

## Fiscal Year (FY) 2020 Coronavirus Supplemental Funding (COVID-19) Example of Allowable Uses of Funds for the Family and Youth Services Bureau (FYSB) - Runaway and Homeless Youth (RHY) Program

The following provides guidance for RHY-funded grantees (i.e., Basic Center Program, Street Outreach Program, Transitional Living Program, Maternity Group Home) that includes a list of activities and examples of purchases that may support your efforts to prevent, prepare for, and respond to, coronavirus disease 2019 (COVID-19). This list is not exhaustive, as there may be other allowable uses of your funds, consistent with the terms and conditions of your supplemental award. The list is organized into three categories that correspond to the purpose of your supplemental award. Many COVID-19 activities and uses of funds could fit within more than one category.

If you require scope changes to prevent, prepare for, and/or respond to, COVID-19 needs, review the information on the [ACF COVID-19 Response and Resources](#), and submit any needed scope adjustment or change in scope requests to your Federal Project Officer.

### Prevent – Efforts to reduce risk of COVID-19 among RHY staff, RHY youth in shelters, outreach staff, and street youth

- Efforts required of RHY grantees to comply with local, regional, state, and federal guidelines/policies to prevent the spread of COVID-19.
- Efforts to provide active and ongoing training on up-to-date information regarding the prevention of COVID-19 to RHY program staff and the RHY youth they are serving.
- Efforts by grantees to review Disaster Preparedness Plans and Standard Operating Procedures, and to update such plans and procedures as necessary to include prevention and response efforts as related to COVID-19. These plans and polices should focus on prevention efforts to protect both RHY staff and youth. The following web sites provide additional information and resources they may find helpful: CDC - <https://www.cdc.gov/coronavirus/2019-ncov/index.html>, FYSB - <https://www.acf.hhs.gov/fysb>, and RHYTTAC - <https://www.rhyttac.net/>.
- Efforts to develop and implement a plan to ensure the proper staffing of shelter facilities and to designate separate spaces to screen and/or shelter RHY youth that may be exposed to, and/or infected with, COVID-19.
- To help prevent the spread of COVID-19, RHY grantees may purchase Personal Protection Equipment (PPE), including shoe covers, face masks, disposable gowns, and disposable gloves. Staff and youth must be trained on the proper use of PPE.
- In order to prevent the spread of COVID-19, RHY grantees may purchase thermometers, and disposable thermometer probe covers to take the temperatures of staff and youth to identify those with a fever.

## FY 2020 CARES Act-ACF/RHY Example Uses of COVIDV-19 Funding

- In order to prevent the spread of COVID-19, RHY grantees may purchase disinfecting products, including disinfecting wipes, disinfecting cleaners, hand sanitizers, and bleach. Staff and youth must be trained on the safe and proper use of disinfecting products.
- As prescribed by the CDC guidelines, RHY shelter spaces should be cleaned and sanitized using the appropriate cleaning/disinfecting solutions.
- RHY staff should practice physical distancing and implement strategies for youth to also practice physical distancing to help prevent the spread of COVID-19.

### Prepare – Enhance readiness, training, and emergency preparedness plans

- Identify and update partnerships with medical facilities and clinics that can respond to RHY youth requiring testing, and/or medical intervention, as a result of being exposed to, or infected with, COVID-19. RHY program staff should be provided with contact information for these medical partnerships, and trained on how to respond to COVID-19 exposure and infection.
- RHY Grantees should ensure they have Standard Operating Procedures and/or safety policies and guidelines for maintaining safe contact with nonresidential RHY youth, and those in scattered housing sites or in multiple shelter locations to meet youth's basic needs, provide required grant services; and to educate RHY youth on how to best protect themselves from exposure to COVID-19.
- Due to shortages of certain food products and hygiene items in some areas, RHY Grantees are encouraged to have a plan to maintain supplies necessary to meet the basic needs of RHY youth. Some of the items RHY Grantees should consider purchasing and maintaining an adequate supply of includes food, milk, baby food, baby formula, baby wipes, diapers, bottled water, toilet paper, paper towels, facial tissue, laundry detergent, dish washing detergent, and personal hygiene items (soap, shampoo, hair products, deodorant, feminine hygiene products, toothpaste, toothbrushes, etc.).

### Respond – Initiate Disaster Preparedness Plan and Standard Operating Procedures

- Initiate the plan for staff to contact medical facilities if staff or youth test positive for COVID-19, and to notify the Public Health Department.
- Initiate plan for the proper staffing of shelter facilities, and the use of designated separate spaces to screen and/or shelter RHY youth that have been exposed to, and/or infected with, COVID-19.
- Maintain adequate supplies of PPE (e.g., shoe covers, face masks, disposable gowns, and disposable gloves), thermometers and disposable thermometer probe covers.
- Maintain adequate supply of disinfecting products, including disinfecting wipes, disinfecting cleaners, hand sanitizers, and bleach. Ensure staff and youth are trained on the safe and proper use of disinfecting products.
- RHY staff should be engaged in the cleaning and sanitizing of all shelter spaces, and practice social distancing as prescribed by the CDC guidelines to prevent the spread of COVID-19.
- RHY Grantees that encounter staff and/or youth that have been exposed to, or infected with, COVID-19 should immediately institute response actions outlined in their Disaster Preparedness Plans and Standard Operating Procedures. They should take the actions recommended by local, regional, state, and federal health departments and in authoritative resources for responding to COVID-19 infections.

## FY 2020 CARES Act-ACF/RHY Example Uses of COVIDV-19 Funding

- RHY youth in shelter programs (Basic Center Program, Transitional Living Program, and Maternity Group Homes) that are no longer able to work may need financial help. RHY Grantees may use RHY grant funds to provide assistance, including rent, utilities, food, diapers, baby wipes, baby formula and baby food, and hygiene items for these youth.
- RHY Grantees may use RHY funds to pay for COVID-19 testing of RHY youth that may have been exposed to the virus. ACF will waive prior approval requirements if the costs are directly related to the COVID-19 emergency, as necessary, to effectively address the response. All costs charged to Federal awards must be consistent with Federal cost policy guidelines and the terms of the award, except where specified. RHY grantee staff salaries and benefits may continue to be charged to the RHY grant even though the scope of project may have changed in response to the COVID-19 Pandemic. ACF requires recipients to maintain appropriate records and cost documentation as required by [45 CFR §75.302 \(2 CFR §200.302\)](#) (Financial management and standards for financial management systems) and [45 CFR §75.361 \(2 CFR §200.333\)](#) (Retention requirement for records), to substantiate the charging of any salaries and other project activities costs related to interruption of operations or services. Further, ACF does not allow grantees to use one federal grant's funds to pay employees for working on another federal grant. For example, grantees cannot use SOP funds to pay for employees in their BCPs or TLPs. The Uniform Administrative Regulations provide that, "Any cost allocable to a particular Federal award under the principles provided for in this part may not be charged to other Federal awards to overcome fund deficiencies, to avoid restrictions imposed by Federal statutes, regulations, or terms and conditions of the Federal awards, or for other reasons." 45 CFR 75.405(c).