



**Administration for Children and Families**

Administration on Children, Youth and Families

Transitional Living Program Special Population Demonstration Project: LGBTQ Runaway and Homeless Youth and Young Adults Who Have Left Foster Care After Age 18

HHS-2016-ACF-ACYF-LG-1185

Application Due Date: 08/01/2016

Transitional Living Program Special Population Demonstration Project: LGBTQ Runaway and Homeless Youth and Young Adults Who Have Left Foster Care After Age 18

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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:** Transitional Living Program Special Population Demonstration Project: LGBTQ Runaway and Homeless Youth and Young Adults Who Have Left Foster Care After Age 18

**Announcement Type:** Initial

**Funding Opportunity Number:** HHS-2016-ACF-ACYF-LG-1185

**Primary CFDA Number:** 93.550

**Due Date for Applications:** 08/01/2016

### Executive Summary

**Notice:**

- **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) is accepting applications to fund eight cooperative agreements for the Transitional Living Program (TLP) demonstration project. The purpose of this 24 month demonstration project is to implement, enhance, and/or support a framework or model that incorporates promising strategies for the effective transition of homeless youth and/or young adults to self-sufficiency. The target populations are Lesbian, Gay, Bisexual, Transgender, and/or Questioning (LGBTQ) runaway and homeless youth 16 to 21 and/or young adults who have left foster care after the age of 18 to age 21. Based on an assessment of community needs, prospective applicants may choose which population to serve or serve both.

### I. Program Description

#### Statutory Authority

Grants for this demonstration project are authorized by section 343 of the Runaway and Homeless Youth Act (42 USC § 5714-23).

## **Description**

### **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 (FOA) and other discretionary spending this fiscal year are designed to ensure that effective interventions are in place to build skills and capacities that contribute to the healthy, positive, and productive functioning of children and the healthy transition of 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. Efforts to address the impact of trauma are essential in cultivating social and emotional well-being; therefore, the Runaway and Homeless Youth (RHY) program promotes 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. Particularly for homeless youth victimized by sexual exploitation and human trafficking, the impact of trauma is significant; therefore, FYSB continues supporting projects to increase sexual exploitation prevention and intervention within RHY programs. These ongoing efforts seek to minimize sexual exploitation and trafficking incidents among homeless youth and equip programs with the necessary tools to serve and identify youth who are victims or at risk of becoming victims.

### **Background: LGBTQ Runaway and Homeless Youth**

All youth who are transitioning to adulthood need skills to develop and strengthen relationships with supportive, caring adults and peers. The majority of youth develop these skills by experiencing opportunities and building relationships organically through normal experiences of adolescence with the support of a stable, supportive, and nurturing family. However, 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.

Youth who identify as LGBTQ are disproportionately affected by homelessness when compared to their non-LGBTQ counterparts. The National Network of Runaway and Youth Services have estimated that between 20 and 40 percent of all homeless youth identify as LGBTQ (Ray, 2006). This is disproportionate to the estimated percentage of LGBTQ youth in the general population, which is between 4 and 10 percent. LGBTQ youth are more likely to run away or be rejected by their family due to lack of acceptance of their sexual orientation or gender identity/expression. Similar to the dangers homeless youth face, LGBTQ youth are frequently bullied and harassed and are more likely than their peers to experience a higher prevalence of unemployment, break in educational continuity, exposure to sex trafficking, dating violence, and forced sexual intercourse. As a result, LGBTQ youth are more likely to have suicidal thoughts or attempts, personal safety issues, and lower academic achievement

than their peers. In addition, LGBTQ youth are particularly vulnerable during episodes of homelessness because once homeless, LGBTQ homeless youth experience higher rates of physical and sexual assault and higher incidences of unsafe sexual behaviors than non-LGBTQ homeless youth (Whitbeck, Chen, Hoyt, Tyler, & Johnson, 2004).

While the existing body of research clearly points to an over representation of LGBTQ youth experiencing homelessness, known strategies and interventions to address the problem are limited. Recognizing this limitation, FYSB funded the University of Illinois at Chicago Jane Addams College of Social Work to conduct a study, titled: “*Runaway and Homeless Youth Capacity Building for Lesbian, Gay, Bisexual, Transgender and/or Questioning Youth Populations Demonstration Project*,” to identify promising practices, guides, and conduct a literature toward services for LGBTQ youth or runaway and homeless youth. The following are a few of the resources identified:

- *National Recommended Best Practices for Serving LGBT Homeless Youth by the National Alliance to End Homelessness, National Network for Youth, Lambda Legal and National Center for Lesbian Rights (2009)*: This document provides brief best practice recommendations for homeless youth service providers. Best practices are provided to service providers working directly and regularly with homeless youth, to administrators to improve agency-wide culture and effectiveness in serving LGBTQ youth and to workers and administrators in residential settings, including emergency shelters and long-term transitional living programs.
- *A Place of Respect: A guide for Group Care facilities serving transgender and gender non-conforming youth, Jody Marksamer, National Center for Lesbian Rights (2011)*: This guide provides solutions to nine problems commonly faced by transgender and gender nonconforming youth in group care. These solutions are described as workable and practical and also meet the safety requirements of care facilities.
- *Working with lesbian, gay, bisexual, transgender and queer/questioning youth by the Minnesota Department of Human Services (2012)*: This practice guide is directed at supporting child welfare workers in effectively working with LGBTQ youth. Topics discussed include supporting youth in the coming out process, preserving relationships, engaging youth, confidentiality, ensuring safety in placement and residential treatment facilities, and “special considerations” for transgender youth.

### **Background: Young Adults Who Have Left Foster Care After the Age of 18**

For youth with experiences in foster care, the risk of becoming homeless at some point during the transition to adulthood is alarmingly high. Research has consistently demonstrated the association between leaving foster care and homelessness. Due to frequent moves and relationship challenges, many youth with experiences in foster care lack strong relational supports and community connections. Upon emancipation from foster care, many youth—65 percent in one California study—cannot find stable housing (Scannapieco, Connell-Carrick & Painter, 2007). The National Youth in Transition Database surveys thousands of youth who age-out of foster care. In 2013, over 19 percent of youth surveyed at age 19 had experienced homelessness within the two years of taking the baseline survey at age 17. Additionally, the Midwest Evaluation of Adult Functioning of Former Foster Youth (Midwest Study) found that by 26 years old, 36 percent of the 700 former foster youth studied had experienced at least one episode of homelessness (Courtney, et al., 2011).

## *Intersection of Foster Care and LGBTQ*

Youth who leave foster care after the age of 18 who identify as LGBTQ are at a heightened risk of homelessness. While children and youth who identify as LGBT or who are questioning their sexual orientation, gender identity, or gender expression have many of the same needs as other children and youth in foster care, they also may have specialized needs that relate specifically to their being LGBTQ. In the Midwest Study, 23.8 percent of female respondents and 10.2 percent of male respondents reported a sexual orientation in a category other than completely heterosexual (Dworsky, 2013). One study found that 65 percent of homeless LGBTQ children and youth had lived in a foster or group home and 39 percent were forced to leave their home because of their sexual orientation or gender identity (Berberet, 2006). In qualitative studies, LGBTQ youth in foster care have reported harassment by peers in child welfare settings, discomfort or rejection among foster parents and agency staff, and a lack of services to meet their specific developmental or health care needs, suggesting that LGBTQ children and youth may be more likely to experience disruption in foster care placements (Burwick, et al., 2014).

### **Project Overview**

Based on an assessment of community needs, grantees funded under this FOA will serve: 1) LGBTQ runaway and homeless youth 16 to 21, 2) young adults who have left foster care after the age of 18 to 21, or 3) both populations.

### **Goal:**

To create a pathway that helps LGBTQ runaway and homeless youth ages 16 to 21 and/or young adults who have left foster care after the age of 18 to 21 transition from homelessness to self-sufficiency.

### **Purpose:**

The purpose of this demonstration project is to implement, enhance, and/or support a framework or model that incorporates promising strategies for the effective transition of homeless youth and/or young adults to self-sufficiency. The target populations are LGBTQ runaway and homeless youth age 16 to 21 and/or young adults who have left foster care after the age of 18 to 21 but may need alternative housing and services.

The following intervention strategies are the suggested approach for projects to design supportive activities to promote self-sufficiency among homeless youth and/or young adults.

- I. Implement **screening and assessment tools** that will guide identification, assistance, and referral for delivery of appropriate services, and that are conducted in a manner that protects youth safety and that allows for voluntary, affirming self-disclosure.
- II. Provide **comprehensive services**, using a comprehensive youth services model, designed to help young people who are homeless transition to self-sufficiency.
- III. Provide **safe, stable, and appropriate shelter**.

### **Outcomes:**

*Intervention Framework for Ending Youth Homelessness*

Based on the progress over the 24 month project period, project activities should demonstrate a pathway that works toward accomplishing self-sufficiency through the four core outcomes identified, which are stable housing, permanent connections, education/employment, and social-emotional well-being.

*The United States Interagency Council on Homelessness' (USICH) Plan to End Homelessness: Opening Doors*

The foundation for this demonstration grant is the USICH framework to end homelessness, which suggests that effective approaches to ending youth homelessness should aim to target four core outcomes areas—stable housing, permanent connections, education/employment, and social-emotional well-being. In 2015, USICH released an amendment to the federal strategic plan that lays out a specific roadmap to ending homelessness among youth. The amendment can be found at: <http://www.usich.gov/goals/youth>

**Project Approach:**

The logic model is a suggested project approach for programs to design supportive activities, which should lead to the intended core outcomes.

| <b>Strategy 1: Implement screening and assessment tools that will guide evaluation, assistance, and referral for delivery of appropriate services and that are conducted in a manner that protects youth safety and that allows for voluntary, affirming self-disclosure.</b> |   |   |   |
|---|---|---|---|
| <b>INPUTS</b>   | <b>ACTIVITIES</b>   | <b>OUTPUTS</b>  | <b>OUTCOMES</b>   |
| Identify/purchase reliable and valid screening and assessment tools to identify needs, wants, and appropriate services to offer the target population   | Train all staff on use and administration of screening and assessment tools   | Implement reliable and valid screening and assessment tools with all youth and young adults                   | Youth and young adults are linked to appropriate services and interventions based on screening and assessments                              |
| <b>Strategy 2: Provide comprehensive services designed to help young people who are homeless make a successful transition to self-sufficiency.</b>  |   |   |   |
| <b>INPUTS</b>   | <b>ACTIVITIES</b>   | <b>OUTPUTS</b>  | <b>OUTCOMES</b>   |
| Identify best practices to serve LGBTQ and young adults who have left foster care after age 18  | Offer organization’s range of culturally sensitive services to youth (e.g., gateway services, case management, basic life skills resources, | Provide organization’s services to youth based on their identified needs based on risk and protective factors | Youth and young adults will show gains (e.g., increased life skills, improved behavior/well-being) based on comprehensive services provided |

|   |   |   |  |
|---|---|---|--|
| <p>Establish community partnerships (e.g., medical facilities, mental health facilities, workforce training opportunities) to provide referrals based on gaps in organization's capacity to provide comprehensive services to youth</p> | <p>aftercare)<br/>Provide referrals to community partners when unable to offer youth needed/identified services</p> | <p>Ensure youth follow up on referrals by assisting with making connections to community partners</p> |  |
|---|---|---|--|

**Strategy 3: Provide safe, stable, and appropriate shelter.**

| INPUTS  | ACTIVITIES   | OUTPUTS   | OUTCOMES  |
|---|--|---|---|
| <p>Identify shelter models and number of beds (e.g., group model, scattered sites, host homes) appropriate for LGBTQ and young adults who have left foster care after age 18</p> <p>Identify appropriate staff to work with youth</p> | <p>Allocate trained staff to provide services and supervision of youth and young adults based on shelter model with a ratio of staff to youth to ensure safety</p> | <p>Provide shelter to youth for up to 18 months (21 months in exceptional circumstances) and work with youth to develop a transition plan for safe exits from the program</p> | <p>Youth or young adults are transitioned to a safe and stable permanent exit that appropriately matches their level of needs after leaving a TLP</p> |

**Project Framework:**

Projects should operate with a framework of positive youth development, trauma-informed care, and evidence-informed practices to help youth frame a sense of resilience, replace maladaptive coping mechanisms with new skills and connect with caring adults and resources able to enhance protective factors and improve life trajectory. Each project's framework should include:

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

for helping youth build protective factors such as connections with schools, employment, health care, legal services, appropriate family members and other caring adults. It is essential that projects implement positive youth development, trauma-informed care, and evidence-informed practices 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 partners that provide necessary support to strengthen protective factors and increase resiliency.
- TRAUMA-INFORMED CARE is an intervention that recognizes that 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.
- EVIDENCE-INFORMED PRACTICES bring 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. To the extent possible, practices with evidence of effectiveness should be incorporated.

*II. Cultural Sensitivity and Protection from Harassment:* Runaway, homeless, and street youth include but are not limited to youth with limited English proficiency, youth from diverse cultures, and LGBTQ youth. 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.

### **Technical Assistance**

By signing and submitting the application, grantees agree to receive and work cooperatively with technical assistance providers as recommended by federal staff to ensure quality programming and implementation. Training and technical assistance are free to grantees through the Runaway and Homeless Youth Training and Technical Assistance Center. Services include regionally based technical assistance clinics, training sessions, e-learning, webinars, and grantee conference. More information is available at: [www.rhyttac.net](http://www.rhyttac.net). For more information regarding training and technical assistance, please read *Section IV.2 The Project Description, Budget and Budget Justification*.

### **Post-Award Requirements**

The acceptance of federal funds under this FOA will signify agreement by the grantee that it must comply with the following requirements:

- Have the project fully functioning within 90 days following the Notice of Award for the grant;
- Participate in a kickoff meeting;
- Participate in a federal national random assignment evaluation.

### **Federal Evaluation**

The Federal Government intends to sponsor a federally-led evaluation. The federal evaluation will be conducted by independent contractor(s) with experience mounting small-and large-scale demonstrations and/or descriptive and impact evaluations. As a condition of acceptance of an award under this FOA, all grantees are required to participate fully in ACF-sponsored evaluations and adhere to all evaluation protocols established by ACF to be carried out by its designee contractor(s). Grantees will still be required to collect performance measures. (Please see *Section IV.2. The Project Description* for the application requirements related to this FOA.)

### **Cross-Site Meeting**

Grantees are expected to participate in a cross-site meeting in the Washington, DC area or via conference call within the timeframe of the project budget period. Both the project director and the key staff person responsible for project activities and documenting progress toward project outcomes must attend the meeting.

### **Definitions**

*Bisexual*: A person who is emotionally, romantically, and sexually attracted to both men and women. (For purposes of this announcement.)

*Foster Care*: 24-hour substitute care for children and youth placed away from their parents or guardians and for whom the title IV-E agency (foster care agency) has placement and care responsibility. (For purposes of this announcement.)

*Gay*: A person whose emotional, romantic, and sexual attractions are primarily for individuals of the same sex, typically in reference to men. (For purposes of this announcement.)

*Homeless Youth*: An individual who is either younger than 21 years of age and not younger than 16 years of age; or not younger than 22 years of age, as of the expiration of the maximum period of stay permitted under section 322(a)(2) of the RHY Act if such individual commences such stay before reaching 22 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

*Lesbian*: A person whose emotional, romantic, and sexual attractions are primarily for other women. (For purposes of this announcement.)

*Questioning*: An active process in which a person explores his/her own sexual orientation and/or gender identity, and questions the cultural assumptions that he/she is heterosexual and/or gender conforming. (For purposes of this announcement.)

*Runaway Youth*: An individual who is younger 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))

*Shelter or Stable Housing:* Includes a fully licensed homeless shelter or host homes or a stable housing situation. (For purposes of this announcement.)

*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))

*Transgender:* An umbrella term that can be used to describe individuals whose gender expression is nonconforming and/ or whose gender identity is different from their assigned sex at birth. (For purposes of this announcement.)

*Transitional living youth project:* A project that provides shelter and services designed to promote a transition to self-sufficient living and to prevent long-term dependency on social services. (Section 387(7) of the RHY Act, 42 U.S.C. § 5732a(7))

## Reference

Berberet, H.M. “Putting the Pieces Together for Queer Youth: A Model of Integrated Assessment of Need and Program Planning.” *Child Welfare*, vol. 85, 2006, pp. 361–384.

Burwick, Andrew, Gary Gates, Scott Baumgartner, and Daniel Friend. (2014). *Human Services for Low-Income and At-Risk LGBT Populations: An Assessment of the Knowledge Base and Research Needs*. OPRE Report Number 2014-79. Washington, DC: Office of Planning, Research and Evaluation, Administration for Children and Families, U.S. Department of Health and Human Services.

Courtney, M., Dworsky, A., Brown, A., Cary, C., Love, K., & Vorhies, V. (2011). *Midwest evaluation of the adult functioning of former foster youth: Outcomes at age 26*. Chicago, IL: Chapin Hall at the University of Chicago

Dworsky, A. “Issue Brief: The Economic Well-Being of Lesbian, Gay, and Bisexual Youth Transitioning Out of Foster Care.” Washington, DC: Mathematica Policy Research, January 2013.

Ray, N. (2006). *Lesbian, gay, bisexual and transgender youth: An epidemic of homelessness*. New York: National Gay and Lesbian Task Force Policy Institute and the National Coalition for the Homeless.

Scannapieco, M., Connell-Carrick, K., & Painter, K. (2007). In their own words: Challenges facing youth aging out of foster care. *Child and Adolescent Social Work Journal*, 24, 423-435.

Whitbeck, L B., Chen, X, Hoyt, R., Tyler, K., and Johnson, K D., (2004) 'Mental Disorder, Subsistence Strategies, and Victimization among Gay, Lesbian, and Bisexual Homeless and Runaway Adolescents'. *Journal of Sex Research*, 41:4, pp. 329-342.

## II. Federal Award Information

|                            |                              |
|----------------------------|------------------------------|
| Funding Instrument Type:   | Cooperative Agreement        |
| Estimated Total Funding:   | \$5,000,000                  |
| Expected Number of Awards: | 8                            |
| Award Ceiling:             | \$625,000 Per Project Period |

Award Floor: \$250,000 Per Project Period  
Average Projected Award Amount: \$600,000 Per Project Period  
Anticipated Project Start Date: 09/30/2016

**Length of Project Periods:**

Length of Project Period: Other

Awards will have one 24-month project and budget period. No noncompeting continuation grants will be offered under the awards.

**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, recipients 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 recipient'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.

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

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

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

FYSB will be involved in the development of long-term strategies for the implementation of

the project and will participate in major project activities, such as conferences, trainings, or major project meetings.

The grantee will provide a detailed plan for project implementation, trainings/events schedule, evaluation schedule, and a plan for reporting on the effectiveness of the project. As FYSB determines appropriate, FYSB will make changes to the project plan in consultation with the grantee.

FYSB will organize periodic consultations, meetings, briefings, teleconferences, trainings, and other forums necessary to review current and planned activities, to share information, and to promote national coordination. The grantee must plan travel expenses for at least one representative from its organization to participate in RHY meetings during the budget period and at least one FYSB-sponsored meeting. FYSB will keep the grantee informed about expectations for performance, current FYSB policy, and FYSB's vision for addressing LGBTQ runaway and homeless youth and young adults who left foster care after age 18. It is anticipated that the cooperative agreement will not change the project requirements for the grantee under this FOA.

### **III. Eligibility Information**

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

In accordance with Section 343 of the Runaway Homeless Youth (RHY) Act, the Secretary may make grants to states, localities, and private entities (and combinations of such entities). In selecting eligible applicants to receive grants under this FOA, priority will be given to applicants who have experience working with runaway and homeless youth as required by the RHY Act. Additionally, ACF ensures that the applicants selected represent diverse geographic regions of the United States.

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 *Section IV.2. Legal Status of Applicant Entity* for documentation required to support eligibility.

Please see *Section IV.6. Funding Restrictions* for any limitations on the use of federal funds that could affect the eligibility of an applicant or project.

#### **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 \$625,000.00 in ACF (federal) funds must provide a non-federal share of the approved total project cost of at least \$69,444.00 , which is 10 percent of total approved project cost of \$694,444.00 .

**For all federal awards**, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part of the recipient's cost sharing or matching when such contributions meet all of the criteria listed in 45 CFR 75.306.

**For awards that require matching by statute**, recipients 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 amount required by the statutory match. **A recipient's failure to provide the statutorily required matching amount may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

**For awards that do not require matching or cost sharing by statute**, where "cost sharing" refers to any situation in which the recipient voluntarily shares in the costs of a project other than as statutorily required matching. These include situations in which contributions are voluntarily proposed by an applicant and are accepted by ACF. Non-federal cost sharing will be included in the approved project budget so that the applicant will be held accountable for proposed non-federal cost-sharing funds as shown in the Notice of Award (NOA). **A recipient's failure to provide voluntary cost sharing of non-federal resources that have been accepted by ACF as part of the approved project costs and that have been shown as part of the approved project budget in the NOA, may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

#### **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.

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

### **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. Federal 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](http://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*.

### **Missing the Application Deadlines (Late Applications)**

**The deadline for electronic application submission is 11:59 p.m., ET, on the due date listed in the *Overview* and in *Section IV.4. Submission Dates and Times*.** Electronic applications submitted to [www.Grants.gov](http://www.Grants.gov) after 11:59 p.m., ET, on the due date, as indicated by a dated and time-stamped email from [www.Grants.gov](http://www.Grants.gov), will be disqualified from competitive review and from funding under this announcement. That is, applications submitted to [www.Grants.gov](http://www.Grants.gov), on or after 12:00 a.m., ET, on the day after the due date will be disqualified from competitive review and from funding under this announcement.

Applications submitted to [www.Grants.gov](http://www.Grants.gov) at any time during the open application period, and prior to the due date and time, which fail the [www.Grants.gov](http://www.Grants.gov) validation check, will not be received at, or acknowledged by, ACF.

Each time an application is submitted via [www.Grants.gov](http://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.4. 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 FOA.

### **IV. Application and Submission Information**

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

FYSB Operations Center  
c/o F2-Solutions  
ATTN: TLP Demonstration Project FOA  
1401 Mercantile Lane  
Suite 401  
Largo, MD 20774  
Phone: 1-855-792-6551  
Email: [TechAssist@fysb.net](mailto:TechAssist@fysb.net)

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

The electronic application submission package is available in the FOA's listing at [www.Grants.gov](http://www.Grants.gov).

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

For applicants that have received an exemption to submit applications in paper format, Standard Forms, assurances, and certifications are available in the Application Package available in the FOA's Grants.gov synopsis at [www.Grants.gov](http://www.Grants.gov). They are also available at <http://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1>. See *Section IV.2. Request an Exemption from Required Electronic Application Submission* if applicants do not have an Internet connection or sufficient computing capacity to upload large documents (files) to [www.Grants.gov](http://www.Grants.gov).

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

Available at the Grants.gov Forms Repository website at <http://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1>.

#### **Federal Relay Service:**

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service

(FedRelay) for assistance at [www.gsa.gov/fedrelay](http://www.gsa.gov/fedrelay).

## IV.2. Content and Form of Application Submission

### FORMATTING APPLICATION SUBMISSIONS

**In FY 2013 ACF implemented a new application upload requirement. Each applicant applying electronically via [www.Grants.gov](http://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](http://www.Grants.gov), where the AOR will create a short profile and obtain a username and password from the Grants.gov Credential Provider. AORs will only be authorized for the DUNS number registered in the 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.

##### **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.** 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 table of contents, 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](http://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 ½" 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; Program Performance Evaluation; 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](http://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.

### **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 earlier 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.

Applicants must ensure that the version of Adobe Professional they are using is compatible with Grants.gov. To verify Adobe software compatibility please go to Grants.gov and click on “Support” at the top bar menu and select “Adobe Software Compatibility”, which is listed under the topic “Find Answers Online.” The Adobe verification process allows applicants to test their version of the software by opening a test application package. Grant.gov also includes guidance on how to download a supported version of Adobe, as well as troubleshooting instructions if an applicant is unable to open the test application package. There is also a help page for configuring Firefox and Chrome to open PDFs using Adobe software.

The Adobe Software Compatibility page located on Grants.gov also provides guidance for applicants that have received error messages while attempting to save an application package. It also addresses local network and/or computer security settings and the impact this has on use of Adobe software.

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](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](http://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/applicants/submitting-utf-8-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. All pages in the application submission must be sequentially numbered.**

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

See *Section IV.7. 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 FOA at [www.Grants.gov](http://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>.

| <b>Forms / Assurances / Certifications</b>                     | <b>Submission Requirement</b>  | <b>Notes / Description</b>                                      |
|--|--|---|
| Certification Regarding Lobbying<br>(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. |

|   |   |   |
|---|---|---|
| <p>Protection of Human Subjects Assurance Identification / IRB Certification / Declaration of Exemption (Common Rule)</p> | <p>Submission of the required information and forms is due with the application package by the due date listed in the <i>Overview and Section IV.4. Submission Dates and Times</i>. If the information is not available at the time of application, it must be submitted prior to the award of a grant.</p> | <p>Form is available at <a href="http://www.hhs.gov/ohrp/assurances/forms/index.html">http://www.hhs.gov/ohrp/assurances/forms/index.html</a>.<br/><br/>General information about the HHS Protection of Human Subjects regulations can be obtained at <a href="http://www.hhs.gov/ohrp/">http://www.hhs.gov/ohrp/</a>. Applicants may also contact OHRP by email (<a href="mailto:ohrp@csophs.dhhs.gov">ohrp@csophs.dhhs.gov</a>) or by phone (240-453-6900).</p>                   |
| <p>SF-LLL - Disclosure of Lobbying Activities</p>   | <p>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.</p>   | <p>If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.</p> |
| <p>LGBTQ Accessibility Policy for Discretionary Grants</p>  | <p>Submission is required for all applicants by the application due date.</p>   | <p>The LGBTQ Accessibility Policy for Discretionary Grants is available in the <i>Appendix</i> section of the FOA and must be included in the "Appendices" file of the application submission.</p>  |

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| <p>SF-Project/Performance Site Location(s) (SF-P/PSL)</p>  | <p>Submission is required for all applicants by the application due date.</p>  | <p>Required for all applications. In the SF-P/PSL, applicants may cite their primary location and up to 29 additional performance sites.</p>   |
| <p>SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non-Construction Programs</p> | <p>Submission is required for all applicants when applying for a non-construction project. Standard Forms must be used. Forms must be submitted by the application due date.</p>   | <p>Required for all applications when applying for a non-construction project. By signing and submitting the SF-424B, applicants are making the appropriate certification of their compliance with all federal statutes relating to nondiscrimination.</p> |
| <p>Mandatory Grant Disclosure</p>  | <p>Submission is required for all applicants and recipients, in writing, to the awarding agency and to the HHS Office of the Inspector General (OIG) all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award.</p> <p>Disclosures must be sent in writing to:</p> <p>The Administration for Children and Families,<br/>U.S. Department of Health and Human</p> | <p>Mandatory Disclosures, 45 CFR 75.113</p>  |

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|  | <p>Services,<br/>Office of Grants<br/>Management,<br/>ATTN: Grants<br/>Management<br/>Specialist,<br/>330 C Street, SW.,<br/>Switzer Building,<br/>Corridor 3200,<br/>Washington, DC<br/>20201</p> <p><b><u>And</u></b></p> <p>U.S. Department of<br/>Health and Human<br/>Services,<br/>Office of Inspector<br/>General,<br/>ATTN: Mandatory<br/>Grant Disclosures,<br/>Intake Coordinator,<br/>330 Independence<br/>Avenue, SW., Cohen<br/>Building,<br/>Room 5527,<br/>Washington, DC<br/>20201</p> |  |
| <p>SF-424 - Application for<br/>Federal Assistance</p>   | <p>Submission is<br/>required for all<br/>applicants by the<br/>application due date.</p>  | <p>Required for all<br/>applications.</p>  |
| <p>DUNS Number (Unique<br/>Entity Identifier) and Systems<br/>for Award Management<br/>(SAM) registration.</p> | <p>A DUNS number<br/>(Unique<br/>Entity Identifier) is<br/>required of all<br/>applicants.</p> <p>To obtain a DUNS<br/>number, go to<br/><a href="http://fedgov.dnb.com/webform">http://fedgov.dnb.com/webform</a>.</p> <p>Active registration<br/>at the Systems</p>  | <p>A DUNS number (Unique<br/>Entity Identifier) and SAM<br/>registration are eligibility<br/>requirements for all<br/>applicants.</p> <p>See <i>Section IV.3. Unique<br/>Entity Identifier and<br/>System for<br/>Award Management<br/>(SAM)</i> for more<br/>information.</p> |

|  |  |  |
|--|--|--|
|  | <p>Award Management (SAM) website must be maintained throughout the application and project award period.</p> <p>SAM registration is available at <a href="http://www.sam.gov">http://www.sam.gov</a>.</p> |  |
|--|--|--|

## The Project Description

### 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.

#### 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.I. 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.

## **Expected Outcomes**

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 projects must demonstrate measurable progress toward helping youth and/or young adults attain self-sufficiency through the four core outcomes, which are: 1) stable housing, 2) education/employment, 3) permanent connections, and 4) social and emotional well-being as described in *Section I. Program Description, Outcomes*. Indicators for outcomes may include, but not limited to:

*Stable housing:*

- Youth and/or young adults are transitioned to a safe and stable permanent exit that appropriately matches their level of needs after leaving a TLP to include: rapid re-housing, permanent supportive housing, moving in with family, mental

health treatment center or substance abuse treatment facility.

*Education/Employment:*

- Youth and/or young adults are connected to school or vocational training programs; improvement in interviewing skills; job attainment skills, employment.

*Permanent connections:*

- Youth and/or young adults experience ongoing attachments to families, communities, schools, and other social networks.

*Social and emotional well-being:*

- Youth and/or young adults are connected to system of care providers to assist with substance abuse, mental health, and sexual risk behaviors they may face.

## **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.

Projects are required to ensure that all staff, paid or volunteer and contractors, who are in contact with youth, have a criminal background and child abuse registry checks and periodic evaluations.

Projects must plan program activities according to the following intervention strategies:

***I. Implement screening and assessment tools that will guide identification, assistance, and referral for delivery of appropriate services, and that are conducted in a manner that protects youth safety and that allows for voluntary, affirming self-disclosure.***

Projects must implement standardized methods to assess each person's situation at program entry. These should include assessment of, immediate needs, physical 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. These assessments should be conducted in a manner that protects youth safety and allows for voluntary, affirming self-disclosure. The assessment tool must be able to identify the unique needs of subpopulations of runaway and homeless youth such as, but not limited to, youth who are aging out or already aged out of a foster care setting; or youth who identify as LGBTQ. It is highly encouraged that screening and assessment tools also address the unique needs of youth who are sexually exploited; in need of substance abuse or mental health services; or are pregnant or parenting.

***II. Provide comprehensive services, using a comprehensive youth services model, designed to help young people who are homeless make a successful transition to self-sufficiency.***

All services should address the unique needs of LGTBQ and former foster care youth.

Projects must adhere to a comprehensive youth services model. The comprehensive youth services model suggests a holistic service approach as a promising practice when addressing the unique needs of runaway and homeless youth and/or young adults. Components of the comprehensive youth services model include:

*Outreach Plan:* Projects must provide outreach strategies designed to attract individuals who are eligible to participate in the project.

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

*Case Management:* Case management is essential. Projects must provide intensive case management to every person receiving services. Listed below includes specific requirements for case management planning.

1. Individualized service plan: Create, with every person receiving services, a written plan based on the person's goals and, when appropriate, includes family input or youth-driven efforts to reconnect with family, that include evidence-informed strategies to assist with the trajectory of achieving self-sufficiency. The plan should highlight support or activities required to achieve the desired goals, wants, and needs, as well as about appropriate instances.
2. Service coordination plan: Develop a suitable referral plan based on an assessment of youth needs to ensure appropriate system of care services are accessible; a list of the system of care may include: social services, law enforcement, educational services, vocational training, welfare, legal services, health care programs, affordable child care, and/or child education programs.
3. Transitional living plan: Create, with every young person, a written transitional living plan that meets his/her level of need for safe and stable living environment after program exit.
4. Basic life skills resources and counseling service: Projects must actively educate and teach every young person, either by group or individual setting, the fundamentals of basic life skills to include:
  - Money management, budgeting, consumer education, use of credit
  - Parenting skills (Maternity Group Homes program only)
  - Interpersonal skill-building
  - Educational advancement
  - Job attainment skills
  - Mental and physical health care
  - Individual and/or group counseling and parent/child counseling

*Aftercare Services:* Projects must develop a written aftercare service plan with every person. The purpose of aftercare services is to provide continued assistance as needed after program exit. Service providers continue to help youth and/or young adults create their own solutions to the challenges they may continue to face. The continued assistance helps ensure that every person successfully transitions to self-sufficiency and receives appropriate help when facing

challenges that come up on the job, in college, in occupational skill training, or housing.

Effective aftercare services should do the following (as informed by research):

- Assist youth and/or young adults in overcoming barriers that may interfere with the achievement of their goals
- Provide proactive and reactive interventions to encourage retention in education, employment, housing, etc.
- Provide supportive services to assist in advancement to better jobs or postsecondary education and training
- Help find solutions for employment, education, housing, and personal issues

Effective practices that aftercare providers can use include the following (as informed by research):

- Explain aftercare services to youth and/or young adults that participate in the program
- Provide engaging aftercare activities to keep youth and/or young adults interested and connected
- Provide frequent and regular follow-up activities
- Develop and maintain a mentoring relationship with every person
- Coordinate follow-up activities with youth and/or young adults, employers, and academic advisors
- End aftercare services appropriately
- Track and document follow-up activities

*Continuum Service Linkages:* Projects must coordinate with system of care providers such as: government, nonprofits, other outreach teams, LGBTQ specific/inclusive organizations and service providers to assure the ability to serve the homeless youth and/or young adult 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
- LGBTQ specific/inclusive community base organizations, where possible
- Legal assistance

*Expectations of applicants that are not the child welfare agency but applying to serve young adults who have left foster care after age 18:* For applicants proposing to serve young adults who have left foster care after the age of 18, the services listed above must be coordinated with the child welfare system (as appropriate) and must not be duplicative.

If the applicant is targeting youth/young adults who have left foster care after the age of 18 it must provide a Memorandum(a) of Understanding (MOU) from the appropriate child welfare

agency(ies.) The applicant must document a strong partnership with the child welfare agency(ies) with responsibility for administering the child welfare program(s) in the targeted geographical area(s) having jurisdiction over the targeted child welfare population and provision of aftercare services. This documentation must include the following:

Letter(s) of commitment or MOU from the relevant child welfare agency(ies) that describe, in detail, the roles and responsibilities of the project partners:

- Evidence that the relevant child welfare agency(ies) fully understand, are fully committed to the proposed project, and demonstrate a willingness to be fully engaged in the activities that are described in the application;
- Evidence that the relevant child welfare agency(ies) will follow through on these commitments, regardless of changes in administration, economic status, or other foreseeable factors; and
- Any other evidence that would demonstrate the full commitment of the relevant child welfare agency(ies) to making the proposed project a success.

### ***III. Provide safe, stable, and appropriate shelter.***

Projects must provide safe and stable housing throughout a continuous period not to exceed 540 days, or in exceptional circumstances 635 days. For instance, if, a young person has not reached 18 years of age on the last day of the 635-day period, the youth may, in exceptional circumstances and if otherwise qualified for the program, remain in the program until the youth's 18th birthday. *(The term 'exceptional circumstances' mean circumstances in which a youth would benefit to an unusual extent from additional time in the program.)*

***Additional shelter requirements:*** Project must provide direct on-site supervision at each shelter facility that is not a family home. Shelter facility must have a ratio of staff to youth that is sufficient to ensure that all homeless youth receive adequate supervision and services. Shelter facility must have the capacity to accommodate not more than 20 individuals (excluding staff). Transportation to the shelter should be available as needed and barriers to entry should be low enough that it is easily accessible by youth.

Projects are strongly encouraged to promote supervised apartments for young adults to support independent living and implement practical strategies for self-sufficiency. However, the following housing options include:

- Group homes
- Maternity group homes (*the term 'maternity group home' means a community-based, adult-supervised transitional living arrangement that provides pregnant or parenting youth and their children with a supportive and supervised living arrangement in which such pregnant or parenting youth are required to learn parenting skills, including child development, family budgeting, health and nutrition, and other skills to promote their long-term economic independence in order to ensure the well-being of their children* )
  - Host homes
  - Supervised apartments (*owned by the program or rented in the community*).

### **Funded Activities Evaluation Plan**

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

In addition, applicants have the option to propose to conduct grantee-specific evaluations, called “local evaluations,” to answer one or more grantee-specific evaluation questions on implementation. Applicants that propose to conduct a local evaluation must ensure the evaluation:

- answers important questions of interest to the organization;
- includes an appropriate evaluation design; and
- meet expectations of an implementation evaluation (i.e., the evaluation design is credible; the results are applicable beyond the demonstration grant setting; that evaluation protocols are consistently applied; and the evaluation and findings are objective and neutral) that ACF provides through a system of technical assistance for those grantees and their local evaluators.

Applicants may only propose one local evaluation. The evaluation questions must drive the local evaluation, including its design, methods, data, and analyses. Examples of evaluation topics may include:

- Positive youth development, (e.g., the benefit of employing this framework with LGBTQ youth and transition age youth);
- Populations, (e.g., describing the populations of adolescents reached and whether programming addresses the perceived needs of target populations); and
- Adaptations to interventions/models, (e.g., describing the intervention/model implemented and documenting any significant adaptations made to the intervention/model).

Among these and other ACF approved topics, grantees may conduct implementation evaluation studies to document how RHY programs are designed and implemented.

Applicants that propose local evaluations must include the following components in their plans:

- Evaluation questions. Applicants must precisely state the evaluation question(s), including any specific program measures, and how the answers to the questions will increase ACF’s understanding of programming in this field. Applicants must link evaluation question(s) (and the implementation features and/or participant outcomes) to the applicant’s proposed logic model.
- Evaluation design. Applicants must propose a specific evaluation design in their plans, including details regarding: staffing; timeline; recruitment of participants; number of

participants to be served; data collection methods, including who will collect data (staff, partner agencies, and/or local or other subcontracted evaluator); and analyses methods to be used. Applicants must include a justification for why the proposed evaluation design is best suited to answer the research question(s).

- **Community support.** Applicants must include plans for incorporating input from partner agencies and community partners in the development of local evaluations, and throughout the execution.
- **Importance for the field.** Applicants must clearly describe how the local evaluation will inform future programming and expand the evidence base, as designed. Applicants must describe how evaluation findings will be included in final reported results, and plans for dissemination of the study to others in the field.
- **Institutional review board (IRB).** Applicants must identify the IRB they expect to use and must demonstrate a familiarity with that IRB's procedures and review requirements.

Any proposed local evaluation should be in addition to the planned delivery of runaway and homeless youth services designed to serve participants and shall not replace programming by the grantees. The purpose of these local evaluations is to learn from programs in order to improve their implementation in the future and prepare for future examination of the efficacy of services and interventions with the targeted population.

Local evaluations must be conducted by an independent evaluator, referred to as the “local evaluator.” Local evaluators may be universities, research organizations, evaluation consultants, or other institutions with experience in conducting rigorous evaluations.

ACF is interested in supporting high quality, well designed local evaluations from which programs will learn and expand the evidence base, and help ACF learn more about what does and does not work in serving LGBTQ youth and transition age youth.

#### *Evaluation Conditions*

Applicants must clearly state their understanding that organizations will be required to participate in a federally led evaluation. Plans must discuss the applicants’ willingness to participate and authorized representatives will affirm this understanding in their plan.

Applicants who are proposing local evaluations should describe eligibility factors for choosing among those universities, research organizations, evaluation consultants, or other institutions that they may solicit. The plan should address how applicants will exercise oversight for the local evaluation.

#### **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.

### **Logic Model**

Applicants must submit a logic model for designing and managing their project. A logic model is a one-page diagram that presents the conceptual framework for a proposed project and explains the links among program elements. While there are many versions of logic models, for the purposes of this announcement the logic model should summarize the connections between the:

- Goals of the project (e.g., objectives, reasons for proposing the interventions, if applicable);
- Assumptions (e.g., beliefs about how the program will work and its supporting resources. Assumptions should be based on research, best practices, and experience);
- Inputs (e.g., organizational profile, collaborative partners, key staff, budget);
- Target population (e.g., the individuals to be served);
- Activities (e.g., approach, listing key intervention, if applicable);
- Outputs (i.e., the direct products or deliverables of program activities); and
- Outcomes (i.e., the results of a program, typically describing a change in people or systems).

### **Project Sustainability Plan**

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

Describe the approach to project sustainment that will be most effective and feasible.  
Describe the key individuals and/or organizations whose support will be required in order to

sustain program activities. Describe the types of alternative support that will be required to sustain the planned program. If the proposed project involves key project partners, describe how their cooperation and/or collaboration will be maintained after the end of federal funding.

### **Organizational Capacity**

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

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

### **Protection of Sensitive and/or Confidential Information**

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

### **Third-Party Agreements**

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

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

Collaboration/consortia applicants must provide letters of commitment or MOU identifying the primary applicant that is responsible for administering the grant. The primary applicant must provide documentation of the commitments made by partnering organizations and describe in detail their roles and responsibilities as partners in the collaboration/consortia.

### **Letters Of Support**

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

### **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. Applicants must indicate the method they are selecting for their indirect cost rate. See Indirect Charges for further information.

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, 2016, (Division E, Title VII, General Provisions – Government-Wide), 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 "Rates of Pay for the Executive Schedule" is \$185,100. 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 of the applicant organization. This salary limitation also applies to subawards and subcontracts under an ACF grant or cooperative agreement.*

Provide a budget using the 424A and/or the 424C, as applicable, for the proposed project that is being fully funded (the budget period and the project period are the same). Provide a budget justification, which includes a budget narrative and a line-item detail, for 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) and client software as used by their U.S. Department of Housing and Urban Development Continuum of Care (HUD CoC) for Runaway and Homeless Youth Management Information System/Housing Management Information System (RHYMIS/HMIS) reporting must include an estimated cost for such equipment, software and training 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 kick off meeting and any travel for technical assistance training in their proposed budget. See the **Travel** category in this section.

Applicants must also include the cost of travel and lodging in the application budget for cross-site meetings.

## **General**

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

## **Personnel**

**Description:** Costs of employee salaries and wages.

**Justification:** Identify the project director or principal investigator, if known at the time of application. For each staff person provide: the title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent; annual salary; grant salary; wage rates; etc. Do not include the costs of consultants, personnel costs of delegate agencies, or of specific project(s) and/or businesses to be financed by the applicant. 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 are required to use 45 CFR 75.328 procedures and 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 has one of two methods that an applicant can select. An applicant may only select one.

- 1) The applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant federal agency.

Note: An applicant must enclose a copy of the current approved rate agreement. 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.

- 2) Per 45 CFR § 75.414(f) Indirect (F&A) costs, “any non-Federal entity [i.e., applicant] that has never received a negotiated indirect costs rate, ... may elect to charge

a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely. As described in § 75.403, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. If chosen, this methodology once elected must be used consistently for all Federal awards until such time as a non-Federal entity chooses to negotiate for a rate, which the non-Federal entity may apply to do at any time.”

**Justification:** This method only applies to applicants that have never received an approved negotiated indirect cost rate from HHS or another cognizant federal agency. Applicants awaiting approval of their indirect cost proposal may request the 10 percent de minimis. When the applicant chooses this method, costs included in the indirect cost pool must not be charged as direct costs to the grant.

### **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.

**For all federal awards**, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part of the recipient’s cost sharing or matching when such contributions meet all of the criteria listed in 45 CFR § 75.306.

**For awards that require matching by statute**, recipients 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 amount required by the statutory match. **A recipient’s failure to provide the statutorily required matching amount may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

**For awards that do not require matching or cost sharing by statute**, where “cost sharing” refers to any situation in which the recipient voluntarily shares in the costs of a project other than as statutorily required matching. These include situations in which contributions are voluntarily proposed by an applicant and are accepted by ACF. Non-federal cost sharing will be included in the approved project budget so that the applicant will be held accountable for proposed non-federal cost-sharing funds as shown in the Notice of Award (NOA). **A recipient’s failure to provide voluntary cost sharing of non-federal resources that have been accepted by ACF as part of the approved project costs and that have been shown as part of the approved project budget in the NOA, may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

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

Applicants are required to fully identify and document in their applications the specific costs or contributions they propose in order to meet a matching requirement. Applicants are also required to provide documentation in their applications on the sources of funding or contribution(s). In-kind contributions must be accompanied by a justification of how the stated valuation was determined. Matching or cost sharing must be documented by budget period (or by project period for fully funded awards). **A recipient's failure to provide a statutorily required matching amount may result in the disallowance of federal funds.**

Applications that lack the required supporting documentation will not be disqualified from competitive review; however, it may impact an application's scoring under the evaluation criteria in *Section V.1.* of this announcement.

### **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 and Budget/Budget Justification information collection is approved under OMB control number 0970-0139, expiration date is 01/31/2019. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

### **Application Submission Options**

#### **Electronic Submission via [www.Grants.gov](http://www.Grants.gov)**

Additional guidance on the submission of electronic applications can be found at <http://www.grants.gov/web/grants/applicants/apply-for-grants.html>.

After a grant application package is submitted to [www.Grants.gov](http://www.Grants.gov), a confirmation screen will appear on the applicant's computer screen. This screen confirms that an application has been submitted an application to Grants.gov. This page also contains a tracking number to identify the status of the application submission in the Track My Application feature.

When the application has completed the Grants.gov submission process, Grants.gov will send email messages to advise the applicant of the progress of the application through its system. **Over the next two business days, an applicant should receive two emails from Grants.gov:**

- **Submission Receipt Email:** Confirms successful receipt of the application by the Grants.gov system and indicates the application's status as "Received."
- **Submission Validation –OR– Rejection with Errors Email:** Indicates that the application was either successfully validated or rejected by Grants.gov. Either the application has been successfully validated by the system prior to transmission to

the grantor agency or the application has been rejected due to errors.

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

After an application has been successfully submitted to [www.Grants.gov](http://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](http://www.Grants.gov) for more information.

Each time an application is re-submitted to [www.Grants.gov](http://www.Grants.gov), the applicant will receive a new **Submission Receipt Email**. Only applications with on-time date and time stamps in Submission Receipt Email, and that pass validation, will be transmitted to ACF. Applications that are submitted on time that fail the validation check are 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.

### **Grants.gov Support Center**

- If applicants encounter any technical difficulties in using [www.Grants.gov](http://www.Grants.gov), contact the Grants.gov Support Center at: 1-800-518-4726, or by email at [support@grants.gov](mailto:support@grants.gov), to report the problem and obtain assistance. Hours of Operation: 24 hours a day, 7 days a week. The Grants.gov Support Center is closed on federal holidays.
- Applicants should always retain Grants.gov Support Center service ticket number(s) as they may be needed for future reference.
- **Contact with the Grants.gov Support 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. HHS Awarding Agency Contact(s)* will determine whether the submission issues**

are due to Grants.gov system errors or user error.

### Issues with Federal Systems

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](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](http://www.Grants.gov). To accommodate such applicants, ACF offers an exemption from required electronic submission. The exemption will allow applicants to submit hard copy, paper applications by hand-delivery, applicant courier, overnight/express mail couriers, or by other representatives of the applicant.

To receive an exemption from required electronic application submission, applicants must submit a written request to ACF 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](http://www.Grants.gov).

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

- Submitting an email request to [electronicappexemption@acf.hhs.gov](mailto:electronicappexemption@acf.hhs.gov), or
- Sending a written request to the Office of Grants Management Contact listed in *Section VII. HHS Awarding Agency Contact(s)* 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](mailto: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.4. 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.4. Submission Dates and Times* of this announcement.

### **Paper Format Application Submission**

**An exemption is 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.7.* 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.4. Submission Dates and Times* in this announcement.

### IV.3. Unique Entity Identifier and System for Award Management (SAM)

All applicants must have a DUNS Number (<http://fedgov.dnb.com/webform>) and an active registration with the System for Award Management (SAM.gov/SAM, <https://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 must be active throughout the life of the award.

**Plan ahead. Allow at least 10 business days after you submit your registration for it to become active in SAM and at least 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.

### IV.4. Submission Dates and Times

#### Due Dates for Applications

Due Date for Applications: **08/01/2016**

## **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. Other, Application Disqualification Factors*.

### **Electronic Applications**

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

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

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

Instructions for electronic submission via [www.Grants.gov](http://www.Grants.gov) are available at: <http://www.grants.gov/web/grants/applicants/apply-for-grants.html>.

Applications submitted to [www.Grants.gov](http://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 receipt of 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.7. Other Submission Requirements*.

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

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

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

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

**Emergency Extensions**

ACF may extend an application due date when circumstances make it impossible for an applicant to submit their applications on time. Only events such as documented natural disasters (floods, hurricanes, tornados, etc.), or a verifiable widespread disruption of electrical service, or mail service, will be considered. The determination to extend or waive the due date, and/or receipt time, requirements in an emergency situation rests with the Grants Management Officer listed as the Office of Grants Management Contact in *Section VII. HHS Awarding Agency Contact(s)*.

**Acknowledgement from [www.Grants.gov](http://www.Grants.gov)**

Applicants will receive an initial email upon submission of their application to [www.Grants.gov](http://www.Grants.gov). This email will provide a **Grants.gov Tracking Number**. Applicants should refer to this tracking number in all communication with Grants.gov. The email will also provide a **date and time stamp**, which serves as the official record of 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 also receive an email acknowledging that the received application is in the **Grants.gov validation process**, after which a third email is sent with the information that the submitted application package has passed, or failed, the 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 by ACF.

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

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

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

**Acknowledgement from ACF of receipt of a paper format application:**

ACF will provide acknowledgement of receipt of hard copy application packages submitted via mail or courier services.

**IV.5. Intergovernmental Review**

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

Applicants should go to the following URL for the official list of the jurisdictions that have elected to participate in E.O. 12372

[http://www.whitehouse.gov/omb/grants\\_spoc/](http://www.whitehouse.gov/omb/grants_spoc/).

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

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

SPOC comments may be submitted directly to ACF to: U.S. Department of Health and Human Services, Administration for Children and Families, Office of Grants Management, Division of Discretionary Grants, 330 C St. SW, 3rd Floor, Washington, DC 20201.

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.6. Funding Restrictions**

Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred to raise capital or obtain contributions are unallowable. Fund raising costs for the purposes of meeting the Federal program objectives are allowable with prior written approval from the Federal awarding agency. (45 CFR §75.442)

Proposal costs are the costs of preparing bids, proposals, or applications on potential Federal and non-Federal awards or projects, including the development of data

necessary to support the non-Federal entity's bids or proposals. Proposal costs of the current accounting period of both successful and unsuccessful bids and proposals normally should be treated as indirect (F&A) costs and allocated currently to all activities of the non-Federal entity. No proposal costs of past accounting periods will be allocable to the current period. (45 CFR §75.460)

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.7. 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: TLP Demonstration Project FOA  
1401 Mercantile Lane  
Suite 401  
Largo, MD 20774

##### **Hand Delivery**

FYSB Operations Center  
c/o F2-Solutions  
1401 Mercantile Lane  
Suite 401  
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.4. 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 Illustrated the project's intent to provide services, activities, and outcomes that demonstrate an effective service delivery that address the needs of the target population.
- 1.2 Demonstrated how project activities create a pathway that works toward accomplishing self-sufficiency through the four core outcomes identified, which are stable housing, permanent connections, education/employment, and social-emotional well-being.
- 1.3 Developed a descriptive and rational logic model that conveys the relationship between the program requirements, the proposed activities, and the core outcomes.
- 1.4 Provided concrete data based on an assessment of the community needs that supports the selection of the target population(s) in this funding announcement.

### Approach

Maximum Points:35

**In reviewing the approach, reviewers will provide appropriate scores to the extent applicants have successfully:**

- 2.1 Explained a reasonable strategy for the project plan that considers the *Comprehensive Youth Services Model*, as discussed in *Section IV.2*, but not limited to the identified services noted.
- 2.2 Described how the screening and assessment tools will guide service delivery to address the unique needs of the target population.

**2.3** Developed an effective method to ensure youth and/or young adults have access to safe, stable, and appropriate shelter.

**2.4** Communicated program activities that incorporate intervention strategies for the effective transition of homeless youth and/or young adults to self-sufficiency.

**2.5** Created a detailed plan that illustrates how information collected on target population will support current practices and/or inform needed intervention strategies.

#### Funded Activities Evaluation

Maximum Points:15

**In reviewing the evaluation plan, reviewers will provide appropriate scores to the extent applicants have successfully:**

**3.1** Illustrated a thorough plan to assess the quality of the project, including the frequency and methods for data collection, processes for monitoring performance, and data management system. The applicant describes how it will use program data to make program adjustments that will lead to continuous quality improvement.

**3.2** Described potential obstacles to implementing the data collection and program performance evaluation plan, and presented reasonable solutions for addressing those obstacles.

**3.3** Described a plan for participating in the ACF-funded program evaluation.

#### Organizational Profile

Maximum Points:20

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

**4.1** Demonstrated how this project addresses and/or enhances the existing service needs of the community.

**4.2** Provided supporting evidence that illustrated successful years of experience in serving runaway and homeless youth and/or foster care population.

**4.3** Demonstrated the organization's capability of operating and managing the program, which includes the organizations governance structure, fiscal control, and accountability procedures.

**4.4** Described any signed contracts, third-party agreements, and; MOUs and the methods of monitoring the scope of work, as appropriate, for essential services including assessment, case management, shelter, and service linkages.

**4.5** Provided a viable staffing plan of key individuals responsible for project outcomes. This includes an organizational chart, resumes, position descriptions (educational and professional experience), staff supervision, and evaluation plans for positions that will be funded by the grant.

#### 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:**

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

**5.2** 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](http://www.dbn.com)) and an active registration at SAM ([www.sam.gov](http://www.sam.gov)). See *Section IV.3. Unique Entity Identifier and System for Award Management (SAM)*.

### **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 FOA.

### **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.

### **Federal Awarding Agency Review of Risk Posed by Applicants**

As required by 2 CFR 200 of the Uniform Guidance, effective January 1, 2016, ACF is required to review and consider any information about the applicant that is in the Federal Awardee Performance and Integrity Information System (FAPIIS), <https://www.fapiis.gov/>, before making any award in excess of the simplified acquisition threshold (currently \$150,000) over the period of performance. An applicant may review and comment on any information about itself that a federal awarding agency has previously entered into FAPIIS. ACF will consider any comments by the applicant, in addition to other information in FAPIIS, in making a judgment about the applicant's integrity, business ethics, and record of performance under federal awards when completing the review of risk posed by applicants as described in 2 CFR § 200.205 Federal Awarding Agency Review of Risk Posed by Applicants [http://www.ecfr.gov/cgi-bin/text-idx?node=se2.1.200\\_1205&rgn=div8](http://www.ecfr.gov/cgi-bin/text-idx?node=se2.1.200_1205&rgn=div8).

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 should refer to *Section IV.2, The Project Description, Approach, Organizational Capacity*.

### **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 determined as approved but unfunded, notice will be given of the determination by email.

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

Announcement of awards and the disposition of applications will be provided to applicants at a later date. ACF staff cannot respond to requests for information regarding funding decisions prior to the official applicant notification.

## **VI. Federal Award Administration Information**

### **VI.1. Federal 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.6. Funding Restrictions*.

## **VI.2. Administrative and National Policy Requirements**

Unless otherwise noted in this section, administrative and national policy requirements that are applicable to discretionary grants are available at:

<http://www.acf.hhs.gov/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 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 grant funds (42 U.S.C. § 5752).

### **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**

Recipients under this FOA will be required to submit performance progress and financial reports periodically throughout the project period. Information on reporting requirements is available on the ACF website at

<http://www.acf.hhs.gov/discretionary-post-award-requirements#chapter-2>.

For planning purposes, the frequency of required reporting for awards made under this announcement are as follows:

Performance Progress Reports:                      Semi-Annually

Financial Reports:                                      Semi-Annually

### **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, 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. RHYMIS data collection measures are approved under Office of Management and Budget (OMB) control 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 in 2020. Among the many strategies included in the framework, FYSB has committed to improving the quality and accessibility of data about youth experiencing homelessness.

FYSB has integrated RHYMIS with HUD's Management Information System (HMIS).

During the funding period of this grant, award recipients are required to enter collected youth-level data through the new RHYMIS/HMIS system. This integration is intended to minimize the data collection burden on grantees and to strengthen the federal capacity to share data on homelessness.

In addition to entering information into RHYMIS/HMIS, grantees are required to join with the local (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 training 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.

FYSB has put in place a communication 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. HHS Awarding Agency Contact(s)

### Program Office Contact

Angie Webley  
Administration for Children and Families  
Administration on Children, Youth and Families  
Family and Youth Services Bureau, Headquarters  
330 C Street, SW, 3617B  
Washington,, DC 20024  
Phone: (202) 401-5490  
Email: [angie.webley@acf.hhs.gov](mailto:angie.webley@acf.hhs.gov)

### Office of Grants Management Contact

Katrina Morgan  
Administration for Children and Families  
Office of Grants Management  
330 C Street, SW, 3rd Floor  
Washington,, DC 20024  
Phone: (202) 401-5127  
Email: [katrina.morgan@acf.hhs.gov](mailto:katrina.morgan@acf.hhs.gov)

### Federal Relay Service:

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service (FedRelay) at [www.gsa.gov/fedrelay](http://www.gsa.gov/fedrelay).

## 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 through <https://www.acf.hhs.gov/grants-forms>.

Standard grant forms are available at the [Grants.gov](http://www.grants.gov) 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://www.grants.gov/web/grants/accessibility-compliance.html>

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

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

United States Code (U.S.C.) <http://uscode.house.gov/>.

## Application Checklist

| What to Submit          | Where Found  | When to Submit  |
|-------------------------|--|---|
| Organizational Capacity | Referenced in <i>Section IV.2. The Project Description</i> . | Submission due by the application due date found in <i>Overview</i> and <i>Section IV.4</i> .                                     |
| Table of Contents       | Referenced in <i>Section IV.2. The Project Description</i> . | Submit with the application by the due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> . |

|  |   |   |
|--|---|---|
| <p>LGBTQ Accessibility Policy for Discretionary Grants</p>   | <p>Referenced in the table <i>Section IV.2. Required Forms, Assurances and Certifications</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.4. Submission Dates and Times</i> .</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 <a href="http://www.grants.gov/web/grants/forms.html">http://www.grants.gov/web/grants/forms.html</a> by using the link to "SF-424 Family."</p> | <p>Submission is due with the application package or prior to the award of a grant.</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.4. Submission Dates and Times</i> .</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</p>   | <p>Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .</p>                              |

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|                             | <p>Grants.gov Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Mandatory."</p> <p>Also available at <a href="http://www.grants.gov/web/grants/forms.html">http://www.grants.gov/web/grants/forms.html</a> by using the link to "SF-424 Family."</p> <p>These forms are <b>required</b> for applications under this FOA:</p> <ul style="list-style-type: none"> <li>• Projects that include only non-construction activities must submit the SF-424A and SF-424B, along with the SF-424 and SF-P/PSL.</li> </ul> |   |
| Project Sustainability Plan | Referenced in <i>Section IV.2. The Project Description</i> .  | Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .   |
| Proof of Non-Profit Status  | Referenced in <i>Section IV.2. The Project Description, Legal Status of Applicant Entity</i> .  | Proof of non-profit status should be submitted with the application package by the due date listed in the <i>Overview</i> and <i>Section IV.4. Submission Dates and Times</i> . If it is not available at the time of application submission, it must |

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|  |  | be submitted prior to the award of a grant.  |
| 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 <a href="http://www.grants.gov/web/grants/forms.html">http://www.grants.gov/web/grants/forms.html</a> 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.4. Submission Dates and Times.</i></p>  |
| Mandatory Grant Disclosure                         | <p>Requirement, submission instructions, and mailing addresses are found in the "Mandatory Grant Disclosure" entry in the table in <i>Section IV.2. Required Forms, Assurances and Certifications.</i></p>   | <p>Concurrent submission to the Administration for Children and Families and to the Office of the Inspector General is required.</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</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> |

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|  | <p>section entitled, "Optional."</p> <p>The form is available in the electronic application kit at Grants.gov</p> <p>and at <a href="http://www.grants.gov/web/grants/forms.html">http://www.grants.gov/web/grants/forms.html</a> 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 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>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.4. 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.4. Submission Dates and Times</i>.</p> |

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| <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.4. Submission Dates and Times</i>.</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 <a href="http://www.grants.gov/web/grants/forms.html">http://www.grants.gov/web/grants/forms.html</a> 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.4. Submission Dates and Times</i>.</p>   |
| <p>Protection of Human Subjects Assurance Identification / IRB Certification / Declaration of Exemption (Common Rule)</p> | <p>Referenced in <i>Section IV.2. Forms, Assurances, and Certifications</i>. Additional information and necessary forms are available at <a href="http://www.hhs.gov/ohrp/assurances/forms/index.html">http://www.hhs.gov/ohrp/assurances/forms/index.html</a>.</p> <p>For electronic application submission, this form is available on the FOA's Grants.gov "Download</p>   | <p>Submission of the required information and forms is due with the application package by the due date listed in the <i>Overview</i> and <i>Section IV.4. Submission Dates and Times</i>. If the information is not</p>        |

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|   | <p>Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Optional."</p> <p>The form is also available at <a href="http://www.grants.gov/web/grants/forms.html">http://www.grants.gov/web/grants/forms.html</a></p> <p>by using the link to "SF-424 Family."</p> | <p>available at the time of application, it must be submitted prior to the award of a grant.</p>  |
| <p>Third-Party Agreements (also, MOUs and Consortia Agreements)</p> | <p>Referenced in <i>Section IV.2. Project Description</i>.</p>  | <p>If available, submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4</i>. If not available at the time of application submission, due by the time of award.</p> |
| <p>Letters of Support</p>   | <p>Referenced in <i>Section IV.2. The Project Description</i>.</p>  | <p>Submission is due by the application due date listed in the <i>Overview</i> and in <i>Section IV.4. 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.4. Submission Dates and Times</i>.</p>   |

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| <p>DUNS Number (Unique Entity Identifier) and Systems for Award Management (SAM) registration.</p> | <p>Referenced in <i>Section IV.3. Unique Entity Identifier and System for Award Management (SAM)</i> in the announcement.</p> <p>To obtain a DUNS number (Unique Entity Identifier), go to <a href="http://fedgov.dnb.com/webform">http://fedgov.dnb.com/webform</a>.</p> <p>To register at SAM, go to <a href="http://www.sam.gov">http://www.sam.gov</a>.</p> | <p>A DUNS number (Unique Entity Identifier) 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> |
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## Appendix

### Lesbian, Gay, Bisexual, Transgender, and Questioning (LGBTQ) Accessibility Policy

#### *Transitional Living Program Special Population Demonstration Project: LGBTQ Runaway and Homeless Youth and Young Adults Who Have Left Foster Care After Age 18*

##### *HHS-2016-ACF-ACYF-LG-1185*

**Submission Instructions:** All applicants submitting an application under this funding opportunity announcement must sign and submit the following LGBTQ Accessibility Policy with their application package. Print the document. It must be signed and dated by the applicant organizations Authorized Organizational Representative (AOR). Scan the document into PDF format and submit it with the application at [www.Grants.gov](http://www.Grants.gov). See Section IV.2. Content and Form of Application Submission, Formatting ACF Applications, 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 LGBTQ individuals are taken into consideration in applicants program design. The applicant(s) must consider how their program will be inclusive of and non-stigmatizing toward such participants. If not already in place, the applicant(s) and, if applicable, sub-awardee(s)/ subcontractor(s) should establish and publicize policies prohibiting harassment based on race, sexual orientation, gender, gender identity (or expression), religion, and national origin. The submission of an application for this funding opportunity reflects that the applicant(s) has/have or will have such policies in place prior to receiving the award. Award recipients should ensure that all staff members are trained to prevent and respond to harassment or bullying in all forms. Funded programs should be prepared to monitor claims,

address them seriously, and document their corrective action(s) so that all participants are assured that programs are safe, inclusive, and non-stigmatizing by design and in operation. Additionally, any sub-awardees or subcontractors are required to:

Have in place or will have in place, within 30 days of award of the subgrant/subcontract, policies prohibiting harassment based on race, sexual orientation, gender, gender identity (or expression), religion, and national origin;

- Enforce these policies;
- 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