

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

Program Office: Family and Youth Services Bureau

Funding Opportunity Title: Transitional Living/Maternity Group Homes for Runaway and Homeless Youth

Announcement Type: Initial

Funding Opportunity Number: HHS-2009-ACF-ACYF-CX-0064

CFDA Number: 93.550

Due Date for Applications: **08/25/2008**

Executive Summary:

The Administration for Children and Families (ACF), Administration on Children, Youth and Families' (ACYF) Family and Youth Services Bureau (FYSB) is accepting applications for the Transitional Living Program (TLP) and for Maternity Group Homes (MGH). These activities are authorized by the Runaway and Homeless Youth Act, 42 United States Code (U.S.C.) sections 5701 through 5752 to address runaway and homeless youth (RHY) problems. TLPs provide an alternative to involving RHY in the law enforcement, child welfare, mental health, and juvenile justice systems. Each TLP must provide a safe and appropriate shelter for up to 18 months of services with adult supervision, life and interpersonal skill building, career counseling and job skills, counseling, and medical care as appropriate.

MGHs are specialized transitional living programs targeting services to pregnant and/or parenting youth and their children. Additionally MGH provide parenting instruction, child care, transportation, family budgeting, nutrition and health services, family planning, abstinence education and pregnancy prevention services.

I. FUNDING OPPORTUNITY DESCRIPTION

Legislative Authority

Grants for Runaway and Homeless Youth Transitional Living Programs and Maternity Group Homes are authorized by the Runaway and Homeless Youth Act, as amended, 42 U.S.C. sections 5701 through 5752. Text for this legislation can be located at <http://www.acf.hhs.gov/programs/fysb/content/aboutfysb/RHYComp.pdf>.

Funding Opportunity Description

Thousands of young people run away from their homes, are asked to leave their homes, or become homeless in the United States each year. Since 1975, under the Juvenile Justice and Delinquency Prevention Act of 1974 (JJDP), as amended, the Federal Government has funded emergency shelter programs for runaway and homeless youth that provide for the immediate needs of these youth and their families and promote family reunification. Unfortunately, however, many young people who are homeless today cannot return to their families. Some have escaped abusive situations; others are the victims of neglect, abandonment, or severe family conflict.

In response to the growing concern for these youth, Congress determined that many young people need long-term, supportive assistance that emergency shelter programs were not designed to provide. As a result, Congress created the Transitional Living Program for Older Homeless Youth (TLP) in 1988. The TLP was modeled after several successful demonstration projects funded in the early 1980s by the U.S. Department of Health and Human Services (HHS). Congress assigned administration of the TLP to HHS Family and Youth Services Bureau (FYSB) within the Administration for Children and Families (ACF) which funded the first TLP projects in 1990.

Today, FYSB continues to administer the TLP and provides funding for the organizations and shelters that serve and protect runaway, homeless, missing, and sexually exploited children. In FY 2007, 190 organizations received funding totaling \$35.2 million.

Priority Area 1:

Transitional Living Program

Purpose

Through the TLP, FYSB supports projects that provide long term residential services to homeless youth ages 16-21. Generally, services are provided for up to 18 months, and an additional 180 days is allowed for youth less than 18 years old. These services are designed

to help youth who are homeless make a successful transition to self-sufficient living.

TLP grantees are required to provide youth with stable, safe living accommodations as well as services and supports that help them develop the skills necessary to move to independence. Living accommodations may be host family homes, group homes, maternity group homes, or "supervised apartments." (Supervised apartments are either agency-owned apartment buildings or "scattered site" apartments, which are single-occupancy apartments rented directly by young people with support from the agency.).

Scope of Services

Funds granted under this award may be used to establish or operate a TLP that provides services to homeless youth outside of law enforcement, child welfare, mental health, and the juvenile justice system to make a successful transition to self-sufficient living.

Program Requirements

1. Mandatory Services: TLP grantees are required to offer the following services, either directly or through service linkages:

- Provide homeless youth shelter, such as group homes, host family homes and supervised apartments to homeless youth, ages 16-21;
- Provide services, including information and counseling services in basic life skills, which shall include money management, budgeting, consumer education, and use of credit, parenting skills (as appropriate), interpersonal skill building, educational advancement, job attainment skills and mental and physical health care to homeless youth;
- Provide shelter and services to individual homeless youth throughout a continuous period not to exceed 18 months. Youth that are under the age of 18 after the 18-month service period may, if otherwise qualified for the program, remain in the program until they reach their 18th birthday or the 180th day after the end of the 18-month period, whichever comes first;
- Provide direct or indirect on-site supervision at each model of shelter that is used which is not a family home;

- Provide assurance in programs where a shelter model (group home) is utilized that the capacity of the shelter to accommodate youth is not less than four and not more than 20 beds; if the program does not propose a shelter model, the proposed model must be able to provide residential services to a minimum of four youth at all times during the project;
- Provide a number of staff sufficient to ensure that all homeless youth participating in such project receive appropriate supervision and services;
- Provide an individualized written transitional living plan based on an assessment of such youth's needs, designed to help the transition from supervised participation in the program to independent living or another appropriate living arrangement;
- Develop an adequate plan to ensure appropriate coordination and referral of homeless youth to social service, law enforcement, educational (including post-secondary education), vocational, training (including services and programs for youth available under the Workforce Investment Act of 1998), welfare (including programs under the Personal Responsibility and Work Opportunity Reconciliation Act of 1996), legal service, mental/physical health care programs;
- Establish outreach programs designed to attract youth who are eligible to participate in the project;
- Obtain informed consent of the individual youth before disclosing the youth's records to anyone other than an agency compiling statistical records on behalf of the Federal Government;
- Provide educational opportunities, such as GED preparation, postsecondary training, or vocational education and coordinate services with McKinney-Vento school district liaison to assure that RHY are provided information about the educational services available to such youth; and
- Develop a plan to stay in contact with youth who have been served after they leave the program in order to ensure their ongoing safety; including staying connected with youth who reside outside the local area of the TLP.

2. Positive Youth Development (PYD): FYSB has worked to promote PYD as an integrated approach to service delivery for all its

funded grant programs and activities. Therefore, applicants should show how PYD strategies are or will be integrated into their program operations.

The PYD approach suggests that helping young people to achieve their full potential is the best way to prevent them from engaging in risky behaviors. Organizations that promote PYD give youth the chance to exercise leadership, build skills, and get involved. The self-confidence, trust, and practical knowledge that young people gain from these opportunities help them grow into healthy, well-adjusted, self-sufficient adults.

Some PYD strategies include:

- Youth leadership and opportunities for decision-making;
- Service learning; and
- Job preparation and work shadowing.

For more ways to implement PYD, applicants may go to <http://ncfy.acf.hhs.gov/publications/pyd/index.htm>.

3. Record Keeping: Applicants must agree to keep adequate statistical records for profiling the youth and families served under this Federal grant. This information is required by program legislation and defined in the TLP contact report of the user-friendly Runaway and Homeless Youth Management Information Systems (RHYMIS). Applicants must have the proper computer equipment to operate RHYMIS. Applicants may budget for computer equipment in their application as needed. For more information on the proper equipment, applicants may go to the RHYMIS fact sheet located on the FYSB website at

<http://www.acf.hhs.gov/programs/fysb/content/youthdivision/resources/rhymfactsheet.htm> or in **Section VI.2** of this program announcement. Please note that the RHYMIS software operates best with hardware in general use from 1999-present. In accordance with the Paperwork Reduction Act of 1995, Public Law (P.L. 104-13) the data collection under RHYMIS is approved under Office of Management and Budget (OMB) control number 0970-0123, which expires September 30, 2010.

4. Technical Assistance: Applicants must agree to receive and participate in technical assistance efforts as recommended by Federal staff.

Measuring Program Success

The RHY Act requires grantees to develop an adequate plan for providing counseling and aftercare services to such youth for ensuring the proper referral of youth to social services, law enforcement and other entities to help integrate and coordinate such services for youth.

To measure progress towards this goal, FYSB uses RHYMIS to track different exit situations from TLPs and other RHY programs, including residential placements and programs such as Job Corps, entry into education institutions, military service, and/or independent living situations. Examples of services that can provide and facilitate these outcomes include:

- A written transitional, aftercare, or follow-up plan that the youth has helped develop and agrees to;
- Advice about and/or referral to appropriate mainstream assistance programs;
- Placement in appropriate, permanent, stable housing (not a shelter) or residency accommodations;
- Exit counseling, including, at a minimum, a discussion between staff and the youth of exit options, resources, and destinations appropriate for his/her well-being and continued progress;
- Mentoring of youth during and/or after their term of services; and/or
- Connection with appropriate mainstream programs that can provide health care, ongoing counseling, nutrition, job training, employment opportunities, or other resources for which the youth may be eligible.

DEFINITIONS

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

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

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

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

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

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

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

HOMELESS YOUTH - An individual who is not more than 21 years of age, or in the case of a youth seeking shelter in a center under Part A of the Runaway and Homeless Youth Act, not more than 18 years of age, and for the purposes of Part B, not less than 16 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. (Section 387 RHY Act, as amended)

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

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

LOCALITY - A unit of general government--for example, a city, county, township, town, parish, village, or a combination of such units. Federally recognized Indian Tribes are eligible to apply for grants as local units of government. (45 CFR 1351.1)

MATERNITY GROUP HOMES - A community-based, adult-supervised transitional living arrangement that provides pregnant and 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. (Section 322 RHY Act, as amended)

PROJECT PERIOD - The total time stated in the Notice of Grant Award (including any amendments) for which Federal support is recommended. The period will consist of one or more budget periods. It does not constitute a commitment by the Federal Government to fund the entire period.

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

RUNAWAY YOUTH - A person under 18 years of age who absents himself or herself from home, or place of legal residence, without the permission of his or her family. (45 CFR 1351.1)

SHORT-TERM TRAINING - The provision of local, State, or regionally based instruction to runaway or otherwise homeless youth service providers in skill areas that will directly strengthen service delivery. (45 CFR 1351.1)

STATE - Any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Trust Territory of the Pacific Islands, and any Territory or possession of the United States. (45 CFR 1351.1)

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

II. AWARD INFORMATION

Funding Instrument Type:	Grant
Anticipated Total Priority Area Funding:	\$6,000,000
Anticipated Number of Awards:	30 to 40
Ceiling on Amount of Individual Awards:	\$200,000 per budget period
Floor on Amount of Individual Awards:	None
Average Projected Award Amount:	\$200,000 per budget period
Length of Project Periods:	60-month project with five 12-month budget periods

Continuation of Project

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

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

III. ELIGIBILITY INFORMATION

1. Eligible Applicants:

- State governments
- County governments
- Local Governments
- City or township governments
- Regional Organizations
- U.S. Territory or Possession
- Public and State-controlled institutions of higher education

- Indian/Native American Tribal governments (Federally recognized)
- Indian/Native American Tribal organizations (other than Federally recognized)
- Indian/Native American Tribally Designated Organizations
- Public/Indian Housing Authorities
- Non-profits with 501(c)(3) IRS status (other than institutions of higher education)
- Non-profits without 501(c)(3) IRS status (other than institutions of higher education)
- Hispanic-Serving Institutions
- Alaska Native and Native Hawaiian Serving Institutions
- Others (See below)

Faith-based and community organizations that meet the statutory eligibility requirements are eligible to apply under this announcement.

Foreign entities are not eligible under this announcement.

Please see *Section IV* for required documentation supporting eligibility or funding restrictions if any are applicable.

2. Cost Sharing or Matching: Yes

Grantees are required to meet a non-Federal share of the project costs, in accordance with section 383 of the Runaway and Homeless Youth Act. 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 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 with a total approved project cost of \$222,222, requesting \$200,000 in ACF funds, must provide a non-Federal share of at least \$22,222 (10 percent of total approved project cost of \$222,222.) Grantees will be held accountable for commitments of non-Federal resources even if they exceed the amount of the required match. Failure to provide the required amount will result in the disallowance of Federal funds. A lack of supporting documentation at the time of application will not exclude the application from competitive review.

3. Other:

Disqualification Factors

Applications with requests that exceed the ceiling on the amount of individual awards referenced in *Section II*. Award Information will be deemed non-responsive and will not be considered for funding under this announcement.

Any application that fails to satisfy the deadline requirements referenced in *Section IV.3.*, Submission Dates and Times, will be deemed non-responsive and will not be considered for funding under this announcement.

IV. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package:

ACYF Operations Center
c/o The Dixon Group, Inc.
Attn: Transitional Living Program Funding
118 Q Street NE
Washington, DC 20002-2132
Phone: 866-796-1591
Email: FYSB@dixongroup.com
URL: www.acf.hhs.gov/programs/fysb

2. Content and Form of Application Submission:

If applicants are applying for both Priority Areas under this funding announcement, they must submit a separate application package for each Priority Area for which they are applying. Applicants must also note on the Federal Standard Form 424 for which priority area they are applying in block 13- Title on 424 (either Transitional Living or Maternity Group Home).

The length of the entire application package must not exceed 90 pages. This includes the required Federal Standard Forms (SF)/certifications (SF-424, SF-424A, SF-424B, and Certification Regarding Lobbying) table of contents, project summary, project description, budget/budget justification, supplemental documentation such as proof of non-profit status, summaries of sub-grants and contracts, and letters of agreement. **All** pages of the application package must be sequentially numbered beginning with page one. The required Federal forms will be counted towards the total number of pages. All pages of each application will be counted to determine the total length. All pages exceeding the **90-page limit** will be

removed and will not be considered in the reviewing process. A cover letter is not required. Applicants are reminded that if a cover letter is submitted, it will count towards the 90-page limit.

The project description must be typed and double-spaced on a single-side of 8 1/2 x 11 inch plain white paper with at least 1/2 inch margins on all sides, using black print with 12-point size Times New Roman font. For charts, budget tables, supplemental letters, and support documents, applicants may use a different pitch size and font, but no less than 10-pitch size and single-spaced.

The application package should include the following and be in the following order:

- a. The Required Federal Forms/Certifications** - See below for description.
- b. Table of Contents** - Should reference the order of the application sections and provide page numbers.
- c. One-Page Project Abstract** - (suggested sample format): This format is only suggested to assist the writers in developing their abstract.
 - Agency Name, City, State, website
 - Priority Area (e.g. I- Transitional Living)
 - Proposed Service Area (City/County names or zip codes affected by the project)
 - Shelter Model Proposed (i.e. scatter-site apartment)
 - Target Population (if applicable)
 - Amount of Federal Funding requested for 12-month period
 - Point of Contact, name, phone, and email
 - Number of youth to receive shelter during the 60-month project
 - Number of youth to receive non-shelter services during the 60-month project

Two to three paragraph statement on what will be accomplished with the project.

d. Project Description - This section is a comprehensive description of the proposed project, what it will accomplish and how it will be implemented. The Project Description should address each of the categories in *Section V.1* and be structured in a manner that addresses each of the evaluation criteria in a logical format in the following order: Objectives and Need for Assistance; Results and Benefits,

Approach; Staff and Position Data; Organizational Profiles; and Budget and Budget Justification. Applicants must title each section accordingly.

e. Budget and Budget Justification - The budget is a line-item format and must be in a worksheet, table, or spreadsheet that illustrates how calculations were derived. The budget should reflect a 12-month budget period. Each category heading within the line-item budget should correspond with the budget categories listed in Section B of the SF-424A (i.e., Personnel, Fringe Benefits, Travel, Equipment, Supplies, Contractual, Construction, Other, Indirect Charges).

The budget justification is a narrative that provides a rationale for the items requested and how these items relate to the overall success of the project.

f. Proof of Non-Profit Status - See section "Proof of Non-Profit Status" below for acceptable forms of proof.

g. Third-Party Agreements - A summary of a monetary sub-grant and/or contract must be provided as part of the application package. The summary must include a description of the project services that will be completed through the sub-grant or contract using Federal funds or a non-Federal match, and the process by which the primary applicant will maintain a substantive role with the sub-grant and/or contract assuring compliance with the grant requirements and project performance.

h. Letters of Agreement - Letters of Agreement (LOA), which may also be referred to as service linkage agreements or Memorandums of Understanding (MOU), are required if the applicant is proposing to provide mandatory services through a different agency or entity based on a non-monetary arrangement. The letter of agreement must enumerate the project services that will be completed under the agreement.

Pre-Application Conference: FYSB will be sponsoring a pre-recorded informational session for all parties interested in applying for Priority Area I, **Transitional Living Program**.

The purpose of the information session is to respond to questions about the program announcement. The pre-application information session will be available to all interested parties **after Wednesday July 16, 2008** at http://www.acf.hhs.gov/grants/grants_fysb.html. It will be available until the closing date of the announcement.

Information pertaining to this pre-application conference can be found at <http://www.acf.hhs.gov/programs/grantreview/> or by contacting the ACYF Operations Center, c/o The Dixon Group, Inc. ATTN: Family and Youth Services Bureau, 866-796-1591 or TTY 711, FYSB@dixongroup.com.

Tips for Preparing a Competitive Application. It is essential that applicants read the entire announcement package carefully before preparing an application and include all of the required application forms and attachments. The application must reflect a thorough understanding of and support the purpose and objectives of the applicable legislation. Reviewers expect applicants to understand the goals of the legislation and the Family and Youth Services Bureau's interest. A "responsive application" is one that addresses and follows all of the evaluation criteria in ways that demonstrate this understanding. Applications that are considered to be "unresponsive" or do not clearly address the evaluation criteria or program requirements generally receive very low scores and are rarely funded.

FYSB's website (<http://www.acf.hhs.gov/programs/fysb>) provides a wide range of information and links to other relevant websites. Before beginning to prepare an application, ACF suggests that the applicant learn more about the mission and programs of FYSB by exploring the website.

Organizing an Application. Reviewers will use the specific evaluation criteria in *Section V* of this funding announcement to review and evaluate each application. The applicant should address each of these specific evaluation criteria in the project description. Applicants are asked to organize their project description in this sequence: 1) Objectives and Need for Assistance; 2) Results and Benefits; 3) Approach; 4) Organizational Profiles; 5) Staff and Position Data; and 6) Budget and Budget Justification. The applicant should use the same headings as these criteria, so that reviewers can readily find information that directly addresses each of the specific review criteria.

D-U-N-S Requirement

All applicants must have a D&B Data Universal Numbering System (D-U-N-S) number. On June 27, 2003, the Office of Management and Budget (OMB) published in the *Federal Register* a new Federal policy applicable to all Federal grant applicants. The policy requires Federal grant applicants to provide a D-U-N-S number when applying for Federal grants or cooperative agreements on or after October 1, 2003. The D-U-N-S number will be required whether an applicant is submitting a paper application or using the government-wide

electronic portal, Grants.gov. A D-U-N-S number will be required for every application for a new award or renewal/continuation of an award, including applications or plans under formula, entitlement, and block grant programs, submitted on or after October 1, 2003.

Please ensure that your organization has a D-U-N-S number. You may acquire a D-U-N-S number at no cost by calling the dedicated toll-free D-U-N-S number request line at 1-866-705-5711 or you may request a number on-line at <http://www.dnb.com>.

Proof of Non-Profit Status

Non-profit organizations applying for funding are required to submit proof of their non-profit status.

Proof of non-profit status is any one of the following:

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

When applying electronically, we strongly suggest that you attach your proof of non-profit status with your electronic application.

Private, non-profit organizations are encouraged to submit with their applications the survey *titled "Survey on Ensuring Equal Opportunity for Applicants"* found under the "Survey" heading at: http://www.acf.hhs.gov/grants/grants_resources.html.

Forms, Assurances, and Certifications

The project description should include all the information requirements described in the specific evaluation criteria outlined in this program announcement under *Section V. Application Review Information*. In addition to the project description, the applicant needs to complete all of the Standard Forms required as part of the application process for awards under this announcement.

Applicants seeking financial assistance under this announcement must file the appropriate Standard Forms (SFs) as described in this section. All applicants must submit an SF-424, Application for Federal Assistance. For non-construction programs, applicants must also submit an SF-424A, Budget Information and an SF-424B, Assurances. For construction programs, applicants must also submit SF-424C, Budget Information and SF-424D, Assurances. When required for programs that involve human subjects, the Protection of Human Subjects Assurance Identification/IRB Certification/Declaration of Exemption form must be submitted. All forms may be reproduced for use in submitting applications. Applicants must sign and return the appropriate standard forms with their application. The Protection of Human Subjects Assurance Identification/IRB Certification/Declaration of Exemption (Common Rule) form may be found at: http://www.acf.hhs.gov/grants/grants_resources.html.

Applicants must furnish, prior to award, an executed copy of the Certification Regarding Lobbying. Applicants must sign and return the certification with their application. The Certification Regarding Lobbying may be found at: http://www.acf.hhs.gov/grants/grants_resources.html. (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 Standard Form (SF)-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.)

The Pro-Children Act of 1994, 20 U.S.C. 7183, imposes restrictions on smoking in facilities where federally funded children's services are provided. HHS grants are subject to these requirements only if they meet the Act's specified coverage. The Act specifies that smoking is prohibited in any indoor facility (owned, leased, or contracted for) used for the routine or regular provision of kindergarten, elementary, or secondary education or library services to children under the age of 18. In addition, smoking is prohibited in any indoor facility or portion

of a facility (owned, leased, or contracted for) used for the routine or regular provision of federally funded health care, day care, or early childhood development, including Head Start services to children under the age of 18. The statutory prohibition also applies if such facilities are constructed, operated, or maintained with Federal funds. The statute does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, portions of facilities used for inpatient drug or alcohol treatment, or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per violation and/or the imposition of an administrative compliance order on the responsible entity. Additional information may be found in the HHS Grants Policy Statement at: http://www.acf.hhs.gov/grants/grants_related.html.

Information on the Certification Regarding Program Fraud Civil Remedies Act (PFCRA) may be found in the HHS Grants Policy Statement at: http://www.acf.hhs.gov/grants/grants_related.html.

Applicants must make the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination. By signing and submitting the application, applicants are providing the necessary certification. Where return of a form is required, complete the standard forms and the associated certifications and assurances based on the instructions found on the forms. The forms and certifications may be found at: http://www.acf.hhs.gov/grants/grants_resources.html.

Information on the Privacy Act of 1974 (5 U.S.C. 552a) and the Freedom of Information Act (5 U.S.C 552) or FOIA may be found in the HHS Grants Policy Statement at: http://www.acf.hhs.gov/grants/grants_resources.html.

Private, non-profit organizations are encouraged to submit with their applications the survey *titled "Survey on Ensuring Equal Opportunity for Applicants"* found under the "Survey" heading at: http://www.acf.hhs.gov/grants/grants_resources.html.

Please see *Section V.1* for instructions on preparing the full project description.

Please reference *Section IV.3* for details about acknowledgement of received applications.

Electronic Submission

Applicants to ACF may submit their applications in either electronic or paper format. To submit an application electronically, please use the <http://www.Grants.gov> site.

When using www.Grants.gov, applicants will be able to download a copy of the application package, complete it off-line, and then upload and submit the application via the www.Grants.gov site. ACF will not accept grant applications via facsimile or email.

Acceptable electronic formats for the application attachments (narratives, charts, etc.) must use the following standard technologies, i.e., Microsoft (Word and Excel), Word Perfect, Adobe PDF, Jpeg, and Gif.

IMPORTANT NOTE: Before submitting an electronic application, applicants must complete the organization registration process as well as obtain and register "electronic signature credentials" for the Authorized Organization Representative (AOR). Since this process may take more than five business days, it is important to start this process early, well in advance of the application deadline. **Be sure to complete all www.Grants.gov registration processes listed on the Organization Registration Checklist, which can be found at http://www.acf.hhs.gov/grants/registration_checklist.html.**

Please note the following if planning to submit an application electronically via www.Grants.gov:

- Electronic submission is voluntary, but strongly encouraged.
- Applicants may access the electronic application for this program at <http://www.Grants.gov>. There applicants can search for the downloadable application package by utilizing the www.Grants.gov FIND function.
- **It is strongly recommended that applicants do not wait until the application deadline date to begin the application process through www.Grants.gov.** Applicants are encouraged to submit their applications well before the closing date and time so that if difficulties are encountered there will still be sufficient time to submit a hard copy via express mail. **It is to an applicant's advantage to submit 24 hours ahead of the closing date and time in order to address any difficulties that may be encountered.**
- To use www.Grants.gov, you, the applicant must have a D-U-N-S number and register in the Central Contractor Registry

(CCR). Applicants should allow a minimum of five days to complete the CCR registration. **REMINDER: CCR registration expires each year and thus must be updated annually. Applicants cannot upload an application to www.Grants.gov without having a current CCR registration AND electronic signature credentials for the AOR.**

- The electronic application is submitted by the AOR. To submit electronically, the AOR must obtain and register electronic signature credentials approved by the organization's E-Business Point of Contact who maintains the organization's CCR registration.
- Applicants may submit all documents electronically, including all information typically included on the SF-424 and all necessary assurances and certifications.
- Though applying electronically, the application must still comply with any page limitation requirements described in this program announcement.
- After the application is submitted electronically, the applicant will receive an automatic acknowledgement from www.Grants.gov that contains a www.Grants.gov tracking number. ACF will retrieve the electronically submitted application from www.Grants.gov.
- ACF may request that the applicant provide original signatures on forms at a later date.
- Applicants will not receive additional point value for submitting a grant application in electronic format, nor will ACF penalize an applicant if they submit an application in hard copy.
- If any difficulties are encountered in using www.Grants.gov, please contact the Grants.gov Contact Center at: 1-800-518-4726, or by email at support@grants.gov to report the problem and obtain assistance.
- Checklists and registration brochures are maintained to assist applicants in the registration process and may be found at: http://www.grants.gov/applicants/get_registered.jsp.

- When submitting electronically via www.Grants.gov, applicants must comply with all due dates **AND** times referenced in *Section IV.3. Submission Dates and Times*.
- For applicants that must demonstrate proof of non-profit status before the award date, ACF strongly suggests that proof of non-profit status be attached to the electronic application. Proof of non-profit status and any other required documentation may be scanned and attached as an "Other Attachment." Acceptable types of proof of non-profit status are stated earlier in this section.
- The Grants.gov website complies with Section 508 of the Rehabilitation Act of 1973. Grants.gov webpages are designed to work with assistive technologies such as screen readers. If an applicant uses assistive technology and is unable to access any material on the site, email the www.Grants.gov contact center at support@grants.gov for assistance.

Hard Copy Submission

Applicants that are submitting their application in paper format should submit one original and two copies of the complete application. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by an authorized representative, and be unbound. The original copy of the application must have original signature(s).

Non-Federal Reviewers

Since ACF will be using non-Federal reviewers in the review process, applicants have the option of omitting from the application copies (not the original) specific salary rates or amounts for individuals specified in the application budget as well as Social Security Numbers, if otherwise required for individuals. The copies may include summary salary information.

If applicants are submitting their application electronically, ACF will omit the same specific salary rate information from copies made for use during the review and selection process.

3. Submission Dates and Times:

Due Date for Applications: 08/25/2008

Explanation of Due Dates

The due date for receipt of applications is referenced above. Applications received after 4:30 p.m., eastern time, on the due date will be classified as late and will not be considered in the current competition.

Applicants are responsible for ensuring that applications are mailed or hand-delivered or submitted electronically well in advance of the application due date and time.

Mail

Applications that are submitted by mail must be received no later than 4:30 p.m., eastern time, on the due date referenced above at the address listed in *Section IV.6.*

Hand Delivery

Applications hand carried by applicants, applicant couriers, other representatives of the applicant, or by overnight/express mail couriers must be received on or before the due date referenced above, between the hours of 8:00 a.m. and 4:30 p.m., eastern time, at the address referenced in *Section IV.6.*, between Monday and Friday (excluding Federal holidays).

Electronic Submission

Applications submitted electronically via Grants.gov must be submitted no later than 4:30 p.m., eastern time, on the due date referenced above.

ACF cannot accommodate transmission of applications by facsimile or email.

Late Applications

Applications that do not meet the requirements above are considered late applications. ACF shall notify each late applicant that its application will not be considered in the current competition.

ANY APPLICATION RECEIVED AFTER 4:30 P.M., EASTERN TIME, ON THE DUE DATE WILL NOT BE CONSIDERED FOR COMPETITION.

Extension of Deadlines

ACF may extend application deadlines when circumstances such as acts of God (floods, hurricanes, etc.) occur; when there are widespread disruptions of mail service; or in other rare cases. A

determination to extend or waive deadline requirements rests with the Chief Grants Management Officer.

Receipt acknowledgement for application packages will be provided to applicants who submit their package via mail, courier services, or by hand delivery. Applicants will receive an electronic acknowledgement for applications that are submitted via <http://www.Grants.gov>.

Checklist

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

What to Submit	Required Content	Required Form or Format	When to Submit
SF-424	See Section IV.2	See http://www.acf.hhs.gov/grants/grants_resource_s.html	By application due date.
SF-424A	See Section IV.2	See http://www.acf.hhs.gov/grants/grants_resource_s.html	By application due date.
SF-424B	See Section IV.2	See http://www.acf.hhs.gov/grants/grants_resource_s.html	By application due date.
Table of Contents	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.
Project Summary/Abstract	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.
Project Description	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.
Budget and Budget Justification	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.

Third-Party Agreements	See Sections IV.2 and V	Found in Section IV.2 and V	By application due date.
Letters of Agreement or Memorandum of Understanding	See Section IV.2	Found in Section IV.2	By application due date.
Proof of Non-Profit Status	See Sections IV.2 and V	Found in Sections IV.2 and V	By date of award.
Certification Regarding Lobbying	See Section IV.2	See http://www.acf.hhs.gov/grants/grants_resources.html	By date of award.

Additional Forms

Private, non-profit organizations are encouraged to submit with their applications the survey titled "Survey on Ensuring Equal Opportunity for Applicants" found under the "Survey" heading at: http://www.acf.hhs.gov/grants/grants_resources.html.

What to Submit	Required Content	Required Form or Format	When to Submit
Survey on Ensuring Equal Opportunity for Applicants	See form.	See http://www.acf.hhs.gov/grants/grants_resources.html	By application due date.

4. Intergovernmental Review of Federal Programs:

State Single Point of Contact (SPOC)

This program is covered under Executive Order (Exec. Order) 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 Exec. Order, States may design their own processes for reviewing and commenting on proposed Federal assistance under covered programs.

The official list of the jurisdictions that have elected to participate in Exec. Order 12372, including addresses and contact persons, may be

found on the following URL:

<http://www.whitehouse.gov/omb/grants/spoc.html>.

Applicants from participating jurisdictions should contact their SPOC, as soon as possible, to alert them of prospective applications and receive instructions. Applicants must submit all required materials to the SPOC and indicate the date of this submittal (or the date of contact if no submittal is required) on the Standard Form (SF) 424, item 19.

Under 45 CFR 100.8(a)(2), a SPOC has 60 days from the application due date to comment on proposed new or competing continuation awards. SPOCs are encouraged to eliminate the submission of routine endorsements as official recommendations. Additionally, SPOCs are requested to clearly differentiate between mere advisory comments and official State process recommendations, which may trigger the "accommodate or explain" rule.

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

Although some jurisdictions have chosen not to participate in this process, entities that meet the eligibility requirements of the Program Announcement are still eligible to apply for a grant even if a State, Territory, or Commonwealth, etc., does not have a SPOC. Therefore, applicants from these jurisdictions, or for projects administered by Federally-recognized Indian Tribes, need take no action in regard to Exec. Order 12372.

5. Funding Restrictions:

Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions, are unallowable.

Costs for acquisition and renovation of existing construction may not exceed 15 percent of the grant amount awarded.

No grant funds may be used for any program of distributing sterile needles or syringes for the hypodermic injection of any illegal drug (42 U.S.C. 5752), see *Section VI.3*, Special Terms and Conditions of Awards.

6. Other Submission Requirements:

Please see *Sections IV.2* and *IV.3* for deadline information and other application requirements.

Submit applications to one of the following addresses:

Submission by Mail

ACYF Operations Center
c/o The Dixon Group, Inc.
118 Q Street NE
Washington, DC 20002-2132

Hand Delivery

ACYF Operations Center
c/o The Dixon Group, Inc.
118 Q Street NE
Washington, DC 20002-2132

Electronic Submission

Please see *Section IV.2* for guidelines and requirements when submitting applications electronically via <http://www.Grants.gov>.

V. APPLICATION REVIEW INFORMATION

The Paperwork Reduction Act of 1995 (P.L. 104-13)

Public reporting burden for this collection of information is estimated to average 40 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed and reviewing the collection information.

The project description is approved under OMB control number 0970-0139, which expires 4/30/2010.

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.

1. Criteria:

Part I THE PROJECT DESCRIPTION OVERVIEW

PURPOSE

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. The project description should be concise and complete. It should address the activity for which Federal funds are being requested. Supporting documents should be included where they can present information clearly and succinctly. In preparing the project description, information that is responsive to each of the requested evaluation criteria must be provided. 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

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

Part II GENERAL INSTRUCTIONS FOR PREPARING A FULL PROJECT DESCRIPTION

INTRODUCTION

Applicants that are required to submit a full project description shall prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation 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.

PROJECT SUMMARY/ABSTRACT

Provide a summary of the project description (one page or less) with reference to the funding request.

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 must be demonstrated and the principal and subordinate objectives of the project must be clearly 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 needed. In developing the project description, the applicant may volunteer or be requested to provide information on the total range of projects currently being conducted and supported (or to be initiated), some of which may be outside the scope of the program announcement.

RESULTS OR BENEFITS EXPECTED

Identify the results and benefits to be derived.

For example, 80 percent of youth served by the project will receive drug and alcohol counseling, 65 percent of those youth will refrain from using drugs or alcohol as a result of the counseling.

APPROACH

Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished. Account for all functions or activities identified in the application. Cite factors that might accelerate or decelerate the work and state your reason for taking the proposed approach rather than others. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity in such terms as the number of people to be served and the number of activities accomplished.

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

If any data is to be collected, maintained, and/or disseminated, clearance may be required from OMB. This clearance pertains to any "collection of information that is conducted or sponsored by ACF."

Provide a list of organizations, cooperating entities, consultants, or other key individuals who will work on the project along with a short description of the nature of their effort or contribution.

GEOGRAPHIC LOCATION

Describe the precise location of the project and boundaries of the area to be served by the proposed project. Maps or other graphic aids may be attached.

ADDITIONAL INFORMATION

The following are requests for additional information that must be included in the application:

ELIGIBILITY CERTIFICATION

Applicants must provide the following as certification of their eligibility under this program announcement. Please provide:

PROOF OF NON-PROFIT STATUS

Non-profit organizations applying for funding are required to submit proof of their non-profit status.

Proof of non-profit status is any one of the following:

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

When applying electronically, we strongly suggest that you attach your proof of non-profit status with your electronic application.

LOGIC MODEL

Applicants are expected to use a 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 is supporting resources. Assumptions should be based on research, best practices, and experience.)
- Inputs (e.g., organizational profile, collaborative partners, key staff, budget);
- 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).

STAFF AND POSITION DATA

Provide a biographical sketch and job description for each key person appointed. Job descriptions for each vacant key position should be included as well. As new key staff is appointed, biographical sketches will also be required.

PLAN FOR PROJECT CONTINUANCE BEYOND GRANT SUPPORT

Provide a plan for securing resources and continuing project activities after Federal assistance has ended.

ORGANIZATIONAL PROFILES

Provide information on the applicant organization(s) and cooperating partners, such as: organizational charts; financial statements; audit reports or statements from Certified Public Accountants/Licensed Public Accountants; Employer Identification Number(s); contact persons and telephone numbers; names of bond carriers; child care licenses and other documentation of professional accreditation; information on

compliance with Federal/State/local government standards; documentation of experience in the program area; and, other pertinent information.

THIRD-PARTY AGREEMENTS

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.

BUDGET AND BUDGET JUSTIFICATION

Provide a budget with line-item detail and detailed calculations for each budget object class identified on the Budget Information Form (SF-424A or SF-424C). Detailed calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching is a requirement, include a breakout by the funding sources identified in Block 15 of the SF-424.

Provide a narrative budget justification that describes how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

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.

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, FICA, retirement insurance, taxes, etc.

TRAVEL

Description: Costs of project-related travel by employees of the applicant organization. (This item does not include costs of 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; and other transportation costs and subsistence allowances. If appropriate for this project, travel costs for key staff to attend ACF-sponsored workshops should be detailed in the budget.

SUPPLIES

Description: Costs of all tangible personal property other than that included under the Equipment category.

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, including delegate agencies and specific project(s) and/or businesses to be financed by the applicant.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open and free competition. Recipients and subrecipients, other than States that are required to use 45 CFR Part 92 procedures, must justify any anticipated procurement action that is expected to be awarded without competition and

exceeds the simplified acquisition threshold fixed at 41 USC 403(11), currently set at \$100,000.

Recipients might be required to make available to ACF pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc.

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 delegate agency, by agency title, along with the required supporting information referred to in these instructions.

OTHER

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

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

INDIRECT CHARGES

Description: Total amount of indirect costs. This category should be used only when the applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant Federal agency.

Justification: An applicant that will charge indirect costs to the grant must enclose a copy of the current rate agreement. If the applicant organization is in the process of initially developing or renegotiating a rate, upon notification that an award will be made, it should immediately develop a tentative indirect cost rate proposal based on its most recently completed fiscal year, in accordance with the cognizant agency's guidelines for establishing indirect cost rates, and submit it to the cognizant agency. Applicants awaiting approval of their indirect cost proposals may also request indirect costs. When an indirect cost rate is requested, those costs included in the indirect cost pool should not be charged as direct costs to the grant. Also, if the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the

applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

NON-FEDERAL RESOURCES

Description: Amounts of non-Federal resources that will be used to support the project as identified in Block 15 of the SF-424.

Justification: The firm commitment of these resources must be documented and submitted with the application so that the applicant is given credit in the review process. A detailed budget must be prepared for each funding source.

TOTAL DIRECT CHARGES, TOTAL INDIRECT CHARGES, TOTAL PROJECT COSTS

EVALUATION CRITERIA:

The corresponding score values indicate the relative importance that ACF places on each evaluation criterion; however, applicants need not develop their applications precisely according to the order presented. Application components may be organized such that a reviewer will be able to follow a seamless and logical flow of information (i.e., from a broad overview of the project to more detailed information about how it will be conducted).

In considering how applicants will carry out the responsibilities addressed under this announcement, competing applications for financial assistance will be reviewed and evaluated against the following criteria:

OBJECTIVES AND NEED FOR ASSISTANCE - 15 points

In the review of objectives and need for assistance, the application will be evaluated on the extent to which it:

1. Describes clear and appropriate program objectives that will fulfill the program purpose, as required by and consistent with the authorizing RHY legislation and FYSB program requirements as described in *Section 1*.
2. Describes a clear need for the proposed project through a discussion of the conditions of youth and families in the area to be served.
3. Demonstrates that the services to be provided will be located in an area that is easily accessible for the population to be served,

through a description of the precise geographic location of program services. Maps or other graphic aids may be included.

4. Provides documentation on the number of RHY in the area to be served. If such data does not exist, the application should state this fact and provide a rationale to estimate the number of RHY in the area.

RESULTS OR BENEFITS EXPECTED - 15 points

In the review of results and benefits expected, the application will be evaluated on the extent to which it:

1. Clearly specifies the number of homeless youth to be served (on both annual and life of the project basis) through residential and non-residential services (i.e., through outreach and education services and support services). The application must provide the number of beds available for RHY under this grant and the capacity of the shelter, which will meet the RHY legislative requirements.
2. Identifies quantitative outcomes and outputs for the proposed project that will fulfill the program purpose and scope of services as described in the authorizing RHY legislation and *Section 1*. The discussion for the outcomes and outputs should follow a logic model linking the program elements to results and benefits expected. *Note: Outcomes are the expected changes that will reasonably occur amongst youth, families and communities based on the program activities. An example of a project outcome is included in Section 1, Measuring Program Success.*
3. Demonstrates a sound relationship between program activities and quantitative outcomes.
4. Provides an internal process, including the frequency for tracking program performance using internal data to make periodic program adjustments that will improve performance.

APPROACH - 30 points

In the review of the approach, the application will be evaluated on the extent to which it:

1. Identifies the services that will be provided, required by and consistent with the authorizing RHY legislation and FYSB program requirements as described in *Section 1*.
2. Describes how the proposed project will operate programmatically to provide the services mandated by the authorizing RHY legislation and FYSB program requirements as described in *Section 1*.
3. Demonstrates that the applicant will hold a substantive role in the administration and/or delivery of services of the proposed project, if the applicant proposes to sub-grant or contract a significant portion of the proposed project.
4. Describes an outreach plan that will attract RHY eligible for services.
5. Describes an outreach plan will attract members of ethnic, cultural, and racial minorities and/or persons with limited ability to speak English. If the applicant proposes to serve a specific RHY population, then the applicant must describe the unique characteristics of the community that generate the need for specified services to the identified population. NOTE: Age of clients is not considered a specific population and applicants are required to provide services (either directly or indirectly) to all ages of homeless youth. The application must describe plans for making referrals or otherwise providing for the needs of RHY who are not in the specific population the applicant will serve.
6. Describes plans for ensuring coordination with schools and/or education plans to meet the individualized need of youth, as appropriate, for assisting the youth to stay current with the curricula of the schools from which they came. Specific information on how the applicant will work with the McKinney-Vento School District Liaison (as designated by the State Coordinator) to assure that RHY are provided information and access to the educational services available to such youth under 42 U.S.C. 11431 through 11435. A list of McKinney-Vento State Coordinators can be found at www.serve.org/nche/downloads/sccontact.pdf.
7. Describes its coordination or service linkages with local agencies to ensure a continuum of care or referrals for RHY to receive services outside the scope of the proposed project that are

important to meet the needs of the population.

8. Describes an effective plan to maintain confidentiality of records and the youth served as prescribed by sections 322(a) (12) and (13) of the RHY Act.
9. Describes how the applicant will develop a written transitional living plan based on an assessment of the youths' needs.

ORGANIZATIONAL PROFILES - 20 points

In the review of organizational profiles, the application will be evaluated on the extent to which it:

1. Demonstrates the organizational capacity necessary to oversee Federal grants through a description of the organization's fiscal controls and an explanation of the organization's governing oversight.
2. Demonstrates how the sub-grant(s) and/or contract(s) will be monitored for grant compliance and project performance if the application proposes to sub-grant and/or contract to another organization that will provide direct services to youth and their families through this grant.
3. Describes their State and local licensing requirements to operate residential facilities for the design and model of shelter proposed and demonstrates their compliance with such requirements. If the agency is using funds to start a program, the extent to which they demonstrate knowledge of their State and local licensing requirements and a plan to secure such licensing. If the agency is exempt from State and local licensing, an explanation of why the agency is exempt is needed.
4. Describes the organization's past experience in working with runaway, homeless, and street youth populations and demonstrates a sound relationship between organizational experience and the ability to provide program services as required by the authorizing RHY legislation and FYSB program requirements as described in *Section 1*. Experience does not have to pertain only to past FYSB-funded program experience.
Note: Past experience means that a major activity of the agency has been the provision of temporary shelter, counseling, and referral services to runaway or otherwise homeless youth and their families, either directly or through linkages established with

5. Shows how the services supported by these funds are, or will be, integrated with the existing services if the agency is a current recipient of funds from ACF for services that support RHY other than those applied for in this application.

STAFF AND POSITION DATA - 15 points

In the review of staff and position data, the application will be evaluated on the extent to which it:

1. Includes an organizational chart that demonstrates the relationship between all positions (including consultants, sub-grants and/or contractors) to be funded through this grant. The applicant must provide the name of the person employed in each position or note that the position is vacant. The application must also identify the person/position who would serve as the Point of Contact (POC) for this grant. POC information must include the telephone number and email address. If the telephone number or email address is not available, the applicant must state this and describe a plan for providing a telephone number and email address to the Federal Project Officer should the application be approved.
2. Provides a staffing plan that demonstrates a sound relationship between the proposed responsibilities of program staff and the educational and professional experience required for staff positions through a discussion of position descriptions and resumes or biographical sketches of key staff, including consultants, which correspond to the organizational chart.
Note: Key Staff are as those staff members responsible for direct oversight, management, or implementation of the proposed project and/or direct services to youth being served.
3. States the expected or estimated ratio of staff to youth for residential services and case management services. Demonstrates these ratios are sufficient to ensure adequate supervision and treatment of youth accessing services. The application must demonstrate that the ratios are in compliance with State and local licensing requirements as appropriate.

4. Addresses the agency's policy for conducting criminal history and child abuse registry background checks on staff who come into contact with children and youth served or proposed to be served by the agency and that the policy is in compliance with State and local law.
5. Describes a plan for training project staff in the appropriate topics to safely and effectively serve RHY and to deal appropriately with the issues they will encounter while serving these youth.

BUDGET AND BUDGET JUSTIFICATION - 5 points

In the review of budget and budget justification, the application will be evaluated on the extent to which it:

1. Includes a detailed line-item budget for the Federal and non-Federal share of project costs is included. Provide narrative budget justification that describes how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.
2. Demonstrates how the funds requested are essential and necessary to accomplish the scope of services as required by the authorizing RHY legislation and FYSB program requirements as described in *Section 1*.

2. Review and Selection Process:

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

Initial ACF Screening: Each application will be screened to determine whether it was received by the closing date and time and whether the requested amount exceeds the stated ceiling. Late applications or those exceeding the funding limit will be returned to the applicants with a notation that they were unacceptable and will not be reviewed.

Applications that pass the initial ACF screening will be evaluated and rated by an independent review panel made up of non-Federal reviewers who are experts in the field. The review panel will use the evaluation criteria listed in *Section V.1* to review and score the applications. The panels will assign a score (maximum 100) to each application and identify the application's strengths and weaknesses.

The results of these reviews will assist the FYSB Associate Commissioner and program staff in considering competing applications. Reviewers' scores will weigh heavily in the funding decision, but will not be the only factors considered. Applications generally will be considered in order of the average scores assigned by reviewers. However, highly ranked applications are not guaranteed funding because other factors are taken into consideration. These include, but are not limited to: geographic distribution, previous program performance of applicants, compliance with grant terms under previous Department of Health and Human Services (HHS) grants, audit reports, an applicant's progress in resolving any final audit disallowance on previous FYSB or other Federal agency grants.

For those applicants either applying for both TLP and MGH or who currently operate a TLP and are applying for a MGH, verification on non-supplementation of shelter beds will also factor into the decision process.

The evaluation criteria were designed to assess the quality of a proposed project, and to determine the likelihood of its success. The evaluation criteria are closely related and are considered as a whole in judging the overall quality of an application. Points are awarded only to an application that is responsive to the evaluation criteria within the context of this program announcement.

FYSB has the authority to pass over ranking order based on geographic area (location) and capacity needs.

As required by the RHY Act, in making grant award decisions, priority for funding shall be given to private entities with past experience in providing services to runaway, homeless and street youth. Past experience means that a major activity of the agency has been the provision of temporary shelter, street outreach, counseling, and referral services to runaway, street or otherwise homeless youth and their families, either directly or through linkages established with other community agencies.

Please reference *Section IV.2* for information on non-Federal reviewers in the review process.

Approved but Unfunded Applications

Applications that are approved but unfunded may be held over for funding in the next funding cycle, pending the availability of funds, for a period not to exceed one year.

3. Anticipated Announcement and Award Dates:

Awards will be made after FY2009. Unsuccessful applicants will be notified in writing after the final awards have been made.

VI. AWARD ADMINISTRATION INFORMATION

1. Award Notices:

The successful applicants will be notified through the issuance of a Notice of Award (NoA) document 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.

Following the finalization of funding decisions, organizations whose applications will not be funded will be notified by letter, signed by the Program Office head.

2. Administrative and National Policy Requirements:

Grantees are subject to the requirements in 45 CFR Part 74 (non-governmental) or 45 CFR Part 92 (governmental).

Direct Federal grants, sub-award funds, or contracts under this ACF program shall not be used to support inherently religious activities such as religious instruction, worship, or proselytization. Therefore, organizations must take steps to separate, in time or location, their inherently religious activities from the services funded under this program. Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which includes the prohibition against Federal funding of inherently religious activities, can be found at the HHS web site at: <http://www.hhs.gov/fbci/waisgate21.pdf>.

A faith-based organization receiving HHS funds retains its independence from Federal, State, and local governments, and may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs. For example, a faith-based organization may use space in its facilities to provide secular programs or services funded with Federal funds without removing religious art, icons, scriptures, or other religious symbols. In addition, a faith-based organization that receives Federal funds retains its authority over its internal governance, and it may retain religious terms in its organization's name, select its board members on a religious basis,

and include religious references in its organization's mission statements and other governing documents in accordance with all program requirements, statutes, and other applicable requirements governing the conduct of HHS funded activities.

Faith-based and community organizations may reference the "Guidance to Faith-Based and Community Organizations on Partnering with the Federal Government" at:

<http://www.whitehouse.gov/government/fbci/guidance/index.html>.

HHS Grants Policy Statement

The HHS Grants Policy Statement (GPS) is the Department of Health and Human Services new single policy guide for discretionary grants and cooperative agreements. Unlike previous HHS policy documents, the GPS is intended to be shared with and used by grantees. It became effective October 1, 2006 and is applicable to all Operating Divisions (OPDIVS), such as the Administration for Children and Families (ACF), except the National Institutes of Health (NIH). The GPS covers basic grants processes, standard terms and conditions and points of contact as well as important OPDIV-specific requirements. Appendices include a glossary of terms and a list of standard abbreviations for ease of reference. The GPS may be accessed at http://www.acf.hhs.gov/grants/grants_related.html.

Runaway and Homeless Youth Management Information System (RHYMIS)

Grantees must agree to keep adequate statistical records profiling the youth and families served under the Federal grant and to gather and submit program and client data required by FYSB. This information is required by the RHY program legislation and defined in user-friendly RHYMIS. Recipients of a grant administered through FYSB are required and expected to submit the data via RHYMIS or in an approved format that RHYMIS can receive. Grantees have the option of using RHYMIS for internal management improvement or for research and other program needs. ***A RHYMIS hotline/help desk is available at 888-749-6474, and/or at rhyomis_help@csc.com.***

FYSB will fund computer software for RHY program data collection through RHYMIS. An applicant lacking the computer equipment (hardware) for RHYMIS data collection must include an estimated cost for such equipment in their proposed budget. If the applicant already has such equipment, this fact must be noted. (See *Section V.1 Evaluation Criteria/Budget and Budget Justification.*) (*Note: Existing grantees generally report that their staff has been able to easily train*

themselves to operate RHYMIS due to its user-friendliness, prompts, help features, and FYSB's technical support service.)

In accordance with the Paperwork Reduction Act of 1995 (P.L. 104-13) the data collection under RHYMIS is approved under OMB control number 0970-0123, which expires September 30, 2010.

Confidentiality

Grantees shall keep adequate statistical records profiling the youth and family members whom it serves (including youth who are not referred to out-of-home shelter services), except that records maintained on individual runaway and homeless youth 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 runaway and homeless youth, and reports or other documents based on such statistical records shall not disclose the identity of individual runaway and homeless youth. Moreover, section 384 of the RHY Act 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.

Separate Accounting

Section 389 of the RHY Act requires any individual or entity who receives any funds awarded under the RHY Act and who carries out any program described in subsection (a) of the Act to account for all funds used for such program separately from any funds contained in this title.

3. Reporting Requirements:

Grantees will be required to submit program progress and financial reports (SF-269 found at: http://www.acf.hhs.gov/grants/grants_resources.html) throughout the project period. Program progress and financial reports are due 30 days after the reporting period. Final programmatic and financial reports are due 90 days after the close of the project period.

Final reports may be submitted in hard copy to the Grants Management Office Contact listed in Section VII of this announcement.

Program Progress Reports: Semi-Annually

Financial Reports: Semi-Annually

VII. AGENCY CONTACTS

Program Office Contact:

Kelli Matson-Geist
Family and Youth Services Bureau
ACYF Operations Center
c/o The Dixon Group, Inc.
118 Q Street NE
Washington, DC 20002-2132
Phone: 866-796-1591
Email: FYSB@dixongroup.com
TTY or TTD: ACYF Operations Center
Phone: 711

Grants Management Office Contact:

Lisa Dammar
ACYF Grants Officer
Office of Grants Management
Administration for Children and Families
118 Q Street NE
Washington, DC 20002-2132
Phone: 866-796-1591
Email: FYSB@dixongroup.com

VIII. OTHER INFORMATION

The following resources are available to all applicants:

- The Family and Youth Services Bureau (FYSB) website:
<https://www.acf.hhs.gov/programs/fysb>.
- The National Clearinghouse on Families and Youth (NCFY), P.O. Box 13505; Silver Spring, MD 20911-3505; (301) 608-8098; fax: (301) 608-8721; ncfy@acf.hhs.gov.
- The Runaway and Homeless Youth Training and Technical Assistance Center (RHYTTAC) (800) 806-2711; www.rhyttac.ou.edu; rhytechnicalassistance@ou.edu.

Priority Area 2:

Maternity Group Homes

Purpose

The MGH Program supports projects that provide longer term residential services for homeless pregnant and parenting young people between the ages of 16 and 21, as well as their dependent children. Services are generally provided for up to 18 months, and an additional 180 days is allowed for youth under 18 years old.

Maternity group homes offer an intensive array of services to meet the short- and longer-term needs of pregnant and parenting youth and to prepare them to live independently. MGH grantees are required to teach young people parenting skills and other topics including child development, family budgeting, health and nutrition, and other skills to promote their long-term economic independence and ensure the well-being of their children.

Scope of Services

Funds granted under this award may be used to establish or operate a MGH which is a community-based, adult supervised transitional living arrangements that provides all the services of a regular TLP in addition to providing pregnant or parenting youth and their children with supportive and supervised living arrangements in which such pregnant or parenting youth are required to teach parenting skills as well as 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.

Program Requirements

1. Mandatory Services: MGH are required to offer the following services either directly or through service linkages:

- Provide shelter, such as group homes, host family homes and supervised apartments to homeless youth, ages 16-21 and their dependents, if applicable;

- Provide services, including information and counseling services in basic life skills, which shall include money management, budgeting, consumer education and use of credit, parenting skills (as appropriate), interpersonal skill building, educational advancement, job attainment skills and mental and physical health care to homeless youth;
- Provide shelter and support services to individual homeless youth throughout a continuous period not to exceed 18 months. Youth that are under the age of 18 after the 18-month service period may, if otherwise qualified for the program, remain in the program until they reach their 18th birthday or the 180th day after the end of the 18-month period, whichever comes first;
- Provide adequate supervision at each model of shelter that is used which is not a family home and must also provide the number of staff sufficient to ensure all youth participating in the project received appropriate supervision and services.
- Provide assurance in programs where a shelter model (group home) is utilized that the capacity of the shelter to accommodate youth is not less than four and not more than 20 bed; (If the program does not propose a shelter model, the proposed model must be able to provide residential services to a minimum of four youth at all times during the project);
- Provide an individualized written transitional living plan to each youth based on an assessment of such youth's needs, designed to help the transition from supervised participation in the program to independent living or another appropriate living arrangement;
- Develop an adequate plan to ensure appropriate coordination and referral of homeless youth to social service, law enforcement, educational (including post-secondary education), vocational, training (including services and programs for youth available under the Workforce Investment Act of 1998), welfare (including programs under the Personal Responsibility and Work Opportunity Reconciliation Act of 1996), legal service, and mental/physical health care programs;
- Establish outreach programs designed to attract youth who are eligible to participate in the project;

- Obtain informed consent of the individual youth before disclosing the youth's records to anyone other than an agency compiling statistical records on behalf of the Federal Government;
- Provide educational opportunities, such as GED preparation, postsecondary training, or vocational education and coordinate services with McKinney-Vento school district liaison to assure that RHY are provided information about the educational services available to such youth and their dependents (if applicable);
- Develop a plan to stay in contact with youth who have been served after they leave the program in order to ensure their ongoing safety, including staying connected with youth who reside outside the local area of the MGH;
- Develop a plan that will ensure the health, well-being and safety of the RHY and their dependents by addressing: adequate adult supervision; parenting skills; family budgeting; health and nutrition; child care for the dependent children of RHY youth while in residential care; transportation services, parenting instruction and classes; family planning, abstinence education and pregnancy prevention services; and
- Provide assistance connecting with community or other external services that are necessary to meet the needs of the population to be served.

2. Positive Youth Development (PYD): FYSB has worked to promote PYD as an integrated approach to service delivery for all its funded grant programs and activities. Therefore, applicants should show how PYD strategies are or will be integrated into their program operations.

The PYD approach suggests that helping young people to achieve their full potential is the best way to prevent them from engaging in risky behaviors. Organizations that promote PYD give youth the chance to exercise leadership, build skills, and get involved. The self-confidence, trust, and practical knowledge that young people gain from these opportunities help them grow into healthy, well-adjusted, self-sufficient adults.

Some PYD strategies include:

- Youth leadership and opportunities for decision-making;
- Service learning; and
- Job preparation and work shadowing.

For more ways to implement PYD, applicants may go to <http://ncfy.acf.hhs.gov/publications/pyd/index.htm>.

3. Record Keeping: Applicants must agree to keep adequate statistical records for profiling the youth and families served under this Federal grant. This information is required by program legislation and defined in the TLP contact report of the user-friendly Runaway and Homeless Youth Management Information Systems (RHYMIS). Applicants must have the proper computer equipment to operate RHYMIS. Applicants may budget for computer equipment in their application as needed. For more information on the proper equipment, applicants may go to the RHYMIS fact sheet located on the FYSB website at <http://www.acf.hhs.gov/programs/fysb/content/youthdivision/resources/rhymfactsheet.htm> or in **Section VI.2** of this program announcement. Please note that the RHYMIS software operates best with hardware in general use from 1999-present. In accordance with the Paperwork Reduction Act of 1995, Public Law (P.L. 104-13) the data collection under RHYMIS is approved under Office of Management and Budget (OMB) control number 0970-0123, which expires September 30, 2010.

4. Technical Assistance: Applicants must agree to receive and participate in technical assistance efforts as recommended by Federal staff.

Measuring Program Success

The RHY Act requires grantees to develop an adequate plan for providing counseling and aftercare services to such youth for ensuring the proper referral of youth to social services, law enforcement and other entities to help integrate and coordinate such services for youth.

To measure progress towards this goal, FYSB uses RHYMIS to track different exit situations from TLPs and other RHY programs, including residential placements and programs such as Job Corps, entry into education institutions, military services, and/or independent living situations. Example of services they can provide that facilitate these outcomes include:

- A written transitional, aftercare, or follow-up plan that the youth has helped develop and agrees to;
- Advice about and/or referral to appropriate mainstream assistance programs;
- Placement in appropriate, permanent, stable housing (not a shelter) or residency accommodations;

- Exit counseling, including, at a minimum, a discussion between staff and the youth of exit options, resources, and destinations appropriate for his/her well-being and continued progress;
- Mentoring of youth during and/or after their term of services; and/or
- Connection with appropriate mainstream programs that can provide health care, ongoing counseling, nutrition, job training, employment opportunities, or other resources for which the youth may be eligible.

DEFINITIONS

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

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

BUDGET PERIOD - The intervals of time into which a multi-year period of assistance is divided for budgetary and funding purposes. Budget periods are usually 12-months long but may be shorter or longer, if appropriate. (45 CFR 1351.1)

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

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

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

DRUG ABUSE EDUCATION AND PREVENTION SERVICES -

Services to runaway and homeless youth to prevent or reduce the illicit use of drugs by such youth and may include individual, family, group, and peer counseling; drop-in services; assistance to runaway and homeless youth in rural areas (including the development of community support groups); information and training relating to the illicit use of drugs by runaway and homeless youth, to individuals involved in providing services to such youth; and activities to improve the availability of local drug abuse prevention services to runaway and homeless youth. (Section 387 RHY Act, as amended)

HOMELESS YOUTH - An individual who is not more than 21 years of age, or in the case of a youth seeking shelter in a center under Part A of the Runaway and Homeless Youth Act, not more than 18 years of age, and for the purposes of Part B, not less than 16 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. (Section 387 RHY Act, as amended)

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

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

LOCALITY - A unit of general government--for example, a city, county, township, town, parish, village, or a combination of such units. Federally recognized Indian Tribes are eligible to apply for grants as local units of government. (45 CFR 1351.1)

MATERNITY GROUP HOMES - A community-based, adult-supervised transitional living arrangement that provides pregnant and 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. (Section 322 RHY Act, as amended)

PROJECT PERIOD - The total time stated in the Notice of Grant Award (including any amendments) for which Federal support is recommended. The period will consist of one or more budget periods. It does not constitute a commitment by the Federal Government to fund the entire period.

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

RUNAWAY YOUTH - A person under 18 years of age who absents himself or herself from home, or place of legal residence, without the permission of his or her family. (45 CFR 1351.1)

SHORT-TERM TRAINING - The provision of local, State, or regionally-based instruction to runaway or otherwise homeless youth service providers in skill areas that will directly strengthen service delivery. (45 CFR 1351.1)

STATE - Any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Trust Territory of the Pacific Islands, and any Territory or possession of the United States. (45 CFR 1351.1)

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

II. AWARD INFORMATION

Funding Instrument Type:	Grant
Anticipated Total Priority Area Funding:	\$6,000,000
Anticipated Number of Awards:	30 to 40
Ceiling on Amount of Individual Awards:	\$200,000 per budget period
Floor on Amount of Individual Awards:	None
Average Projected Award Amount:	\$200,000 per budget period
Length of Project Periods:	60-month project with five 12-month budget periods

Continuation of Project

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

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

III. ELIGIBILITY INFORMATION

1. Eligible Applicants:

- State governments
- County governments
- Local Governments
- City or township governments
- Regional Organizations
- U.S. Territory or Possession
- Public and State-controlled institutions of higher education
- Indian/Native American Tribal governments (Federally recognized)
- Indian/Native American Tribal organizations (other than Federally recognized)
- Indian/Native American Tribally Designated Organizations
- Public/Indian Housing Authorities
- Non-profits with 501(c)(3) IRS status (other than institutions of higher education)
- Non-profits without 501(c)(3) IRS status (other than institutions of higher education)
- Hispanic-Serving Institutions
- Alaska Native and Native Hawaiian Serving Institutions
- Others (See below)

Faith-based and community organizations that meet the statutory eligibility requirements are eligible to apply under this announcement.

Foreign entities are not eligible under this announcement.

2. Cost Sharing or Matching: Yes

Grantees are required to meet a non-Federal share of the project costs, in accordance with section 383 of the Runaway and Homeless Youth Act. 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 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 with a total approved project cost of \$222,222, requesting \$200,000 in ACF funds, must provide a non-Federal share of at least \$22,222 (10 percent of total approved project cost of \$222,222.) Grantees will be held accountable for commitments of non-Federal resources even if they exceed the amount of the required match. Failure to provide the required amount will result in the disallowance of Federal funds. A lack of supporting documentation at the time of application will not exclude the application from competitive review.

3. Other:

Disqualification Factors

Applications with requests that exceed the ceiling on the amount of individual awards referenced in *Section II*. Award Information will be deemed non-responsive and will not be considered for funding under this announcement.

Any application that fails to satisfy the deadline requirements referenced in *Section IV.3.*, Submission Dates and Times, will be deemed non-responsive and will not be considered for funding under this announcement.

IV. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package:

ACYF Operations Center
c/o The Dixon Group, Inc.
118 Q Street NE
Washington, DC 20002-2132
Phone: 866-796-1591
Email: FYSB@dixongroup.com
URL: www.acf.hhs.gov/programs/fysb

2. Content and Form of Application Submission:

Each application package must include the original and two copies. Do not staple the application or any section of the application.

If applicants are applying for both Priority Areas under this funding announcement, they must submit a separate application package for each Priority Area for which they are applying. Applicants must also note on the Federal Standard Form 424 to which priority area they are applying in block 13- Title on 424 (either Transitional Living or Maternity Group Home).

The length of the entire application package must not exceed 100 pages. This includes the required Federal Standard Forms (SF)/certifications (SF-424, SF-424A, SF-424B and SF-LLL), table of contents, project summary, project description, budget/budget justification, supplemental documentation, proof of non-profit status, summaries of sub-grants and contracts, and letters of agreement. All pages of the application package must be sequentially numbered beginning with page one. The required Federal forms will be counted towards the total number of pages. All pages of each application will be counted to determine the total length. All pages exceeding the 100-page limit will be removed and will not be considered in the reviewing process. A cover letter is not required. Applicants are reminded that if a cover letter is submitted, it will count towards the 100-page limit.

The project description must be typed and double-spaced on a single-side of 8 1/2 x 11 inch plain white paper with at least 1/2 inch margins on all sides, using black print with 12-point size Times New Roman font. For charts, budget tables, supplemental letters, and support documents, applicants may use a different point size and font, but no less than 10-point size and single-spaced. Applicants that deviate from this format risk having their application not reviewed in its entirety. A final decision will be made by the Office of Grants Management on whether applications that deviate from the prescribed format will be reviewed in their entirety.

The application package should include the following and be in the following order:

- a. The Required Federal Forms/Certifications** - See below for description.
- b. Table of Contents** - Should reference the order of the application sections and provide page numbers.

c. One-Page Project Abstract - (suggested sample format): This format is only suggested to assist the writers in developing their abstract.

- Agency Name, City, State, website
- Priority Area: (e.g. II- Maternity Group Homes)
- Proposed Service Area (City/County names or zip codes affected by the project)
- Shelter Model Proposed (e.g. scatter-site)
- Amount of Federal Funding requested for 12-month period
- Point of Contact, name, phone, and email
- Number of youth to receive shelter during the 36-month project
- Number of youth to receive non-shelter services during the 36-month project

d. Project Description - This section is a comprehensive description of the proposed project, what it will accomplish and how it will be implemented. The project description should address each of the categories in *Section V.1*, and be structured in a manner that addresses each of the evaluation criteria in a logical format in the following order: Objectives and Need for Assistance; Results and Benefits, Approach; Staff and Position Data; Organizational Profiles; and Budget and Budget Justification. Applicants must title each section accordingly.

e. Budget and Budget Justification - The budget is a line-item format and must be in a worksheet, table, or spreadsheet that illustrates how calculations were derived. The budget should reflect a 12-month budget period. Each category heading within the line-item budget should correspond with the budget categories listed in Section B of the SF-424A.

The budget justification is a narrative that provides a rationale for the items requested and how these items relate to the overall success of the project.

f. Proof of Non-Profit Status - See "Proof of Non-Profit Status" below for acceptable proof.

g. Third-Party Agreements - A summary of a monetary sub-grant and/or contract must be provided as part of the application package. The summary must include a description of the project services that will be completed through the sub-grant or contract using Federal funds or a non-Federal match, and the process by which the primary applicant will maintain a substantive role with the sub-grant and/or

contract assuring compliance with the grant requirements and project performance.

h. Letters of Agreement - Letters of Agreement (LOA) , which may also be referred to as service linkage agreements or Memorandums of Understanding (MOU), are required if the applicant is proposing to provide mandatory services through a different agency or entity based on a non-monetary arrangement. The letter of agreement must enumerate the project services that will be completed under the agreement.

Pre-Application Conference: FYSB will be sponsoring a pre-recorded informational session for all parties interested in applying for Priority Area II, **Maternity Group Homes**.

The purpose of the information session is to respond to questions about the program announcement. The pre-application information session will be available to all interested parties **after Wednesday July 16, 2008** at http://www.acf.hhs.gov/grants/grants_fysb.html. It will be available until the closing date of the announcement.

Information pertaining to this pre-application conference can be found at <http://www.acf.hhs.gov/programs/grantreview/> or by contacting the ACYF Operations Center, c/o The Dixon Group, Inc. ATTN: Family and Youth Services Bureau, 866-796-1591 or TTY 711, FYSB@dixongroup.com.

Tips for Preparing a Competitive Application. It is essential that applicants read the entire announcement package carefully before preparing an application and include all of the required application forms and attachments. The application must reflect a thorough understanding of and support the purpose and objectives of the applicable legislation. Reviewers expect applicants to understand the goals of the legislation and the Family and Youth Services Bureau's interest. A "responsive application" is one that addresses and follows all of the evaluation criteria in ways that demonstrate this understanding. Applications that are considered to be "unresponsive" or do not clearly address the evaluation criteria or program requirements generally receive very low scores and are rarely funded.

FYSB's website (<http://www.acf.hhs.gov/programs/fysb>) provides a wide range of information and links to other relevant websites. Before beginning to prepare an application, ACF suggests that the applicant learn more about the mission and programs of FYSB by exploring the website.

Organizing an Application. Reviewers will use the specific evaluation criteria in *Section V* of this funding announcement to review and evaluate each application. The applicant should address each of these specific evaluation criteria in the project description. Applicants are asked to organize their project description in this sequence: 1) Objectives and Need for Assistance; 2) Results and Benefits; 3) Approach; 4) Organizational Profiles; 5) Staff and Position Data; and 6) Budget and Budget Justification. The applicant should use the same headings as these criteria, so that reviewers can readily find information that directly addresses each of the specific review criteria.

D-U-N-S Requirement

All applicants must have a D&B Data Universal Numbering System (D-U-N-S) number. On June 27, 2003, the Office of Management and Budget (OMB) published in the *Federal Register* a new Federal policy applicable to all Federal grant applicants. The policy requires Federal grant applicants to provide a D-U-N-S number when applying for Federal grants or cooperative agreements on or after October 1, 2003. The D-U-N-S number will be required whether an applicant is submitting a paper application or using the government-wide electronic portal, Grants.gov. A D-U-N-S number will be required for every application for a new award or renewal/continuation of an award, including applications or plans under formula, entitlement, and block grant programs, submitted on or after October 1, 2003.

Please ensure that your organization has a D-U-N-S number. You may acquire a D-U-N-S number at no cost by calling the dedicated toll-free D-U-N-S number request line at 1-866-705-5711 or you may request a number on-line at <http://www.dnb.com>.

Proof of Non-Profit Status

Non-profit organizations applying for funding are required to submit proof of their non-profit status.

Proof of non-profit status is any one of the following:

- A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code.
- A copy of a currently valid IRS tax-exemption certificate.
- A statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant

organization has non-profit status and that none of the net earnings accrue to any private shareholders or individuals.

- A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status.
- Any of the items in the subparagraphs immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

When applying electronically, we strongly suggest that you attach your proof of non-profit status with your electronic application.

Private, non-profit organizations are encouraged to submit with their applications the survey *titled "Survey on Ensuring Equal Opportunity for Applicants"* found under the "Survey" heading at:

http://www.acf.hhs.gov/grants/grants_resources.html.

Forms, Assurances, and Certifications

The project description should include all the information requirements described in the specific evaluation criteria outlined in this program announcement under *Section V. Application Review Information*. In addition to the project description, the applicant needs to complete all of the Standard Forms required as part of the application process for awards under this announcement.

Applicants seeking financial assistance under this announcement must file the appropriate Standard Forms (SFs) as described in this section. All applicants must submit an SF-424, Application for Federal Assistance. For non-construction programs, applicants must also submit an SF-424A, Budget Information and an SF-424B, Assurances. For construction programs, applicants must also submit SF-424C, Budget Information and SF-424D, Assurances. When required for programs that involve human subjects, the Protection of Human Subjects Assurance Identification/IRB Certification/Declaration of Exemption form must be submitted. All forms may be reproduced for use in submitting applications. Applicants must sign and return the appropriate standard forms with their application. The Protection of Human Subjects Assurance Identification/IRB Certification/Declaration of Exemption (Common Rule) form may be found at:

http://www.acf.hhs.gov/grants/grants_resources.html.

Applicants must furnish, prior to award, an executed copy of the Certification Regarding Lobbying. Applicants must sign and return the

certification with their application. The Certification Regarding Lobbying may be found at: http://www.acf.hhs.gov/grants/grants_resources.html. (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 Standard Form (SF)-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.)

The Pro-Children Act of 1994, 20 U.S.C. 7183, imposes restrictions on smoking in facilities where federally funded children's services are provided. HHS grants are subject to these requirements only if they meet the Act's specified coverage. The Act specifies that smoking is prohibited in any indoor facility (owned, leased, or contracted for) used for the routine or regular provision of kindergarten, elementary, or secondary education or library services to children under the age of 18. In addition, smoking is prohibited in any indoor facility or portion of a facility (owned, leased, or contracted for) used for the routine or regular provision of federally funded health care, day care, or early childhood development, including Head Start services to children under the age of 18. The statutory prohibition also applies if such facilities are constructed, operated, or maintained with Federal funds. The statute does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, portions of facilities used for inpatient drug or alcohol treatment, or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per violation and/or the imposition of an administrative compliance order on the responsible entity. Additional information may be found in the HHS Grants Policy Statement at: http://www.acf.hhs.gov/grants/grants_related.html.

Information on the Certification Regarding Program Fraud Civil Remedies Act (PFCRA) may be found in the HHS Grants Policy Statement at: http://www.acf.hhs.gov/grants/grants_related.html.

Applicants must make the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination. By signing and submitting the application, applicants are providing the necessary certification. Where return of a form is required, complete the standard forms and the associated certifications and assurances based on the instructions found on the forms. The forms and certifications

may be found at:

http://www.acf.hhs.gov/grants/grants_resources.html.

Information on the Privacy Act of 1974 (5 U.S.C. 552a) and the Freedom of Information Act (5 U.S.C 552) or FOIA may be found in the HHS Grants Policy Statement at:

http://www.acf.hhs.gov/grants/grants_resources.html.

Private, non-profit organizations are encouraged to submit with their applications the survey titled "*Survey on Ensuring Equal Opportunity for Applicants*" found under the "Survey" heading at:

http://www.acf.hhs.gov/grants/grants_resources.html.

Please see *Section V.1* for instructions on preparing the full project description.

Please reference *Section IV.3* for details about acknowledgement of received applications.

Electronic Submission

Applicants to ACF may submit their applications in either electronic or paper format. To submit an application electronically, please use the <http://www.Grants.gov> site.

When using www.Grants.gov, applicants will be able to download a copy of the application package, complete it off-line, and then upload and submit the application via the www.Grants.gov site. ACF will not accept grant applications via facsimile or email.

Acceptable electronic formats for the application attachments (narratives, charts, etc.) must use the following standard technologies, i.e., Microsoft (Word and Excel), Word Perfect, Adobe PDF, Jpeg, and Gif.

IMPORTANT NOTE: Before submitting an electronic application, applicants must complete the organization registration process as well as obtain and register "electronic signature credentials" for the Authorized Organization Representative (AOR). Since this process may take more than five business days, it is important to start this process early, well in advance of the application deadline. **Be sure to complete all www.Grants.gov registration processes listed on the Organization Registration Checklist, which can be found at http://www.acf.hhs.gov/grants/registration_checklist.html.**

Please note the following if planning to submit an application electronically via www.Grants.gov:

- Electronic submission is voluntary, but strongly encouraged.
- Applicants may access the electronic application for this program at <http://www.Grants.gov>. There applicants can search for the downloadable application package by utilizing the www.Grants.gov FIND function.
- **It is strongly recommended that applicants do not wait until the application deadline date to begin the application process through www.Grants.gov.** Applicants are encouraged to submit their applications well before the closing date and time so that if difficulties are encountered there will still be sufficient time to submit a hard copy via express mail. **It is to an applicant's advantage to submit 24 hours ahead of the closing date and time in order to address any difficulties that may be encountered.**
- To use www.Grants.gov, you, the applicant must have a D-U-N-S number and register in the Central Contractor Registry (CCR). Applicants should allow a minimum of five days to complete the CCR registration. **REMINDER: CCR registration expires each year and thus must be updated annually. Applicants cannot upload an application to www.Grants.gov without having a current CCR registration AND electronic signature credentials for the AOR.**
- The electronic application is submitted by the AOR. To submit electronically, the AOR must obtain and register electronic signature credentials approved by the organization's E-Business Point of Contact who maintains the organization's CCR registration.
- Applicants may submit all documents electronically, including all information typically included on the SF-424 and all necessary assurances and certifications.
- Though applying electronically, the application must still comply with any page limitation requirements described in this program announcement.
- After the application is submitted electronically, the applicant will receive an automatic acknowledgement from www.Grants.gov that contains a www.Grants.gov tracking number. ACF will

retrieve the electronically submitted application from www.Grants.gov.

- ACF may request that the applicant provide original signatures on forms at a later date.
- Applicants will not receive additional point value for submitting a grant application in electronic format, nor will ACF penalize an applicant if they submit an application in hard copy.
- If any difficulties are encountered in using www.Grants.gov, please contact the Grants.gov Contact Center at: 1-800-518-4726, or by email at support@grants.gov to report the problem and obtain assistance.
- Checklists and registration brochures are maintained to assist applicants in the registration process and may be found at: http://www.grants.gov/applicants/get_registered.jsp.
- When submitting electronically via www.Grants.gov, applicants must comply with all due dates **AND** times referenced in *Section IV.3. Submission Dates and Times*.
- For applicants that must demonstrate proof of non-profit status before the award date, ACF strongly suggests that proof of non-profit status be attached to the electronic application. Proof of non-profit status and any other required documentation may be scanned and attached as an "Other Attachment." Acceptable types of proof of non-profit status are stated earlier in this section.
- The Grants.gov website complies with Section 508 of the Rehabilitation Act of 1973. Grants.gov webpages are designed to work with assistive technologies such as screen readers. If an applicant uses assistive technology and is unable to access any material on the site, email the www.Grants.gov contact center at support@grants.gov for assistance.

Hard Copy Submission

Applicants that are submitting their application in paper format should submit one original and two copies of the complete application. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by an authorized

representative, and be unbound. The original copy of the application must have original signature(s).

Non-Federal Reviewers

Since ACF will be using non-Federal reviewers in the review process, applicants have the option of omitting from the application copies (not the original) specific salary rates or amounts for individuals specified in the application budget as well as Social Security Numbers, if otherwise required for individuals. The copies may include summary salary information.

If applicants are submitting their application electronically, ACF will omit the same specific salary rate information from copies made for use during the review and selection process.

3. Submission Dates and Times:

Due Date for Applications: 08/25/2008

Explanation of Due Dates

The due date for receipt of applications is referenced above. Applications received after 4:30 p.m., eastern time, on the due date will be classified as late and will not be considered in the current competition.

Applicants are responsible for ensuring that applications are mailed or hand-delivered or submitted electronically well in advance of the application due date and time.

Mail

Applications that are submitted by mail must be received no later than 4:30 p.m., eastern time, on the due date referenced above at the address listed in *Section IV.6*.

Hand Delivery

Applications hand carried by applicants, applicant couriers, other representatives of the applicant, or by overnight/express mail couriers must be received on or before the due date referenced above, between the hours of 8:00 a.m. and 4:30 p.m., eastern time, at the address referenced in *Section IV.6*, between Monday and Friday (excluding Federal holidays).

Electronic Submission

Applications submitted electronically via Grants.gov must be submitted no later than 4:30 p.m., eastern time, on the due date referenced above.

ACF cannot accommodate transmission of applications by facsimile or email.

Late Applications

Applications that do not meet the requirements above are considered late applications. ACF shall notify each late applicant that its application will not be considered in the current competition.

ANY APPLICATION RECEIVED AFTER 4:30 P.M., EASTERN TIME, ON THE DUE DATE WILL NOT BE CONSIDERED FOR COMPETITION.

Extension of Deadlines

ACF may extend application deadlines when circumstances such as acts of God (floods, hurricanes, etc.) occur; when there are widespread disruptions of mail service; or in other rare cases. A determination to extend or waive deadline requirements rests with the Chief Grants Management Officer.

Receipt acknowledgement for application packages will be provided to applicants who submit their package via mail, courier services, or by hand delivery. Applicants will receive an electronic acknowledgement for applications that are submitted via <http://www.Grants.gov>.

Checklist

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

What to Submit	Required Content	Required Form or Format	When to Submit
SF-424	See Section IV.2	See http://www.acf.hhs.gov/grants/grants_resources.html	By application due date.
SF-424A	See Section IV.2	See http://www.acf.hhs.gov/grants/grants_resources.html	By application due date.
SF-424B	See Section	See http://www.acf.hhs.gov/grants/grants_resources.html	By application

	IV.2	ml	n due date.
Table of Contents	See Section V	Found in Section V	By application due date.
Project Summary/Abstract	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.
Project Description	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.
Budget and Budget Justification	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.
Third-Party Agreements	See Section IV.2	Found in Section IV.2	By application due date.
Letters of Agreement or Memorandum of Understanding	See Section IV.2	Found in Section IV.2	By application due date.
Certification Regarding Lobbying	See Section IV.2	See http://www.acf.hhs.gov/grants/grants_resources.html	By date of award.
Proof of Non-Profit Status	See Sections IV.2 and V	Found in Sections IV.2 and V	By date of award.

Additional Forms

Private, non-profit organizations are encouraged to submit with their applications the survey *titled "Survey on Ensuring Equal Opportunity for Applicants"* found under the "Survey" heading at: http://www.acf.hhs.gov/grants/grants_resources.html.

What to Submit	Required Content	Required Form or Format	When to Submit
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Survey on Ensuring Equal Opportunity for Applicants	See form.	See http://www.acf.hhs.gov/grants/grants_resources.html	By application due date.
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4. Intergovernmental Review of Federal Programs:

State Single Point of Contact (SPOC)

This program is covered under Executive Order (Exec. Order) 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 Exec. Order, States may design their own processes for reviewing and commenting on proposed Federal assistance under covered programs.

The official list of the jurisdictions that have elected to participate in Exec. Order 12372, including addresses and contact persons, may be found on the following URL:

<http://www.whitehouse.gov/omb/grants/spoc.html>.

Applicants from participating jurisdictions should contact their SPOC, as soon as possible, to alert them of prospective applications and receive instructions. Applicants must submit all required materials to the SPOC and indicate the date of this submittal (or the date of contact if no submittal is required) on the Standard Form (SF) 424, item 19.

Under 45 CFR 100.8(a)(2), a SPOC has 60 days from the application due date to comment on proposed new or competing continuation awards. SPOCs are encouraged to eliminate the submission of routine endorsements as official recommendations. Additionally, SPOCs are requested to clearly differentiate between mere advisory comments and official State process recommendations, which may trigger the "accommodate or explain" rule.

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

Although some jurisdictions have chosen not to participate in this process, entities that meet the eligibility requirements of the Program Announcement are still eligible to apply for a grant even if a State,

Territory, or Commonwealth, etc., does not have a SPOC. Therefore, applicants from these jurisdictions, or for projects administered by Federally-recognized Indian Tribes, need take no action in regard to Exec. Order 12372.

5. Funding Restrictions:

Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions, are unallowable.

Costs for acquisition and renovation of existing construction may not exceed 15 percent of the grant amount awarded.

No grant funds may be used for any program of distributing sterile needles or syringes for the hypodermic injection of any illegal drugs (42 U.S.C. 5752), see *Section VI.3*, Special Terms and Conditions of Awards.

6. Other Submission Requirements:

Please see *Sections IV.2* and *IV.3* for deadline information and other application requirements.

Submit applications to one of the following addresses:

Submission by Mail

ACYF Operations Center
c/o The Dixon Group, Inc.
118 Q Street NE
Washington, DC 20002-2132

Hand Delivery

ACYF Operations Center
c/o The Dixon Group, Inc.
118 Q Street NE
Washington, DC 20002-2132

Electronic Submission

Please see *Section IV.2* for guidelines and requirements when submitting applications electronically via <http://www.Grants.gov>.

V. APPLICATION REVIEW INFORMATION

The Paperwork Reduction Act of 1995 (P.L. 104-13)

Public reporting burden for this collection of information is estimated to average 40 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed and reviewing the collection information.

The project description is approved under OMB control number 0970-0139, which expires 4/30/2010.

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.

1. Criteria:

Part I THE PROJECT DESCRIPTION OVERVIEW

PURPOSE

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. The project description should be concise and complete. It should address the activity for which Federal funds are being requested. Supporting documents should be included where they can present information clearly and succinctly. In preparing the project description, information that is responsive to each of the requested evaluation criteria must be provided. 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

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

Part II GENERAL INSTRUCTIONS FOR PREPARING A FULL PROJECT DESCRIPTION

INTRODUCTION

Applicants that are required to submit a full project description shall prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation 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.

PROJECT SUMMARY/ABSTRACT

Provide a summary of the project description (one page or less) with reference to the funding request.

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 must be demonstrated and the principal and subordinate objectives of the project must be clearly 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 needed. In developing the project description, the applicant may volunteer or be requested to provide information on the total range of projects currently being conducted and supported (or to be initiated), some of which may be outside the scope of the program announcement.

RESULTS OR BENEFITS EXPECTED

Identify the results and benefits to be derived.

For example, 80 percent of the youth served by the project will receive family budget planning services. Of those youth, 70 percent will be able to maintain a checking or savings account to provide grocery or hygiene products for themselves and their dependents.

APPROACH

Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished. Account for all functions or

activities identified in the application. Cite factors that might accelerate or decelerate the work and state your reason for taking the proposed approach rather than others. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity in such terms as the number of people to be served and the number of activities accomplished.

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

If any data is to be collected, maintained, and/or disseminated, clearance may be required from OMB. This clearance pertains to any "collection of information that is conducted or sponsored by ACF."

Provide a list of organizations, cooperating entities, consultants, or other key individuals who will work on the project along with a short description of the nature of their effort or contribution.

GEOGRAPHIC LOCATION

Describe the precise location of the project and boundaries of the area to be served by the proposed project. Maps or other graphic aids may be attached.

ADDITIONAL INFORMATION

The following are requests for additional information that must be included in the application:

ELIGIBILITY CERTIFICATION

Applicants must provide the following as certification of their eligibility under this program announcement. Please provide:

PROOF OF NON-PROFIT STATUS

Non-profit organizations applying for funding are required to submit proof of their non-profit status.

Proof of non-profit status is any one of the following:

- A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code.

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

When applying electronically, we strongly suggest that you attach your proof of non-profit status with your electronic application.

LOGIC MODEL

Applicants are expected to use a 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 is supporting resources. Assumptions should be based on research, best practices, and experience.)
- Inputs (e.g., organizational profile, collaborative partners, key staff, budget);
- 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).

STAFF AND POSITION DATA

Provide a biographical sketch and job description for each key person appointed. Job descriptions for each vacant key position should be included as well. As new key staff is appointed, biographical sketches will also be required.

PLAN FOR PROJECT CONTINUANCE BEYOND GRANT SUPPORT

Provide a plan for securing resources and continuing project activities after Federal assistance has ended.

ORGANIZATIONAL PROFILES

Provide information on the applicant organization(s) and cooperating partners, such as: organizational charts; financial statements; audit reports or statements from Certified Public Accountants/Licensed Public Accountants; Employer Identification Number(s); contact persons and telephone numbers; names of bond carriers; child care licenses and other documentation of professional accreditation; information on compliance with Federal/State/local government standards; documentation of experience in the program area; and, other pertinent information.

THIRD-PARTY AGREEMENTS

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.

BUDGET AND BUDGET JUSTIFICATION

Provide a budget with line-item detail and detailed calculations for each budget object class identified on the Budget Information Form (SF-424A or SF-424C). Detailed calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching is a requirement, include a breakout by the funding sources identified in Block 15 of the SF-424.

Provide a narrative budget justification that describes how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

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.

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, FICA, retirement insurance, taxes, etc.

TRAVEL

Description: Costs of project-related travel by employees of the applicant organization. (This item does not include costs of 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; and other transportation costs and subsistence allowances. If appropriate for this project, travel costs for key staff to attend ACF-sponsored workshops should be detailed in the budget.

SUPPLIES

Description: Costs of all tangible personal property other than that included under the Equipment category.

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, including delegate agencies and specific project(s) and/or businesses to be financed by the applicant.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open and free competition. Recipients and subrecipients, other than States that are required to use 45 CFR Part 92 procedures, must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed at 41 USC 403(11), currently set at \$100,000.

Recipients might be required to make available to ACF pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc.

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 delegate agency, by agency title, along with the required supporting information referred to in these instructions.

OTHER

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

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

INDIRECT CHARGES

Description: Total amount of indirect costs. This category should be used only when the applicant currently has an indirect

cost rate approved by the Department of Health and Human Services (HHS) or another cognizant Federal agency.

Justification: An applicant that will charge indirect costs to the grant must enclose a copy of the current rate agreement. If the applicant organization is in the process of initially developing or renegotiating a rate, upon notification that an award will be made, it should immediately develop a tentative indirect cost rate proposal based on its most recently completed fiscal year, in accordance with the cognizant agency's guidelines for establishing indirect cost rates, and submit it to the cognizant agency. Applicants awaiting approval of their indirect cost proposals may also request indirect costs. When an indirect cost rate is requested, those costs included in the indirect cost pool should not be charged as direct costs to the grant. Also, if the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

NON-FEDERAL RESOURCES

Description: Amounts of non-Federal resources that will be used to support the project as identified in Block 15 of the SF-424.

Justification: The firm commitment of these resources must be documented and submitted with the application so that the applicant is given credit in the review process. A detailed budget must be prepared for each funding source.

TOTAL DIRECT CHARGES, TOTAL INDIRECT CHARGES, TOTAL PROJECT COSTS

EVALUATION CRITERIA:

The corresponding score values indicate the relative importance that ACF places on each evaluation criterion; however, applicants need not develop their applications precisely according to the order presented. Application components may be organized such that a reviewer will be able to follow a seamless and logical flow of information (i.e., from a broad overview of the project to more detailed information about how it will be conducted).

In considering how applicants will carry out the responsibilities addressed under this announcement, competing applications for financial assistance will be reviewed and evaluated against the following criteria:

OBJECTIVES AND NEED FOR ASSISTANCE - 15 points

In review of the objectives and need for assistance, the application will be evaluated on the extent to which it:

1. Describes clear and appropriate program objectives that will fulfill the program purpose, as required by and consistent with the authorizing RHY legislation and FYSB program requirements as described in *Section 1*.
2. Describes a clear need for the proposed project through a discussion of the conditions of youth and families in the area to be served.
3. Demonstrates that the services to be provided will be located in an area that is easily accessible for the population to be served, through a description of the precise geographic location of program services. Maps or other graphic aids may be included.
4. Provides documentation on the number of pregnant or parenting RHY in the area to be served. A discussion on the incidence of teenage pregnancy rates, teenage parents and youth homelessness must be included. If such data does not exist, the application should state this fact and provide a rationale to estimate the number of RHY in the area.

RESULTS OR BENEFITS EXPECTED - 15 points

In the review of the results and benefits expected, the application will be evaluated on the extent to which it:

1. Clearly specifies the number pregnant/parenting RHY and their dependents to be served (both annually and the life of the project) through residential and non-residential services (i.e., through outreach and education services and support services). The applicant must provide the number of beds available for RHY under this grant and the capacity of the shelter, which will meet the RHY legislative requirements.
2. Identifies quantitative outcomes and outputs for the proposed project that will fulfill the program purpose and scope of services as described in the authorizing RHY legislation and *Section 1*. The discussion for the outcomes and outputs should follow a logic model that links the program elements to results and benefits. *Note: Outcomes are the expected changes that will*

reasonably occur amongst youth, families and communities based on the program activities. An example of a project outcome is included in Section 1, Measuring Program Success.

3. Demonstrates a sound relationship between program activities and quantitative outcomes.
4. Provides an internal process, including the frequency, for tracking program performance using internal data to make periodic program adjustments that will improve performance.

APPROACH - 30 points

In the review of the approach, the application will be evaluated on the extent to which it:

1. Identifies the services that will be provided, required by and consistent with the authorizing RHY legislation and FYSB program requirements as described in *Section 1*.
2. Describes how the proposed project will operate programmatically to provide the services mandated by the authorizing RHY legislation and FYSB program requirements as described in *Section 1*.
3. Demonstrates that the applicant will hold a substantive role in the administration and/or delivery of services of the proposed project if the applicant proposes to sub-grant or contract a significant portion of the proposed project.
4. Describes an outreach plan that will attract pregnant or parenting RHY eligible for services.
5. Describes an outreach plan that will attract members of ethnic, cultural, and racial minorities and/or persons with limited ability to speak English. If the applicant proposes to serve a specific RHY population, then the applicant must describe the unique characteristics of the that generate the need for specified services to the identified population. NOTE: Age of clients is not considered a specific population and applicants are required to provide services (either directly or indirectly) to all ages of homeless youth. The application must describe plans for making referrals or otherwise providing for the needs of RHY youth who are not in the specific population the applicant will serve.

6. Describes plans for ensuring coordination with schools and/or education plans to meet the individualized need of youth, as appropriate, for assisting the youth to stay current with the curricula of the schools from which they came. Specific information on how the applicant will work with the McKinney-Vento School District Liaison (as designated by the State Coordinator) to assure that RHY are provided information and access to the educational services available to such youth under 42 U.S.C. 11431 through 11435. A list of McKinney-Vento State Coordinators can be found at www.serve.org/nche/downloads/sccontact.pdf. A discussion on how the dependent children of the parenting RHY will receive education services must be included.
7. Describes its coordination or service linkages with local agencies to ensure a continuum of care or referrals for pregnant or parenting RHY to receive services outside the scope of the proposed project that are important to meet the needs of the population.
8. Describes an effective plan to maintain confidentiality of records and the youth served as prescribed by sections 322(a) (12 and (13) of the RHY Act.
9. Describes how the applicant will develop a written transitional living plan based on an assessment of the youths' needs.
10. Describes a safety plan of the dependent children of the parenting RHY for both residential and non-residential services.
11. Describes the curricula that will be used to provide parenting instruction classes to pregnant or parenting RHY. A discussion of why the curricula chosen must be included and how that curricula will meet the needs of the population to be served and the expected outcomes as a result of the curricula.

ORGANIZATIONAL PROFILES - 20 points

In the review of the organizational profiles, the application will be evaluated on the extent to which it:

1. Demonstrates the organizational capacity necessary to oversee Federal grants through a description of the organization's fiscal controls and an explanation of the organization's governing

oversight.

2. Demonstrates how the sub-grant(s) and/or contract(s) will be monitored for grant compliance and project performance if the application proposes to sub-grant and/or contract to another organization that will provide direct services to youth and their families through this grant.
3. Describes their State and local licensing requirements to operate residential facilities for the design and model of shelter proposed and demonstrates their compliance with such requirements. If the agency is using funds to start a program, the extent to which they demonstrate knowledge of their State and local licensing requirements and a plan to secure such licensing. If the agency is exempt from State and local licensing, an explanation of why the agency is exempt is needed.
4. Describes the organization's past experience in working with runaway, homeless, and street youth populations and demonstrates a sound relationship between organizational experience and the ability to provide program services as required by the authorizing RHY legislation and FYSB program requirements as described in *Section 1*. Experience does not have to pertain only to past FYSB-funded program experience. *Note: Past experience means that a major activity of the agency has been the provision of temporary shelter, counseling, and referral services to runaway or otherwise homeless youth and their families, either directly or through linkages established with other community agencies. The application must specify the length and time the organization has provided these services.*
5. Shows how the services supported by these funds are, or will be, integrated with the existing services if the agency is a current recipient of funds from ACF for services that support RHY other than those applied for in this application.

STAFF AND POSITION DATA - 15 points

In review of the staff and position data, the application will be evaluated on the extent to which it:

1. Includes an organizational chart that demonstrates the relationship between all positions (including consultants, sub-grants and/or contractors) to be funded through this grant. The applicant must provide the name of the person employed in each

position or note that the position is vacant. The application must also identify the person/position who would serve as the Point of Contact (POC) for this grant. POC information must include the telephone number and email address. If the telephone number or email address is not available, the applicant must state this and describe a plan for providing a telephone number and email address to the Federal Project Officer should the application be approved.

2. Provides a staffing plan that demonstrates a sound relationship between the proposed responsibilities of program staff and the educational and professional experience required for staff positions through a discussion of position descriptions and resumes or biographical sketches of key staff, including consultants, which correspond to the organizational chart.
Note: Key Staff are as those staff members responsible for direct oversight, management, or implementation of the proposed project and/or direct services to youth being served.
3. States the expected or estimated ratio of staff to youth for residential services and case management services and demonstrates that these ratios are sufficient to ensure adequate supervision and treatment of youth and their dependents accessing services. The application must demonstrate that the ratios are in compliance with State and local licensing requirements as appropriate.
4. Addresses the agency's policy for conducting criminal history and child abuse registry background checks on staff who come into contact with children and youth served or proposed to be served by the agency and that the policy is in compliance with State and local law.
5. Describes a plan for training project staff in the appropriate topics to safely and effectively serve pregnant and parenting RHY and to deal appropriately with the issues they will encounter while serving these youth.

BUDGET AND BUDGET JUSTIFICATION - 5 points

In the review of the budget and budget justification, the application will be evaluated on the extent to which it:

1. Includes a detailed line-item budget for the Federal and non-Federal share of project costs. Provide narrative budget

justification that describes how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

2. Demonstrates how the funds requested are essential and necessary to accomplish the scope of services as required by the authorizing RHY legislation and FYSB program requirements as described in *Section 1*.

2. Review and Selection Process:

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

Initial ACF Screening: Each application will be screened to determine whether it was received by the closing date and time and whether the requested amount exceeds the stated ceiling. Late applications or those exceeding the funding limit will be returned to the applicants with a notation that they were unacceptable and will not be reviewed.

Applications that pass the initial ACF screening will be evaluated and rated by an independent review panel made up of non-Federal reviewers who are experts in the field. The review panel will use the evaluation criteria listed in *Section V.1* to review and score the applications. The panels will assign a score (maximum 100) to each application and identify the application's strengths and weaknesses.

The results of these reviews will assist the FYSB Associate Commissioner and program staff in considering competing applications. Reviewers' scores will weigh heavily in the funding decision, but will not be the only factors considered. Applications generally will be considered in order of the average scores assigned by reviewers. However, highly ranked applications are not guaranteed funding because other factors are taken into consideration. These include, but are not limited to: geographic distribution, previous program performance of applicants, compliance with grant terms under previous HHS grants, audit reports, an applicant's progress in resolving any final audit disallowance on previous FYSB or other Federal agency grants.

For those applicants either applying for both TLP and MGH or who currently operate a TLP and are applying for a MGH, verification on non-supplementation of shelter beds will also factor into the decision process.

The evaluation criteria were designed to assess the quality of a proposed project, and to determine the likelihood of its success. The evaluation criteria are closely related and are considered as a whole in judging the overall quality of an application. Points are awarded only to an application that is responsive to the evaluation criteria within the context of this program announcement.

FYSB has the authority to pass over ranking order based on geographic area (location) and capacity needs.

As required by the RHY Act, in making grant award decisions, priority for funding shall be given to private entities with past experience in providing services to runaway, homeless and street youth. Past experience means that a major activity of the agency has been the provision of temporary shelter, counseling, and referral services to runaway or otherwise homeless youth and their families, either directly or through linkages established with other community agencies.

Please reference *Section IV.2* for information on non-Federal reviewers in the review process.

Approved but Unfunded Applications

Applications that are approved but unfunded may be held over for funding in the next funding cycle, pending the availability of funds, for a period not to exceed one year.

3. Anticipated Announcement and Award Dates:

Awards will be made after FY2009. Unsuccessful applicants will be notified in writing after the final awards have been made.

VI. AWARD ADMINISTRATION INFORMATION

1. Award Notices:

The successful applicants will be notified through the issuance of a Notice of Award (NoA) document 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.

Following the finalization of funding decisions, organizations whose applications will not be funded will be notified by letter, signed by the Program Office head.

2. Administrative and National Policy Requirements:

Grantees are subject to the requirements in 45 CFR Part 74 (non-governmental) or 45 CFR Part 92 (governmental).

Direct Federal grants, sub-award funds, or contracts under this ACF program shall not be used to support inherently religious activities such as religious instruction, worship, or proselytization. Therefore, organizations must take steps to separate, in time or location, their inherently religious activities from the services funded under this program. Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which includes the prohibition against Federal funding of inherently religious activities, can be found at the HHS web site at: <http://www.hhs.gov/fbci/waisgate21.pdf>.

A faith-based organization receiving HHS funds retains its independence from Federal, State, and local governments, and may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs. For example, a faith-based organization may use space in its facilities to provide secular programs or services funded with Federal funds without removing religious art, icons, scriptures, or other religious symbols. In addition, a faith-based organization that receives Federal funds retains its authority over its internal governance, and it may retain religious terms in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents in accordance with all program requirements, statutes, and other applicable requirements governing the conduct of HHS funded activities.

Faith-based and community organizations may reference the "Guidance to Faith-Based and Community Organizations on Partnering with the Federal Government" at: <http://www.whitehouse.gov/government/fbci/guidance/index.html>.

HHS Grants Policy Statement

The HHS Grants Policy Statement (GPS) is the Department of Health and Human Services new single policy guide for discretionary grants and cooperative agreements. Unlike previous HHS policy documents, the GPS is intended to be shared with and used by grantees. It became effective October 1, 2006 and is applicable to all Operating

Divisions (OPDIVS), such as the Administration for Children and Families (ACF), except the National Institutes of Health (NIH). The GPS covers basic grants processes, standard terms and conditions and points of contact as well as important OPDIV-specific requirements. Appendices include a glossary of terms and a list of standard abbreviations for ease of reference. The GPS may be accessed at http://www.acf.hhs.gov/grants/grants_related.html.

Runaway and Homeless Youth Management Information System (RHYMIS)

Grantees must agree to keep adequate statistical records profiling the youth and families served under the Federal grant and to gather and submit program and client data required by FYSB. This information is required by the RHY program legislation and defined in user-friendly RHYMIS. Recipients of a grant administered through FYSB are required and expected to submit the data via RHYMIS or in an approved format which RHYMIS can receive. Grantees have the option of using RHYMIS for internal management improvement or for research and other program needs. **A RHYMIS hotline/help desk is available at 888-749-6474, and/or at rhyomis_help@csc.com.**

FYSB will fund computer software for RHY program data collection through RHYMIS. An applicant lacking the computer equipment (hardware) for RHYMIS data collection must include an estimated cost for such equipment in their proposed budget. If the applicant already has such equipment, this fact must be noted. (See *Section V.1 Evaluation Criteria/Budget and Budget Justification.*) (*Note: Existing grantees generally report that their staff has been able to easily train themselves to operate RHYMIS due to its user-friendliness, prompts, help features, and FYSB's technical support service.*)

In accordance with the Paperwork Reduction Act of 1995 (P.L. 104-13) the data collection under RHYMIS is approved under OMB control number 0970-0123, which expires September 30, 2010.

Confidentiality

Grantees shall keep adequate statistical records profiling the youth and family members whom it serves (including youth who are not referred to out-of-home shelter services), except that records maintained on individual runaway and homeless youth 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 runaway and homeless youth, and reports or

other documents based on such statistical records shall not disclose the identity of individual runaway and homeless youth. Moreover, section 384 of the RHY Act 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.

Separate Accounting

Section 389 of the RHY Act requires any individual or entity who receives any funds awarded under the RHY Act and who carries out any program described in subsection (a) of the Act to account for all funds used for such program separately from any funds contained in this title.

3. Reporting Requirements:

Grantees will be required to submit program progress and financial reports (SF-269 found at: http://www.acf.hhs.gov/grants/grants_resources.html) throughout the project period. Program progress and financial reports are due 30 days after the reporting period. Final programmatic and financial reports are due 90 days after the close of the project period.

Final reports may be submitted in hard copy to the Grants Management Office Contact listed in Section VII of this announcement.

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

VII. AGENCY CONTACTS

Program Office Contact:

Kelli Matson-Geist
Family and Youth Services Bureau
ACYF Operations Center
c/o The Dixon Group, Inc.
118 Q Street NE
Washington, DC 20002-2132
Phone: 866-796-1591
Email: FYSB@dixongroup.com
TTY or TTD: ACYF Operations Center
Phone: 711

Grants Management Office Contact:

Lisa Dammar
ACYF Grants Officer
ACYF Operations Center
c/o The Dixon Group, Inc.
118 Q Street NE
Washington, DC 20002-2132
Phone: 866-796-1591
Email: FYSB@dixongroup.com

VIII. OTHER INFORMATION

The following resources are available to all applicants:

- The Family and Youth Services Bureau (FYSB) website:
<https://www.acf.hhs.gov/programs/fysb>.
- The National Clearinghouse on Families and Youth (NCFY), P.O. Box 13505; Silver Spring, MD 20911-3505; (301) 608-8098; fax: (301) 608-8721; ncfy@acf.hhs.gov.
- The Runaway and Homeless Youth Training and Technical Assistance Center (RHYTTAC) (800) 806-2711; www.rhyttac.ou.edu; rhytechnicalassistance@ou.edu.

Date: 07/09/2008 Joan E. Ohl
Commissioner
Administration on Children, Youth and Families