How to Apply for the ARP Homeless II Federal Grant

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Grants Administration Division
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Disclaimer

This presentation is intended solely to provide general information and guidance to Texas LEAs and reflects the Texas Education Agency’s current understanding of the presentation topics and applicable federal guidance. The content of this presentation is subject to change as a result of further potential information and guidance provided by federal agencies with regulatory oversight of these program(s). This presentation does not constitute legal advice, and LEAs are, therefore, advised to seek legal counsel regarding the information and guidance provided in this presentation before acting on such information and guidance.
Agenda

- Locating Grant Information on the TEA Grant Opportunities Page
- Obtaining Access to TEA Login (TEAL) and eGrants
- Completing the GS2200 – Applicant Designation and Certification Form
- Completing the Application
Locating Grant Information on the TEA Grant Opportunities Page
Accessing the Grant Opportunities Page

The Latest TEA News

The latest news from the Texas Education Agency is available through news releases, online correspondence, mailing lists, and other posted information.
TEA Grant Opportunities
This site is a central resource for all state and federal grants administered by TEA. Select an application name from the dropdown list of available grants, or use the dropdowns in the Search Options section below to locate a grant's Request for Application (RFA) and its specific program guidelines, application, due dates, and other important information. Additional resources and Universal Errata are linked in the sidebar. Please email questions about grants or grant funding to Grants@tea.texas.gov.

Available Grant Opportunities

Application Name: 2021-2024 ARP Homeless II Federal Grant

Search Options (Select options below to search for the available grant opportunities)

Keyword(s) in Application Name: 

(enclose text in quotes for exact match)

School Year: All
Program/Subject Area: All
Funding Type: All
Application Type: All
Submission Type: All

Between Dates
Availability Date: 
Due Date: 

Search  Clear
Program and Funding Information

**Program Information**

**Program Description**

Eligibility

**Funding Information**

Grant Start and End Dates
Application Information and Critical Events

Application and Support Information

Program Guidelines – Allowable Costs

Sample Copy of the Application

Critical Events

Application Due Date

Deadline for Amendments

Expenditure Reporting Deadlines

Contact Information

Program Contact

Funding Contact

Grants Administration Division
Obtaining Access to TEAL and eGrants
You can access TEAL from the Popular Applications ribbon at the top of TEA’s homepage.
You can login from the TEAL login screen

Or

Request New User Account
Requesting Access to TEAL

Texas Education Agency
User and Access Management

NOTICE: If you completed this form previously and have a TEA Login (TEAL) user account, requesting an additional account can cause a denial of access or delay in account setup. If you need assistance with access to an existing user account, please go to https://txedagency zendesk.com and click Submit a Request.

- Complete all information on the resulting form.

- If you already have an account, but are experiencing difficulties, submit a helpdesk ticket.
Requesting Access to eGrants

- Once you receive access to TEAL, Log into TEAL and request access to eGrants.
- Go to My Application Accounts.
- Select Request a New Account.
- From the list of Applications, select eGrants.
Applications in TEAL

From TEAL you can request access to:

<table>
<thead>
<tr>
<th>eGrants</th>
<th>TEAL</th>
<th>Request Access Online</th>
<th>Find contact information at Office for Grants and Federal Fiscal Compliance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electronic Grants</td>
<td></td>
<td></td>
<td>TEA Grant Opportunities</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ER</th>
<th>TEAL</th>
<th>Request Access Online</th>
<th>Find contact information at Office for Grants and Federal Fiscal Compliance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expenditure Reports</td>
<td></td>
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<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Texas Education Directory AskTED</th>
<th>TEAL</th>
<th>Request Access Online</th>
<th>Texas Education Directory <a href="mailto:AskTED@tea.texas.gov">AskTED@tea.texas.gov</a></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Role</td>
<td>Contacts</td>
<td>Compliance Reports</td>
<td>Grants</td>
</tr>
<tr>
<td>-----------------------</td>
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<td>---------------------------------</td>
<td>--------------------------------------------------</td>
</tr>
<tr>
<td>Grantee Official</td>
<td>View, Create, Edit, and Save</td>
<td>View, Create, Edit, Save, and Submit</td>
<td>Delete Draft, View, Create, Edit, Save, and Submit</td>
</tr>
<tr>
<td>Grantee Manager</td>
<td>View, Create, Edit, and Save</td>
<td>View, Create, Edit, Save, and Submit</td>
<td>View, Create, Edit, Save, and Submit</td>
</tr>
<tr>
<td>Grantee Staff</td>
<td>View, Create, Edit, and Save</td>
<td>View, Create, Edit, Save, and Save</td>
<td>View Only</td>
</tr>
<tr>
<td>Grantee Writer/Editor</td>
<td>View, Create, Edit, and Save</td>
<td>View, Create, Edit, Save, and Save</td>
<td>View, Create, Edit, Save, and Submit</td>
</tr>
<tr>
<td>Grantee Viewer</td>
<td>View Only</td>
<td>View Only</td>
<td>View Only</td>
</tr>
</tbody>
</table>
Completing the ADC and Application
How to Locate the Application in eGrants

- Go to the Grants Tab and select “Apply for Eligible Grants.”

- Select the ARP Homeless II Application, then the Applicant Designation and Certification (ADC) form for the grant.

Note: The ADC form must be completed and submitted to access the application.
In Part 1, select the appropriate designation:

- Apply on Own
- As Fiscal Agent of SSA
- Not Apply at All
- Apply as Member of SSA

The fiscal agent should complete the ADC before SSA members.

Note: LEAs with an allocation below $5,000 must join an SSA Grants Administration Division.
In Part 2, the authorized official should review the Certification and Incorporation Statement, complete the Authorized Official information, and select the Certify and Submit button to send to TEA.
Opening the Application

- Once the ADC form is submitted, the application will appear and will have a status of “Available.”

- Click on the grant title to open the table of contents page.
The Table of Contents shows all schedules required for the grant. Complete the required schedules. (Be sure to save as you go along.) Take note of Status and Last Update fields. Certify and submit the application.
The application will require two different contacts

Verify email addresses and phone numbers
### A. Use of Funds - LEA Allowable Activities

**Directions:** In this section you will indicate the planned uses of the ARP Homeless II grant funds.

For each activity, select the pre-award and/or school year during which the LEA has expended or plans to expend funds. If the LEA plans to use funding, at least one school year must be selected for each activity. Multiple school years may be selected. If the LEA will not be expending funds for the activity, select “N/A” and leave the school year and pre-award boxes blank.

**School Year dates**:
- Pre-award, September 1, 2021 – application submission date.
- 2021-2022, including summer 2022.
- 2022-2023, including summer 2023.
- 2023-2024, including summer 2024.
- N/A – Will not expend grant funds on this activity.

1. Any activities authorized under the McKinney-Vento Homeless Assistance Act
   - Pre-award, September 1, 2021 - application submission date
   - 2021-2022, including summer 2022
   - 2022-2023, including summer 2023
   - 2023-2024, including summer 2024
   - N/A – Will not expend grant funds on this activity

2. Developing and implementing a data-driven plan to support identification and enrollment of students experiencing homelessness due to the ongoing impact of COVID-19
   - Pre-award, September 1, 2021 - application submission date
   - 2021-2022, including summer 2022
   - 2022-2023, including summer 2023
   - 2023-2024, including summer 2024
   - N/A – Will not expend grant funds on this activity

3. 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
   - Pre-award, September 1, 2021 - application submission date
   - 2021-2022, including summer 2022
   - 2022-2023, including summer 2023
   - 2023-2024, including summer 2024

- **Indicate planned uses of grant funds**
- **For each activity, select pre-award and/or the school year during which the LEA has expended or plans to expend the funds.**
- **At least one school year must be selected for each activity.**
Available funding will appear in this section

<table>
<thead>
<tr>
<th>Available Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
</tr>
<tr>
<td>1. Fund RSA Code</td>
</tr>
<tr>
<td>2. Planning Amount</td>
</tr>
<tr>
<td>3. Final Amount</td>
</tr>
</tbody>
</table>

Part 1: Available Funding

Total Funds Available: $1,020
Part 2 is the summary of the budget by Class/Object Code

Enter amounts for each class/object code for which you are budgeting funds

Support schedules must be completed for each class/object code for which funds are budgeted
Part 1 is prepopulated with the amount you entered on BS6001

Part 2: Number and Type of Positions

- Sect A. Administrative
  - Enter the number of positions

- Sect B. LEA Positions
  - Check the box(es)

- Sect C. Campus Positions - Check the box(es)
Part 3: Substitute, Extra-Duty, Benefits

- If you budget for these positions...

  - Check the appropriate box(es)

Part 4: Confirmation of Payroll Requirements
Part 1: Professional and Contracted Services

- Total Professional and Contracted Services Costs line is prepopulated with the amount entered on BS6001

- Enter amounts for lines 1 and/or line 2

### Part 1: Professional and Contracted Services

<table>
<thead>
<tr>
<th>Budgeted Costs</th>
<th>Class/Object Code</th>
<th>ARP Homeless II</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Rental or Lease of Buildings, Space in Buildings, or Land</td>
<td>6219</td>
<td>$1,000</td>
</tr>
<tr>
<td>2. Professional and Consulting Services</td>
<td>6219 6239 6291</td>
<td></td>
</tr>
<tr>
<td>Subtotal Professional and Contracted Services Costs</td>
<td></td>
<td>$1,000</td>
</tr>
<tr>
<td>Remaining 6200 Costs That Do Not Require Specific Approval</td>
<td></td>
<td>$1,000</td>
</tr>
<tr>
<td>Total Professional and Contracted Services Costs</td>
<td></td>
<td>$2,000</td>
</tr>
</tbody>
</table>

### Part 2: Direct Administrative Costs

Part 2 Breakout of Direct Administrative Costs is hidden because it does not apply to the funding source(s) for this grant application.
Part 3: Itemized Professional and Consulting Services

If budgeting for Part 1, Line 2:
- Complete Part 3 with description and amount
- Do not include brand names or specific entity names

### Itemized Professional and Consulting Service (6219, 6239, 6291)

<table>
<thead>
<tr>
<th>Description</th>
<th>ARP Homeless II</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Service:</td>
<td></td>
</tr>
</tbody>
</table>

**Specify Purpose:**

---

**Total Professional and Consulting Services Costs**

---

**Add Item**  **Delete Item**
### BS6401 – Other Operating Costs

#### Part 1: Other Operating Costs

- **Unallowable costs** are usually greyed out.
- **Itemized costs** have specific instructions and required forms -

**Forms for prior approval, disclosure, and justification**

#### 2021-2024 ARP Homeless II Federal Grant

<table>
<thead>
<tr>
<th>Program Budget</th>
<th>BS6401 - Other Operating Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Part 1: Other Operating Costs</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Budgeted Costs</strong></td>
<td></td>
</tr>
<tr>
<td>Description</td>
<td>Class/ Object Code</td>
</tr>
<tr>
<td>1. Out-of-State Travel for Employees</td>
<td>6411</td>
</tr>
<tr>
<td>2. Travel for Students to Conferences (does not include travel costs)</td>
<td>6412</td>
</tr>
<tr>
<td>3. Educational Field Trips</td>
<td>6412</td>
</tr>
<tr>
<td>4. Expenses for non-employees other than those included in 6419</td>
<td>6415</td>
</tr>
<tr>
<td>5. Travel Costs for Officials such as Executive Director, Superintendent, or Board Members</td>
<td>6411</td>
</tr>
<tr>
<td>6. Non-Employee Costs for Conferences</td>
<td>6419</td>
</tr>
<tr>
<td>7. Hosting Conferences for Non-Employees</td>
<td>6491</td>
</tr>
<tr>
<td><strong>Subtotal Other Operating Costs</strong></td>
<td></td>
</tr>
<tr>
<td>Remaining 400 Costs That Do Not Require Specific Approval</td>
<td>$2,000</td>
</tr>
<tr>
<td>Total Other Operating Costs</td>
<td>$2,000</td>
</tr>
</tbody>
</table>
All Capital Outlay requires specific approval

Line 1 – Library Books and Media

Line 2 – Capital Expenditures for Additions, Improvements, or Modifications to Capital Assets

Line 3 – Furniture, Equipment, Vehicles or Software Costs

In Part 2, identify furniture, equipment, vehicles or software for the amount in Part 1, Line 3
CS7000 – Provisions, Assurances and Certifications

- Contains links to guidelines, provisions and assurances, debarment and suspension, and lobbying certification information
- Read all the documents
- Select checkboxes on the left
- Certifying and submitting indicates you accept and will comply with the documents

### 2021-2024 ARP Homeless II Federal Grant

#### Provisions Assurances

**CS7000 - Provisions, Assurances and Certifications**

<table>
<thead>
<tr>
<th>Provisions, Assurances and Certifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. I certify my acceptance and compliance with all General and Fiscal Guidelines.</td>
</tr>
<tr>
<td>2. I certify my acceptance and compliance with all Program Guidelines.</td>
</tr>
<tr>
<td>3. I certify my acceptance and compliance with all General Provisions and Assurances requirements.</td>
</tr>
<tr>
<td>4. I certify I am not debarred or suspended. I also certify my acceptance and compliance with all Debarment and Suspension Certification requirements.</td>
</tr>
</tbody>
</table>

5. Choose the appropriate response for Lobbying Certification:
   a. I certify this organization does not spend federal appropriated funds for lobbying activities and certify my acceptance and compliance with all Lobbying Certification requirements.
   b. This organization spends non-federal funds on lobbying activities and has attached the required OMB Disclosure of Lobbying Activities form, as described below.

Instructions for completing and attaching the Disclosure of Lobbying Activities form:
- Print and sign the form.
- Scan the signed form and save it to your desktop.
- Click the Attach Files icon on the Table of Contents page to attach your signed form to this eGrants application.

6. I certify my acceptance and compliance with all Program Specific Provisions and Assurances requirements.
Resources

- TEA Grant Opportunities Page
- General and Fiscal Guidelines
- Administering a Grant
  - Budgeting Costs Guidance Handbook
  - Amending an Application
  - Forms for Prior Approval, Disclosure, and Justification
Grants Administration Contacts

- Grants Administration Contacts are linked in the sidebar of the Grants Administration webpage.

- ESSER negotiators will review the ARP Homeless II Federal Grant.

- Check the website for updates to the Contacts page.