Notice of Funding Opportunity

**Application due June 7, 2024**

ADMINISTRATION FOR CHILDREN & FAMILIES

Family and Youth Services Bureau (FYSB)

Runaway and Homeless Youth Program (RHY)

# Transitional Living Program (TLP)

Opportunity number: HHS-2024-ACF-ACYF-CX-0192

DEPARTMENT OF HEALTH & HUMAN SERVICES · USA

# Contents

# Before you begin

If you believe you are a good candidate for this funding opportunity, secure your SAM.gov and Grants.gov registrations now. If you are already registered, make sure your registration is active and up-to-date.

### SAM.gov registration (this can take several weeks)

You must have an active account with SAM.gov. This includes having a Unique Entity Identifier (UEI).

See Step 2: Get Ready to Apply

### Grants.gov registration (this can take several days)

You must have an active Grants.gov registration. Doing so requires a Login.gov registration as well.

See Step 2: Get Ready to Apply

### Apply by June 7, 2024

Applications are due by 11:59 p.m. Eastern Time on June 7, 2024.

To help you find what you need, this NOFO uses internal links. In Adobe Reader, you can go back to where you were by pressing Alt + Left Arrow (Windows) or Command + Left Arrow (Mac) on your keyboard.

# Step 1:
# Review the Funding Opportunity

## In this step

# Basic information

**Administration for Children and Families (ACF)**

Family and Youth Services Bureau (FYSB)

Runaway and Homeless Youth Program (RHY)

The TLP provides shelter and comprehensive services to youth ages 16 through 21 for up to 18 months or, under extenuating circumstances, 21 months.

## Summary

The TLP provides shelter and comprehensive services to youth ages 16 through 21 for up to 18 months or, under extenuating circumstances, 21 months.

Note: We acknowledge that many young people receiving services through TLP projects are young adults. Throughout this NOFO, and to maintain concise language, we use the term “youth” to include both youth and young adults.

Participating youth must meet one or more of the following criteria:

- Have run away or left home without permission of their parents or guardians
- Have been forced to leave their home
- Cannot live safely with a parent, legal guardian, or relative
- Have no other safe alternative living arrangement
- Are homeless or are at risk of experiencing homelessness

For more information about eligibility of participating youth, see 34 U.S.C. 11222.

In addition to shelter, TLPs provide comprehensive services that support participating youth’s transition to self-sufficiency and stable, independent living. Through the combination of shelter and services, TLP youth are expected to show improvements in four core outcome areas: safe and stable housing, education or employment, permanent connections, and social and emotional well-being.

Have questions?
See Contacts and Support.

### Key facts

**Opportunity Name:**
Transitional Living Program (TLP)

**Opportunity Number:**
HHS-2024-ACF-ACYF-CX-0192

**Federal Assistance Listing:**
93.550

### Key dates

**Application deadline:**
June 7, 2024

**Expected award date:**
August 30, 2024

**Expected start date:**
September 30,2024

**Informational webinar:**
April 30, 2024

**See deadlines.**

# Funding details

Type: Grant

Estimated total program funding: $17,004,914

Total expected awards: 68

Minimum award amount for the first budget period (award floor): $100,000

Maximum award amount for the first budget period (award ceiling): $250,000

Funding periods: 60-month period of performance with five 12-month budget periods

Awards are subject to federal funds availability.

Non-competing continuation awards will be offered for the second, third, and fourth budget periods of the project based on the availability of funds, your satisfactory progress, and review and approval of the continuation application.

To determine satisfactory progress, we will use your semi-annual performance progress and financial reports, site visits, audit reports, and other supporting documentation. You can review details on how satisfactory progress is determined here.

# Eligibility

**Who can apply**

## Eligible applicants

These types of entities may apply:

- Public and nonprofit private entities
- State, county, city or township, and special district governments
- Independent school districts
- Public- and state-controlled institutions of higher education
- Private institutions of higher education
- Public housing authorities and Indian housing authorities
- Nonprofits with or without a 501(c)(3) status with the Internal Revenue Service (IRS), other than institutions of higher education
- Native American tribal governments (federally recognized)
- Native American tribal organizations (other than federally recognized tribal governments)

Public and nonprofit entities are eligible to apply, unless you are part of the juvenile justice system.

For-profit organizations are not eligible. Private institutions of higher education must be nonprofit entities.

Applications from individuals, including sole proprietorships and foreign entities, are not eligible and will be disqualified.

### Other eligibility criteria

Faith-based and community organizations that meet the eligibility requirements are eligible for awards under this funding opportunity.

See initial review for disqualification factors.

## Cost sharing

This program requires you to contribute at least 10% of the project's total cost, per section 383 of the RHY Act (34 U.S.C. 11274)

You can calculate this cost-sharing requirement in one of two ways:

## Method 1: Start with the federal share

Calculation: Divide the amount of federal funds by 9 to get the minimum match required.

For example: Divide $250,000 by 9. This equals a match of $27,778.

## Method 2: Start with the total project cost

Calculation: Divide the total project cost by 10 to get the minimum match required.

For example: Divide $150,000 by 10. This equals a match of $15,000 assuming federal funds of $135,000.

## Types of cost sharing

You can meet your match requirement through any combination of:

- Cash contributed by your organization
- Cash contributed by partners or other third parties
- In-kind (non-cash) contributions from third parties

## Cost-sharing commitments

You must follow through on your promise of cost-sharing funds, even if you promise more than required. We put these commitments in the Notice of Award (NoA). You'll have to include your funds when you fill out your Federal Financial Reports.

If you don't provide your promised amount, we may have to decrease your award amount or use other enforcement actions.

# Program description

## Project overview

The primary purpose of the TLP is to provide safe, stable, and appropriate shelter for a period of 18 months, or 21 months under extenuating circumstances, to youth ages 16 through 21 who have run away from home, been forced to leave home, have no safe alternate living arrangement, or are at risk of being homeless.

Our goal is to help youth establish self-sufficient and sustainable living and well-being for themselves and, if applicable, their dependent children. Our programs promote economic independence and prevent long-term dependency on social services.

If you are seeking to provide services only to pregnant or parenting youth, you should apply for the Maternity Group Home funding opportunity, HHS-2024-ACF-ACYF-YZ-0042.

## Project requirements

TLP projects receiving this funding are required to provide both shelter and supportive services. Choosing one or the other is not an option.

Youth who are actively in dependent care or custody of a government child welfare or juvenile justice agency are not eligible for TLP services.

Projects funded under this opportunity must meet the following requirements. Please show how your project meets these requirements in the project narrative section of your application.

### Safe, stable, and appropriate shelter

TLP projects must provide safe and stable shelter for youth ages 16 through 21 who are experiencing homelessness and, if applicable, their dependent children.

Safe and stable shelter is defined as a community-based, adult-supervised transitional living arrangement for youth and, if applicable, their children. This includes group homes, host homes, and scattered apartment sites.

With this funding, you must ensure the physical structures, program practices, and procedures protect all youth in the program from exposure to unsafe conditions. These protective measures must meet the criteria in the following subsections, Projects must provide shelter according to the following timelines:

- A continuous period not to exceed 540 days, or
- In exceptional circumstances 635 days, or
- If a youth is still under 18 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 their 18th birthday

## Structure

- Per RHY Regulations at 45 CFR § 1351.18 (c), the facilities of your TLP project must have a minimum residential capacity of four and a maximum residential capacity of 20 individuals in a single structure, except in the following circumstances:
  - If local laws or regulations require a higher maximum to comply with licensure requirements for child- and youth-serving facilities
  - If your facility is located within a single floor of a structure in the case of apartment buildings, in which case the floor of the structure where services are being provided must have a minimum residential capacity of four and a maximum residential capacity of 20 individuals
- If your TLP supports pregnant or parenting youth, the minimum and maximum capacity numbers include both youth and their dependent children.
- If your TLP supports pregnant or parenting youth, you must provide appropriate space, equipment, and furnishings to safely accommodate both parents and their dependent children.
- You must ensure the accommodations limit the risk of injuries associated with hazards including, but not limited to, the following: falling, burning, electrical hazards, drowning, and Sudden Infant Death Syndrome (SIDS).

## Practice and procedures

- If your TLP project serves adult homeless populations over the age of 22, you must have policies and practices to separate the TLP youth from the older adult population.
- When there are no current TLP openings in your program, or a youth is outside of the age of eligibility for services, your project must provide referrals to other age-appropriate emergency shelters or other temporary housing resources.
- If your TLP program plans to serve pregnant or parenting youth, you must be prepared and able to serve pregnant and parenting youth of all ages from 16 through 21, and of all gender identities.
- You must provide direct on-site supervision at all times. Family host home models are exempt from this rule.

- You must ensure your staff is trained to interact with youth experiencing, or at risk of experiencing, any form of trafficking, sexual exploitation, or other similar traumatic experiences.
- You must ensure youth and young adults exiting your program leave to a safe and appropriate housing option.

## Comprehensive youth-centered services model

You must use a trauma-informed approach when providing services. You can learn more about the effects of trauma and utilizing a trauma-informed approach on the website of the Centers for Disease Control (CDC).

You must also utilize a Positive Youth Development (PYD) framework. This framework is an intentional, prosocial approach to engaging youth. You must consult with and engage young people with lived experience of homelessness and offer them opportunities to have input on program implementation. When engaging and collaborating with youth and young adults who have experienced homelessness, you are encouraged to provide compensation for their expertise and may do so using these funds. You can learn more about the PYD framework at Youth.gov. You can learn more on Youth.gov about ways to lead in partnership with youth and young adults with lived experience.

## Ensuring equity

You must ensure equitable treatment of all youth receiving services funded by our programs. According to research conducted by Chapin Hall at the University of Chicago, young people of color, notably Black and Latino youth, are at greater risk of experiencing housing instability and homelessness. Roughly 11% of American Indian and Alaska Native youth and young adults are over-represented in the homeless youth population relative to 4% of White, non-Hispanic youth. Additional data from our Runaway and Homeless Youth Homeless Management Information System (RHYHMIS) on gender identity and sexual orientation of youth served in our programs reveals about 26% of youth and young adults receiving services from the RHY Program in Fiscal Year (FY) 2021 identified as lesbian, gay, bisexual, transgender, questioning, queer, intersex, asexual, or Two-Spirit (LGBTQIA2S+) or being uncertain of their sexual orientation.

We are committed to addressing disparities related to disability status, ethnicity, sexual orientation, and gender identity among youth and young adults experiencing homelessness. Therefore, you must have a plan to provide safe, inclusive, and culturally responsive spaces and services for all youth, including youth facing disabilities, youth of color, youth who identify as LGBTQIA2S+, and youth from other underserved populations. Also, you must be inclusive of the language access needs of youth and their families.

## Outreach implementation strategy

- **Direct outreach**: You must develop a plan and describe activities to conduct outreach to youth who have runaway, are experiencing homelessness, or are at risk of becoming homeless or running away.You must seek out youth from your target populations who might not be aware of your program. You must provide information about the services you offer and the benefits of those services. Outreach activities may include monthly community canvassing, collaboration with community partners to host events, or other recruitment efforts.
- **Education and awareness**: You must tell the community about your program by developing and distributing materials about your services and benefits. Materials might include social media posts and public service announcements. You can also raise awareness of your program by collaborating with other youth- and family-serving organizations, law enforcement, health care providers, legal services, and other partners.
- **Coordination**: You must coordinate with the National Communication System for Runaway and Homeless Youth (currently operated by the National Runaway Safeline) to provide information on the resources available in your community.
- **Youth engagement and collaboration**: You must engage youth with lived experience to help you locate other youth and design individualized approaches to meet youths' needs. Including youth with lived experience ensures that your education and awareness strategies are grounded in youth voices and collaboration.

## Provision of basic needs

When necessary, you must provide food, drink, clothing, transportation, personal safety information (such as national youth hotlines and local hotlines), resource guides, hygiene products, and, when appropriate, items suitable for pregnant or parenting youth and their dependent children.

You must also be able to identify youth who are at risk of or are victims of trafficking or commercial sexual exploitation, sex abuse, and other forms of victimization and provide information to those youth (such as the National Suicide Hotline, National Runaway Safeline, National Human Trafficking Hotline, and National Domestic Violence Hotline).

## Screening and assessment

You must have a standard way to determine a youth's eligibility to receive shelter and services as well as to identify their needs to make sure services are appropriate. Your screening and assessment tools should also help you determine whether the youth's participation in your program poses any risks to the health and safety of other youth in the program.

Assessments should prioritize reunifying youth who have left home without permission with an adult who has the youth's best interest in mind, and who can provide stable housing as defined in 45 CFR § 1351.1 of the RHY Rule.

Your screening and assessment tools should evaluate, at a minimum, the following factors for each youth:

- Sexually exploited or trafficked youth
- Youth in need of substance abuse and/or mental health services
- Other vulnerable populations (for example, tribal youth, youth with disabilities, youth who identify as LGBTQIA2S+, as described in 45 CFR § 1351.23(a) of the RHY Rule)

Finally, the screening tools you use should be able to identify the unique needs of pregnant and parenting runaway and homeless youth, and guide identification, assistance, and referral for delivery of appropriate services. Assessments should be used periodically on an ongoing basis to assess the health and wellness of project clients and their children.

## Case management

You must provide youth in your program with the following case management services:

- **Individualized service or treatment plan**: You must plan for services or treatment strategies based upon both your screening and assessment tools and input from the youth receiving services.
- **Services for dependent children**: If your TLP project supports pregnant or parenting youth, you must deliver individualized services for dependent children as well as the youth. Services for infants and children must include, at a minimum, well-care visits and sensory and developmental screenings and assessments.
- **Service coordination plan**: You must have an appropriate and accessible service referral strategy based on the results of the screening and assessments completed at program entry. Services should be coordinated with entities including but not limited to, the following:
  - Social services
  - Law enforcement
  - Educational services
  - Vocational and employment training services

  - Public benefits, including, but not limited to, Supplemental Nutrition Assistance Program and, when applicable, Temporary Assistance to Needy Families
  - Legal services
  - Organizations that provide support or services to those who have experienced trafficking or are at risk of experiencing trafficking
  - Mental and behavioral health
  - Health care programs (including health insurance options)
  - Affordable child care and child education programs, including Head Start
- **Employment or education engagement**: You must ensure youth are connected to or engaged in educational advancement, life skills training, job attainment skills, or work activities while in the program.

In addition, you must ensure that youth who are on juvenile probation comply with supervision.

TLP projects should also support youth who have exited foster care to obtain any benefits they may be eligible for in their county or state (for example, medical assistance, Foster Youth to Independence vouchers, Family Unification Program vouchers, Chafee Grants, Title IV-E re-entry, etc.).

## Life skills training and referrals

You must provide youth with life skills instruction to promote their long-term economic independence and continued well-being. At a minimum, you should provide life skills training and referrals in the following areas:

- **Job attainment and educational advancement:** You must support youth in your TLP in obtaining and maintaining sustainable employment. Where available, link clients with their local Workforce Innovation and Opportunity Act youth program. Provide clients support in earning a diploma, GED, or vocational certification, and in pursuing post-secondary education, if desired. Coordinate services with local and regional McKinney-Vento liaisons to ensure clients experience minimal interruption in their education.
- **Financial literacy and budgeting**: You must provide clients with training in fundamental financial literacy skills, including money management, credit counseling, banking, home ownership, household budgeting, and smart grocery shopping.
- **Health and nutrition**: You must ensure clients receive consistent mental and physical health care as appropriate and, when applicable, prenatal care, well-baby exams, and immunizations. In addition, you should offer instruction in

preventative health measures, family planning, healthy relationships, healthy diets, and meal planning.

Where available, you should use specific curricula and evidence-based interventions or practices.

## Transition planning and aftercare

You must work with each youth to develop a written transition plan that meets their needs and includes strategies to support their safe and stable living after leaving the program. You must ensure youth have access to important documents and paperwork, as needed (such as birth certificates, social security cards, driver's licenses or state identification cards, medical records, and credit reports).

You must also provide services to youth for a minimum of three months after they leave your program. You must develop an aftercare strategy with each youth prior to exit counseling. The strategy must include a plan to maintain contact with each youth to ensure their ongoing safety, stability, and access to services.

The aftercare strategy must include, at minimum, how you will document the following:

- Evidence of regular contact (including all attempts to contact) for at least three months
- Youth's housing status, educational services, and the rate of participation and completion of the services in the plan beyond three months if services are still provided
- A referral process that ensures partnering agencies provided support to the referred youth
- Services, referrals, and counseling are offered related to health care and insurance coverage
- Proactive and reactive strategies to encourage retention in education, employment, housing, and personal issues
- Supportive services to help youth advance to better jobs
- Support in improving social and emotional well-being and permanent connections

For TLPs that serve pregnant and parenting youth, you will also document the following:

- A plan to help the youth and their dependent children stay connected with their schools or obtain appropriate educational services, including coordination with McKinney-Vento school district liaisons, designated under the McKinney-Vento Act
- Proactive and reactive strategies to encourage dependent children's retention in school, child care, and regular well-child checkups

If applicable, any aftercare services beyond three months should be documented too.

## Performance standards

You are required to collect data demonstrating your ability to meet program performance standards. Your program should improve the following four outcomes for youth:

- **Social and emotional well-being**: Youth will connect to trauma-informed providers to assist with any issues they face relating to physical health, substance abuse, mental health, personal safety (such as potential trafficking situations), and sexual risk behaviors.
- **Permanent connections**: Youth will experience positive ongoing attachments to their families, adult role models, communities, schools, and other social networks.
- **Education or employment**: Youth will connect to school or vocational training programs, improve job search skills, or obtain employment.
- **Safe and stable housing**: After leaving your program, youth will transition to safe and stable housing that appropriately matches their level of need. Housing options may include moving in with family, other permanent supportive housing, rapid re-housing, residential treatment centers, or substance abuse treatment facilities.

You will report performance data through the Runaway and Homeless Youth Homelessness Management Information System (RHYHMIS) quarterly. To access RHYHMIS, you will work with a local CoC Homeless Management Information System (HMIS) lead. More detailed information about performance standards and reporting requirements can be found on our website.

## Training and technical assistance

If you accept an award, you must agree to work cooperatively with the technical assistance provider. Training and technical assistance is free from the Runaway and Homeless Youth Training, Technical Assistance, and Capacity Building Center (RHYTTAC). Services include, but are not limited to, the following:

- Regionally based technical assistance clinics
- Training sessions
- E-learning
- Webinars
- National grantee training

You must send at least one person to the annual in-person RHY National Grantee Training and regional trainings. You will also participate in learning collaboratives and cohort-based peer engagement activities. More information is available from the RHYTTAC.

# Funding policies and limitations

We do not allow the following costs under this NOFO:

- Construction
- Purchase of real property
- Major renovation (that exceeds 15% of the grant amount awarded)
- Fundraising (including campaigns, endowments, gifts, and similar expenses)
- Pre-award or proposal costs
- Distribution of sterile needles or syringes
- Abortions (See Consolidated Appropriations Act, 2023, Public Law No. 117-328, div. H, tit. V, 506-507 for exceptions)
- Any treatment or referral to treatment that aims to change someone's sexual orientation

See 45 CFR § 75.420 – 75.475 for information on costs that are always unallowable or have restrictions.

## Indirect costs

Indirect costs are those for a common or joint purpose across more than one project and that cannot be easily separated by project.

To charge indirect costs, you can select one of two methods:

**Method 1 – Approved rate.** You currently have an indirect cost rate approved by your cognizant federal agency.

**Method 2 – *De minimis* rate.** Per 45 CFR § 75.414(f), if you have never received a negotiated indirect cost rate, you may elect to charge a *de minimis* rate. If you are awaiting approval of an indirect cost proposal, you may also use the *de minimis* rate. If you choose this method, costs included in the indirect cost pool must not be charged as direct costs.

This rate is 10% of modified total direct costs (MTDC). See 45 CFR § 75.2 for the definition of MTDC. You can use this rate indefinitely.

Learn more at 45 CFR § 75.414, Indirect Costs.

### Subawards

The prime recipient must maintain a substantive role in the project. We define a substantive role as conducting funded activities and providing services that are necessary and integral to completing the project. Monitoring your subrecipient's activities alone is not a substantive role. See 45 CFR § 75.352 for information on subrecipient monitoring.

We do not fund awards where the role of the applicant is primarily to serve as a conduit for passing funds to other organizations unless that arrangement is authorized by statute.

Subrecipients must meet the eligibility requirements of this NOFO.

Additional information on subawards can be found on our website.

## Statutory authority

This program is authorized under title III, part B, section 321 of the RHY Act (34 U.S.C. 11221).

# Step 2:
# Get Ready to Apply

## In this step

# Get Registered

## SAM.gov

Your entity must have an active registration with SAM.gov. This includes having a Unique Entity Identifier. SAM.gov registration can take several weeks. Begin that process today.

To register, go to SAM.gov Entity Registration and click Get Started. From the same page, you can also click on the Entity Registration Checklist for the information you will need to register.

## Grants.gov

You must also have an active account with Grants.gov. You can see step-by step instructions at the Grants.gov Quick Start Guide for Applicants.

**Need Help? See Contacts and Support.**

# Find the application package

The application package has all the forms you need to apply. You can find it online. Go to Search Grants at Grants.gov and search for opportunity number HHS-2024-ACF-ACYF-CX-0192. Then, click the "Package" tab.

If you can't use Grants.gov to download application materials, you may request them from the Grants Management Contact.

If you are also unable to apply through Grants.gov, see exemptions for paper submissions.

# Learn more

Visit Applying for an ACF Grant Award on the ACF Grants Page.

# Join the webinar

The Family and Youth Services Bureau's Runaway and Homeless Youth Program will conduct a pre-application webinar for the Transitional Living Program. Details are as follows:

**Date:** April 30, 2024
**Time:** 1 to 2 p.m. ET

Join the webinar on YouTube.

The goals of the session are to:

- Orient potential applicants to the new FY 24 notice of funding opportunity announcement.
- Provide an overview of the Runaway and Homeless Youth Transitional Living Program.
- Address eligibility requirements, application processes, and timelines.
- Respond to questions submitted in advance of the webinar.

Joining and participating is voluntary. Participants may remain anonymous. Opting not to participate in the session will not affect eligibility, application scoring, or the award selection process.

If you aren't able to attend, you can access the recording and transcript on the Runaway and Homeless Youth Program's training, technical assistance, and capacity building website after the session has concluded.

In the event of a discrepancy between the presentation and/or materials and the NOFO, the NOFO takes precedence.

Please submit your questions on this NOFO in advance. You may submit questions anonymously.

**Due date for submitting questions:** April 12, 2024

Only questions submitted in advance and by the due date will be considered for answering during the session.

# Step 3:
# Prepare Your Application

### In this step

# Application contents and format

## Application components

You will submit two files plus the standard forms in the application package.

### File One: Project Narrative Attachment Form

- Table of contents
- Project summary, one page
- Project narrative
- Line-item budget and budget narrative

### File Two: Other Attachments Form

Includes all attachments.

### Other required forms

Includes other required forms.

### Required format

Page limit for File One and File Two combined: 85 pages.

File Format: Portable Document File (PDF) is recommended, but not required. ACF supports the following file formats when you attach files to the Project Narrative Attachment Form and the Other Attachments Form:

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

Paper Size: 8 ½ inches x 11 inches

Margins: 1 inch all around

Language: English

If possible, include page numbers

Do not include external links to information you want reviewers to assess.

### Fonts

Font: Times New Roman

Size: 12-point font

Footnotes and text in tables and graphics may be 10-point.

### Spacing

Table of contents: Must be single-spaced

Project summary: Must be single-spaced

Project narrative: Must be double-spaced

Line-Item budget and budget narrative: Can be single-spaced

Attachments: As needed

Tables and footnotes throughout: Can be single-spaced

## Table of contents

At the beginning of File One, insert a table of contents that guides a reader through the contents of both files in your application. If possible, include links to the relevant content in File One.

## Project summary

Provide a one-page summary of the project description. Do not cross-reference to other parts of the application. The summary must include:

- At the top, the project title, applicant name, address, phone numbers, email addresses, and any website URL
- A brief description of the project, including the needs and population you will address and your proposed services

## Project narrative

The project narrative is where you address all your proposed activities. It is a critical section of your application, which we evaluate and rank against other applications using the merit review criteria. Remember that substance and measurable outcomes are more important than length. We are particularly interested in project narratives that convey strategies for achieving intended performance.

In it, you must:

- Explain how the project will meet the purpose of the funding opportunity, as described in the program description section.
- Make sure your narrative is clear, concise, and complete.
- Use cross-referencing rather than repetition.
- Be sure to include any required supporting documents noted. You generally provide these in your attachments.
- Use the headings and order of the sections that follow.

## Geographic location

Provide the precise physical location of your project and boundaries of the area you will serve. If you will include any subrecipients in your project that will serve the geographic areas, include their locations as well.

## Need for assistance

Identify the problems you plan to solve. These problems could be physical, economic, social, financial, institutional, etc. To do so:

- Demonstrate the need, including the nature and scope of the problem
- You may provide supporting documentation, such as letters of support and testimonials, in an application appendix
- Include any relevant data based on planning studies or needs assessments. You may refer to them in the endnotes or footnotes
- Use demographic data and participant or beneficiary information where you can

## Approach

Outline your action plan. Describe the scope and detail of how you will accomplish your proposed project. Account for all functions or activities you identify in your application.

Explain potential obstacles and challenges to accomplishing your project goals. Explain the strategies you will use to address them.

This section of your application should show how you will meet all the project requirements listed in the program description. Use the subheadings and order of the sections that follow to detail your approach. You can refer to the program requirements section of this NOFO for more details on each of these categories.

### Safe, stable, and appropriate shelter

With this funding, you must ensure that your physical structures, technologies, staff supervision practices, program practices, and procedures protect all youth, including minor youth in the program, from exposure to unsafe conditions. This includes circumstances where your project serves adult clients over the age of 22 who may come into contact with TLP youth or their children. These protective measures must meet the criteria in the following subsections.

### Housing model and structure

You must explain the housing model you will use. The housing model description must include, at a minimum:

- A physical description of the structure(s) to be used to house youth (for example, single floor, multi-story, scattered-site, dormitory style, etc.)
- The total number of beds in the structure including the number of beds per floor, if applicable. The total number of beds includes shelter beds paid for through other funding sources (for example, HUD, state social services, community block grants)
- The layout of living accommodations, including the number of beds per room, common space, kitchen, and bathrooms
- If applicable, any other types of shelter services you provide that will be housed in the same building (such as child protective custody or foster care)
- If applicable and as required by your state, host home models must show evidence of current licensure. If proposing a host home model, describe the number of proposed host homes and recruitment strategy for host families

If your TLP supports pregnant or parenting youth, you must provide appropriate space, equipment, and furnishings. There must be a separate bed for each youth and for each infant or child. In addition, you must ensure these accommodations limit the risk of or prevent injuries associated with hazards including, but not limited to, the following:

- Falling
- Burning
- Electrical hazards
- Sudden Infant Death Syndrome (SIDS)
- Co-sleeping
- Bathing and risk of drowning

For more information about the housing model requirements for this funding opportunity, see the program requirements.

### Practice, procedures, and client safety

You must explain how you will ensure client safety. The client safety description must include, at a minimum:

- A description of how adult populations over the age of 22 are separated from TLP clients, including minor youth

- How your project will be linked with an age-appropriate emergency shelter or other temporary housing resource, so that you can provide a referral when there are no current TLP openings, or a youth is outside of your project's age range
- TLP projects that are housing facilities, and not a family host home or scattered apartment model, must provide direct, on-site supervision. You must explain how your residential facility will be adequately staffed and supervised with an appropriate staff-to-client ratio
- How you will ensure your staff is trained to interact with youth experiencing or at risk of experiencing any form of trafficking, sexual exploitation, or other similar traumatic experiences
- How you will ensure youth exiting your program leave to a safe and appropriate housing option

## Comprehensive youth-centered services model

You must explain how your project will use a youth-centered services model. The description must include, at a minimum:

- How you will use a trauma-informed approach when providing services to youth
- How you will utilize the PYD framework to consult and engage youth with lived homelessness experience in program implementation and provide them with opportunities

## Ensuring equity

You must explain how your project and organization will ensure equity for the diverse young people you serve. Include your plans and practices regarding:

- How your program will work to provide safe and inclusive spaces and address disparities faced by youth in your community because of their race, ethnicity, sexual orientation, gender identity, and disability status
- How you will support language access needs for all youth and families to be served in your program
- Staffing practices which ensure diversity of staff and leadership that reflect the background and experiences of the youth who your organization serves
- Staff development and training practices that ensure staff and leadership are prepared to implement culturally responsive and culturally specific services

## Outreach implementation strategy

You must explain how your project will implement an outreach strategy to engage youth and educate them on services available through your program. The description must include, at a minimum:

- A description of the outreach activities that will be conducted to seek out youth from the target population and provide information about services available and their benefits
- A description of how you will inform the community about your program, including the development and distribution of materials about your services
- A description of how you will coordinate with the national communication system (National Runaway Safeline) to provide resources to youth at risk of experiencing homelessness
- A description of how you will collaborate with youth with lived experience in designing and conducting outreach activities

## Provision of basic needs

You must explain how your project will meet youth's basic needs. The description must include, at a minimum:

- How you will provide youth with food, drink, clothing, transportation, personal safety information (such as national youth hotlines and local hotlines), resource guides, hygiene products, and, when appropriate, items suitable for pregnant or parenting youth and their children
- How you will identify youth who are at risk of, or are victims of, trafficking, commercial sexual exploitation, sex abuse, and other forms of victimization, and provide those youth with resources such as national hotline numbers

## Screening and assessment

You must explain how your project will determine a youth's eligibility for services through screenings and assessment tools. Your screenings and assessment tools should evaluate, at a minimum, the following factors for each youth:

- Physical health
- Reproductive health
- Potential for victimization
- Behavioral health
- Connection to family
- Safety
- Access to resources
- Issues of neglect or abuse
- Other risk and protective factors that impact their well-being and potential for sustainable living

The explanation must include, at a minimum:

- A description of how you will determine a youth's eligibility to receive shelter and services, as well as identify their needs to make sure services are appropriate
- An explanation of how you will use the screening and assessment tools to determine if a youth's participation in your program poses any risks to the health and safety of other youth in the program
- A description of the assessment tools that will be used and what factors they evaluate

## Case management

You must explain how your program will provide case management services. The description must include, at a minimum:

- How your program will work with youth to plan for individualized services and treatment strategies
- If your program supports pregnant or parenting youth, how you will deliver individualized services for dependent children, including, at a minimum, well-care visits and sensory and developmental screenings and assessments
- How your program will connect youth to appropriate and accessible services based on the screening and assessments completed at the time of program entry
- How your program will ensure youth are connected to or engaged in educational advancement, life skills training, job attainment skills, or work activities while in the program

## Life skills training and referrals

You must explain how your program will provide life skills training for youth. The description must include, at a minimum:

- How will you support youth in your TLP in obtaining and maintaining sustainable employment or obtaining a diploma, GED, or vocational certification, and in pursuing post-secondary education, if desired
- What specific curricula or evidenced-based intervention your organization will use to provide training on financial literacy and budgeting, specifically instruction on money management, credit counseling, banking, home ownership, household budgeting, and smart grocery shopping
- What specific curricula or evidenced-based intervention your organization will use to provide training on health and nutrition, specifically instruction on mental and physical health care, preventative health measures, family planning, healthy relationships, healthy diets, and meal planning and, when applicable, prenatal care, well-baby exams, and immunizations

## Transition planning and aftercare

You must explain how your program will prepare youth for transitioning out of the program and provide aftercare services for a period of three months after program exit. The description must include, at a minimum:

- How your program will develop a written transition plan with each youth that meets their needs and supports safe and stable living
- How your program will ensure youth have access to important documents and paperwork, as needed (such as birth certificates, social security cards, driver's licenses or state identification cards, medical records, and credit reports)
- How your program will conduct aftercare services for each youth who exits your program for at least three months
- How your program will develop an aftercare strategy that outlines how you will maintain contact to ensure each youth's ongoing safety and documents the following:
    - Services, referrals, and counseling offered related to health care and insurance coverage
    - Youth's housing status, educational services, and rate of participation in and completion of the services
    - Evidence of regular contact (including all attempts to contact) for a period of three months and how, if applicable, services beyond three months will be documented
    - Assistance in obtaining appropriate educational, vocational, training, or employment services (including coordination with McKinney-Vento school district liaisons, designated under the McKinney-Vento Act)
    - Supportive services to assist in job advancement or post-secondary education and training
    - Support in improving social and emotional well-being and permanent connections

## Partnerships and service coordination

You should tell us about your partners (both formal and informal), including partnerships with government, continuums of care (CoCs), nonprofits, and other service providers who support youth. You must describe how you coordinate with those partners to ensure youth have access to community resources.

## Organizational capacity

Provide the following information for your full project team, including the applicant organization and any cooperating partners, contractors, and subrecipients:

- Provide evidence that your team has the relevant experience and expertise needed to carry out your project.
- Describe your team's experience with administering, developing, implementing, managing, and evaluating similar projects.
- Provide evidence that your team has the organizational capability to fulfill their roles and functions effectively.
- Describe your experience working collaboratively with youth and young adults with lived experience of homelessness or who are at risk of homelessness or housing instability to inform program design, implementation, and improvement.
- If you are not a member of a CoC, you must explain your plan to contact and work with a CoC's HMIS lead for data collection and reporting purposes.
- You will explain which CoC you will partner with for RHYHMIS data collection. If your program provides services in more than one CoC, you must explain how you will coordinate data collection and reporting among the multiple CoCs.

## Plan for oversight of federal award funds and activities

You must ensure proper award oversight. The regulation that governs this oversight is 45 CFR Part 75 Subpart D. It includes standards for:

- Financial and program management
- Property management
- Procurement
- Performance and financial monitoring and reporting
- Subrecipient monitoring and management
- Record retention and access
- Remedies for noncompliance
- Prior written approval

Describe your framework to ensure proper oversight of federal funds and activities. Include:

- A description of the governance, policies and procedures, and systems you use for record keeping and financial management.
- A description of the procedures to identify and mitigate risks and issues. These might include audit findings, continuous performance assessment findings, and monitoring.

- The key staff who will be responsible for maintaining oversight of program activities, staff, and any partners or subrecipients.

## Current and pending funding support

Provide a list of your current and pending funding support for ongoing projects and proposals. Include all sources such as federal, state, and local governments, public or private foundations, for-profit organizations, etc.

Be sure to indicate which projects and proposals require committed time from the Project Director, Principal Investigator, or other key personnel.

Show the total award amount, awarding entity, and the amount of time each key staff member will devote to each project.

## Project performance evaluation plan

Describe a plan for how you will evaluate your project's performance and how it will contribute to continuous quality improvement. This plan must describe:

- How you will monitor ongoing activities and the progress towards the project's goals and objectives
- The inputs, key activities, and expected outcomes of the funded activities, including, but not limited to, TLP's four core outcomes. Inputs might include your collaborative partners, key staff, budget, service processes, or other resources
- How you will measure the inputs, activities, and outcomes
- How you will use the resulting information to inform improvement of funded activities
- Any processes that support the overall data quality
- The organizational systems and processes that will track performance outcomes
- How your organization will collect and manage data in a way that allows for accurate and timely reporting of performance outcomes. This might include assigned skilled staff, data management software, and data integrity
- Any potential obstacles to implementing the project performance evaluation and how you will address them
- A timeline for how you will review information from the performance evaluation and apply it to your ongoing project

## Logic model

You must submit a logic model for designing, managing, and evaluating the project. A logic model is a diagram that:

- Presents how inputs drive activities to produce outputs, outcomes, and the ultimate goals of the proposed project

- Explains the links among project elements
- Targets the identified objectives and goals of the project

While there are many versions of logic models, for the purposes of this funding opportunity, the logic model may include the connections between:

- Inputs such as additional resources, organizational profile, collaborative partners, key staff, or budget
- Target population, such as the individuals to be served or identified needs
- Activities, mechanisms, and processes such as evidenced-based practices, best practices, approach, key intervention and evaluation components, and continuous quality improvement efforts
- Outputs, which include the immediate and direct results of program activities
- Outcomes, which include the expected short- and long-term results you expect to achieve. These are typically described as changes in people or systems
- Project goals such as overarching objectives and reasons for proposing the project

You must describe how the proposed activities, inputs, and outputs will link to outcomes and be informed by and associated with youth receiving shelter and required services.

## Project sustainability plan

You must propose a plan for project sustainability after the period of federal funding ends. We expect you to sustain key elements of your project. These elements can include strategies or services and interventions that have been effective in improving practices and outcomes.

Provide an approach to project sustainability that is effective and feasible. Describe:

- The key people and organizations whose support you will require
- The types of alternative support you will require to maintain the project
- If the proposed project involves key project partners, how you will maintain their cooperation or collaboration after the federal funding ends

## Protection of sensitive or confidential information

Describe how you will collect and safeguard protected personally identifiable information and other information that is considered sensitive. Make sure your approach is consistent with applicable federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.

Provide:

- The methods and systems you will use to ensure that you properly handle confidential and sensitive information including any subrecipients and/or contractors
- A plan for the disposition of such information at the end of the period of performance

See 45 CFR § 75.303(e) for more information.

# Line-item budget and budget narrative

The line-item budget and budget justification support the information you provide in the Budget Information Standard Form SF-424-A. See other required forms.

It justifies the costs you ask for and includes added detail, including detailed calculations for the "object class categories" in the Budget Information Standard Form. You will provide this information for the initial budget period only. See funding periods.

As you develop your budget, consider:

- If the costs are necessary, reasonable, allocable, and consistent with your project's purpose and activities
- How you calculate your costs in ways that are clear and repeatable
- How funds are restricted. See funding policies and limitations
- You must include the cost of sending at least one key staff person to attend the annual in-person RHY National Grantee Training and regional trainings.
- If you do not have computer equipment and the required HMIS software, you must include the estimated cost for such equipment, software, and training in your proposed budget. You must coordinate with your CoC HMIS lead to determine those estimated costs.
    - If you already have the necessary HMIS equipment, software, and training, then you must clearly state that in this section of your application.
- In addition to outlining the organization's complete annual operating budget, you must list all non-federal funding sources that will support the program. You must state specifically if there are no additional non-federal funding sources (beyond the required match) to support the program.
- If you are making a subaward, the amount cannot be more than 50% of total direct costs for the budget period. You must provide a justification for the subaward and explain how you will maintain control of the project. You also must explain why a subaward is needed and why you cannot complete the project without another organization's assistance.

We encourage you to also review the Standard Form instructions.

To create your line-item budget and justification, see detailed instructions on our website.

In general, you must:

- Indicate the method you will use for your indirect cost rate. See indirect costs for further information.
- Include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated.
- For any cost sharing, include a detailed listing of any funding sources identified in Block 18 of the SF-424 Application for Federal Assistance.

### Proprietary or personally identifiable information

In your application, you may identify salary or other proprietary information or personally identifiable information. We will remove this information from applications before they go to reviewers.

If you have an exemption for paper submission, you can protect salary information and any proprietary information by placing that information only in the original application. You can remove the information from the copies, keeping summary information.

## Attachments

You will upload attachments in Grants.gov using the Other Attachments Form. These attachments are included in the overall application page limit unless it says otherwise below.

### Indirect cost agreement

If you include indirect costs in your budget using an approved rate, include a copy of your current agreement approved by your cognizant agency for indirect costs. If you use the *de minimis* rate, you do not need to submit this attachment.

See indirect costs for more information.

### Legal proof of nonprofit status

If your organization is a nonprofit, you need to attach proof. We will accept any of the following:

- A reference to your listing in the IRS's most recent list of tax-exempt organizations
- A copy of a current tax exemption certificate from the IRS

- A letter from your state's tax department, Attorney General, or another appropriate state official saying that your group is a nonprofit, and that none of your net earnings go to private shareholders or others
- A certified copy of your certificate of incorporation or similar document. This document must show that your group is a nonprofit
- Any of the above for a parent organization. Also, include a statement signed by an official of the parent group that your organization is a nonprofit affiliate

## Organizational capacity supporting information

You must attach the following information to support the information in your organizational capacity section:

- Organizational charts, including all partners
- Resumes or Curricula Vitae for all key personnel
- Job descriptions for each key position (filled and vacant)
- List of your Board of Directors
- Copy or description of the applicant organization's fiscal control and accountability procedures
- Copy or description of the applicant organization's personnel policies
- Child care licenses and other documentation of professional accreditation
- Information on compliance with federal, state, and local government standards

## Third-party agreements

You must submit agreements with all third parties involved in the project. Third parties include subrecipients, contractors, and other cooperating entities. Third-party agreements include letters of commitment, memoranda of understanding, and memoranda of agreement. We do not consider general letters of support to be third-party agreements.

Any such agreement must:

- Describe the roles and responsibilities for project activities.
- Describe the support and resources that the third party is committing to the proposed project.
- Be signed by the person in the third-party organization with the authority to make such commitments for the organization.
- Detail work schedules and estimated compensation with an understanding that the parties will negotiate a final agreement after award.
- Identify the primary applicant and all collaborators responsible for project activities if for a collaboration or consortia application.

### Letters of support

Attach statements from community, public, or commercial leaders that support your project. At minimum, each letter of support must identify the person writing the letter, the organization they represent, the date, and their reasons for supporting the project.

## Other required forms

You will need to complete some other required forms. Upload the forms listed here at Grants.gov. You can find them in the NOFO application package or review them and their instructions at Grants.gov Forms.

| Forms | Submission Requirement |
|---|---|
| Application for Federal Assistance (SF-424) | With the application |
| Budget Information for Non-Construction Programs (SF-424A) | With the application |
| Disclosure of Lobbying Activities (SF-LLL) | If applicable, with the application or before award |
| Key Contacts | With the application |
| Grants.gov Lobbying Form | With the application or before award. |
| Project/Performance Site Location(s) (SF-P/PSL) | With the application. Cite your primary location and up to 29 additional performance sites |

# Step 4: Learn About Review and Award

## In this step

# Application review

## Initial review

We review each application to make sure it meets basic requirements. We won't consider an application that:

- Requests funding above the award ceiling
- Is submitted after the deadline
- Is from an individual, including a sole proprietorship or a foreign entity
- Is received in paper format that didn't have a previously approved exemption from ACF

We will let you know if your application is disqualified within 30 days of the application deadline. You won't receive notice from ACF if your application fails Grants.gov validation checks.

If you submit more than two files in addition to your forms, we will remove the extra files. We will let you know if this happens.

We will also remove blurred or illegible pages and any file formats that are not supported.

We will not review any pages that exceed the page limit.

If your application fails to adhere to ACF's NOFO formatting, font, and page limitation requirements, we will adjust your application by removing page(s) from the application. We will remove the pages before the merit review and will not send them to reviewers.

If we do so, we will send you a letter after we make awards to notify you that we amended your application.

## Merit review

A panel reviews all applications that pass the initial review. The members use the criteria in this section.

Additionally, our reviewers typically are not federal employees. See proprietary and personally identifiable information.

## Criteria

| Criterion | Total number of points = 100 |
|---|---|
| 1. Need for assistance | 10 points |
| 2. Approach | 50 points |
| 3. Ensuring equity | 5 points |
| 4. Performance evaluation plan and logic model | 5 points |
| 5. Organizational capacity and third-party agreements | 15 points |
| 6. Budget and budget justification and plan for oversight | 10 points |
| 7. Sustainability plan | 5 points |

Reviewers will review and score your application based on how thoroughly you address the following criteria:

### 1. Need for assistance (10 points maximum)

- 1.1 You explain why you need assistance and describe the problem of youth homelessness in your community. **(0-5 points)**
- 1.2 You explain who will receive services, including demographic information about the target population, how many youths you expect to serve, and a justification for the proposed number of youths to be served through your program. **(0-5 points)**

### 2. Approach (50 points, maximum)

#### 2.1 Safe, stable, and appropriate shelter (0-10 points)

- 2.1.1. You describe the proposed housing structure.
- 2.1.2. You describe your plan for providing supervision and ensuring safety for all youth and dependent children in the program.

#### 2.2 Comprehensive youth-centered services model (0-5 points)

- 2.2.1 You describe how your program will address the social and emotional well-being of youth, incorporating a strengths-based approach based on PYD and trauma-informed care.

### 2.3 Outreach implementation strategy and provision of basic needs (0-5 points)

- 2.3.1 You detail an outreach implementation strategy to include outreach, education and awareness, and provision of basic needs.
- 2.3.2 You describe ways youth with lived experience of homelessness are engaged in the implementation strategy process.

### 2.4 Screening and assessment (0-5 points)

- 2.4.1 You detail your program's screening and assessment process to determine eligibility for shelter and services.
- 2.4.2 You include a description of the tools you will use, the planned assessment process, and how information from the assessment will inform service delivery, including identifying youth victims of trafficking.

### 2.5 Case management (0-10 points)

- 2.5.1 You describe how case management will be conducted, including the provision of services, treatment, and service coordination.

### 2.6 Life skills training and referrals (0-5 points)

- 2.6.1 You describe a strategy for delivering life skills training and referrals to youth and young adults as part of the program's case management plan.

### 2.7 Transition planning and aftercare (0-10 points)

- 2.7.1 You describe an aftercare strategy that provides support and follow-up services for TLP youth after program exit for a period of 90 days.
- 2.7.2 The strategy includes various methods to support youth in improving social and emotional well-being and permanent connections.
- 2.7.3 The strategy includes referral processes to ensure partnering agencies provide support to the referred youth.

## 3. Ensuring Equity (5 points maximum)

- 3.1 You include a plan to ensure equity in service delivery and recruitment and describe how your equity plan will impact the organization and community. **(0-5 points)**

## 4. Performance evaluation plan and logic model (5 points maximum)

- 4.1 You explain how you will evaluate your program, including how you will use RHYHMIS to assist you in defining success and how you will use RHYHMIS data to improve the program's performance. You also discuss any challenges you expect to face in implementing the project. **(0-3 points)**

- 4.2 You present a logic model that explains how the proposed activities, inputs, and outputs link to outcomes that will prevent youth from experiencing homelessness. **(0-2 points)**

## 5. Organizational capacity and third-party agreements (15 points maximum)

- 5.1 You provide extensive detail about your experience and expertise running a runaway and homeless youth program. You describe your past work, program design, experience working collaboratively with youth and young adults with lived experience, and ability to connect young people at risk of or experiencing homelessness to appropriate services. **(0-10 points)**
- 5.2 You describe your plan to ensure data accuracy and the timely upload of all appropriate data into RHYHMIS. **(0-2 points)**
- 5.3 If there are proposed subawards with another organization, you explain how you will ensure that the subaward recipients will complete their work and contribute to the success of the project. If there are no proposed subawards and you do not have any agreements with third parties, you state specifically that these agreements do not exist. **(0-3 points)**

## 6. Budget and budget justification (10points maximum)

- 6.1 You include a clear line-item budget and narrative budget for the federal amount and non-federal amount in the application. The budget and budget narrative clearly explain how the funds requested are necessary for the program. You include the costs of sending a staff person to attend the required training and meetings. **(0-4 points)**
- 6.2 You detail how much it will cost to run the project. You also explain how much additional funding, in addition to the federal funds from this award, is required. You describe the source of those funds and how all funds will adhere to federal and programmatic regulations. **(0-4 points)**
- 6.3 You describe how you will ensure proper oversight of federal funds and funded activities. **(0-2 points)**

## 7. Sustainability plan (5 points maximum)

- 7.1 You include a sustainability plan that discusses the other sources that will support the program if federal funds are not available. You also discuss how you will retain staff and maintain partnerships if the program loses funding. **(0-5 points)**

# Risk review

Before making an award, we review the risk that you will not prudently manage federal funds. If you had a past federal award, we need to make sure you've handled those awards well and demonstrated sound business practices. We use SAM.gov Responsibility / Qualification to check this history for all awards likely to be over $250,000.

If we find a significant risk, we may choose not to fund your application or to place specific conditions on the award.

For more details, see 45 CFR § 75.205.

# Selection process

When making funding decisions, we consider:

- Merit review results, which are key in making decisions, but are not the only factor
- Organizations serving emerging, unserved, or under-served populations
- The larger portfolio of agency-funded projects by considering geographic distribution
- The past performance of the applicant

We may:

- Fund applications in whole or in part
- Fund applications at a lower amount than requested.
- Decide not to allow a prime recipient to subaward if they may not be able to monitor and manage subrecipients properly
- Decide not to fund a project with high startup costs or unreasonably high operating costs
- Choose not to fund applicants with management or financial problems
- Designate your application as "approved but unfunded" if it was successful but there was not sufficient funding to make an award. You may receive funding if additional funds become available within the fiscal year
- Choose to fund no applications under this NOFO

We will not fund:

- An incomplete application
- A disqualified application

# Award notices

## How we make awards

If you are successful, we will email or transmit through our grant systems a Notice of Award (NoA) to your authorized official.

We will email you if your application is disqualified or unsuccessful.

The NoA is the only official award document. The NoA tells you about the amount of the award, important dates, and the terms and conditions you need to follow. Until you receive the NoA, you have not received an award. Project costs that you incur before you receive a NoA are at your risk.

If you want to know more about NoA contents, go to Notice of Award at ACF's website.

# Step 5:
# Submit Your Application

### In this step

# Application submission and deadlines

## Deadlines

### Application

Due on June 7, 2024.

- For electronic submissions, the due time is 11:59 p.m. Eastern Time (ET).
- If you receive an exemption from electronic submission, the due time is 4:30 p.m. ET. See exemptions for paper submissions.

Grants.gov creates a date and time record when it receives the application. If you submit the same application more than once, we will accept only the last on-time submission.

The grants management officer may extend an application due date based on emergency situations, such as documented natural disasters or a verifiable widespread disruption of electric or mail service.

## Submission methods

### Grants.gov

You must submit your application through Grants.gov unless we give you an exemption for a paper submission. See get registered.

For instructions on how to submit in Grants.gov, see the Quick Start Guide for Applicants. Make sure that your application passes the Grants.gov validation checks. Do not encrypt, zip, or password protect any files.

See Contacts and Support if you need help.

### Issues with federal systems

If you experience a systems issue with Grants.gov or SAM.gov, please refer to ACF's Policy for Applicants Experiencing Federal Systems Issues.

## Exemptions for paper submissions

We need to give you an exemption before you can apply on paper. See the [ACF Policy for Requesting an Exemption from Required Electronic Application Submission](). Once we have approved your exemption, download your forms package under the "Package" Tab in Grants.gov.

To submit your application, mail it to:

**FYSB Operations**
c/o F2-Solutions
Attn: Transitional Living Program NOFO HHS-2024-ACF-ACYF-CX-0192
1401 Mercantile Lane, Suite 401
Largo, MD 20744
1-855-792-6551

The requirements include:

- Print your application and all copies one-sided.
- Applicants must submit one original and two copies of the complete application, including all standard forms and OMB-approved forms.
- You must submit the original and both copies in a single package. If you plan to submit more than one application under this NOFO or others, you must submit them separately. Clearly label each package with the NOFO title and funding opportunity number.
- Your authorized organization official must sign the application. One application copy must include an original signature.

# Other submissions

## Intergovernmental review

This NOFO is not subject to Executive Order 12372, Intergovernmental Review of Federal Programs. No action is needed.

## Mandatory disclosure

You must submit any information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. See Mandatory Disclosures, 45 CFR § 75.113.

Send written disclosures to:

**ACF at Administration for Children and Families**
U.S. Department of Health and Human Services
Office of Grants Management
ATTN: Grants Management Specialist
330 C Street, SW
Switzer Building, Corridor 3200
Washington, DC 20201

AND TO

The Office of Inspector General at grantdisclosures@oig.hhs.gov.

# Application checklist

Make sure that you have everything you need to apply.

| Component | How to upload | Included in page limit |
|---|---|---|
| **File One: Narratives** | Use the Project Narrative Attachment form. | |
| ☐ Table of contents | | Yes |
| ☐ Project summary | | Yes |
| ☐ Project narrative | | Yes |
| ☐ Line-item budget and budget narrative | | Yes |
| **File Two:** Attachments | Insert each in a single Other Attachments form. | |
| ☐ Indirect cost agreement | | Yes |
| ☐ Legal proof of nonprofit status | | Yes |
| ☐ Organizational capacity supporting information | | Yes |
| ☐ Resumes and job descriptions | | Yes |
| ☐ Third-party agreements | | Yes |
| ☐ Letters of support | | Yes |
| **Other required forms** | Upload using each required form. | |
| ☐ Application for Federal Assistance (SF-424) | | No |
| ☐ Budget Information for Non-ConstructionPrograms (SF-424A) | | No |
| ☐ Disclosure of Lobbying Activities (SF-LLL) | | No |
| ☐ Key Contacts | | No |
| ☐ Grants.gov Lobbying Form | | No |
| ☐ Project/Performance Site Location(s) (SF-P/PSL) | | No |

# Step 6:
# Learn What Happens After Award

### In this step

# Post-award requirements and administration

## Administrative and national policy requirements

There are important rules you'll need to follow if you get an award. You must follow:

- All terms and conditions in the Notice of Award
- The rules listed 45 CFR part 75, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards in effect at the time of award and any updates
- The HHS Grants Policy Statement (GPS). This document has terms and conditions tied to your award. If there are any exceptions to the GPS, they'll be listed in your Notice of Award
- All federal statutes and regulations relevant to federal financial assistance, including those highlighted in HHS Administrative and National Policy Requirements. See also ACF Administrative and National Policy Requirements
- 45 CFR Part 87 Appendix A, Equal Treatment for Faith-Based Organizations
- Applicable program statute and regulations at theRHY Act, 34 U.S.C. 11201-11281, the Runaway and Homeless Youth Final Rule, 45 CFR Part 1351 to improve performance standards and program requirements for runaway and homeless youth programs, and RHY's Administrative and National Policy Requirements

## Reporting

If you are successful, you will have to submit financial and performance reports. To learn more about reporting, see Reporting at the ACF website.

Performance report forms: Program Performance Report (PPR)

Performance report frequency: Semi-annually

Financial report forms: SF-425 FFR

Financial report frequency: Semi-annually

# Non-discrimination and assurance

If you receive an award, you must follow all applicable nondiscrimination laws. You agree to this when you register in SAM.gov. You must also submit an Assurance of Compliance (HHS-690).To learn more, see the Laws and Regulations Enforced by the HHS Office for Civil Rights.

# Contacts and Support

### In this step

# Agency contacts

## Program

**Tyanna M. Williams**, Tyanna.williams@acf.hhs.gov, 202-205-8348

## Grants management

**Sarah Viola**, Sarah.viola@acf.hhs.gov, (202) 401-4832

# Grants.gov

Grants.gov provides 24/7 support. You can call 1-800-518-4726 or email support@grants.gov. Hold on to your ticket number.

# SAM.gov

If you need help, you can call 866-606-8220 or live chat with the Federal Service Desk.

# Reference websites

- U.S. Department of Health and Human Services (HHS)
- Administration for Children and Families (ACF)
- ACF Funding Opportunities Forecasts and NOFOs
- ACF How to Apply for a Grant
- ACF Property Guidance
- Grants.gov Accessibility Information
- Code of Federal Regulations (CFR)
- United States Code (U.S.C.)
- Family and Youth Services Bureau
- The National Clearinghouse on Homeless Youth and Families
- Runaway and Homeless Youth Training, Technical Assistance, and Capacity Building Center
- National Runaway Safeline
- Important NOFO-related definitions

# Paperwork Reduction Act disclaimer

As required by the Paperwork Reduction Act, 44 U.S.C. 3501-3521, the public reporting burden for the project description (project narrative, line-item budget, and justification) is estimated to average 60 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection information. The project description information collection is approved under OMB control number 0970-0139, which expires March 31, 2026. 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.