



Administration for Children and Families

Administration on Children, Youth and Families

Runaway and Homeless Youth Capacity Building for Lesbian, Gay, Bisexual, Transgender and/or
Questioning Youth Populations

HHS-2013-ACF-ACYF-CX-0638

Application Due Date: 08/13/2013

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

Program Office: Administration on Children, Youth and Families - Family and Youth Services Bureau

Funding Opportunity Title: Runaway and Homeless Youth Capacity Building for Lesbian, Gay, Bisexual, Transgender and/or Questioning Youth Populations

Announcement Type: Initial

Funding Opportunity Number: HHS-2013-ACF-ACYF-CX-0638

Primary CFDA Number: 93.550

Due Date for Applications: **08/13/2013**

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 Administration for Children and Families (ACF), Administration on Children, Youth and Families (ACYF), Family and Youth Services Bureau (FYSB) is accepting applications for a cooperative agreement to fund a demonstration grant through this funding opportunity announcement (FOA). The purpose of this grant is to build capacity of Transitional Living Programs (TLPs) to serve youth who identify as lesbian, gay, bisexual, transgender, and/or questioning (LGBTQ) who are experiencing homelessness. Studies show that these youth are disproportionately affected by homelessness as compared to their peers. Through this demonstration grant, FYSB is solidifying its commitment to improving access to services that meet the unique needs of LGBTQ homeless youth. The intent of this targeted 3-year cooperative agreement is to support knowledge development to strengthen efforts for better understanding and addressing the needs of LGBTQ youth experiencing homelessness. Efforts may include identifying innovative LGBTQ specific intervention strategies, determining culturally appropriate screening and assessment tools, learning of services and systems of support that respond to the needs of the LGBTQ youth, pinpointing the gaps in services, and better understanding the needs of LGBTQ youth served by Runaway and Homeless Youth (RHY) agencies.

The successful applicant will be expected to:

- Establish a Technical Expert Group and convene meetings;
- Conduct a systematic and comprehensive review of literature;
- Enhance the community building process;
- Attend and present at the annual Runaway and Homeless Youth Training and Technical Assistance Center (RHYTTAC) training conference;
- Conduct a needs assessment with stakeholder audiences;
- Identify experts and resources, and evidence-based or promising practices/interventions for LGBTQ homeless youth;
- Identify reliable and valid screening and assessment tools for this population;
- Identify research and critical issues, gaps in services, and training needs;
- Provide recommendations and develop strategies to address the unique needs of homeless LGBTQ youth; and
- Develop a dissemination plan and develop products (e.g., findings brief, resource manual, fact sheets) for disseminating key findings and lessons learned to various stakeholder audiences.

To accomplish the activities listed above, it is expected that the successful applicant will utilize the Unaccompanied Homeless Youth Intervention Model to guide all activities of this project. The model can be found within the U.S. Interagency Council on Homelessness (USICH) framework located at http://www.acf.hhs.gov/sites/default/files/fysb/usich_od_amendment_youthmodelshandout.pdf. The information gathered through this project may help inform future refinements to the Unaccompanied Homeless Youth Intervention Model.

It is also anticipated that over the course of this 3-year cooperative agreement, the successful applicant must coordinate efforts with the RHY Networks of Support to include Runaway and Homeless Youth Training and Technical Assistance Center (RHYTTAC), the National Clearinghouse on Families and Youth (NCFY), and the National Runaway Safeline (NRS). Part of the coordination will include attending the yearly RHYTTAC conference and reviewing NCFY literature and written materials.

I. Funding Opportunity Description

Statutory Authority

The legislative authority is through the Runaway and Homeless Youth Act, 42 U.S.C. sections 5701-5752, as most recently amended by the Reconnecting Homeless Youth Act of 2008, Pub. L. 110-378 on October 8, 2008. Under Section 343, the Secretary may make grants to carry out research, evaluation, demonstration, and service projects regarding activities under this title designed to increase knowledge concerning, and to improve services for, runaway youth and homeless youth with a concentration on Transitional Living Programs. Text of this legislation can be found at <http://www.acf.hhs.gov/programs/fysb/content/aboutfysb/rhycomp08.htm>.

Description

BACKGROUND

Each year in the United States, an estimated 1.6 million unaccompanied youth between the ages of 12 and 17 experience homelessness (see Reference 1, Appendix A), which puts youth at a high risk for health, behavioral, and socioemotional problems compared to the general youth population. As such, homelessness significantly increases the risk that youth will experience substance abuse, early sexual debut, depression and poor psychological well-being, low educational attainment, and involvement in the juvenile justice system. (see Reference 2, 3, and 4, Appendix A)

Youth who identify as LGBTQ are more disproportionately affected by homelessness than their heterosexual counterparts. It is estimated that between 20 and 40 percent of all homeless youth identify as LGBTQ. (see Reference 5, Appendix A) This is disproportionate to the estimated percentage of LGBTQ youth in the general population, which is between 4 and 10 percent. (see Reference 5, Appendix A) LGBTQ youth are more likely to run away or be rejected by their family due to lack of acceptance of their sexual orientation or gender identity/expression. Similar to the dangers homeless youth face, LGBTQ youth are frequently bullied and harassed and are more likely than their peers to experience a higher prevalence of dating violence and forced sexual intercourse. As a result, LGBTQ youth are more likely to have suicidal thoughts or attempts, personal safety issues, and lower academic achievement than their peers.

Moreover, LGBTQ youth are particularly vulnerable during episodes of homelessness because once homeless, LGBTQ homeless youth experience higher rates of physical and sexual assault and higher incidences of unsafe sexual behaviors than non-LGBTQ homeless youth. (see Reference 6, Appendix A)

These homeless youth also face the stigma of sexual minority group membership, which leaves them vulnerable to victimization, including criminal conduct against them. Further, homelessness for this population of youth may lead to higher prevalence of substance use and high rates of externalizing and internalizing behavior problems, which have been found among this population. Although there is a growing body of research and information on runaway and homeless youth, there is a compelling need to do more to understand and build the capacity for RHY providers to better serve LGBTQ homeless youth.

Ensuring the Well-Being of Vulnerable Children and Families

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

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

Understanding Experiences: A fundamental aspect of the human experience is the development of a world view through which one's experiences are understood. Whether that perspective is generally positive or negative impacts how experiences are interpreted and integrated. For example, one is more likely to approach a challenge as a surmountable, temporary obstacle if his or her frame includes a sense that "things will turn out alright." On the contrary, negative experiences can color how future experiences are understood. Ongoing exposure to family violence might lead children, youth, and adults to believe that relationships are generally hostile in nature and affect their ability to enter into and stay engaged in safe and healthy relationships. Interventions must seek to address how children, youth, and adults frame what has happened to them in the past and shape their beliefs about the future.

Developmental Tasks: People grow physically and psychosocially along a fairly predictable course, encountering normal challenges and establishing competencies as they pass from one developmental stage to another. However, adverse events have a marked effect on the trajectory of normal social and emotional development, delaying the growth of certain capacities, and, in many cases, accelerating the maturation of others. Intervention strategies must be attuned to the developmental impact of negative experiences and address related strengths and deficits to ensure children, youth, and families develop along a healthy trajectory.

Coping Strategies: The methods that children, youth, and families develop to manage challenges both large and small are learned in childhood, honed in adolescence, and practiced in adulthood. Those who have been presented with healthy stressors and opportunities to overcome them with appropriate encouragement and support are more likely to have an array of positive, productive coping strategies

available to them as they go through life. For children, youth, and families who grow up in or currently live in unsafe, unpredictable environments, the coping strategies that may have been protective in that context may not be appropriate for safer, more regulated situations. Interventions must help children, youth, and families transform maladaptive coping methods into healthier, more productive strategies.

Protective Factors: A wealth of research has demonstrated that the presence of certain contextual factors (e.g., supportive relatives, involvement in after-school activities) and characteristics (e.g., self-esteem, relationship skills) can have an impact on past and future negative experiences. These protective factors serve as positive influences that can reduce the effects of stressful life events on young people, increase their ability to make good decisions, and promote the social and emotional competence that will help them thrive now and in the future.

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

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

ACYF anticipates a continued focus on social and emotional well-being as a critical component of its overall mission to ensure positive outcomes for all children, youth, and families. The priorities explained here are consistent with those outlined in the USICH Unaccompanied Homeless Youth Intervention Model.

PROGRAM REQUIREMENTS

Through this FOA, FYSB will fund one 3-year cooperative agreement to strengthen efforts to better understand and address the needs of LGBTQ youth served by FYSB's RHY program. Efforts may include identifying innovative intervention strategies that take into account a youth's sexual orientation or gender identity, determining culturally appropriate screening and assessment tools, learning of services and systems of support that respond to the needs of the LGBTQ youth, pinpointing the gaps in services, and better understanding the needs of LGBTQ youth served by RHY agencies.

This project will consist of three Phases that will coincide with each of the 3 years of the cooperative agreement. Each Phase will be guided by the Unaccompanied Homeless Youth Intervention Model which, is a part of the USICH framework to end youth homelessness. The intervention model can be found within the USICH framework located at http://www.acf.hhs.gov/sites/default/files/fysb/usich_od_amendment_youthmodelshandout.pdf.

Phase I (Year 1 of the Cooperative Agreement)

Kick-Off Meeting

The successful applicant must attend a 1-day meeting to review the purpose and scope of this cooperative agreement. The successful applicant must meet with the Program Specialist, key federal personnel, and any other pertinent stakeholders designated by the Program Specialist. The meeting will occur at the ACYF office in Washington, D.C. At this meeting, the successful applicant, Program Specialist and other parties will establish a mutual understanding for the dimensions of the project based upon the applicant's response to the FOA. The meeting will provide clarity on the scope of work and to translate the scope into a working document. A task plan, schedule of activities, timelines, and communication plans will be developed. This project requires substantial ongoing communications to ensure success. In addition to

communications by e-mail and telephone as needed to further the project, the successful applicant must participate in regularly scheduled meetings and monthly conference calls with the Program Specialist and other parties.

Technical Expert Group

The successful applicant must develop and convene a Technical Expert Group of leading experts in the youth homelessness and LGBTQ fields to provide ongoing consultation on the project. Such a group would include no more than 12 persons, of whom no more than 4 may be federal employees.

The Technical Expert Group should at a minimum include LGBTQ RHY providers, consumers/youth, other service providers, advocates, researchers, university partners, and other experts in the field that serve LGBTQ youth. To the extent possible, the Technical Expert Group should include members of racial and ethnic minority groups who are reflective of both national LGBTQ populations and “mainstream,” heterosexual communities. The identified Technical Expert Group must be used by the successful applicant to 1) identify evidence-based and emerging practices that address the needs of homeless LGBTQ youth, 2) explore existing screening and assessment tools that are culturally and linguistically appropriate for use with LGBTQ youth, 3) pinpoint what the existing resources (e.g., workforce development, training) and research priorities are and what gaps continue to exist, and 4) identify the most useful modes of dissemination of key findings and lessons learned to various stakeholder audiences (e.g., RHY youth, RHY service providers). The successful applicant must secure Memoranda of Understanding (MOUs) for Technical Expert Group members, provide logistics and meeting place(s) for the group, and provide compensation to the members. It is expected the group will meet quarterly every year to discuss the status of the project and provide expert input and recommendations.

Review of the Literature

The successful applicant must conduct a systematic and comprehensive review of the literature focusing on the latest research and practice innovations on the homeless youth with a focus on LGBTQ homeless youth area for the project. This systematic review should include documents gathered from both formal and informal sources, as well as proceedings/recommendations of expert in the field and other literature and of related reviews and projects (including work through OPRE’s Research Development Project on the Human Services Needs of LGBT Populations, <http://www.acf.hhs.gov/programs/opre/research/project/research-development-project-on-human-service-needs-of-lgbt-populations>) that is identified as relevant to this effort.

The literature search must include computer searches of the major bibliographic databases (e.g., PsychINFO, Medline/Pubmed, Ebscohost) looking, in particular, for two primary types of studies.

1. Epidemiological studies that attempt to discover what factors make homeless youth more or less prone to certain outcomes.
2. Intervention studies that test whether certain programs or approaches increase youth’s likelihood of success.

The literature search must be limited to scholarly journal articles and government documents to ensure there is rigor in the empirical studies identified and reviewed.

To decide whether or not to include an article or document in the literature review, the successful applicant must develop criteria such as the following:

- The articles or documents cover homeless youth, LGBTQ youth, and LGBTQ homeless youth.
- The studies cover the developmental stages (e.g., early adolescence, adolescence, young adult) of youth; how sexual identity and gender identity interacts with development at each stage; and how stages of development are influenced by overlapping systems such as their families, their peers, their school environments, and their communities.
- The study falls into one or more “domains,” or broad topics, that are identified as most pertinent to the study of youth’s well-being. Domains may start with the outcomes highlighted in the

Unaccompanied Homeless Youth Intervention Model (e.g., stable housing, education, employment, permanent connections).

The results from the literature review will highlight what information already exists and where there are gaps in serving the LGBTQ youth population. One potential product from the review that can be developed for the RHY providers is an annotated bibliography. The bibliography will provide the RHY grantees with a systematic resource of information on what currently exists as it pertains to LGBTQ youth.

Needs Assessment

The successful applicant must convene processes (e.g., focus group discussions, expert panel meetings) with stakeholders (to include youth consumers, RHY service providers, youth advocates, and researchers) to explore the following:

- An accurate count of how many youth identify as LGBTQ RHY, which includes assessing the accuracy and the specific characteristics of LGBTQ homeless RHY by collaborating with Runaway and Homeless Youth Management and Information System (RHYMIS) (and other RHY data collection tools as identified),
- Critical needs for homeless LGBTQ youth served by FYSB's RHY providers,
- Emerging practices in forming community linkages and building capacity,
- Gaps in services for these youth,
- Validated and reliable screening and assessment tools,
- Emerging practices for serving this population,
- Strategies for disseminating information to the field, and
- Other topics as determined by the RHY field.

The successful applicant must provide the meeting place(s) for the needs assessment activities and provide a written report of all activities that occur.

Partnership with Network of Support (NOS)

The successful applicant should ensure they coordinate all efforts with the RHY Networks of Support (NOS) including RHYTTAC, NCFY, and NRS. Part of the coordination should include meetings with the RHYTTAC advisory board, attending the yearly RHYTTAC training conference, and reviewing NCFY literature and written materials.

Monthly Progress Reports

The successful applicant must submit to the Program Specialist a monthly report about major activities, problems encountered and their resolution (or plans for such) during the reporting month, and activities planned for the next month. This can be a bulleted report that is due by no later than the 10th day of each month.

Phase II (Year 2 of the Cooperative Agreement)

During the second year of the cooperative agreement, the successful applicant must focus efforts on the following activities and must utilize the Technical Expert Group as needed to execute these tasks.

Identify Screening and Assessment Tools

The successful applicant must identify reliable and validated screening and assessment tools for LGBTQ homeless youth population based upon the activities completed in year one. If minimal or no information is found specifically for LGBTQ homeless youth, this activity may include exploring existing screening and assessment tools developed for other populations, but may be adapted for the LGBTQ homeless youth population served by FYSB's RHY providers. Applicants must focus on the criteria listed below during the tool selection process.

Age Appropriateness/Readability: The successful applicant must examine screening and assessment tools and attendant literature to determine appropriateness for each age range reflected in the needs assessment

conducted in Phase I (e.g., adolescents, young adults). Readability analysis (which produces a grade-level equivalency rating) should be considered for each age range.

Cultural Sensitivity/Linguistic Appropriateness: Screening and assessment tools reviewed most favorably must have demonstrated success with the diverse clients targeted by the RHY grantees. Where appropriate, items should be modified to ensure cultural sensitivity.

Gender and Sexual Orientation Sensitivity: Screening and assessment tools reviewed most favorably should demonstrate sensitivity to gender differences (e.g., female, male, transgender) among clients. Where appropriate, items must be modified to ensure gender neutrality.

Respondent Burden: Screening and assessment tools should be examined with a preference toward those that capture key constructs (e.g., substance abuse, trauma, depression) yet are short to minimize time and burden whenever possible.

If the successful applicant does not have the capacity within its organization, the successful applicant will secure agreements with qualified personnel to conduct the review and selection of the tools.

Identify Emerging Practices and/or Promising Practices

The overarching goal for identifying emerging practices and/or promising practices has three specific aims. The first aim is to identify existing emerging practices or promising practices for serving LGBTQ homeless youth that will expand the knowledge base and help to strengthen services for this population.

The second aim is to identify existing evidence-based, evidence-informed, or promising practices developed for other populations (e.g., LGBTQ youth who are not homeless, HIV positive youth) that can be adapted and implemented with LGBTQ homeless youth to test its effectiveness with this population. If the successful applicant does not have the capacity within its organization, the successful applicant will secure agreements with qualified personnel to conduct the identification and selection of emerging/promising practices and existing evidence-based practices. The third aim is to identify the most efficient methods for applying knowledge of effective practices for implementation in order to reach a greater number of LGBTQ youth and offer services in multiple locations, including strategies for developing relationships with LGBTQ youth on the streets so that they feel comfortable with accessing Transitional Living Program (TLP) resources.

Identify Trainings for RHY Providers and Their Partners

Building on lessons learned in Phase I, the successful applicant must identify trainings for all RHY providers and, where relevant, their partners that serve LGBTQ homeless youth. These will apply to both LGBTQ youth serving organizations and mainstream organizations that serve LGBTQ youth and may include trainings on:

- Developing or revising policies to ensure safe practices for housing LGBTQ RHY in TLPs that help youth to feel safe and comfortable.
- Developing or revising program and staffing policies and procedures that make LGBTQ youth feel safe, respected, and accepted.
- Educating RHY staff and staff of partner agencies (e.g., housing agencies, law enforcement, educational organizations) on the most effective strategies for working with LGBTQ youth.

Annual Report

At end of the second year of the cooperative agreement, the successful applicant must submit an annual report summarizing major activities, findings, and issues and how the issues were resolved.

Phase III (Year 3 of the Cooperative Agreement)

The final year of the cooperative agreement must be used for providing FYSB with all findings from the first two Phases and for developing a dissemination plan along with products to be disseminated to the field.

Produce a Findings Report

The successful applicant must provide a detailed report with the recommendations and strategies to address the unique needs of RHY LGBTQ youth and include key considerations and challenges identified from the field.

The findings report should also address key outcomes that are critical to successful transitions to adulthood for unaccompanied homeless youth – these should include both FYSB RHY specific outcomes as well as the four core outcomes in the USICH Unaccompanied Homeless Youth Interventions Model – as a result of input from the Technical Expert Group and participants from the needs assessment. Outcomes must be centered on LGBTQ runaway and homeless youths’ emotional and physical safety, stable housing, education and employment, permanent connections, and socioemotional well being.

The report should also include findings from state and local agencies on policies, programs, and activities currently in place that are emerging practices/capacity building strategies, systems engagement activities, and trainings/supervisory structures to address the needs of this population. Further, the report should identify any gaps/barriers to accessing services that relate to the unique needs of the LGBTQ runaway and homeless populations.

Develop a Dissemination Plan

The successful applicant, in coordination with the RHY Networks of Supports and the Technical Expert Group, must develop a dissemination plan for the expected products that will be developed during this final Phase. While drafting the plan, consideration should be given to the type of product developed, the audiences for the products, and venue for dissemination (e.g., webinar, e-learning). It is expected that the RHY Network of Support will disseminate the final products to FYSB’s RHY providers.

Develop Products to Disseminate to the Field

Defining one or more RHY target audiences for developing products about this project is critically important in order to tailor the language, the modality of communication (e.g., format), the level of information, and even the focus of information provided about the project so it has maximum relevance, appeal, and usefulness to each audience. The successful applicant must develop 3-5 key products to disseminate to the field, and reflect a mixture of resources applicable to mainstream programs, targeted LGBTQ programs, and both types of programs. Such products may include an annotated bibliography based on the literature review in Phase I, webinars, fact sheets, findings briefs, and resource guides. The final selection of the products must be driven by input from the Technical Expert Group, experts in the field, the RHY Networks of Support, and FYSB staff.

Final Report

The successful applicant must submit a final report at the end of the third year of the cooperative agreement presenting aggregate findings and recommendations for RHY consumers/youth, RHY practitioners, and other RHY stakeholder groups. This report must be cumulative in nature and, at a minimum, the report should include (but is not limited to) the following:

- Describe methods used to obtain data/information, the completeness of data/information, and any deficiencies in the validity of data/information.
- Portray data/information clearly and interestingly, through the creative use of narrative, tables, and charts.
- Provide a concise but comprehensive narrative analysis of findings related to the literature review and needs assessment.
- Present lessons learned and relevant recommendations.

Additional Program Requirements

Research and Evaluation – Applicant must agree to cooperate with any research or evaluation efforts sponsored by ACF. FYSB plans to consult with collaborating partners to design an evaluation process that

allows for periodic assessment throughout the demonstration.

Refer to *Appendix A* for References

For more information on requirements specific to this FOA, please reference *Section IV.2, The Project Description*.

II. Award Information

Funding Instrument Type:	Cooperative Agreement
Estimated Total Funding:	\$900,000
Expected Number of Awards:	1
Award Ceiling:	\$300,000 Per Budget Period
Award Floor:	\$100,000 Per Budget Period
Average Projected Award Amount:	\$300,000 Per Budget Period

Length of Project Periods:

36-month project with three 12-month budget periods

Additional Information on Awards:

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

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

Note: For those programs that require matching or cost sharing, grantees will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications 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.**

Continuation of Project

An initial grant award will be for a 12-month budget period. The award of continuation grants beyond the initial 12-month budget period will be subject to the availability of funds, satisfactory progress on the part of the grantee, and a determination that the continued funding would be in the best interest of the federal government. Grants will be awarded for 1-year budget periods throughout the project.

Description of ACF's Anticipated Substantial Involvement Under the Cooperative Agreement

One cooperative agreement award will be issued. A cooperative agreement is an award instrument used when substantial involvement is anticipated between the awarding office and the recipient during performance of the contemplated project. FYSB will collaborate with the grantee throughout the project period.

FYSB will provide consultation and will review and approve the work plan for the project. FYSB will also

approve any revisions to the work plan of the selected grantee during each budget/project period. Additionally, FYSB will approve significant changes to project activities and changes to project plans. FYSB will review and approve final drafts of all updated or new materials, articles, major publications, and research reports that are developed or distributed with resources made available under this cooperative agreement.

FYSB will be involved in the development of long-term strategies for the implementation of the project and will collaborate in major project activities, such as literature review, identifying leading experts, needs assessment, or product development. The grantee will plan various meetings, (for example, topical meetings, or information gathering meetings) in conjunction with FYSB to ensure participation of FYSB staff.

The grantee will provide a detailed plan and timeline for project implementation, a work plan, information gathering schedule, meeting schedule, and a plan for reporting on the effectiveness of the project. As FYSB determines appropriate, FYSB will make changes to the project plan in consultation with the grantee.

FYSB will organize periodic consultations, meetings, teleconferences, webinars, and other forums necessary to review current and planned activities, to share information, and to promote coordination with RHY NOS. The grantee must plan travel expenses for a representative from its organization to participate in the annual RHYTTAC meetings each project period. FYSB will keep the grantee informed about expectations for performance, current FYSB policy, and FYSB's vision for addressing runaway, homeless, and street youth. The respective responsibilities of FYSB and the successful applicant will be identified and incorporated into the terms and conditions of the award during pre-award negotiations. It is anticipated that the cooperative agreement will not change the project requirements for the grantee under this announcement.

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 include public and non-profit private entities that include States, localities, and coordinated networks of such entities. They may include:

- State governments
- Special district governments
- County governments
- Small business
- City or township governments
- Public and state controlled institutions of higher education
- Native American tribal governments (federally recognized)
- Native American tribal organizations (other than federally recognized tribal governments)
- Nonprofits with or without 501(c)(3) status with the IRS, other than institutions of higher education
- Private institutions of higher education
- For profit organizations including small business

In selecting eligible applicants to receive grants under this FOA, priority will be given to entities that have experience in providing services to runaway, homeless, or street youth as required by the RHY Act.

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 the eligibility requirements are eligible to receive awards under this funding opportunity announcement. Faith-based organizations are encouraged to review the ACF Policy on Grants to Faith-Based Organizations at:

<http://www.acf.hhs.gov/acf-policy-on-grants-to-faith-based-organizations>.

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.

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.

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

FYSB Operations Center c/o Lux Consulting Group

Attn: Runaway and Homeless Youth Capacity Building for Lesbian, Gay, Bisexual, Transgender, and/or Questioning Youth Populations Funding

8405 Colesville Road, Suite 600

Silver Spring, MD 20910

Phone: (866) 796-1591

Email: fysb@luxcg.com

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=lOly0HwXPsA>. 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:

Project Description - The project description is limited to **40 pages** and must include the following in this order: Table of Contents; Abstract; Objectives; Areas of Emphasis; Approach; Organizational Profiles; Staff and Position Data; and Budget and Budget Justification. Applicants should title each section accordingly.

Appendices - The appendices are limited to **25 pages** and must include the following in this order: Organizational Capacity (i.e., organizational charts, documentation of experience in the program area, personnel policies, any other pertinent information the applicant deems relevant), Certifications and Assurances, and Third-Party Agreements.

We suggest you do not use color throughout the application on charts and graphs, or use colored paper.

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
DUNS Number (Universal Identifier) and Systems for Award Management (SAM) registration.	A DUNS number is required of all applicants. To obtain a DUNS number, go to http:// fedgov.dnb.com/webform . Active registration at the Systems Award Management (SAM) website must be maintained throughout the application and project award period. SAM registration is available at http://www.sam.gov .	A DUNS number and SAM registration are eligibility requirements for all applicants. 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 .
SF-424 - Application for Federal Assistance and SF-P/PSL - Project/Performance Site Location(s)	Submission is required for all applicants by the application due date.	Required for all applications.

<p>SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non-Construction Programs</p>	<p>Submission is required for all applicants when applying for a non-construction project. Standard Forms must be used. Forms must be submitted by the application due date.</p>	<p>Required for all applications when applying for a non-construction project. By signing and submitting the SF-424B, applicants are making the appropriate certification of their compliance with all federal statutes relating to nondiscrimination.</p>
<p>Document on the needs of lesbian, gay, bisexual, transgender, and questioning youth are taken into consideration in applicants program design.</p>	<p>See Appendix C for submission requirements.</p>	<p>See Appendix C for the complete assurance description.</p>
<p>Survey on Ensuring Equal Opportunity for Applicants</p>	<p>Submission is voluntary. Submission may be made with the application by the application due date listed in the <i>Overview</i> and <i>Section IV.3. Submission Dates and Times</i>. Or, it may be submitted prior to the award of a grant.</p>	<p>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>
<p>Certification of Filing and Payment of Federal Taxes</p>	<p>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) project period; or for grantees receiving more than \$5,000,000 in Federal funding for a multiyear project to be fully funded.</p>	<p>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:</p> <p style="text-align: center;">Sec. 523.</p> <p>None of the funds appropriated or 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</p>

		<p>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-LLL - Disclosure of Lobbying Activities</p>	<p>If applicable, submission of this form is due at the time of application.</p>	<p>If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.</p>
<p>Certification Regarding Lobbying</p>	<p>Submission required of all applicants with the application package. If it is not submitted with the application package, it may also be submitted prior to the award of a grant.</p>	<p>Submission of this Certification is required for all applications.</p>

Non-Federal Reviewers

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

The Project Description

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.

Program Requirements

The purpose of this grant is to build capacity of Transitional Living Programs (TLPs) to serve youth who identify as lesbian, gay, bisexual, transgender, and/or questioning (LGBTQ) who are experiencing homelessness. All applicants must detail a plan for addressing the expected program requirements over the grant period.

This project will consist of three Phases which will coincide with each of the 3 years of the cooperative agreement. The applicant will need to address each Phase and how they will implement the Unaccompanied Homeless Youth Intervention Model, which is a part of the USICH framework to end youth homelessness, into this project. The intervention model can be found within the USICH framework located at http://www.acf.hhs.gov/sites/default/files/fysb/usich_od_amendment_youthmodelshandout.pdf.

Phase I (Year 1 of the Cooperative Agreement)

1.1 Kick-Off Meeting

The applicant will need to discuss how they will incorporate a 1 day kick-off meeting into the purpose and scope of this cooperative agreement. The plan must include, but is not limited to the following:

- Meeting with key stakeholders at the ACYF offices in Washington, D.C. (Program Specialist, key federal personnel, and any other pertinent stakeholders);
- Addressing how they will incorporate the scope into a working document, and how they will

- include a schedule of activities, timelines, and communication plans; and
- Addressing how they will incorporate ongoing communications by e-mail and telephone as needed to further the project, and how they will participate in regularly scheduled meetings and monthly conference calls with the Program Specialist and other parties.

1.2 Technical Expert Group

The applicant will need to develop and convene a Technical Expert Group of leading experts in the youth homelessness and LGBTQ fields to provide ongoing consultation on the project, fulfilling the following requirements:

The applicant will describe how the project will implement a Technical Expert Group that would include no more than 12 persons, of whom no more than 4 may be federal employees. The Technical Expert Group should at a minimum include LGBTQ RHY providers, consumers/youth, other service providers, advocates, researchers, university partners, and other experts in the field. To the extent possible, the Technical Expert Group should include members of racial and ethnic minority groups who are reflective of both national LGBTQ populations and “mainstream,” heterosexual communities. The applicant will need to describe how they will identify and implement a Technical Expert Group that will be used by the applicant to 1) identify evidence-based and emerging practices that address the needs of homeless LGBTQ youth, 2) explore existing screening and assessment tools that are culturally and linguistically appropriate for use with LGBTQ youth, 3) pinpoint what the existing resources (e.g., workforce development, training) and research priorities are, and what gaps continue to exist, and 4) identify the most useful modes of dissemination of key findings and lessons learned to various stakeholder audiences (e.g., RHY youth, RHY service providers). The applicant will also address how they plan to provide logistics and a meeting place(s) for the group, and how the group will meet quarterly every year to discuss the status of the project and provide expert input and recommendations.

The applicant will address how it will obtain MOUs for Technical Expert Group members and will be required to provide compensation of some form to all group members. The applicant will be expected to document the compensation in the budget justification.

1.3 Review of the Literature

The applicant will need to address how they plan to conduct a systematic and comprehensive review of the literature focusing on the latest research and practice innovations on homeless youth with a focus on LGBTQ homeless youth. The systematic review should include documents gathered from both formal and informal sources, as well as proceedings/recommendations of experts in the field and other literature and information that is identified as relevant to this effort. The applicant will need to address:

How the literature search will include computer searches of the major bibliographic databases (e.g., PsychINFO, Medline/Pubmed, Ebscohost) looking, in particular, for two primary types of studies.

1. Epidemiological studies that attempt to discover what factors make homeless youth more or less prone to certain outcomes.
2. Intervention studies that test whether certain programs or approaches increase youth’s likelihood of success.

The applicant will also address how the literature search will be limited to scholarly journal articles and government documents to ensure there is rigor in the empirical studies identified and reviewed.

The applicant will need to describe in their plan how they will determine whether or not to include an article or document in the literature review describing how they will address and develop criteria fulfilling the following requirements:

- The articles or documents cover homeless youth, LGBTQ youth, and LGBTQ homeless youth.
- The studies cover the developmental stages (e.g., early adolescence, adolescence, young adult) of youth; how sexual identity and gender identity interacts with development at each stage; and how

stages of development are influenced by overlapping systems such as their families, their peers, their school environments, and their communities.

- The study falls into one or more “domains,” or broad topics, that are identified as most pertinent to the study of youth’s well-being. Domains may start with the outcomes highlighted in the Unaccompanied Homeless Youth Intervention Model (e.g., stable housing, education, employment, permanent connections).

The results from the literature review will highlight what information already exists and where there are gaps in serving the LGBTQ youth population. The applicant will describe how they will develop an annotated bibliography for the RHY providers so that it will provide the RHY grantees with a systematic resource of information on what currently exists as it pertains to LGBTQ youth.

1.4 Needs Assessment

The applicant will need to describe how they will convene processes (e.g., focus group discussions, expert panel meetings) with stakeholders (to include youth consumers, RHY service providers, youth advocates, and researchers) into the project, fulfilling the following requirements:

- How the project will incorporate RHYMIS information (and other RHY data collection tools as identified) to get an accurate count of how many youth identify as LGBTQ RHY. This includes assessing the accuracy and the specific characteristics of LGBTQ homeless RHY.
- How the project will identify the critical needs for homeless LGBTQ youth served by FYSB’s RHY providers.
- How the project will incorporate emerging practices in forming community linkages, building capacity, and serving this particular population,
- How the project will identify gaps in services for these youth.
- How the project will incorporate validated and reliable screening and assessment tools.
- How the project will incorporate strategies for disseminating information to FYSB’s RHY providers, and other topics as determined by the RHY field.
- How the applicant will address providing the meeting place for the needs assessment activities and provide a written report of all activities that occur.

1.5 Partnership with Network of Support (NOS)

The applicant will need to address how they will ensure coordination and participation in all efforts of this project with the RHY, NOS including RHYTTAC, NCFY, and NRS. The applicant will need to describe how they will coordinate these efforts to include, but not limit to, meetings with the RHYTTAC advisory board, attending the yearly RHYTTAC training conference, and reviewing NCFY literature and written materials.

1.6 Monthly Progress Reports

The applicant will need to incorporate how they plan on submitting monthly reports to the Program Specialist that describe the following:

- How the applicant will report on major activities, problems encountered and their resolution (or plans for such) during the reporting month, and activities planned for the next month.
- How the applicant will report on major activities, problems encountered and their resolution (or plans for such) during the reporting month, and activities planned for the next month. How the report will be formatted and that it will be due no later than the 10th day of each month.

Phase II (Year 2 of the Cooperative Agreement)

In the second year of the cooperative agreement, the applicant will need to address how they will focus efforts on the following activities and will utilize the Technical Expert Group as needed to fully execute the tasks that are listed below.

2.1 Identify Screening and Assessment Tools

The applicant will need to identify reliable and validated screening and assessment tools for LGBTQ homeless youth populations based upon the activities completed in year one. If minimal or no information is found specifically for LGBTQ homeless youth, the applicant will include exploring existing screening and assessment tools developed for other populations, but may be adapted for the LGBTQ homeless youth population served by FYSB's RHY providers.

The applicant will need to address how they will incorporate the following criteria during the tool selection process:

- *Age Appropriateness/Readability*: The applicant will examine screening and assessment tools and attendant literature to determine appropriateness for each age range reflected in the needs assessment conducted in Phase I (e.g., adolescents, young adults). Readability analysis (which produces a grade-level equivalency rating) should be considered for each age range.
- *Cultural Sensitivity/Linguistic Appropriateness*: Screening and assessment tools reviewed most favorably will have demonstrated success with the diverse clients targeted by the RHY grantees. Where appropriate, items should be modified to ensure cultural sensitivity.
- *Gender and Sexual Orientation Sensitivity*: Screening and assessment tools reviewed most favorably should demonstrate sensitivity to gender differences (e.g., female, male, transgender) among clients. Where appropriate, items will be modified to ensure gender neutrality.
- *Respondent Burden*: Screening and assessment tools should be examined with a preference toward those that capture key constructs (e.g., substance abuse, trauma, depression) yet are short to minimize time and burden whenever possible.

The applicant will need to address, if it does not have the capacity within its organization, the process it will use for securing agreements with qualified personnel to conduct the review and selection of the tools.

2.2 Identify Emerging Practices and/or Promising Practices

The applicant will need to address how they will incorporate overarching goals and how they will identify emerging/promising practices for this project, fulfilling the following requirement:

How the applicant will identify existing emerging practices or promising practices for serving LGBTQ homeless youth that will expand the knowledge base and help to strengthen services for this population. The applicant would need to identify existing evidence-based, evidence-informed, or promising practices developed for other populations (e.g., LGBTQ youth who are not homeless, HIV positive youth) that can be adapted and implemented with LGBTQ homeless youth to test its effectiveness with this population. The applicant will also need to identify the most efficient methods for applying knowledge of effective practices for implementation in order to reach a greater number of LGBTQ youth and offer services in multiple locations, including strategies for developing relationships with LGBTQ youth on the streets so that they feel comfortable with accessing Transitional Living Program (TLP) resources.

Finally, the applicant will need to address, if it does not have the capacity within its organization, the process the applicant will use to secure agreements with qualified personnel to conduct the identification and selection of emerging/promising practices and existing evidence-based practices.

2.3 Identify Trainings for RHY Providers and Their Partners

The applicant will address how they will identify trainings and resources for all RHY providers and, where relevant, their partners that serve LGBTQ homeless youth. These will apply to both LGBTQ youth serving organizations and mainstream organizations that serve LGBTQ youth. Trainings and resources may include, but are not limited to:

- Developing or revising policies to ensure safe practices for housing LGBTQ RHY in TLPs that help youth to feel safe and comfortable.
- Developing or revising program and staffing policies and procedures that make LGBTQ youth feel safe, respected, and accepted.

- Locating educating materials for RHY staff and staff of partner agencies (e.g., housing agencies, law enforcement, educational organizations) on the most effective strategies for working with LGBTQ youth.

2.4 Annual Report

The applicant will address how they will submit an annual report of the cooperative agreement, fulfilling the following requirements:

- Summarizing major activities,
- Reporting findings, and
- Reporting issues and how these issues were resolved.

Phase III (Year 3 of the Cooperative Agreement)

The applicant will describe how this Phase will be used for providing FYSB with all findings from the first two Phases and for developing a dissemination plan along with products to be disseminated to the field.

3.1 Produce a Findings Report

The applicant will need to discuss how they will provide a detailed report with the recommendations and strategies to address the unique needs of RHY LGBTQ youth and include key considerations and challenges identified from the field, fulfilling the following requirement:

- How the findings report will address key outcomes that are critical to successful transitions to adulthood for unaccompanied homeless youth – these should include both FYSB RHY- specific outcomes as well as the four core outcomes in the USICH Unaccompanied Homeless Youth Interventions Model – as a result of input from the Technical Expert Group and participants from the needs assessment.
- How the Outcomes will be centered on LGBTQ runaway and homeless youths’ emotional and physical safety, stable housing, education and employment, permanent connections, and socioemotional well being.
- How the report will also include findings from state and local agencies on policies, programs, and activities currently in place that are best practices/capacity building strategies, systems engagement activities, and trainings/supervisory structures to address the needs of this population. Further, the report should identify any gaps/barriers to accessing services that relate to the unique needs of the LGBTQ runaway and homeless populations.

3.2 Develop a Dissemination Plan

The applicant needs to address how they will coordinate with the RHY NOS and the Technical Expert Group to develop a dissemination plan for the expected products that will be developed during this final Phase. While drafting the plan, consideration should be given to the type of products developed, the audiences for the products, and venue for dissemination (e.g., webinar, e-learning) to FYSB’s RHY providers.

3.3 Develop Products to Disseminate to the Field

The applicant will describe how they will develop products for one or more RHY target audiences. The applicant will need to address how it is critically important to tailor the language, the modality of communication (e.g., format), the level of information, and the focus of information provided about the project so it has maximum relevance, appeal, and usefulness to each audience. The applicant will describe how they will develop 3-5 key products to disseminate to the field and reflect a mixture of resources applicable to mainstream programs, targeted LGBTQ programs, and both types of programs. Such products may include an annotated bibliography based on the literature review in Phase I, webinars, fact sheets, findings briefs, and resource guides. The final selection of the products will be driven by input from the Technical Expert Group, experts in the field, the RHY NOS, and FYSB staff. It is expected that

the RHY NOS will disseminate the final products.

3.4 Final Report

The applicant will need to describe how they will develop and submit in a final report at the end of the third year of the cooperative agreement presenting aggregate findings and recommendations for RHY consumers/youth, RHY practitioners, and other RHY stakeholder groups. This report will be cumulative in nature and, at a minimum, the report should include (but is not limited to) fulfilling the following requirements:

- Describe methods used to obtain data/information, the completeness of data/information, and any deficiencies in the validity of data/information.
- Portray data/information clearly and interestingly, through the creative use of narrative, tables, and charts.
- Provide a concise but comprehensive narrative analysis of findings related to the literature review and needs assessment.
- Present lessons learned and relevant recommendations.

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.

Program Performance Evaluation Plan

Applicants must describe the plan for the program performance evaluation that will contribute to continuous quality improvement. The program performance evaluation should monitor ongoing processes and the progress towards the goals and objectives of the project. Include descriptions of the inputs (e.g., organizational profile, collaborative partners, key staff, budget, and other resources), key processes, and expected outcomes of the funded activities. The plan must be supported by a logic model and must explain how the inputs, processes and outcomes will be measured, and how the resulting information will be used to inform improvement of funded activities.

Applicants must describe the systems and processes that will support the organization's performance management requirements through effective tracking of performance outcomes, including a description of how the organization will collect and manage data (e.g. assigned skilled staff, data management software) in a way that allows for accurate and timely reporting of performance outcomes. Applicants must describe any potential obstacles for implementing the program performance evaluation and how those obstacles will be addressed.

The applicant is expected to demonstrate their effectiveness in achieving the project objectives and completing the activities proposed in the project plan developed in concert with FYSB staff. Measures of effectiveness should include success demonstrating infrastructure and expertise to be able to implement project activities quickly and effectively. Applicants must also demonstrate a history of collaboration with youth serving organizations, agencies, and professionals in order to effectively and efficiently implement

this 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.

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);
- 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;
- Copy or description of the applicant organization's personnel policies;
- Information on compliance with federal/state/local government standards;
- 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.

Dissemination Plan

Applicants must propose a plan to disseminate reports, products, and/or grant project outputs so that project information is provided to key target audiences. Dissemination plans must include:

- Dissemination goals and objectives;
- Strategies to identify and engage with target audiences;
- Allocation of sufficient staff time and budget for dissemination purposes;
- A preliminary plan to evaluate the extent to which target audiences have received project information and have used it as intended.

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.

Plan for Oversight of Federal Award Funds

Provide a plan describing how oversight of federal funds will be ensured and how grant activities and partner(s) will adhere to applicable federal and programmatic regulations. Applicants must identify staff that will be responsible for maintaining oversight of program activities, staff, and partner(s). Applicants must describe procedures and policies used to oversee staff and/or partners/contractors.

Describe organizational records systems that relate financial data to performance data by identifying the source and application of federal funds so that they demonstrate effective control over and accountability for funds, compare outlays with budget amounts, and provide accounting records supported by source documentation.

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 using the 424A and/or 424C, as applicable, for the first year of the proposed project. Provide a budget justification, which includes a budget narrative budget and a line-item detail, for the first 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.

Provide the annual operating budget of the organization and list the funding sources that will support the capacity building grant project.

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.

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: **08/13/2013**

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 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

ACYF Operations Center c/o Lux Consulting Group

Attn: Runaway and Homeless Youth Capacity Building for Lesbian, Gay, Bisexual, Transgender and/or Questioning Youth Populations

8405 Colesville Road, Suite 600

Silver Spring, MD 20910

Hand Delivery

ACYF Operations Center c/o Lux Consulting Group

Attn: Runaway and Homeless Youth Capacity Building for Lesbian, Gay, Bisexual, Transgender and/or Questioning Youth Populations

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

Maximum Points: 10

Applicant will be evaluated based upon the extent to which:

1. The applicant clearly and thoroughly describes the need for the proposed project and concrete objectives for how the project will address those needs.
2. The applicant demonstrates a comprehensive understanding of the challenges faced by LGBTQ

youth, including both the challenges related to their sexual orientation and/or gender identity and the need for services specific to this population.

3. The applicant clearly states measurable objectives that are realistic, feasible, and achievable during the project period. The applicant explicitly links each objective to the project goal of knowledge development to strengthen efforts for better understanding and addressing the needs of LGBTQ youth experiencing homelessness.

APPROACH

Maximum Points: 60

The application describes how the program model design aligns with the FOA's approach, priorities, and objectives. (0-25 points)

Applicant will be evaluated based upon the extent to which:

1. The applicant describes a thorough, achievable plan to complete all project activities in the work plan, which will be developed in coordination with FYSB staff, by the end of the grant period. The application must include a schedule of activities, timelines, communication plans, and strategies to meet the project goals and timelines.
2. The applicant clearly and thoroughly describes how the Unaccompanied Homeless Youth Intervention Model of the framework to end youth homelessness developed by USICH will meaningfully guide all project activities in the work plan.
3. The applicant clearly and thoroughly describes a plan and structure for a one day kick-off meeting with key stakeholders at the ACYF offices in Washington, D.C. (Program Specialist, key federal personnel, and any other pertinent stakeholders) that would feasibly lead to the creation of a draft work plan.
4. The applicant clearly and thoroughly describes how an array of leading experts in the fields of youth homelessness, LGBTQ experts, RHY providers, consumers/youth, other service providers, researchers, university partners, and other experts in the field will be identified for participation on the Technical Expert Group. The applicant must also address how it will obtain MOUs for Technical Expert Group members and how it will provide compensation to said members.
5. The applicant clearly and thoroughly describes a feasible plan for developing, providing the logistics for, and convening the Technical Expert Group.
6. The applicant clearly and thoroughly describes how they plan to meaningfully collaborate with the RHY NOS (RHYTTAC, NCFY, and NRS) including, but not limited to, meetings with the RHYTTAC advisory board, attending the yearly RHYTTAC training meeting, and reviewing NCFY literature and written materials.

The application incorporates how the program model design has a comprehensive rigorous plan for research and review strategy into the applicants program design. (0-15 points)

1. The applicant clearly and thoroughly describes a rigorous plan to conduct a systematic and comprehensive review of the literature focusing on the latest research and practice innovations on homeless youth with a focus on LGBTQ homeless youth. If the applicant does not have this capacity within its organization, the applicant demonstrates they have agreements with qualified personnel to conduct the review.
2. The applicant describes a clear, thorough plan to identify culturally appropriate, reliable and validated screening and assessment tools for youth populations and, where specific, for LGBTQ youth and those experiencing homelessness. If the applicant does not have this capacity within its organization, the applicant demonstrates they have agreements with qualified personnel to conduct the review.
3. The applicant describes a clear, thorough plan to identify existing emerging practices or promising practices for serving LGBTQ homeless youth and identify existing evidence-based, evidence-informed, or promising practices developed for other populations that can be adapted

and implemented with LGBTQ homeless youth to test its effectiveness. The plan must also include how the applicant will identify gaps in services. If the applicant does not have this capacity within its organization, the applicant demonstrates they have agreements with qualified personnel to conduct the review.

The application incorporates how the program model design will identify trainings and develop key products useful to the field into the applicants program design. (0-20 points)

1. The applicant clearly and thoroughly describes how they will identify effective trainings and resources for RHY providers and, where relevant, other organizations that serve LGBTQ homeless youth. Trainings may include developing policies to ensure safe practices for housing LGBTQ RHY in TLPs that help youth to feel safe, program and staffing policies and procedures that make LGBTQ youth feel respected and accepted, and resources on the most effective strategies for working with LGBTQ youth.
2. The applicant clearly and thoroughly describes the development of 3-5 key products to disseminate to the field that are applicable to mainstream programs, or are targeted to LGBTQ programs, and both program types. The applicant must discuss how they will tailor the language, the modality of communication, the level of information, and the focus of the information so it's useful to each audience.
3. The applicant clearly and thoroughly describes the development of a dissemination plan for the products that will be tailored for various audiences. The applicant must discuss how they will coordinate with various stakeholders to disseminate the final products.
4. The applicant clearly and thoroughly describes how error-free reports will be developed and submitted on time to the funding agency, including monthly reports, annual reports, a findings report, and a final report.

ORGANIZATIONAL PROFILE

Maximum Points: 7

Applicant will be evaluated based upon the extent to which:

1. The applicant clearly and thoroughly describes the organizational capacity necessary to oversee federal grants through a description of the organization's fiscal controls or procedures, and provides an explanation of the organization's governing structure and capacity demonstrating its capability to undertake the size and scope of this project.
2. The applicant provides the annual operating budget and lists the funding sources that will support the capacity building grant project.
3. The applicant clearly and thoroughly describes the role of any subcontractors and how they will be monitored for performance to ensure project goals and objectives are being met.
4. The applicant clearly and thoroughly describes the organization's policies and procedures prohibiting harassment based on race, sexual orientation, gender, gender identity (or expression), religion, and national origin.
5. The applicant has obtained MOUs with appropriate partners to conduct work under this project when they don't have appropriate expertise (to conduct the systematic literature review or to identify validated and reliable screening and assessment tools).
6. The applicant clearly and thoroughly describes how confidential or sensitive information will be collected during the course of the project, and what methods will be used to ensure that confidential and/or sensitive information is properly handled and safeguarded.

ORGANIZATIONAL PROFILES II

Maximum Points: 3

The application clearly demonstrates knowledge of the needs and challenges faced by homeless and/or LGBTQ youth.

1. The applicant clearly and thoroughly documents knowledge of and/or experience in working with LGBTQ runaway, homeless, and street youth.

STAFF AND POSITION DATA

Maximum Points: 10

Applicant will be evaluated based upon the extent to which:

1. The applicant clearly and thoroughly describes the expertise of the proposed staff, and describes the administrative and organizational structure of the applicant organization, including the management plan. The applicant must describe its operational and programmatic relationships to other national organizations, runaway and homeless youth and LGBTQ service providers at the local, state, and national levels.
2. The applicant provides a staffing plan that demonstrates a sound relationship between the proposed responsibilities of project staff and the educational and professional experience required for staff positions through a discussion of position descriptions and resumes or biographical sketches of key staff, including consultants. "Key staff" are defined as those staff members responsible for direct oversight, management, or implementation of the proposed project.
3. The applicant identifies a Point of Contact for this cooperative agreement, including telephone number and email address.

BUDGET AND BUDGET JUSTIFICATION

Maximum Points: 10

Applicant will be evaluated based upon the extent to which:

1. The applicant describes a detailed line-item budget of project costs and clearly and thoroughly demonstrates how cost estimates were derived. The applicant's description should also include how the applicant will address providing compensation of some form to the members of the Technical Expert Group. The calculations must include estimation of methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated.
2. The applicant clearly and thoroughly demonstrates how the funds requested are necessary and essential to accomplish the scope of services as required by and consistent with the authorizing RHY legislation and FYSB program requirements.
3. The applicant's budget clearly delineates any allocation of grant resources to partners; provides narrative budget justification that describes how the categorical costs are derived; and discusses the necessity, reasonableness, and allocation of the proposed costs.

V.2. Review and Selection Process

No grant award will be made under this announcement on the basis of an incomplete application. No grant award will be made to an applicant 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.

As required by the RHY Act, priority for funding shall be given to public and private entities with knowledge of and/or experience in working with LGBTQ runaway, homeless, or street youth. Eligible applicants will be assessed on how well they sufficiently demonstrated and substantiated that they have knowledge of and/or experience in working with LGBTQ runaway, homeless, or street youth. Applicants will need to address this in *Section IV.2, Organizational Capacity*. The review panel will apply this priority as described in *Section IV.2, Organizational Capacity* by awarding the maximum of 3 possible points allotted for this criteria.

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

FYSB expects that awards will be made by September 27, 2013. Unsuccessful applicants will be notified in writing subsequent to final determination of awards.

VI. Award Administration Information

VI.1. Award Notices

Successful applicants will be notified through the issuance of a 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:	The FFR (SF-425) is due to ACF on:
January 01 through March 31	April 30
April 01 through June 30	July 30
July 01 through September 30	October 30
October 01 through December 31	January 30

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

Additional Reporting Requirements

Monthly Reports: The successful applicant will submit a monthly report about major activities, problems encountered and their resolution (or plans for such) during the reporting month, and activities planned for the next month. Monthly reports are due by no later than the tenth day of each month.

Annual Reports: The successful applicant will submit an annual report summarizing major activities, findings, and issues, and how the issues were resolved.

Findings Report: The successful applicant will submit, early in the final year, a detailed findings report with the recommendations and strategies learned throughout the project to include key considerations and challenges identified from the field.

Final Report: The successful applicant will submit a cumulative, final report that describes the methodology used to obtain data/information, provide findings, and present lessons learned.

VII. Agency Contacts

Program Office Contact

Marnay Cameron
Administration for Children and Families
Administration on Children, Youth and Families
Family and Youth Services Bureau
8405 Colesville Road, Suite 600
Silver Spring, MD 20910
Phone: (866) 796-1591

Email: fysb@luxcg.com

Office of Grants Management Contact

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

Federal Relay Service:

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

VIII. Other Information

Reference Websites

U.S. Department of Health and Human Services (HHS) on the Internet [http:// www.hhs.gov/](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 /aforms repository information .jsp](http://www.grants.gov/agencies/aforms_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](http://www.grants.gov/applicants/email_subscription.jsp).

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

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

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

OMB Circulars - <http://www.whitehouse.gov/omb/circulars> default.

Application Checklist

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

What to Submit	Where Found	When to Submit
DUNS Number (Universal Identifier) and Systems for Award Management (SAM) registration.	<p>Referenced in <i>Section III.3. Other</i> in the announcement. To obtain a DUNS number, go to http:// fedgov. dnb.com / webform.</p> <p>To register at SAM, go to http:// www.sam. gov.</p>	<p>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.</p>
SF-424 - Application for Federal Assistance and SF-P/PSL - Project/Performance Site Location(s)	<p>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 Repository at http://www.grants.gov/ agencies/ aforms repository information.jsp.</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>
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>	<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>

	<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. 	
<p>Certification Regarding Lobbying</p>	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i>. Found at http:// www.acf.hhs.gov /grants-forms.</p>	<p>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>
<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 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>	<p>Submission is voluntary. Submission may be made with the application by the application due date listed in the <i>Overview and Section IV.3. Submission Dates and Times</i>. Or, it may be submitted prior to the award of a grant.</p>
<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>SF-LLL - Disclosure of Lobbying Activities</p>	<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</p>	<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.</p>

	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.	
Document on the needs of lesbian, gay, bisexual, transgender, and questioning youth are taken into consideration in applicants program design.		
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> .
Table of Contents	Referenced in <i>Section IV.2. The Project Description</i> .	Submission is due as part of the Project Description by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
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 Summary/Abstract	Referenced in <i>Section IV.2. The Project Description</i> . The Project Summary/Abstract is limited to one single-spaced page.	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> .
Third-Party Agreements	Referenced in <i>Section IV.2. Project Description</i> .	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.
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.
Executive Order 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities"	Applicants should go to the following URL for the official list of the jurisdictions that have elected to participate in E.O. 12372 http://www.whitehouse.gov/omb/grants_s poc/ as indicated in <i>Section IV.4. Intergovernmental Review</i> of this announcement. The Executive Order and CFR require that applicants submit all required application materials to their State Single Point of Contact (SPOC) and indicate the date of submission on the SF-424 at item 19.	Submission of application materials is due to SPOC by the application due date listed in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times.</i>
Protection of Sensitive and/or Confidential Information.		

Appendix

Appendix A

References

1. Robertson, M.J. & Toro, P.A. (1998). Homeless youth: Research, intervention, and policy. United States Department of Health and Human Services.
2. Farrow, J.A., Deisher, R.W., Brown, R., Kulig, J.W., & Kipke, M.D. (1992). Health and health needs of homeless and runaway youth: A position paper of the Society for Adolescent Medicine. *Journal of Adolescent Health*, 13(8), 717-726.
3. Ryan, C. LGBT youth: Health concerns, services and care. *Clinical Research and Regulatory Affairs*, 2003, 20(2):137-158.
4. Nolan, T. C. (2006). Outcomes for a transitional living program serving LGBTQ youth in New York

- City. Child Welfare League, 385-406.
5. Ray, N. (2006). Lesbian, gay, bisexual and transgender youth: An epidemic of homelessness. New York: National Gay and Lesbian Task Force Policy Institute and the National Coalition for the Homeless.
 6. Whitbeck, Les B.; Chen, Xiaojin; Hoyt, Dan R.; Tyler, Kimberly; and Johnson, Kurt D., 'Mental Disorder, Subsistence Strategies, and Victimization among Gay, Lesbian, and Bisexual Homeless and Runaway Adolescents' (2004). Journal of Sex Research, 41:4, pp. 329-342.

Appendix B

Glossary of Terms and Definitions

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

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

BUDGET PERIOD - The intervals of time into which a multi-year period of assistance is divided for budgetary and funding purposes. Budget periods are usually 12-months long but may be shorter or longer, if appropriate. (HHS Grants Policy Statement, I-34)

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

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

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

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

EMERGING PRACTICE - Emerging practice incorporates the philosophy, values, characteristics, and indicators of other positive/effective public health interventions. Incorporates a process of continual quality improvement that: Accumulates and applies knowledge about what is working and not working in different situations and contexts. Continually incorporates lessons learned, feedback, and analysis to lead toward improvement or positive outcomes. Has an evaluation plan in place to measure program outcomes, but it does not yet have evaluation data available to demonstrate the effectiveness of positive outcomes.

EVIDENCED-BASED PRACTICES - Programs and practices that have been demonstrated through rigorous research and evaluation to achieve positive outcomes for youth, families, and communities.

EVIDENCE-INFORMED PRACTICES - Brings together the best available research, professional expertise, and input from youth and families to identify and deliver services that have been demonstrated to achieve positive outcomes for youth, families, and communities.

HOMELESS YOUTH - An individual (A) who is (i) less than 21 years of age, or, in the case of a youth seeking shelter in a center under Part A of the Runaway and Homeless Youth Act, less than 18 years of age, or is less than a higher maximum age if the State where the center is located has an applicable State or local law (including a regulation) that permits such higher maximum age in compliance with licensure requirements for child- and youth-serving facilities; and (ii) for the purposes of Part B, not less than 16 years of age and either (I) less than 22 years of age; or (II) not less than 22 years of age as of the expiration of the maximum period of stay permitted under section 322(a)(2) if such individual commences such stay before reaching 22 years of age; (B) for whom it is not possible to live in a safe environment with a relative; and (C) who has no other safe alternative living arrangement. (Section 387(3) RHY Act, 42 U.S.C. § 5742a(3))

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

KEY STAFF - Primary staff responsible for service delivery and oversight of the transitional living program. (For purposes of this announcement.)

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

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

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

PROMISING PRACTICE - Promising practice refers to sets of clinical interventions or administrative practices that have empirical evidence supporting their efficacy and that show promising results of achieving mental health or safety outcomes but lack the strong empirical evidence that they produce both outcomes.

PROTECTIVE FACTORS - Protective factors are any factors that act to modify risk, either by directly reducing a disorder or dysfunction or by moderating the relationship among risk factors and problems or disorders, often called buffering effects (Lou et al. 2008; Fraser, Richman & Galinsky, 1999). Particular to this FOA, protective factors can also be understood as the positive influences that reduce the effects of stressful life events on young people, increase their ability to make good decisions, and promote the social and emotional competence that will help them thrive now and in the future.

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

RUNAWAY YOUTH - An individual who is less than 18 years of age and who absents himself or herself from home or a place of legal residence without the permission of a parent or legal guardian. (Section 387(4) of the RHY Act, 42 U.S.C. § 5732a(4))

SAFETY - Youth are able to live free from violence, abuse, neglect, harassment, stalking, exploitation, and fear. This sense of safety is physical, emotional, and mental. Youth feel supported and protected from

harm in relationships and in social settings. (For purposes of this announcement.)

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

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

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

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

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

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

Appendix C

ASSURANCES

Runaway and Homeless Youth Capacity Building for LGBTQ Youth

HHS-2014-ACF-ACYF-CX-0567

All applicants submitting an application under this funding opportunity announcement must sign and submit the following certifications with their application package. Print the document. The Assurance must be signed and dated by the applicant organizations' Authorized Organizational Representative (AOR). Scan the document into PDF format and submit it with the application at www.Grants.gov. See Section IV.2. Formatting for more information on submission of this document.

As the Authorized Organizational Representative (AOR) signing this application on behalf of

[Insert full, formal name of applicant organization] I hereby attest and certify that:

The needs of lesbian, gay, bisexual, transgender, and questioning youth are taken into consideration in applicant's program design. Applicant has considered how its programs will be inclusive of and non-stigmatizing toward such participants. If not already in place, applicant and, if applicable, sub-awardees will 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 applicant has or will have such policies in place prior to receiving the award. Awardee will ensure that all youth-serving staff are trained to prevent and respond to harassment or bullying in all forms. Awardee will 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 subawardees 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 are 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).

Insert Date of Signature:

Print Name and Title of the AOR: Signature of AOR: