**Notice of Grant Opportunity – EWEG**

**American Rescue Plan**

**Education for Homeless Children and Youth (ARP-HCY) I Program**

**22-BR29-H02**

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**CFDA 84.425W**

**March 2022**

**Application Due Date: April 5, 2022**

**NEW JERSEY DEPARTMENT OF EDUCATION**

**P.O. Box 500**

**Trenton, NJ 08625-0500**

[**http://www.nj.gov/education**](http://www.nj.gov/education)

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**When responding to this Notice of Grant Opportunity (NGO), applicants must use the Electronic Web Enabled Grant (EWEG) online application system. See** [**http://homeroom.state.nj.us/**](http://homeroom.state.nj.us/) **to access this system. Please refer to the web page for the NGO at** [**http://www.nj.gov/education/grants/discretionary/**](http://www.nj.gov/education/grants/discretionary/) **(click on *available grants*) for information on when the EWEG application will be online.**

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# SECTION 1: GRANT PROGRAM INFORMATION

## DESCRIPTION OF THE GRANT PROGRAM

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) included an unprecedented $800 million reservation within the Elementary and Secondary School Emergency Relief (ESSER) Fund to support the specific and urgent needs of homeless children and youths brought on by the COVID-19 pandemic. The U.S. Department of Education administered these funds through the ARP Homeless Children and Youth (ARP HCY) Fund [ARP section 2001(b)(1)]. ARP HCY funds are designed to support efforts to identify homeless children and youths, provide them with comprehensive, wrap-around services that address needs arising from the COVID-19 pandemic, and allow them to attend school and participate fully in all school activities. As a result of the COVID-19 pandemic, students experiencing homelessness are increasingly under-identified, as learning outside of school building settings likely impeded the critical role of educators and staff in schools and LEAs to properly identify students, and these students have remained underserved by schools, LEAs, and States. New ARP Act funding to support students experiencing homelessness has tremendous potential to expand the systems in States to identify and support the needs of homeless children and youths.

The allocation of ARP HCY funds to states was based on the proportion that each state received under Title I, Part A for the most recent fiscal year. The New Jersey Department of Education (NJDOE) was awarded $18,118,225 ($4.53 million in ARP Homeless I and $13.58 million in ARP Homeless II funding.) NJDOE will follow the Department’s recommendation and distribute 75% of the ARP Homeless I allocation to current regional McKinney-Vento grantees. This enables the regional grantees to meet unmet needs by partnering with community-based organizations that are well-positioned to identify children and youths experiencing homelessness and connect them to educationally related supports and wraparound services. The NJDOE homeless coordinator will work with the existing regional grantees to ensure these funds are used to focus on identifying students and connecting students experiencing homelessness and their families to summer learning and after-school enrichment programs.

This Notice of Grant Opportunity (NGO) addresses the ARP Homeless I funding. These funds must supplement the [McKinney-Vento Education Program funds (](http://uscode.house.gov/view.xhtml?path=/prelim@title42/chapter119/subchapter6/partB&edition=prelim)42 U.S.C. §11431 et seq ) and may be used for any of the sixteen (16) activities authorized under the McKinney-Vento Assistance Act (<https://nche.ed.gov/mv-auth-activities/>). Programs and services provided with ARP Homeless I funds must not replace the regular academic program and must be designed to expand upon or improve services provided to homeless children and youths as part of the district’s regular academic program, including compliance with McKinney-Vento statutes.

**Based on the continued availability of ARP HCY federal** **funding, t****he total grant award expected to be available under this opportunity is approximately $3,395,536.**

**Grant Period:** Funds appropriated under section 2001 of the ARP Act are available from **April 23, 2021 through September 30, 2023**. Under section 421(b) of the General Education Provisions Act, funds not obligated and expended prior to the beginning of the fiscal year following the fiscal year for which funds were appropriated remain available for obligation and expenditure for an additional year. Accordingly, funds appropriated under the ARP-Homeless program will be available until September 30, 2024. All eligible costs must be incurred within this period.

**Supplement not Supplant Requirement:** ARP Homeless I funds supplement the EHCY program, and the uses of funds are governed by EHCY allowability. Uses of funds may include, when responding to the impact of the COVID-19 pandemic, expenses that are reasonable and necessary to facilitate the identification, enrollment, retention, and educational success of homeless children and youth. Additional examples are described in the April 23, 2021 letter to Chief State School Officers.

## 1.2 ELIGIBILITY TO APPLY

The American Rescue Plan Act Education for Homeless Children and Youth (ARP-HCY) I grant program is a supplemental grant open to five (5) existing grantees that were previously selected through a competitive process under the McKinney-Vento Education of Homeless Children and Youth (EHCY) Program. The eligible entities are regionally positioned throughout the state:

* Bergen County Special Services School District (serving Region 1);
* Essex County Educational Services Commission (serving Region 2);
* Gloucester County Special Services School District (serving Region 3);
* Monmouth-Ocean Regional Educational Services Commission (serving Region 4); and
* Woodstown-Pilesgrove School District (serving Region 5).

The existing five (5) EHCY grantees identified will also:

1. Under the subsequent ARP-HCY II program, will serve and act as Lead LEA/Fiscal Agent for a Consortia to carry out joint and cooperative administered programs and/or services between the Lead LEA/Fiscal Agent and members’ (participants’) school districts for the identification, enrollment, retention, and educational success of children and youths experiencing homelessness by the most efficient and economically responsible means; and
2. Serve the identified region in the lead capacity through the entire multi-year grant period.

**Note: See Appendix A regarding the roles and responsibilities of a Consortium Lead LEA/Fiscal Agent.**

## 1.3 FEDERAL COMPLIANCE REQUIREMENTS (DUNS, SAM, Executive Compensation)

In accordance with the Federal Fiscal Accountability Transparency Act (FFATA), all grant recipients must have a valid DUNS number and also must be registered with the Central Contractor Registration (CCR) database. DUNS numbers are issued by Dun and Bradstreet and are available for free to all entities required to register under FFATA.

* To obtain a DUNS number, go to <http://fedgov.dnb.com/webform/>
* To register with the SAM database, go to [www.sam.gov](http://www.sam.gov)

**Applicants are required to submit their DUNS number and expiration date of their SAM registration as part of the EWEG application using the appropriate EWEG tab (contacts) and must certify that they will ensure their registration will remain active for the entire grant period.**

Applicants also must print the “Entity Overview” page from their Profile (which displays their DUNS number and street address with ZIP+4 code), and upload a scan of the page to the application using the UPLOAD tab.

**FFATA Executive compensation disclosure criteria**

In the preceding fiscal year, if an applicant:

• Received at least $25,000,000 in annual gross revenues from federal awards; and,

• If at least eighty (80) percent of the applicant’s annual gross revenues came from federal awards;

The applicant is required to disclose the name and total compensation of the five (5) most highly compensated officers of the applicant as part of the grant application.

This information is to be entered using the appropriate EWEG tab (contacts). The term “federal award” includes federal contracts, sub-contracts, grants, and sub-grants.

No award will be made to an applicant not in compliance with FFATA.

## 1.4 STATUTORY/REGULATORY SOURCE AND FUNDING

The ARP-HCY Program is 100percent funded through the ARP Homeless Children and Youth (ARP HCY) Fund [ARP section 2001(b)(1)].The anticipated total amount to be allocated to the existing five (5) EHCY grantees for this multi-year opportunity is approximately $3,395,536. The project must be designed and implemented in conformance with all applicable federal and state regulations.

Due to the COVID-19 pandemic, and the reliability of the SY19-20 homeless count, the SY 18-19 reported numbers of homeless children and youths were used to calculate the following Grantee allocations:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **GRANTEE ALLOCATIONS** | | | | |
| **Region** | **Areas to be Serviced (required service to the counties as grouped)** | **Number of Reported Homeless Children and Youths 18-19** | **Number of Reported Homeless Children and Youths 19-20** | **Supplemental**  **ARP Homeless I Award**  **$3,395,536**  ***(based on 18-19\* reported numbers)*** |
| Region 1 - Bergen County Special Services School District | * Bergen * Hunterdon * Passaic * Somerset * Sussex * Warren | **2154** | **1877** | **$540,655** |
| Region 2 - Essex County Educational Services Commission | * Essex * Hudson * Morris * Union | **2627** | **2571** | **$659,379** |
| Region 3 - Monmouth-Ocean Regional Educational Services Commission | * Mercer * Middlesex * Monmouth * Ocean | **3355** | **3263** | **$842,107** |
| Region 4 - Gloucester County Special Services School District | * Atlantic * Burlington * Camden * Gloucester | **4042** | **3507** | **$1,014,544** |
| Region 5 - Woodstown-Pilesgrove School District | * Cape May * Cumberland * Salem | **1350** | **1115** | **$338,851** |
| TOTAL |  | **13,528** | **12,333** | **$3,395,536** |

The grantee is expected to complete implementation activities established in its grant agreement and make satisfactory progress toward the completion of its approved action plan. Failure to do so may result in the Department’s withdrawal of the grantee’s eligibility for the continuation of grant funding. The Department will remove ineligible, inappropriate, or undocumented costs from funding consideration.

## 1.5 DISSEMINATION OF THIS NOTICE

The Office of Supplemental Educational Programs will make this notice available to the eligible applicants listed in Section 1.2, and to the executive county superintendents.

Additional copies of the NGO are also available on the [NJDOE website](http://www.nj.gov/education/grants/discretionary/) or by e-mailing the Office of Supplemental Educational Programs at the New Jersey Department of Education, 100 Riverview Executive Plaza, P.O. Box 500, Trenton, NJ 08625-0500 - McKinney.Vento@doe.nj.gov.

## 1.6 TECHNICAL ASSISTANCE

Technical Assistance will be provided on as needed basis. For further information, please contact the EHCY State Coordinator at [McKinney@doe.nj.gov](mailto:McKinney@doe.nj.gov).

## 1.7 APPLICATION SUBMISSION

The NJDOE administers discretionary grant programs in strict conformance with procedures designed to ensure accountability and integrity in the use of public funds and, therefore, **will not accept late applications.**

The responsibility for a timely submission resides with the applicant. The Application Control Center (ACC) must receive the complete application through the online [Electronic Web Enabled Grant (EWEG) system](http://homeroom.state.nj.us/) **NO later than: 4:00 P.M. on TUESDAY, april 5, 2022. Without exception,** the ACC will not accept, and the Office of Grants Management cannot evaluate for funding consideration, an application received after this deadline.

**Applicants are advised to plan appropriately** to allow time to address any technical challenges that may occur. Additionally, applicants should run a consistency check at least 24 hours before the due date to determine any errors that might prevent submission of the application. Applicants are advised not to wait until the due date to submit the application online as the system may be slower than normal due to increased usage. Running the consistency check does not submit the application. When the consistency check runs successfully, a submit button will appear. Once the submit button is clicked, the application may not be edited, additional information may not be submitted, and the application can no longer be accessed or returned. **Please note** **that the submit button in the EWEG system will disappear as of 4:00 PM on the due date of TUESDAY, april 5, 2022.**

Complete applications are those that include all elements listed in Section 3.3, Application Component Checklist of this notice. Applications received by the due date and time will be screened to determine whether they are, in fact, eligible for consideration. The NJDOE reserves the right to reject any application not in conformance with the requirements of this NGO.

**Paper copies of the grant application will not be accepted in lieu of the EWEG application. Applications submitted by FAX cannot be accepted under any circumstances.**

## 1.8 REPORTING REQUIREMENTS

Grant recipients are required to submit semi-annual program and fiscal progress reports. Program and fiscal reports will be due as follows:

|  |  |  |
| --- | --- | --- |
| **Reporting Period** | **Report Period Dates** | **Due Date** |
| 1st Interim | April 23, 2021 – June 30, 2022 | **July 31, 2022** |
| 2nd Interim | April 23, 2021 – December 31, 2022 | **January 31, 2023** |
| 3rd Interim | April 23, 2021 – June 30, 2023 | **July 31, 2023** |
| Final | April 23, 2021 – September 30, 2023 | **October 31, 2023** |

**NOTE: All program and fiscal reports will be submitted through the EWEG system.**

## 1.9 ASSESSMENT OF STATEWIDE PROGRAM RESULTS

The NJDOE will conduct periodic reviews of the grant program’s implementation based on the program outlined in the grant award agreement and the required programmatic and fiscal reports. In conducting these reviews, the NJDOE will consider program implementation in the context of a full multi-year grant program, and whether such implementation is likely to contribute to a successful program implemented over multiple years.

Staff members of the Office of Grants Management will conduct desk reviews of semi-annual and final fiscal reports. Staff members from the Office of Supplemental Educational Programs also will conduct desk reviews of semi-annual program and fiscal reports, as well as, conduct compliance oversight and monitoring during the grant award period, in accordance with federal requirements and NJDOE policy.

In addition to the submission of the aforementioned reports, grant award recipients must be prepared to submit student-level data regarding services provided, to the Office of Supplemental Educational Programs, NJDOE, and/or its designees.’

## 1.10 BUDGET MODIFICATIONS AND REIMBURSEMENT REQUESTS

Payment of grant funds is made through a reimbursement process. Reimbursement requests, for any grant funds the local project has expended, are made through the EWEG system. Requests may begin once the application has been marked “Final Approved” in the EWEG system, and the grantee has accepted the award by clicking the “Accept Award” button on the Application Select page and completing the Grant Acceptance Certificate information.

Only one (1) request may be submitted per month. Grantees must submit their requests no later than the 10th of the month. The requests may include funds that will be expended through the last calendar day of the month in which the reimbursement is requested.

**Budget Modifications:** The last day to submit a modification in EWEG is **June 30, 2023.** No modifications may be submitted in EWEG after this date.

**Reimbursement Request:** The last day to submit a reimbursement request is **September 10, 2023.**

# SECTION 2: PROJECT GUIDELINES

The intent of this section is to provide the applicant with the framework within which it will plan, design, and develop a plan to meet the purpose of this grant program. Before preparing applications, applicants are advised to review Sections 1.1 – *Description of the Grant Program* – and 1.2 – *Eligibility to Apply* – along with Appendix A – *Roles and Responsibilities of a Consortium Lead LEA/Fiscal Agent* – ofthis NGO to ensure a full understanding of the state’s vision and purpose for offering the program. Additionally, the information contained in Section 2 will complete the applicant’s understanding of the specific considerations and requirements that are to be in their project.

Funding under this program must be used for the purposes of identifying homeless children and youths and providing homeless children and youths with (A) wrap-around services in light of the challenges of COVID–19; and (B) assistance needed to enable homeless children and youths to attend school and participate fully in school activities.

## NEEDS ASSESSMENT:

Indicate the primary unmet educational and related needs of children and youths experiencing homelessness that exist in the region as they relate to eligible uses of funds (check all that apply)?

Outreach and identification

Attendance

Enrollment

Retention

Transportation

Academic Support

Mental Health Supports and Services

Trauma-informed care

Social-emotional learning

Extra-curricular participation

Supplies (school, health, hygiene, clothing, food, etc.)

Technology (laptops, WI-FI, Internet, cell phones, other technological devices)

Access to early childhood programs

Access to advanced placement or international baccalaureate programs

Access to higher education services

Short-term, temporary housing

Other (please enter description in textbox)

(*Maximum 1,500 characters*)

## ALLOWABLE USES OF FUNDS

Activities under ARP HCY I may include any expenses necessary to facilitate the identification, enrollment, retention, or educational success of homeless children and youths in order to enable homeless children and youths to attend school and participate fully in school activities in light of the challenges of COVID-19. In addition, funding provided under ARP HCY I must follow the final requirements of the [American Rescue Plan Act Homeless Children and Youth Program (ARP HCY)](https://oese.ed.gov/files/2021/07/EO-12866-OESE-FY-21-NFR-ARP-HCY-with-disclaimer.docx).

In addition, funding under the ARP Homeless I program must adhere to the allowable uses of funds described in [Title VII-B of the McKinney-Vento Homeless Assistance Act](https://www2.ed.gov/policy/elsec/leg/essa/160240ehcyguidanceupdated082718.docx) (McKinney-Vento Act). Under section 723(d) of the McKinney-Vento Act, LEAs may use subgrant funds for activities that support the purposes of the program.

Based on the above Needs Assessment selection/s, the LEA will utilize the ARP HCY I allocation awards for the following allowable uses (check all that apply):

The provision of tutoring, supplemental instruction, and enriched educational services that are linked to the achievement of the same challenging State academic standards as the State establishes for other children and youths

The provision of expedited evaluations of the strengths and needs of homeless children and youths, including needs and eligibility for programs and services (such as educational programs for gifted and talented students, children with disabilities, and English learners, services provided under Title I of the ESEA, 20 U.S.C. 6301 et seq., or similar State or local programs, programs in career and technical education, and school nutrition programs)

Professional development and other activities for educators and specialized instructional support personnel that are designed to heighten the understanding and sensitivity of such personnel to the needs of homeless children and youths, the rights of such children and youths under this part, and the specific educational needs of runaway and homeless youths

The provision of referral services to homeless children and youths for medical, dental, mental, and other health services

The provision of assistance to defray the excess cost of transportation for students under section 722(g)(4)(A) of the McKinney-Vento Act, not otherwise provided through federal, state, or local funding, where necessary to enable students to attend the school selected under 732(g)(3) of the McKinney-Vento Act

The provision of developmentally appropriate early childhood education programs, not otherwise provided through Federal, State, or local funding, for preschool-aged homeless children

The provision of services and assistance to attract, engage, and retain homeless children and youths, particularly homeless children and youths who are not enrolled in school, in public school programs and services provided to non-homeless children and youths

The provision for homeless children and youths of before- and after-school, mentoring, and summer programs in which a teacher or other qualified individual provides tutoring, homework assistance, and supervision of educational activities

If necessary, the payment of fees and other costs associated with tracking, obtaining, and transferring records necessary to enroll homeless children and youths in school, including birth certificates, immunization or other required health records, academic records, guardianship records, and evaluations for special programs or services

The provision of education and training to the parents and guardians of homeless children and youths about the rights of, and resources available to, such children and youths, and other activities designed to increase the meaningful involvement of parents and guardians of homeless children or youths in the education of such children or youths

The development of coordination between schools and agencies providing services to homeless children and youths, as described in section 722(g)(5) of the McKinney-Vento Act

The provision of specialized instructional support services (including violence prevention counseling) and referrals for such services

Activities to address the particular needs of homeless children and youths that may arise from domestic violence and parental mental health or substance abuse problems

The adaptation of space and purchase of supplies for any non-school facilities made available under section 723(a)(2) of the McKinney-Vento Act to provide services under section 723(d) of the McKinney-Vento Act

The provision of school supplies, including those supplies to be distributed at shelters or temporary housing facilities, or other appropriate locations

The provision of other extraordinary or emergency assistance needed to enable homeless children and youths to attend school and participate fully in school activities

Applicants must ensure that all costs are reasonable and necessary and that these uses of funds align with the purpose of, and other requirements in the McKinney-Vento Act. In addition, when considering funding decisions, the U.S. Department of Education wants to emphasize that section 723(d)(16) of the McKinney-Vento Act 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.”* Accordingly, when considering funding decisions, applicants should analyze the needs of students experiencing homelessness in light of the COVID-19 pandemic and its extraordinary impact.

## PROGRAM PLAN

To provide specific/explicit information regarding programs implemented with ARP Homeless I funding, enter a description/explanation for each of the below listed questions.

1. How will the applicant use ARP HCY I funds to connect students experiencing homelessness and their families to out-of-school time opportunities (before- and after-school, weekend, summer) and to engage students and their families?

(Maximum 1,000 characters)

1. Does the applicant plan to award contracts to community-based organizations (CBOs), 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? If there are no plans to award contracts to CBOs, please explain the reasons.

(Maximum 1,000 characters)

1. Does the applicant plan to provide services specifically for preschool-aged children experiencing homelessness and their families? Please explain.

(Maximum 1,000 characters)

1. Does the applicant plan to provide services specifically for unaccompanied youth? Please explain.

(Maximum 1,000 characters)

1. List 2-3 State or local agencies with which the applicant is coordinating or contracting to provide wraparound services that meet identified needs.

(Maximum 1,000 characters)

The applicant **must** use the EWEG online system, located at: <https://homeroom.state.nj.us/>, to submit the application.

## 2.3 BUDGET DESIGN CONSIDERATIONS

The budget **must** be well-considered, necessary for the implementation of the project, remain within the funding parameters contained in this NGO, and demonstrate prudent use of resources. The budget will be reviewed to ensure that costs are necessary and reasonable for implementation of each project activity.

The applicant must provide a direct link for each cost to the allowable uses that provides programmatic support for the proposed cost. In addition, the applicant must provide documentation and details sufficient to support each proposed cost.

Guidance on constructing a budget may be found in the [Pre-Award Manual for Discretionary Grants](http://www.nj.gov/education/grants/discretionary/apps/).

**The budget submitted as part of the application is for the grant period (June 1, 2021 to September 30, 2023).**

The Department will remove from consideration all ineligible costs, as well as costs not supported by the Project Activity Plan. The actual amount awarded will be contingent upon the applicant’s ability to provide support for its proposed budget upon application and ultimately will be determined by the Department through the pre-award revision process. The applicant’s opportunity to make pre-award revisions will be limited by the Department, which is not responsible either to provide repeated opportunities for revisions or to permit reallocation of the funds previously requested for costs that have not been approved or have been disallowed.

## 2.4 BUDGET REQUIREMENTS

Budget requests should be linked to specific needs and align with allowable uses of the ARP Homeless I funding opportunity.

The provisions of *N.J.A.C.* 6A:23A-7 contain additional requirements concerning prior approvals, as well as expenditures related to travel. It is strongly recommended that the applicant work with their business administrator when constructing the budget. The NJDOE applies these restrictions uniformly to all grantees. Unless otherwise specified, the following restrictions apply to all grant programs:

* No reimbursement for in-state overnight travel (meals and/or lodging)
* No reimbursement for meals on in-state travel
* Mileage reimbursement may not exceed $.35 per mile

In constructing the budget, please refer to Table I in Section 1.2 for the maximum amount for which an applicant may apply. Please note that all costs must be ***reasonable and necessary*** to implement program activities. Additionally, the budget entries must demonstrate clear and specific links to the allowable uses and program plan. All applicants must provide sufficient explanation of budgeted costs, including the calculation detail (cost-basis).

In the “Title of Position” box for positions that have “Other Benefits” be sure to list the “Other Benefits” by type and percentage amount such that the total of the individual “Other Benefit” percentage amounts equals the percentage amount shown in the “Other Benefits” box.

For budget entries that represent administrative costs, be sure to check “Administrative,” in the “Cost” section of those entries.

For any budget entry that has both a programmatic and administrative portion, create two budget entries, one for each. Be sure to check “Program” or “Administrative” in the “Cost” section. For example, if an after-school teacher’s salary is based on providing both teaching, (“Instructional” tab) and non-teaching (“Non-instructional” tab) services to the grant.

Be sure to explain what the amounts in the “How Many” and “Cost per Unit” boxes represent for the “Supply,” Equipment, and Other tabs budget entries. If the amounts in those boxes represent a calculation, describe that calculation in the Description box.

Be sure the “Description” boxes also describe what the cost is for, the need for it, and its relation to the grant program.

Mileage reimbursement budget entries must describe the relation to the grant of the traveler(s) and the grant-related purpose(s) of the travel, as well as a brief explanation of how the number of miles was calculated. Mileage must be a separate budget entry and calculated at no more than $.35 per mile.

The applicant must ensure that it meets all requirements listed below:

* Programs will be expected to allocate eighty-five (85) percent of the total grant amount for direct program cost services to children and their families. No more than fifteen (15) percent may be used for administrative purposes. Direct program services are categorized as Program costs under the Cost section of each budget entry. PROGRAM costs may include salaries and fringe benefits for persons with direct instructional, evaluation, counseling, and/or referral responsibilities; curriculum materials and supplies; training and staff development activities; contracted services; and transportation of the children. Grant-funded compensation for general or overall grant program supervision, as well as grant-funded compensation for the supervision of other grant-related staff must be categorized as an ADMIN cost under the COST section of the budget entry. If a program staff person were to provide both PROGRAM and ADMIN services, be sure to break-out that compensation into two budget entries as appropriate, PROGRAM and ADMIN. The Program Office will review all grant-funded costs to ensure the application adheres to the 15% administrative (ADMIN) cap.
* Applicants who are requesting indirect costs must provide documentation of an approved rate with the application by using the Upload tab via the EWEG system.
* Indirect costs applied to administrative direct costs are considered administrative costs; the total administrative costs requested may not exceed 15% of the grant award.
* Indirect costs applied to program costs are not considered administrative costs.
* For each staff member whose duties include administration and direct services, provide a job description which includes the percentage of time spent on each task, group of tasks, or responsibility.
* For each staff member whose duties must be entered in more than one salary line (for example, a staff member who serves as teacher, Instructional Salary tab, and a counselor, Non-instructional Salary tab), provide a job description which includes the percentage of time spent on each task, group of tasks, or responsibility.
* The applicant must be prepared to document all salaries in accordance with Section 200.430 of the Uniform Grant Guidance (UGG). Salaries for split-funded personnel must be pro-rated to accurately reflect the time charged to this grant program.
* Instructional equipment may be purchased only if directly related to grant activities, sufficiently justified, and designed to meet the needs of the population served.
* Assistance may be provided to defray the excess cost of transportation for students under section 722(g)(4)(A) of the Homeless Education Assistance Act, when not otherwise provided through Federal, State, or local funding, and where necessary to enable students to attend the school selected under section 722(g)(3).
* **Grant funds must supplement and not supplant other funds available for this purpose.**

**Indirect costs:**

Indirect costs may be requested in the budget from applicants that either: 1) have a current federally negotiated indirect cost rate agreement; or 2) have never received a federally negotiated indirect cost rate agreement. The actual indirect cost rate that may be used in budgeting is a de minimis rate, which is subject to the requirements of the grant program. If indirect costs are requested, care must be taken to ensure that costs that would be considered an indirect cost are not included in the budgeted as a direct cost. Please refer to [2 CFR Part 200.414](http://www.ecfr.gov) for additional information.

**LEA applicants who have received an approved indirect cost rate from the NJDOE and want to budget indirect costs must upload the approval documentation for the current school year, 2020-2021, from the Department. Call that upload, “Indirect Cost Rate Approval.”**

**As this program contains a supplement, not supplant requirement, an applicant requesting indirect costs would use its negotiated restricted indirect cost rate.**

**Ineligible costs include**:

* Entertainment costs, including “amusement, diversion, and social activities, as well as any cost associated with such items (i.e., tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities).” Applicant LEAs must be able to document that any budgeted field trips are educational in nature.
* Cash incentives for participation in programs/services;
* Construction costs (including renovations to existing spaces or construction);
* Costs of rental space,
* Vehicles; and
* Furniture.

*The applicant’s project must be designed and implemented in conformance with all applicable State and Federal regulations. The Department will remove from consideration all ineligible costs, as well as costs not supported by the Project Activity Plan.*

# SECTION 3: COMPLETING THE APPLICATION

## GENERAL INSTRUCTIONS FOR APPLYING

To apply for a grant under this NGO, you must prepare and submit a complete application. The application must be a response to the State’s vision as articulated in Section 1: Grant Program Information of this NGO. It will be planned, designed, and developed in accordance with the program framework articulated in Section 2: Project Guidelines of this NGO. The applicant may wish to consult additional guidance found in the [Pre-award Manual for Discretionary Grants](http://www.nj.gov/education/grants/discretionary/management/)

## 3.2 EVALUATION OF APPLICATIONS

Each application will be considered based on quality and comprehensiveness, including consistency with the State’s goal of the provision of supplemental services designed to enable all homeless children and youths to meet challenging State content and student performance standards.

Evaluators will review the application according to how well the content addresses Sections 1 and 2 in this NGO.

Please be advised that in accordance with the Open Public Records Act P.L. 2001, c. 404, all applications for discretionary grant funds received September 1, 2003 or later, as well as the evaluation results associated with these applications, and other information regarding the competitive grants process, will become matters of public record upon the completion of the evaluation process, and will be available to members of the public upon request.

## 3.3 APPLICATION COMPONENT CHECKLIST

The following components are required (see *Required ü Column*) to be included as part of the grant application through the EWEG system. Failure to include a required component may result in your application being removed from consideration for funding. Use the checklist (see *Included ü Column*) to ensure that all required components have been completed.

|  |  |  |  |
| --- | --- | --- | --- |
| ***Required***  ***(ü)*** | ***Location*** | ***EWEG TAB/SUBTAB*** | ***Included***  ***(ü)*** |
| ü | EWEG | Admin |  |
| ü | EWEG | Budget |  |
| ü | EWEG | Narrative (Need/s, Allowable Uses, Program Plan) |  |
| ü | EWEG | Board Approval |  |
| ü | UPLOAD | Appendix 1 - ARP I Statement of Assurances |  |
| ü | UPLOAD | Appendix 3 - ARP HCY I LEA General Intent to Collaborate |  |
| ü | UPLOAD | Appendix 4 - ARP HCY I Non-LEA Documentation of Collaboration |  |

## Appendix 1 – ARP I Statement of Assurances

**Applicant Agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ARP HCY I**

**STATEMENT OF ASSURANCES**

**(This form is to be signed, scanned, and uploaded as part of the Application)**

In order to comply with all corresponding program requirements, the Regional Grantees and LEA(s) must read and agree to all assurances, with the understanding that if certain requirements do not apply to the current context of the Regional Grantees and LEA(s), the Regional Grantees and LEA(s) would meet those requirements if the situation was to become appliable. Further, information contained in the ARP HCY application will be in compliance with the criteria in the McKinney-Vento Homeless Assistance Act, reauthorized December 2015 under Title IX, Part A of ESEA and the American Rescue Plan Elementary and Secondary School Emergency Relief – Homeless Children and Youth (ARP HCY) Fund award, as authorized in section 2001(b)(1) of the American Rescue Plan Act (ARP).

**ARP HCY I:**

* ARP HCY I funds must supplement, expand, improve upon, or offer services provided as part of the New Jersey Department of Education (NJDOE) EHCY program, but will not replace such services, and the uses of funds are governed by EHCY allowability.

**ARP HCY I:**

* ARP HCY I funds will be administered in a manner consistent with all requirements of the Education for Homeless Children and Youths program (EHCY, also known as McKinney-Vento), including paragraphs (1) and (3) of section 722(f) and paragraphs (3) through (7) section 722(g).
* The Regional Grantees and LEAs will comply with all reporting requirements at such time and in such manner and containing such information as the Secretary may reasonably require, including, but not limited to the requirements under EHCY (the McKinney-Vento Act), and including, but not limited to numbers of students experiencing homelessness identified and supported through ARP HCY funding, and specific details about supports and services received by students.
* The Regional Grantees and LEAs will ensure that services provided with ARP HCY funding will not isolate or stigmatize children and youth experiencing homelessness.
* The Regional Grantees and LEAs will ensure that ARP HCY funding will be used to help children and youths experiencing homelessness attend, participate fully, and succeed in academic and extracurricular opportunities offered to all students.
* The Regional Grantees and LEAs will ensure the ARP HCY funds will be used only for activities allowable under section 2001(d)(2)(e) of the American Rescue Plan Act of 2021.
* The Regional Grantees and LEAs will ensure the ARP HCY funds will not be used for: 1) subsidizing or offsetting executive salaries and benefits of individuals who are not employees of the Regional Grantees and LEAs; or 2) expenditures related to State or local teacher or faculty unions or associations.
* The Regional Grantees and LEAs will ensure the ARP HCY funds will be used for purposes that are reasonable, necessary, and allocable under the ARP Act.
* The Regional Grantees and LEAs will comply with all applicable assurances in OMB Standard Forms 424B and D (Assurances for Non-Construction and Construction Programs), including the assurances relating to the legal authority to apply for assistance; merit systems; labor standards; flood hazards; historic preservation; protection of human subjects; animal welfare; lead-based paint; Single Audit Act; and the general agreement to comply with all applicable Federal laws, executive orders, and regulations.
* Any Regional Grantees and LEAs receiving funding under this program will have on file with the State a set of assurances that meets the requirements of section 442 of the General Education Provisions Act (GEPA), 20 U.S.C. 1232e.
* The Regional Grantees and LEAs will comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) requirements in Subpart D—Post Federal Award Requirements (2 CFR §§ 200.300-200.345) and Subpart E—Cost Principles (2CFR §§ 200.400-200.475) to ensure that regional grantees and/or LEAs, including charter schools that are LEAs, are using ARP-HCY funds for purposes that are reasonable, necessary, and allocable under the ARP Act and the McKinney-Vento Act of 1987, 42 U.S.C. §§ 11431-11435.
* The Regional Grantees and LEAs assures the combined fiscal effort per student, or the aggregate expenditures of the 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.

**General Assurances**: The following certifications listed on the pages in the Assurances section of this application shall be treated as a material representation of fact by the applicant upon which the New Jersey Department of Education (NJDOE) will place reliance in making a grant award. The NJODE is hereby assured by the applicant that the applicant:

* **Legal Authority**

Has the legal authority to apply for funds made available under the requirements for this grant program application, and has the institutional, managerial, and financial capacity (including funds sufficient to pay the federal/state/local share of project costs, as appropriate) to ensure proper planning, management, and completion of the project described in this grant application.

* **Access to Records**

Gives the New Jersey Department of Education (NJDOE), or its authorized representatives, access to, and the right to examine all records, books, or documents related to the award; and will establish a proper accounting system in accordance with Generally Accepted Accounting Principles (GAAP) and the Uniform Grant Guidance (UGG) at 2 CFR Part 200.

* **Conflict of Interest**

Shall establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest or personal gain in accordance with section 200.112 of the Uniform Grant Guidance (UGG).

* **Non-Discrimination**

Shall comply with all federal and state statutes and regulation relating to nondiscrimination. These include, but are not limited to, the following:

* + Title VI of the Civil Rights Act of 1964 (P.L. 88-352; 34 CFR Part 100), which prohibits discrimination on the basis of race, color, or national origin;
  + Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686; 34 CFR Part 106), which prohibits discrimination on the basis of sex;
  + Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794; 34 CFR Part 104), which prohibits discrimination on the basis of disability;
  + Section 503 of the Rehabilitation Act of 1973, as amended [41 CFR Parts 61-741.5(a), as applicable], which requires affirmative action in employment;
  + The Age of Discrimination Act of 1975, as amended (42 U.S.C. 6101 et.seq.; 45 CFR Part 90), which prohibits discrimination on the basis of age;
  + The Americans with Disabilities Act of 1990, as amended (P.L. 101-336), which prohibits discrimination on the basis of disability;
  + The Drug Abuse Office and Treatment Act of 1972, (P.L. 92-255), as amended, relating to nondiscrimination based on drug abuse;
  + The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment, and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination based on alcohol abuse or alcoholism;
  + Any other nondiscrimination provisions in the specific statute(s) under which the application for Federal assistance is being made; and
  + The requirements of any other nondiscrimination statute(s), which may apply to the application.
* **Hatch Act**

Shall comply with provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324 -7328), which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

* **Trafficking Victims Protection Act**

Shall comply with the requirements of section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104), which prohibits grant award recipients or sub-grant recipients from: (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect; (2) Procuring a commercial sex act during the period of time the award is in effect; or (3) Using forced labor in the performance of the award or subawards under the award.

* **Lobbying**

Shall comply, for all contracts in excess of $100,000, with the New Restrictions on Lobbying (34 CFR Part 82). This certification extends to all subawards at all tiers (including subgrants, contracts under grants, and cooperative agreements, and subcontracts).

* **Debarment and Suspension**

Shall certify that the applicant, as well as its principals (Board of Education, Superintendent, Business Administrator, or others in equivalent positions) and subcontractors, is not presently debarred, proposed for debarment, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction from receiving Federal funds in accordance with Executive Orders 12549 and 12689 and 34 CFR Part 85.

* **Drug Free Workplace**

Shall comply with the provisions of the Drug-Free Workplace Act of 1988, as implemented at 34 CFR Part 84, Subpart A – Purpose and Coverage and Subpart B – Requirements for Recipients Other Than Individuals.

* **Equal Employment Opportunity**

Shall comply Executive Order 11246, Equal Employment Opportunity, dated September 24, 1965, as amended by Executive Order 11375, dated October 13, 1967, and as supplemented by the regulations at 41 CFR Part 60.

* **General Education Provisions Act (GEPA)**

Shall comply with the provisions of the General Education Provisions Act (GEPA) [20 U.S.C. 1221].

* **Education Department General Administrative Regulations (EDGAR)**

Shall comply with the provisions of the Education Department General Administrative Regulations (EDGAR) Part 76, Part 81, Part 82, and Part 99.

* **Stevens Amendment**

Shall ensure projects will be administered in conformity with the Stevens Amendment (P.L. 101-166, section 511). Projects or programs funded in whole or in part with Federal grant funds must credit the Federal government for the Federal government’s portion of the financial support.

* **Federal Fiscal Accountability and Transparency Act (FFATA)**

Shall comply with the provisions of the Federal Fiscal Accountability and Transparency Act (FFATA) and has provided to the NJDOE a correct and valid Data Universal Numbering System (DUNS) number for the applicant organization, as well as any controlling parent organization. Shall establish and maintain a current and complete registration in the System for Award Management (SAM), located at <http://www.sam.gov> prior to the submission of this grant application, and shall maintain a current SAM registration throughout the period of the grant award.

* **Administration**

Shall adopt and use proper methods of administering each program, including the enforcement of any obligations imposed by law on agencies, institutions, organizations, and other recipients responsible for carrying out each program and the correction of deficiencies in program operations that are identified through audits, monitoring, or evaluations.

* **New Jersey Public School Contracts Law**

Shall comply with provisions of the Public School Contracts Law: N.J.S.A. 18A-1 et. seq., and other relevant state laws and regulations whenever the program supported with these funds involves the procurement of goods or services from vendors or consultants, written contracts between the LEA and such vendors or consultants, and the award for such contracts.

* **Board Resolution**

Regional Grantees and LEAs shall obtain and maintain on file certified board resolutions or board minutes verifying the District Board of Education’s authorization for submission of this application or of any amendments that entail either programmatic or fiscal changes to the final NJDOE approved grant application.

* **Uniform Grant Guidance**

Shall comply with the provisions of the Uniform Grant Guidance, as applicable (2 CFR Part 200) including, but not limited to the following:

* KEY PERSONNEL standards as outlined in 200.201 (b)(5) with regard to changes in project director, other key personnel, or scope of effort, which require prior written approval of the NJDOE;
* PROPERTY STANDARDS as outlined in sections 200.310 through 200.316; with an emphasis on internal controls related to equipment in section 200.313;
* PROCUREMENT STANDARDS as outlined in sections 200.318 through 200.326, as well as the provisions of the New Jersey Public School Contract Law

(N.J.S.A. 18A:18A-1 et. seq.) applicable to the grantee;

* PERFORMANCE AND REPORTING STANDARDS as outlined in sections 200.327 through 200.329. Reports will be submitted in accordance with established procedures and timelines, and any addenda, to enable the NJDOE to meet its responsibilities under the program;
* RECORD RETENTION AND ACCESS STANDARDS as outlined in sections 200.333 through 200.337. Records which document the compliance with program requirements, relate to fiscal control, and/or the accounting of project funds, shall be maintained for three years after the submission of all required reports to the NJDOE;
* REMEDIES FOR NONCOMPLIANCE as outlined in section 200.338 including the imposition of additional conditions as outlined in section 200.207;
* CLOSEOUT as outlined in section 200.343;
* COST PRINCIPLES as outlined in Subpart E, sections 200.400 through 200.475; and
* AUDIT REQUIREMENTS in accordance with Subpart F, section 200.501 and New Jersey Treasury Circular 15-08-OMB.
* **Student Records and Privacy**

Shall comply with the provisions of:

* 34 CFR Part 99, Family Educational Rights and Privacy Act; and
* 45 CFR Parts 160, 162, and 164, Health Insurance Portability and Accountability Act of 1996 (HIPPA) [P.L. 104-191].
* **Safe and Drug Free Schools**

Shall comply with the provisions of:

* 42 CFR Part 2, Confidentiality of Drug and Alcohol Abuse Patient Records;
* 34 CFR Part 98, Protection of Pupil Rights Amendment;
* 20 U.S.C. 7151, Gun-Free Schools Act and N.J.S.A. 18A:37-7 through 12, Zero Tolerance for Guns Act;
* 20 U.S.C. 7171, Transfer of Student Disciplinary Records and N.J.S.A. 18A:36-19a, Record requests for newly enrolled students; and
* P.L. 102-321, Section 1926, Synar Amendment and N.J.S.A. 26:3D-17, Smoking Prohibitions in Educational Institution.
* Shall maintain a policy requiring referral to the appropriate law enforcement agency of any student who brings a firearm or weapon to a school served by the LEA, pursuant to 20 U.S.C. 7151, Gun-Free Schools Act, N.J.S.A. 18A:37-7 through 12, Zero Tolerance for Guns Act and N.J.A.C. 6A:16-5.5, Removal of Students for Firearms Offenses, which includes, at a minimum, the name of the school concerned, the number of students removed from the school, and the type of firearms concerned, as reported on the Electronic Violence and Vandalism Reporting system, pursuant to N.J.A.C. 6A:16-5.3. Additionally, pursuant to N.J.A.C. 6A:16-5.5(b)(1)(i), the chief school administrator will develop and maintain a written record of any case-by-case modifications of the one-year removal requirement made by the chief school administrator.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature of Lead Agency’s Chief School Administrator Date**

## Appendix 2

### ARP HCY I Roles and Responsibilities of the Lead LEA/Fiscal Agent

**Role**: The Lead LEA/Fiscal Agent assumes the responsibility of completing and submitting the ARP HCY II application, reimbursement requests, interim reports, and the final expenditure report on behalf of the consortium.

**Responsibilities**:

* Distribute to each member (participant) school district the Memorandum of Agreement (MOA) that outlines how the consortium will meet ARP HCY grant requirements. Each MOA must be signed by designated district representatives agreeing to be members (participants) of the consortium.
* Abide by and communicate due dates and deadlines for all grant related items (e.g., ARP HCY II application, reimbursement requests, interim reports, and final expenditure report).
* Obtain all information, including common needs of the consortium’s student population experiencing homelessness, from member (participant) school districts necessary for submission of the ARP HCY II application, application amendments, application revisions, reimbursement requests, and interim and final expenditure reports.
* Ensure all sections of the ARP HCY II application are completed, including the program plan, budget and, if applicable, upload any related documents.
* Submit all fiscal transactions of the consortium (e.g., requisitions, purchases, invoices, etc.) and ensure ARP HCY II funds are shared and expended to carry out the goals in the ARP HCY II application that benefit all consortium member (participant) school districts equally.

**Role:** The Lead LEA/Fiscal Agent is the point of contact with the New Jersey Department of Education (NJDOE) for all communication regarding the ARP HCY II application.

**Responsibilities**:

* Provide technical assistance, as needed, in collaboration with NJDOE staff, on ARP HCY II rules and regulations to member (participant) school districts comprising the consortium.
* Communicate to member (participant) school districts all changes regarding the program plan and budget in the submitted ARP HCY II application as requested by NJDOE staff.
* Keep on file the executed MOAs for each member (participant) school district and, upon request, make these documents available to the New Jersey Department of Education (NJDOE).

**Role:** The Lead LEA/Fiscal Agent is responsible for ensuring the member (participant) school districts comprising the consortium fulfill their programmatic and fiscal responsibilities under ARP HCY II funding.

**Responsibilities**:

* Ensure the member (participant) school districts provide all required information and documents to the Lead LEA/Fiscal Agent, upon request, to ensure programs and/or services can be implemented successfully.
* Monitor and confirm member (participant) school districts do not violate the supplement, not supplant requirements under ARP HCY II.
* Determine whether the consortium will respond as a unit, or as an individual LEA, when the consortium fails to meet the programmatic and budgetary objectives as articulated in the ARP HCY II application.

### ARP HCY II - Roles and Responsibilities of the Member (Participant) School District

**Role**: The member (participant) school district will comply with all ARP HCY II requirements.

**Responsibilities**:

* Acknowledge its participation in the consortium and understanding of ARP HCY II requirements by reading and submitting an executed Memorandum of Agreement (MOA).
* Commit to the consortium for the full life cycle of the ARP HCY II award.
* Carry out the intents and purposes of the MOA not inconsistent with law or the MOA.
* Ensure all programs and/or services in which the member (participant) school district participates are supplemental in nature.
* Seek technical assistance, as needed, from the NJDOE staff for itself, as well as the member (participant) school districts comprising the consortium.

**Role**: The member (participant) school district will collaborate with the Lead LEA/Fiscal Agent to develop and implement the ARP HCY II program plan and budget to meet the specific needs of children and youths experiencing homelessness in the consortium.

**Responsibilities**:

* Provide all necessary information to the LEAD LEA/Fiscal Agent for development of the ARP HCY II program plan and budget.
* Provide curriculum ideas to design and develop components of programs and/or services to be implemented for the consortium.
* Assess the needs of students experiencing homelessness within their respective district and submit this information to the Lead LEA/Fiscal Agent.
* Meet periodically, as needed, with other consortium member (participant) school districts to discuss issues associated with the programs and/or services to be implemented in the consortium.

**Role:** The member (participant) school district will fulfill their programmatic and fiscal responsibilities under ARP HCY II funding.

**Responsibilities**:

* Supply all required information and documents to the Lead LEA/Fiscal Agent, upon request, to fully describe all ARP HCY II programs and/or services to be implemented.
* Provide all requested information and documents to ensure the efficient, effective, and timely implementation of all programs and/or services to students experiencing homelessness in the consortium, staff, and/or parents and families.
* Submit information to the Lead LEA/Fiscal Agent specific to the ARP HCY II application, reimbursement requests, interim reports, and the final expenditure report.

<https://nche.ed.gov/wp-content/uploads/2018/10/new-liaisons.pdf>

## Appendix 3 - ARP HCY I LEA General Intent to Collaborate

**Applicant Agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ARP HCY I**

**LEA GENERAL INTENT TO COLLABORATE**

**2021-2023**

**This document is to be signed and uploaded with the Application.**

**Name of Collaborating School District:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I certify the district’s intent to collaborate with the applicant LEA regional McKinney-Vento Education of Homeless Children and Youth project, if awarded, as follows:

1. Utilize resources and information provided by the lead applicant to support the federal and state required supplemental academic and support services to identified homeless children and youths;
2. Participate in partnerships with local, county and regional non-educational agencies (e.g., community-based organizations, social service organizations, faith-based institutions) established by the lead applicant, if awarded, in providing supplemental services;
3. Provide district level data to support the lead applicant in identifying the academic and non-academic needs of homeless students for reporting to the New Jersey Department of Education; and
4. Address the academic, non-academic and emergent needs of homeless children and youths.
5. **FOR TITLE I FUNDED LEAs ONLY**: Collaborate with the regional McKinney-Vento project director on the use of the Title I, Part A Homeless Reserve funds to provide services comparable to those provided to children in Title I-funded schools to serve homeless children and youth, including providing educationally-related support services to children in shelters and other locations where children may live.

I certify that my district will collaborate with the lead applicant, if awarded, as articulated above.

**Chief School Administrator Name (PRINT) (SIGNATURE)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**District’s McKinney-Vento Liaison Name (email)**

## Appendix 4 - ARP HCY I Non-LEA Documentation of Collaboration

**Applicant Agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ARP HCY I**

**NON-LEA DOCUMENTATION OF COLLABORATION**

**(Please duplicate for each NON-LEA collaborating agency.)**

**2021-2023**

This document is to be signed and uploaded with the grant application in accordance with the eligibility requirement of the Notice of Grant Opportunity as evidence of the **COLLABORATION** between the applicant and the agency with whom the applicant will coordinate with in the identification, planning, development and execution of services outlined in the grant application.

**Name of collaborating agency/organization:**

Contact Person Name and Title: Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax Phone Email

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

County/Address

It is my understanding that the applicant listed above plans to submit a McKinney-Vento Education of Homeless Children and Youth Program application, available through the New Jersey Department of Education to identify, plan, develop, coordinate and provide supplemental academic and support services to eligible children and youths and their families.  Recognizing the need for such services, I am committed to ensuring that my agency acts in full support of the proposed program through the provision of activities, services, and/or resources as a result of the collaborative effort between my agency and the aforementioned applicant agency.  In addition, my agency will provide data or other information to the applicant for the purposes of documentation of services and the state evaluation of the program.

**Please check off the services that the collaborating agency will provide:**

|  |  |
| --- | --- |
| \_\_\_ Programming/activity-related services  \_\_\_ Paid staffing  \_\_\_ Volunteer staffing  \_\_\_ In-kind donations  \_\_\_ Goods/materials  \_\_\_ Transportation  \_\_\_ Technical assistance | \_\_\_ Referral, counseling and/or, social services)  \_\_\_ Fundraising  \_\_\_ Adult Education  \_\_\_ Parent Education  \_\_\_ Provide evaluation services  \_\_\_ Other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

## Appendix 5 - Statewide Homeless Student Count by County

| **COUNTY**  **CODE** | **COUNTY NAME** | **2017-18 HOMELESS STUDENT COUNT** | **2018-19 HOMELESS STUDENT COUNT** | **2019-20 HOMELESS STUDENT COUNT** |
| --- | --- | --- | --- | --- |
| 01 | ATLANTIC | 708 | 741 | 654 |
| 03 | BERGEN | 639 | 682 | 545 |
| 05 | BURLINGTON | 987 | 1054 | 747 |
| 07 | CAMDEN | 1639 | 1482 | 1418 |
| 09 | CAPE MAY | 292 | 320 | 343 |
| 11 | CUMBERLAND | 665 | 734 | 512 |
| 13 | ESSEX | 1016 | 1111 | 1165 |
| 15 | GLOUCESTER | 716 | 765 | 688 |
| 17 | HUDSON | 666 | 508 | 544 |
| 19 | HUNTERDON | 38 | 29 | 40 |
| 21 | MERCER | 267 | 430 | 503 |
| 23 | MIDDLESEX | 1135 | 1269 | 1200 |
| 25 | MONMOUTH | 707 | 804 | 770 |
| 27 | MORRIS | 295 | 291 | 264 |
| 29 | OCEAN | 816 | 852 | 790 |
| 31 | PASSAIC | 807 | 889 | 804 |
| 33 | SALEM | 347 | 296 | 260 |
| 35 | SOMERSET | 187 | 210 | 185 |
| 37 | SUSSEX | 162 | 136 | 122 |
| 39 | UNION | 653 | 717 | 598 |
| 41 | WARREN | 218 | 208 | 181 |
|  | **STATEWIDE TOTAL** | **12,960** | **13,528** | **12,333** |

Source: EDFACTS ([McKinney-Vento Act 2019-2020 | Ed Data Express](https://eddataexpress.ed.gov/dashboard/homeless/2019-2020?sy=2696&s=803))

## Appendix 6 – Examples of Allowable Activities/Expenditures for Homeless Students

|  |  |  |
| --- | --- | --- |
| **LEAs with All Title I Schools\*** | **LEAs with Non-Title I Schools** | **Important Notes on Services Listed** |
| Items of clothing, particularly if necessary to meet a school’s dress or uniform requirement, including clothing/shoes needed to participate in physical education classes; | Items of clothing, particularly if necessary to meet a school’s dress or uniform requirement, including clothing and shoes needed to participate in physical education classes; | Many times, clothing needs can be met through the McKinney-Vento (MV) grant – vouchers for local thrift shops, gift cards to local merchants, clothing closets, etc. |
| Student fees that are necessary to participate in the general education program; | Student fees that are necessary to participate in the general education program; | See above. |
| Personal school supplies such as backpacks and notebooks; | Personal school supplies such as backpacks and notebooks; | Most times, these are provided by the MV grant and local donations or drives. |
| Fees and costs associated with tracking, obtaining, and transferring records necessary for the enrollment of students in school. | Fees and costs associated with tracking, obtaining, and transferring records necessary for the enrollment of students in school. | The records may include birth certificates, guardianship records, immunization records, academic records, and evaluations of students needed to determine eligibility for other programs and services.  ***Please note: lack of such records cannot be a barrier to immediate enrollment of students.*** |
| Immunizations; | Immunizations; | Homeless students should be able to get most immunizations at no cost from the local Health Department and Federally Qualified Health Centers (FQHCs.) |
| Food; | Food; | This refers to emergency food supplies OUTSIDE OF SCHOOL MEALS/SNACKS. For example, weekend food, backpacks, items that require no cooking for those in motels without facilities, etc.  Typically, these can be provided by the MV grant through arrangements with local food pantries. |
| Medical and dental services; eyeglasses and hearing aids | Medical and dental services; | Many local Health Departments and FQHCs have referrals for these services at no cost to homeless students. |
| Counseling services/Social Emotional Learning (SEL) programs to address anxiety related to homelessness, violence prevention, and/or domestic violence residuals | Counseling services/Social Emotional Learning programs to address anxiety related to homelessness, violence prevention, and/or domestic violence residuals | Many local Health / Mental Health Departments have referrals for these services at no cost to homeless students. |
| Outreach services to students living in shelters, motels, and other temporary residences; | Outreach services to students living in shelters, motels, and other temporary residences; | Services and assistance to attract, engage, and retain homeless children and youth, and unaccompanied youth, in public school programs, including services to address chronic absenteeism (e.g. mentoring) |
| Extended learning time (before and after school, Saturday classes, mentoring, summer school); | Extended learning time (before and after school, Saturday classes, mentoring, summer school); | Certified teachers and paraprofessionals (under the supervision of certified teachers) may provide homework assistance, tutoring, and supervision of other educational activities. |
| Excess cost of transportation | Excess cost of transportation | Paying the excess cost of transportation not otherwise provided through federal, state, or local funds, to enable students to attend schools selected under section 722(g)(3) of the McKinney-Vento Act. |
| Early childhood education programs for homeless children of preschool age | Early childhood education programs for homeless children of preschool age | Early childhood programs should be developmentally appropriate.  **Please Note**: Title I, Part A funds may not be utilized in stand-alone preschools. |
| Tutoring and supplemental academic programs/services, especially in shelters or other locations where homeless students live; | Tutoring and supplemental academic programs/services, especially in shelters or other locations where homeless students live; | Academic enrichment programs must be aligned with New Jersey’s Student Learning Standards to help children and youth achieve the same content and student performance standards established for all children. When offering supplemental instruction, LEAs must provide evidence-based programs for children and youth to maximize students’ opportunities for academic success. |
| Parent and family engagement specifically oriented to reaching out to parents of homeless students; | Parent and family engagement specifically oriented to reaching out to parents of homeless students; | Education and training programs for parents of homeless children and youth regarding the rights their children have as homeless individuals and regarding the educational and other resources available to their children. |
| Fees for college entrance exams such as SAT or ACT; | Fees for college entrance exams such as SAT or ACT; and | Some colleges may waive fees for homeless students. |
| GED testing for school-age students; | GED testing for school-age students; | As appropriate and requested by older homeless youth. |
| Training and technical assistance to local district liaisons and service agencies; | Training and technical assistance to local district liaisons and service agencies; | Trainings focus on identification, enrollment and coordination of services to all McKinney-Vento eligible children and youth throughout the counties in each of the inter-county regional service areas. |
| Homeless awareness programs/activities; | Homeless awareness programs/activities; | Designed to raise awareness among administrators, instructional staff and non-instructional staff of the rights of homeless children and youth under the McKinney-Vento Act. |
| Coordinating services’ programs/activities; | Coordinating services’ programs/activities; | Programs coordinating services provided by schools and other agencies to eligible students in order to expand and enhance such services. Coordination with programs funded under the Runaway and Homeless Youth Act should be included in this effort. |

\*In LEAs with all Title I Schools, some services for homeless children and youths may be provided as part of the regularly, budgeted Title I program. Homeless children and youths are categorically eligible for such services. LEA’s are not required to fund such services when provided to homeless children and youths through their homeless reservation if the existing services meet the needs of the homeless children and youths, however, they must still reserve funds for other services not ordinarily provided to other Title I students.