

### 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 in order to be 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

Self-explanatory.

### **EVALUATION CRITERIA FOR BUDGET AND BUDGET JUSTIFICATION (10 Points)**

1. Applicant must provide a proposed line item budget related to the types and quantities of activities to be implemented as discussed in the full project description for the first year (12 months) of the proposed project. The line items must be consistent with the Budget Categories listed on standard form 424A, Section B, i.e., personnel, fringe benefits, travel, equipment, supplies, contractual, other, total direct charges, indirect charges, and total budget. Non-Federal share must also be reflected among the same categories where appropriate.

*Note: Applicant should refer to the above UPD Requirement guidance when preparing the budget and narrative budget justification. Place the budget/ narrative budget justification after form 424A. These documents do not count against any page limitation.*

2. Applicant must describe the fiscal control that will be used to ensure prudent use, proper disbursement and accurate accounting of funds received under this program announcement.

### **D. POSITIVE YOUTH DEVELOPMENT STATE AND LOCAL COLLABORTION DEMONSTRATION PROJECTS (Competitive Grant Area D, CFDA #93.623):**

**Program Purpose, Goals and Objectives:** This demonstration represents a continuation of the investment the Family and Youth Services Bureau (FYSB) has made to sponsor collaborative approaches to positive youth development in the 13 States over the past several years. Under the initial program announcement requesting proposed Youth Development State Collaboration Demonstration projects, the focus was on establishing partnerships and collaborative efforts particularly among *State-level* agencies and actors; however, projects solicited in this announcement are specifically aimed at moving the earlier State-level successes to the level of local community jurisdictions (and/or Tribes). *Specifically, these project grant awards are intended to support collaboration between State governments and local community jurisdictions or Tribes. States may propose a program of joint cooperation between a Tribe and another local jurisdiction.*

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PYD  
Demonstration

At least *one* operating Runaway and Homeless Youth (RHY) program must be in the local community jurisdiction or Tribe selected by the State government for the joint collaboration demonstration project in order to:

- Continue the earlier FYSB-funded efforts to promote the positive development of youth, and
- Pilot test an effort to extend that work down to the level of local communities.

**(Note: For information on FYSB-funded Runaway and Homeless Youth Programs and their locations, applicant may contact RHY Regional Youth Contacts listed in Appendix B and/or FYSB Training and Technical Assistance Providers listed in Appendix C.)**

Based on the intended focus of the demonstration as stated above, the goals of the Positive Youth Development State and Local Collaboration Demonstration Projects (SLCDP) are: (1) to encourage collaboration among the State and Local (or Tribal) agencies and communities that will increase opportunities for positive youth development for young people in local communities and neighborhoods; (2) to promote and facilitate communication and cooperation between the State, local communities and youth serving agencies, including FYSB RHY Program grantees, in addressing the needs and issues of adolescents and young adults; (3) to encourage an ongoing community presence and participation in the planning and execution of strategies aimed at the positive development of their young people; (4) and to energize local constituencies including residents, community-based and faith-based organizations and service providers around a positive youth development agenda.

The overarching aim of these pilot efforts will be to help States to explore new collaborative relationships with local communities that will prove effective in increasing the number and array of positive development opportunities available to young people. Beginning a dialogue with the participating local community or Tribe, and sustaining their ongoing involvement and participation in this collaboration, will be viewed as critical to effectiveness of the demonstration's collaboration and to its efforts to pursue the programmatic objectives (see below) outlined for this demonstration. As such, this community involvement is stressed throughout this announcement.

The SLCDP Demonstration Project is focused on increasing opportunities for positive youth development in local jurisdictions and communities. Funded projects in this demonstration will be based on collaborative program designs that emphasize each of the following three major *programmatic objectives* for fostering positive youth development and positive youth outcomes.

- **Increased opportunities and avenues for the positive use of time** including: recreational activities, organized sports, educational and personal enrichment, volunteerism and/or age-appropriate employment. (*Safe places with structured activities during non-school hours; Marketable skills through effective education; Ongoing relationships with caring adults-parents, mentors, tutors, or coaches.*)

- **Increased opportunities for positive self-expression:** higher emphasis on helping young people identify and develop their strengths and talents and to exercise them in positive ways where they can be recognized and celebrated by the larger community of young people and adults. (*Healthy start and future.*)
- **Increased opportunities for youth participation and civic engagement:** efforts to provide youth with opportunities to participate in school and community affairs and to be represented among the actors and within the institutions that constitute the political, social and economic infrastructure of their school, community, city and region. (*Opportunities to give back through community service.*)

These project grants will serve as the basis for exploring new partnerships among the Family and Youth Services Bureau (FYSB), States, local jurisdictions and/or Tribes, and community-based and faith-based, youth serving organizations in order to establish and support these *programmatic objectives* at the State and local community levels.

The demonstration will be conducted in *two* phases:

- Phase I, the *Planning Phase*, will begin on September 30, 2003 through September 29, 2004 and will consist of the first 12 months of the grant.
- Phase II, the *Implementation Phase*, will begin September 30, 2004 and will continue for the remaining four years ending on September 29, 2008.

**The Planning Phase:** The demonstration will begin with a *one-year* planning phase. State grantees will use this phase to accomplish *three* specific formative goals that will shape the 4-year implementation effort: (1) identify and secure commitment(s) from the local jurisdiction and/or Tribe, and the RHY Programs that will be the collaborating partners during the implementation phase; (2) conduct a collaborative planning process focusing on strategies for pursuing the three *programmatic objectives* set forth (above) for the demonstration; and (3) review and finalize the proposed plans for implementation with FYSB:

- *Select the Local Partner:* The first three months (1 – 3) of the planning phase will be used to identify a local jurisdiction or Tribe – city, community or neighborhood – that is willing and able to assume the role of local partner in this demonstration. The product of this first three-month period will be a *Memorandum of Understanding (MOU)* between the applicant and the organization/entity assuming the lead role, as the *local collaboration partner*, committing each of the parties to participate in the *5-year* FYSB-funded *SLCDP* Demonstration Project.
- *Draft the Plan:* The next six months (4 – 9) of the planning phase will be used to conduct the outreach, convene the meetings, and engage the deliberations that are necessary to produce a plan outlining proposed directions for pursuing each of the three youth development programmatic objectives outlined above.

- *Finalize the Plan:* The Final Three Months (10 – 12) will be a period of dialogue and negotiations with FYSB representatives to refine and further develop these plans and preliminary directions into an approved plan and budget for implementing the 4-year implementation collaborative effort.

**The Implementation Phase:** FYSB plans to fund four years of State/local operation under the approved plan. Continuation funding will be based on availability of funds and satisfactory progress made during the first year Planning Phase. It is expected that operations under the grant will feature adherence to the three youth development *programmatic objectives* outlined above as well as the following activities:

- Continued and ongoing high level collaboration among a consistent group of State, local and RHY program representatives of the project.
- Involvement of parents, guardians, other caring adults and youth in all phases of development and implementation of the youth development strategies.
- Ongoing dialogue, communications and participation with and among residents from the neighborhoods and communities targeted by the effort.

**Background:** For a number of years, FYSB has been promoting a youth development philosophy and has produced a framework for implementing a positive youth development approach. The framework can be used by program developers, program managers and youth service professionals in developing and implementing service models and approaches that will redirect youth in high risk situations toward positive pathways of development. We have identified *four key principles* that are important in the development of young people as they move toward a successful and productive adulthood: (1) a sense of industry and competency, (2) a feeling of connectedness to others (particularly to caring adults, *especially parents*), and *to society*, (3) a belief in their *control over their fate in life*, and (4) *a stable identity*.

FYSB supports the youth development approach and believes it is crucial that positive developmental opportunities be made available to all young people during adolescence, a time of rapid growth and change. Adolescents need opportunities to fulfill their developmental needs; intellectually, psychologically, socially, morally and ethically. Youth benefit from experiential learning and they need to belong to a group while maintaining their individuality. At the same time, they want and need adult support and interest. They also need to express opinions, challenge adult assumptions, develop the ability to make appropriate choices and learn to use new skills.

When young people are not given positive outlets for growth, they may find potentially damaging alternatives. Gang membership, for example, may address an adolescent's need for safety and membership in a group, close friendships and opportunities for exercising decision-making skills and responsibility. However, it also places young people at high risk for drug use

and exposure to violence and crime. In contrast, positive developmental opportunities meet adolescent needs while decreasing their exposure to destructive influences and reducing their involvement in risky behaviors.

A rapidly changing society and a decreasing sense of community have reduced or eliminated many of the traditional ways that young people receive the support they need to move toward maturity and self-sufficiency. Additionally, increasing violence and hopelessness in many neighborhoods threaten young people's welfare and make developmental opportunities scarce in some communities. In such environments, a commitment by a community to creating programs and services that meet young people's developmental needs is critical.

Programs with a youth development focus offer young people the skills, knowledge and community support they need to function effectively. The youth development approach is designed to focus on the positive outcomes desired by young people, not the negative outcomes that adults hope to prevent. The distinction may appear subtle, but it is a significant shift in policy and practice. Positive youth development moves the dialogue from one that focuses on youth with problems to one in which youth are seen as resources. In addition, youth development envisions a community effort to determine and provide, in concert with youth, the assistance and support youth need to grow into healthy adults. With all of these principles in mind FYSB began to invest resources in helping States make a difference in the lives of their young people.

Beginning in 1999, the nine State agencies listed below were awarded grants by FYSB, under the Youth Development State Collaboration Demonstration Project, to establish collaboration efforts around youth development at the State level.

- Department of Economic Security, State of Arizona
- Department of Human Services, State of Colorado
- Office of Policy and Management, State of Connecticut
- Department of Human Rights, State of Iowa
- Department of Human Resources, State of Maryland
- Executive Office of Health and Human Services, Commonwealth of Massachusetts
- Health and Human Services, State of Nebraska
- Office of Children and Family Services, State of New York
- Commission on Children and Families, State of Oregon

In 2001, a second cohort of four States agencies was also funded to pursue the goals of this demonstration as follows:

- Bureau of Youth Services and Delinquency Prevention, State of Illinois
- Indiana Human Resources Investment Council, State of Indiana
- Louisiana Workforce Commission, State of Louisiana
- University of Kentucky, Cooperative Extension 4H Program, State of Kentucky

In the ensuing years, these States' activities have included: assessing existing Statewide policies and procedures to determine how best to integrate youth development principles into current approaches; providing training on the positive youth development approach; involving young people in program and policy development; organizing region, State, or community-wide conferences and forums; making subgrants that promote youth development activities; creating new outlets for sharing information on youth development such as home pages on the Internet's World Wide Web; developing and supporting statewide coalitions of agencies serving runaway and homeless youth; and identifying data to measure positive outcomes.

The limited competition among the same 13 State organizations with demonstration projects solicited in this competitive area seeks to build on their prior work accomplishments to create new and stronger partnerships between the State agencies listed above and *one* local jurisdiction or Tribe, as a potential model for identifying effective practices that can guide future State and local intergovernmental partnerships and collaborative efforts to promote the positive development of young people.

**Eligible Applicants:** This competition is limited to the 13 State organizations that are currently participating in the Youth Development State Collaboration Demonstration Project funded by FYSB. They are: Arizona (AZ), Colorado (CO), Connecticut (CT), Iowa (IA), Illinois (IL), Indiana (IN), Kentucky (KY), Louisiana (LA), Massachusetts (MA), Maryland (MD), Nebraska (NE), New York (NY), and Oregon (OR).

**Funding:** Depending on the availability of funds, the Family and Youth Services Bureau expects to award up to 13 awards to support State and local collaborations according to the following schedule:

- Year 1 Planning Phase Grant: FYSB may award up to \$120,000 to each grantee to support the 12-month Planning Phase.
- Years 2 - 5 Implementation Phase Grants: Over the next four years, FYSB expects to award up to \$1,000,000 (\$250,000/year) to each grantee to support the implementation of programs and activities proposed in their proposed plans and approved by FYSB.

**Federal Share of Project Costs:** Applicants may apply for support in accordance with the schedule outlined above for a total of \$1,120,000 over the 5-year demonstration period (\$120,000 in year 1; and \$1,000,000 over the four years – 2 through 5).

**Applicant Share of Project Costs:** The applicant must provide a non-Federal share or match of *at least ten percent (10%)* of the Federal funds awarded. (There may be certain exceptions for Tribes with "638" funding pursuant to Public Law 93-638, under which certain Federal grants may qualify as matching funds for other Federal grant programs, e.g., those which contribute to the purposes for which grants under section 638 were made.) 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, an applicant requesting \$120,000 must match the federal funds with a non-Federal share of at least \$12,000. It is expected that these matching resources will be budgeted for and made available in the same 12-month program

period in which federal resources are provided. *Grantees will be held accountable for commitments of required non-Federal funds. Failure to provide the required match will result in a disallowance of Federal funds.*

**Duration of Project:** This announcement solicits applications for Positive Youth Development State and Local Collaboration Demonstration Projects of up to five years (60-month project period) beginning September 30, 2003 through September 29, 2008. Grant awards will be for a one-year (12-month) budget period. Applications for continuation grants beyond the one-year budget period, but within the longer term project period, will be entertained in subsequent years on a noncompetitive or competitive basis, subject to the availability of funds, satisfactory progress of the grantee and determination that continued funding would be in the interest of the government.

## REQUIREMENTS

- *Research or Evaluation* - Applicant must agree to cooperate with any research or evaluation efforts sponsored by the Administration for Children and Families. The Family and Youth Services Bureau plan to begin evaluating the State and local jurisdiction or Tribe positive youth development collaboration demonstration projects during year four of the project period.
- *Performance/Financial Reports* - Quarterly project performance or progress reports are required. The reports should be submitted to the responsible project officer.
- *Annual Report* - Applicant must agree to submit data required for the Family and Youth Services Bureau Annual Report to the Secretary of HHS on program activities and accomplishments with statistical summaries describing the number and characteristics of runaway and homeless youth, and youth at risk of family separation, who participate in the project and the services provided to such youth by the project.
- *Other Reports* - Applicant must also agree to submit other required program and financial reports, as instructed by FYSB.

## INSTRUCTIONS

The following are instructions and guidelines on how to prepare the "project summary/abstract" and "full project description" sections of the application. Under the evaluation criteria section, the ACF OMB approved Uniformed Project Description (UPD) generic requirement is followed by the evaluation criteria specific to the Runaway and Homeless Youth program.

- 1. FORMS AND CERTIFICATIONS:** Fill out Standard Forms 424 and 424A and the associated certifications and assurances in Appendix F based on the instructions on the forms.
- 2. PROJECT SUMMARY/ABSTRACT:** Provide a one page (or less) summary of the project description with reference to the funding request.

**3. FULL PROJECT DESCRIPTION:** The SLCDP Projects will begin with a *planning* phase in order to foster a process of State and local collaboration at the earliest point in the demonstration – its conceptualization. It is hoped that this approach to fashioning the demonstration will promote maximum local “buy-in” and set the stage for sustainable community involvement by giving local communities the opportunity to play a major role, from the beginning, in designing the Positive Youth Development program approaches that will be initiated in their communities.

*Because the purpose of the planning phase is to create the design for the State/local collaborative approach, it is not possible, at this stage, for applicants to provide a full, five-year, project description. Consequently, for the purposes of this solicitation, applicants should interpret references to the “project” as meaning the first year planning phase. And applications submitted for grants under this announcement will be evaluated based on qualitative assessments of applicant descriptions of the proposed year one planning process. Instructions for preparing the (planning phase) project description follow.*

Describe the project (SLCDP Planning Phase) clearly in 40 pages or less (not counting attached letters of support or agreement) using the following outline and guidelines.

**Applicants are required to submit a full project description and must prepare the project description Statement in accordance with the following instructions:**

- **The pages of the project description must be numbered and are limited to 40 typed pages starting on page 1 of "Objectives and Need for Assistance". The description must be double-spaced, printed on only one side, with at least 1/2 inch margins. Pages over the limit will be removed from the competition and will not be reviewed.**
- **It is in the applicant's best interest to ensure that the project description is easy to read, logically developed in accordance with the evaluation criteria and adheres to page limitations. In addition, applicants should be mindful of the importance of preparing and submitting applications using language, terms, concepts and descriptions that are generally known both to the runaway and homeless youth and broader youth services field.**
- **The maximum number of pages for supplemental documentation is 10 pages. The supplemental documentation, subject to the 10-page limit, must be numbered and may include brief resumes, position descriptions, proof of non-profit status (if applicable), maps, organization charts, etc. Supplemental documentation over the 10-page limit will not be reviewed.**
- **Applicants may include a maximum of 10 letters of support or agreement, if appropriate or applicable, in reference to the project description. Letters of support or agreement are not counted as part of the 40-page project description limit or the 10-page supplemental documentation limit.**

- **Applicable agreements are those between grantees and sub-grantees or sub-contractors or other cooperating entities which support or complement the provision of mandated services to runaway and homeless youth. Applicant may include summaries of proposed sub-grantee or sub-contractor agreements. Such summaries are not counted as part of the 40-page project description limit or the 10 page supplemental documentation.**

#### **4. EVALUATION CRITERIA**

- The evaluation criteria in the following pages will be used to evaluate and score each application. As stated above in "Instructions," the evaluation criteria is preceded by ACF Uniform Project Description (UPD) generic requirement.
- The generic UPD requirement is followed by the evaluation criteria specific to the Runaway and Homeless Youth Program. Each criterion should be addressed in the "Full Project Description" section of the application according to the guidelines in the following pages. Applicants should provide specific information that addresses all components of the criteria.
- The maximum numerical weights or points assigned to each set of RHY criteria total 100. Therefore, the highest possible score an application can receive under this competitive grant program area is 100.

**UPD REQUIREMENT FOR 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.

#### **EVALUATION CRITERIA FOR OBJECTIVES AND NEED FOR ASSISTANCE (15 points):**

The three *programmatic objectives* of the SLCDP Demonstration Projects have been stated as providing youth with: (1) Increased opportunities and avenues for the positive use of their time; (2) Increased opportunities for positive self-expression; and (3) Increased opportunities for youth participation and civic engagement.

1. Applicant must specify the goals and objectives to be addressed through the SLCDP Demonstration Project Planning Phase and how they are relevant to the SLCDP objectives

specified for positive youth development within the State, local and/or Tribal jurisdiction. For the purpose of this project, youth are defined as individuals between the ages of 10-24.

2. Applicant must discuss the State's current perspective on, and where applicable, current activities related to the SLCDP objectives stated above, including whether and how those objectives are reflected in current policies and existing youth services. Applicant must also describe any positive youth development activities that are currently in place at the State and local level and how those activities may relate to the SLCDP objectives specified for positive youth development.

3. Applicant must discuss the extent of current coordination, on youth issues, between the State and Local governments (and if applicable, Tribal agencies) and programs; as well as the current levels of collaboration with local youth service providers; and document the need for additional collaboration among these sectors.

4. Applicants must describe their ability to leverage strong commitment and support at the executive level for this project.

**UPD REQUIREMENT FOR RESULTS OR BENEFITS EXPECTED:** Identify the results and benefits to be derived. For example, when applying for a grant to serve adolescents and their families, describe who will receive services, where and how these services will be provided, and how the services will benefit the youth, their families and the community.

**EVALUATION CRITERIA FOR RESULTS OR BENEFITS EXPECTED (20 points):**

1. Applicant must describe results and benefits expected of Planning Phase of this project, especially in regard to increasing the level of local support for positive youth development and for generating local interest in, and enthusiasm for, establishing a collaborative effort with State agencies around the three *programmatic objectives* (opportunities for: positive use of time; positive self-expression; and civic engagement).

2. Applicant must identify expected changes in the policies, processes, programs and initiatives that relate to community outreach and community relations that should result from the planning process and how these changes will be implemented to promote an effective State/local collaboration to achieve the SLCDP *programmatic objectives*.

3. Applicant must describe expected results of efforts to strengthen and/or establish effective communication and collaboration: between the State, the local community partner and FYSB; among the State, the local community partner, FYSB grantees and other community-based and faith-based, youth-serving agencies; and with other appropriate programs for the purpose of supporting the SLCDP *programmatic objectives* set forth in the demonstration.

4. Applicant must discuss how the collaboration between the State and local partners will be expected to enhance SLCDP outcomes for young people, providing concrete examples of desired

changes that will be sought in State and local, policies, practices and programs that will enhance the level of opportunities for positive youth development through the programmatic objectives pursued in this demonstration.

**UPD REQUIREMENT FOR APPROACH:** Outline a plan of action which 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 which 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 the U.S. Office of Management and Budget (OMB). This clearance pertains to any collection of information that is conducted or sponsored by ACF.

List 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.

**EVALUATION CRITERIA FOR PLANNING PHASE APPROACH: (35 points)**  
(*Breakdown of points: 15 points for Selecting the Local Partner; 20 points for Drafting the SLCDP Plan.*)

Outline a plan of action that: (1) presents a process for choosing a local partner for the demonstration; and (2) describe the scope and detail of how the planning process proposed in your application will be conducted. Account for all functions or activities identified in the application.

Cite factors which might *facilitate or impede* the planning process and state your reason for taking the proposed approach rather than others. Describe any unusual features of the planning phase such: as new strategies and/or new audiences targeted for outreach and participation; any formal or informal agreements and arrangements to potentially important entities; or new organizational arrangements you might entertain to enhance the prospects of a viable and sustainable State/local collaboration.

List the local jurisdictions/communities and the potential organizations, cooperating entities, consultants, or other key individuals who will be candidates for partnerships and for inclusion in the planning process funded in the first year of this demonstration.

### **Approach to Selecting the Local Partner (months 1 – 3) (15 points)**

1. Applicant must identify a set of criteria that will be used to identify the local jurisdictions that will be considered as candidates to be the local partner in this demonstration. Such criteria could include: (1) evidence of need (however defined by the applicant) that is documented by selected local data; (2) evidence that the candidate community has organizations capable of sustaining the community's involvement in a collaborative community change effort; (3) the presence of a single organization/entity, with broad community reach, that is capable of playing a lead local partner role; and (4) evidence of an interest and willingness of key community entities to engage in the demonstration.
2. Applicant must describe a process for outreach to and negotiations with the jurisdictions/communities under consideration as candidates for the local partner role in this demonstration. The description should suggest any key constituencies that need to be involved in discussing the community's possible participation in the demonstration and describe strategies for reaching them during the first three months of the demonstration's planning period.

### **Approach to Drafting the SLCDP Plan (months 4 – 9) (20 points)**

3. Applicant must outline how it expects to proceed with the actual deliberations that will result in a draft implementation plan for pursuing the three programmatic objectives targeted in this demonstration. This description should include information about the types of State agencies and local agencies and constituencies – particularly local non-profit institutions, service providers and community residents and advocates – who may be approached and recruited to participate in these discussions.
4. Applicant must describe mechanisms it will use to generate an ongoing community awareness of, support for, and participation in the State/local collaborative planning effort for the three strategies stressed in this announcement.
5. Applicant must discuss any legislative, administrative and/or judicial factors that may hamper efforts to increase State and local collaboration in order to establish and support the set of a positive youth development opportunities stressed in this announcement. Applicant must describe plans to address and overcome any such barriers.
6. Applicant must clearly identify a State Youth Development Coordinator or Project Director who will be responsible for the planning activities under this grant and must also identify where the project will be located organizationally. Applicant must provide the rationale for the location of the project and explain that choice in terms of the project's visibility and access to decision-making levels, State and local resources and partnership opportunities.
7. Applicant must identify State and local agency personnel, any community representatives, current FYSB funded grantees and other youth service providers within the State or local jurisdiction which participated in proposal development.

**Approach to Finalizing the 4-Year Plan (months 10 – 12) (0 points)**

The following are declarations that must be made by an applicant. They will be reviewed by the grant review panel, but will not be scored.

1. Applicant must state its willingness to include representatives from each of its State, local and RHY collaborative partners in the negotiations with FYSB that will finalize the scope, directions and budget of the proposed implementation plan.
2. Applicant must state its willingness, upon reaching agreement on a final plan, to prepare a brief work plan and timeline for the activities and/or initiatives envisioned for first implementation year and submit them to FYSB prior to the release of year 2 (first implementation year) funding.

**UPD REQUIREMENT FOR STAFF AND POSITION DATA:** Provide a biographical sketch for each key person appointed and a job description for each vacant key position. A biographical sketch will also be required for new key staff as appointed.

**EVALUATION CRITERIA FOR STAFF AND POSITION DATA (10 points):**

1. Applicant must demonstrate sufficient personnel resources and staff competence to assure that *planning phase activities* can be successfully carried out. To the extent possible, resumes and position descriptions for the State Youth Development Coordinator or Project Director as well as other proposed staff must be included in the proposal. Biographical sketches or resumes must indicate what position the individual will fill, and position descriptions must specifically describe the job as it relates to the proposed *planning phase* of the project.
2. Applicant must list any consultants, or key individuals who will work on the project, along with a brief description of the nature of their contribution and knowledge of and experience with youth development, youth issues and youth and family services and any familiarity with the Family and Youth Services Bureau and its grantees.

**UPD REQUIREMENT FOR ORGANIZATIONAL PROFILE:** Provide information on the applicant organization(s) and cooperating partners such as organizational charts, financial Statements, audit reports or Statements from CPAs/Licensed Public Accountants, Employer Identification Numbers, names of bond carriers, contact persons and telephone numbers, 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.

Any nonprofit organization submitting an application must submit proof of its nonprofit status in its application at the time of submission. The nonprofit agency can accomplish this by providing a copy of the applicant's listing in the Internal Revenue Service's (IRS) most recent list of tax-

exempt organizations described in Section 501(c)(3) of the IRS code, or by providing a copy of the currently valid IRS tax exemption certificate, or by providing a copy of the articles of incorporation bearing the seal of the State in which the corporation or association is domiciled.

**EVALUATION CRITERIA FOR ORGANIZATIONAL PROFILE (10 points):**

1. Applicant must describe the organizational structure and experience of the State or Tribal agency which will principally undertake this project, providing a short description of the applicant agency's organization; the services it provides or functions it performs. If the agency is a recipient of funds from other program entities of the Administration on Children and Families (i.e., Family and Youth Services Bureau, Child Care Bureau, Children's Bureau, Office of Community Services, Administration for Native Americans, Office of Child Support Enforcement, Office of Family Assistance and/or Head Start Bureau) for programs other than are being applied for in this application, discuss if those programs or departments receiving ACYF funds are expected to be collaborative partners in this initiative. Organizational charts may be provided.

2. Applicant must present a plan for working with FYSB Runaway and Homeless Youth program grantees in the planning process.

**UPD REQUIREMENT FOR BUDGET AND BUDGET JUSTIFICATION:** Provide line item detail and detailed calculations for each budget object class identified on the Budget Information form. Detailed calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. The detailed budget must also 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 allocability of the proposed costs.

General

The following guidelines are for preparing the budget and budget justification. Both Federal and non-Federal resources shall be detailed and justified in the budget and narrative justification. For purposes of preparing the budget and budget justification, "Federal resources" refers only to the ACF grant for which you are applying. Non-Federal resources are all other 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 a narrative.

Personnel

Description: Costs of employee salaries and wages.

Justification: Identify the project director or principal investigator, if known. 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 or personnel costs of delegate agencies or of specific project(s) 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 (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. Travel costs for key staff to attend ACF-sponsored workshops should be detailed in the budget.

#### Equipment

Description: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost which equals or exceeds the lesser of (a) the capitalization level established by the organization for the financial Statement purposes, or (b) \$5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation shall be included in or excluded from acquisition cost in accordance with the organization's regular written accounting practices.)

Justification: For each type of equipment requested, provide a description of the equipment, the cost per unit, the number of units, the total cost, and a plan for use on the project, as well as use or disposal of the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy or section of its policy which includes the equipment definition.

### 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 which supports the amount requested.

### Contractual

Description: Costs of all contracts for services and goods except for those which belong under other categories such as equipment, supplies, construction, etc. Third-party evaluation contracts (if applicable) and contracts with secondary recipient organizations, including delegate agencies and specific project(s) or businesses to be financed by the applicant, should be included under this category.

Justification: All procurement transactions shall 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 Part 92 procedures, must justify any anticipated procurement action that is expected to be awarded without competition and exceed 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 request 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.

### 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, it should immediately upon notification that an award will be made, develop a tentative indirect cost rate proposal based on its most recently completed fiscal year in accordance with the principles set forth in 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. It should be noted that when an indirect cost rate is requested, those costs included in the indirect cost pool should not also be charged as

direct costs to the grant. Also, if the applicant is requesting a rate which 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.

#### Program Income

Description: The estimated amount of income, if any, expected to be generated from this project.

Justification: Describe the nature, source and anticipated use of program income in the budget or refer to the pages in the application which contain this information.

#### 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 in order to be 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

Self-explanatory.

### **EVALUATION CRITERIA FOR BUDGET AND BUDGET JUSTIFICATION (10 Points)**

1. Applicant must provide a proposed line item budget related to the types and quantities of activities to be implemented as discussed in the full project description for the first year (12 months) of the proposed project. The line items must be consistent with the Budget Categories listed on standard form 424A, Section B, i.e., personnel, fringe benefits, travel, equipment, supplies, contractual, other, total direct charges, indirect charges, and total budget. Non-Federal share must also be reflected among the same categories where appropriate.

***Note: Applicant should refer to the above UPD Requirement guidance when preparing the budget and narrative budget justification. Place the budget/ narrative budget justification after form 424A. These documents do not count against any page limitation.***

2. Applicant must include, in the proposed budgets, travel and per diem expenses for both the State and the local partnering Youth Development Coordinators or Project Directors to attend one annual meeting in Washington, D.C.

3. Applicant must describe the fiscal control that will be used to ensure the prudent use, proper disbursement and accurate accounting of funds received under this program announcement.

## **PART III. APPLICATION PROCESS**

### **A. General Information**

Applicants can direct general information questions about the program announcement requirements or application forms to: The Administration on Children, Youth and Families Operations Center, (Family and Youth Services Bureau Program Announcement), Educational Services, Inc., Attention: ACYF Operations Center, 1150 Connecticut Avenue, N.W., Suite 1100, Washington, DC 20036, Telephone: 1-800-351-2293, email: [FYSB@esilsg.org](mailto:FYSB@esilsg.org). General information about the program announcement can also be obtained from the FYSB Training and Technical Assistance Providers listed in Part V, Appendix C.

### **B. Application Requirements**

To be considered for a grant, each application must be submitted on the forms provided in this announcement (Part V, Appendix E) and in accordance with the guidance provided below. The application must be signed by an individual authorized to act for the applicant agency and to assume responsibility for the obligations imposed by terms and conditions of the grant award. If more than one agency is involved in submitting a single application, one entity must be identified as the applicant organization which will have legal responsibility for the grant.

### **C. Non-Profit Status**

Any non-profit organization submitting an application must submit proof of its non-profit status in its application at the time of submission. The non-profit agency can accomplish this by providing a copy of the applicant's listing in the Internal Revenue Service's (IRS) most recent list of tax-exempt organizations described in Section 501©(3) of the IRS code or by providing a copy of the currently valid IRS tax exemption certificate, or by providing a copy of the articles of incorporation bearing the seal of the State in which the corporation or association is domiciles.

### **D. Paperwork Reduction Act of 1995 (Public Law 104-13)**

Public reporting burden for this collection of information is estimated to average 20 hours per overall response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information.

The following information collections are included in the program announcement: The Uniform Project Description is approved under OMB control number 0970-0139, which expires 12/31/2003.

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.

#### E. Notification Under Executive Order 12372 - State Single Point of Contact (SPOC)

This program is covered under Executive Order (E.O.) 12372, "Intergovernmental Review of Federal Programs", and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities". Under the Order, States may design their own processes for reviewing and commenting on proposed Federal assistance under covered programs. **(NOTE: State/territory participation in the intergovernmental review process does not signify applicant eligibility for financial assistance under a program. a potential applicant must meet the eligibility requirements of the program for which it is applying prior to submitting an application to its SPOC, if applicable, or to ACF.)**

As of January, 2003, of the most recent SPOC list, the following jurisdictions have elected not to participate in the Executive Order process. Applicants from these jurisdictions or for projects administered by federally-recognized Indian Tribes need take no action in regard to E.O. 12372: Alabama, Alaska, Colorado, Connecticut, Hawaii, Idaho, Kansas, Louisiana, Massachusetts, Minnesota, Montana, Nebraska, New Jersey, New York, Ohio, Oklahoma, Oregon, Palau, Pennsylvania, South Dakota, Tennessee, Vermont, Virginia and Washington.

Although the jurisdictions listed above no longer participate in the process, entities which have met the eligibility requirements of the program are still eligible to apply for a grant even if a State, Territory, Commonwealth, etc. does not have a SPOC. All remaining jurisdictions participate in the Executive Order process and have established SPOCs. Applicants from participating jurisdictions should contact their SPOCs as soon as possible to alert them of the prospective applications and receive instructions. Applicants must submit any required material to the SPOCs as soon as possible so that the program office can obtain and review SPOC comments as part of the award process. The applicant must submit all required materials, if any, to the SPOC and indicate the date of this submittal (or the date of contact if no submittal is required) on the Standard Form 424, item 16a. Under 45 CFR 100.8(a)(2), *a SPOC has 60 days from the application deadline 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 those official State process recommendations which may trigger the "accommodate or explain" rule.

When comments are submitted directly to ACF, they should be addressed to: Department of Health and Human Services, Administration for Children and Families, Division of Discretionary Grants and Audit Resolution, 370 L'Enfant Promenade, S.W., Mail Stop 6C-462, Washington, D.C. 20447. The official list, including addresses, of the jurisdictions

elected to participate in E.O. 12372 can be found at <http://www.whitehouse.gov/omb/grants/spoc.html>. **NOTE: Inquiries about obtaining a Federal grant should not be sent to OMB.**

#### **F. Availability of Forms and Other Materials**

- A copy of the forms that must be submitted as part of each application for Runaway and Homeless Youth program grants and instructions for completing the application are provided in Part V, Appendix E.
- Legislation referenced in Part I, section B of this announcement may be found at <http://www.acf.hhs.gov/programs/fysb/grant.htm> (click on the link to "Missing, Exploited, and Runaway Children Protection Act").
- Additional copies of this announcement may be obtained by calling 1-800-351-2293. Many standard forms can also be downloaded and printed from the following ACF webpage: <http://www.acf.hhs.gov/programs/ofs/grants/form.htm>

#### **G. Application Review and Grant Award Process**

- All applications which are complete and conform to the requirements of this program announcement will be subject to a competitive review and evaluation against the specific competitive grant program criteria outlined in Part II of this announcement. This review will be conducted in Washington, D.C., by panels of non-Federal experts knowledgeable in the areas of runaway and homeless youth, youth development and human services. The overall panel review process is managed by Federal staff.
- Application review panels will assign a score to each application, identifying its strengths and weaknesses. Central and Regional Office staff will conduct administrative reviews of those applications within funding range. After all reviews have been completed, FYSB staff will recommend the application for funding to the Commissioner, ACYF. The Commissioner will make the final selection of the applications to be funded.
- The successful applicant will be notified through the issuance of a Financial Assistance Award document which will set 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 and the total project period for which support is contemplated.
- Organizations whose applications will not be funded will be notified in writing by the Administration on Children, Youth and Families.

## PART IV. APPLICATION CHECKLIST AND SUBMISSION INSTRUCTIONS

Each application must contain the following items in the order listed:

**1. Application for Federal Assistance (Standard Form 424, REV 7-97):** Follow the instructions in Part V, Appendix E. In Item 8 of Form 424, check "New."

In Item 10 of the 424, clearly identify the Catalog of Federal Domestic Assistance (CFDA) Program title and number for the program for which funds are being requested:

<b>Program Title</b>	<b>CFDA Program Number</b>
Basic Center Program	93.623
Transitional Living Program	93.550
Street Outreach Program	93.557
Positive Youth Development State and Local Collaboration Demonstration Project	93.623

Additional information for completing item 13 "Proposed Project" start date on standard form 424: Fiscal year (FY) 2003 grants awarded September 30, 2003 start date is September 30, 2003; the start date is not October 1, 2003. October 1, 2003 is the first day of fiscal year 2004. For example, if you apply for a FY 2004 Transitional Living Program (TLP) grant, the start date cannot be September 30, 2003; it must be October 1, 2003 or another date within FY 2004. *(Note: Applicants should refer to the eligibility requirement for each competitive area in the program announcement for further information on determining the correct start date of proposed program.)*

**2. Budget Information Form (Standard Form 424A, REV 7-97) and Budget Justification:** To complete the SF 424A, follow the instructions in Part V, Appendix E.

- The budget justification includes a detailed budget and a narrative justification. Refer to the "Budget and Budget Justification" evaluation criteria in Part II for more guidance. The budget justification should be typed on standard size plain white paper. The detailed budget must include breakdowns for major budget categories. In the budget narrative, describe and justify all costs. List amounts and sources of all funds, both Federal and non-Federal, to be used for this project. *Note: Applicant should refer to the above UPD Requirement guidance when preparing the budget and narrative budget justification. Place the budget/narrative budget justification after form 424A. These documents do not count against any page limitation.*
- Federal funds provided to States and services or other resources purchased with Federal funds may not be used to match project grants. (There may be certain exceptions for Tribes with "638" funding pursuant to Public Law 93-638, under which certain Federal grants may qualify as matching funds for other Federal grant programs, e.g., those which contribute to

the purposes for which grants under section 638 were made.) *Applications which do not reflect the required percentage of non-Federal share will not be funded.*

**3. Assurances/Certifications:** Applicants requesting financial assistance for non-construction projects must file the Standard Form 424B, "Assurances: Non-Construction Programs." Applicants must sign and return the Standard Form 424B with their applications.

Applicants must provide a certification regarding lobbying when applying for an award in excess of \$100,000. Applicants must sign and return the certification with their applications.

Applicants must disclose lobbying activities on the Standard Form LLL when applying for an award in excess of \$100,000. Applicants who have used non-Federal funds for lobbying activities in connection with receiving assistance under this announcement shall complete a disclosure form to report lobbying. Applicants must sign and return the disclosure form, if applicable, with their applications.

Applicants must make the appropriate certification of their compliance with the Drug-Free Workplace Act of 1988. *By signing and submitting the application, the applicant is providing the certification and need not mail back the certification with the applications.*

Applicants must make the appropriate certification that they are not presently debarred, suspended or otherwise ineligible for an award. *By signing and submitting the application, the applicant is providing the certification need not mail back the certification with the applications.*

**4. Project Summary/Abstract (one page maximum):** Clearly mark this page with the applicant name as shown on item 5 of the SF 424 and the service area as shown in item 12 of the SF 424. Also, include telephone number and e-mail address. The summary description should not exceed 300 words.

Care should be taken to produce a summary which accurately and concisely reflects the proposed project. It should describe the objectives of the project, the approach to be used and the results and benefits expected.

**5. Project Description:** Describe the full project clearly in *40 pages or less* (not counting budget narrative justification, supplemental documentation, letters of support or summaries of agreements) using the outline and guidelines for each program area. *Pages over the 40-page limit will not be reviewed.*

The pages of the project description must be numbered and are limited to 40 typed pages starting on page 1 of "Objectives and Need for Assistance". The description must be *double spaced, printed on only one side, with at least 1/2 inch margins*. Pages over the limit will be removed from the competition and will not be reviewed.

**6. Supplemental Documentation:** The maximum number of pages for supplemental documentation is *10 pages*. The supplemental documentation, subject to the 10-page limit, must be numbered and may include brief resumes and position descriptions, proof of non-profit status (if applicable), maps, organization charts, etc. Supplemental documentation over the 10-page limit will not be reviewed.

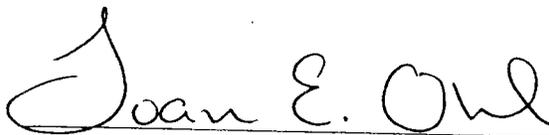
**7. Letters of Support and/or Letters of Agreement:** Applicants are encouraged to provide letters of support, if appropriate or applicable, in reference to the project description. *Letters of support and/or agreement are limited to 10.*

**8. Subgrant/Contractual Agreements:** Applicants should provide *brief* summaries of proposed subgrants or subcontractual agreements. Applicable agreements are those between the grantee and cooperating entities which support or complement the provision of mandated services to runaway and homeless youth as reflected in the project description. *Summaries of agreements are not counted as part of the 40-page project description limit, nor the 10-page supplemental documentation limit.*

**9. Application Submission:** To be considered for funding, each applicant must submit one signed original and two additional copies of the application, including all attachments, to the application receipt point specified above. ***The original copy of the application must have original signatures, signed in black ink.*** Each copy must be stapled (back and front) in the upper left corner. The original and all copies of an application must be submitted in a single package.

Because each application will be duplicated, do not use or include separate covers, binders, clips, tabs, plastic inserts, folded maps, brochures or any other items that cannot be processed easily on a photocopy machine with an automatic feed. Do not bind, clip, staple, or fasten in any way separate subsections of the application, including supporting documentation. Applicants are advised that the copies of the application submitted, not the original, will be reproduced by the Federal government for review.

Date: 4/7/2003



Joan E. Ohl  
Commissioner  
Administration on Children, Youth and Families