



Administration for Children and Families

Administration on Children, Youth and Families

Basic Center Program

HHS-2015-ACF-ACYF-CY-0957

Application Due Date: 04/10/2015

Basic Center Program
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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: Basic Center Program
Announcement Type: Initial
Funding Opportunity Number: HHS-2015-ACF-ACYF-CY-0957
Primary CFDA Number: 93.623
Due Date for Applications: **04/10/2015**

Executive Summary

Notices:

- **Applicants are strongly encouraged to read the entire funding opportunity announcement (FOA) carefully and observe the application formatting requirements listed in *Section IV.2. Content and Form of Application Submission*. For more information on applying for grants, please visit "How to Apply for a Grant" on the ACF Grants Page at <http://www.acf.hhs.gov/grants/howto>.**

The Administration for Children and Families (ACF), Administration on Children, Youth and Families (ACYF), Family and Youth Services Bureau (FYSB) supports organizations and communities that work every day to put an end to youth homelessness, adolescent pregnancy, and domestic violence. FYSB's Runaway and Homeless Youth program (RHY) is accepting applications for the Basic Center Program (BCP). The purpose of the BCP is to provide temporary shelter and counseling services to youth who have left home without permission of their parents or guardians, or to other homeless youth who might otherwise end up in the law enforcement or in the child welfare, mental health, or juvenile justice systems.

I. Program Description

Statutory Authority

Grants for Runaway and Homeless Youth (RHY) Basic Center Programs (BCP) are authorized by section 311(a)(1) of the Runaway and Homeless Youth Act at 42 U.S.C. § 5711(a)(1), as most recently amended by Pub. L. 110-378 on October 8, 2008. Text of this legislation can be located at: <https://www.acf.hhs.gov/programs/fysb/resource/rhy-act>.

Description

BACKGROUND

Administration on Children, Youth and Families Runaway Homeless Youth Programs

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

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. Thus, efforts to address the impact of trauma is essential in cultivating social and emotional well-being. Therefore, the Runaway and Homeless Youth (RHY) Program(s) promote a trauma-informed approach, which involves understanding and responding to the symptoms of chronic interpersonal trauma and traumatic stress, as well as the behavioral and mental health consequences of trauma.

Basic Center Program

Every day, in communities across the country, young people run from or are asked to leave homes, some of which are characterized by physical, sexual or emotional abuse, neglect, rejection, or parental drug and alcohol use. Once on the streets, these young people often lose touch with the caring adults in their extended families, schools, and communities that can help and protect them. As a result, they frequently fall victim to sexual exploitation, physical or sexual assault, weapons assault, robbery, and gang activity.

Widespread concern emerged in the early 1970s about youth who were away from home and in at-risk situations, often through no fault of their own. Since 1975, the Basic Center Program (BCP) has worked to establish or strengthen community-based programs that address the immediate needs of runaway and homeless youth and their families.

The BCP age guidance for the purpose of this announcement is an individual less than 18 years of age, for whom it is not possible to live in a safe environment with a relative, and who has no other safe alternative living arrangement.

PURPOSE AND SCOPE

The purpose of the BCP is to provide temporary shelter and counseling services to youth who have left home without permission of their parents or guardians or to other homeless youth who might otherwise end up in the law enforcement or in the child welfare, mental health, or juvenile justice systems.

The scope of work is to include access to shelter, gateway services, assessment, coordinated case management, follow-up, and continuum service linkages.

FYSB's intent is to increase young people's safety, social and emotional well-being, self-sufficiency, and help them build permanent connections with families, communities, schools, and other positive social networks. FYSB supports projects that:

- Provide services for runaway and homeless youth and the families of such youth
- Establish an alternative to involving runaway and homeless youth in the law enforcement, child welfare, mental health, and juvenile justice systems
- Provide safe and appropriate shelter for runaway and homeless youth
- Provide individual, family, and group counseling
- Reunite youth with their families when appropriate

DEFINITIONS

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, to resolve intra-family problems, to reunite such youth with their families, whenever appropriate, and to help them decide upon a future course of action. (45 CFR §1351.1(d))

CRISIS STABILIZATION SERVICES: Services such as assessment and intensive case management to ensure that youth receive assistance with emotional and behavioral health challenges while developing a plan for permanency. (For purposes of this announcement.)

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))

GATEWAY SERVICES: Services to provide food, drink, shelter, clothing, transportation, and hygiene-related items to prevent malnutrition and ill health while building trust with youth. (For purposes of this announcement.)

HARM REDUCTION: The provision of basic needs, education, prevention, information, referral, case management, and direct services, including shelter, that will directly diminish the risk of exploitation, abuse, assault, or substance use. (For purposes of this announcement.)

OUTREACH CONTACT: An outreach contact is an individualized, face-to-face engagement between a runaway, homeless, or street youth, and a youth outreach worker or drop in center staff such that the contact might result in a youth making a choice that will result in harm reduction. (For purposes of this announcement.)

PERMANENT CONNECTIONS : Youth 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.)

REINTEGRATION SERVICES: The connection of youth with services to promote their long-term well-being and self-sufficiency, including resource plans and case management services for substance abuse, mental health, education, employment transportation, income security, identity papers, and housing. (For purposes of this announcement.)

RESOURCE PLAN: Plans for youth that may include, but are not limited to, knowing where to call for resources or help, support for dealing with family conflict or emotional stress and education, information or referral to community resources such as substance abuse counseling, education, employment, and housing. (For purposes of this announcement.)

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 PLAN: Plans for youth that may include, but are not limited to, knowing a trusted adult to call in an emergency; learning how to recognize and avoid unsafe situations and people; and avoiding maladaptive coping mechanisms, including risky sexual behavior or criminal behavior. (For purposes of this announcement.)

SHELTER OR STABLE HOUSING: Includes a fully licensed homeless shelter or host homes or a stable housing situation. (For purposes of this announcement.)

STREET-BASED SERVICES: Services provided to runaway, homeless, and street youth in areas where they congregate covering multiple areas or geographic neighborhoods, designed to assist those youth in making healthy personal choices regarding where they live and how they behave. (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))

PROJECT FRAMEWORK

I. Social Support and Relationship Capacity Building: Program model must include strategies for

helping youth build protective factors that moderate the impact of past and future negative experiences that support the safety and well-being of the youth. It is essential that strategies are trauma-informed in all aspects of how they approach and support young people to facilitate healing.

- *Positive Youth Development* is an approach that encourages skill development, a sense of belonging, opportunities to empathize, opportunities to exercise decision making, connection with caring adults, connection to school or employment, and other protective factors.
- *Trauma Informed Care* is an intervention that recognizes the youth in care have often suffered childhood trauma and the consequent trauma of life on the street and that they require services designed to prevent re-traumatization; services that respond to behavioral problems as maladaptive coping mechanisms and help a youth reframe their life narrative from one of victim to resilient survivor by creating a low-anxiety atmosphere characterized by high levels of trust.
- *Evidenced informed practices* brings together the best available research, professional expertise, and input from youth and families to identify and deliver services that have promise to achieve positive outcomes for youth, families, and communities. (For purposes of this announcement)

II. Culture Competency and Protection from Harassment: Runaway, homeless, and street youth include, but are not limited to, youth with limited English proficiency; minority youth; and lesbian, gay, bisexual, and transgendered youth. Specific cultural groups are overrepresented in the runaway and homeless youth populations. It is imperative that programs operate in a manner that encourages a sense of inclusion, relevance, and respect across this broad spectrum, projecting a safe, and non-traumatizing atmosphere. Projects must be able to understand and skillfully engage each subpopulation. Additionally, grantees and any partners should have policies and procedures prohibiting harassment based on race, sexual orientation, gender, gender identity (or expression), religion, disability, and national origin. Procedures should be in place to address monitoring harassment claims, addressing them seriously, and documenting their corrective action.

PROJECT REQUIREMENTS

Comprehensive Youth Centered Service Model

Access to shelter: Projects shall provide runaway, homeless, and street youth, shelter or safe and stable housing for up to 21 days and individual, family, and group counseling, as appropriate. Pursuant to Section of 311(a)(2)(C) of the RHYA (42 U.S.C. 5702), projects may elect to provide street-based services; home-based services for families with youth at risk of separation from the family; drug abuse education and prevention services; and at the request of runaway and homeless youth, testing for sexually transmitted diseases. (No bonus points will be given for optional services but should be coordinated with mandatory components of the program.)

Shelter services must accommodate no less than 4 and not more than a maximum capacity of 20 youth, except where the grantee ensures that the state where the center or locally controlled facility is located has a state or local law or regulation that requires a higher maximum to comply with licensure requirements. The shelter must have a ratio of staff-to-youth that is sufficient to ensure adequate supervision and treatment. Transportation to the shelter should be available as needed, and barriers to entry should be low enough that it is easily accessible by youth.

Gateway services: Projects must provide the provision of food, drink, shelter, clothing, transportation, and hygiene to prevent malnutrition and ill health while building trust with youth.

Assessment: Projects must implement standardized methods to assess each youth's situation at contact, such as immediate needs, physical, mental, and behavioral health, connection to family, safety, access to resources, issues of neglect, or abuse and other risk and protective factors impacting well-being and self-sufficiency. Assessments must be individualized, returning first time runaway youth to low-risk families while prioritizing street acculturated youth for rapid sheltering. Assessment must also be able to address the unique needs of subpopulations of runaway and homeless youth such as, but not limited to, youth who are pregnant or parenting; running from a foster care setting; sexually exploited; in need of

substance abuse or mental health services; or lesbian, gay, bisexual, or transgendered.

Coordinated Case Management: Coordinated case management is a central service within the BCP program, as it ensures that youth have support in accessing a variety of services that are coordinated across multiple systems. Projects must provide intensive case management to youth receiving services; this will include services in place to address present and historical trauma, with access to a range of options for trauma informed behavioral health services.

Case management must involve the development of an individualized service plan that is tailored to meet the specific needs of the young person receiving services. In addition, projects must provide individual, family, and group counseling.

Follow-up/Aftercare Services: Projects must provide 3 months of follow-up to youth that receives up to 21 days of services from the Basic Center Program. Projects must establish an exit plan with youth within three days of receiving BCP services. The exit plan must include permanent placement planning that will help ensure the youth have the opportunity to make informed decisions about the support and services they need to receive to develop a plan for permanency and identify and achieve their personal goals.

Continuum Service Linkages: Projects must coordinate with others such as government, nonprofits, other outreach teams, referral providers, and service providers to assure the ability to serve the homeless youth population. Service linkages must include, but are not limited to:

- Mental and health care providers
- Substance abuse treatment centers
- Law Enforcement
- Schools: *Work with the appropriate McKinney-Vento liaison (The McKinney-Vento Homeless Assistance Act is Title X, Part C, of the No Child Left Behind Act)*
- Employment services
- Sexual assault services
- Housing
- Welfare personnel

Geographic Location: Projects must be located in areas where runaway, homeless, and street youth can easily access Basic Center Program services. This may include rural or reservations areas outside of metropolitan areas.

Program Performance Measures

The chart below illustrates the program performance measures' objectives and the intended performance indicators. Grantees must collect data that addresses the performance measures' objectives and provide measurable indicators that will provide promising practices to improve program performance for better service delivery and implementation strategies

Objective	Performance Indicators
Determine efficiency of federal funds in providing BCP services.	Number of runaway or homeless youth who are provided shelter services.
Determine impact of federal funds in preventing youth homelessness.	Number of youth at risk of RHY who remain with their families over a 21-day service period as a percentage of those who have safe families in which they may remain.
Determine effectiveness of effort to reconcile families.	Number of runaway or homeless youth who are reconciled with their families as a percentage of those who have a safe and stable family to which they may return.

Determine impact of continuum linkage services.

Number of runaway or homeless youth who receive a safe and stable alternative placement as a percentage of those who cannot or will not be returned to their families.

Determine impact of services on long-term outcomes.

Number of runaway or homeless youth who remain in a safe and stable living arrangement 6 months after exiting the BCP shelter as a percentage of all youth sheltered.

TECHNICAL ASSISTANCE

By signing and submitting the application, BCP grantees agree to receive and participate in technical assistance as recommended by federal staff to ensure quality programming and implementation. Training and technical assistance are free to BCP grantees through the Runaway and Homeless Youth Training and Technical Assistance Center (RHYTTAC). However, grantees must include the cost of travel and lodging in the application budget for the annual training and technical assistance meeting in November. Services include regionally based technical assistance clinics, training sessions, training of trainers, e-learning, webinars, and an annual grantee conference. More information is available at: www.rhyttac.net.

II. Federal Award Information

Funding Instrument Type:	Grant
Estimated Total Funding:	\$14,593,033
Expected Number of Awards:	93
Award Ceiling:	\$200,000 Per Budget Period
Award Floor:	\$50,000 Per Budget Period
Average Projected Award Amount:	\$156,914 Per Budget Period
Anticipated Project Start Date:	09/30/2015

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. Other, 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.** See *Section III.2.* of this announcement for information on cost-sharing or matching requirements.

The funds available for new awards and continuations for services provided in each state and insular area are listed in *Appendix A, Basic Center Program Fiscal Year 2015 Allocation by State*. Funding amounts available for new awards are approximations at the time of publication. Actual amounts available may change due to availability of funds.

Continuation of Project

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

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

III. Eligibility Information

III.1. Eligible Applicants

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

Private institutions of higher education must be non-profit entities.

In addition to both public and nonprofit private entities, a combination of such entities can receive grants per section 311(a)(1) of the RHY Act. (42 U.S.C. § 5711(a)(1))

Applications from individuals (including sole proprietorships) and foreign entities are not eligible and will be disqualified from competitive review and from funding under this announcement. See *Section III.3. Other, Application Disqualification Factors*.

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: Yes

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

Grantees must provide at least **10** percent of the total approved cost of the project. The total approved cost of the project is the sum of the ACF (federal) share and the non-federal share. The non-federal share may be met by cash or in-kind contributions, although applicants are encouraged to meet their match requirements through cash contributions. For example, in order to meet the match requirements, a project requesting **\$200,000.00** in ACF (federal) funds must provide a non-federal share of the approved total project cost of at least **\$22,222.00** , which is **10** percent of total approved project cost of **\$222,222.00** .

Note: Grantees will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications, even when the projected non-federal commitment exceeds the required amount of matching or cost share. A grantee's failure to provide the required matching amount will result in the disallowance of federal funds. However, lack of supporting documentation at the time of application submission will not exclude the application from competitive review.

For examples of matching requirements based on specific award amounts, see sample Chart of Matching Funding Amounts below.

Sample Chart of Matching Fund Amounts

Federal Amount	Non Federal Share	Total Project Cost for 12-month period
\$25,000	\$2,778	\$27,778
\$50,000	\$5,556	\$55,556
\$75,000	\$8,333	\$83,333
\$100,000	\$11,111	\$111,111
\$125,000	\$13,889	\$138,889
\$150,000	\$16,667	\$166,667
\$175,000	\$19,444	\$194,444
\$200,000	\$22,222	\$222,222

Matching Waiver Pursuant to 48 U.S.C. § 1469a(d)

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

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

III.3. Other

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

All applicants must have a DUNS Number ([http:// fedgov. dnb.com /webform](http://fedgov.dnb.com/webform)) and an active registration with the Central Contractor Registry (CCR) on the System for Award Management (SAM.gov, www.sam.gov).

Obtaining a DUNS Number may take 1 to 2 days.

All applicants are required to maintain an active SAM registration until the application process is

complete. If a grant is awarded, registration at SAM.gov must be active throughout the life of the award.

Plan ahead. Allow up to 10 business days after you submit your registration for it to become active in SAM and an additional 24 hours before that registration information is available in other government systems, i.e. Grants.gov.

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 through Grants.gov or prevent the award of a grant. Applicants should maintain documentation (with dates) of your efforts to register for, or renew a registration, at SAM. User Guides are available under the “Help” tab at <https://www.sam.gov>.

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 (including sole proprietorships) and foreign entities are not eligible and will be disqualified from competitive review and from funding under this announcement.

Award Ceiling Disqualification

Applications that request an award amount that exceeds 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.

Required Electronic Application Submission

ACF requires electronic submission of applications at www.Grants.gov. **Paper applications received from applicants that have not been approved for an exemption from required electronic submission will be disqualified from competitive review and from funding under this announcement.**

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 the applicant to submit applications in paper format. Information and the requirements for requesting an exemption from required electronic application submission are found in "Request an Exemption from Electronic Application Submission" in *Section IV.2. Content and Form of Application Submission*.

Application Deadlines

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 www.Grants.gov validation check, will not be received at, or acknowledged by, ACF.

Each time an application is submitted via www.Grants.gov, the submission will generate a new date and time-stamp email notification. 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.**

Notification of Application Disqualification

Applications that are disqualified under these criteria are considered to be “non-responsive” and are excluded from the competitive review process. Applicants will be notified of a disqualification determination by email or by USPS postal mail within 30 federal business days from the closing date of this funding opportunity announcement.

IV. Application and Submission Information

IV.1. Address to Request Application Package

FYSB Operations Center
c/o F2-Solutions
Attn: Basic Center Program FOA
1401 Mercantile Lane
Suite 410
Largo, MD 20774
Phone: 1-855-792-6551

Electronic Application Submission:

The electronic application submission package is available in the FOA's listing 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 in the Application Package available in the FOA's Grants.gov synopsis at www.Grants.gov. They are also available at <http://www.grants.gov/web/grants/forms/sf-424-family.html>. See *Section IV.2. Request an Exemption from Required Electronic Application Submission* if applicants do not have an Internet connection or sufficient computing capacity to upload large documents (files) to www.Grants.gov.

Standard Forms that are compliant with Section 508 of the Rehabilitation Act (29 U.S.C. § 794d):

Available at the Grants.gov Forms Repository website at <http://www.grants.gov/web/grants/forms/sf-424-family.html>.

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

In FY 2013 ACF 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.

FOR ALL APPLICATIONS:

Authorized Organizational Representative (AOR)

AOR is the designated representative of the applicant/recipient organization with authority to act on the organization's behalf in matters related to the award and administration of grants. In signing a grant application, this individual agrees that the organization will assume the obligations imposed by applicable Federal statutes and regulations and other terms and conditions of the award, including any assurances, if a grant is awarded.

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 Awards 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.

Accepted Font Style

Applications must be in Times New Roman (TNR), 12-point font, except for footnotes, which may be TNR 10-point font.

Page Limitations

Applicants must observe the page limitation(s) listed under "PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:". Page limitation(s) do not include 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 last extra pages removed and the removed pages will not be reviewed.

Application Elements Exempted from Double-Spacing Requirements

The following elements of the application submission are exempt from the double-spacing requirements

and may be single-spaced: the one-page Project Summary/Abstract, required Assurances and Certifications, required SFs, required OMB-approved forms, resumes, logic models, proof of legal status/non-profit status, third-party agreements, letters of support, footnotes, tables, the line-item budget and/or the budget justification.

Adherence to FOA Formatting, Font, and Page Limitation Requirements

Applications that fail to adhere to ACF's FOA formatting, font, and page limitation requirements will be adjusted by the removal of page(s) from the application. Pages will be removed before the objective review. The removed page(s) will not be made available to reviewers.

In instances where formatting and font requirements are not adhered to, ACF uses a formula to determine the actual number of pages to be removed. The formula counts the number of characters an applicant uses when following the instructions and using 12-point TNR and 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.

Applications that have more than one scanned page of a document on a single page will have the page(s) removed from the review.

For applicants that submit paper applications, double-sided pages will be counted as two pages. When the maximum allowed number of pages is reached, excess pages will be removed and will not be made available to reviewers.

NOTE: Applicants failing to adhere to ACF's FOA formatting, font, and page limitation requirements will receive a letter from ACF notifying them that their application was amended. The letter will be sent after awards have been issued and will specify the reason(s) for removal of page(s).

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 registration and application submission instructions provided at www.Grants.gov.

The original of a paper format application must include original signatures of the authorized representatives.

Accepted Application Format

With the exception of the required Standard Forms (SFs) and OMB-approved forms, all application materials must be formatted so that they are 8 1/2" x 11" white paper with 1-inch margins all around.

If possible, applicants are encouraged to include page numbers for each page within the application.

ACF generally does not encourage submission of scanned documents as they tend to have reduced clarity and readability. If documents must be scanned, the font size on any scanned documents must be large enough so that it is readable. Documents must be scanned page-for-page, meaning that applicants may not scan more than one page of a document onto a single page.

PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:

The application submission files must include the following and be in the following order:

Project Description - The project description is **limited to 75 pages** and must include the following in this order: Table of Contents; Abstract; Objectives, Outcomes, and Need for Assistance; Approach; Organizational Profile; Budget and Budget Justification. Applicants should title each section accordingly.

Appendices - The appendices are **limited to 20 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), Third-Party Agreements, Logic Model, Proof of Legal Status (if applicable) and Indirect Cost Rate Agreement (if applicable).

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.**

Each applicant is required to upload ONLY two electronic files, excluding SFs and OMB-approved forms.

File One: Must contain the entire Project Description, and the Budget and Budget Justification (including a line-item budget and a budget narrative).

File Two: Must contain all documents required in the Appendices.

Adherence to the Two-File Requirement

No more than two files will be accepted for the review. Applications with additional files will be amended and files will be removed from the review. SFs and OMB-approved forms will not be considered additional files. **Please do not attach additional documents to the SF-424 at Question 14 and/or after Question 15. Instead of providing a separate response to Question 14, all applicants are required to submit the SF for Project/Performance Site Location(s) (SF-P/PSL). In the SF-P/PSL, applicants may cite their primary location and up to 29 additional performance sites. Documents submitted as attachments to the SF-424 will be removed from the application and will not be reviewed.**

Application Upload Requirements

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, 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 "Support" at the top menu bar and selecting "Technical Support". Under the "Technical Support" section select "Recommended Software." A link to "PDF Conversion Software" is available in the

left-hand menu box. Free PDF software, available on this page, will allow users to convert and merge their PDF documents. As an example, ACF is providing written instructions for downloading and using one type of free software listed at Grants.gov at <https://www.acf.hhs.gov/grants/howto#chapter-7> under "How to Apply for a Grant/Submit an Application." [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.]

For any systems issues experienced with Grants.gov or with SAM.gov, please refer to ACF's "Policy for Applicants Experiencing Federal Systems Issues" document for complete guidance at https://www.acf.hhs.gov/sites/default/files/assets/systems_issue_policy_final.pdf under "How to Apply for a Grant/Submit an Application."

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.

Naming Application Submission Files

Carefully observe the file naming conventions required by www.Grants.gov. Limit file names to 50 characters (characters and spaces). Special characters that are allowed under Grants.gov's naming conventions, and are accommodated by ACF's systems, are listed in the instructions available in the Download Application Package at Grants.gov. Please also see <http://www.grants.gov/web/grants/support/technical-support/troubleshooting/restricting-special-characters.html>

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.

Format Requirements for Paper Applications

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.**

Addresses for Submission of Paper Applications

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

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 in the Application Package posted for this funding opportunity at www.grants.gov.

Other versions of required Standard Forms, assurances, and certifications are available at Grants.gov <http://www.grants.gov/web/grants/forms/sf-424-family.html>.

Forms / Assurances / Certifications	Submission Requirement	Notes / Description
SF-Project/Performance Site Location(s) (SF-P/PSL)	Submission is required for all applicants by the application due date.	Required for all applications. In the SF-P/PSL, applicants may cite their primary location and up to 29 additional performance sites. As a Standard Form (SF), this form is not included in the application's page limitation.
Certification Regarding Lobbying (Grants.gov Lobbying Form)	Submission required of all applicants with the application package. If it is not submitted with the application package, it must be submitted prior to the award of a grant.	Submission of the certification is required for all applicants.
SF-LLL - Disclosure of Lobbying Activities	If submission of this form is applicable, it is due at the time of application. If it is not available at the time of application, it may also be submitted prior to the award of a grant.	If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this

		commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
Document on the needs of lesbian, gay, bisexual, transgender, and questioning youth are taken into consideration in applicants program design.	See Appendix B for submission requirements.	See Appendix B for the complete assurance description.
DUNS Number (Universal Identifier) and Systems for Award Management (SAM) registration.	<p>A DUNS number is required of all applicants.</p> <p>To obtain a DUNS number, go to http://fedgov.dnb.com/webform.</p> <p>Active registration at the Systems Award Management (SAM) website must be maintained throughout the application and project award period.</p> <p>SAM registration is available at http://www.sam.gov.</p>	<p>A DUNS number and SAM registration are eligibility requirements for all applicants.</p> <p>See <i>Section III.3. Other</i> for information on obtaining DUNS number at http://fedgov.dnb.com/webform and registration at SAM.gov at http://www.sam.gov.</p>
SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non-Construction Programs	Submission is required for all applicants when applying for a non-construction project. Standard Forms must be used. Forms must be submitted by the application due date.	Required for all applications when applying for a non-construction project. By signing and submitting the SF-424B, applicants are making the appropriate certification of their compliance with all federal statutes relating to nondiscrimination.
Certification of Filing and Payment of Federal Taxes	Submission of a certification is required prior to award for grantees receiving more than \$5,000,000 in federal funding for the first budget year of a multi-year project; or for grantees receiving more than \$5,000,000 in federal funding for a one-year (12 months)	<p>Applicants are advised of the following requirement contained in Section 518 of the "Departments of Labor, Health and Human Services and Education, and Related Agencies Appropriations Act, 2014," (Pub.L. 113-76, Division H).</p> <p>This requirement remains in effect: Sec. 518.</p>

	<p>project period; or for grantees receiving more than \$5,000,000 in federal funding for a multi-year project to be fully funded.</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 3 years preceding the certification, has not been convicted of a criminal offense under the Internal Revenue Code of 1986, and has not, more than 90 days prior to certification, been notified of any unpaid Federal tax assessment for which the liability remains unsatisfied, unless the assessment is the subject of an installment agreement or offer in compromise that has been approved by the Internal Revenue Service and is not in default, or the assessment is the subject of a non-frivolous administrative or judicial proceeding.</p> <p>Accordingly, if applicants request more than \$5 million in Federal funds for the first budget year of a multi-year project to be funded in FY 2015, or as a multi-year project to be fully funded in FY 2015, the applicant will be required to submit a certification complying with the requirements, prior to receiving an award.</p>
<p>SF-424 - Application for Federal Assistance</p>	<p>Submission is required for all applicants by the application due date.</p>	<p>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. Program 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.

Outcomes Expected

Identify the outcomes to be derived from the project. Outcomes should relate to the overall goals of the project as described in *Section I. Program Description*. If research is part of the proposed work, outcomes must include hypothesized results and implications of the proposed research.

The outcomes identified must thoroughly demonstrate how the results the applicant will achieve relate to meeting the basic and immediate needs of runaway and homeless youth who have been subjected to, or are at risk of being subjected to, sexual abuse, prostitution, or sexual exploitation. Applicants must describe their goals and outcomes for providing services that seek to reunite young people with their families or locate appropriate alternative safe placements.

Describe the outcomes to be derived from the project. Outcomes should relate to the overall goals of the project as described in *Section I. Program Description, PROJECT REQUIREMENTS*, which includes: access to shelter, gateway services, coordinated case management, follow-up/aftercare services, continuum service linkages, geographic location, and the program performance measures.

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.

Framework: Discuss how the project will operationalize under the framework to include as described in *Section I. Program Description, PROJECT FRAMEWORK*, but not be limited to:

- Positive Youth Development
- Trauma Informed Care
- Evidence Informed Practices

Comprehensive Youth Centered Service Model: Explain how the project intends to carry out BCP requirements of the FOA as described in *Section I. Program Description, PROJECT REQUIREMENTS*; thoroughly explain a sound technical approach addressing each of the aspects listed in *Section I. Program Description, PROJECT REQUIREMENTS* that includes:

- Access to shelter
- Gateway services
- Assessment
- Coordinated case management
- Follow-up/Aftercare

- Continuum service linkages
- Geographic location

Organization experience: Discuss the agency experience in serving runaway, homeless, and street youth: discuss and summarize the organizations prior experience in working with runaway, homeless, and street youth, including experience in the location to be served, awareness of street culture, past success in outreach efforts, providing gateway services, access to emergency shelters, assessment, crisis stabilization, and continuum service linkages. If the agency is not currently serving runaway, homeless, and street youth, discuss the plan for startup along with milestones for completion within 90 days.

Governance and fiscal controls: Describe the applicant organization’s governance structure, fiscal control, and accountability procedures.

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 detail the relationship and scope of work to be performed and be signed by the person in the third-party organization with the authority to make such commitments on behalf of their organization.

Staffing plan: Describe how the projects will be staffed and supervised in such a way as to assure the effective purposes, scope, and objectives as outlined. Include an organizational chart, and resumes (no more than two single-spaced pages in length). Provide 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.

Provide evidence that each participating organization, including partners and/or subcontractors, possess the organizational capability to fulfill their role(s) and function(s) effectively. Include a copy or description of the applicant organization’s personnel policies, professional licenses and other documentation of professional accreditation, information on compliance with federal/state/local government standards, and job descriptions for each vacant key position.

Staff safety and background checks: Describe safety protocols for outreach workers and drop-in center workers and an explanation of how the project will ensure that all staff, paid or volunteer, has background checks and periodic evaluations.

Training plan: Describe how the project will ensure that all paid and volunteer workers will be trained in the core competencies necessary to carry out the objectives and activities of the project. This may include, but not be limited, to positive youth development, trauma informed care, evidenced-informed street outreach intervention, harm reduction, assessment and case management, understanding the diversity and culture of life on the street, safe and ethical practices, and community resources for well-being and self-sufficiency.

Confidentiality: 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.

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 may 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.

In addition, applicants must provide a thorough description of how they intend to provide results that address the performance measures' objectives on the chart in *Section I. Program Description, PROJECT REQUIREMENTS, Program Performance Measures* and collect data that supports the performance indicators to increase the effectiveness of the Basic Center Program.

Geographic Location

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

Legal Status of Applicant Entity

Applicants must provide the following documentation:

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

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

Unless directed otherwise, applicants must include proof of non-profit status in the *Appendices* file of the electronic application submission.

Additional Eligibility Documentation

Applicants must provide the additional, required documentation, or required credentials, to support eligibility for an award, as described in *Section III. Eligibility Information* of this announcement:

If the applicant is exempt from state and/or local licensing, explain why the agency is exempt.

Logic Model

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

Project Sustainability Plan

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

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

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 entered 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, 2014 (Pub.L. 113-76), enacted January 17, 2014, 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 \$181,500 (<http://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2014/EX.pdf>). 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 each year of the proposed project. Provide a budget justification, which includes a budget narrative 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.

An applicant lacking the computer equipment (hardware) for the Runaway and Homeless Youth Management Information System (RHYMIS) data collection must include an estimated cost for such equipment in their proposed budget. If the applicant already has such equipment, this fact must be noted. See *Section VI.3. Reporting*, regarding FYSB's requirement for keeping adequate statistical data through RHYMIS.

Applicants must include an estimated cost for attendance at the annual grantee conference and any travel for technical assistance training in their proposed budget.

The applicant must provide an annual operating budget and list the funding sources that will support the BCP.

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, as amended by 2 CFR Part 200.88, and currently set at \$150,000. 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.

Commitment of Non-Federal Resources

Description: Amounts of non-federal resources that will be used to support the project as identified in Block 18 of the SF-424. The match calculation applies to the total project cost (including match) and not just to the federal share.

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

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

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 and Budget/Budget Justification 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/web/grants/applicants/apply-for-grants.html>.
- 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.

NOTE: The Grants.gov 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.

Similarly, if an applicant resubmits their application to Grants.gov by 11:59 p.m., ET, on the due date, and the resubmitted application does not pass the validation check, it will not be transmitted to ACF and will be excluded from the review.

Systems Issues

For any systems issues experienced with Grants.gov or SAM.gov, please refer to ACF's "Policy for Applicants Experiencing Federal Systems Issues" document for complete guidance at https://www.acf.hhs.gov/sites/default/files/assets/systems_issue_policy_final.pdf.

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. Applications submitted in paper format must be received by 4:30 p.m, ET, on the due date.

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: **04/10/2015**

Explanation of Due Dates

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

Electronic Applications

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

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

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

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

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

Mailed Paper Format Applications

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

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

Hand-Delivered Paper Format Applications

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

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

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

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

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

Extensions and/or Waiving Due Date and Receipt Time Requirements

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

Acknowledgement from www.Grants.gov

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

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

See "What to Expect After Submitting" at www.Grants.gov for more information.

Acknowledgement from ACF of an electronic application's submission:

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

Acknowledgement from ACF of receipt of a paper format application

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

IV.4. Intergovernmental Review of Federal Programs

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

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

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

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

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

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

IV.5. Funding Restrictions

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

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

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

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

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

Construction is not an allowable activity under this grant award, however, costs for acquisition and renovation of existing structures are authorized but may not exceed 15 percent of the grant amount awarded. (45 C.F.R. §1351.15 and §1351.16)

Applicants are advised that no grant funds may be used for any program of distributing sterile needles or syringes for the hypodermic injection of any illegal drug. For more information, please reference Section VI.2., *Other Administrative and National Policy Requirements*.

IV.6. Other Submission Requirements

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

Submission By Mail

FYSB Operations Center
c/o F2-Solutions
Attn: Basic Center Program FOA
1401 Mercantile Lane
Suite 410
Largo, MD 20774

Hand Delivery

FYSB Operations Center
c/o F2-Solutions
Attn: Basic Center Program FOA
1401 Mercantile Lane
Suite 410
Largo, MD 20774

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*. Submission 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, OUTCOMES AND NEED FOR ASSISTANCE

Maximum Points: 20

In reviewing the objectives, outcomes, and need for assistance, reviewers will provide appropriate scores to the extent applicants have successfully:

1.1 Provided concrete data that shows evidence that youth homelessness exists in the target area, which supports the need of the BCP program in the community.

1.2 Identified target areas where runaway, homeless, and street youth congregate; discussed any previous or current attempts to address the problem of youth homelessness; and detailed a strategy to provide services to the projected number of youth the agency intends to serve under the BCP project.

1.3 Identified the expected outcomes the agency projects to achieve while providing temporary shelter and counseling to runaway, homeless, and street youth in the community through the services of the BCP.

1.4 Demonstrated how the applicant is expected outcomes relate to meeting the needs of runaway, homeless, and street youth who have left home without permission of their parents or guardians, or to other homeless youth who might otherwise end up in the law enforcement or in the child welfare, mental health, or juvenile justice systems.

1.5 Illustrated a well thought out strategy to work with other community organizations that also provide services to homeless youth population to coordinate community-wide outreach marketing efforts.

1.6 Developed a descriptive and rational logic model that conveys the relationship between the program requirements, the proposed activities, and the end result of the project.

APPROACH

Maximum Points: 40

In reviewing the approach, reviewers will provide appropriate scores to the extent applicants have successfully considered the *Comprehensive Youth Centered Service Model* in their project plan:

I: Access to shelter, gateway services, and assessment (0-20 pts.)

2.1 Established a logical outreach strategy that will attract and engage runaway, homeless, and street youth to the BCP services.

2.2 Discussed the proposed screening and assessing tools to be used to effectively gather information during the intake process to assess each youth's situation and determine service prioritization.

2.3 Explained a reasonable strategy to provide gateway services to runaway, homeless, and street youth.

II. Coordinated case management, follow-up/aftercare services, and continuum service linkages (0-20 pts.)

2.4 Outlined a clear and acceptable project plan that includes the successful coordination of intensive case management for youth and a clear strategy for helping youth establish permanency.

2.5 Listed service providers, the approach to coordinate services, and how the working relationships will enhance the services the homeless youth population will receive to support the BCP project.

2.6 Detailed procedures to effectively provide follow up/aftercare services to youth who receive shelter services or are provided alternative living arrangements.

2.7 Considered the statutory authority, § 311(a)(1) of the Runaway and Homeless Youth Act, 42 U.S.C. § 5711(a)(1), throughout the proposed operational plans of the BCP project.

2.8 Included a sound positive youth development approach, trauma informed care intervention, and an evidence-informed approach in the proposed BCP project that promotes social and emotional well-being of service delivery.

2.9 Demonstrated an understanding of the need to provide inclusive culturally competent services to runaway, homeless, and street youth, and explained procedures to prevent harassment of any kind.

2.10 Illustrated a plan for continuous quality improvement that reflects a clear understanding of the required performance evaluation plan.

ORGANIZATIONAL PROFILE

Maximum Points: 30

In reviewing the organizational capacity, reviewers will provide appropriate scores to the extent applicants have successfully:

3.1 Provided supporting data that illustrated successful years of experience in serving runaway, homeless, and street youth, or have a viable startup plan that details deadlines for obtaining licensure, hiring and training staff, and securing beds, initiating outreach, and beginning delivery of services within 6 months of award.

3.2 Detailed past and current experience with providing innovative methods to servicing homeless youth population and the organization's ability to effectively work toward ending or preventing youth homelessness.

3.3 Outlined the organization's governance structure, fiscal control, and accountability procedures that prove the organization is capable of managing the program.

3.4 Outlined partnering relations, including any signed third-party agreements, and scope of work that is appropriate for BCP services.

3.5 Demonstrated that the organization is capable of managing the project with a viable staffing plan that includes an organizational chart, resumes, position descriptions (educational and professional experience), and a staff supervision and evaluation plan for positions that will be funded by the grant.

3.6 Implemented procedures to conduct criminal and child abuse registry checks for paid and volunteer staff and contractors to ensure the safety and well-being of youth receiving services.

3.7 Developed a comprehensive plan for providing training on the core competencies necessary to carry out the objectives of the projects such as positive youth development, trauma informed care, evidence informed practices, harm reduction, assessment, case management, and worker safety.

3.8 Described a viable plan for project sustainability at the end of federal funding.

BUDGET AND BUDGET JUSTIFICATION

Maximum Points: 10

In reviewing the budget and budget justification, reviewers will provide appropriate scores to the extent applicants have successfully:

4.1 Outlined a clear line-item budget for the federal and non-federal share of project costs and demonstrated how cost estimates were derived.

4.2 Established a narrative budget justification that shows how the funds requested are reasonable, necessary, and essential to accomplish the scope of services.

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 any of the disqualification factors described in *Section III.3. Other, Application Disqualification Factors*.

Disqualified applications are considered to be “non-responsive” and are excluded from the competitive

review process. Applicants will be notified of a disqualification determination by email or by USPS postal mail within 30 federal business days from the closing date of this funding opportunity announcement.

Objective Review and Results

Applications competing for financial assistance will be reviewed and evaluated by objective review panels using only 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. Scores and rankings are only one element used in the award 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 nonprofit private entities with experience in providing services to runaway, homeless, and street youth. Eligible applicants will be assessed on how well they sufficiently demonstrated and substantiated that they have experience in providing services to runaway, homeless and street youth. Applicants will need to address this in *Section IV.2, Organizational Capacity*.

While current BCP grantees are eligible to receive an additional BCP award, it is FYSB's preference to not award new grants to current BCP grantees (including their subgrantees) that have 1 or 2 years remaining in their project periods. It is also FYSB's preference to award one grant to one organization providing services in a defined service area or community. FYSB will make more than one award in a defined services area or community only when there are compelling circumstances to do so.

Please refer to *Section IV.2.* of this announcement for information on non-federal reviewers in the review process.

Approved but Unfunded Applications

Applications recommended for approval that were not funded under the competition because of the lack of available funds may be held over by ACF and 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 29, 2015 or earlier. 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, email, or by GrantSolutions.gov or the Head Start Enterprise System (HSES), whichever is relevant. 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 45 CFR Part 75 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards. 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 § 75.215, Special provisions for awards to commercial organizations as recipients (45 CFR § 75.215(b)_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 <https://www.acf.hhs.gov/programs/ocs/resource/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 <http://www.gpo.gov/fdsys/pkg/CFR-2001-title45-vol1/content-detail.html>.

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. Such applications are frequently requested under the FOIA, consistent with the FOIA's requirement to proactively disclose frequently requested materials at 5 U.S.C. § 552(a)(2)(D). Each released application will receive appropriate redaction of specific information to protect personal privacy and competitively sensitive commercial information. Information on filing a FOIA request is available at <http://www.acf.hhs.gov/submit-a-foia-request>.

Award Term and Condition under Title VI of the Civil Rights Act of 1964

Recipients of federal financial assistance must not discriminate on the basis of race, color, national origin, disability, age, and in some cases sex and religion. The HHS Office for Civil Rights provides guidance to grantees in complying with civil rights laws that prohibit discrimination. www.hhs.gov/ocr/civilrights/understanding/index.html.

HHS provides guidance to recipients of federal financial assistance on meeting the legal obligation to take reasonable steps to provide meaningful access to persons with limited English proficiency. www.hhs.gov/ocr/civilrights/resources/laws/revisedlep.html. Recipients must ensure their contractors and sub-recipients also comply with federal civil rights laws.

Other Administrative and National Policy Requirements

Program Administration Requirements

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

Distribution of Sterile Needles or Syringes

Applicants are advised that no grant funds may be used for any program of distributing sterile needles or syringes for the hypodermic injection of any illegal drug. Prospective grantees are advised that entities that receive BCP grant funds and that operate a program of distributing sterile needles or syringes for hypodermic injections of illegal drugs must account for all funds used for such programs separately

from any expenditure of BCP grant funds (42 U.S.C. § 5752).

Emergency Preparedness Policies and Procedures Requirement

Applicants are advised that Emergency Preparedness Policies and Procedures must be submitted to ACF within 60 days of grant awards.

Confidentiality

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

VI.3. Reporting

Grantees under this funding opportunity announcement will be required to submit performance progress and financial reports periodically throughout the project period. The frequency of required reporting is listed later in this section.

Performance Progress Reports (PPR)

Notice of Award (NoA) 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 ACF-OGM-SF-PPR, the form is available under "Reporting, Disclosures, and other Standard Forms" at <https://www.acf.hhs.gov/grants-forms>

Federal Financial Reports (FFR)

ACF grantees are required to use the SF-425 Federal Financial Report (FFR) for expenditure reporting. SF-425 reports will be due as frequently as is required in the terms and conditions of their award using due dates from reports to PMS. The SF-269 is no longer accepted for expenditure reports. If an SF-269 is submitted, the ACF will return it and require the recipient to complete the SF-425.

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 ACF. As a result, a recipient that receives awards from more than one federal program 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. **A final cumulative SF-425 is due 90 days after the close of the project period.**

For budget periods ending in the months of:

January 01 - March 31

April 01 - June 30

July 01 - September 30

October 01 - December 31

The FFR (SF425) is due to ACF on:

April 30

July 30

October 30

January 30

The SF-425 form in Adobe PDF and MS-Excel formats, along with instructions, is available at http://www.whitehouse.gov/omb/grants_forms.

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

Program Progress Reports:	Semi-Annually
Financial Reports:	Semi-Annually

Federal Financial Accountability and Transparency Act (FFATA) Subaward and Executive Compensation

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>.

Tangible Property Report (SF-428)

All ACF grantees are required to submit the Tangible Personal Property Form (SF-428). The SF-428 is a standard form used to collect information related to tangible personal property: equipment with a unit cost of \$5,000 or more, and residual supplies with an aggregate fair market value exceeding \$5,000. The form consists of the cover sheet and three attachments to be used as required by the terms and conditions of the award: Annual Report; Final Report and a Disposition Request. A Supplemental Sheet, SF-428S, may be used to provide detailed individual item information. The form is available at http://www.whitehouse.gov/omb/grants_forms.

Real Property Status Report (SF-429)

All ACF grantees are required to submit the Real Property Status Report SF-429, if applicable. The SF-429 is a standard report to be used by recipients of federal financial assistance to report real property status or to request agency instructions on real property that is provided as Government Furnished Property (GFP) or acquired (i.e., purchased, constructed, or renovated) in whole or in part under a Notice of Award. This form consists of the cover sheet and three attachments to be used as frequently as required in the terms and conditions of the award: General reporting (SF-429A, Attachment A), Request to Acquire, Improve or Furnish (SF-429B, Attachment B), or Disposition or Encumbrance Request (SF-429C, Attachment C). The forms are available at http://www.whitehouse.gov/omb/grants_forms.

Runaway and Homeless Youth Data Collection Requirement

Grantees are legislatively required to keep adequate statistical records profiling the youth and families assisted under this federal grant. Historically, Runaway and Homeless Youth Management Information System (RHYMIS) has served as the designated data collection system, enabling grantees to collect and transmit youth-level data to FYSB on a semi-annual basis (April and October). RHYMIS data collection measures are approved under OMB control number 0970-0123, which expires December 31, 2016.

As an integral part of the *Opening Doors: Strategic Plan to End Homelessness*, FYSB has worked closely with the U.S. Interagency Council on Homelessness (USICH) and the U.S. Department of Housing and Urban Development (HUD) to create a framework for ending homelessness among unaccompanied youth by 2020. Among the many strategies included in the framework, FYSB has committed to improving the quality and accessibility of data about the prevalence and characteristics of youth experiencing homelessness.

As a result of this data strategy, FYSB, HUD, and other federal agencies serving homeless populations are taking steps to finalize the integration of the RHYMIS and HMIS data systems. During the funding period of this grant, it is anticipated that youth-level data typically collected through RHYMIS will instead be collected through the new RHYMIS/HMIS software administered in partnership with HUD. This integration is intended to minimize the data collection burden on grantees and to strengthen the federal capacity to share data on youth homelessness.

Grantees will be required to join with the local Continuum of Care (CoC) in their area to work with other homeless service providers on data collection efforts, technical assistance provision and to participate in service delivery coordination. RHY grantees may use FYSB grant funds to cover charges associated with CoC membership and access to the new RHYMIS/HMIS software.

An applicant lacking the computer equipment (hardware), software, and training for data collection must include an estimated cost for such equipment in their proposed budget. If the applicant already has such equipment, please be aware of what constitutes an allowable expense. (Please see *Section IV.5. Funding Restrictions*)

FYSB has put in place a communications strategy to keep grantees informed of the process and will work in collaboration with grantees to identify training needs pertaining to any new developments in data collection and system requirements. Upon award, grantees must be prepared to assign two points of contact regarding RHYMIS/HMIS data entry. This will assist FYSB in creating and maintaining a formal communications link for sharing important updates and system developments.

VII. Agency Contacts

Program Office Contact

Gloria Watkins
Administration for Children and Families
Administration on Children, Youth and Families
Family and Youth Services Bureau, Headquarters
Portals Building
1250 Maryland Ave, SW
Washington, DC 20024
Phone: (202) 205-9546
Email: Gloria.Watkins@ACF.hhs.gov

Office of Grants Management Contact

Katrina Morgan
Administration for Children and Families
Office of Grants Management
370 L'Enfant Promenade, SW
Washington, DC 20447
Phone: (202) 401-5513
Email: acfogme-grants@acf.hhs.gov

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) <http://www.hhs.gov/>.

HHS Grants Forecast <http://www.acf.hhs.gov/hhsgrantsforecast/index.cfm>.

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

ACF Grants Homepage <https://www.acf.hhs.gov/grants>.

ACF Funding Opportunities <http://www.acf.hhs.gov/grants/open/foa/>.

ACF "How to Apply for a Grant" <https://www.acf.hhs.gov/grants/how-to-apply-for-grants>.

Catalog of Federal Domestic Assistance (CFDA) <https://www.cfda.gov/>.

For submission of a paper format application, all required Standard Forms (SF), assurances, and certifications are available on the ACF Grants-Forms page at <https://www.acf.hhs.gov/grants-forms>.

Standard grant forms are available at the [Grants.gov](http://www.grants.gov/web/grants/forms/sf-424-family.html) Forms Repository webpage at <http://www.grants.gov/web/grants/forms/sf-424-family.html>.

For information regarding accessibility issues, visit the Grants.gov Accessibility Compliance Page at <http://www07.grants.gov/web/grants/support/technical-support/accessibility-compliance.html>.

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

The *Federal Register* <https://www.federalregister.gov/>.

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

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

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

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

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

Reference:

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

Application Checklist

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

What to Submit	Where Found	When to Submit
<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.</p> <p>The Certification may be found in the application instructions that are available with the downloaded electronic application package at Grants.gov.</p>	<p>If applicable to the applicant, it must be submitted prior to the award of a grant.</p>
<p>Certification Regarding Lobbying (Grants.gov Lobbying Form)</p>	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i>.</p> <p>For electronic application submission, these forms are available on the FOA's Grants.gov page under the "Application Package" tab in the section entitled, "Mandatory."</p> <p>Available at http://www.grants.gov/web/grants/forms.html by using the link to "SF-424 Family."</p>	<p>Submission is due with the application package. If it is not submitted with the application package, it must be submitted prior to the award of a grant.</p>
<p>SF-424 - Application for Federal Assistance</p>	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i>.</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, "Mandatory."</p> <p>Also available at http://www.grants.gov/web/grants/forms.html by using the link to "SF-424</p>	<p>Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i>.</p> <p>Do not attach required application elements or additional pages to the SF-424 at Questions 14 or 15! See Section IV.2. Formatting ACF Applications.</p>

	Family."	
SF-Project/Performance Site Location(s) (SF-P/PSL)	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></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, "Mandatory."</p> <p>Also available at http://www.grants.gov/web/grants/forms.html by using the link to "SF-424 Family."</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-LLL - Disclosure of Lobbying Activities	<p>"Disclosure Form to Report Lobbying" is referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></p> <p>For electronic application submission, this form is available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Optional."</p> <p>The form is available in the electronic application kit at Grants.gov and at http://www.grants.gov/web/grants/forms.html by using the link to "SF-424 Family."</p> <p>If applicable, submission of this form is required if any funds have been paid, or will be paid, to any person for influencing, or attempting to influence, an officer or employee of any agency, a member of Congress, an officer or</p>	<p>If submission of this form is applicable, it is due at the time of application. If it not available at the time of application, it may also be submitted prior to the award of a grant.</p>

	<p>employee of Congress, or an employee of a member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan.</p>	
<p>SF-424A - Budget Information - Non- Construction Programs and SF-424B - Assurances - Non- Construction Programs</p>	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></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, "Mandatory."</p> <p>Also available at http://www.grants.gov/web/grants/forms.html by using the link to "SF-424 Family."</p> <p>These forms are required for applications under this FOA:</p> <ul style="list-style-type: none"> • Projects that include only non-construction activities must submit the SF-424A and SF-424B, along with the SF-424 and SF-P/PSL. 	<p>Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times.</i></p>
<p>DUNS Number (Universal Identifier) and Systems for Award Management (SAM) registration.</p>	<p>Referenced in <i>Section III.3. Other</i> in the announcement.</p> <p>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.</p> <p>Active registration at SAM must be maintained throughout the application and project award period.</p>
<p>The Project Description</p>	<p>Referenced in <i>Section IV.2. The Project Description.</i></p>	<p>Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times.</i></p>

<p>The Project Budget and Budget Justification</p>	<p>Referenced in <i>Section IV.2. The Project Budget and Budget Justification</i> of the announcement.</p>	<p>Submission is required in addition to submission of SF-424A or SF-424C. It must be submitted with the application package by the due date in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i>.</p>
<p>Commitment of Non-Federal Resources</p>	<p>Referenced in <i>Section IV.2. The Project Budget and Budget Justification</i>.</p>	<p>Submission is due by the application due date found in the <i>Overview</i> and <i>Section IV.3. Submission Dates and Times</i>.</p>
<p>Table of Contents</p>	<p>Referenced in <i>Section IV.2. The Project Description</i>.</p>	<p>Submit with the application by the due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i>.</p>
<p>Project Summary/Abstract</p>	<p>Referenced in <i>Section IV.2. The Project Description</i>. The Project Summary/Abstract is limited to one single-spaced page.</p>	<p>Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i>.</p>
<p>Logic Model</p>	<p>Referenced in <i>Section IV.2. The Project Description</i>.</p>	<p>Submission is due with the application package by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i>.</p>
<p>Project Sustainability Plan</p>	<p>Referenced in <i>Section IV.2. The Project Description</i>.</p>	<p>Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i>.</p>
<p>Proof of Non-Profit Status</p>	<p>Referenced in <i>Section IV.2. The Project Description, Legal Status of Applicant Entity</i>.</p>	<p>Proof of non-profit status should be submitted with the application package by the due date listed in the <i>Overview</i> and</p>

		<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_spoc/ 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>
Document on the needs of lesbian, gay, bisexual, transgender, and questioning youth are taken into consideration in applicants program design.	See Appendix B for submission requirements.	See Appendix B for the complete assurance description.

Appendix

Appendix A

BASIC CENTER PROGRAM FISCAL YEAR 2015

ALLOCATION BY STATE

	CONTINUATIONS	NEW AWARD	TOTALS
REGION I			
Connecticut	\$371,877	\$145,563	\$517,440
Maine	\$193,239	\$6,761	\$200,000
Massachusetts	\$529,165	\$370,251	\$899,416
New Hampshire	\$206,361	\$0	\$206,361

Rhode Island	\$185,199	\$14,801	\$200,000
Vermont	\$199,176	\$824	\$200,000
Region I Total	\$1,685,017	\$538,200	\$2,223,217
REGION II			
New Jersey	\$762,163	\$488,952	\$1,251,115
New York	\$2,310,340	\$391,985	\$2,702,325
Puerto Rico	\$399,176	\$135,082	\$534,258
Region II Total	\$3,471,679	\$1,016,019	\$4,487,698
REGION III			
Delaware	\$67,185	\$200,000	\$267,185
District of Columbia	\$158,067	\$41,933	\$200,000
Maryland	\$399,158	\$420,280	\$819,438
Pennsylvania	\$797,506	\$902,746	\$1,700,252
Virginia	\$599,176	\$543,261	\$1,142,437
West Virginia	\$185,222	\$56,649	\$241,871
Region III Total	\$2,206,314	\$2,164,869	\$4,371,183
REGION IV			
Alabama	\$200,000	\$467,364	\$667,364
Florida	\$2,652,691	\$0	\$2,652,691
Georgia	\$1,187,959	\$372,265	\$1,560,224
Kentucky	\$394,176	\$229,165	\$623,341
Mississippi	\$150,000	\$292,990	\$442,990
North Carolina	\$843,661	\$574,551	\$1,418,212
South Carolina	\$399,996	\$270,398	\$670,394
Tennessee	\$694,965	\$237,485	\$932,450
Region IV Total	\$6,523,448	\$2,444,218	\$8,967,666
REGION V			
Illinois	\$1,348,464	\$552,297	\$1,900,761
Indiana	\$524,980	\$452,943	\$977,923
Michigan	\$1,208,302	\$249,163	\$1,457,465
Minnesota	\$475,688	\$309,887	\$785,575
Ohio	\$702,482	\$926,307	\$1,628,789
Wisconsin	\$545,830	\$136,650	\$682,480

Region V Total	\$4,805,746	\$2,627,247	\$7,432,993
REGION VI			
Arkansas	\$199,176	\$227,668	\$426,844
Louisiana	\$173,623	\$477,521	\$651,144
New Mexico	\$292,862	\$28,204	\$321,066
Oklahoma	\$417,688	\$162,811	\$580,499
Texas	\$3,134,831	\$1,183,514	\$4,318,345
Region VI Total	\$4,218,180	\$2,079,718	\$6,297,898
Region VII			
Iowa	\$300,178	\$154,472	\$454,650
Kansas	\$149,207	\$280,827	\$430,034
Missouri	\$797,189	\$92,333	\$889,522
Nebraska	\$326,500	\$0	\$326,500
Region VII Total	\$1,573,074	\$527,632	\$2,100,706
REGION VIII			
Colorado	\$479,161	\$283,414	\$762,575
Montana	\$131,938	\$68,062	\$200,000
North Dakota	\$99,588	\$100,412	\$200,000
South Dakota	\$78,571	\$121,429	\$200,000
Utah	\$311,446	\$219,320	\$530,766
Wyoming	\$99,588	\$100,412	\$200,000
Region VIII Total	\$1,200,292	\$893,049	\$2,093,341
REGION IX			
Arizona	\$599,038	\$397,083	\$996,121
California	\$4,756,633	\$859,567	\$5,616,200
Hawaii	\$0	\$200,000	\$200,000
Nevada	\$351,789	\$59,638	\$411,427
Region IX Total	\$5,707,460	\$1,516,288	\$7,223,748
REGION X			
Alaska	\$299,588	\$0	\$299,588
Idaho	\$254,057	\$0	\$254,057
Oregon	\$922,170	\$0	\$922,170

Washington	\$1,060,735	\$0	\$1,060,735
Region X Total	\$2,536,550	\$0	\$2,536,550

TERRITORIES

Guam	\$0	\$70,000	\$70,000
American Samoa		\$70,000	\$70,000
Northern Marianas		\$70,000	\$70,000
Virgin Islands		\$70,000	\$70,000
TOTAL	\$0	\$280,000	\$280,000

FY 2014 BCP TOTALS	\$33,927,760	\$14,087,240	\$48,015,000
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Appendix B

ASSURANCES

Basic Center Program

HHS-2015-ACF-ACYF-CY-0792

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 organization's 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, subawardees 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 will be trained prior to program implementation on how to prevent and respond to harassment or bullying in all forms; and
- Have or will have, within 30 days of grant award, a plan to monitor claims, address them seriously, and document their corrective action(s).

Insert Date of Signature:

Print Name and Title of the AOR:

Signature of AOR: