals.
- A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status.
- Any of the items in the subparagraphs immediately above for a state or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

When applying electronically, it is strongly suggested that the applicant attach proof of non-profit status with the electronic application.

Logic Model

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

Project Sustainability Plan

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

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

Organizational Capacity

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

- Organizational charts;
- Resumes (no more than two single-spaced pages in length);
- Curricula Vitae (CV);
- Biographical Sketches (short narrative description);
- Copy or description of the applicant organization's fiscal control and accountability procedures;
- Evidence that the applicant organization, and any partnering organizations, have relevant experience and expertise with administration, development, implementation, management, and evaluation of programs similar to that offered under this announcement;
- Evidence that each participating organization, including partners and/or subcontractors, possess the organizational capability to fulfill their role(s) and function(s) effectively;
- Job descriptions for each vacant key position.

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.

Third-Party Agreements

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

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

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, according to the directions provided with the SFs. The budget justification consists of a budget narrative and a line-item budget detail that includes detailed calculations for "object class categories" identified on the Budget Information Standard Form.

Project budget calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching or cost sharing is a requirement, applicants must include a detailed listing of any funding sources identified in Block 18 of the SF-424 (Application for Federal Assistance). See the table in *Section IV.2. Required Forms, Assurances, and Certifications* listing the appropriate budget forms to use in this application.

***Special Note:** The Consolidated Appropriations Act, 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 benefits 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 budget justification using the 424A and/or 424C, as applicable, for each year of the proposed project. Provide a budget justification, which includes a budget narrative and a line-item detail, for each year of the proposed project. The budget narrative should describe how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

NOTE- CB-SPECIFIC INFORMATION

Applicants are allowed to designate grant funds to secure or purchase the appropriate technical assistance needed to complete Phase I planning activities.

General

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

Personnel

Description: Costs of employee salaries and wages.

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

Fringe Benefits

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

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

Travel

Description: Costs of out-of-state or overnight project-related travel by employees of the applicant organization. Do not include in-state travel or consultant travel.

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

Equipment

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

Justification: For each type of equipment requested applicants must provide a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use of the equipment in the project; as well as a plan for the use, and/or disposal of, the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy, or section of its policy, that includes the equipment definition.

Supplies

Description: Costs of all tangible personal property other than that included under the Equipment category. This includes office and other consumable supplies with a per-unit cost of less than \$5,000.

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

Contractual

Description: Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include third-party evaluation contracts, if applicable, and contracts with secondary recipient organizations (with budget detail), including delegate agencies and specific project(s) and/or businesses to be financed by the applicant. This area is not for individual consultants.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open, and free competition. Recipients and subrecipients, other than states that are required to use 45 CFR Part 92 procedures, must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed by 41 U.S.C. § 134 and 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 contractor/sub-contractor, by agency title, along with the same supporting information referred to in these instructions. If the applicant plans to select the contractors/sub-contractors post-award and a detailed budget is not available at the time of application, the applicant must provide information on the nature of the work to be delegated, the estimated costs, and the process for selecting the delegate agency.

Other

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

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

Indirect Charges

Description: Total amount of indirect costs. This category 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.

Program Income

Description: The estimated amount of income, if any, expected to be generated from this project. Program income includes, but is not limited to, income from fees for services performed, the use or rental of real or personal property acquired under federally-funded projects, the sale of commodities or items fabricated under an award, license fees and royalties on patents and copyrights, and interest on loans made with award funds.

Justification: Describe the nature, source, and anticipated use of program income in the budget or refer to the pages in the application that contain this information.

Paperwork Reduction Disclaimer

As required by the Paperwork Reduction Act of 1995, 44 U.S.C. §§ 3501-3521, the public reporting burden for the Project Description is estimated to average 60 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection information. The Project Description information collection is approved under OMB control number 0970-0139, which expires 10/31/2015. 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

- Additional guidance on the submission of electronic applications can be found at http://www.grants.gov/applicants/get_registered.jsp.
- 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 always retain Grants.gov Contact Center service ticket number(s) as they may be needed for future reference.
- **Contact with the Grants.gov Contact Center prior to the listed application due date and time does not ensure acceptance of an 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 application has been successfully submitted to www.Grants.gov, it still must pass a series of validation checks. After an application is submitted, Grants.gov generates a submission receipt via email and also sets the application status to "Received." This receipt verifies that 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 opportunity is still open, and 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 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 are transmitted to ACF, will be acknowledged.

Applicants will be provided with an acknowledgement from 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 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 that must state that the applicant qualifies for the exemption for one of the two following reasons:

- Lack of Internet access or Internet connection, or
- Limited computer capacity that prevents the uploading of large documents (files) 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.

Requests for exemption from required electronic application submission will be acknowledged with an approval or disapproval.

Requests that do not state one of the two listed reasons will not be approved.

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 must request a new exemption from required electronic submission for any succeeding FFY.

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

All exemption requests must include the following information:

- 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 (i.e., the Point of Contact), and
- The reason for which the applicant is requesting an exemption from electronic application submission. The request for exemption must state one of the following two reasons: 1) lack of

Internet access or Internet connection; or 2) 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 the preceding section on "Request an Exemption from Required Electronic Application Submission."

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

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: **07/22/2013**

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.

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

Mailed Paper Format Applications

The deadline for 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

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

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 receipt of a paper format application

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

IV.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.

Note: Costs incurred for grant application preparation are not considered allowable costs under an award and may not be included in the project budget or budget justification.

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

CB Operations Center
c/o Lux Consulting Group
8405 Colesville Road, Suite 600
Silver Spring, MD 20910

Hand Delivery

CB Operations Center
c/o Lux Consulting Group
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

Please note: Reviewers will not access, or review, any materials that are not part of the application documents. This includes information accessible on websites via hyperlinks that are referenced, or embedded, in the application. Though an application may include web links, or embedded hyperlinks, reviewers will not review this information as it is not considered to be part of the application documents. Nor will the information on websites be taken into consideration in scoring of evaluation criteria presented in this section. Reviewers will evaluate and score an application based on the documents that are presented in the application and **will not** refer to, or access, external links during the objective review.

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

Objectives and Need for Assistance

Maximum Points: 10

In reviewing the objectives and need for assistance, reviewers will consider the extent to which:

1. The application demonstrates an understanding of the goals and objectives of this FOA.
2. The application demonstrates a thorough understanding of the need to develop, implement, and evaluate an intervention model for youth/young adults with involvement with the foster care system.
3. The applicant demonstrates an understanding of the importance of developing the knowledge-base about an intervention model and why this information is needed to influence the field to promote the safety, permanency, and well-being of youth/young adults.

Approach

Maximum Points: 45

In reviewing the approach, reviewers will consider the extent to which:

Reflects the Correct Process/Mechanism of this FOA

1. The applicant clearly demonstrates that they understand the purpose of Phase I (planning). The applicant's activities are allowable activities of the planning phase. The applicant's activities provide a solid process to prepare the applicant to submit a solid application for Phase II (implementation funding).
2. The application articulates the willingness to be flexible in making improvements over the course of the planning period and articulates their understanding of the planning and implementation phases of the project.

Theory of Change and Logic Model

3. The applicant provides a reasonable preliminary theory of change for the project (Phase II) and articulates the connection between the theory of change and the intervention framework. The applicant provides a preliminary logic model for the project (Phase II) that is consistent with the theory of change and the intent of the FOA. The applicant provides a reasonable plan to revise and finalize these documents during Phase I.

Demonstrates Knowledge of/Ability to Refine the Target Population

4. The application provides preliminary data and information about the target population that demonstrates a full understanding of the youth/young adults at EACH engagement point for intervention. The applicant present a comprehensive picture of the knowledge of the data available, the limitations, and other factors that will speed or hinder the analysis is required at time of application. The application includes detailed agreements that signal how the applicant will secure the needed data, who will be responsible for analysis, their experience in this work. The application provides detailed information on how this data analysis will inform and help refine the effective interventions to be developed and/or implemented. The applicant provides a detailed plan to continue the data analysis during the planning phase (Phase I).

Incorporates Each Element of the Intervention Framework

5. The application describes a detailed preliminary plan on how the intervention framework is to be used to intervene in the three points of engagement to achieve core outcomes and builds a comprehensive strategy for the agency or system. For the planning phase (Phase I), the applicant describes an appropriate plan to finalize the services and structure of the project.
6. The application preliminarily identifies those most at-risk of homelessness at each point of engagement using risk factors and protective factors as the basis for analysis. For the planning phase (Phase I), the applicant describes a plan to continue to refine the identification of the most at-risk.
7. The application describes how the project will use valid and reliable screening and assessment, at the beginning of services and on an ongoing basis, to plan for and make adjustments to interventions/services for the target populations. For the planning phase, the applicant provides a detailed plan to evaluate and finalize the use of screening and assessment tools to identify at-risk youth/young adults for participation and to target services at entry and at appropriate intervals.
8. The application clearly describes how the project's interventions will be evidence-based, evidence-informed, adapted evidence-based, and culturally appropriate. For the planning phase, there is a sound plan to continue to identify, develop, reprogram and/or refine the most appropriate evidence-based, evidence-informed, adapted evidence-based and culturally appropriate services, for the target population.
9. For each of the core outcomes (stable housing, permanent connections, social-emotional well-being, and education/employment), the applicant presents overall information on the resources and supports currently available in the community. The application ties this information to risk and protective factors

for at-risk youth/young adults; the effectiveness/ineffectiveness and evidence-base of current services, and service gaps. The application provides a reasonable plan to conduct a more in-depth assessment during the planning phase (Phase I) to determine how appropriate the services and supports in the categories of the four core outcomes are tailored to the needs of the target population and reflect effective services where possible.

10. For stable housing, the application presents a concrete preliminary plan for securing an extended range of housing options appropriate to youth at each engagement point. The application provides a detailed plan to continue to develop and refine the range of housing options for those at greatest risk of long-term homelessness.

11. The application describes the plan for incorporating a positive youth development framework to develop the skills and abilities for impacting the four core outcome areas, including the involvement of youth/young adults in all aspects of the project.

Proposes an Appropriate Package of Services/Interventions

12. The applicant clearly describes the status of the implementation of NYTD in their state and county (if the applicant is a local agency), including an analysis of the data regarding what services are currently being provided to youth/young adults by the agency. The applicant provides detailed information on how NYTD has informed the service context in the state or county.

13. The applicant provides a meaningful preliminary plan to determining how to refer and select eligible youth/young adults into the intervention. The preliminary plan helps to develop the sources of referral, create a referral process, and test the referrals of youth/young adults at each point of engagement.

14. The application documents an understanding of how services provided to youth/young adults should fit well with the assessed needs, characteristics, and preferences of the youth. The application articulates why it is important for services/interventions to be delivered in a way that is sensitive to the young person's identity and culture.

15. The applicant identifies the plan on how the data analysis and related work will be used across the community, and specifically with partnering agencies and organizations, to facilitate the alignment of individual programs and interventions towards the comprehensive approach envisioned in this funding announcement.

Proposes Appropriate Systems Adjustments

16. The applicant provides a concise overview of the Chafee services provided (including work around health insurance and improving financial capability) at the state and local level and how these funds are distributed, including the referral of youth/young adults to Chafee services, how these referrals are tracked, what services are provided, and who receives the services. The applicant provides information on which youth/young adults are least likely to receive these services and the reasons for the lack of services. The applicant provides a plan to evaluate, reconfigure, and/or create new Chafee services (including health insurance and improving financial capacity) to align with this work.

17. The application clearly defines the geographic area to be served by the grant. The application includes information on the child welfare system, how it is operated, and other important factors that support the applicant's ability to create systems change within the target area.

18. The state, county, or tribal child welfare agency is the lead agency or a key partner and will take an active role in the project throughout the entire length of the project. This is documented by concrete resources and activities the child welfare agency will engage in that indicate the child welfare agency will be a change partner.

19. The application describes in detail how the system improvements and interventions identified will recognize the broad impact of trauma on a young person, from the internalizing and externalizing behavior they may present, to the impact on everyday functioning, to their ability to access services.

Partnerships

Maximum Points: 20

In reviewing the partnerships demonstrated, reviewers will consider the extent to which:

1. The applicant leverages strategic partnerships with philanthropic entities, foundation, and business communities based on their expertise, resources, and other assets related to achieving the goals of this initiative. There are letters of commitment or memoranda of understanding, for the planning phase of this project, from any of these entities that will be partners or collaborators.
2. The applicant demonstrates strong partnerships with community-based/non-governmental entities (including those that may or may not receive federal funds), such as Runaway and Homeless Youth Basic Center Programs, Runaway and Homeless Youth Transitional Living Programs, Runaway and Homeless Youth Street Outreach Programs, Continuums of Care, employment or subsidized employment agencies, substance abuse treatment entities, health care entities, dating/domestic violence prevention entities, mental health service entities, child care agencies, and others based on their expertise. There are letters of commitment or memoranda of understanding, for the planning phase of this project, from any of these organizations, agencies, or consultants that will be partners, subcontractors, or collaborators. This information includes descriptions of the organizational capability, effective management, coordination of activities, roles, responsibilities and time commitments.
3. The applicant demonstrates strong partnerships with state and/or local governmental entities, including education (i.e., local education agencies, schools, etc.), Temporary Assistance for Needy Families, juvenile and family court system, county and/or city leadership (i.e., Mayor's office, etc.) and others based on their expertise. There are letters of commitment or memoranda of understanding, for the planning phase of this project, from any of these entities that will be partners, subcontractors, or collaborators. This information includes descriptions of the organizational capability, effective management, coordination of activities, roles, responsibilities and time commitments.

Evaluation

Maximum Points: 10

In reviewing the information provided by the applicant to develop an appropriate plan for evaluation, reviewers will consider the extent to which:

1. The applicant proposes appropriate activities for the evaluation design work to be conducted in the planning phase, including their relationship with the cross-site evaluation and technical assistance team.
2. The application includes a solid plan to develop and finalize an evaluation design to make the applicant competitive for Phase II funding. The plan includes reasonable timelines and approaches to developing a valid evaluation design. The plan also includes activities for an outcome and implementation evaluation and a cost analysis.
3. The applicant demonstrates that there is a qualified and appropriate team in place to develop an evaluation for the planning phase to: 1) assist with data mining and analysis to better understand the target population, 2) participate in evaluation technical assistance activities offered to the grantee and serve as liaison to the cross-site technical assistance team, 3) assist in the development and refinement of the measurement tools to be used, and 4) develop a rigorous evaluation plan suitable for Phase II.
4. The applicant provides convincing information that they have the in-house capacity to develop a plan to conduct an objective and rigorous evaluation of the project or presents a sound plan for contracting with a qualified third-party consultant(s). The proposed consultant(s) has sufficient experience with research and/or evaluation, understands the population of interest, and demonstrates the necessary independence from the project to assure objectivity. Note: in order to

avoid potential conflicts of interest, local staff and consultants are precluded from also participating as a member of the cross-site evaluation and technical assistance team.

Organizational Profiles

Maximum Points: 10

In reviewing the organizational profiles, reviewers will consider the extent to which:

1. The applicant's organization has relevant experience and expertise with administration, development, implementation, management, and evaluation of proposed systems-level interventions. The lead organization possesses the organizational capability to fulfill its roles and functions effectively during the planning phase.
2. The proposed project director and key project staff demonstrate sufficient relevant knowledge, experience, and capabilities to effectively institute and manage a planning project of this size, scope, and complexity. The role, responsibilities, and time commitments of each proposed project staff position is clearly defined (e.g., job description) and appropriate to the planning phase for this project.
3. There is a sound management plan for achieving the objectives of the planning phase on time and within budget, including clearly defined responsibilities, timelines, and milestones for accomplishing planning tasks and ensuring quality. The plan clearly defines the role and responsibilities of the lead agency.
4. The lead organization has a documented history of serving transition-aged youth/young adults with involvement with foster care and setting expectations to enhance capacity to serve these young adults to achieve better outcomes. The applicant also has documented history to support the utilization of youth/young adults involved with foster care to inform services and program development.

Budget and Budget Justification

Maximum Points: 5

In reviewing the budget and budget justification, reviewers will consider the extent to which:

1. There is a detailed narrative budget justification for each year of the planning phase project. The costs are reasonable, in view of the activities to be conducted and expected results and benefits during the planning phase.
2. The applicant's fiscal controls and accounting procedures would ensure prudent use, proper and timely disbursement, and accurate accounting of funds received under this funding opportunity announcement.
3. The applicant identifies and appropriately budgets for any technical assistance to be procured to assist in activities of the planning phase (Phase I).
4. The applicant provides a budget that fulfills the requirements for travel to Washington, DC.

V.2. Review and Selection Process

No grant award will be made under this announcement on the basis of an incomplete application. No grant award will be made to an applicant or sub-recipient that does not have a DUNS number (www.dbn.com) and an active registration at SAM (www.sam.gov). See *Section III.3. Other*.

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.

ACF may refuse funding for projects with what it regards as unreasonably high start-up costs for facilities or equipment, or for projects with unreasonably high operating costs.

Other Project Requirements

This FOA is designed to create a system change in the community. Therefore, projects in Phase I and II must address the needs of youth at each point of engagement with specific evidence-based interventions, or adaptations of evidence-based interventions for other populations designed to increase protective factors and reduce risk factors for the target population of this FOA.

Provided a suitable application is submitted, CB is committed to selecting at least one site that has exercised the title IV-E option to extend foster care to youth over 18.

Additionally, there is a strong desire to fund projects that leverage strategic partnerships with philanthropic entities, foundations and/or business communities based on their expertise, resources, and other assets related to achieving the goals of this initiative.

Project plans for Phase I should be based on an understanding of the geographic area to be served by the grant. This includes information on the child welfare system, how it is operated, and other important factors that support the project's ability to create systems change within the target area.

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 CFR Part 74 (Awards And Subawards To Institutions Of Higher Education, Hospitals, Other Nonprofit Organizations, And Commercial Organizations) or 45 CFR Part 92 (Grants And Cooperative Agreements To State, Local, And Tribal Governments). The Code of Federal Regulations (CFR) 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 CFR Part 74, Subpart E-Special Provisions for Awards to Commercial Organizations (45 CFR § 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 CFR § 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 worship, religious instruction, 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 [Capacity Building Toolkits 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-and-condition-for-trafficking-in-persons>. 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. §§ 8101-8106) 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 CFR part 182; HHS implementing regulations are set forth in 2 CFR § 382.400. All recipients of ACF grant funds must comply with the requirements in Subpart B - Requirements for Recipients Other Than Individuals, 2 CFR § 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.sam.gov/>, although checking the EPLS is not required. More information is available at <https://www.acf.hhs.gov/grants-forms>.

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 <https://www.acf.hhs.gov/grants/discretionary-competitive-grants>.

Freedom of Information Act (FOIA)

Applications funded by federal grant programs are subject to disclosure under the Freedom of Information Act (FOIA), 5 U.S.C. § 552, and are frequently requested under the FOIA. In accordance with the FOIA requirement to proactively disclose frequently requested materials at 5 U.S.C. § 552(a)(2)(D), and as part of on-going efforts to promote openness in government programs, ACF will post some of the top-ranked applications funded under this FOA in its online FOIA Reading Room at <http://www.acf.hhs.gov/e-reading-room>. As required under the FOIA, each of the top-ranked applications will receive appropriate redaction of specific information to protect personal privacy and competitively sensitive commercial information. Applications chosen for posting to the FOIA Reading Room will be placed on the internet website without further notice to the applicants.

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)

Notice of Award documents will inform grantees of the appropriate performance progress report form or format to use. Grantees should consult their Notice of 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. For awards that implement the use of the SF-PPR, that form may be found under "Reporting" at <https://www.acf.hhs.gov/grants-forms>.

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:

January 01 through March 31

April 01 through June 30

July 01 through September 30

October 01 through December 31

The FFR (SF-425) is due to ACF on:

April 30

July 30

October 30

January 30

Fillable versions of the SF-425 form in Adobe PDF and MS-Excel formats, along with instructions, are available at http://www.whitehouse.gov/omb/grants_forms, www.forms.gov, and on at <https://www.acf.hhs.gov/grants-forms>. 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.

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 CFR 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 at <https://www.acf.hhs.gov/grants/discretionary-competitive-grants>.

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

As of April 1, 2012, the Administration for Children and Families has been 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 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 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 has been/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 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 are required to submit (as applicable) an SF-428 and SF-429 report as frequently as required in the terms and conditions of their award(s).

The forms are available at http://www.whitehouse.gov/omb/grants_forms.

VII. Agency Contacts

Program Office Contact

Catherine Heath
Children's Bureau
Portals Building
1250 Maryland Ave SW

Washington, DC 20024

Phone: (202) 690-7888

Email: Catherine.Heath@ACF.hhs.gov

Office of Grants Management Contact

Robin Bunch

CB Operations Center

c/o Lux Consulting Group

8405 Colesville Road, Suite 600

Silver Spring, MD 20910

Phone: (866) 796-1591

Email: cb@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/](http://www.hhs.gov/).

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

Administration for Children and Families - GRANTS homepage [https:// www.acf.hhs.gov /grants](https://www.acf.hhs.gov/grants).

Catalog of Federal Domestic Assistance (CFDA) [https:// www.cfda.gov/](https://www.cfda.gov/).

Code of Federal Regulations (CFR) [http:// www.gpo.gov](http://www.gpo.gov/).

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

All required Standard Forms (SF), assurances, and certifications are available on the ACF Grants-Forms page at [https:// www.acf.hhs.gov /grants -forms](https://www.acf.hhs.gov/grants-forms).

Grants.gov Forms Repository webpage at [http://www.grants.gov /agencies /
afoms repository information .jsp](http://www.grants.gov/agencies/afoms_repository_information.jsp).

Versions of other Standard Forms (SF) are available on the Office of Management and Budget (OMB) Grants Management Forms web site at

[http:// www. whitehouse.gov /omb /grants forms/](http://www.whitehouse.gov/omb/grants_forms/).

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

Sign up to receive notification of ACF Funding Opportunities at www.Grants.gov

http://www.grants.gov/applicants/email_subscription.jsp.

PRE-APPLICATION ASSISTANCE

A pre-application webinar has been recorded for applicants to view. Visit

<http://acfgo.com/ChildrensBureau/CA0636.htm> to register and view this webinar. This webinar is expected to be available starting on June 14, 2013.

All information, including FOA Q&As and the pre-application recorded webinar information will be located at:

<http://acfgo.com/ChildrensBureau/CA0636.htm>.

Application Checklist

What to Submit	Where Found	When to Submit
The Project Description	Referenced in <i>Section IV.2. The Project Description</i> . This is the title for the project narrative that describes the applicant's plan for the project.	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
SF-LLL - Disclosure of Lobbying Activities	<p>"Disclosure Form to Report Lobbying" is referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i>. Found at http://www.acf.hhs.gov/grants-forms.</p> <p>If applicable, submission of this form is required if any funds have been paid, or will be paid, to any person for influencing, or attempting to influence, an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan.</p>	If applicable, submission 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.
Certification Regarding Lobbying	Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i> . Found at http://www.acf.hhs.gov/grants-forms .	Submission is due with the application package. If it is not submitted with the application package, it may also be submitted prior to the award of a grant.

<p>Certification of Filing and Payment of Federal Taxes</p>	<p>Referenced in <i>Section IV.2. Forms, Assurances, and Certifications</i> of the announcement. The Certification may be found at http://www.acf.hhs.gov/grants-forms.</p>	<p>If applicable to the applicant, 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>.</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>Logic Model</p>	<p>Referenced in <i>Section IV.2. The Project Description</i>.</p>	<p>Submission is due with the application package by the application due date found 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 <i>Section IV.2. Project Description</i>.</p>	<p>If available, submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3</i>. If not available at the time of application submission, due by the time of award.</p>
<p>Project Summary/Abstract</p>	<p>Referenced in <i>Section IV.2. The Project Description</i>. The Project Summary/Abstract is limited to one single-spaced page.</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>Survey on Ensuring Equal Opportunity for Applicants</p>	<p>Private, non-profit 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 <i>Section</i></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><i>IV.2.</i> The survey may be found at https://www.acf.hhs.gov/grants-forms.</p> <p>The survey will not count in the page limitations.</p>	
Proof of Non-Profit Status	Referenced in <i>Section IV.2. The Project Description, Legal Status of Applicant Entity</i> .	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.
The Project Budget and Budget Justification	Referenced in <i>Section IV.2. The Project Budget and Budget Justification</i> of the announcement.	Submission of the Project Budget is required on the appropriate Standard Form (424A or 424C) is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
Project Sustainability Plan	Referenced in <i>Section IV.2. The Project Description</i> .	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
DUNS Number (Universal Identifier) and Systems for Award Management (SAM) registration.	Referenced in <i>Section III.3. Other</i> in the announcement. To obtain a DUNS number, go to http:// fedgov. dnb.com / webform . To register at SAM, go to http:// www.sam. gov .	A DUNS number and registration at SAM.gov are required for all applicants. Active registration at SAM must be maintained throughout the application and project award period.
SF-424 - Application for Federal Assistance and SF-P/PSL - Project/Performance Site	Referenced in <i>Section IV.2.Required Forms, Assurances, and Certifications</i> . Found at http://www.acf.hhs.gov/ grants-forms and at the Grants.gov Forms	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> .

Location(s)	Repository at http://www.grants.gov/agencies/aforms_repository_information.jsp .	
SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non-Construction Programs	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i>. Found at http://www.acf.hhs.gov/grants-forms.</p> <p>For electronic application submission, these forms are available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Optional Documents."</p> <p>These forms are required for applications under this FOA:</p> <ul style="list-style-type: none"> • Projects that include only non-construction activities must submit the SF-424A and SF-424B, along with the SF-424 and SF-P/PSL. 	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> .