



Department of
Education

Technical Application Guide:

American Rescue Plan Act for Homeless
Children and Youth (ARP Homeless 1.0)

Tennessee Department of Education | June 2021



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Overview

On April 23, 2021, the U.S. Department of Education (ED) announced the availability of \$800 million to support the identification, enrollment, participation, and success of children and youth experiencing homelessness and to provide them with wrap-around services in light of the COVID-19 pandemic. The American Rescue Plan Act of 2021 (ARP) § 2001(b)(1) authorizes the ARP Elementary and Secondary School Emergency Relief – Homeless Children and Youth (ARP Homeless) Fund. ARP Homeless funding is being allocated to states through two separate awards: ARP Homeless 1.0 and ARP Homeless 2.0.

ARP Homeless 1.0

Following recommendations and guidance from ED, 25 percent of Tennessee’s ARP Homeless allocation (minus state reserve funds) will be made available as a supplement to current McKinney-Vento subgrant funds in early summer 2021. **ARP Homeless 1.0 funds will be administered through a competitive grant for current McKinney-Vento subgrantees only.** Funds from ARP Homeless 1.0 must be implemented consistent with the requirements of McKinney-Vento funds and must supplement and not supplant funds and services provided through state/local funds; Title I, Part A homeless set-aside funds; McKinney-Vento subgrant funds, ESSER 1.0, ESSER 2.0, and ESSER 3.0 funds.

ARP Homeless 2.0

The remaining 75 percent of Tennessee’s ARP Homeless allocation will be made available as soon as summer 2021 after ED completes necessary revisions to McKinney-Vento regulations for the competitive subgrant process. ED anticipates that the new regulations will require states to distribute ARP Homeless 2.0 funds to local educational agencies (LEAs) via a formula that uses the LEA’s allocation under Title I, Part A and the number of identified homeless children and youth in the 2018-19 school year. **Based on the initial guidance from ED, ARP Homeless 2.0 funds will be available to all of Tennessee’s LEAs.**

More information about ARP Homeless 2.0 will be shared with LEA homeless liaisons as it becomes available and resources will be posted in [ePlan > TDOE Resources > ARP Homeless 2.0](#). In anticipation of ARP Homeless 2.0 funding, homeless liaisons should begin to have discussions with LEA leadership around the needs of students experiencing homelessness and how ARP Homeless 2.0 funds might be used to address those needs.

ARP Homeless 1.0 vs. ARP Homeless 2.0 Summary

	ARP Homeless 1.0	ARP Homeless 2.0
Award Amount	\$3,055,380 (25% of TN’s award minus state reserve)	\$12,221,517 (75% of TN’s award)
Timeline	Available early summer 2021	Available as soon as summer 2021
Purpose	Intended to supplement existing McKinney-Vento funds, interventions, and supports	Intended to supplement ALL interventions and supports for students experiencing homelessness
Eligible LEAs	Current McKinney-Vento subgrantees, only	All LEAs
Funding Formula	Competitive Grant	Formula Grant (based on Title I, Part A and 2018-19 school year homeless data)

ARP Homeless 1.0 Overview

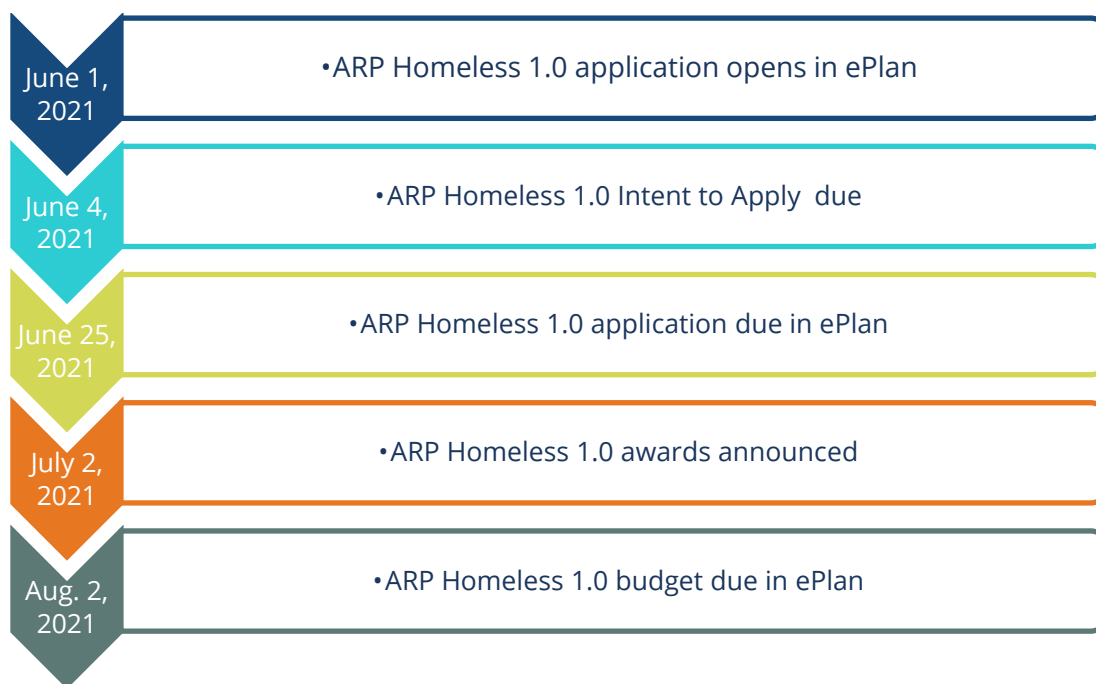
ARP Homeless 1.0 Funding Ranges

Current McKinney-Vento subgrantees may apply for ARP Homeless 1.0 funds using the following guide, **based on 2018-19 homeless student data**. Note that final award amounts are based on numerous factors, including LEA need and the availability of funds.

Tier	Homeless Student Population	Funding Range
1	Less than 1-99 students	Up to \$37,000
2	100-299 students	Up to \$112,000
3	300-499 students	Up to \$188,000
4	500-699 students	Up to \$264,000
5	700-899 students	Up to \$339,000
6	900-1099 students	Up to \$415,000
7	1100-1,299 students	Up to \$490,000
8	1,300-1,499 students	Up to \$566,000
9	1,500-1,699 students	Up to \$641,000
10	1,700-1,899 students	Up to \$717,000
11	1,900-2,099 students	Up to \$792,000
12	2,100 students and above	Up to \$810,000

ARP Homeless 1.0 Timeline

Keeping with ED's recommendation to immediately begin addressing the needs of homeless children and youth, the ARP Homeless 1.0 application, review, and award process will take place expeditiously, over a two-month period.



ARP Homeless 1.0 Fiscal Considerations

LEAs should consider the following when planning for the use of ARP Homeless 1.0 funds.

Period of Availability:

- Awarded LEAs will have until **June. 30, 2024** to obligate funds.
- LEA will be permitted to submit a **multi-year budget** within the ePlan application.
 - FY22 (2021-22)
 - FY23 (2022-23)
 - FY24 (2023-24)

Supplement, Not Supplant:

- ARP Homeless 1.0 funds should be must add to (or supplement) and not replace (or supplant) other funds, including:
 - State or local funds
 - ESSER 1.0, 2.0, and 3.0 funds
 - Other federal funding (McKinney-Vento subgrant, Title I)

Blending Funds:

- When planning for ARP Homeless 1.0, consider how ARP Homeless 1.0 and 2.0 funds can work together.

ARP Homeless 1.0 Allowable Use of Funds

LEAs must ensure that all costs associated with ARP Homeless 1.0 are reasonable and necessary and that these funds align with the intent and purposes of the McKinney-Vento Act. All allowable McKinney-Vento uses apply to these funds. For more information, LEAs should reference the list of authorized activities in section 723(d) of the Education for Homeless Children and Youth (EHCY) statute, [42 U.S.C. § 11433\(d\)](#).

These activities may include **any expenses necessary to facilitate the identification, enrollment, retention, and educational success of homeless children and youth**, such as:

- providing **wrap-around 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;
- 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.
- paying 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); and
- providing **store cards/prepaid debit cards** to purchase materials necessary for students to participate in school activities.

When considering funding decisions, it should be emphasized that § 723(d)(16) of the EHCY statute allows the use of funds for “other extraordinary or emergency assistance needed to enable homeless children and

youths to attend school and participate fully in school activities.” Since wrap-around services are only generally defined by McKinney-Vento, some interventions can be considered “extraordinary” and are unique to ARP Homeless 1.0 funding.

CAUTION – Short-term, temporary housing – Before allocating funds for this purpose, LEAs should consider the following other potential funding sources:

- \$5 billion in ARP through Housing & Urban Development (HUD) for homelessness assistance including short-term housing/prevention
- \$5 billion through HUD for emergency housing vouchers for those who are homeless. Also, between ARP and the December COVID package
- TOTAL of \$45 billion in rent relief through ARP and previous COVID relief funding

Liaisons are encouraged to work with the [HUD Continuum of Care \(CoC\) Program](#) to learn more.

CAUTION – Store cards/prepaid debit cards - To avoid potential opportunities for fraud, theft, misuse, and/or difficulty with accountability, liaisons should consider:

- partnerships with local vendors
- on-line ordering for basic needs

While overall needs may have increased as a result of the pandemic, homeless liaisons should consider “what works” in the LEAs process to assist students with needed resources.

ARP Homeless 1.0 Spending Priorities

Accordingly, when considering funding decisions, LEAs should analyze the needs of students experiencing homelessness in light of the COVID-19 pandemic and its extraordinary impact. Efforts to support historically underserved populations are also strongly recommended and encouraged (rural youth, tribal youth, students of color, students with disabilities, English learners, LGBTQ+ youth, pregnant/ parenting youth, etc.).

ED strongly recommends that LEAs applying for ARP Homeless 1.0 funds focus attention on the following priorities:

- Connect students and families to summer **2021 learning and enrichment programs.**
- **Identify students** during summer 2021, including:
 - students previously identified and were not present or engaged AND
 - students in the community who may not be enrolled.
- Engage students and their families in **preparation for fall.**

ARP Homeless 1.0 Application

Intent to Apply

IMPORTANT - All eligible LEAs (i.e. current McKinney-Vento subgrantees) must complete and submit an Intent to Apply via this short [survey](#) by **5:00 p.m. CT / 6:00 p.m. ET on June 4, 2021**.

ePlan User Access

Users must have the correct ePlan user access role (**LEA ARP Homeless 1.0 Director**) to access and complete the ARP Homeless 1.0 application in ePlan. Users with existing ePlan access can check their current user access roles. To view existing access, visit [ePlan.tn.gov](#), navigate to the *Address Book* and *LEA Role Contacts*, and view who is listed with the **LEA Title IX McKinney-Vento Director** role. Users who had the LEA **Title IX McKinney-Vento Director** roles prior to Jan. 14, 2021, were automatically assigned the new LEA ARP Homeless 1.0 Director role.

New ePlan users and existing ePlan users who need the new **LEA ARP Homeless 1.0 Director** user access role must request the additional role using the [ePlan User Access Form for LEAs](#). Access the form by navigating to [eplan.tn.gov > TDOE Resources > User Access Forms > ePlan User Access Form for LEAs](#). Users do not need to log in to ePlan to access *TDOE Resources* in ePlan. Follow the instructions on the *User Access Form*, then email the completed form to ePlan.Help@tn.gov to request additional access roles. User access requests may take up to two business days to process. Users will receive an email reply when access has been granted.

ePlan Role	ePlan Function
LEA ARP Homeless 1.0 Director (Users with the LEA Title IX McKinney-Vento Director role were automatically assigned this new role) LEA Fiscal Representative LEA Authorized Representative	Click Draft Started (or Revision Started for revisions) Respond to application questions, enter budgets
LEA ARP Homeless 1.0 Director	Click Draft Completed (or Revision Completed for revisions)
LEA Fiscal Representative (CFO or treasurer)	Click LEA Fiscal Representative Approved (or LEA Fiscal Representative Not Approved) (may also request funds after ARP Homeless 1.0 application is approved)
LEA Authorized Representative (Director of Schools)	Click LEA Authorized Representative Approved (or LEA Authorized Representative Not Approved)

After each status change, ePlan automatically sends a notification email to all users in the LEA who have the ePlan role of the next step in the process. For example, after the *LEA ARP Homeless 1.0 Director* clicks *Draft Completed*, ePlan automatically sends an email to all users in the LEA who have the role of *LEA Fiscal Representative*. Once the LEA receives the notification email that the ARP Homeless 1.0 application has been *FPO McKinney-Vento Coordinator Approved*, LEAs must complete the last step, *LEA Authorized Representative Approved*, for allocations to become available for reimbursement.

ARP Homeless 1.0 Application Access

Navigate to the ARP Homeless 1.0 application from the ePlan homepage by hovering your mouse over the **Search** tab on the left menu bar, then selecting **Funding Applications**.

Select the desired fiscal year (2022) in the upper left corner of the screen. Funding applications are stored in ePlan according to the **state fiscal year**. For example, 2022 indicates the 2021–22 school year. Click **Draft Started** to begin completing the application.

Fiscal Year:

Funding Application:

- State Funds
- Teacher Leader Network (TLN)
- Turnaround Action Grant (TAG)
- 21st CCLC Cohort 2019
- 21st CCLC Remaining Funds
- Adaptive Learning Technology Grant
- ARP Homeless 1.0**
- ATSI 2018 Designation

Change Status To:

Sections Page

Access each section of the ARP Homeless 1.0 application from the **Sections** page. For easy navigation, users may return to the **Sections** page by going to the **Funding** tab on the ePlan blue menu bar and selecting **Sections**.

Description (View Sections Only View All Pages)	Validation	Print
All	Messages	Print
Cover Page		Print
Cover Page		Print

To submit the ARP Homeless 1.0 application when complete, click the **Messages** link on the **Sections** page in the column labeled **Validation**. This link provides an overview of the validations that ePlan is running behind the scenes.

Items marked **Warning** are validations that users are not required to address prior to submitting the ARP Homeless 1.0 application. Examples of warnings are not uploading an optional related document or budgeting an entire allocation.

Items marked **Error** are incorrect, and users **must** address each one before submitting the ARP Homeless 1.0 application.

- Click on the link to the left of the word **Error** to go to the identified page to make corrections. If the LEA does not address all **Error** validations, ePlan will not allow a user to submit the application.

Examples of errors are (1) budgeting for more than the allocation, (2) not budgeting in a section where there is an allocation, and (3) not responding to a required question.

- Once the user clears all errors, the user with **LEA ARP Homeless 1.0 Director** access must click **Draft Completed** at the top of the **Sections** page.
- This generates an email to the **LEA Fiscal Representative** who must review the draft and click **LEA Fiscal Representative Approved** (or **Not Approved**) at the top of the **Sections** page.

When an application is submitted in the status of **LEA Fiscal Representative Approved**, an email notification is sent to the LEA's FPO Divisional Coordinator. A map listing current FPO Divisional Coordinators is available in the **TDOE Resources** section of ePlan.

History Log

The *History Log* documents status changes along with the name of the user who prompted the change and the date of the change. Use it to review who submitted or reviewed an application or the date when it was last approved or returned.

- Users may place a note in the *History Log* by clicking on the **Create Comment** link. Use **Create Comment** with caution, as comments remain part of the application's permanent record and are viewable by the public on approved applications.
- To create a comment, click on **Create Comment**. A narrative box appears. The user may type or paste a comment in the narrative box. Once the comment is complete, click **Save and Go To > Current Page** at the top of the screen to save.

Cover Page

An LEA user must enter the following information:

- LEA#
- LEA Name
- LEA Official Address
- Phone #
- Director of Schools Name
- Director of Schools email
- Director of Schools Phone #
- McKinney-Vento Liaison Name
- McKinney-Vento Liaison email
- McKinney-Vento Liaison phone #

Note: If any of the contact information on this page changes within the school year, an LEA user must update this page.

LEA data including 2018-19 homeless student data, FY21 McKinney-Vento award, and the FY21 Title I, Part A homeless set-aside will auto-populate at the bottom of the cover page.

ARP Homeless 1.0 Checklist

LEAs must review the ARP Homeless 1.0 Application Checklist for general checklist comments from each application reviewer, if applicable, and for the program section.

- After the LEA submits the application, the department reviews the application and marks each section as **OK**, **Not Applicable**, or **Attention Needed**. If the application contains no items that are marked as *Attention Needed*, the application is approvable.
- If the application contains items that are marked as **Attention Needed**, the application will be returned to the LEA with a status of not approved. The LEA will review the checklist for items that are marked *Attention Needed* and make the necessary changes to those items. Only the checked items in the areas marked *Attention Needed* need correction. Each section marked **Attention Needed** also has a place where the department may provide notes to explain items needing attention. The LEA should check for notes and additional comments.
- Once the LEA has made the necessary adjustments, the LEA resubmits the application for approval. If the department determines that the area is correct, **Attention Needed** will be changed to **OK** by FPO leadership. If the items needing attention still have not been corrected, the application will be returned to the LEA with a status of **Not Approved**.
- Applications that contain no items that are marked **Attention Needed** will be approved.

Each section will be designated with one of these statuses:

- **Not Reviewed:** No review occurred.
- **OK:** The section has no corrections and is approvable.
- **Coordinator Reviewed:** The section has been reviewed by the coordinator.
- **Attention Needed:** The section has items that need to have corrections completed.

Revisions

After approval of the ARP Homeless 1.0 application, the LEA may revise the application to amend one or more budget or program items.

- To begin a revision, users with the role of *LEA ARP 1.0 Homeless Director, LEA Fiscal Representative, or LEA Authorized Representative* may click **Revision Started** at the top of the [Sections](#) page.

Application Status:	LEA Authorized Representative Approved
Change Status To:	Revision Started
	OR
	FER Draft Started

When the ARP Homeless 1.0 application is in **Revision Started** status, users may make edits to all programs in the application as needed.

The application process flows in the same manner as the original submission. Until full approval, budget changes do not move into the reimbursement screens.

- Access changes made to an approved application are from the [Sections](#) page.
- Users may view any changes made to the application as part of a revision on the generated **Details** link in the **Revision** column on the [Sections](#) page.

Description (View Sections Only View All Pages)	Revision	Validation	Print Select Items
All	Details	Messages	Print
[-] Cover Page			Print
Cover Page			Print
[-] History Log			Print
History Log			Print
Create Comment			
[-] Allocations	Details		Print
Allocations	Details		Print
Remaining		\$827,000.00	

To view the original application or a prior revision, from the dropdown menu on the Funding Application screen, choose the menu item for *All Approved Applications*. The page displays all former revisions (approved only).

Note: If there is a current application in progress (not approved), it does not appear in this list. After reviewing prior revisions, remember to return the dropdown selection to **All Active Applications**.

Budget

Since ARP Homeless 1.0 is a competitive grant where LEAs request funding based on need, ARP Homeless 1.0 allocations will not be awarded until each application has been reviewed. **Therefore, applicants will not complete a full budget for grant funds in the initial grant application.** Once applications have been reviewed and award announcements have been made, allocations will be loaded to ePlan (on or before July 2, 2021) and subgrantees will budget their funds at that time.

IMPORTANT – For the initial grant application, applicants must enter a budget of at least **\$1.00** to submit the ARP Homeless 1.0 application. This budget entry must also contain a **budget tag**.

Budget Detail	Narrative Description
Account Number: 71100 - Regular Instruction Program Line Item Number: 116 - Teachers Use of Funds: Staffing Supports (Select at least 1, and up to 1 tag(s)) Optional Program Code: Location Code: Anderson County (010) Quantity: 1.00 Cost: \$1.00 Budget Detail Total: \$1.00	HOLD

Once ARP Homeless 1.0 funds have been allocated, LEAs should follow the steps below to complete the budget in ePlan. The ePlan process for entering the ARP Homeless 1.0 application budget is consistent with all other grants in ePlan. Each LEA must have a department-approved budget in ePlan before requesting reimbursement.

Adding Budget Details on the Budget Page

- To access a budget, click the **Budget** link from the *Sections page*.
- For each budget line that the LEA plans to use, click *modify* located to the left of the account number to open the *Budget Detail* page for that line item.
- On the *Budget Detail* page for the line item, Click Add a Budget Detail.
- For each *Budget Detail*,
 - The Account Number auto-populates for the line item that is being modified.
 - Select the appropriate line item number from the dropdown menu.
 - Identify the appropriate budget tag (see below for more information on budget tags).
 - If desired, enter the Optional Program Codes.
 - Add a narrative description for each entry.
- ePlan auto-populates the Location Code field with the LEA's name and identification number.
- Enter the Quantity and Cost for the Budget detail. The quantity is most commonly 1.00.
- ePlan auto-calculates the Line Item total as Quantity multiplied by Cost.
- Continue to add additional Budget Details as needed for the budget line item. To edit existing Budget details, click the pencil icon. To delete an existing Budget Detail, click the trash can icon.
- Navigate back to the Budget Page and repeat this process for each budget line. ePlan auto-calculates the budget totals as budget items and details are entered. ePlan deducts the budgeted amounts from the awarded allocation.
- Once complete, confirm that the amount in the *Remaining* area at the bottom of the *Budget* page is \$0.00.

Budget Filtering:

- Users can filter Budget Details by Account Number, Line Item Number, Location Code, Tags, or Narrative status by using the filtering tool.
- The most useful way to use this tool is by selecting all "Account Numbers" and then filtering Budget Details by Tags.
- To use the Tags filter, users must select at least one "School Type" from the bottom of the filter list, and then at least one Focus Type tag.

Budget Expectations

Indicate full-time equivalents (FTEs) for all staff paid with grant funds within the budget narratives and match the FTEs within all other areas of the grant application. Items and amounts budgeted must be reasonable and necessary for the implementation of grant activities. If materials, supplies, or equipment are being purchased, provide examples of what will be purchased.

Major Function Codes

When placing expenditures within the budgets for all grants, use the following guidelines:

- *71100—Regular Instruction Program*: Expenditures for the direct instruction of students (K–12) in this major function (i.e., salaries and benefits for teachers and educational assistants; contracted services to provide direct instruction; and supplies, materials, and equipment used in direct instruction)
- *71150—Alternative Instruction Program*: Expenditures for direct instruction of students (K–12) in an alternative instructional setting
- *71200—Special Education Program*: Expenditures for activities that provide learning experiences for students with special needs. Services include activities for varying needs, including educating the gifted and those with learning, emotional, and physical disabilities

- **71300—Vocational Education Program:** Expenditures for instructional activities that provide students with the opportunity to develop knowledge, skills, and attitudes needed for employment in an occupational area; activities include training both in the classroom and in a supervised work environment
- **72110—Attendance:** Expenditures for attendance services are activities designed to improve student attendance at school, which attempt to prevent or to solve student problems involving the home, the school, and the community. Attendance also records and reports student information to the state for funding and other statistical needs. Major categories include personnel, benefits, supplies and materials, and other charges.
- **72120—Health Services:** Expenditures to provide physical and mental health services that are not direct instruction, including medical and nursing services (i.e., salaries and benefits for providing support for instructional programs in health matters; contracted services for health services for students; supplies, materials, equipment to support health educators; and professional development [PD] costs)
- **72130—Other Student Support:** Expenditures for services to students such as attendance, health services, guidance, evaluation, and testing services for general education students, special education students, and vocational education students.
- **72210—Support Services/Regular Instruction Program:** Expenditures for assisting instructional staff in direct instruction for students (in grades K–12); this includes activities such as curriculum development, instructional media, coaching, child development, and staff professional development (PD) (i.e., salaries and benefits for staff providing instructional support services; contracted services for support services; supplies, materials, equipment related to staff support services; and PD costs).
Note: *Administrative expenditures for ESEA programs are typically included in 72210.*
- **72215—Support Services/Alternative Instruction Program:** Expenditures for planning, developing, and evaluating learning experiences for students in alternative learning environments. Activities include curriculum development, techniques of instruction, student development and understanding, and staff training.
- **72220—Support Services/Special Education Program:** Expenditures for assisting instructional staff in planning, developing, and evaluating the process of providing learning opportunities to students with special needs (K–12 or ages 3–21). This includes activities such as curriculum development, instructional media, coaching, child development, and staff PD (i.e., salaries and benefits for staff providing instructional support services; contracted services for support services; supplies, materials, equipment related to staff support services; and PD)
Note: *If it is a single contract with one provider (e.g., LeBonheur) for occupational therapy and physical therapy services, include in 72220.*
- **72230—Support Services/Vocational Education Program:** Expenditures for career and technical education instructional staff support include activities to assist in planning, developing, and evaluating the process of providing learning experiences that allow students to develop the knowledge, skills, and attitudes needed for employment in an occupational area. These activities include curriculum development, techniques of instruction, child development and understanding, and staff training.
- **72250—Education Technology:** Expenditures for technology services designed to provide internet and other technical services to support instruction, attendance, health, administration, testing, and other areas. Major categories include personnel, benefits, supplies, materials, and other expenses such as internet connectivity.
- **72710—Transportation:** Expenditures include activities concerned with conveying students for regular, vocational, and special educational instruction, as provided by state and federal law. This includes trips between home and school and trips to school activities. Transportation includes operating expenses for system-owned vehicles involved in the transportation function. Vehicle servicing, maintenance, and contracts for transporting services should also be recorded in this category.

- **73100—Food Service:** Expenditures include activities concerned with providing meals to students and staff in a school or school system. This service area includes the supervision of a staff whose responsibility is to prepare and serve regular and incidental meals, lunches, or snacks in connection with school activities and food delivery.
- **73300—Community Services:** Expenditures include activities concerned with providing community services to students, staff, or community participants. This includes expenditures for system staff participating in community organizations such as leadership, family resource centers, Families First, extended school programs, and community-sponsored activities

Object Codes

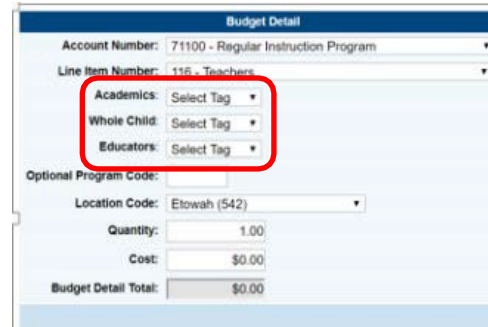
- **100—Personnel Services:** Amounts paid to employees of the LEA
- **200—Employee Benefits:** Amounts paid on behalf of employees for benefits; LEAs must budget benefits within the function in which the corresponding salary is recorded
- **300—Contracted Services:** Amounts paid for services rendered by individuals and/or companies who are not employed by the LEA
- **400—Supplies & Materials:** Amounts paid for items that are consumed, worn out, or deteriorated through use (consumables) such as classroom teaching supplies, office supplies, etc.
- **500—Other Charges:** Amounts paid for goods and services not falling into any other object code classification; funds carried over to the next fiscal year must be budgeted in 599
- **524—In-Service/Staff Development Services:** Amounts paid in relation to PD, including travel expenditures, must be budgeted in this object code. Amounts paid for substitute teachers for personnel attending PD activities cannot be budgeted here.

Note: ARP Homeless 1.0 will not have an allowable indirect cost.

Budget Tags

IMPORTANT - Budget tags are a **required step** in the FY22 ARP Homeless 1.0 application to allow reviewers to cross-reference the amount in the budget for each focus area on the *Program Details* page and the *Budget* page. Additionally, the budget narrative will directly be to the right of the line items instead of below the line items.

Tags will identify the **identified allowable use of funds** of a budget item without overly relying on the budget narratives and can be used to indicate how the money addresses a specific strategy or initiative.



The **APR Homeless 1.0** budget tags are shown in the table below.

Allowable Uses of Fund Budget Tags
<ul style="list-style-type: none"> • Staffing Support • Communication Supports • Counseling and Social Work Services • Providing Wrap-Around Services • Academic Supports • Early Childhood Education • Transportation • Short-Term Housing Supports

LEAs may only assign **one budget tag** to a budget line item. Tags are required to complete this funding application. To use the **budget tag** options for each line item, complete the following:

- **Add** the new line item,
- **Select** the appropriate **focus area**, and
- **Click update** or **create** and move to the next **budget item**.
- The budget tag totals will auto-calculate in the amount boxes in the **Focus Areas** section on the [Program Details](#) page.

LEA Program Details

The ARP Homeless 1.0 application has an associated [LEA Program Details](#) page. This page requires information regarding how the program will be administered. ePlan applications provide a variety of text entry options. Narrative boxes are boxes that allow formatting, including bolding, numbering, and font manipulation. Paste information such as text, tables, pictures, and graphs into narrative boxes. Text boxes are meant for a more concise response and do not allow as much formatting flexibility. It is still possible to paste text into a text box; however, the text may not hold its original formatting. Note that some text boxes have character limits.

Administration Cost

LEAs may budget reasonable and necessary costs to manage the federal grant in a compliant and effective manner. The limit for administration costs for ARP Homeless 1.0 is 5% of the total award. LEAs must provide a description of the reasonable and necessary administrative activities and personnel used to administer the grant program included. This includes full-time equivalents (FTE) and the amount deducted from the grant.

Budget Only codes 72210 are allowable to budget funds for administrative costs. All costs must be administrative in nature (e.g. program director, clerical staff, or bookkeeper salary/benefits; travel for administrative staff; professional development (PD) for administrative staff; etc.). Note that consumable materials such as office supplies are not allowable in ARP Homeless 1.0.

LEAs must include FTEs in budget narratives and must match the FTEs entered the ARP Homeless 1.0 Administration Program Details chart on the [Program Details](#) page. LEAs must base FTEs on the percentage of time spent on the cost objective.

Program Administration

- Choose the appropriate checkbox to indicate if the LEA is utilizing the grant funds to administer ARP Homeless 1.0.
- If the LEA is not utilizing grant funds for program administration, provide a summary of how the grant program will be administered, including the title of the staff responsible for the grant administration, the FTE(s), and the other funding sources that will contribute to administrative staff salaries/benefits in the box.

LEAs utilizing grant funds for administration must also complete the other questions on this page.

Personnel Details—System-Wide

- Indicate headcounts (HC) for each staff member paid with grant funds. Headcounts must always be whole numbers and must match throughout the section if mentioned more than once.
- Enter both a headcount and an FTE for all system-wide instructional **and support staff supported with the ARP Homeless 1.0. System-wide staff are employees not assigned to a building and work across the LEA in multiple school sites as necessary, but not as part of a planned assignment. Round FTEs to the nearest hundredth as necessary.**
- Reference identified staff within the narrative description of administration within the [LEA Program Details](#) page (titles and FTEs must match)

Note: FTEs must match FTEs identified in budget narratives (individually and sum). Titles of staff must match titles identified within budget narratives.

Personnel Details—Regular School Year K-12, School-Level

- Enter both a headcount and an FTE for all school-based, K-12, regular school year instructional and support staff supported with the ARP Homeless 1.0. School-based staff are employees assigned to one or more schools for a pre-determined time. These staff may work full time at one school or may split their time across two or more schools, but LEAs may not duplicate schools.
- Enter headcounts and FTEs for staff assignments within schools across the system. School names are pre-populated and numerous staff titles are pre-populated as well. Enter any staff not falling into these pre-populated categories in the “Other” column(s) provided and provide a position title.

Note: FTEs must match FTEs identified in budget narratives (individually and sum). Titles of staff must match titles identified within budget narratives.

Personnel Details—Summer School K-12, School- Level

- If the LEA is not using ARP Homeless 1.0 funds to support summer school programs, mark this page “N/A” by checking the box at the top. No additional input is necessary on this page.
- If ARP Homeless 1.0 funds are used to support summer school programs in schools, enter both a headcount and an FTE for all summer school, K-12, school-level instructional and support staff being supported with ARP Homeless 1.0 funds. These staff are hired or paid a stipend to implement summer programs.
- To determine an FTE for staff paid with a stipend: determine the total number of hours worked by each person as part of the summer program; determine the total number of hours considered full time for each person (total contracted hours during the regular school year), and divide the number of hours worked in the summer program by the total full-time hours for each person to determine the FTE for the summer program.
- Enter headcounts and FTEs for staff assignments within schools across the system. School names are pre-populated, and numerous staff titles are pre-populated. Enter staff not falling into these pre-populated categories in the “Other” column provided and enter a position title.

Note: FTEs must match FTEs identified in budget narratives (individually and sum). Titles of staff must match titles identified within budget narratives.

Spending Plan

ARP Homeless 1.0 allocations granted through this application should be in alignment and supplement the McKinney-Vento program, and all allowable McKinney-Vento uses apply to these funds. The questions below require LEAs to consider the needs of students experiencing homelessness and how funds will address those needs.

Planning

1. Reflect on the challenges that the LEA's homeless program faced during the COVID-19 pandemic. In the response, consider challenges around identification, transportation, housing, delivery of resources and services, school/extra-curricular attendance, etc.
2. How were these challenges determined? What data was used and what stakeholders were involved?
3. What prioritized educational, social, emotional, and/or mental health needs of homeless children and youths served by the LEA were identified by these challenges?

Services

1. Describe how the supplemental educational programs and services provided with these funds will meet the identified needs of the LEA's students in transition. (i.e., tutoring, extended school programming, etc.)
2. Describe how the supplemental wrap-around services and supports provided with these funds will meet the identified needs of the LEA's students in transition (i.e., mental health supports, access to social workers, community-based supports, etc.)?

Use of Funds

Provide a spending plan for ARP Homeless 1.0 funds that are aligned with the needs and the application for the McKinney-Vento Subgrant. For each of the applicable focus areas, describe the proposed activities and use of funds. Nest, explain how each activity addresses an established need and how the effectiveness of each activity will be assessed.

Allowable use of fund categories include:

1. Staffing Supports
2. Providing Communication Supports
3. Providing Counseling and Social Work Service Supports
4. Providing Wrap-Around Supports
5. Providing Academic Supports
6. Providing Early Childhood Education Supports
7. Providing Transportation
8. Providing Short-Term Housing Supports
9. Program Administration

IMPORTANT: For the initial grant application, applicants should indicate the proposed amount of funds that will be spent in each allowable use of funds category within the narrative box. Include this proposed amount along with the other requested narrative information.

The screenshot shows the 'Use of Funds' form. At the top, it says 'Use of Funds' and 'For each of the allowable uses of funds below: (1) verify the amount being spent, (2) explain how each purchase addresses an established need, and (3) explain how the effectiveness of the activity will be assessed.' Below this, there is a section for '1. Staffing Supports' with a text input field containing '\$ 0.00 Amount'. A note states 'The amount box auto-populates based on inputs from the Budget Page.' Below the note is a rich text editor with a toolbar. A large red rectangular box is drawn around the text area of the rich text editor, containing the text 'Proposed amount of funds and narrative response goes here.'

Once grant funds have been awarded and budgeted, the amount of funds to be spent in support of the focus area auto-populates based on inputs from the *Budget* page (budget tags).

This screenshot is similar to the one above, showing the 'Use of Funds' form. In this version, a red rectangular box highlights the '\$ 0.00 Amount' input field. The rest of the form, including the note and the rich text editor, is visible but not highlighted.

Timeline

1. Describe the timeline for ARP Homeless I implementation. Include a general timeline for all aspects of the grant, including planning, hiring of staff, ordering supplies/materials, establishing services for students, etc.

Funding Coordination

1. Check the boxes to indicate which funding sources will be coordinated with ARP Homeless 1.0 funds
 - Title I, Part A Homeless Set-Aside
 - McKinney-Vento Subgrant
 - ESSER 1.0
 - ESSER 2.0
 - ESSER 3.0
 - Other Funding Source
2. Describe how educational and wrap-around services/purchases (1) coordinate with and (2) supplement the programs and services provided under other programs, including the Title I, Part A homeless set-aside, the McKinney-Vento subgrant, and ESSER 1.0, 2.0, and 3.0 as indicated above?

Request for Funds

Complete the table. Include the amount of funds being requested and provide a rationale for this amount. Discuss funding needs and base requests on (1) coordination with other funds, (2) the number of homeless students served, and (3) program outcomes and needs. Note that the approval of funding requests is subject to various factors such as program performance, per-pupil expenditure amounts, and the availability of funds.

Assurances

LEAs must review all program assurances thoroughly. All items specified are requirements of the American Rescue Plan Act for Homeless Children and Youth Act, ECHY, ESEA legislation, or other regulation. By checking the statement at the top of the page, the LEA is affirming that it has read and understands all requirements and will abide by the same.

The local education agency (LEA) hereby ensures the state education agency (SEA) that the LEA meets each of the following conditions:

- Activities must align with the intent and purpose of the American Resource Plan Act for Homeless Children and Youth (ARP).
- Funds will be administered in a manner consistent with all the requirements of the Education for Homeless Children and Youths (EHCY) program.
- ARP Homeless 1.0 funds must be administered by the LEA established Homeless Children Liaison.
- The LEA(s) assures that the combined fiscal effort per student, or the aggregate expenditures of that agency and the state with respect to the provision of free public education by such agency for the fiscal year preceding the fiscal year for which the determination is made, was not less than 90 percent of such combined fiscal effort or aggregate expenditures for the second fiscal year preceding the fiscal year for which the determination is made.
- The LEA shall report spending progress and reimbursement request on a quarterly basis to the Tennessee Department of Education.

- The LEA will use funds received under the grant to supplement, not supplant, funds used before the award of the grant for purposes of providing services to homeless children and youth, including the McKinney-Vento subgrant, and ESSER 1.0, 2.0, and 3.0.
- All programs, services, and activities covered by this Grant Application will be operated in accordance with state and federal laws, regulations, as well as approved policies and rules as established by the Tennessee State Board of Education and the Tennessee Department of Education. The U.S. Office of Management and Budget's Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
- Recognize that state approval of an application does not relieve the LEA of its responsibility to comply with all applicable program and fiscal requirements.
- Grant funds will not be expended in any manner other than as outlined in the budgeted section of the approved grant application will only be made for allowable costs. Any changes to the original budget must be pre-approved by the State before line items are modified.
- The LEA acknowledges that this program is subject to funds availability and that the State reserves the right to terminate program activities and expenditures for convenience at any time.
- Keep such records, and provide such information to the State, as may be reasonably required for fiscal audit, data reporting, and program evaluation ARP section