

**American Rescue Plan Elementary and Secondary Schools Emergency Relief Fund -Homeless Children and Youth (ARP-HCY)**

Request for Applications
for FY 2022, 2023 and 2024

Applications are due to the Alaska Department of Education & Early Development no later than September 15, 2021 – 4:00 p.m. AST

Submit application electronically to: cecilia.miller@alaska.gov

**Contact:**

Cecilia Miller, Education Specialist

Alaska Department of Education & Early Development

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# Section I - Overview

The U.S. Department of Education (US-Ed) under section 2001(b)(1) of the [American Rescue Plan Act of 2021](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Furldefense.proofpoint.com%2Fv2%2Furl%3Fu%3Dhttps-3A__www.whitehouse.gov_american-2Drescue-2Dplan_%26d%3DDwMFAw%26c%3DeuGZstcaTDllvimEN8b7jXrwqOf-v5A_CdpgnVfiiMM%26r%3DmTRbUtf1C1kCU3xXx6NaXwqBD_GmpdPlpkKhZy6SZbw%26m%3D9Uspyoiw1fBGIo0-sn_En-cYmZtqkk_7M2jKy7UQNcU%26s%3DQdWKEoMRWTWKYGHjb6a0_UPeLhhlHB9CNR369A8Lip8%26e%3D&data=04%7C01%7Cjamie.rife%40MDHI.ORG%7Ccf7c4b8959a344212edf08d90fd3fb83%7C8131b7e5d9ef4fe2a244c0c620d8eaa0%7C1%7C1%7C637558225417674580%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=VnRKbxYNI8D4gMvfG2uumLnsFVBF9lRxBvcQHpPa%2BJ0%3D&reserved=0) has provided additional funding referred to as American Rescue Plan Elementary and Secondary School Emergency Relief- Homeless Children and Youth (ARP-HCY) to help support school districts in serving students experiencing homelessness. The purposes of this funding include increasing the identification of homeless children and youth, providing wraparound services considering the impact of the COVID-19 pandemic, and providing assistance needed to enable homeless children and youth to attend school and participate fully in school activities. Of note, $440,574.00 will be allocated to districts with 100% of the funding coming from federal dollars.

The Alaska Department of Education & Early Development (DEED) wants to ensure these funds are distributed quickly and are used by local educational agencies (LEAs) to bolster their approaches to address the needs of students experiencing homelessness. LEAs are to use these funds to focus on identifying students, connect students experiencing homelessness and their families to summer learning and enrichment programs this summer, and to engage students and their families in preparation for this fall. LEAs are also encouraged to award contracts to community-based organizations, as well as to provide wraparound services to help identify historically underserved populations such as rural children and youth, Tribal children and youth, students of color, children and youth with disabilities, English learners, LGBTQ+ youth, and pregnant, parenting, or caregiving students experiencing homelessness.

ARP-HCY I funds supplement the EHCY program, and all allowable EHCY uses apply to these funds. For more information, LEAs should reference the list of authorized activities in section 723(d) of the EHCY statute, 42 U.S.C. § 11433(d). An additional list of allowable EHCY uses for these funds can be found on page 11 of this application. DEED will host a webinar to discuss this additional funding and budget documents on September 15, 2021, from 1:30 p.m. to 2:30 p.m. We will record the webinar for those unable to participate. Current EHCY subgrantees will be notified via email of the distribution amount and maximum allocation that can be requested by the subgrantee. These amounts are based on the district’s proportional share of the current FY2021 – FY2023 funding. Each EHCY subgrantee will receive an email immediately after this application release confirming the ARP-HCY I amount available to them through this funding opportunity. Of note, this one-time additional funding is available for a performance period through September 30, 2024.

## Eligible Applicants and Funding Amounts

Current EHCY 3-year grant recipients for FY2021, FY2022, and FY2023 are eligible for APR-HCY I funds. These LEAs are eligible for the following amounts: Anchorage School District, $184,646; Fairbanks North Star Borough School District, $80,423; Juneau School District, $48,469; Kenai Peninsula Borough School District, $44,448; and Matanuska-Susitna Borough School District, $90,588.

## Grant Period

The grant period for this award is July 1, 2021, or date of grant award, to June 30, 2024.

## Conditions of Grant Award

* Authority for the administration of this grant is the McKinney-Vento Homeless Program. In Alaska, the State Department of Education & Early Development (DEED) has been authorized to receive and distribute the federal funds appropriated for this program. Program provision shall be governed in all respects by the authorizing statute and the laws of the State of Alaska, the General Education Provisions Act (GEPA), and the Education Department General Administrative Regulations (EDGAR).
* Submittal of an application will show the applicant’s acceptance of all of the terms and conditions contained in this Request for Application (RFA). The contents of the application will become contractually binding if a grant is awarded. Failure of the successful applicant to accept these obligations may result in cancellation of the award. Upon opening, all submittals become the property of DEED and are open to public inspection at all reasonable times. DEED reserves the right to reject any and all applications should it be deemed by the department to be in its best interest to do so. Applicants can appeal DEED’s decision through the established State Appeal Process. See Appeals Process below.
* Awards will be based on the identified needs of the children and youth served by the applying LEA and on the quality of the application.
* All funds will be awarded according to the conditions of this RFA.
* The authorized representative for each applying LEA must sign the Cover Sheet & Assurances Page included with this application packet. This representative must have the authority to ensure that the LEA making the application will fulfill all statutory and regulatory requirements for audit and monitoring purposes (usually the ranking administrator).
* A representative for each grant recipient will be required to submit an annual report due June 30 of each year of the project period. Reporting will depend on further guidance from US-Ed.
* All grant programs must maintain current programmatic and fiscal records and make them available during monitoring visits. All grant programs must maintain fiscal and program records for a minimum of five years.

A meeting between the LEA’s program coordinators and local service providers, who will be collaborating in the implementation of grant activities, is required with the purpose of discussing the focus of grant activities, identifying means of future communication and collaboration, and ensuring commitment by all participants to the program outlined in the grant proposal. Documentation is required and may include minutes of the meeting with a listing of attendees and their affiliations.

## Assurance of Nondiscrimination

DEED is an equal opportunity employer and will not discriminate in DEED’s employment, supervision, practices, services or educational programs on the basis of race, religion, color, national origin, age, sex, handicap, marital status, changes in marital status, pregnancy, parenthood, veteran’s status, veteran’s disability or political affiliation.

## Appeals Process

Chapter 40 of the Alaska Administrative Code (AAC) governs the process of appeals. This information is available on the [Alaska Legislative website](http://www.akleg.gov/basis/aac.asp#4.40.010) at (<http://www.akleg.gov/basis/aac.asp#4.40.010>)

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## Fiscal Procedures

All federal funds for ARP-HCY grants must be assigned to individual accounts that can be readily identified and verified.

All payments will be made on a reimbursement basis for expenditures incurred by the grantee. Reimbursement requests must be submitted to DEED at least quarterly and be listed on Form 165a (supplied by DEED) and a computer printout indicating the date of obligation, vendor name, accounting object code, and exact amount of the transaction. Form 165b may be used for reporting transactions instead of computer printouts. The final payment will not be made until after the grant activity has been concluded and the required end-of-year report has been submitted to DEED. Expenditures in excess of approved budget amounts will be the responsibility of the grantee.

Eligible expenditures will ordinarily be limited to those directly necessary and essential to the accomplishment of the proposed grant activity. These will customarily include personnel salaries, benefits, consultant fees, materials and supplies, travel, telephone, and postage. Indirect expenses may be charged to the grant provided the applicant has a federally approved indirect cost rate. The eligibility of any disputed item shall be determined by DEED, and the sponsoring school district or agency shall be responsible for any disputed expenditure. Changes in budgets for approved grant applications shall be conditional on written approval from DEED.

The authorization to encumber grant monies will expire at the scheduled conclusion of the approved grant. The final financial statement should be submitted not later than 60 days after the grant expiration date.

LEA grantees are responsible for ensuring that audit and accounting procedures are in compliance with OMB Circular A128, nonprofit agencies must ensure that audit and accounting procedures are in compliance with OMB Circular A133.

## Supplement Not Supplant

ARP-HCY I funds must supplement the support and services provided with ARP ESSER Funds. These funds cannot supplant or replace the use of ARP ESSER funds used to support the needs of students experiencing homelessness.

## Disallowable Costs

The following are costs not allowed under US-Ed fiscal regulations and/or authorizing legislation: Bad debts, contingencies, contributions and donations, entertainment costs, fines and penalties, interest and other financial costs, expenses of local governmental bodies such as school boards and city councils, undercover of costs under grant agreements, application preparation costs, and/or capital expenditures.

Items that may be considered to be educational incentives for students or staff are assumed to be extraneous to the conduct of a federally funded program.

## Subcontracts

DEED retains the right to establish the following procedures for sub-contracting within a grant resulting from this RFA.

1. The grantee may sub-contract for services up to $5,000 without prior approval from the DEED Program Manager.
2. Before sub-contracting for services of $5,000 or more, the grantee must receive written approval from the DEED Program Manager.
3. Sub-contracts of $5,000 or more must be in written form and a copy sent to the DEED Program Manager for placement in the RSA/Grant file.

## Cancellation

DEED reserves the right to cancel any grant awarded as a result of the RFA for any of the following reasons:

1. if the grantee demonstrates fiscal irresponsibility;
2. if the grantee fails to perform in accordance with the conditions of this RFA;
3. if the grantee fails to perform in accordance with the application and any negotiated modifications;
4. if the state no longer has funds available for the project resulting from this RFA; and,
5. if the grantee included misleading or faulty information in the application.

## Funding Guidelines & Conditions of Continuation Funding

1. All project funds must be spent according to the approved application in the proposed time frame; any discrepancies from the approved application must be requested in a budget amendment before the expenditure and included in the annual report.
2. Successful applicants will be eligible for continuation of funding through FY2023. DEED reserves flexibility to negotiate continuing grant awards based on funding availability and progress of the grant.
3. In awarding the grant, DEED expects the grantees to conduct all activities and evaluation measures as written or negotiated in the approved grant application. Failure to provide the requested performance reports; report and evaluate on all activities as proposed; and implement the grant as written could result in the loss of funding. Any changes to the original funded application must receive prior approval by DEED.
4. DEED reserves the right to withhold funding, release funding, or terminate funding if the application is not meeting program reporting requirements, and/or performance goals and measures. This includes access to carry over (unexpended funds at the end of the fiscal year) funds. After it has been awarded, DEED may terminate a grant by giving the grantee written notice of termination. In the event of termination after award, DEED shall reimburse the grantee of approved grant expenses incurred up to the notification of termination. This grant is subject to federal appropriations and may be reduced or terminated based on federal appropriated funds in any given fiscal year.
5. It is expected that grant recipients will follow reimbursement procedures and respond to all grant requirements in a timely fashion.
6. The grant may include both Primary Activities (direct educational services in the form of tutoring and teaching) and Related Activities.

## Grant Application Format

Applicants are required to use the form provided and follow the format indicated in [Section II – Application.](#_Section_II:_ARP-HCY) It is essential that each section clearly and concisely identify the items requested. Proposal narratives must be in Word or PDF formats. The proposal must be typed, **double-spaced,** and using a font no smaller than 12 point.

## Application Review Process

DEED will utilize a team of experienced staff to review all requests for additional ARP-HCY I funds. Applications will be reviewed for completeness and addressing the questions asked. LEAs may have the opportunity to readdress those questions that are lacking or requesting additional information needed. Their will be a short timeframe for additional information to be supplied to DEED. Applications received that are complete will be forwarded to the Commissioner as recommended for funding.

Review panelists will be asked for recommendations for improving the project and commenting on the feasibility of the budget. These comments may form the basis for adjustments negotiated to the project prior to issuance of the grant award.

## Timelines

| **RFA Released:** | July 28, 2021 |
| --- | --- |
| **Applications Due to DEED:** | September 15, 2021 |
| **Notice of Intent to Award:**  | October 1, 2021 |
| **Appeal period ends:** | October 6, 2021 |
| **Grant period ends:** | June 30, 2024 |
| **Applicant webinar:** | August 4, 2021 @ 1:30 pm |

NOTE: Applications that are received after this time/date will be returned unopened and will not be considered unless applicant can provide an independent verification from the U.S. Post Office or delivery service that the delivery would have met the required deadline but was unavoidably detained by weather or their mechanical failure.

## Annual Reporting

| **FY2022 Annual Report Due:** | June 30, 2022 |
| --- | --- |
| **FY2023 Annual Report Due:** | June 30, 2023 |
| **FY2024 Annual Report Due:** | June 30, 2024 |

## Submission Instructions

**Applications must be received on or before September 15, 2021 at 4:00 p.m. to be considered for funding.** An application for an award may be submitted via e-mail as attachments (preferred method), regular mail, or hand delivery. ***Applications may not be faxed.***

**Instructions for applications submitted by e-mail (preferred):** Applications submitted by e-mail must include an electronic return receipt and should be sent to [cecilia.miller@alaska.gov](file:///C%3A%5CUsers%5Crlschweissing%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CS1GG05E8%5Ccecilia.miller%40alaska.gov). Applications submitted by e-mail must be submitted in one of the following formats:

1. Microsoft Word and Microsoft Excel, or
2. Portable Document Format (PDF).

The electronic version will be the official file copy. DEED will notify the applicant by e-mail when their application has been received. Such notice will be considered proof of receipt.

**Instructions for applications submitted by mail or commercial carrier:** Applications being submitted by mail or commercial carrier must include the original application and three (3) copies in a sealed package with the words *“McKinney-Vento Homeless ARP-HCY Application”* marked clearly in the bottom left corner of the package and mailed or delivered to:

Cecilia Miller, Homeless Education Coordinator

Alaska Department of Education & Early Development

Division of Innovation and Education Excellence

P.O. Box 110500

Juneau, AK 99811-0500

To be eligible for consideration grant applications must be **received by DEED on or before September 15, 2021 at 4:00 p.m.** so it is strongly recommended to use a method that produces a dated delivery receipt. Applications arriving after that date will be returned unless the applicant can show proof from the carrier of a delay caused by weather or their mechanical failure.

The following will be accepted as proof of submittal:

1. An electronic return receipt (for e-mailed applications) and the summary of the e-mail submission returned from DEED;
2. A legibly dated U. S. Postal Service postmark;
3. A legible mail receipt with the date of mailing stamped by the U. S. Postal Service;
4. A dated shipping label, invoice, or receipt from a commercial carrier; or
5. Any other proof of mailing acceptable to the DEED.

## Authorized Activities for McKinney-Vento Homeless Assistance Act

1. Tutoring, supplemental instruction, and enriched educational services.
2. Expedited student evaluations, including gifted and talented, special education, and limited English proficiency.
3. Professional development for educators and other school personnel.
4. Referrals for medical, dental, other health services, and social services.
5. Defraying excess cost of transportation.
6. Provision of developmentally appropriate early childhood education programs not otherwise provided.
7. The provision of services and assistance to attract, engage, and retain homeless children and youths, and unaccompanied youths, in public school programs and services provided to non-homeless children and youths.
8. Provision of services and assistance to attract, engage, and retain homeless children and youth and unaccompanied youth in public school programs.
9. The payment of fees and other costs associated with tracking, obtaining, and transferring records necessary to enroll homeless children and youth.
10. Provision of education and training to parents of homeless students about educational rights and resources that are available.
11. Coordination between schools and service agencies.
12. Provision of pupil services (including violence prevention counseling) and referrals for such services.
13. Addressing needs of homeless children and youth arising from domestic violence.
14. Adaptation of space, purchase of supplies for non-school facilities.
15. School supplies for distribution at shelters and temporary housing facilities.
16. Extraordinary or emergency assistance to enable homeless children to attend school.

## Allowable Use of Funds of ARP-HCY I

Allowable LEA uses of ARP-HCY I Funds from the US-Ed’s April 23, 2021 [Letter to Chief State School Officers](https://oese.ed.gov/files/2021/04/ARP-Homeless-DCL-4.23.pdf) are provided below:

* To increase capacity by hiring staff, dedicating resources, and planning partnerships with community-based organizations, among other strategies.
* To identify students *this spring* and to connect students experiencing homelessness and their families to summer learning and enrichment programs this summer (summer 2021), and to engage students and their families in preparation for this fall.
* To compete and award contracts to community-based organizations that are well-positioned to identify historically underserved populations such as rural children and youth, Tribal children and youth, students of color, children and youth with disabilities, English learners, and LGBTQ+ youth, and connect them to educationally related support and wraparound services.
* For any of the sixteen uses permitted by the McKinney-Vento Homeless Assistance Act (see above or 42 U.S.C. 11433(d)).
* For any expenses necessary to facilitate the identification, enrollment, retention, and educational success of homeless children and youth, such as:
	+ providing wraparound services (which could be provided in collaboration with and/or through contracts with community-based organizations, and could include academic supports, trauma-informed care, social-emotional support, and mental health services);
	+ purchasing needed supplies (e.g., PPE, eyeglasses, school supplies, personal care items);
	+ providing transportation to enable children and youth to attend classes and participate fully in school activities;
	+ purchasing cell phones or other technological devices for unaccompanied youth to enable the youth to attend and fully participate in school activities; and
	+ providing access to reliable, high-speed internet for students through the purchase of internet-connected devices/equipment, mobile hotspots, wireless service plans, or installation of Community Wi-Fi Hotspots (e.g., at homeless shelters), especially in underserved communities.
	+ To pay for short-term, temporary housing (e.g., a few days in a motel) when such emergency housing is the only reasonable option for COVID-safe temporary housing and when necessary to enable the homeless child or youth to attend school and participate fully in school activities (including summer school).
	+ For store cards/prepaid debit cards to purchase materials necessary for students to participate in school activities. Store-specific debit cards must be used toward allowable uses of funds or specific intended purposes outlined above. Further, the recipient(s) should be able to provide to the LEA the receipt(s) for items for their files for audit purposes.

Overall, costs must be “reasonable and necessary” and “align with the purpose of, and other requirements in, the EHCY statute.” LEAs also should consider the extraordinary impact of the pandemic on students experiencing homelessness when making decisions about how to use funds.

# Section II: ARP-HCY I Application Cover Sheet and Assurances Page

| Alaska Department of Education and Early Development | American Rescue Plan – Homeless Children and Youth (ARP-HCY) Application COVER PAGE**Due Date:** 9/15/21at 4:00 p.m. | Division of Innovation and Education ExcellenceP.O. Box 110500801 West 10th Street, Suite 200Juneau, Alaska 99811-0500**Email**: cecilia.miller@alaska.gov  |
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| **School District Data** |  |
| --- | --- |
| School District: |  |
| Mailing Address: |  |
| Phone Number: |  |
| Authorized Representative Name: |  |
| Phone Number: |  |
| Email: |  |
| Total Amount of Funding Requested: |  |

## Statement of Assurances:

The local educational agency (LEA) assures that it will:

Comply with the guidelines set forth under Title VII, Part B, otherwise known as the McKinney-Vento Act, and use requested funds to comply with, paragraphs (3) through (7) of section 722(g).

* Design and implement programs to serve homeless students.
* Collect and promptly provide data requested by the State Coordinator pursuant to Sections 722(f)(1) and (3) and the ARP-HCY funding requirements to be determined.
* Submit annual programmatic and budget reports to the Alaska Department of Education & Early Development (DEED) on forms and as requested by the department.
* Ensure that activities carried out by the LEA will not isolate or stigmatize homeless children or youth.

**By my signature below, I agree, upon the approval of the project application by the Alaska Department of Education & Early Development, to accept and perform the requirements as contained in the assurances above**.

|  |  |  |
| --- | --- | --- |
| Name of Authorized Representative  |  |  |
|  |  |  |
| Signature of Authorized Representative |  | Date  |

# Section III: Program Narrative and Plan for Additional Funding

1. Provide a brief program narrative and plan for how ARP-HCY I funds will facilitate the identification, enrollment, retention, and educational success of homeless children and youth. ARP-HCY I funds supplement the EHCY program. All allowable EHCY uses apply to these funds with the additional ARP- HCY I allowance listed above under [*Allowable Use of Funds*](#_Allowable_Use_of).

(no more than 500 words)

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1. What are the primary current educational and related needs of children and youth experiencing homelessness? Include in your response any changes in identification/enrollment data.

(no more than 500 words)

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1. Funds will be used to facilitate (check all that apply):

[ ]  Identification of children and youth experiencing homelessness.

[ ]  Enrollment of children and youth experiencing homelessness.

[ ]  Retention[[1]](#footnote-1) of children and youth experiencing homelessness.

[ ]  Educational success of children and youth experiencing homelessness.

1. How will the LEA(s) use these funds to identify and outreach to children and youth experiencing homelessness? (no more than 500 words)

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1. How will the LEA(s) use subgrant funds to connect students experiencing homelessness and to engage students and their families in preparation for this fall? (no more than 500 words)

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1. Does the LEA(s) plan to award contracts to community-based organizations to identify historically underserved populations such as rural children and youth, Tribal children and youth, students of color, children and youth with disabilities, English learners, LGBTQ+ youth, and pregnant or parenting youth, and connect them to educationally related support and wraparound services? (no more than 500 words)

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1. List 2-3 state or local agencies with which you are coordinating to meet the identified needs.

(no more than 500 words)

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1. How will you evaluate the impact of the subgrant funds? (check all that apply)

[ ]  Data showing increases in the number of identified McKinney-Vento students.

[ ]  Data showing increases in the attendance rates of identified McKinney-Vento students.

[ ]  Data showing increases in academic achievement of identified McKinney-Vento students.

[ ]  Data showing increases in the graduation rates of identified McKinney-Vento students.

[ ]  Data showing decreases in school discipline rates of identified McKinney-Vento students.

[ ]  Data showing increases in the number of identified McKinney-Vento children under age six enrolled in early childhood education.

[ ]  Data showing increases in the number of identified McKinney-Vento students transitioning to post-secondary education.

[ ]  Data showing increased parent/guardian/caregiver involvement.

[ ]  Other (please describe).

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1. Provide a description of policies and procedures that the agency will implement to ensure that activities carried out by the LEA will not isolate or stigmatize homeless children and youths (check all that apply):

[ ]  The LEA(s) will ensure that services provided with this subgrant will not isolate or stigmatize children and youth experiencing homelessness.

[ ]  The LEA(s) will ensure that this subgrant will be used to help children and youth attend, participate fully, and succeed in academic and extracurricular opportunities offered to all students.

[ ]  The LEA(s) will ensure that services provided with this subgrant will supplement, expand, improve upon, or provide access to services provided as part of a school’s academic or extra-curricular program, but not replace such services.

[ ]  The LEA(s) will ensure that children and youth experiencing homelessness are integrated into the regular education program.

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1. Provide a brief budget narrative linking the program plan for additional funding. A budget and budget narrative form #05-07-071 will need to be downloaded from the Forms and Grants website (<https://education.alaska.gov/forms/05-07-071.xlsx>). Submit a budget and narrative for all three years as funds will be carried forward. (no more than 500 words)

1. In the context of the McKinney-Vento Act, the term retention does not mean grade retention. Rather, it refers to keeping students connected to school, attending, and progressing forward toward high school graduation. [↑](#footnote-ref-1)