



Education of Homeless Children and Youth  
American Rescue Plan (ARP) Homeless I Fund  
Application Guidelines and Rubric

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# Overview

The NH Department of Education is receiving funds through the American Rescue Plan – Homeless Children and Youth grant to support students experiencing homelessness; funding is divided into two tranches. The intent of the first tranche is to distribute funds to LEA's that have high needs and high numbers of identified students experiencing homelessness and to do so in a competitive manner. The NH DOE is awaiting further information from USDE regarding the second tranche of funding.

## Eligibility

All New Hampshire LEA's, including all public school districts and charter schools, are eligible to apply for the ARP Homeless I grant. LEA's that demonstrate high numbers of identified students who are experiencing homelessness and a strong plan to meet the needs of those students will be given preference.

## Available Funds

New Hampshire received \$573,993 in ARP Homeless I funding. 25% of that funding is being reserved for state level activities, with 75%, or \$430,495 to be available to districts. Allocations for individual LEA's will be based on size, number of students experiencing homelessness within the district, and consideration of budget.

All LEA's who are submitting a competitive grant are being asked to complete a needs assessment to create the budget of the project. All grants must have a minimum request of \$10,000.

## Grant Period

Anticipated opening of the ARP Homeless I grant is the beginning of August 2021. The grant funds will be available for use until September 30, 2024.

## Use of Funds

Grant funds may be used for any of the [16 activities authorized under the McKinney Vento Assistance Act](#). Grant funds must be used in such a manner as to provide services to **all** identified children and youth experiencing homelessness.

Suggestions and examples on how to use funds include:

- Increase Outreach and Identification – hire additional staff, provide training for current staff, and/or launch a mass media campaign in the community to target families and students who may be experiencing homelessness.

- Enhance communication options with students and families
- Provide Academic Coaching through summer program or additional tutoring supports
- In-person enrichment opportunities – provide on-site academic activities in the school building or in the community for the upcoming school year
- Access to credit bearing summer learning – including transportation and scholarships if necessary to remove barriers
- Develop post-secondary opportunity pathways for students
- Develop outside of school work based and experiential credit bearing learning opportunities for students experiencing homelessness
- 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
- 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

Grants must include a narrative providing information on how the funds will be used to provide identification, outreach, academic supports and services to remove barriers that face the students experiencing homelessness within their LEA.

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. Funds must be supplemental and not supplant any other available funding that is supported locally or through federal resources such as ARP, ESSER or other funding available through other federal entities.

## Application Process

### ARP Homeless I Funds Timeline

| <b>Grant Application Timeline</b>          |   |
|--|---|
| Grant application Submission Period Begins | June 24, 2021   |
| Optional Technical Assistance              | Slide Show available on the NH DOE website – <a href="#">ARP Guidance</a><br><br>Resource from Schoolhouse Connection - <a href="#">How to Use ARP Homeless Funds</a> |
| Application due to the NH DOE              | July 14, 2021 at 4:00 pm  |

### Required Grant Elements

All LEA's must be in compliance with the McKinney-Vento Homeless Assistance Act. Grants may be subject through monitoring from the NH DOE as determined by the office of the State Coordinator.

Grant recipients must be able to collect and promptly provide data and information to the NH DOE 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.

Grants must include a narrative providing information on how the funds will be used to provide identification, outreach, and services to remove barriers that face the students experiencing homelessness within their LEA.

### Grant Budget and Budget Narrative

A budget narrative is required when submitting a grant application. The budget narrative should describe how to applicant plans to use the requested funds. Once a grant application is approved, the approved funds will be entered into the Grant Management System. Then, the grant activities and budget information should be written in GMS.

### Review Process

The ARP Homeless I grant is a competitive grant and will follow the NH DOE competitive grant process. Applications will be read by at least two NH DOE staff members. All reviewers will use the rubric that can be found at the end of this document.

In accordance with the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11433(c)(2)(A-D)), NH DOE will award funds based on the needs the LEA has determined based on 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 the NH DOE 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 considered indicative of a high-quality program.

(See rubric for corresponding scoring section for above listed items)

#### Instructions for Completing the ARP Homeless I Grant Application

Please fill out all sections in full with as much information as possible. Applications must be completed in full. Applications not completed in full will not be accepted.



# ARP Homeless I Subgrant Application Scoring Rubric

**Date:** \_\_\_\_\_

**Reviewer Name (please print)** \_\_\_\_\_

**Reviewer Signature** \_\_\_\_\_

**LEA Applicant:**  
\_\_\_\_\_

**Total Score:** \_\_\_\_\_

**Instructions for reviewers:** Using the rubric below, read and score each proposal section. Each section has a point range with examples provided to assist in decision making. After scoring a section, provide written comments (rationale) that support the points awarded for that section. Use as much space as necessary. Please add additional comments and/or questions that will assist the review team in final recommendations section (last page).

## Section 1: Data

|  |                            |  |
|--|----------------------------|--|
|  | 1 – Not Approvable         | No data is provided  |
|  | 2 – Approaching Approvable | Data is provided with little information and relevant detail |
|  | 3 – Approvable             | Data is provided with relevant details and information       |
|  | Notes                      |  |

## Section 2: Need and Plan

### Demonstration of Need –

|  |                           |   |
|--|---------------------------|---|
|  | 1 – Not Approvable        | There was not an adequate description of the key needs  |
|  | 2- Approaching Approvable | 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.    |
|  | 3 - Approvable            | There was an adequate summary of the key needs of the students who experiencing homelessness as determined by the needs assessment                          |
|  | 4 - Comprehensive         | There was a strong description of the needs assessment, including a clear summary of the key needs of the population as determined by the needs assessment. |

|  |       |  |
|--|-------|--|
|  | Notes |  |
|--|-------|--|

Plan –

|  |                            |   |
|--|----------------------------|---|
|  | 1 – Not Approvable         | There was not adequate summary of the proposal or key needs.  |
|  | 2 – Approaching Approvable | 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.  |
|  | 3 – Approvable             | 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.    |
|  | 4 – Comprehensive          | 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 3: Budget**

|  |                    |   |
|--|--------------------|---|
|  | 1 – Not Approvable | There was not an accurate description of how funds should be used |
|--|--------------------|---|



|  |                            |   |
|--|----------------------------|---|
|  | 2 – Approaching Approvable | 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.                  |
|  | 3 - Approvable             | 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.   |
|  | 4 – Comprehensive          | 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                      |   |

**Section 4: Evaluation**

|  |                            |  |
|--|----------------------------|--|
|  | 1 – Not Approvable         | There was not a description of the LEA will Evaluate the program   |
|  | 2 – Approaching Approvable | The is beginnings of a plan for evaluation, but it lacks detail  |
|  | 3 – Approvable             | Description of evaluation includes data and an adequate process for evaluating data                                    |
|  | 4 – Comprehensive          | There was a strong description of the evaluation plans of the LEA, including all data that will be used and collected. |
|  | Notes                      |  |

## Grant Rubric Scoring Sheet and Recommendation

| Section Name               | Possible Points | Score Given | Weighed Value | Final Points |
|----------------------------|-----------------|-------------|---------------|--------------|
| Data (1)                   | 1-3             |             | X1            |              |
| Needs (1)                  | 1-4             |             | X2            |              |
| Plan (2, 3, 4, 6, 7, 8, 9) | 1-4             |             | X2            |              |
| Budget Narrative (7)       | 1-4             |             | X2            |              |
| Evaluation (5)             | 1-4             |             | X1            |              |
|                            |                 |             | Total Points  | /31          |

### Comments and Final Recommendations

Proposal Strengths:

Proposal Weaknesses:

|  |                                 |   |  |
|--|---------------------------------|---|--|
| <p>Do you recommend this proposal for funding?<br/>(Check one)</p> | <p>Recommended for funding:</p> | <p>Should consider with modifications:<br/>Rationale and Recommendations:</p> | <p>Not Recommended for Funding:<br/>Rationale:</p> |
|--|---------------------------------|---|--|