



Runaway & Homeless Youth Program

FY2020 Basic Center Program (BCP)



Grant Review 101 Training
July 23, 2020

Training Agenda

Session I

- ARM Training

Session II

- Funding Opportunity Announcement (FOA) Highlights

Session III

- Evaluating Applications
- Criteria
- Assessing and Scoring Applications
- Writing Evaluative Comments



SESSION I

Application Review Module (ARM) Training

Presented by the GrantSolutions Center of Excellence

SESSION II

FOA Highlights



Basic Center Program

Legislative Authority

The Basic Center Program is funded under the authority of section 311 of the RHY Act (34 U.S.C. 11211) which states, “The Secretary shall make grants to public and nonprofit private entities (and combinations of such entities) to establish and operate (including renovation) local centers to provide services for runaway and homeless youth and for the families of such youth.”

Services shall include:

- Providing emergency shelter for youth under age 18
- Providing up to 21 days of shelter (with RHY funding) maintaining a minimum residential capacity of four and a maximum of 20 youth in a single structure in a congregate care facility (e.g., emergency shelter). Host Family Homes serve at least one youth, but are not required to adhere to the 4 to 20 bed requirement of a shelter.
- Individual, family, and group counseling, as appropriate

Basic Center Program

Legislative Authority, cont'd.

Additional services may include:

- street-based services;
- home-based services for families with youth at risk of separation from the family;
- drug abuse education and prevention services; and
- at the request of runaway and homeless youth, testing for sexually transmitted diseases.



Project Goal and Vision

Goal:

- The primary goal of the BCP is to provide temporary shelter and counseling services to youth, under the age of 18, who have left home without permission of their parents or guardians, have been forced to leave home, or other homeless youth who might end up in contact with law enforcement or in the child welfare, mental health, or juvenile justice systems.

Vision:

- Establish and/or strengthen community-based projects that meet the immediate needs of runaway, homeless and street youth through the provisions of temporary shelter and services that encourage family reunification, when in the best interest of the youth.



Performance Standards

BCP projects are responsible for consistently enhancing outcomes through the provision of shelter and services. Youth, under the age of 18 will realize improvements in four core outcome areas.

Indicators of improvements include, but are not limited to:

1. **Social and emotional well-being:** Youth will connect to system of care providers to assist with physical health, substance abuse, mental health, personal safety (e.g., identify potential trafficking situations), and sexual risk behaviors they may face.
2. **Permanent connections:** Youth will experience ongoing attachments to families, communities, schools, and other social networks.

Performance Standards, cont'd.

3. **Education or Employment:** Youth will connect to school or vocational training programs, or improve interviewing skills, job attainment skills, and employment.
4. **Stable housing:** Youth and their dependent child(ren) will transition to safe and stable housing to include: moving in with family or other permanent supportive housing.

BCP projects are required to ensure youth receive trauma-informed counseling services and gives projects the option to also provide home-based services, drug and/or alcohol abuse education and prevention services, and/or STD testing. BCP Projects need to report data on the types of counseling and services offered, participation rates, and completion rates if these services are offered.

Each BCP Project will ensure that youth have safe and appropriate exits form the program.



Project Requirements

All BCP Projects **MUST** include the following components:

1. *Shelter and Counseling*
2. *Comprehensive Youth-Centered Services Model*
3. *Training*
4. *Sustainability Plan*
5. *Sub-awards (If applicable)*

Project Requirements, cont'd.

- **Shelter and Counseling:**

Projects shall provide youth, under the age of 18, temporary, emergency shelter or safe and stable housing for up to 21 days and individual, family, and group counseling, as appropriate, with FYSB funding.

- BCP shelters must accommodate no fewer than 4 and not more than 20 youth under the age of 18 in a single structure, providing services for not more than 21 days with FYSB funding.
- BCP services must be accessible 24 hours a day, 7 days a week and have a publicly available shelter telephone number answered by staff on a 24 hours a day basis.
- BCP projects utilizing a host family home model to provide emergency shelter are exempt from the minimum number of 4 youth per structure requirement as defined by the RHY Rule (see Appendix A. Definitions: Host family home); however, projects still must have the ability to accommodate no fewer than 4 youth across multiple homes.

Project Requirements, cont'd.

- BCP projects ensure all shelters they operate, including host family homes, are licensed and determine that any shelters that they regularly refer clients to have evidence of current licensure in the states and/or localities with licensure requirements.
- BCP funds are not intended for providing respite care. Respite care services provide parents and other caregivers with short-term child care services that offer temporary relief. A legal guardian cannot bring youth to a BCP shelter with the intention of abdicating their responsibility to provide shelter. If a youth is forced to leave their residence, whether that was the home of their parent or any legal guardian, and has no safe alternative living arrangement, then they are considered homeless and eligible to receive BCP shelter services.
- BCP projects should contact the parents, legal guardians, or other relatives of each youth as soon as feasible, but no later than 72 hours of the youth entering the program.

Project Requirements, cont'd.

- BCP projects, in accordance with Information Memorandum: ACYF-CB/FYSB-IM-14-1, Serving Youth Who Run Away From Foster Care, child welfare and RHY agencies should create Memorandum of Understanding (MOU) between their programs and child welfare agencies that clarify roles, responsibilities, and define the provision of services at the time youth enter the shelter. This MOU should also clarify what financial obligations are associated with the provision of services.
- Specific to BCP projects, prevention is defined as services provided to a youth and/or their family before and/or after their shelter stay, including at least 3 months of after-care for the express purposes of preventing youth from running away or otherwise becoming homeless. Prevention services are also offered as part of optional home-based services and can include individual, family, and group counseling services.
- BCP projects ensure staff are prepared and trained to interact with runaway, homeless, street, and in crisis youth, as well as youth victims of human trafficking (e.g., sex and labor) and other type of victimization (i.e., sexual assault, sexual, and physical abuse). Shelter services and other referrals for trafficked youth should be carefully identified by the appropriate staff. Transportation to the shelter is available for youth, as needed, and barriers to entry are low enough that it is easily accessible by youth.



Project Requirements, cont'd.

- ***Geographic Location:*** BCP Projects are located in areas where runaway, homeless, and street-youth under the age of 18 can easily access BCP services. These areas may include rural or tribal communities, or areas outside of metropolitan areas.
- ***Safe and Appropriate Exits:*** BCP projects ensure youth have safe and appropriate exits when leaving the shelter program.
- ***Optional Services:*** Pursuant to section 311(a)(2)(C) of the RHY Act (34 U.S.C. 11211), projects may elect to provide street-based services; home-based services for families with youth at-risk of separation from the family; drug abuse education and prevention services; and testing for sexually transmitted diseases, at the request of runaway, homeless, and street youth.

Project Requirements, cont'd.

Comprehensive Youth-Centered Service Model:

Social and emotional well-being and strengths-based approach:

- BCP Projects use a trauma-informed approach, which involves understanding and responding to the symptoms of chronic, interpersonal trauma and traumatic stress, as well as the behavioral and mental health consequences of trauma. BCP Projects also utilize a PYD framework that includes healthy messages, safe and structured places, adult role models, skill development, and opportunities to serve others

Outreach Plan:

- BCP Projects conduct continual, intense, individualized engagement with runaway, homeless, and street-youth under the age of 18 who are indefinitely or intermittently on the streets or spending significant time on the street, therefore increasing the chance of becoming victims of sexual exploitation, labor exploitation, human trafficking or any other type of victimization.



Project Requirements, cont'd.

- BCP projects perform outreach to locate runaway and homeless youth under the age of 18, and to coordinate activities with other organizations serving youth and their families, such as child welfare agencies, juvenile justice systems, schools, and faith-based and community organizations with knowledge and expertise in serving this population.
 - ***BCP Outreach Plan:*** BCP projects develop plans detailing where staff locate youth, including the general areas and locations where youth congregate. These plans include face-to-face outreach to runaway, homeless, and street-youth.

Project Requirements, cont'd.

Public Outreach and Awareness:

- BCP projects inform the community about the BCP through social media, public service announcements, and collaboration with other youth and family serving organizations; the National Runaway Safeline; culturally specific community-based organizations; sexual violence organizations; anti-trafficking agencies; law enforcement; health care providers; legal services; and other stakeholders. Public education includes the development and distribution of materials providing information about services and benefits, and encouraging the use of appropriate services.

Gateway services:

- When necessary and appropriate to facilitate the delivery of required BCP shelter and services, projects provide food, drink, clothing, personal safety information (e.g., national youth hotlines, local hotlines), transportation, and hygiene products to prevent malnutrition and ill-health while building trust with workers in order



Project Requirements, cont'd.

Comprehensive Youth-Centered Service Model, cont.:

Assessment:

- Projects implement standardized methods used to assess each youth during engagement on the street, during intake screening, or at drop-in-center program entry (optional).

Harm reduction:

- Projects educate and engage runaway, homeless, and street youth with regard to safety plans and ways to reduce risk of sexual exploitation, human trafficking, sexual assault, or any other harm associated with street

Intake Screening Tools:

- Projects implement standardized methods to assess eligibility and the services required to meet the immediate needs of the youth such as physical health, potential victimization (sex trafficking, labor trafficking, commercial sexual exploitation, sexual assault), behavioral health, connection to family, safety, access to resources, issues of neglect or abuse and other risk and protective factors impacting the well-being and sustainable living.



Project Requirements, cont'd

Comprehensive Youth-Centered Service Model:

Continuum Service Linkages:

- Projects must coordinate with others, such as government, non-profits, other outreach teams, referral providers, and service providers, to ensure the ability to serve the runaway and homeless youth population.

Case Management:

- *Individualized Service or Treatment Plan:*
Projects develop, with every youth receiving services, a written service or treatment plan based on assessed needs and the youth's input.
- *Service Coordination Plan:*
Projects coordinate with CoCs to ensure youth have access to all available resources.
- *Aftercare Planning:*
Projects must provide additional services beyond the period of residential stay that offer continuous and supportive follow-up to youth served by the program for at least 3 months.

Project Requirements, cont'd.

Training

- Projects must send at least one key staff person to attend the annual national RHY grantee training, the annual regional training, and any other travel for technical assistance training.

Sustainability Plan

- Projects will plan for project sustainability from the beginning of the project design and revisit the plan throughout the life of the project. The plan includes:
 - ***Sustainability*** through diversification of funding to continue services in the event of a loss of FYSB funding, as well as a plans to address staff retention and staff turnover;
 - ***Accountability*** in meeting FYSB's four core outcome areas, and performance standards; and
 - ***Collaboration*** through building meaningful partnerships with other service agencies in the community, thus becoming co-laborers in the field.

Project Requirements, cont'd.

Sub-awards

- Grant recipients may elect to sub-award a portion of funds (not more than 75 percent of the total award amount) to eligible organizations for the purpose of carrying out the Project Requirements. The recipient must have a process for selecting subrecipients, as well as an assessment of any potential financial or programmatic risks associated with entering into a programmatic and financial relationship with the identified subrecipient(s).



Project Approach

In developing their proposal, applicants will...

- Outline a plan of action that describes the scope and detail of how the proposed project will be accomplished.
- Cite potential obstacles and challenges to accomplishing project goals and explain strategies that will be used to address these challenges.
- Provide a detailed description, to include the total residential capacity, of the physical building to be used for the purpose(s) of providing temporary emergency shelter for the RHY program participants it will serve with FYSB funding.
- Discuss the proposed number of youth under the age of 18 served through emergency shelter and support services as described in Section I. Program Description, Project Requirements.



Project Approach, cont'd

In developing their proposal, applicants will...

- Provide details about their shelter model
- Indicate whether the CoC in the community provides resources and referral coordination for youth and families to ensure access to all of the community's housing resources.
- discuss any partnership/referral plan the organization has for providing support to the BCP youth exiting the program.
- Detail their process for selecting partners, to include a description of how they will meet the requirements and expectations set forth in Section I. Program Description, Subawards.
- Describe their coordination with systems of care providers such as government, CoC, non-profits, and service providers to ensure the ability to serve the homeless youth and their dependent infant/child(ren) after program exit.

QUESTIONS

SESSION III

Evaluating Applications Criteria

Assessing and Scoring Applications Writing Evaluative Comments

Funding Opportunity Announcement (FOA)

The FOA is a published form of guidance for potential program applicants **and** is the official guidance for the review and assessment of applications.

The FOA provides:

- ✓ program history, formatting and other eligibility requirements
- ✓ an outline of content and program description elements

Panel Chairpersons, Reviewers and Federal Staff must read the FOA.

Evaluating Applications

- Applications will be reviewed and evaluated using the criteria described in *Section V. Application Review Information*. The corresponding point values indicate the relative importance placed on each review criterion. Points will be allocated based on the extent to which the application proposal addresses each of the criteria listed.
- Applicants should address these criteria in their application materials, particularly in the project description and budget justification, as they are the basis upon which competing applications will be judged during the objective review.
- Each application can only be scored against the FOA criteria and should not be, in any way, measured against another application.
- The evaluative process involves critical analysis, a subjective approach relaying the reviewers independent opinion on the extent to which the applicants have thoroughly addressed the FOA criteria.



Evaluating Applications, cont'd.

Helpful Questions To Consider:

- To what extent does the information provided by the applicant address all aspects of the evaluation criteria?
- Does the applicant provide detail to justify how they meet the evaluation criteria?
- Is the applicant's proposal clear?
- Does the applicant present a comprehensive strategy?
- Program design corresponds with funding amounts in the budget?



Evaluating Applications, cont'd.

More Helpful Questions To Consider:

- Does the applicant's proposal address all the required aspects of each evaluation criteria, including those that reference other parts of the FOA?
- Are there any challenges, such as over ambitious scope, lack of expertise, underestimated costs, staffing issues, or lack of needed partnerships?
- Do the ideas presented, flow logically?
- Are the activities outlined in different sections of the application consistent? For example, do the activities listed for the program correspond with funding amounts in the budget?



Evaluating Applications, cont'd.

Compliance with the FOA Criteria:

- Aspects of the criteria must be addressed.
 - Where you see the words “shall” or “will” or “must” within the criteria, it signifies item(s) that must be addressed and included in the application.
- Some criteria are multifaceted (has several aspects or parts).
 - Where you see the word **“and”** within the criteria, it signifies multiple parts and each part must be addressed.
 - Where you see the word **“or”**, it signifies an option to address one of two aspects/parts.
 - For criteria which read **“If Applicable”** it is not required that the reviewer address the criteria if the scenario does not apply to the applicant’s proposal.

Evaluation Criteria

Criteria Section	Total Points
Need for Assistance	10 Points
Approach	50 Points
Performance and Evaluation Plan	5 Points
Organizational Capacity	10 Points
Budget and Budget Justification	15 Points
Sustainability Plan	10 Points



Criteria - Need for Assistance (10 pts)

- **1.1** Demonstrated the need for BCP assistance, including the nature and scope of the prevalence of runaway and homeless youth under age 18 in the community. (0-5 points)
- **1.2** Detailed the ages, types of populations, and the number of youth to be effectively served under this award in compliance with the requirements of this project. (0-3 points)
- **1.3** Detailed the specific cost-benefits of providing BCP services within the community when compared with the impact of services not being available. (0-2 points)

Criteria – Approach (50 pts)

- **2.1** Details the organization's shelter structure or building and describes an effective approach to providing 24/7 access to short-term shelter (congregate care or host-home model) in a licensed (where applicable) facility, with a minimum of four beds and maximum of 20 beds. (0-10 points)
- **2.2** Describes how the project will provide counseling services to youth under the age of 18, for up to 21 days, as well as individual, family, and group counseling, as appropriate, and consistent with the requirements detailed in Section I. Program Description. (0-10 points)
- **2.3** Outlines a well-developed plan describing how the organization will effectively use PYD and trauma-informed care to support the BCP project. (0-5 points)



Criteria – Approach (50 pts)

- **2.4** Describes the process by which the organization will effectively screen youth for eligibility for BCP (i.e., youth under the age of 18), including providing criteria the applicant intends to utilize to ensure the BCP is the best fit for each youth's needs. In addition, the applicant describes the screening and assessment process, including identifying specific tools to best assess the youth's unique needs. This should include any efforts to identify youth victims or youth at risk of becoming victims of human trafficking (sex and labor). (0-5 points)
- **2.5** Illustrates a reasonable outreach plan; the provision of gateway services, intake and screening; and the assessment of needs as discussed in the comprehensive youth-centered service model outlined in Section I. Program Description, Project Requirements. (0-5 points)
- **2.6** Addresses harm reduction, case management, service coordination, and the provision of continuum of service linkages as detailed in the comprehensive youth-centered service model, outlined in Section I. Program Description, Project Requirements. (0-5 points)



Criteria – Approach (50 pts), cont'd.

- **2.7** Provides a detailed and effective plan to provide aftercare and follow-up services to youth who receive shelter services, as detailed in the comprehensive youth-centered service model in Section I. Program Description, Project Requirements. (0-5 points)
- **2.8** Describes how the project will operationalize the program plans and activities as communicated in the proposed logic model. In addition, specifically describes the proposed activities, inputs, and outputs that link to short-term and intermediate achievement in the four core outcome areas as detailed in Section I. Program Description. Also, demonstrates how the applicant will collect and submit data to FYSB on all RHY youth via the local CoC. (0-2 points)
- **2.9** Describes how the applicant will ensure that all required data is collected and submitted to FYSB through RHY-HMIS (0-3 points)



Criteria - Performance Evaluation Plan (5 pts)

- **3.1** Described a detailed plan for program performance evaluation that identifies an effective approach that will contribute to continuous quality improvement. (0-2 points)
- **3.2** Describes specific measures that the project will use toward effectively evaluating how they will meet the four core outcomes areas. (0-2 points)
- **3.3** States whether or not the organization has identified any challenges and/or obstacles, and if applicable, describes the impact to successfully implement the project and achieve the desired outcomes. (0-1 point)



Criteria - Organizational Capacity (10 pts)

- **4.1** Provides strong evidence of the organization's experience and expertise in successfully working with runaway and homeless youth or operating runaway and homelessness youth projects, and if applicable, pregnant and parenting runaway and homeless youth projects, designed to prevent and end youth homelessness. Reviewers will consider evidence as strong based on a thorough review of an organization's past work, program design, and ability to connect young people experiencing homelessness to services. (0 - 5 points)
- **4.2** Detailed the scope of work to be performed, work schedules, remuneration, and other terms and conditions that defines the working relationship with sub-grantees, subcontractors, or other cooperating entities. (e.g., co-laborers as described in *Section IV.2. Project Approach*) to successfully execute the activities described in this FOA. (0 - 2 points)
- **4.3** Demonstrated the ability and capacity to competently incorporate and manage the Program Administration Requirements (i.e., staff safety, background checks, emergency preparedness plan, licensing requirement, and training plan) as detailed in *Section VI.2. Administrative and National Policy Requirements*. (0 - 3 points)



Criteria - Budget and Budget Justification (15 pts)

- **5.1** Outlines a clear and realistic line-item budget and budget narrative for the federal and non-federal share of project costs associated with implementing the program requirements. The budget thoroughly explains how the funds requested are necessary and reasonable to accomplish the scope of services, including the services accomplished through a sub-awarded entity and the calculation of the cost per person served. This must include the costs of sending at least one key staff person to attend the annual national RHY grantee training, annual regional training, and any other travel for technical training that will be funded by the grant. (0-5 points)
- **5.2** If applicable, provides a reasonable estimated cost for equipment, software, and training in the proposed budget for RHY-HMIS computer equipment and client software, or state if the organization already has the equipment. (0-1 point)



Criteria - Budget and Budget Justification (15 pts)

- **5.3** As applicable, provides a justification for subawarding over 50 percent of the total direct costs for the budget period to other youth-serving agencies, demonstrate that there are no subawards, or demonstrate that the subaward amount is less than 50 percent of the total award amount for the budget period. (0-5 points)
- **5.4** Details the organization's complete BCP operating budget, and any additional funding, aside from FYSB funding, the organization has to support the activities to support the BCP project as described in Section 1. Program Description. (0-2 points)
- **5.5** Demonstrates how oversight of federal funds will be conducted and how grant activities and partner(s), including child welfare and juvenile justice agencies, will adhere to applicable federal and programmatic regulations. (0-2 points)



Criteria - Sustainability Plan (10 pts)

- **6.1** Describes the process the organization uses to build and maintain partnerships with other service agencies in the community. (0 - 5 points)
- **6.2** Describes the accountability strategy for achieving the four core outcomes in the BCP project. (0 - 3 points)
- **6.3** Describes key activities involved in ensuring project sustainability involving building support, showing results, retaining staff, and obtaining continuing funding. (0 - 2 points)



Scoring Variance

Criteria Section	Deviation / Score Variance	Points
Need for Assistance	2	10
Approach	10	50
Performance Evaluation Plan	1	5
Organizational Capacity	2	10
Budget and Budget Justification	3	15
Sustainability Plan	2	10



Scoring Variance Guidelines

- The guideline refers to the point deviation between panel reviewer scores for a particular application.
- Establishes the score that must be met in order to discuss an application during the consensus review call.
- Look at the total score of the section to determine if the variance has been met.
- Entire application does not need to go to consensus discussion, only the sections that don't meet the variance.



Scoring Variance Example

Example:

Under Organizational Capacity (10 Total Points, *2 point deviation*)

Reviewer 1 assigns a score of 10 points

Reviewer 2 assigns a score of 8 points

Reviewer 3 assigns a score of 9 points

Under Program Performance Evaluation Plan (5 Total Points, *1 point deviation*)

Reviewer 1 assigns a score of 7 points

Reviewer 2 assigns a score of 6 points

Reviewer 3 assigns a score of 5 points



Guidelines for Writing Evaluative Comments

- Evaluative comments are based on the strengths and weaknesses of an applicant's response to the six criteria sections.
- Evaluative comments should reflect each reviewer's analysis of the strength or weakness in the way the application addresses the criteria.
- Evaluative comments must justify each strength and weakness with examples from the application regarding the applicant's ability to effectively implement the project.



Guidelines for Writing Evaluative Comments, cont'd.

- Evaluative comments must be as specific and detailed as possible.
- Evaluative comments must not provide direct advice or technical assistance on how an applicant can improve their application.
- Evaluative comments must not include strengths and weaknesses in the same comment. It should be separately noted as a full strength, full weakness, partial strength, or partial weakness.



Guidelines for Writing Evaluative Comments, cont'd.

- If the criteria are addressed anywhere in the application, the reviewer must give the applicant credit.
- In the designated area within ARM, provide the page number, identifying where the information is found.
- When referencing the page number, the reviewer should identify the applicant's numbered page rather than the system generated page number (Example of a system generated page number: 27 of 76)

NOTE: If an applicant fails to address any particular aspect of the criteria, the reviewer should state in parenthesis, ***"Information not found in the application review"***. **DO NOT indicate "No Page Found"**

Qualifying Requirements for Rating Evaluative Comments

Full Strength:

- Clearly state the reasoning that supports a full strength comment.
- Identify the parts of the criteria that are met and provide an example.

Partial Strength:

- Clearly state the reasoning for providing a partial strength.
- Identify the parts of the criteria that are met and provide an example.

Full Weakness:

- Clearly state the reasoning that supports a full weakness comment.
- Identify the page number/s where erroneous information is found.
- “Information not found in the application review”.

Partial Weakness:

- Clearly state the reasoning for providing a partial weakness (e.g. what parts of the criteria were not met).
- Identify the page number/s where erroneous information is found.

Bottom Line

- Use complete sentences.
- Use proper grammar and spelling.
- Be accurate, but tactful.
- Be specific, detailed, and concise.
- Evaluate, rather than merely describe.
- Avoid mixing a strength and a weakness in your statements.
- Justify the scores.

Two Week Grant Review Structure

Week One

(July 31 – August 7)

- **PM:** Monitor and communicate with the Chair regarding the progress of the panel to include reviewer upload of evaluative comments into ARM.
- **PM:** Conduct the initial review and approval of panel compilation summary reports only in the scenario that reviewer score consensus is achieved.
- **PM:** Review panel assigned applications in preparation for the point of clarification and consensus call.
- **RD:** Review and approve panel compilation summary reports provided reviewer consensus is met.

Week Two

(August 8 – 14)

- **PM:** Participate in one-day consensus calls to discuss only those applications that do not meet reviewer score consensus.
- **PM:** Be on the consensus call for the duration.
- **PM:** Review and approve panel compilation summary reports.
- **RD:** Review and approve panel compilation summary reports.

Thank You For Your Participation!

This Concludes the FY2020 Basic Center
Program Grant Review 101 Training.