

REQUEST FOR APPLICATION

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Program Guidelines  
2021-2024 ARP Homeless II  
Federal Grant

Authorized by ARP Homeless II: American Rescue Plan (ARP) Act of 2021, Elementary and Secondary Schools Emergency Relief (ESSER) Fund – Homeless Children and Youth (ARP-HCY)

TEXAS EDUCATION AGENCY

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**Grant Compliance and Administration**  
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**PROGRAM GUIDELINES**

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# Introduction to the Program Guidelines

TEA, as the pass-through entity<sup>1</sup>, is the grantee<sup>2</sup> from the U.S. Department of Education (USDE) and TEA awards subgrants to non-federal entities<sup>3</sup> such as local educational agencies (LEAs), including school districts, charter schools, and education service centers, and to a lesser degree institutions of higher education (IHEs), and nonprofit organizations (NPOs) who are the agency's subgrantees<sup>4</sup>. These guidelines apply to all subgrantees of TEA, regardless of whether referenced herein as subgrantee or grantee. For purposes of this document, TEA may use the terms grantee and subgrantee synonymously for its subrecipients.

This part of the request for application (RFA), Program Guidelines, is to be used in conjunction with the [General and Fiscal Guidelines](#) and the schedule instructions. The Standard Application System (SAS) consists of all schedules (i.e., forms) to be completed in order for the applicant to be eligible for funding. The application to which these instructions refer must be submitted electronically through the eGrants system.

For applicants selected for funding, all guidelines and instructions will be incorporated by reference into the Notice of Grant Award (NOGA).

## Requirement for User Name and Password

To access eGrants and apply for this grant, you must have access to the TEA Login (TEAL). Follow these steps to apply for user names and passwords on TEAL:

1. Visit the [TEA Login \(TEAL\)](#) page of the TEA website. Select [Request New User Account](#) to begin the process of applying for a TEAL account online.

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<sup>1</sup> Pass-through entity is defined as a non-Federal entity that provides a subaward to a subrecipient to carry out part of a federal program. (2 CFR 200.74)

<sup>2</sup> Grantee is defined as the legal entity to which a grant is awarded and that is accountable to the federal government for the use of the funds provided. The term "grantee" does not include any secondary recipients, such as subgrantees and contractors that may receive funds from a grantee. (34 CFR 77)

<sup>3</sup> Non-federal entity is defined as a state, local government, Indian tribe, institution of higher education, or nonprofit organization that carries out a federal award as a recipient or subrecipient. (2 CFR 200.69)

<sup>4</sup> Subgrantee is defined by TEA to be the same as a subrecipient which is defined as a non-federal entity that receives a subaward from a pass-through entity to carry out part of a federal program; but does not include an individual that is a beneficiary of such program. (2 CFR 200.93) Subgrantee is defined in 34 CFR 77 as the legal entity to which a subgrant is awarded and that is accountable to the grantee for the use of the funds provided.

2. Once you have been assigned a TEA Login (TEAL) account, log into TEAL and under Self-Service select My Application Accounts.
3. The My Accounts tab will open. Select Request New Account and find eGrants in the list and follow the instructions to submit your request.

## Application Submission through eGrants

Submit the application for this grant program electronically through the TEA eGrants system. Refer to the [General and Fiscal Guidelines](#) for more specific information about accessing eGrants and obtaining the required TEA Login (TEAL) user ID and password.

Applications must be submitted as follows:

- Those submitted by public LEAs must be signed electronically by the superintendent of the school district or a designee.
- Applications submitted by regional Education Service Centers (ESCs) must be signed electronically by the executive director or a designee.
- Applications submitted by open-enrollment charter schools must be signed electronically by the chief operating officer of the school or a designee.
- Campuses and campus charter schools must apply through their public school district, and the application must be signed electronically by the superintendent or designee.

## Reference to the General and Fiscal Guidelines

The Program Guidelines provide information specifically relevant to this grant program. The [General and Fiscal Guidelines](#) provide information relevant to all TEA grant programs. Throughout the Program Guidelines, cross-references are given to applicable sections of the [General and Fiscal Guidelines](#). **It is critical that you review all referenced sections of the [General and Fiscal Guidelines](#) when preparing your application.**

## US Department of Education Appropriations

The following is provided in compliance with the US Department of Education Appropriations Act:

Category	Amount
Total funds available for this project	Approximately \$55,000,000
Percentage to be financed with federal funds	100%
Amount of federal funds	Approximately \$55,000,000
Percentage to be financed from nonfederal sources	0%
Amount of nonfederal funds	\$0

# Grant Timeline

For all dates related to the grant, including reporting dates, see the [TEA Grant Opportunities](#) page. If a report due date falls on a weekend or holiday, the report will be due the following business day. All dates except the grant ending date may vary slightly as conditions require.

## Grant at a Glance

This section provides fundamental information pertinent to the grant program.

### Authorizing Legislation

This grant program is authorized by the American Rescue Plan (ARP) Act of 2021, Elementary and Secondary Schools Emergency Relief (ESSER) Fund, Homeless Children and Youth (ARP-HCY).

### Purpose of Program

The intent and purpose of the American Rescue Plan (ARP) 2021, Homeless II (ARP-Homeless II) funding is to increase local education agencies (LEAs) and education service centers (ESCs) capacity to identify, enroll, and provide wraparound services to address the unique needs of homeless children and youth due to the impact of the COVID-19 pandemic.

### Eligible Applicants

See the [General and Fiscal Guidelines](#), Eligibility Requirements.

Local Educational Agencies (LEAs), including Public School Districts, Open-Enrollment Charter Schools, and Education Service Centers (ESCs).

### Eligibility List

The entitlement list is posted on the [Entitlements](#) page.

### Shared Services Arrangement

See the [General and Fiscal Guidelines](#), Shared Services Arrangements.

Shared services arrangements (SSAs) **are** allowed for this grant program. **Applicants may apply individually or as part of an SSA. Applicants are not permitted to apply as both.**

LEAs must use an ESC as the fiscal agent for the SSA unless they get prior approval from TEA. TEA will review and approve these requests on a case-by-case basis. **Each SSA must have a combined allocation of at least \$5,000. LEAs are required to join an SSA if their grant amount is less than \$5,000.** SSA member-districts are required to participate in the full grant cycle.

## Application Funding

See the following sections of the [General and Fiscal Guidelines](#):

- Grant Funding
- Continuation Funding
- Fund Management
- Use of Funds

## Cost Share or Matching Requirement

See the [General and Fiscal Guidelines](#), Cost Share/Match Requirement.

There is no cost share or matching requirement for this grant program.

## Limitation of Administrative Funds

See the [General and Fiscal Guidelines](#), Administrative Costs.

NOTE: Administrative funds include **both** direct administrative costs **and** allowable indirect costs.

### Direct Administrative Costs

TEA limits the amount of direct administrative costs for this grant program to no more than 8% of the total grant award.

### Indirect Costs

The grantee may claim a maximum for indirect costs equal to its current approved unrestricted indirect cost rate for this federally funded grant.

To calculate the maximum indirect costs that can be claimed for a grant, complete the [Maximum Indirect Costs Worksheet](#), located on the Grant Administration Division's [Grant Resources](#) page.

### Pre-Award Costs

Pre-award costs are permitted, if requested, from September 1, 2021, to the stamp-in date.

# Applicant Assistance

The following types of assistance are available to applicants for this grant program.

## Contacts for Clarifying Information

See the [General and Fiscal Guidelines](#), TEA Contacts.



## Program Contact

Cal Lopez, Texas Education for Homeless Children and Youth (TEHCY) Program  
State Coordinator, Highly Mobile and At-Risk Student Programs Division  
[cal.lopez@tea.texas.gov](mailto:cal.lopez@tea.texas.gov)  
Phone: (512) 463-9017

## Funding Contact

Emma Becker, Grant Manager, Grants Administration Division  
[emma.becker@tea.texas.gov](mailto:emma.becker@tea.texas.gov)  
Phone: (512) 463-8525

## Errata Notices

See the [General and Fiscal Guidelines](#), Errata Notices.

## Email Bulletins

See the [General and Fiscal Guidelines](#), Email Bulletins.

# Program Elements

This section provides detailed information about the grant program.

## Program Description

The intent and purpose of the American Rescue Plan (ARP) 2021, Homeless II (ARP-Homeless II) funding is to increase local education agencies (LEAs) and education service centers (ESCs) capacity to identify, enroll, and provide wraparound services to address the unique needs of homeless children and youth due to the impact of the COVID-19 pandemic.

## Supplement, Not Supplant

For supplement, not supplant guidance, see the Supplement, Not Supplant Handbook on the Grants Administration Division [Administering a Grant](#) page.

The supplement, not supplant provision does not apply to this grant program.

## Application Requirements and Assurances

This section describes the two types of requirements that applicants must address in the application (such as with a narrative description, an activity timeline, or a checklist) to be eligible to be considered for funding:

See the following sections of the [General and Fiscal Guidelines](#):

- Statutory requirements (requirements defined in the authorizing statute)

- TEA program requirements (requirements defined by TEA program staff)

## Statutory Requirements

See the [General and Fiscal Guidelines](#), Statutory Requirements.

Per Section 22.0834 of the Texas Education Code (TEC), any person offered employment by any entity that contracts with TEA or receives grant funds administered by TEA (i.e., a grantee or subgrantee) is subject to the fingerprinting requirement. TEA is prohibited from awarding grant funds to any entity, including nonprofit organizations, that fails to comply with this requirement. For details, refer to the [General and Fiscal Guidelines](#), Fingerprinting Requirement.

The following requirements are defined in the statute that authorizes this program. The applicant must comply with each of these requirements in the application to be considered for funding:

1. Federal law authorizes the McKinney-Vento Homeless Assistance Act, Chapter 119, Part B, 42 U.S.C. 11431 et seq., to designate a state coordinator, develop a state plan, award subgrants to local education agencies, provide technical assistance and professional development, and fulfill numerous other statutory requirements on behalf of homeless children and youth.
2. Federal law authorizes the Homeless Children and Youth Program (ARP-HCY), under Section 2001 (b)(1) of the American Rescue Plan Act of 2021 (ARP Act) for the purpose of identifying homeless children and youth and providing homeless children and youth with wraparound services in light of the challenges of the COVID-19 pandemic an assistance needed to enable homeless children and youth to attend school and participate fully in school activities.
3. Comply with the provisions of all applicable acts, regulations, and assurances; the following provisions of Education Department General Administrative Regulations (EDGAR) 34 CFR parts 76, 77, 79, and 81 and the Uniform Guidance in 2 CFR part 200, as adopted and amended as regulations of the Department in 2 CFR part 3474.
4. Cooperate with any examination of records with respect to such funds by making records available for inspection, production, and examination, and authorized individuals available for interview and examination, upon the request of (i) the Department and/or its Inspector General; (ii) any other federal agency, commission, or department in the lawful exercise of its jurisdiction and authority; or (iii) TEA.
5. Comply with reporting requirements, as requested, which may include uses of funds and demonstration of their compliance with Section 2001.
6. Records pertaining to the ARP Homeless II ARP-HCY award, including financial records related to use of grant funds, will be retained separately from the ESSER I, ESSER II, ARP ESSER III, and ARP Homeless I ARP-HCY funds.
7. Have on file with TEA a set of assurances that meets the requirements of section 442 of the General Education Provisions Act (GEPA) (20 U.S.C. 1232e).
8. Complete and submit Standard Form-LLL, “Disclosure Form to Report Lobbying.”

## TEA Program Requirements

See the [General and Fiscal Guidelines](#), Program Requirements.

In addition to the statutory requirements, TEA has established the following program requirements. The applicant must comply with each of these requirements in the application to be considered for funding:

1. The LEA must document how it determined the unique needs of homeless children and unaccompanied youth caused by the impact of the COVID-19 pandemic.
2. The LEA must document how it prioritized the unique needs of homeless children and unaccompanied youth caused by the impact of the COVID-19 pandemic in determining their data-driven plan for its use of ARP Homeless II funds.
3. The LEA must document a data-driven plan for the implementation and expenditures of ARP Homeless II grant funds per the allowable activities. This plan should include an estimated timeline of the planned activities and expenditures.
4. The LEA must maintain documentation for TEA Program requirements 1, 2, and 3 locally and have the information available for TEA review upon request.

### **Program-Specific Assurances**

See the [General and Fiscal Guidelines](#), Provisions and Assurances.

The program-specific assurances for this grant program are listed in the SAS. Refer to Schedule CS7000—Provisions, Assurances, and Certifications.

### **Allowable Activities and Use of Funds**

See the [Administering a Grant](#) page for general guidance on allowable activities and use of funds.

Allowable activities and use of funds for this grant may include but are not limited to the following:

#### **Field Trips**

Field trips may be funded under the grant program. Field trips must be academic in nature and align with grade appropriate Texas Essential Knowledge and Skills (TEKS), be reasonable in cost, and be necessary to accomplish the objectives of the grant. Examples of education field trips include, but are not limited to:

- Organized visits to colleges, universities, or identified programs of study that lead to high wage, high skill, and in-demand occupations.
- To promote and explore a variety of college and career opportunities
- Academic activities that are focused on science, technology, engineering, and mathematics (STEM)

Field Trips will require a written justification form to be maintained locally and made available to TEA upon request. To access the Field Trips Justification form, refer to the [Administering a Grant page](#).

#### **Out-of-State Travel**

Out-of-state travel costs may be funded under this grant program.

- Attendance to the National Association for the Education of Homeless Children and Youth (NAEHCY) Annual Conference is the only approved out-of-state travel cost.

Out-of-state travel costs should be minimal. Travel costs are allowable as long as the expenses for transportation, lodging, subsistence, and related items are only incurred by employees on official business of the grantee and follow the grantee's regular business operations and written travel policy.

Out-of-State Travel will require a written justification form to be maintained locally and made available to TEA upon request. To access the Out-of-State Travel Justification form, refer to the [Administering a Grant page](#).

## **General Allowable Activities and Use of Funds**

- LEA discretion for any activities authorized under the McKinney-Vento Homeless Assistance Act
- Developing and implementing a data-driven plan to support identification and enrollment of students experiencing homelessness due to the ongoing impact of COVID-19
- Developing and implementing a data-driven plan to support wraparound services, academic engagement, and enrichment activities for students experiencing homelessness due to the ongoing impact of COVID-19
- Addressing learning loss of students experiencing homelessness by planning and implementing dropout recovery activities, providing early academic interventions, and ongoing academic progress monitoring
- Addressing learning loss of students experiencing homelessness by planning and implementing summer learning program activities, providing support for dual credit programs, credit recovery and/or acceleration programs
- Addressing learning loss of students experiencing homelessness by planning and implementing supplemental academic activities or afterschool programs
- Addressing learning loss of students experiencing homelessness by tracking student attendance and improving student engagement
- Addressing learning loss of students experiencing homelessness by tracking student grades and credit accrual to ensure on-time promotion and graduation
- Addressing learning loss of students experiencing homelessness by providing academic and community wraparound support and assistance which could be provided in collaboration with or through community-based organizations (CBOs) (e.g., academic support, basic need referrals, trauma-informed care, mental health services, etc.)
- Addressing learning loss of students experiencing homelessness who have been identified and are receiving other special program services (e.g., Special Education, English Learners, Gifted and Talented, etc.) by providing coordinated targeted academic interventions, support, and progress monitoring
- Planning and implementing family engagement activities to promote involvement of parents or guardians in the education of their children
- Providing access to educational technology (hardware and software) and reliable high-speed internet by purchasing educational technology, internet-connected devices, and/or mobile hotspots for students experiencing homelessness

- Developing and implementing McKinney-Vento professional development for LEA and ESC staff and community partners to increase awareness, enrollment, identification, and support for students experiencing homelessness
- Planning and implementing college and career activities for students experiencing homelessness
- Planning and implementing field trips that are academic in nature and aligned with grade appropriate TEKS. Examples of education field trips include, but are not limited to:
  - Organized visits to colleges, universities, or identified programs of study that leads to high wage, high skill, and in-demand occupations
  - To promote and explore a variety of college and career opportunities
  - Academic activities that are focused on science, technology, engineering, and mathematics (STEM)
- Providing needed supplies and materials (e.g., school supplies, school uniforms, eyeglasses, personal hygiene items, emergency clothing, emergency grocery assistance, etc.) necessary for students to attend school, fully participate in school activities, and support academic outcomes
- Non-employee costs for conferences
- Travel for students to conferences (does not include field trips)

## **Unallowable Activities and Use of Funds**

In general, refer to the Budgeting Cost Guidance Handbook on the [Administering a Grant](#) page for unallowable costs.

In addition, unallowable activities and use of funds for this grant may include but are not limited to the following:

- Debt service (lease-purchase)
- Advisory Council
- Cost of Membership in Any Civic or Community Organization
- Hosting or Sponsoring of Conferences
- Travel Costs for Officials such as Executive Director, Superintendent, or Board Members
- Lobbying or any activity that appears to be lobbying
- Stipends for non-employees
- Payment for items that are not in alignment with the intended goals and purpose of the grant
- Payment for childcare
- Payment for security deposits
- Payment for housing costs
- Payment for household items (e.g., appliances, mattresses, bedding, linens, etc.)
- Payment for gift cards

- Payment for cell phones or cell phone plans (e.g., payment for students, parents, or staff)
- Payment for furniture
- Payment for vehicles
- Expenditures related to students who are not McKinney-Vento eligible, identified, enrolled, or served by the program

## **Performance Measures**

The applicant agrees to collect data and report on the following mandatory performance measures:

1. Any performance measures, reporting, or evaluation requirements as established by TEA.

## **Limits on Contracted Evaluators**

When a grantee chooses, or is required under a grant, to hire a contracted evaluator, TEA believes that the evaluator must have the capability to remain independent and objective in carrying out the evaluation. “Independent and objective” implies that there is no influence or control, real or perceived, exerted on the evaluator by any person who is involved in the provision of program services. Therefore, the only way in which a contracted evaluator can be truly independent and objective, is to not be involved in any manner with the provision of program services or activities. Otherwise, the evaluator is, at least in part, evaluating its own services.

In addition, TEA is aware that some grant writers develop and design the grant program, write the entire grant application, and then wish to evaluate the grant program. TEA also believes that this scenario poses a conflict of interest for the evaluator, in that the evaluator is evaluating the grant program that he or she designed, developed, and wrote. Again, it is not possible for the evaluator to function independently and objectively if the evaluator performed in this capacity. It is certainly acceptable for the grant writer to receive some information from a potential evaluator to include in the evaluation section of the grant application with regard to an appropriate evaluation plan or design, but communication between the grant writer and evaluator should be limited to that specific topic.

Applicants should make every effort to ensure that contracted evaluators be independent and objective.

Program evaluation costs must be charged as a direct cost to the grant program.

## **Federal Grant Requirements**

### **Equitable Access and Participation**

See the [General and Fiscal Guidelines](#), Equitable Access and Participation.

This requirement does apply to this federally funded grant program.

### **Private Nonprofit School Participation**

See the [General and Fiscal Guidelines](#), Private Nonprofit School Participation.

This requirement does not apply to this federally funded grant program.

## Maintenance of Effort

See the [General and Fiscal Guidelines](#), Maintenance of Effort.

This requirement does not apply to this federally funded grant program.

# Application Elements

This section describes the requirements and attachments that must be addressed in and included with the application.

## Required Attachments

See the following sections of the [General and Fiscal Guidelines](#):

- Fiscal-Related Documentation Required to Be on File
- Required Fiscal-Related Attachments
- Required Program-Related Attachments

This section describes the two types of attachments that may be required to be submitted with the application: fiscal-related attachments and program-related attachments.

### Required Fiscal-Related Attachments

See the [General and Fiscal Guidelines](#), Required Fiscal-Related Attachments, for a general description of fiscal-related documents that can be required as attachments to the application.

For a list of the fiscal-related attachments required for this grant application, refer to the Program Information section of the main eGrants page for this grant. Required attachments are notated “Attachment” in the list of RFA documents provided in the Program Information section.

### Required Program-Related Attachments

No program-related attachments are required for this grant program.

## Adding Attachments

The instructions in the following sections describe how to attach files to an eGrants application.

### General Instructions

The size of each attachment cannot exceed 10MB. If you have a larger file, use a different scanning setting, or zip the file to make it take up less space.

Documents only need to be attached once. Do not attach duplicate documents with each amendment. Only attach more than once if the attachment is being revised.

## Naming Attachments

Name the files you are going to attach with no spaces (for example, 501C3letter.doc or 501C3\_letter.doc). Use a meaningful name that identifies the specific document.

Make sure that each attachment has a file extension (.pdf, .doc, .rtf, .xls, .bmp, .zip, .txt).

Note that attachments with very long names may not be able to be uploaded. If you have difficulty, try renaming the file and starting over.

## Scanning Documents

If a document must be scanned to create an electronic copy, use the following hints to ensure that the document size is as small as possible:

- Use an OCR or DPI setting of 200 DPI.
- Try to avoid creating .jpg files. If possible, create PDF documents with the scanner.

## Zipping Files

If your files are too large, add them to a zip file to save space ([download a free version of WinZip and find instructions on creating zip files](#)).

## Attaching Files to an eGrants Application

1. Ensure that the security level for your internet browser is set to Medium (Tools > Internet Options, Security tab).
2. On the Grant Summary Table of Contents, select the Attach File icon.
3. Consult the instructions for naming files, outlined under Technical Instructions on the Attach File Page.
4. Ensure the document is saved on your computer according to the naming instructions.
5. Enter the Document Title of the attachment.
6. Select the Browse button. A standard Windows browser appears. Find the file.
7. Select Attach.
8. Select Refresh to see the name of the document in the Documents Submitted in This Version pane. If the attachment does not appear, you may have to rename your document with a shorter name and start over.
9. Repeat this process to attach all your documents.