

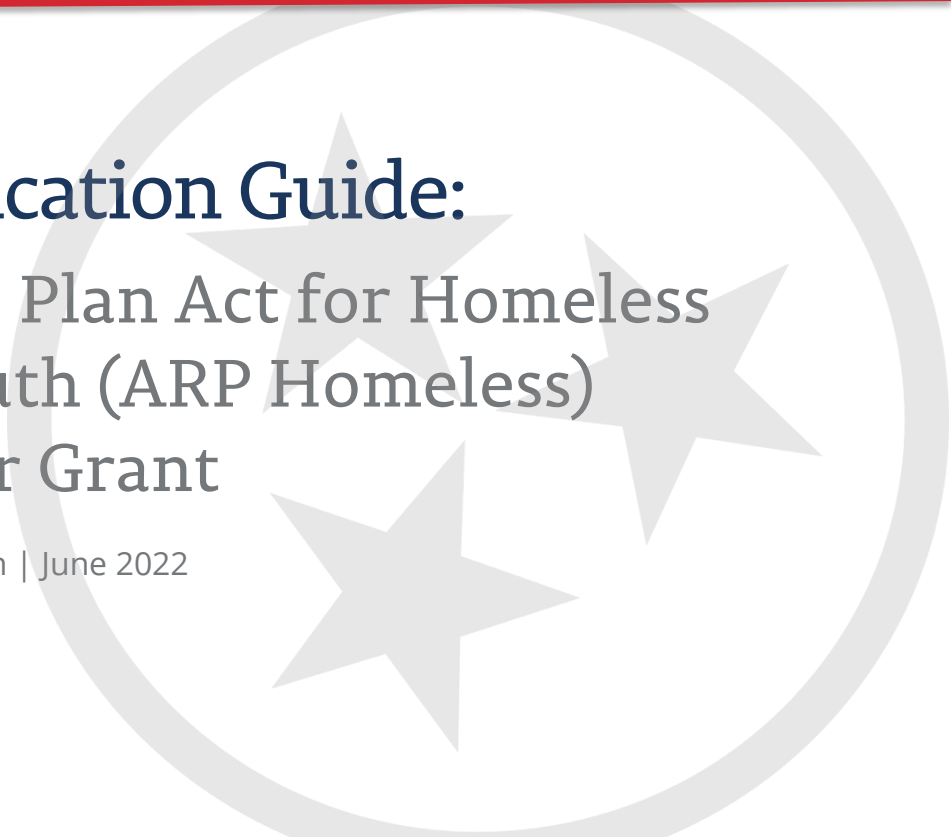


Department of
Education

Technical Application Guide:

American Rescue Plan Act for Homeless Children and Youth (ARP Homeless) System Navigator Grant

Tennessee Department of Education | June 2022



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Background

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) was made available as a supplement to current McKinney-Vento subgrant funds in early summer 2021. ARP Homeless 1.0 funds were administered through a competitive grant for current McKinney-Vento subgrantees only. More information about ARP Homeless 1.0 can be found [here](#).

ARP Homeless 2.0

The remaining 75 percent of Tennessee's ARP Homeless allocation was made available to all local educational agencies (LEAs) on Sept. 1, 2021. Allocations were formulated based on each LEA's FY21 allocation under Title I, Part A, and either 2018-19 or 2019-20 homeless data, whichever year is higher. LEAs had the option to choose to accept or release ARP Homeless 2.0 funds. More information about ARP Homeless 2.0 can be found [here](#).

ARP Homeless System Navigator

The Tennessee Department of Education (department) is providing subgrants to LEAs to hire a System Navigator to help connect McKinney-Vento identified students and families with resources and community-based organizations (CBO's) and provide support successfully accessing these systems. Grantees can also contract with a CBO to act as their Systems Navigator (e.g., United Way or Boys and Girls Clubs).

These subgrants will allow for LEAs to further support the historically underserved populations experiencing homelessness, 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. The funds from the System Navigator subgrant are intended to be coordinated with Title I, Part A; the McKinney-Vento subgrant; and ARP Homeless 1.0 and 2.0 funds (as applicable).

ARP Homeless System Navigator Overview

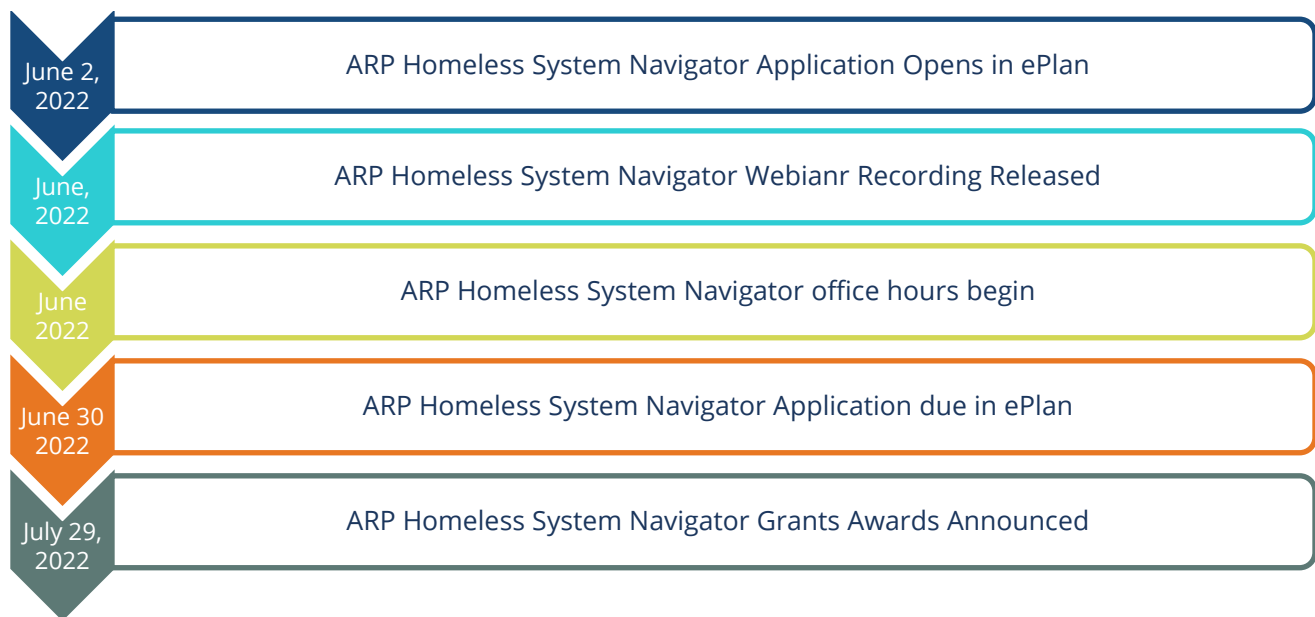
Funding Amounts

Funds for the System Navigator subgrant are contingent upon the ARP Homeless 1.0 & 2.0 state reserve, which is sourced by ED through the American Rescue Plan for Homeless Children and Youth (ARP-HCY) Education Assistance Improvements Act of 2021. This competitive subgrant is open to all Tennessee LEAs. Funding will be awarded for two years: FY23 (2022-23) and FY24 (2023 -24). LEAs may request up to \$100,000 per school year. Allocations will vary from LEA to LEA based on pay rates but requested amounts should be based on an **80 percent/20 percent formula. Approximately 80 percent of the request should be for the salary and benefits of the position with the remaining 20 percent budgeted for crucial position needs (travel, professional development, minimal equipment, communication costs, etc.).**

For example, if the LEA is requesting \$100,000 then \$80,000 should be budgeted for salary and benefits while \$20,000 should be budgeted for other position needs. **LEAs should only request the funds that are necessary for the position and should follow LEA policy when determining the salary for the position.** Final award amounts will be based on a number of factors including LEA requests, availability of funds, the number of applicants, and the quality of the subgrant application.

ARP Homeless System Navigator Timeline

Keeping with ED's recommendation in supporting LEAs in addressing the needs of homeless children and youth, the ARP Homeless System Navigator application and review process will take place expeditiously, so LEAs can begin the hiring process for fall 2023.



ARP Homeless System Navigator Role

The ARP Homeless Systems Navigator will support the LEA and school homeless liaisons in identifying homeless children and youth and providing homeless children and youth with wrap-around services and the assistance needed to enable them to attend school and participate fully in school activities. The Systems Navigator will assist the LEA and school homeless liaisons in meeting the urgent needs of children and youth experiencing homelessness; including academic, social, emotional, and mental health needs. The systems navigator will work closely with the LEA homeless liaison to ensure the LEA is in compliance with the McKinney-Vento Education for Homeless Children and Youth.

Essential Functions of the ARP Homeless System Navigator

- Help families and youth access education and other ARP services, such as shelter, utilities, housing and rental assistance, childcare, Head Start, unemployment, and tax credits.
- Participate in and lead training on the identification of homelessness.
- Facilitate the organization of required recording keeping throughout the identification and support processes, including, but not limited to, residency forms, investigation documentation, categorizing homeless situations appropriately, maintaining district databases, etc.
- Assist homeless liaisons and school leaders in determining the best interest of the child or youth, to the extent feasible. to keep child or youth in the school of origin, unless it is against the wishes of the parent/guardian.
- Assist homeless liaisons and school leaders in expediting enrollment of homeless children or youth even if the child lacks records normally required for enrollment.
- Ensure information on each homeless child and youth is entered immediately in the state mandated student database.
- Coordinate community support for resources for identified homeless students under the direction of the LEA homeless liaison
- Facilitate needs assessments of families living in homelessness under the direction of the LEA homeless liaison.
- Maintain and fulfill requests from school homeless liaisons for resources or services needed for identified homeless students or families
- Assist in organizing supply closets, food pantries, hygiene kits, etc., for identified homeless students.
- Follow LEA financial procedures in obtaining resources needed by identified homeless students under the direction of the LEA homeless liaison.
- Use effective and professional communication skills when interacting with stakeholders, including families of students living in homelessness
- Notify child nutrition upon identification of homeless students.
- Assist homeless liaisons and school leaders in ensuring that transportation is provided, at the request of the parent or guardian or unaccompanied youth to and from the school of origin.
- Maintain confidentiality and professionalism at all times

ARP Homeless System Navigator Considerations

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

Period of Availability:

- Awarded LEAs have until **June 30, 2024**, to obligate funds.
- LEAs will be permitted to submit a **multi-year budget** within the ePlan application. Please specify when a purchase spans several years within the budget narrative.
 - FY23 (2022-23)

- FY24 (2023-24)

Supplement, Not Supplant:

ARP Homeless System Navigator funds 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, etc.)

IMPORTANT: Narrative descriptions within the application must contain details making it evident that all purchases and programs meet *Supplement, Not Supplant* provisions.

Blending Funds:

When planning for ARP Homeless System Navigator, consider how these funds **can work together and coordinate** with other funding streams such as the Title I, Part A homeless set-aside, ESSER 1.0, ESSER 2.0, ESSER 3.0, ARP Homeless 1.0, and the McKinney-Vento subgrant (as applicable).

ARP Homeless System Navigator Allowable Use of Funds

LEAs must ensure that all costs associated with ARP Homeless System Navigator are **reasonable and necessary** and that these funds **align with the intent and purposes of the McKinney-Vento Act**. All allowable uses of McKinney-Vento funds are also allowable under ARP Homeless 2.0. For more information, see the list of authorized activities in section 723(d) of the Education for Homeless Children and Youth (EHCY) statute, [42 U.S.C. § 11433\(d\)](#).

Activities may include expenses necessary to facilitate the identification, enrollment, retention, and educational success of homeless children and youth through the hiring of an ARP Homeless Systems Navigator to provide:

- **Heightened Identification** of homeless children and youth and using ARP Homeless System Navigator funds to help expand ways of identification that may not otherwise be attainable.
- **Wrap-around services** to assist families and youth access education and other ARP services, such as shelter, utilities, housing, and rental assistance, childcare, Head Start, and unemployment. Assistance could be provided in collaboration with and/or through contracts with CBOs, and could include academic supports, trauma-informed care, social-emotional support, and mental health services.
- Assistance needed for homeless children and youth to **attend and participate fully in school activities**, including in-person instruction.

ARP Homeless System Navigator 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, etc).

Additionally, ED strongly recommends that LEAs applying for ARP Homeless 2.0 funds focus attention on the following priorities:

- Connecting students and families to summer learning and enrichment programs.
- Identifying students, 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 the academic school year

ARP Homeless System Navigator Application

ePlan User Access

Users must have the correct ePlan user access role (**LEA ARP Homeless System Navigator Director**) to access and complete the ARP Homeless System Navigator 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 August 2021 were automatically assigned the new LEA ARP Homeless System Director role.

New ePlan users and existing ePlan users who need the new **LEA ARP Homeless System Navigator 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 System Navigator 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 System Navigator 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 System Navigator 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 System Navigator Director** clicks *Draft Completed*, ePlan automatically sends an email to all users in the LEA who have the role of **LEA Fiscal Representative**. The LEA Fiscal Representative will then submit the application for approval by the **LEA Authorized Representative**. Once the LEA receives the notification email that the ARP Homeless System Navigator application has been *FPO McKinney-Vento Grant Manager Approved* final budgets can be obligated.

ARP Homeless System Navigator Application Access

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

Select the desired fiscal year (2023) in the upper left corner of the screen. Funding applications are stored in ePlan according to the **state fiscal year**; 2023 indicates the 2022–23 school year.

Click on the **application name** to open the application.

2023 ▾	All Active Applications ▾
Entitlement Funding Application	
Consolidated	
CTE Perkins Basic	
Elementary and Secondary School Emergency Relief (ESSER)	
Innovative School Models (ISM)	
Math Implementation Support Grant	
Competitive Funding Application	
21st CCLC Cohort 2022	
ARP Homeless System Navigator	
IDEA Partnership for Systemic Change (K-12)	
IDEA Partnership for Systemic Change (Preschool)	
Title IX McKinney-Vento	
Turnaround Plan Grant (TPG)	
Voluntary Pre-K	

Click **Draft Started** to begin the application.

Application Status:	Not Started
Change Status To:	Draft Started

Sections Page

Access each section of the ARP Homeless System Navigator 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**.

To submit the ARP Homeless System Navigator 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.

Description (View Sections Only View All Pages)	Validation	Print
All	Messages	Print
<input type="checkbox"/> Cover Page		Print
Cover Page		Print

Items marked *Warning* are validations that users are not required to address prior to submitting the ARP Homeless System Navigator 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 System Navigator 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 System Navigator 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.

Cover Page

An LEA user must enter the following information:

- LEA Number
- LEA Name, Official Address, and Phone Number.
- Director of Schools Name, Email Address, and Phone Number.
- McKinney-Vento Liaison Name, Email Address, and Phone Number.

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

Budget

Since the ARP Homeless System Navigator is a competitive grant where LEAs request funding based on need, ARP Homeless System Navigator 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 Wednesday, June 30, 2022) 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 System Navigator application. This budget entry must also contain a **Use of Funds budget tag**. See below for more information on required budget tags.

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 System Navigator funds have been allocated, LEAs should follow the steps below to complete the budget in ePlan. The ePlan process for entering the ARP Homeless System Navigator 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 budget for the Systems Navigator subgrant, only one function code is available:

- **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).

Object Codes

- **189—Other Salaries and Wages:** Amounts paid to employees of the LEA
- **200s—Employee Benefits:** Amounts paid on behalf of employees for benefits; LEAs must budget benefits within the function in which the corresponding salary is recorded
- **399—Other Contracted Services:** Amounts paid for services rendered by individuals and/or companies who are not employed by the LEA
- **499—Other Supplies & Materials:** Amounts paid for items that are consumed, worn out, or deteriorated through use (consumables) such as classroom teaching supplies, office supplies, etc.
- **599—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 System Navigator will not have an allowable administration or indirect cost.

Budget Tags

IMPORTANT - Budget tags are a **required step** in the ARP Homeless System Navigator application and will populate the amount to be spent in each focus area on the Program Details page.

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.

Budget Detail	
Account Number:	72210 - Support Services/Regular Instruction Program
Line Item Number:	189 - Other Salaries & Wages
Use of Funds: <small>(Select at least 1, and up to 1 tag(s))</small>	Select Tag
Optional Program Code:	
Location Code:	Achievement School District (985)
Quantity:	1.00
Cost:	\$0.00
Budget Detail Total:	\$0.00

The **APR Homeless System Navigator** budget tags are based on the subgrant focus areas and are shown below:

- ARP Homeless Systems Navigator Position
- Other Salaries and Wages
- Professional Development
- Travel
- Supplies and Materials
- Communication Supports
- Other Equipment
- Technology
- Contracted Services

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 staff supported with the ARP Homeless System Navigator funds. 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.

Coordination and Collaboration

- Describe how the Systems Navigator will collaborate with CBOs and others within the LEA and/or community and work to expand community partnerships.
- Collaborations-Please provide a list of community-based organizations and other support groups that the systems navigator will coordinate and collaborate with in the LEA and/or community to provide support to homeless students and families.
 - Examples of collaborations may include, but are not limited to: local childcare facilities, Head Start, local food banks, local churches, CBOs, local government, etc.).
- Describe how the systems navigator position will work to expand coordination and collaboration with both internal programs/stakeholders as well as community-based organizations.

Spending Plan

ARP Homeless Systems Navigator 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

Reflect on the challenges faced by the LEA's homeless education program in general as well as challenges 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.

1. How were these challenges determined? What data was used and what stakeholders were involved?
2. What prioritized educational, social, emotional, and/or mental health needs of homeless children and youths served by the LEA were identified by these challenges?

3. How will the systems navigator help address these challenges?

Services

1. Describe how the System Navigator will support the district and school homeless liaisons in **identifying** homeless students.
2. Describe how the System Navigator will provide supplemental **educational support** to homeless students.
3. Describe how the Systems Navigator will assist families in **finding resources and needed services** (i.e., obtaining HUD assistance, mental health supports, agency appointment, setting up services such as utilities, Head Start, shelters, etc..)
4. Describe how the Systems Navigator will provide and/or help homeless students access supplemental **wrap-around services**.
5. Develop at least **two (2) SMART (Specific, Measurable, Attainable, and Timely) goals focused on the work associated with the Systems Navigator** and the LEA's homeless program. Include information on how the effectiveness of the position and associated initiatives will be evaluated annually.

Use of Funds

Provide a spending plan for ARP Homeless System Navigator funds that are aligned with the needs of the LEAs homeless program. For each of the allowable uses of funds below: (1) describe the proposed activities and use of funds, (2) explain how each activity addresses an established need and (3) how the effectiveness of each activity will be assessed.

Allowable use of fund categories include:

1. ARP Homeless Systems Navigator Position (Salary and Benefits)
2. Other Salaries and Wages
3. Professional Development (for ARP Homeless Systems Navigator Position)
4. Travel
5. Supplies and Materials
6. Communication Supports
7. Other Equipment
8. Technology and Devices for ARP Homeless System Navigator

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.

Use of Funds

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.

1. Staffing Supports

\$ Amount

The amount box auto-populates based on inputs from the Budget Page.

Describe the proposed activities and use of funds. Explain how the effectiveness of the activities will be assessed and how these proposed activities align with either the health/safety or academic priority.

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).

Use of Funds
 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.

1. Staffing Supports

\$ Amount

The amount box auto-populates based on inputs from the Budget Page.

Describe the proposed activities and use of funds. Explain how the effectiveness of the activities will be assessed and how these proposed activities align with either the health/safety or academic priority.

Microsoft Word ribbon: Home, Insert, Layout, References, Mailings, Review, Send To, View, Developer, Language, Proofing, Font, Paragraph, Styles, Tables, Windows, Help, Times New Roman, Size

Timeline

Describe the timeline for ARP Homeless Systems Navigator position. Include a general timeline for all aspects of the funding, including planning, hiring, establishing services for students, etc.

Sustainability

Describe how the LEA might sustain the Systems Navigator position once the grant has ended. What other funding sources might be utilized? If the position will not be maintained after the grant, how will the LEA continue the work?

Funding Coordination

1. Check the boxes to indicate which funding sources will be coordinated with ARP Homeless System Navigator funds
 - Title I, Part A Homeless Set-Aside
 - McKinney-Vento Subgrant
 - ESSER 1.0
 - ESSER 2.0
 - ESSER 3.0
 - APR Homeless 1.0
 - ARP Homeless 2.0
 - Other Funding Source (If Other is checked, what is the 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 and APR Homeless 1.0 and 2.0 as indicated above?

Request for Funds

Complete the table below. Include the amount of funds being requested up to \$200,000 for two years 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. **Requests should be based only on the amount needed to fund the position and associated needs. In general, requests should follow an 80 percent/20 percent formula, with 80 percent of funds budgeted for salary and benefits and 20 percent budgeted for other necessary needs.**

ARP Homeless Systems Navigator Funding Request FY23	\$ <input type="text"/>
ARP Homeless Systems Navigator Funding Request FY24	\$ <input type="text"/>
Funding Request Rationale	<input type="text"/>

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

Resources

- [ePlan](#) > TDOE Resources > 6. Relief Funding > ARP Homeless
- [ePlan](#) > TDOE Resources > ESSA Information, Guidance, PPTs, & Webinars > Title IX, Part A Education for Homeless Children & Youth > McKinney-Vento Toolkit and Resources
- [McKinney-Vento Toolkit](#)
- [U.S. Department of Education](#)
- [The National Center for Homeless Education \(NCHE\)](#)
- [SchoolHouse Connection](#)
- [Education for Homeless Children and Youths Program Non-Regulatory Guidance](#)