Street Outreach Program
Pre-Application Conference Webinar
Hosted by:
Runaway and Homeless Youth Training and Technical Assistance Centers
(RHYTTAC)
Transcript
April 30, 2009

Introduction

TC Cassidy
This is TC Cassidy; I am the Supervisor of technical assistance center for the RHYTTAC. Also joining me this morning will be LeBretia White from Family and Youth Services Bureau (FYSB). We will be taking turns on this presentation, and we have approximately 80 individuals registered to attend the Pre-application conference today, so we will walk through a couple of housekeeping items: on how to submit questions, as well as, how to access some further information.

The next screen that you are see, says 'Go to Webinar Attendee Interface'. On that left hand side of your window you will see the RHYTTAC logo, if you click on that window; you can change dimensions of the screen. It ought to be larger or smaller, depending on what you want your computer screen view to be. The second window is actually the Control Panel, and you may access it, you can click on it and it will open the full view, or you can use the same arrow, that I just clicked on, and it will minimize that for you and move it over to the side so that you can see the full screen as we go through the presentation.

As you can tell, all the participants are currently muted, so you will only be able to hear myself and/or LeBretia, as we do the presentation. You will need to use your telephone to hear us, the telephone number is 866-951-1151 and the access code for this meeting is 6513812.

You will be able to type in questions and they will be added to the question log, as we proceed, so just go ahead and type in your question. Marcia Werner will collect these questions, we will forward those all to FYSB and they will provide answers in written format, which will be posted at www.rhyttac.ou.edu and at: http://www.acf.hhs.gov/grants/grants_fysb.html. This will be available until the closing date of the announcement.

This funding opportunity is specifically for the Street Outreach Program grant, and the applications are due, on June 8th 2009, at 4:30 p.m. Eastern Standard Time.

Again, I just want to remind everybody that questions will be accepted throughout the Pre-application conference and up to 4 p.m. on May 4th 2009. After the end of today's call, you can submit questions, as they come up for you, at rhytechnicalassistance@ou.edu. The slide presentation as well as an audio recording will be posted at www.rhytac.ou.edu by May 6th, 2009, and responses to question as well as a written transcript will be posted to the same site by May 12th 2009. At this point, we are going to talk about the purpose of the Pre Application conference, the format, including the agenda for today's meeting.

Webinar Agenda
The agenda for today's call includes the Funding Opportunity Description and Award Information. Both of those will be discussed by LeBretia**.** I will talk about the Eligibility Information, Application and Submission Information, Application Review Information, Award Administration Information, some Agency contacts, some other General Information that will be useful to you to write your RFA application as well as another discussion about how to submit questions as we wrap up.

LeBretia … this one you are going to take this one so I am going to hand it over to you now.

LeBretia White
Thank you TC. Good morning everyone, and my name is LeBretia White. I am with the Family and Youth Services Bureau. I would also like to welcome you to our Pre-Application Conference, for the Street Outreach Program, that is hosted by RHYTTAC.

Section One: Funding Opportunity Description

LeBretia White
In keeping with the agenda, we will now review Section One of the Program Announcement entitled, Funding Opportunity Description.

FYSB funds Street Outreach Programs cited as the Reconnecting Homeless Youth Act of 2008, amended by Pub. L. 110-378, which provides funding for organizations and shelters that serve to protect runaway, homeless, missing, and sexually exploited children.

Congress has established the education and prevention services:
- to reduce sexual abuse of runaway, homeless, and street youth program through the violence against the women act of the violence crime and control and law enforcement act of 1994.
- to prevent the sexual abuse or exploitation of these young people and to provide them with services that help them leave the streets.

Such grants for Runaway and Homeless Youth Street Outreach programs, are authorized by the Runaway and Homeless Youth Act 42 of the U.S.C. section 5701-5752.

The Street Outreach Program opportunity is authorized by Congress in response to great concern about the problems of runaway and homeless youth. It is administered by the Family and Youth Services Bureau (FYSB). It authorizes Runaway and Homeless Youth Street Outreach Program grant, and the Street Outreach Program makes available allotted funds annually that are used throughout the nation.

Purpose
The purpose of the grant is to enable programs to assist young people to relocate from the streets, and to make other healthy personal choices, also to promote efforts to build relationships, with a fresh view with moving off the street, adapting to safe and appropriate alternative living arrangements, and to become independent, self-sufficient, contributing members of society.

Scope of Services
Now we will move on to Scope of Services. Services must be designed to assist runaway, homeless, and street youth in making healthy personal choices by building trusting relationships with grantee staff; and that is done through the provision of services in their environment as well as through diverse modes of communication that will encourage trust. The Services also, should address the behavioral and physical health of youth, as well as the employment and educational supports that are necessary, reunification with family, when that is appropriate, alternative safe placements, imminent needs of youth through appropriate referrals or direct interventions, as well as the individual strengths and needs of the youth as it relates to gender specificity, cultural sensitivity, and language appropriateness. You can refer to page 3 of your RFA for additional information regarding Scope of Services. Also the point, I want to make you aware that the service must also include guaranteed access to shelter. That is a definite requirement that you want to be aware of, as well as the incorporation of a positive youth development strategies to support youth development. Again, you can refer to page 3 of the RFA.

Key Definitions

LeBretia White
There are some key definitions for the Street Outreach Program that we want to bring to your attention, the first is a runaway youth…the definition of runaway youth is an individual who is less than 18 years of age and who absents himself or herself from home or a place of legal residence without the permission of a parent or legal guardian.

The second definition is for that of street based services, street based services are provided to runaway and homeless youth, and street youth in areas where they congregate. These services are designed to assist such youth in making healthy personal choices regarding where they live and how they behave. This may include identification of and outreach to runaway and homeless and street youth, crisis intervention and counseling, information and referral for housing, information and referral for transitional living and health care services, as well as advocacy, education, and preventive services related to alcohol and drug abuse, sexual exploitation, sexually transmitted diseases, including human immunodeficiency virus, HIV, and physical and sexual assault.

The third and final definition that we want to emphasize today is that of street youth. Street youth are individuals who are in a runaway status, and indefinitely or intermittently, are homeless youth. They spend a significant amount of time on the streets or in other areas that will increase the risk to such youth for sexual abuse, sexual exploitation, prostitution or drug abuse, and you can refer to pages 7 through 9 of the RFA for the other definitions that are associated with this Program.

Program Requirements
We are moving on to Program Requirements. There are nine basic requirements that we will review today that are part of the Program Announcement. We will start with Operations.

Operations: Grantees must operate a program that will deliver street-based services to runaway, homeless, and street youth. The program will deliver services to youth up to age 21, who are subject to or at risk of being objective sexual abuse, prostitution, or sexual exploitation.

Services: The second component that we would like to review with you for the program requirement is that of Services. Grantees must conduct outreach services that encourage runaway, homeless and street youth to leave the streets and to make other healthy personal choices, these include, but certainly not

limited to street based outreach and education, access to emergency shelter, survival aids, individual assessments, treatment and counseling, prevention and education activities, information and referrals, crisis intervention, and finally follow-up support.

Access to Shelter: Our third Program requirement is that of access to shelter. Street youth must have guaranteed access to age appropriate emergency shelter. That is a definite requirement. Shelter can be provided through a referral network and you should refer to page three of the RFA for other specific guidance related to this program requirement.

Supervision and Training of Staff: Street Outreach Programs must provide a plan for supervision and training of staff, which should include – on-street supervision, backup personnel for on-street staff, initial and periodic training of staff, and initial and periodic training on the integration of positive youth development in the services delivered and service delivery,

PYD: We will now move on to review the component called Positive Youth Development, otherwise known as PYD. The Runaway and Homeless Youth Act requires applicants to develop and implement their program using a Positive Youth Development approach. We also promote a Positive Youth Development framework for all of its funded grant programs. So the Positive Youth Development is a framework again that is provided throughout all of this at FYSB, and definitely should be emphasized within applications for this program announcement.

Record Keeping: Applicants must agree to keep adequate statistical records for profiling the youth and families serviced under this Federal grant. This information is required by the program legislation. Applicant must also have the proper computer equipment to operate RHYMIS, this is the Runaway and Homeless Youth Management Information System and they may even budget for such computer equipment as needed to maintain the required data. Actually information regarding RHYMIS is available at the website provided on the slide.

Technical Assistance: Grantees must agree to receive and participate in technical assistance efforts as recommended by Federal staff. Technical assistance and training services are provided by the Runaway and Homeless Youth Training And Technical Assistance Center. That information can be accessed through www.rhyttac.ou.edu, again that website is provided for you on this slide.

Emergency Preparedness and Management Plan: This is a new component for the Street Outreach Program announcement. Please make certain that you

adhere to any criteria in responding to the program announcement within your application. Develop and document plans, that is to be taken in case of a local or national situation that poses risk to the health and safety of staff and youth. Those emergency preparedness plans should at a minimum include prevention, preparedness, response, and recovery efforts. Additional information on emergency preparedness and management planning can be found through the national clearing house

Program Sustainability: Program sustainability is the final program requirement that we will discuss today. Applicants must develop a plan for continued service delivery at the culmination of the grant funding period. Also, the plan should identify specific services and organizational resources that are based upon future projected needs of the target population, goals of the organization, and available resources. You can refer to Section I for additional guidance regarding program sustainability and again, this is another program requirement that is new to the Street Outreach Program Announcement, pay particular attention to that within submitting your application.

Measuring Program Success: It is required by year 2012, to ensure that at least 95 percent of the youth served in the Runaway and Homeless Youth programs enter safe and appropriate settings after exiting ACF-funded RHY services. RHYMIS is also to be utilized in your record keeping in order to record the number of contacts with the targeted population and the distribution of food, information and first aid items as well as other survival aids.

Section II: Award Information

LeBretia White
We are moving to Section II of the Program Announcement that addresses Award Information. The funding instrument that is utilized for this particular program announcement is that of funding of the Street Outreach Program.

We estimate total program funding of $5,000,000.

We are also anticipating the award of 50 grants, so the anticipated Number of Awards is 50.

The maximal amount of individual awards or the ceiling is $200,000 per budget period. We anticipate 3 budget periods for this grant cycle.

Those awards are minimal which will be done and the average projected award announced…the anticipated amount would be that of $100,000 per budget period.

The length of funding is a 3 year period i.e. 36-month project with three 1 year budget periods.

We definitely would want you to be aware that the awards under this announcement are definitely subject to availability of funds and awards are made based upon the funding that is available to the Family and Youth Services Bureau.

I encourage you to visit in detail the RFA for Sections I and II while completing your application.

At this time, we want to return to TC to present the next part of the Program Announcement.

Section III: Eligibility Information

TC Cassidy
Thank you LeBretia and the next section of the presentation today is based on Eligibility Information.

The eligibility formation for this program includes that public and non-private agencies are eligible.

Current Street Outreach Program grantees with project periods ending on or before September 29, 2009 are also eligible.

Eligible applicants not currently receiving street outreach funds may apply for a new competitive Street Outreach grant under this RFA; as well as faith based and community organizations that meet the statutorily eligibility requirements are also eligible under this announcement.

And please always refer back to your RFA; in this case the eligibility information is in section II. There is a detailed list of all the eligible applicants and the RFA is always the primary resource while you are writing out your application.

Cost Sharing is sometimes referred to as the match requirement on the SOP grants or all the grantees are required to meet a non-Federal share of the project costs and that is in accordance with section 383 of the RHY Act.

On this particular application, you must provide at least 10 percent match of the total approved cost of the project, keeping in mind that the total of cost of the project is the sum of the ACF share, Federal share as well as the non-Federal

share. So if you are requesting $100,000 and your overall project budget is proposed at $110,000, your match will be 10 percent of $110,000, not just 10 percent of the Federal dollars. Non-federal share or match may be met by cash or in-kind contributions as stated in the RFA. Cash contributions are always encouraged, and Grantees will be held accountable for commitments of non-Federal resources even if they exceed the amount of the required match, which means, if you say in your application, you are going to match 20 percent, even though you are only required to match 10 percent, you will be held to matching that 20 percent, if you made that commitment while you are applying for the grant. Again, if you will you go back to section II of the RFA for more relation to cost sharing or matching.

There are only two specific disqualification factors related to this RFA. The first is if you request **exceeds the $200,000 ceiling amount**, your application will be disqualified, or if your application fails to satisfy the submission deadline of **June 8th, 2009 at 4:30 p.m. Eastern Standard Time**, it will be disqualified. So be very careful about when you put it in FedEx or when you go to grants.gov to make sure you submit the application to make sure you are going to get it delivered or downloaded by 4:30 p.m. Eastern Standard Time on June 8th.

Application and Submission: The application and submission information includes, and is discussed in detail and we will tell you where to find it. The length of the application, the entire application packet, must not exceed 90 pages, and that includes the required Federal Standard Forms and attachments. Please note that any pages exceeding the 90 page limit will be removed and will not be considered in the reviewing process. So please be careful to make sure you count those pages so you know all of the pages you want to review will be reviewed.

There is also a very specific format that the application must be submitted. The project description must be typed and double-spaced, it must be on a single-side of 8 ½ x 11 inch plain white paper, it must have at least ½ inch margins on all

sides, and you need to use black print with 12 point size Times New Roman font. For charts, budget tables, supplemental letters, and support documents, you may use a different font size and font, but it cannot be less than a 10 point font size and no less than single space.

Remember that a cover letter is not required; however, if you submit a cover letter, it will count against that 90 page limit.

Also be aware that if you use a different type font, there is a review by OMB and they have a set formula, and they will pull out a number of pages based on that calculation to get it back down to what it should have been at, using the 12 point font size.

Content and Form of Application Submission Continued: All pages of the application packet must be sequentially numbered beginning with page one.

You are required to send one signed original and two copies, the copies do not have to have an original signature, but you must include those all in one package and please do not staple those copies. The original signature again is required from the authorized organization representative and that is only required on the original.

There are several required Federal forms. There is the SF-424, which is the basic Application for Federal Assistance. The SF-424 A is a Budget Information form used for the non-construction programs. Remember that this is a non-construction program. SF-424B is also your assurance certification regarding lobbying activities.

The table of content for your grant application should reference the order of the application sections and provide page numbers for reference, and you should include a one page abstract and the project description. Please title each section accordingly.

The description needs to include the purpose, general expectations, and instructions, results and benefits expected, the approach and should also include staff and position data, plan for project continuation beyond grant support, organizational profiles, as well as third party agreements.

The application will also need to include a budget; in a line-item format, as well as budget justification in a narrative form.

You must include proof of non-profit status, which we will discuss a little bit later, options how you can get that, if you don't already have it, how you can prove that it exists as well as third party agreements need to be included.

All applicants must have a D-U-N-S number [D&B Data Universal Numbering System]. You can acquire that DUNS number at no cost to the organization, by calling the number on your screen, which is 866-705-5711 or you can go to the website, which is www.dnb.com.

We also want to make you aware that this program is covered within some states within the Single Point of Contact, which is SPOC. Under Executive Order, E.O. 12372, States may design their own processes for reviewing and commenting on proposed Federal assistance. The official list of the jurisdictions is available at the website on your screen, http://www.whitehouse.gov/omb/grants/spoc.html. Applicants from participating jurisdictions should contact their SPOC to alert them of their prospective applications because they do have specific rules that you will need to follow.

To submit your application, you may mail or hand deliver to the address on your screen. You can e-mail it to fysb@dixongroup.com, if you have some questions about how to submit, please access this web-site.

You want to submit it electronically, you can go to www.grants.gov, again if you are going to submit electronically, we would encourage you not to wait until the very last day of submissions, because if you wait until 4:25 p.m. on June 8th, your electronic transfer may not occur by 4:30 p.m. Eastern Standard time, and that may result in your application not being reviewed.

Again, for further details on this information, eligibility information, application submission, please refer to Section IV of your RFA.

There are some downloadable required Federal forms that you must submit with the application. All of those can be downloaded at the website that I am highlighting, and applicants are also encouraged to complete and submit a survey on ensuring equal opportunity for applicants; again, that's an encouraged survey, it is not required, but we do encourage you to go to the website and download and submit it.

The project abstract is the first thing the review panel is going to review as well as FYSB. This is a brief synopsis of your program, it is one page in length, and there is a suggested format in Section 8 of RFA. That section should include

your agency name, city, State, proposed service area [city, county or State that you want to serve], and the program applied for, in this case State Outreach Program, you can abbreviate as SOP. The amount of Federal funding requested for the 12-month period, remember that cap is $200,000 per 12 month period and the projected estimated funding amounts are going to be about $100,000 per year per applicant.

Discuss the proposed model of program whether it is street-based or drop-in center model, discuss a target population if you propose to serve a specific ethnic group or minority population, you will need to state that on your one page

abstract. The point of contact needs to include the name, phone and e-mail of the person you would like to be contacted by FYSB if the application is funded or if they have other questions or need clarifications. The number of youth to receive services, include the entire course of the project, the 36 months, so estimate the number of youth you intend on serving each year, and multiply that by 3 and include that on the project abstract, You also need to provide a two to three paragraph statement that sums up what you are proposing to accomplish utilizing this funding resource. Again that is in Section 8 of the RFA.

The Project Description that you are going to provide is going to provide the majority of information by which the application is evaluated and rank the competition with applications that were available for assistance. We encourage you to be concise and complete, use your evaluation criteria to make sure you answer each question fully and concisely, you only have 90 pages and that may sound like a lot, but it is not once you start writing, address the activity for which the Federal funds are being requested, in this case it is going to be Street Outreach, whether that is drop-in-model or site based model as well as address each of the categories that are listed on pages 29 through 35 within the evaluation criteria, section 5 of RFA, the categories include the objectives and need for assistance, results and benefits, the approach, staff and position guidance, organization profiles and a budget and budget justification.

ACF is particularly interested in specific project descriptions that focus on outcomes and convey strategies for achieving intended performance, so focus on outcomes as well as outputs. The project descriptions are evaluated on the basis of substance and measurable outcomes.

Cross referencing should be used rather than repetition. If you are going to cross reference; for example with your objectives and need for assistance, if you have information that will also fit under approach, under the approach section, reference back that it is more fully discussed under objective and needs so that the review team can find that information and you will get credit for having included it.

Also, title each section so that it is easy to find the objectives and needs for assistance that all the information under those evaluation criteria are included in that section of the grant application. For more information on those project descriptions, please refer to Section IV of the RFA.

Now we will go over some of the objectives and needs for assistance, just a broad overview, this is a description of all the evaluation criteria within the RFA, make sure you read each one and answer fully.

The principal and subordinate objectives must be clearly stated, identify the physical, economic, social, financial, and other institutional or other problems requiring a solution that you are proposing to at least partially solve with this funding.

Supporting documentation such as letter of support, testimonials from persons other than the applicant may be included, that would include, and youth that you have served in the past, families that you worked with, any of those may be included.

Data based on planning studies should be included and referred to within the endnotes/footnotes, this could be records from police officers, how many youth or runaway homeless are on the street or in the area or the estimated number, and then incorporate demographic data and participant/ beneficiary information as needed.

Results and benefit in this section, you are going to identify the results and benefits to be derived from the project and those are the results for both youth and family as well as the community at large for the youth that you are serving. The project description may cite outcomes with the number of youth that have successfully left the street as a result of services provided, again refer to Section IV and V, and read all the evaluation criteria under the results and benefits expected section of the RFA.

Again, this year you must include a plan for project continuation beyond the grant funding, beyond this three year cycle, include a plan for sustainability, and a plan to program phase out or transition at the end of 36-month project period.

In addition to the materials that are included within the RFA, the National Clearinghouse of Families and Youth, NCFY has a considerable amount of information on sustainability as well as RHYTTAC, we will be glad to help you find information on possible planning phases.

The approach is worth 30 points of this application. It is the largest amount of points in any one section. Therefore, it has the most evaluation criteria, so please make sure you review it closely

Outline a plan of action that describes the scope and details how the proposed work will be accomplished. You will need to account for all the functions or activities identified in the application, you need to cite the factors that might accelerate or decelerate the work and state your reason for taking the proposed approach rather than others, which means if in your proposal, you have been providing services to street youth for a number of years and you feel like that will

help you accelerate the work, please highlight that within your application. If you feel like there is something in the area, like rural areas, so you may not be able to locate street youth easily, and you got to need to come up with some way to do that, highlight that, as well as state the proposed approach and state why you think that approach will help you accelerate or decelerate work.

Describe any unusual features of the project, whether that is technological innovation, reductions in cost or time, or extraordinary social or community involvement with the project.

In this section, you will also need to provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity, so like the number of youth you expect to reach, the number of survival kits you expect to pass out, within each month or quarter, if they cannot be stated in terms of numbers of people to be served or the numbers of activities, then you would want to list those in a chronological order with a timeframe and target date on when those are scheduled to be accomplished.

You also want to provide a list of organizations, co-operating entities, consultants, or other key individuals who will work on the project with you and provide a short description on the nature and effort of their contribution.

The organizational profile is the next section that will be included in your application, in this section you are going to provide information on all the applicant organizations and cooperating partners, so if you are contracting with someone for the services, contracting with someone who will provide the shelter, you are going to want to include their information in this section. You are going to need to include your organizational charts, financial statements, audit reports, your Employer Identification Number, again, the point of contact, the contact persons' telephone number for staff that are going to be working and any volunteers that you may have, the child care licenses and other documentation of professional accreditation. This will be especially important for the shelter programs that you are working with to provide the guaranteed access to shelter for these youth, if they are required to have a license in your State or locality, and then you will need to be able to show that they do that. Information on Federal/State/local government standards that could include anything that is considered a State or local building codes, so those types of things, documentation of experience in the program area and any other pertinent information that you feel like should be included and reviewed by the review panel and FYSB, as a part of the process.

The next section in your application will be staff and position data and I encourage you to use these titles because that is going to be the easiest way for

grant reviewers to see where all your staffing position data is located. You want to provide a biographical sketch and job description for each person appointed. You need to provide job descriptions for each vacant key position, again you will be the one to comment who is a key position, so if you feel like your program manager is a key position then include it ;if that position is vacant please include a job description for that person.   You don't necessarily need to consider everyone that has anything to do with the grant as a key person, such as you might have some janitorial services for a drop-in center; you probably don't want to use one of your pages for a job description for that service. As you have staff appointed, if you get funding, you can send the biographical sketch and job description for those hired on to FYSB. Please refer to Section IV and V of the RFA for some more specific guidance related to staff and position data.

Budget and Budget Justification
The next section of your application will be titled budget and budget justification and the budget is a line item detail with calculations for each budget object class identified on the Budget Information Form and again that standard form is SF-424A or SF-424C, those are accessible on the FYSB website as well the websites listed on a previous slide.

The detailed calculations must include estimation of methods, quantities, unit costs, and other similar quantitative detail, sufficient for the calculations to be duplicated. In other words, if you say you are going to provide survival kits, you need to purchase 500 survival kits, and they are going to cost X amount of

Dollars, you need to be able to provide evidence that there is a reason that calculation matches what is on your sourcing form. If matching is a requirement, include a breakout by the funding sources identified.

For the matching cost sharing, include funding sources, identified in Block 15 of SF-424, with your funding sources you are going to need list how much of that 10% match is coming from them, and provide a budget justification, it is going to be a narrative justification that describes how each of the categorical costs were derived, and discuss the necessity, reasonableness, and allocation of the proposed costs. Please look for details for the exact evaluation criteria in Section IV and V of your RFA.

We encourage you to look at the RFA for the budget categories. These are the typical categories that are filed in most budgets, and are typical of the ones that are included in applications. These include: Personnel, Fringe Benefits, Travel, Equipment, Supplies, Contractual obligations; which would include any shelter contracts, that you might have, anything that does not fit in one of these include that within the other category. Indirect charges, many of you have already have

a standing agreement related to indirect charges if you don't, then you can calculate those. There are some directions in the RFA, as well as on the websites, Non-federal resources, the total direct charges, the total indirect charges as well as total project cost and total project cost are the amount requested from ACF as well as any other costs, so if your project is going to be $150,000 and you are requesting a $100,000 from FYSB, $50,000 is going to be from these non-federal resources and you are going to need to say total project cost is 150,000 dollars.

The proof of non-profit status is, non-profit organizations applying for this funding are required to submit proof of their non-profit standards, and proof of non-profit can come in a number of forms, more of which is a reference to the applicant organizations listing and the RS most recent list of tax exempted organizations, a copy of the valid RS certificate, a statement from a state taxing body, state approving 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 profit shareholders or any individuals. A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status is also acceptable as well as any of the items that separate paragraph immediately state or national credit organization and a statement signed by the credit organization that the applicant organization is a local non-profit affiliate. If you need assistance again, look at the RFA.

Third party Agreements: If you have any third party agreements, again this will include if you are providing shelter through someone other than the agency directly, you are going to provide a written and signed agreement for the grantee, which would be you, and the subcontractor or subgrantee or other cooperating entities. In those agreements, you must detail the scope of work performed, work schedules, remuneration and other terms and conditions that structure or define the relationship.

We are going to discuss a little about the review and selection process so that everyone understands. There is a non-federal review panel that is formed. They are objective outside experts, whom will review and score the applications based solely on the evaluation criteria listed in Section V, which is why I continue to say you need to go by Section 5 of the RFA. All the evaluation criteria are clearly spelled out and this review panel will only review your application based on that specific evaluation criteria.

Award Administration Information: Once you receive the award, you will be required to submit semi-annual reports, as well as performance progress reports, and financial reports. If you are funded, you will receive information on what is

required, what format reports would need to be in, this is part of the agreement, and you do agree to submit these reports if you accept the grant from FYSB.

This is what I was also talking about earlier; do not make assumptions, if you are currently funded, that you will automatically be funded. The expert review panels are limited to evaluation criteria; which means they cannot make assumptions. If you are in a metropolitan area, and are trying to address the issue of accessibility to your program for Runaway and Homeless Youth, you must say that it is accessible because the evaluation team cannot assume that because you live in a metro area that there is a bus system or subway system that can be accessed easily.

Changes were made to this 2009 Program Announcement, which impact the information required to complete the Application Packet, so we do encourage you to read the entire RFA as well as **not** to simply re-submit an old application that you were funded under at another time. You should review and comply with the required formatting and evaluation criteria; again, there is a said formula that Grants Management will use. If you use a smaller font what is required, they will calculate and make adjustments to the number of pages so that it is fair to all applicants.

Ensure that the application follows the guidelines as stated in this 2009 Program Announcement. Again there are changes including that you have an emergency preparedness and management plan and in addition ensure that the application completely responds to each of the evaluation criteria.

There are several agency contacts on these next slides. They all include addresses, phone numbers, e-mail addresses, as well as a separate phone number TTY or ASCII number for those that are hearing or speech impaired, so that everyone can get touch with LeBretia White at FYSB, the number is 866-796-1591, or at the e-mail which is fysb@dicksongroup.com.

The next contact will be the Grants Management office. Lisa Dammar is the contact and the address is C/O The Dixon Group, the phone number will be again 866-796-1591 and the e-mail address will be the same as well the TTY contact information.

There are other resources available to assist you with the application process. One is the Family and Youth Services Bureau website, which is www.acf.hhf.gov/programs/fysb, and the National Clearinghouse on Families and Youth, www.ncfy.com, which also has a new publication **Ready for Anything: A Disaster Planning Manual for Runaway and Homeless Youth Programs**

which can assist with preparing your Emergency Awareness and Management Plan.

Also the Runaway and Homeless Youth training and technical system center here in Oklahoma is available at either (800) 806-2711, or our website at www.rhyttac.ou.edu or you can e-mail questions after this webinar to rhytechnicalassistance@ou.edu.

The full announcement is available and downloadable from the www.rhyttac.ou.edu website. Just a reminder the transcript, PowerPoint, and any question and answers will also be posted. All questions will be forwarded to LeBretia White, she will submit answers to these questions from FYSB and we will then post those unto the two websites www.rhyttac.ou.edu. The transcript, the questions and answers will be posted by May 12th. The PowerPoint as well as the recording will be posted by May 6th 2009

The table within this slide is available at the very back of your RFA, and it includes what to submit, where it can be found, and when it is to be submitted. Some of these are due by the application date, which means they need to be included in your application, others like your certification regarding lobbying are due by the date of the award, as well as non-profit status and protection of

human subjects, and all of these are due by the date of the award. These will not necessarily count against you if they are not included within your submission, so if you currently don't have a proof of non-profit when you apply, as long as you can provide that evidence by the date of the award that will be sufficient.

Again, as I said earlier we are going to take questions and submit then to FYSB, and LeBretia White, who wrote the RFA. She will be answering those questions and we will get the answers posted by May 12th and we will continue to accept questions until May 4th at 4 p.m. Eastern Standard Time.

If you have questions related to this pre-application webinar please e-mail RHYTTAC at rhytechnicalassistance@ou.edu or call at (800) 806-271. Please ask for either TC Cassidy or Marcia Werner and we will get all those questions to LeBretia quickly.

Again the website to access the recording, the FAQs and announcement will be www.rhyttac.ou.edu. The recording and the PowerPoint will be available by May 6th at close of business, and the questions as well as the transcript will be available on May 12th

Conclusion

TC Cassidy

That concludes our presentation today. I would like to thank everyone for coming and participating, and again encourage you to send in your questions. LeBretia will be glad to answer those and we will post those so everyone has access to the answers. LeBretia, do you have any closing comment?

LeBretia White

Thank you TC. Just to say thanks to everyone who participated in our webinar today and hopefully you will submit your questions so that we can provide appropriate responses. We look forward in you submitting complete applications for this Street Outreach funding announcement. I wish you all well.

TC

Thank you LeBretia, thank you everyone and that concludes today's event.

END