



American Rescue Plan – Homeless Children and Youth Grant

Application Guidelines

McKinney-Vento Homeless Assistance Act, Subtitle VII-B
Reauthorized by Title IX, Part A of the Every Student Succeeds Act;
American Rescue Plan Act of 2021



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Grant at a Glance:

| | |
|-----------------------|---|
| Authorizing Statues | McKinney-Vento Homeless Assistance Act, Subtitle VII-B Reauthorized by Title IX, Part A of the Every Student Succeeds Act; American Rescue Plan Act of 2021 |
| Eligible Applicants | Wisconsin public school districts and independent charter schools |
| Application Due Date | June 18, 2021 |
| Availability of Funds | July 1, 2021 – June 30, 2024 |
| Available Funds | \$30,000 - \$50,000 |
| Program Contacts | Kristine Nadolski: kristine.nadolski@dpi.wi.gov or (608) 267-7338 Karen Rice: karen.rice@dpi.wi.gov or (608) 267-1284 Clara Pfeiffer: clara.pfeiffer@dpi.wi.gov or (608) 261-6324 |

I. Program Overview

The Wisconsin Department of Public Instruction (DPI) Education for Homeless Children and Youth (EHCY) program is authorized under the McKinney-Vento Homeless Assistance Act, as amended by the Every Student Succeeds Act (ESSA) of December 2015. The Wisconsin EHCY program addresses the needs of students experiencing homelessness in local educational agencies (LEAs) throughout the state by supporting homeless liaisons and by distributing funds from the United States Department of Education (USDE). DPI designates two statewide EHCY coordinators to provide training and technical assistance, review and create policies and procedures, and monitor LEAs for program compliance to ensure that children and youth experiencing homelessness are able to attend and fully participate in school. The mission of the DPI EHCY program is to ensure educational equity and success for students experiencing homelessness by providing support on the McKinney-Vento Homeless Assistance Act. Our vision is that all students experiencing homelessness are provided the opportunity and supports needed to achieve their goals and own their future.

The intent of the McKinney-Vento Homeless Assistance Act is to ensure all children and youth who lack a fixed, regular, and adequate nighttime residence receive access to the same free, appropriate public education as provided to other children and youth. Under the McKinney-Vento Homeless Assistance Act, DPI and LEAs are required to develop, review, and revise policies to remove barriers to the enrollment, attendance, and the academic success of children and youth experiencing homelessness and provide this student population with the opportunity to meet the same challenging State academic standards to which all students are held.

DPI received funds through the Federal [American Rescue Plan Act - Homeless Children and Youth \(ARP-HCY\) grant](#) to support students experiencing homelessness; funding is divided into two tranches. The intent of the first tranche is to distribute funds to LEAs that have high

needs and high numbers of identified students experiencing homelessness and to do so in a competitive manner. DPI is awaiting further information from USDE regarding the second tranche of funding.

II. Eligibility

All Wisconsin LEAs, including public school districts and independent charter schools, are eligible to apply for the ARP-HCY grant. LEAs that are currently recipients of the 2020-23 EHCY 3-year grant need not apply to the ARP-HCY grant.

ARP-HCY grant applications must be submitted to Clara Pfeiffer, grants specialist via email **no later than 4:30 p.m. on Friday, June 18, 2021** and must have all required signatures to be considered for funding.

III. Available Funds

The amount of grant funds made available to LEAs for this purpose is anticipated to be \$800,000. All grant subawards are contingent upon receipt of funding from USDE and may vary depending on the federal grant awarded to Wisconsin. LEAs can apply for funding based on the total number of students experiencing homelessness identified using the higher of either 2018-19 or 2019-20 certified data as reported in WISEdash for districts.

| Identified Students Experiencing Homelessness | Maximum Award |
|---|---------------|
| 1-100 | \$30,000 |
| 101+ | \$50,000 |

IV. Grant Period

It is anticipated that these grants funds will be available for use through June 30, 2024.

V. Use of Funds

Grant funds may only be used for the 16 activities authorized under the McKinney-Vento Homeless Assistance Act ([Appendix A](#))(42 U.S.C. 11433(d)). Grant funds must be used in such a manner as to provide services to **all** identified children and youth experiencing homelessness.

Suggestions for LEAs on using ARP-HCY Part I funds to support students experiencing homelessness (full list of ideas on [SchoolHouse Connection](#)) include:

- Increase outreach and identification
- Enhance communication options with students and families
- Increase counseling and social work services
- Facilitate the enrollment and retention of students experiencing homelessness
- Hire “systems navigators” to help families and youth access education

- Provide academic coaching, in-person enrichment opportunities, and access to summer learning
- Offer early childhood education services for young children experiencing homelessness
- Make systems and processes more McKinney-Vento friendly
- Help meet rising mental health needs
- Provide more and better transportation options
- Provide homeless children and youth with wrap-around services to address the challenges of COVID-19

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

VI. Application Information

A. EHCY Program Timeline

| Grant Application Timeline | |
|--|----------------------|
| Grant Application Submission Period Begins | June 2, 2021 |
| Grant Application due to DPI | June 18, 2021 |
| Applicants notified of intent to fund | July 2021 |

B. Required Program Elements

All LEAs must be in compliance with all sections of the McKinney-Vento Homeless Assistance Act. Grant recipients may be subject to a compliance review under the McKinney-Vento Act as determined by the EHCY grants specialist.

Grant recipients must be able to collect and promptly provide data and information to DPI in order for the State to meet requirements for the U.S. Department of Education related to ARP-HCY funds. Data and information could include, but is not limited to, numbers of students experiencing homelessness identified and supported through ARP-HCY funding, specific details about supports and services received by students, and a description of how ARP-HCY supplements the support and services provided with ARP ESSER funds and does not replace the use of ARP ESSER funds to support the needs of students experiencing homelessness.

Grant recipients may choose to participate in technical assistance calls scheduled by the DPI EHCY team for support on using ARP-HCY funds, best practices and compliance under the McKinney-Vento Act.

C. Grant Budget and Budget Narrative

A budget narrative is required when submitting the grant application. The budget narrative should describe how the applicant intends to use funds.

The budget for the grant will be completed in WISEgrants after DPI sends the intent to fund notification to the LEA. Information on the opening of budgets will be provided to grant recipients at a later time.

D. Review Process

The EHCY grant is a competitive grant and will follow the DPI competitive, discretionary grant process. Applications will be read by at least two DPI staff as well as a panel of external reviewers chosen by DPI. All internal and external reviewers will use the scoring rubric found in [Appendix B](#) to evaluate applications.

In accordance with the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11433(c)(2)(A-D)), DPI will award available funds on the basis of need of the LEA determined by using the following criteria:

1. The number of homeless children and youth enrolled in early childhood education and other preschool programs, elementary schools, and secondary schools within the area served by the LEA or consortium.
2. The need, outlined in the application, of children and youth experiencing homelessness, and the ability of the local educational agency/agencies to meet such needs.
3. The extent to which the proposed use of funds will facilitate the identification, enrollment, retention, and educational success of homeless children and youth.
4. The extent to which the application reflects coordination with other local and State agencies that serve homeless children and youth.
5. The extent to which the applicant exhibits in the application and in current practice (as of the date of submission of the application) a commitment to education for all homeless children and youth.

In accordance with the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11433(c)(3)(A-I)), in determining the quality of the proposed applications, DPI shall consider the following:

1. The applicant's needs assessment and the likelihood that the program presented in the application will meet such needs.
2. The types, intensity, and coordination of the services to be provided under the program.
3. The extent to which the applicant will promote meaningful involvement of parents or guardians of homeless children or youth in the education of their children.
4. The extent to which homeless children and youth will be integrated into the regular education program.

5. The quality of the applicant's evaluation plan for the program.
6. The extent to which services provided will be coordinated with other services available to homeless children and youth and their families.
7. The extent to which the LEA will use the subgrant to leverage resources, including by maximizing nonsubgrant funding for the position of the homeless liaison and the provision of transportation.
8. How the LEA will use Title I, Part A Homeless Reservation funds to serve homeless children and youth.
9. The extent to which the program will address academic success and help to close the achievement gap for students identified as homeless, and the extent to which the applicant's program meets such other measures as DPI considers indicative of a high-quality program.

VII. Financial Requirements

A. General Requirements

Grant recipients will complete the budget in WISEgrants. Grant recipients will receive the Federal Notification of Grant Award only after the budget is submitted, reviewed, and approved by a DPI EHCY consultant or grants specialist in WISEgrants.

Carryover is not allowed after June 30, 2024.

Agencies shall adhere to the guidelines set by the Wisconsin Uniform Financial Accounting Requirements (WUFAR). Information about WUFAR is available on DPI's website at <http://dpi.wi.gov/sfs/finances/wufar/overview>. Agencies shall also follow the guidelines set forth in the federal Education Department General Administrative Regulations (EDGAR) and the federal Uniform Grant Guidance 2 CFR Part 200.

B. Budget Revisions

Budget revisions must be completed in WISEgrants. Budget revisions are required when significant changes need to be made to the original approved budget. The agency shall not expend funds until DPI approves the budget revision. For budget questions, contact Clara Pfeiffer, Grants Specialist, at (608) 261-6324 or clara.pfeiffer@dpi.wi.gov.

C. Financial Claims

Further detail on claiming deadlines will be communicated to grant recipients at a later time. Recipients will submit claims for reimbursement for approved expenses in WISEgrants. Questions regarding financial claims can be directed to DPI's EHCY accountant, Mark Rudman, at mark.rudman@dpi.wi.gov or (608) 267-9187.

VIII. Instructions for Completing the ARP-HCY Grant Application

Applications must be completed in full. Applications not completed in full will not be accepted.

Grant Application Sections

Section I – Contact Information

Section III – Abstract

Summarize the proposal, including a description of the services and programs that will be provided to students experiencing homelessness or what the LEA seeks to implement; and the key needs of the population based on the needs assessment information.

Sections IV-VII – Assurances and Certification/Signatures

Review federal grant assurances and program specific assurances. The Agency Administrator (District Administrator, Charter School President or CEO) and School Board Clerk or Charter School Authorizer need to sign the certification section.

Section VIII – Plan/Demonstration of Need

Prior to completing the grant application, all applicants must complete an assessment of the educational and related needs of students experiencing homelessness. Needs assessments typically involve a process of reviewing data and systems in order to determine areas of improvement related to the target population of a grant. Applicants should include information on previous and current efforts the LEA has made to support students experiencing homelessness in their answer.

As part of the needs assessment, applicants are encouraged to review data from [WISEdash for Districts](#). Staff must have the “Economic Indicator Analyst Role” assigned to see data pertaining to students experiencing homelessness. For more information on requesting the Economic Indicator Analyst Role, please see: https://dpi.wi.gov/sites/default/files/imce/administrators/e-mail/Economic_Indicator_Analyst_Role.pdf or contact [WISEsupport](#). For a detailed walkthrough of how to locate pertinent data in WISEdash for Districts and WISEgrants, see the [Data Walkthrough document](#) posted on the DPI EHCY grant webpage: <https://dpi.wi.gov/homeless/grant-info>.

Section IX – Readiness/Stakeholders

Narrative response should identify stakeholder groups and address how the identified stakeholders will be engaged or involved in meeting the overall needs of students experiencing homelessness. Stakeholders should include those directly engaged in the

schools/the district (LEA staff, families, students, etc.) and groups that support or work directly with schools/the district (community organizations and leaders, businesses, etc.).

Effective stakeholder engagement includes the crucial components of building trust with families and community members; connecting families and community members to knowledge, information, and tools that support learning outside of school; supporting educators with time and skills to connect with stakeholders; and collaborating consistently with families and community partners – across programs, grade levels, and buildings. Best practices in effective stakeholder engagement include: involving key audiences with diverse perspectives, asking stakeholders what their needs are, listening to feedback closely, and responding to stakeholder questions. For more resources on local stakeholder engagement, visit:

<https://dpi.wi.gov/sites/default/files/imce/continuous-improvement/pdf/local-stakeholder-engagement-essa-idea.pdf> or “Meaningful Local Engagement Under ESSA: A Handbook for LEA and School Leaders”, https://dpi.wi.gov/sites/default/files/imce/esea/pdf/lea-and-sl-engagementhandbook_8.10.17.pdf).

Section X – Budget Narrative

The narrative response should include a description of how all funds will be used to support students experiencing homelessness and should also be aligned to the needs presented in the needs assessment. DPI EHCY staff will examine the budget narrative when reviewing submitted WISEgrants budgets.

Appendix A: Allowable activities under the McKinney-Vento Homeless Assistance Act, Subtitle VII-B Reauthorized by Title IX, Part A of the Every Student Succeeds Act (42 U.S.C 11433(d))

AUTHORIZED ACTIVITIES- A local educational agency may use funds awarded under this section for activities that carry out the purpose of this subtitle, including the following:

- (1) 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.
- (2) 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 Elementary and Secondary Education Act of 1965 or similar state or local programs, programs in career and technical education, and school nutrition programs).
- (3) 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 subtitle, and the specific educational needs of runaway and homeless youths.
- (4) The provision of referral services to homeless children and youths for medical, dental, mental, and other health services.
- (5) The provision of assistance to defray the excess cost of transportation for students under section 20 USC. sec. 722(g)(4)(A), not otherwise provided through federal, state, or local funding, where necessary to enable students to attend the school selected under section 20 USC. 722(g)(3).
- (6) The provision of developmentally appropriate early childhood education programs, not otherwise provided through federal, state, or local funding, for preschool-aged homeless children.
- (7) 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.
- (8) 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.
- (9) 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.
- (10) 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 and youths in the education of such children and youths.
- (11) The development of coordination between schools and agencies providing services to homeless children and youths, as described in 20 USC. sec. 722(g)(5).
- (12) The provision of specialized instructional support services (including violence prevention counseling) and referrals for such services.
- (13) 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.

(14) The adaptation of space and purchase of supplies for any non-school facilities made available under subsection (a)(2) to provide services under this subsection.

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

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

Appendix B: Scoring Rubric



ARP-HCY Grant Application
Evaluation Rubric

Applicant: _____

Reviewer Number: _____

| Section III. Abstract | | |
|-----------------------|-----------------|---|
| | Question | Summarize the proposal, make sure to address the targeted population, key needs, and what the project ultimately seeks to implement. |
| | 1: Not Present | There was no information submitted. |
| | 2: Beginning | There was not adequate summary of the proposal or key needs. |
| | 3: Developing | There was a partial description of the services or programs that will be provided, but it was not clear and did not include key needs of the population. |
| | 4: Accomplished | There was an adequate description of services and programs that will be provided to homeless children and youth, including a summary of the key needs of the population as determined by the needs assessment. |
| | 5: Exemplary | There was a strong description of services and programs that will be provided to homeless children and youth, including a clear summary of the key needs of the population as determined by the needs assessment. |
| Notes: | | |

| Section VIII. Plan | | |
|--------------------|-----------------|--|
| | Question | Demonstration of Need: Identify the overall need(s) to be addressed by the grant project. Identify the supporting data being used to determine need. |
| | 1: Not Present | There was no information submitted. |
| | 2: Beginning | There was an overall need included but no corresponding supporting data or a description of approaches to data analysis and assessing gaps. |
| | 3: Developing | There was an overall need for the grant included, some supporting data, and there was a partial description of an organized and systematic approach to use the data for meaningful analysis. The data analysis approach did not include, or only partially included, gaps being experienced by students experiencing homelessness. |
| | 4: Accomplished | There was an overall need described for the grant, supporting data was included as was a description of an organized and systematic approach to use the data for meaningful analysis. This data analysis approach also included an assessment of the gaps being experienced by students experiencing homelessness. |
| | 5: Exemplary | There was a strong description of the overall need, the supporting data, and the organized and systematic approach to use the data for meaningful analysis. This data analysis approach also included an assessment of the gaps over multiple years being experienced by students experiencing homelessness. |
| Notes: | | |

Section IX. Readiness/Stakeholders

| Question | | Who are the stakeholders identified for this grant project? |
|-----------------|-----------------|---|
| | 1: Not Present | There was no information submitted. |
| | 2: Beginning | The planned stakeholders or planned stakeholder roles were not adequately described. |
| | 3: Developing | The planned stakeholder team and stakeholder roles were described, but there appeared to be little/no stakeholders representing the needs of students experiencing homelessness. |
| | 4: Accomplished | The planned stakeholder team and corresponding roles were described. The identified stakeholders represent the needs of students experiencing homelessness. |
| | 5: Exemplary | The planned stakeholder team and corresponding roles were described in-depth. The identified stakeholders represent the needs of students experiencing homelessness and were chosen specifically for their expertise in working with/representing these students. |
| Notes: | | |

Section X. Budget Narrative

| Question | | How will you use ARP-HCY grant funds to address the identified needs during the grant cycle? |
|-----------------|-----------------|---|
| | 1: Not Present | There was no information submitted. |
| | 2: Beginning | There was not adequate description of how funds will be used. |
| | 3: Developing | Narrative answers were submitted, but description was not clear enough to determine how all funds will support students or may include unallowable uses as outlined in the McKinney-Vento Act. |
| | 4: Accomplished | Description included how all funds will be used to support students, are allowable uses of funds, and generally aligned with needs presented in the needs assessment. |
| | 5: Exemplary | In depth description of how all funds will be used to support students experiencing homelessness was provided. Narrative indicated that funding will be aligned to the needs presented in the needs assessment. |
| Notes: | | |

Grant Rubric Scoring Sheet and Recommendation

| Section Number | Section Name | Question | Possible Points | Awarded Points | Weighting | Final Points |
|--------------------|------------------|--------------------------------|-----------------|----------------|-----------|--------------|
| III. | Abstract | N/A | 1-5 | | x2 | |
| VIII. | Plan | Demonstration of need | 1-5 | | x2 | |
| IX. | Readiness | Identification of stakeholders | 1-5 | | x2 | |
| X. | Budget Narrative | N/A | 1-5 | | x1 | |
| Total Score | | | | | | /35 |

| Comments, Final Recommendation | | | |
|--|---|--|--|
| Proposal Strengths: | | | |
| | | | |
| Proposal Weaknesses: | | | |
| | | | |
| Do you recommend this proposal for funding? | Strongly Recommended for Funding <input type="checkbox"/> | Should Consider for Funding <input type="checkbox"/> | Not Recommended for Funding <input type="checkbox"/> |