RFA 202106083

American Rescue Plan – Homeless Children and Youth I

FY 2021 Application

# Application Details and Instructions

Through this application, the Department intends to provide funding to SAUs to develop, implement, continue, and/or expand programs that facilitate the school success of homeless children and youth. This funding is provided under the McKinney-Vento Education for Homeless Children and Youth (EHCY) program. This program is authorized under [Title IX-A of the federal Every Student Succeeds Act (ESSA) of 2015, the McKinney-Vento Education for Homeless Children and Youths program](https://uscode.house.gov/view.xhtml?path=/prelim@title42/chapter119/subchapter6/partB&edition=prelim), specifically Section 723, “Local Educational Agency Sub-grants”.

American Rescue Plan (ARP) Elementary and Secondary School Emergency Relief – Homeless Children and Youth (ARP-HCY) Funds must be used to identify homeless children and youth, to provide homeless children and youth with wrap-around services to address the challenges of COVID-19, and to enable homeless children and youth to attend school and fully participate in school activities. The Maine Department of Education (DOE) will release ARP-HCY funds in two separate disbursements (ARP Homeless I and ARP Homeless II).

New ARP funding to support students experiencing homelessness has tremendous potential to expand the systems in your SAU to identify and support the needs of homeless children and youth. The Maine DOE is opening this streamlined application for ARP Homeless I Funds to any SAU who had applied for McKinney-Vento Funds (mini grant or subgrant) in 2020. The goals of ARP Homeless I are to increase identification and outreach efforts and to target immediate needs.

Maine DOE encourages SAUs to use these funds to focus on identifying students this spring and to connect students experiencing homelessness and their families to summer learning and enrichment programs during the summer of 2021, and to engage students and their families in preparation for the fall.

All communication regarding this Request for Applications must be made via email to the grant coordinator identified on the [Grant RFPs and RFAs webpage](https://www.maine.gov/dafs/bbm/procurementservices/vendors/grants).

1. **Allowed Activities**

Allowable Local Educational Agency (LEA) Uses of ARP Homeless I Funds from the U.S. Department of Education’s [April 23, 2021 Letter to Chief State School Officers](https://oese.ed.gov/files/2021/04/ARP-Homeless-DCL-4.23.pdf)

* To increase capacity by hiring staff, dedicating resources, and planning partnerships with community-based organizations, among other strategies.
* To identify students *this spring* and to connect students experiencing homelessness and their families to summer learning and enrichment programs this summer (summer 2021), and to engage students and their families in preparation for this fall.
* To compete and award contracts to community-based organizations that are well-positioned 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, and LGBTQ+ youth, and connect them to educationally related support and wraparound services.
* For any of the sixteen uses permitted by the McKinney-Vento Act (see [42 U.S.C. 11433(d)](https://nche.ed.gov/wp-content/uploads/2018/10/app-14a.docx)).
* For any expenses necessary to facilitate the identification, enrollment, retention, and educational success of homeless children and youth, such as:
  + providing wraparound services (which could be provided in collaboration with and/or through contracts with community-based organizations, and could include academic supports, trauma-informed care, social-emotional support, and mental health services);
  + purchasing needed supplies (e.g., PPE, eyeglasses, school supplies, personal care items);
  + providing transportation to enable children and youth to attend classes and participate fully in school activities;
  + purchasing cell phones or other technological devices for unaccompanied youth to enable the youth to attend and fully participate in school activities; and
  + providing access to reliable, high-speed internet for students through the purchase of internet-connected devices/equipment, mobile hotspots, wireless service plans, or installation of Community Wi-Fi Hotspots (e.g., at homeless shelters), especially in underserved communities.
* To pay for short-term, temporary housing (e.g., a few days in a motel) when such emergency housing is the only reasonable option for COVID-safe temporary housing and when necessary to enable the homeless child or youth to attend school and participate fully in school activities (including summer school).
* For store cards/prepaid debit cards to purchase materials necessary for students to participate in school activities.

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.

The following list of allowed activities may be supported with sub-grant funds:

* 1. Providing supplemental instruction and educational enrichment services that help homeless students achieve challenging State academic standards.
  2. Providing specialized instructional support services (including violence prevention and counseling), referrals for such services, and activities to address the particular needs of homeless children and youths that may arise from domestic violence and parental mental health or substance abuse.
  3. Providing specialized guidance services to prepare homeless children and youth for post-secondary education.
  4. Providing developmentally appropriate early childhood education programs for preschool-aged homeless children.
  5. Attracting, engaging, and retaining homeless children and youths who are not enrolled in schools and programs provided to non-homeless youth.
  6. Coordinating school services for homeless youth with those of other agencies.
  7. Expediting the evaluation of the strengths and needs of homeless children and youth and their eligibility for specific programs and services.
  8. Professional development for school personnel to heighten their understanding of the needs and rights of homeless and runaway youth.
  9. Referral services to homeless children and youths for medical, dental, mental, and other health resources.
  10. Paying fees and other costs associated with obtaining essential school records for homeless youth and children.
  11. Educating parents and guardians of homeless children about their rights and available resources, and other activities designed to meaningfully increase parent and guardian involvement in the education of homeless youth and children
  12. Adapting space and purchasing supplies for any non-school facilities made available for the provision of services under the sub-grant.
  13. Defraying the excess cost of transportation for students under McKinney-Vento, beyond the costs otherwise covered through Federal, State, or local funding.
  14. Providing school supplies, including those to be distributed at shelters or temporary housing facilities, or other appropriate locations.
  15. Providing other extraordinary or emergency assistance needed to enable homeless children and youths to attend school and participate fully in school activities.

***Applicants should review the*** [***2015 reauthorization of the McKinney-Vento Act***](https://nche.ed.gov/legis/mv.php) ***when completing their response to this RFA.***

## **Eligibility to Submit Bids**

Only Maine School Administrative Units (SAUs) as defined by [20-A M.R.S. §1(26)](http://legislature.maine.gov/statutes/20-A/title20-Asec1.html) who had applied for McKinney-Vento Funds (mini grant or subgrant) in 2020 are eligible to submit bids in response to this Request for Proposals. Multiple SAUs may join together to submit a collaborative proposal, but such proposals must be submitted by a lead SAU that agrees to act as the fiscal agent for the project.

## **Awards**

The Department anticipates making awards to all applicants. The Department reserves the right to make awards at amounts less than that requested.

Funding is based on a per pupil amount determined by dividing the total number of identified homeless students enrolled in the districts that will be awarded grant funds into the total amount of funding available for ARP-HCY I awards.

Any person aggrieved by the award decision that results from this Request for Applications may appeal the decision to the Director of the Bureau of General Services in the manner prescribed in 5 MRSA § 1825-E and 18-554 Code of Maine Rules, Chapter 120 (found here: [Chapter 120](https://www.maine.gov/dafs/bbm/procurementservices/policies-procedures/chapter-120)).  The appeal must be in writing and filed with the Director of the Bureau of General Services, 9 State House Station, Augusta, Maine, 04333-0009 within 15 calendar days of receipt of notification of contract award.

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# KEY PROCESS EVENTS

## **Submitting Questions about the Request for Applications**

Any questions must be submitted by e-mail to the Grant Coordinator identified on the [Grant RFPs and RFAs webpage](https://www.maine.gov/dafs/bbm/procurementservices/vendors/grants) by June 29th, 2021 at 11:59 p.m. local time. Submitted Questions must include the subject line: “RFA# 202106083 Questions”. The Department assumes no liability for assuring accurate/complete/on time e-mail transmission and receipt.

Question & Answer Summary: Responses to all questions will be compiled in writing and posted on the following website: [Grant RFPs and RFAs](https://www.maine.gov/dafs/bbm/procurementservices/vendors/grants). It is the responsibility of all interested parties to go to this website to obtain a copy of the Question & Answer Summary. Only those answers issued in writing on this website will be considered binding.

## **Amendments to the Request for Applications**

All amendments (if any) released in regard to this Request for Applications will be posted on the following website: [Grant RFPs and RFAs](https://www.maine.gov/dafs/bbm/procurementservices/vendors/grants). It is the responsibility of all interested parties to go to this website to obtain amendments. Only those amendments posted on this website are considered binding.

## **Submitting your Application**

1. **Applications Due:** Applications must be received by July 9, 2021 at 11:59 p.m. local time. Applications received after the 11:59 p.m. deadline will be ineligible for award consideration for that annual application enrollment period.
2. **Submission Instructions:** Applications are to be submitted to the State of Maine Division of Procurement Services, via email, to [Proposals@maine.gov](mailto:Proposals@maine.gov).
   1. Only applications received by email will be considered. The Department assumes no liability for assuring accurate/complete e-mail transmission and receipt.
   2. Only applications received by e-mail will be considered. The Department assumes no liability for assuring accurate/complete e-mail transmission and receipt.
   3. E-mails containing links to file sharing sites or online file repositories will not be accepted as submissions. Only e-mail applications that have the actual requested files attached will be accepted.
   4. Encrypted e-mails received which require opening attachments and logging into a proprietary system will not be accepted as submissions. Please check with your organization’s Information Technology team to ensure that your security settings will not encrypt your proposal submission.
   5. File size limits are 25MB per e-mail. Applicants may submit files separately across multiple e-mails, as necessary, due to file size concerns. All e-mails and files must be received by the due date and time listed above.
   6. Applicants are to insert the following into the subject line of their email submission: **“RFA# 202106083 Application Submission – [Applicant’s Name]”**
   7. Applications are to be submitted as a single, typed, PDF or WORD file and must include pages 8-15 of this RFA document.

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APPLICATION COVER PAGE

**Handwritten Applications Will Not Be Accepted**

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| --- | --- | --- | --- | --- | --- | --- |
| **Applicant’s Organization Name:** | | Click or tap here to enter text. | | | | |
| **Name of Application:** | | Click or tap here to enter text. | | | | |
| **Superintendent’s Name** | | Click or tap here to enter text. | | | | |
| **Tel:** | Click or tap here to enter text. | | | | **E-mail:** | Click or tap here to enter text. |
| **Headquarters’ Street Address:** | | Click or tap here to enter text. | | | | |
| **Headquarters’ City/State/Zip** | | Click or tap here to enter text. | | | | |
| ***Provide information requested below if different from above*** | | | | | | |
| **Point of Contact for Application- Name and Title** | | | Click or tap here to enter text. | | | |
| **Tel:** | Click or tap here to enter text. | | | | **E-mail:** | Click or tap here to enter text. |
| **Headquarters’ Street Address:** | | Click or tap here to enter text. | | | | |
| **Headquarters’ City/State/Zip** | | Click or tap here to enter text. | | | | |
| **Dollar Amount of Application:** | | | | Click or tap here to enter text. | | |

* No personnel currently employed by the Department or any other State agency participated, either directly or indirectly, in any activities relating to the preparation of the Applicant’s application.
* No attempt has been made, or will be made, by the Applicant to induce any other person or firm to submit or not to submit an application.
* The above-named organization is the legal entity entering into the resulting agreement with the Department should they be awarded a contract.
* The undersigned is authorized to enter contractual obligations on behalf of the above-named organization.

To the best of my knowledge, all information provided in the enclosed application, both programmatic and financial, is complete and accurate at the time of submission.

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| **Name (Print):** Click or tap here to enter text. | **Title:** Click or tap here to enter text. |
| **Authorized Signature:** | **Date:** Click or tap here to enter text. |

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DEBARMENT, PERFORMANCE and NON-COLLUSION CERTIFICATION

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| **Applicant’s Organization Name:** | Click or tap here to enter text. |

*By signing this document, I certify to the best of my knowledge and belief that the aforementioned organization, its principals and any subcontractors named in this application:*

1. *Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from bidding or working on contracts issued by any governmental agency.*
2. *Have not within three years of submitting the application for this contract been convicted of or had a civil judgment rendered against them for:*
   1. *Fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state or local government transaction or contract.*
   2. *Violating Federal or State antitrust statutes or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;*
   3. *Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and*
   4. *Have not within a three (3) year period preceding this application had one or more federal, state or local government transactions terminated for cause or default*.
3. *Have not entered into a prior understanding, agreement, or connection with any corporation, firm, or person submitting a response for the same materials, supplies, equipment, or services and this application is in all respects fair and without collusion or fraud. The above-mentioned entities understand and agree that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.*

**Failure to provide this certification may result in the disqualification of the Applicant’s application, at the discretion of the Department.**

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| --- | --- |
| **Name (Print):** Click or tap here to enter text. | **Title:** Click or tap here to enter text. |
| **Authorized Signature:** | **Date:** Click or tap here to enter text. |

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APPLICATION

Answer the following questions. **Narrative answers should be limited to no more than five sentences** per question.

1. For the current and preceding two school years, please record (below) the number of identified children and youth experiencing homelessness in the SAU(s), preschool through high school:
   1. 2018-19 school year: Click or tap here to enter text.
   2. 2019-20 school year: Click or tap here to enter text.
   3. 2020-21 school year (available to date): Click or tap here to enter text.
2. If the number of identified children and youth experiencing homelessness in the SAU(s) has changed by more than 10% since the 2018-19 school year, explain the difference.

Click or tap here to enter text.

1. What is the average attendance for identified children and youth experiencing homelessness in the SAU(s) for the 2019-20 or 2020-21 school year? How does this compare to the average attendance for all students in the same year?

Click or tap here to enter text.

1. What are the primary current educational and related needs of children and youth experiencing homelessness in the SAU(s) as they relate to eligible uses of funds (check all that apply)?

Outreach and identification

Enrollment

Attendance

Transportation

Academic support

Extra-curricular participation

Trauma-informed care

Social emotional learning

Mental health support

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

Cell phones, laptops, internet, or other technological devices

Access to early childhood programs

Short-term, temporary housing

Other (please describe) Click or tap here to enter text.

1. ARP Homeless I Funds will be used to facilitate (check all that apply):

Identification of children and youth experiencing homelessness

Enrollment of children and youth experiencing homelessness

Retention of children and youth experiencing homelessness

Educational success of children and youth experiencing homelessness

1. How will the SAU(s) use ARP Homeless I subgrant funds to identify and outreach to children and youth experiencing homelessness?

Compete and award contracts to community-based organizations that are well-positioned 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, parenting, or caregiving students, and to connect them to educationally related support and wraparound services.

Hire outreach staff member(s) to conduct outreach in the schools, community, with community partners

Prioritize the hiring of individuals / CBOs who may not have the traditional education background but do share lived experiences, linguistic and cultural backgrounds with the target populations

Evaluate and re-design enrollment forms and online enrollment process for identification, ensuring students and families feel welcome and safe to share their housing status

Evaluate liaison’s capacity and re-assign if needed, prioritizing liaisons with social work or counseling backgrounds

Dedicate collaboration with the statewide Migrant Education Program to ensure migrant students experiencing homelessness are properly identified and supported under McKinney-Vento

Complete training and designate Point of Contact for each school building, include stipend for those staff members

Screen for homelessness by embedding questions and information about homelessness in all school or district outreach efforts

Professional development and other activities for educators to increase understanding and sensitivity of the needs and rights of homeless children

Develop, translate, print, and develop virtual outreach materials and review with families for feedback. Increase posters, flyers, and other outreach throughout the community.

Social media campaign to reach families facing housing instability

Educate families, parent leaders, parent groups about the rights of McKinney-Vento students

Other: Click or tap here to enter text.

Other: Click or tap here to enter text.

Other: Click or tap here to enter text.

1. How will the SAU(s) use ARP Homeless I subgrant funds to connect students experiencing homelessness and their families to summer learning and enrichment programs this summer (summer 2021), and to engage students and their families in preparation for this fall?

Click or tap here to enter text.

1. Does the SAU(s) plan to award contracts to community-based organizations 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 so, describe those plans.

Click or tap here to enter text.

1. What other expenses does the SAU(s) plan to pay with this ARP Homeless I subgrant to facilitate the identification, enrollment, retention, and educational success of children and youth experiencing homelessness?

Click or tap here to enter text.

1. List 2-3 state or local agencies with which you are coordinating to meet identified needs.

* Click or tap here to enter text.
* Click or tap here to enter text.
* Click or tap here to enter text.

1. What other federal funds is your SAU(s) using to support the identification, enrollment, retention, and educational success of children and youth experiencing homelessness specifically?

Coronavirus Aid, Relief, and Economic Security (CARES) Act funds (signed into law March 2020)

Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act (December 2020)

American Rescue Plan (ARP) Act funds (March 2021)

Title I, Part A funds reserved for children and youth experiencing homelessness

Other funds and services available to children, youth, and families experiencing homelessness (describe): Click or tap here to enter text.

1. How will the SAU(s) promote meaningful involvement of parents, guardians, or caregivers in the activities and services proposed?

Click or tap here to enter text.

1. How you will evaluate the impact of the ARP Homeless I subgrant funds?

Data showing increases in the number of identified McKinney-Vento students

Data showing increases in the attendance rates of identified McKinney-Vento students

Data showing increases in academic achievement of identified McKinney-Vento students

Data showing increases in the graduation rates of identified McKinney-Vento students

Data showing decreases in school discipline rates of identified McKinney-Vento students

Data showing increases in the number of identified McKinney-Vento children under age six enrolled in early childhood education

Data showing increased parent/guardian/caregiver involvement

Data showing increases in the number of identified McKinney-Vento students transitioning to post-secondary education

Other (please describe) Click or tap here to enter text.

1. Does the SAU(s) plan to provide services specifically for preschool-aged children experiencing homelessness and their families?

Yes No

1. Does the SAU(s) plan to provide services specifically for unaccompanied youth?

Yes No

1. Check the boxes indicating the policies and/or practices in place in the SAU(s).

The SAU(s) will ensure that services provided with this subgrant will not isolate or stigmatize children and youth experiencing homelessness.

The SAU(s) will ensure that this subgrant will be used to help children and youth attend, participate fully, and succeed in academic and extracurricular opportunities offered to all students.

The SAU(s) will ensure that services provided with this subgrant will supplement, expand, improve upon, or provide access to services provided as part of a school’s academic or extra-curricular program, but not replace such services.

The SAU(s) will ensure that children and youth experiencing homelessness are integrated into the regular education program.

1. Indicate that the SAU(s) makes the following assurances:

The SAU(s) assures that the combined fiscal effort per student, or the aggregate expenditures of that agency and the state with respect to the provision of free public education by such agency for the fiscal year preceding the fiscal year for which the determination is made, was not less than 90 percent of such combined fiscal effort or aggregate expenditures for the second fiscal year preceding the fiscal year for which the determination is made.

The SAU(s) assures that the applicant complies with, or will use requested funds to comply with, paragraphs (3) through (7) of section 722(g).

The SAU(s) assures that it will collect and promptly provide data requested by the State Coordinator pursuant to paragraphs (1) and (3) of section 722(f).

The SAU(s) assures that it will meet the requirements of section 722(g)(3).

|  |  |
| --- | --- |
| **Budget Category**  **(amend as needed)** | **Amount Requested** |
| Personnel (salary, fringe, and benefits) | Click or tap here to enter text. |
| Subcontracts | Click or tap here to enter text. |
| Student Transportation | Click or tap here to enter text. |
| Staff Travel | Click or tap here to enter text. |
| Instructional materials and supplies | Click or tap here to enter text. |
| Non-instructional materials and supplies | Click or tap here to enter text. |
| Professional Development/  Training | Click or tap here to enter text. |
| Technology access | Click or tap here to enter text. |
| Other (specify) | Click or tap here to enter text. |
| Other (specify) | Click or tap here to enter text. |
| **TOTAL REQUEST** | Click or tap here to enter text. |

|  |
| --- |
| **Project Budget** |

|  |  |
| --- | --- |
| Estimated number of homeless students to be served: | Click or tap here to enter text. |
| Cost per student (total request / # of students): | Click or tap here to enter text. |