



## Funding Opportunity for Community-Based Organizations through the American Rescue Plan: Homeless Children and Youth Act

**UPDATED DUE DATE**  
**Applications Due: Friday, September 30, 11:59 pm**

### **Outreach and Emergency Assistance Statewide Grant Program for Community-Based Organizations (CBOs)**

Serving Students Experiencing Homelessness in Partnership  
with Public School Districts

Pursuant to ARP-HCY funding under section 2001(b)(1) of the [American Rescue Plan Act of 2021](#).

**Program Questions:**

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**Note:** The following version of the application is intended as a reference document for instructions and grant application planning purposes.

**Applications for the ARP-HCY Outreach and Emergency Assistance Grant must be submitted through the [online application form](#).**

Submission of application materials either in hard copy or via e-mail will not be accepted.

## ARP-HCY Outreach and Emergency Assistance Grant

Applications Due: Friday September 30, 2022, by 11:59 pm

### Introduction

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As COVID-19 disrupted education, services, and life across the country, children and youth experiencing homelessness and housing instability were exceptionally vulnerable. The Colorado Department of Education's (CDE) Education of Homeless Children and Youth Program (EHCY) received ongoing feedback from school district McKinney-Vento Homeless Education Liaisons and the overall community about the acute and increased needs of students experiencing homelessness throughout the pandemic and as we continue to recover. The EHCY program at CDE worked on setting up internal and external partnerships to help meet those needs, yet more resources including outreach, identification, and emergency response to basic needs are needed to respond to emergent needs.

The U.S. Department of Education, under section 2001(b)(1) of the [American Rescue Plan Act of 2021](#), is providing additional funding to help support states in serving students experiencing homelessness. The purposes of this funding include increasing the identification of homeless children and youth, providing wraparound services considering the impact of the COVID-19 pandemic, and providing assistance needed to enable homeless children and youth to attend school and participate fully in school activities.

The McKinney Act (Public Law 100-77) includes several provisions to help individuals experiencing homelessness. One component of the Act (Subtitle VII-B) requires states to assure that children and youth experiencing homelessness have access to a free and appropriate public education. In addition, the McKinney-Vento Act requires Local Education Agencies ("LEAs", also referred to as school districts throughout this document) and Boards of Cooperative Educational Services (BOCES) to enroll children and youth experiencing homelessness, even if they are not permanent residents of the school district; provide comparable services to children and youth experiencing homelessness; and maintain the records of children and youth experiencing homelessness so that records are made available when a child or youth enters a new school. The educational provisions of the McKinney Act were reauthorized under the Elementary and Secondary Education Act (ESEA) in the fall of 1994 and again in 2002 as Title X, Part C of the No Child Left Behind Act (NCLB). The most recent reauthorization occurred in December 2015 as Title IX, Part A of the Every Student Succeeds Act (ESSA). More information on the McKinney-Vento Homeless Assistance Act and other helpful resources can be found on [CDE's Homeless Education website](#) at or on the website for the [National Center for Homeless Education](#).

The term "homeless children and youth" means individuals who lack a fixed, regular, and adequate primary nighttime residence and includes children and youth who are:

- Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
- Living in motels, hotels, trailer parks (that are deemed as inadequate housing), or camping grounds due to the lack of alternative adequate accommodations;
- Living in emergency or transitional shelters;
- Abandoned in hospitals;
- Residing in a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- Living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings;
- Migratory children living in the above circumstances; and/or
- Unaccompanied youth living in the above circumstances.

### Purpose

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This grant program exists to distribute funds to Community-Based Organizations (CBOs) who demonstrate qualifications pursuant to section 2001(b)(1) of the [American Rescue Plan Act of 2021](#) in order to:

- Increase outreach and identification of children and youth experiencing homelessness as defined in the introduction section above who have been impacted by COVID-19 and/or have chronic absenteeism and/or are at risk of dropping out.
- Provide homeless children and youth with wraparound services in light of the challenges of the COVID-19 pandemic, including academic supports, trauma informed care, social-emotional support, and mental health services.
- Assist in addressing the needs of children and youth experiencing homelessness to enable their enrollment and attendance in school and full participation in school activities.

Applicants must demonstrate a successful history of working directly with public school districts and schools **statewide** in at least one of the two purpose areas listed below and be able to collect the outputs and outcomes listed under each area. CBO's must demonstrate capacity to meet district needs statewide.

1. Identify homeless children and youth through outreach and reengagement strategies statewide and provide wraparound services to reduce barriers to students attending and participating fully in school activities. Applicants with demonstrated history in this area must be able to document the following related to the activities of this grant:
  - a. Number identified and served
  - b. Number enrolled in school
  - c. For each student served, a plan for educational engagement and success
  - d. Educational access barriers addressed
  - e. Transcript and/or academic records review
  - f. Absenteeism and course completion
  - g. Navigation of options for educational success and pathway towards graduation
  - h. Documentation of chosen pathways
  - i. Measures of success to include increased enrollment, decreased absenteeism, grade advancement and/or credit recovery, graduation, and completion
  - j. Mentoring services or navigator models are preferred and prioritized
2. Direct distribution of emergency assistance and support to students and their families experiencing homelessness throughout the state of Colorado to reduce barriers to students attending school and participating fully in school activities. Applicants with demonstrated history in this area must be able to document the following related to the activities of this grant and show documented a documented history of partnerships statewide:
  - a. Number of services provided
  - b. Types of Services
  - c. Number of students and families served
  - d. Number of families impacted by covid and served through this funding
  - e. Average amount provided
  - f. Linkage to addressing COVID-impacts
  - g. Informed and understanding of educational student rights
  - h. Number of referrals to schools/Liaisons
  - i. System of assessing need and/or referrals from McKinney-Vento School District Liaisons
  - j. System of payment that includes an accountability process and tracking for auditing purposes

Only applicants that specifically address one or more of the purpose areas will be considered for funding.

## **Eligible Applicants**

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Community-Based Organizations (CBOs) are eligible to apply for this 2-year grant. The term Community-Based Organization means: A nonprofit organization of demonstrated effectiveness that:

- Is representative of a community (i.e., the state of Colorado); and
- provides educational or related services to individuals in the community.

Applicants must collaborate with other public and/or private agencies, including LEAs/BOCES, to create programs as comprehensive and high quality as possible in serving children and youth experiencing homelessness.

Available grant funding will be distributed to CBOs demonstrating a high level of effectiveness in specific areas. Priority points will be given to applicants that demonstrate at least five years in:

- Meeting the educational and basic needs of children and youth experiencing homelessness statewide, including unaccompanied homeless youth.
- Serving children and youth experiencing homelessness in 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 experience.
- Partnering with Colorado public school districts and schools on behalf of children and youth experiencing homelessness, as well as other public and community organizations.
- Providing educationally related support and wraparound services.

## Available Funds

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Approximately \$1,391,000 is available for the performance period from October 1, 2022 - September 30, 2024, with ARP-HCY funding under section 2001(b)(1) of the [American Rescue Plan Act of 2021](#). CDE anticipates to award grants for a 24-month performance period.

Grants will be made in an amount no less than \$300,000 and no more than \$750,000 for the performance period listed above. The amount of funding requested must be reasonable based on the number of children and youth experiencing homelessness and impacted by COVID-19, including unaccompanied youth experiencing homelessness. In addition, expenditures must align with program design and implementation, including supports and outcomes. [Homeless Education Data](#) can be accessed on the CDE website to support application completion.

Funds from this opportunity will be distributed on a competitive basis, giving consideration to applications from CBOs that provide statewide services either directly or through their established networks. It is anticipated that 2-3 CBOs will be awarded through this competitive funding opportunity.

**Note:** Applicants with federally negotiated indirect cost rates must submit documentation of negotiated rate. Applicants without a federally negotiated indirect cost rate will be awarded no more than 8% in indirect costs.

## Allowable Use of Funds

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A CBO that receives funding under this grant shall use the monies to:

- Increase outreach and identification of children and youth experiencing homelessness as defined in the introduction section above who have been impacted by COVID-19, and/or have chronic absenteeism, and/or are at risk of dropping out.
- Identify and engage 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.
- Provide homeless children and youth with wraparound services in light of the challenges of the COVID-19 pandemic, including academic supports, trauma informed care, social-emotional support, and mental health services.
- Assist in addressing the needs of children and youth experiencing homelessness to enable their enrollment and attendance in school and full participation in school activities.

Funding can also be used for:

- Any of the sixteen uses permitted by the [McKinney-Vento Act \(see 42 U.S.C. 11433\(d\)\)](#).

- Any expenses necessary to facilitate the identification, enrollment, retention, and educational success of homeless children and youth, such as:
  - providing wraparound services which 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.
- 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).
- Store cards/prepaid debit cards to purchase materials necessary for students to participate in school activities. Per Colorado requirements, store-specific debit cards must be used toward allowable uses of funds or specific intended purposes outlined above. Further, the recipient(s) should be able to provide to the LEA the receipt(s) for items for their files for audit purposes.

## **Duration of Grant**

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Grants will be awarded for a two-year term beginning in the 2022-2023 fiscal year. Funded applicants are not guaranteed any additional funding beyond September 30, 2024. Funds must be expended by **September 30, 2024**. There will be no carryover of funds.

## **Evaluation and Reporting**

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Each CBO that receives a grant through the ARP-HCY Outreach and Emergency Assistance Grant Program is required to report, at a minimum, the following information to the Department prior to the end of the performance period:

### **End-of-Year Reporting**

Subgrantees receiving this funding will be required to submit a program report by September 30, 2023, and September 30, 2024, including, but not limited to, addressing how the funding was spent in alignment with the priority areas under the “Use of Funds” section of this document, as well as the services and activities submitted as a part of the application and progress and/or completion of the services, supports and outcomes listed in their approved grant application.

### **Financial Reporting**

To ensure a subgrantee uses the funds to support homeless children and youth during the period of availability, CDE will provide technical assistance and support, and periodically review available balances to ensure the timely use of funds to meet local needs.

All budget revision requests will be reviewed and considered on the following dates. Budget revision requests made following these dates will be reviewed at the next deadline. All budget revision requests must be submitted via Smartsheet.

- January 31, 2023
- June 30, 2023
- January 31, 2024
- June 30, 2024

Interim Financial Reports (IFR) are due mid-way through Performance Period and require a copy of the General Ledger for that same period, substantiating the expenditures. Reports must be submitted via the online [Grant Expenditure Report Submission form](#). IFRs are due:

- April 30, 2023, for period 10/01/22 – 03/31/23
- April 30, 2024, for period 10/01/23 – 03/31/24

Annual Financial Reports (AFR) are due at the end of the performance period. The AFR and a copy of the General Ledger for that same time period substantiating the expenditures listed on the AFR are due:

- October 31, 2023, for period 10/01/22 – 09/30/23
- October 31, 2024, for period 10/01/23 – 09/30/24

## Data Privacy

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CDE takes seriously its obligation to protect the privacy of student and educator Personally Identifiable Information (PII) collected, used, shared, and stored. PII will not be collected through ARP-HCY Outreach and Emergency Assistance Grant. All program evaluation data will be collected in the aggregate and will be used, shared, and stored in compliance with CDE's privacy and security policies and procedures.

**Note:** Documents submitted must not contain any personally identifiable student or educator information including names, identification numbers, or anything that could identify an individual. All data should be referenced/included in the aggregate and the aggregate counts should be redacted to remove small numbers under n=16 for students or n=5 for educators.

## Application Assistance and Intent to Apply

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An information webinar was held, Friday, July 8<sup>th</sup>. Please listen to the recording [here](#) and review the slides [here](#).

## Review Process and Timeline

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Applications will be reviewed by CDE staff and peer reviewers to ensure they contain all required components. Applicants will be notified of final award status no later than **Thursday, November 10, 2022**.

**Note:** This is a competitive process – applicants must score at least 114 points out of the 177 possible narrative points to be approved for funding. Applications that score below 114 points may be asked to submit revisions that would bring the application up to a fundable level. There is no guarantee that submitting an application will result in funding or funding at the requested level. All award decisions are final. Applicants that do not meet the qualifications may reapply for future grant opportunities.

## Submission Process and Deadline

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Completed applications (including all required elements outlined below) must be submitted through the [online application form](#) by **Friday, September 30, 2022, by 11:59 pm**.

Within the online application, applicants will complete **Part I: Applicant Information** and upload attachments as described in the Required Elements section below.

Incomplete or late applications will not be considered. If you do not receive an email confirmation of receipt of your submission from the application system within 24 hours after the deadline, e-mail [CompetitiveGrants@cde.state.co.us](mailto:CompetitiveGrants@cde.state.co.us).

Application materials and Budget Workbook are available for download on [CDE's Homeless Education website](#).

## Application Format

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- The total narrative (Sections A-D) of the application cannot exceed 12 pages. See below for the required elements of the application. **Note:** Application narratives that exceed 12 pages will not be reviewed.
- All narrative response pages must be standard letter size, 8-1/2" x 11", using no smaller than 12-point font, single-spaced with 1-inch margins and numbered pages. Applications not adhering to formatting requirements may be disqualified.
- The Program Assurances Form must include signatures from the lead organization/fiscal agent. If grant application is approved, funding will not be awarded until all signatures are in place.

## Required Elements

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The format outlined below must be followed to assure consistent application of the evaluation criteria. See evaluation rubric for specific selection criteria needed in **Part III: Narrative Criteria and Evaluation Rubric** (pages 13-15).

<b>Complete responses in the <a href="#">online application form</a>:</b>	<b>Part I: Applicant Information and Executive Summary</b>
<b>Upload these documents in the <a href="#">online application form</a>:</b> [Items 1 through 4 should be in a single PDF, if possible.]	<b>Part II: Program Assurances Form</b>
<p>1. <a href="#"><u>Part II: Program Assurances Form</u></a></p> <p>2. <a href="#"><u>Part III: Application Narrative</u></a></p> <p>3. <a href="#"><u>Attachment A: Financial Management Risk Assessment</u></a></p> <p>4. <a href="#"><u>Documentation of Federally Negotiated Indirect Rate [if applicable]</u></a></p> <p>5. <a href="#"><u>Budget Workbook</u></a> Submit in Excel format in <a href="#"><u>original CDE template</u></a></p> <p>6. <a href="#"><u>A letter of support</u></a> from a partner public school district that the CBO has worked with in serving homeless children, youth, and their families.</p>	<b>Part III: Application Narrative</b> <u>Application Narrative</u> [cannot exceed 12 pages] Section A: Demonstrated Need and Effectiveness Section B: Program Design and Implementation Section C: Partnership and Evaluation Section D: Fiscal Readiness

## **ARP-HCY Outreach and Emergency Assistance Grant**

**Applications Due: Friday September 30, 2022, by 11:59 pm**

## **Part I: Applicant Information**

Part I will be completed using the online application form. The online system does not save works in progress so applicants may wish to complete their information in this document and copy responses into the online application.

**Submit all application materials through the [online application form](#).**

<b>Lead Applicant</b>			
CBO Name:			<b>UEI #:</b>
Mailing Address:			<b>UEI# Expiration:</b>
Requested Funding for the 2-Year Performance Period:		\$	
<b>Authorized Representative Information [CBO Executive Director]</b>			
Name:		Title:	
Telephone:		E-mail:	
<b>Program Contact Information</b>			
Name:		Title:	
Telephone:		E-mail:	
<b>Fiscal Manager Information</b>			
Name:			
Telephone:		E-mail:	

**Please indicate which goal related to this funding opportunity applicant will be working toward if awarded funding:**

1. Identify homeless children and youth through outreach and reengagement strategies statewide and provide wraparound services to reduce barriers to students attending and participating fully in school activities.
  2. Direct distribution of emergency assistance and support to students and their families experiencing homelessness throughout the state of Colorado to reduce barriers to students attending school and participating fully in school activities.

- Goal 1
- Goal 2
- Both

**How many years has applicant worked toward similar goals related to supporting and serving homeless children and youth in partnership with public schools statewide?**

## **Executive Summary**

Provide a brief description of the applicant's program to be funded by ARP-HCY Outreach and Emergency Assistance CBO Grant Program. [max 500 words/2500 characters/one page]

## Part II: Program Assurances Form

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The appropriate Authorized Representatives must sign below to indicate their approval of the contents of the application **American-Rescue Plan-Homeless Children and Youth Outreach and Emergency Assistance Grant**, and the receipt of program funds.

On \_\_\_\_\_ (date) \_\_\_\_\_, 2022, the \_\_\_\_\_ Organization \_\_\_\_\_  
reviewed the contents of the **American Rescue Plan Elementary and Secondary School Emergency Relief - Homeless Children and Youth Outreach and Emergency Assistance Grant** application and has indicated their approval for submission to the Colorado Department of Education (CDE) through their signatures below.

In consideration of the receipt of these grant funds, the applicant agrees to comply with all assurances and provisions included in the ARP-HCY Outreach and Emergency Assistance grant application and Grant Award Letter (GAL).

The applying organization also certifies that the applicant will meet all program and pertinent administrative requirements, including the Education Department General Administrative Regulations (EDGAR), 2 CFR Part 200 (Uniform Grants Guidance) Accounting Circulars, and the U.S. Department of Education's General Education Provisions Act (GEPA) requirements. In addition, the organization certifies that:

- The CBO is in compliance with the requirements of the federal Children's Internet Protection Act, and
- No policy of the CBO prevents, or otherwise denies, participation in constitutionally protected prayer in public elementary and secondary schools.

The CBO must agree to all assurances understanding that if certain requirements do not apply to the CBO's current context, that the CBO would meet the requirements if the situation were to become applicable. The proposal will be in compliance with the criteria in the McKinney-Vento Homeless Assistance Act, reauthorized December 2015 under Title IX, Part A of ESEA the American Rescue Plan Elementary and Secondary School Emergency Relief – Homeless Children and Youth I and II (ARP-HCY I and II) Fund award, as authorized in section 2001(b)(1) of the American Rescue Plan Act (ARP).

1. The CBO assures that the applicant complies with, or will use requested funds to comply with, paragraphs (3) through (7) of section 722(g).
2. The CBO assures that it will collect and promptly provide data requested by the State Coordinator pursuant to paragraphs (1) and (3) of section 722(f).
3. The CBO assures that it will meet the requirements of section 722(g)(3).
4. The CBO will ensure that services provided with this subgrant will not isolate or stigmatize children and youth experiencing homelessness.
5. The CBO 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.
6. The CBO 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.
7. The CBO will ensure that children and youth experiencing homelessness are integrated into the regular education program.
8. The CBO will ensure that each program covered by this application will be administered in accordance with all applicable statutes, regulations, program plans, and requirements delineated in this application.
9. The CBO will ensure that these emergency relief funds allocated to the CBO will only be used to address the impact that the Novel Coronavirus Disease 2019 (COVID-19) has had, and continues to have, on public elementary and secondary schools in the state. This includes both continuing to provide educational services, such as remote learning, while schools and campuses are closed, and developing and implementing plans for the return to normal operations.
10. The CBO will ensure that the ARP - HCY funds will only be used for activities allowable under section 2001(d)(2)(e) of the American Rescue Plan Act of 2021.
11. The CBO will ensure that the ARP - HCY funds will not be used for 1) subsidizing or offsetting executive salaries and benefits of individuals s or 2) expenditures related to state or local teacher or faculty unions or associations.
12. The CBO will ensure that ARP - HCY funds will be used for purposes that are reasonable, necessary, and allocable under the ARP Act.
13. The CBO will, to the greatest extent practicable, continue to compensate its employees and contractors during the period of any disruptions or closures related to COVID-19 in compliance with section 2001(d)(2)(e) of the American Rescue Plan Act of 2021. In addition, each entity that accepts funds will continue to pay employees and contractors to the greatest extent practicable based on the unique financial circumstances of the entity. Similarly to the CARES Act and CRRSA, ARP funds generally will not be used for bonuses, merit pay, or similar expenditures, unless related to disruptions or closures resulting from COVID-19.
14. The CBO will 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 U.S. Department of Education and/or its Inspector General; or (ii) any other federal agency, commission, or department in the lawful exercise of its jurisdiction and authority.
15. The CBO will meet the requirements of section 442 and section 427 of the General Education Provisions Act (GEPA, 20 U.S.C. 1232(e)) & 1228(a)). Meaning that during the entire duration of time that the entity is receiving funding under ARP - HCY, the LEA will:
  - Ensure that it has taken steps to ensure equitable access to, and participation in, its federally-assisted programs for students, teachers, and other program beneficiaries with special needs;

- Ensure that each program will be administered in accordance with applicable statutes, regulations, program plans, and applications;
  - Ensure that control of funds and property acquired using ARP - HCY program funds will be maintained and administered by the appropriate public agency;
  - Ensure that fiscal control and fund accounting procedures will be used to ensure proper disbursement of, and accounting for, federal funds;
  - Report to the state agency or board and to the Secretary as may be needed for the state agency or board and the Secretary to perform their duties under each program, and each LEA will maintain records (as required in Section 443 of the General Education Provisions Act (GEPA)) and provide access to those records as the state board, state agency, or Secretary deems necessary to carry out their responsibilities;
  - Provide opportunities for the participation in, planning for, and operation of each program by teachers, parents, and other interested agencies, organizations, and individuals;
  - Ensure that applications, evaluations, plans, or reports related to each program will be made available to parents and the public;
  - Ensure that facilities constructed under any program will be consistent with overall state construction plans and standards and with the requirements of Section 504 of the General Education Provisions Act (GEPA): Overview and Issues Congressional Research Service 12 Rehabilitation Act of 1973 in order to ensure that the facilities are accessible to and usable by individuals with disabilities;
  - The CBO has adopted effective procedures for acquiring and disseminating information and research regarding the programs and for adopting, where appropriate, promising educational practices to teachers and administrators participating in each program; and
  - Ensure that none of the funds expended under any applicable program will be used to acquire equipment if such acquisition results in a direct financial benefit to any organization representing the interests of the purchasing entity or its employees.
16. The CBO will be in compliance with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) requirements in 2 CFR, including Subpart D—Post Federal Award Requirements (2 CFR §§200.300-345) and Subpart E—Cost Principles (2 CFR §§200.400-475).
17. The CBO will 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, 81, 82, 84, 97, 98, and 99; the OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Non procurement) in 2 CFR part 180, as adopted and amended as regulations of the Department in 2 CFR part 3485; and the Uniform Guidance in 2 CFR part 200, as adopted and amended as regulations of the Department in 2 CFR part 3474.
18. The CBO will annually provide the Colorado Department of Education the evaluation information required in the Evaluation and Reporting section of the Request for Applications.
19. The CBO will follow reimbursement procedures and respond to all grant requirements in a timely fashion, including the Annual Financial Report (AFR) and Interim Financial Report (IFR)
20. The CBO will not discriminate against anyone regarding race, gender, national origin, color, disability, or age.
21. Funds will be used to supplement and not supplant any funds currently being used to provide Education of Homeless Children and Youth Program services and grant dollars will be administered by the appropriate fiscal agent.
22. Funded projects will maintain appropriate fiscal and program records and that fiscal audits of this program will be conducted by the grantees as a part of their regular audits.
23. If any findings of misuse of these funds are discovered, project funds will be returned to CDE.
24. The CBO will maintain sole responsibility for the project even though subcontractors may be used to perform certain services.

Further, the organization certifies that it understands all the rules and regulations associated with the receipt of American Rescue Plan Elementary and Secondary School Emergency Relief - Homeless Children and Youth Outreach and Emergency Assistance Grant funds, including those not specifically enumerated in the program assurances, and will take action to comply with all such requirements.

Name of Organization President/CEO	Signature	Date
Name of Organization Authorized Representative (Executive Director)	Signature	Date
Name of Program Contact	Signature	Date

**Note:** Upload a copy of this signed page to the online application. If the grant application is approved, funding will not be awarded until all signatures are in place. Please attempt to obtain all signatures before submitting the application.

## Part III: Narrative Criteria and Evaluation Rubric

### Parts I-II: Applicant Information, Executive Summary, and Assurances [Not Scored]

#### Part III: Narrative [177 Points]

The following criteria will be used by reviewers to evaluate the application. For the application to be recommended for funding, it must receive at least 114 points out of the 177 possible narrative points and all required elements must be addressed. An application that receives a score of zero on any required elements will not be funded without revisions.

#### Scoring Definitions

Minimally Addressed or Does Not Meet Criteria - information not provided

Met Some but Not All Identified Criteria - requires additional clarification

Addressed Criteria but Did Not Provide Thorough Detail - adequate response, but not thoroughly developed or high-quality response

Met All Criteria with High Quality - clear, concise, and well thought out response

Section A: Demonstration of Need and Organizational Effectiveness	Minimally Addressed or Does Not Meet Criteria	Met Some but Not All Identified Criteria	Addressed Criteria but Did Not Provide Thorough Detail	Met All Criteria with High Quality	TOTAL
1. Describe applicant's history of supporting public schools and districts in at least one of the two areas: a. Identify homeless children and youth through outreach and reengagement strategies statewide and provide wraparound services to reduce barriers to students attending and participating fully in school activities. b. Direct distribution of emergency assistance and support to students and their families experiencing homelessness throughout the state of Colorado to reduce barriers to students attending school and participating fully in school activities.	0	3	7	10	
Be sure to include documented demonstrated effectiveness in these areas across a minimum of 5 years.					
2. Based on applicant's experience, describe the primary and current educational and related needs of children and youth experiencing homelessness as it relates to the impacts of COVID-19.	0	2	4	7	
3. Identify what resources are currently available for children and youth experiencing homelessness and their families, and unaccompanied homeless youth as defined by the McKinney-Vento Act through the applicant organization. Describe the gaps or weaknesses in services, infrastructure or opportunities including the magnitude of those gaps and weaknesses.	0	2	4	7	
4. Based on responses to the question above provide the expected number of students and families to be served during the 2-year grant program. At a minimum, include: <ul style="list-style-type: none"><li>• Total anticipated number of students served, and number of students disaggregated by services provided.</li><li>• Colorado public school districts and Colorado regions served. <a href="#">View regional map.</a></li><li>• Analysis of the number of students served compared to the amount of funding requested and an explanation of services as reasonable and necessary as they relate to identified needs and gaps in services.</li></ul>	0	5	10	15	
5. In light of the total number of students served, provide details on duration and intensity of the programs and services to be provided with this funding.	0	2	4	7	
Section A Total					/46

Section B: Program Design and Implementation	Minimally Addressed or Does Not Meet Criteria	Met Some but Not All Identified Criteria	Addressed Criteria but Did Not Provide Thorough Detail	Met All Criteria with High Quality	TOTAL
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**ARP-HCY Outreach and Emergency Assistance CBO Grant Program's goals are:**

- Identify homeless children and youth through outreach and reengagement strategies statewide and provide wraparound services to reduce barriers to students attending and participating fully in school activities.
- Direct distribution of emergency assistance and support to students and their families experiencing homelessness throughout the state of Colorado to reduce barriers to students attending school and participating fully in school activities.

1. Describe how the CBO will use these funds to identify and outreach to children and youth experiencing homelessness.	0	3	7	10	
2. Describe how the CBO will meet the educational and basic needs of children and youth experiencing homelessness statewide, including unaccompanied homeless youth.	0	3	7	10	
3. Describe how the CBO will serve children and youth experiencing homelessness in 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 experience.	0	3	7	10	
4. Describe how ARP-HCY Outreach and Emergency Assistance grant will facilitate the enrollment, retention and educational success of homeless children and youth.	0	3	7	10	
5. Explain targeted or differentiated efforts to serve pre-school aged children and unaccompanied youth experiencing homelessness.	0	3	7	10	
6. Outline specific activities and implementation details that connect students experiencing homelessness and their families to out-of-school time opportunities (before and after school, 5 <sup>th</sup> day programming, summer enrichment and programming to engage students and their families).	0	3	7	10	
7. Provide up to three clear and measurable objectives for the 2-year grant period that aligned with at least one of the goals listed above.	0	2	4	7	
8. For each measurable objective listed above, provide implementation details major activities, implementation benchmarks, timeline, and persons responsible for the goal applicant has identified. Use the headings provided below to organize the implementation plan(s) for one or both of the grant program goals.	0	5	10	15	
<b>Reminder:</b> Applicant is not obligated to complete implementation plans for both goals. Only complete an implementation plan for the goal provided in <b>Part I: Application Information</b> that applicant indicated they were working toward with this grant funding.					

**Identify homeless children and youth through outreach and reengagement strategies statewide and provide wraparound services to reduce barriers to students attending and participating fully in school activities.**

Clear and Measurable Objectives <i>The targets to be met during the grant cycle for the specific performance measure</i>	Activities <i>The activities and services tied to meeting targets and performance measures</i>	Implementation Benchmarks with month/year <i>Reasonable and realistic</i>	Person(s) responsible <i>Clear accountability for ongoing implementation of activities/services</i>
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**Direct distribution of emergency assistance and support to students and their families experiencing homelessness throughout the state of Colorado to reduce barriers to students attending school and participating fully in school activities.**

Clear and Measurable Objectives <i>The targets to be met during the grant cycle for the specific performance measure</i>	Activities <i>The activities and services tied to meeting targets and performance measures</i>	Implementation Benchmarks with month/year <i>Reasonable and realistic</i>	Person(s) responsible <i>Clear accountability for ongoing implementation of activities/services</i>
<b>Section B Total</b>			/82

Section C: Partnership and Evaluation	Minimally Addressed or Does Not Meet Criteria	Met Some but Not All Identified Criteria	Addressed Criteria but Did Not Provide Thorough Detail	Met All Criteria with High Quality	TOTAL
1. Describe the relevant commitment of public school district partners, including but not limited to McKinney-Vento Homeless Education Liaisons, to the success of implementation of the proposed project.	0	5	10	15	
2. Describe applicant's plans for incorporating youth voice to inform decision making and services provided throughout the 2-year grant period.	0	2	4	7	
3. Describe the applicant's capacity, or how applicant would acquire the capacity, to complete evaluation toward outputs and outcomes. <ul style="list-style-type: none"> <li>• If an external evaluator has been identified, identify that individual and/or organization, and provide a description of the qualifications and responsibilities of the evaluator.</li> <li>• If an external evaluation will be contracted, describe how the external contractor will be identified and selected (e.g., required qualifications).</li> <li>• If working with an internal evaluator, identify that individual (or individuals) and provide a description of their qualifications and responsibilities.</li> <li>• If an external or internal evaluator is not used, please identify a qualified internal staff member to track and evaluate progress toward outputs and outcomes related to the activities of the grant.</li> </ul>	0	2	4	7	
<b>Section C Total</b>					<b>/29</b>

Section D: Fiscal Plan and Readiness	Minimally Addressed or Does Not Meet Criteria	Met Some but Not All Identified Criteria	Addressed Criteria but Did Not Provide Thorough Detail	Met All Criteria with High Quality	TOTAL
In addition to completing the following narrative questions, complete the following: <ul style="list-style-type: none"> <li>• Attachment A: Financial Management Risk Assessment</li> <li>• Budget Workbook (submit in Excel format in <a href="#">original CDE template</a>)</li> <li>• Applicants with federally negotiated indirect cost rates must submit documentation of negotiated rate. Applicants without a federally negotiated indirect cost rate will be awarded no more than 8% in indirect costs.</li> </ul>					
1. Describe how the costs of the proposed project (as presented in the submitted budget and budget narrative) are reasonable and the budget is sufficient to achieve program goals and objectives.	0	1	3	5	
2. Describe the vision for an on-going plan and how the program will sustain if this federal grant is reduced or eliminated.	0	1	3	5	
3. Complete the Financial Management Risk Assessment ( <b>Attachment A</b> ). This assessment is intended to collect information about the capacity and ability of the applicant to manage federal and/or state grant funds.					
<b>Risk Assessment Results for RFA Rubric Scoring:</b> <ul style="list-style-type: none"> <li>• Low Risk Score = 10 points</li> <li>• Medium Risk Score = 5 points</li> <li>• High Risk Score = 3 points</li> <li>• Risk Assessment not fully completed, scored, and/or signed = 0 points</li> </ul>	0	3	5	10	
<b>Total</b>					<b>/20</b>

## ARP-HCY Outreach and Emergency Assistance Grant

### Application Scoring

CDE Use Only

<b>Parts I-II:</b>	<b>Application Introduction</b>	Not Scored
<b>Part III:</b>	<b>Narrative</b>	
Section A:	Demonstration of Need and Organizational Effectiveness	/46
Section B:	Program Design and Implementation	/82
Section C:	Partnership and Evaluation	/29
Section D:	Fiscal Plan and Readiness	/20
	<b>Subtotal:</b>	/177
	<b>Priority Points:</b>	/20
	<b>Total:</b>	/197

<b>PRIORITY POINTS:</b>			
<b>5 Points</b>	<b>5 Points</b>	<b>5 Points</b>	<b>5 Points</b>
5 years or more of a history of partnering with school districts and schools in at least 5 of the 7 Colorado regions. <a href="#">(view regional map)</a>	5 years or more of demonstrated successful partnerships with schools and districts on behalf of children and youth experiencing homelessness.	5 years or more of outreach, reengagement as well as delivery of educationally related support and wraparound services for students experiencing homelessness.	5 years or more of being an emergency assistance provider to meet educational and other related needs for students experiencing homeless and their families.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Total Priority Area Points:</b>			/20

**GENERAL COMMENTS:** Indicate support for scoring by including overall strengths and weaknesses. These comments will be provided to applicants with their final scores.

**RECOMMENDATION:** Funded \_\_\_\_\_ Funded with Changes \_\_\_\_\_ Not Funded \_\_\_\_\_

## Attachment A: Financial Management Risk Assessment

### Financial Management Risk Assessment

All applicants applying for ARP-HCY Outreach and Emergency Assistance Grant must fill out the following assessment. These questions are intended to collect information about the capacity and ability of the applicant to manage federal and/or state grant funds. Applicants are advised to make sure that the person(s) completing these questions are those responsible for and knowledgeable about the Fiscal Agent's financial management functions. Scores from this section will determine if the organization's level of risk to manage federal grant funds is high, medium, or low, and these scores will be utilized in determining potential grant awards.

**High Risk** – More than 20 points

**Medium Risk** – 8-20 points

**Low Risk** – Below 8 points

1) Is the applicant on the Federal or State Debarment List and State 501(c)3 list? (If yes, no need to complete the rest of this form.)	<b>Yes</b>	<b>No</b>			
	25	0			
2) Is the applicant in good standing on the State 501(c)3 list or government equivalent?	<b>Yes (or N/A)</b>	<b>No</b>			
	0	5			
3) Does the applicant have an active, no exclusion, DUNS Number?	<b>Yes</b>	<b>No</b>			
	0	5			
4) Has the applicant ever been suspended or debarred from receiving state or federal grants or contracts?	<b>Yes</b>	<b>No</b>			
	5	0			
5) Has the applicant ever had a government contract, project, or agreement terminated?	<b>Yes</b>	<b>No</b>			
	5	0			
6) Has there been changes in the applicant's fiscal and/or program personnel in the previous year?	<b>Yes</b>	<b>No</b>			
	5	0			
7) Does the applicant use a commercial/licensed financial software system? If yes, what system?	<b>Yes</b>	<b>No</b>			
	0	5			
8) Does the applicant's financial software system ensure that grant funds are not comingled with general operating funds?	<b>Yes</b>	<b>No</b>			
	0	5			
9) Has the applicant received federal or state awards from the Colorado Department of Education in the past four years (since FY16-17)? If yes, which program and year?	<b>Yes</b>	<b>No</b>			
	0	1			
10) Does the applicant have written procedures for procurement, time and effort (federal), and fiscal management (to include internal control procedures) of Federal or State grant funding that specifically comply with the Uniform Grants Guidance?	<b>Yes</b>	<b>No</b>			
	0	5			
11) How many years has the applicant been in existence?	<b>&lt;2 years</b>	<b>2-5 years</b>	<b>6-10 years</b>	<b>11-14 years</b>	<b>15 years or more</b>
	4	3	2	1	0
12) Does the applicant have experience managing other federal, state, local and/or private funds?	<b>&lt;1 year</b>	<b>2-4 years</b>	<b>5-7 years</b>	<b>8-10 years</b>	<b>More than 10 years</b>
	4	3	2	1	0
13) Does the applicant have experience administering federal funds or other grants that provide funds for services to a comparable target population?	<b>&lt;1 year</b>	<b>2-4 years</b>	<b>5-7 years</b>	<b>8-10 years</b>	<b>More than 10 years</b>
	4	3	2	1	0
14) Number of years that the applicant's primary fiscal contact has been in the position (or a similar position) as of the application date?	<b>&lt;1 year</b>	<b>1-2 years</b>	<b>3-5 years</b>	<b>6-9 years</b>	<b>More than 10 years</b>
	4	3	2	1	0
15) Amount of grant award requested for this project: \$	<b>More than \$300,000</b>	<b>\$200,000 - \$299,999</b>	<b>\$100,000 - \$199,999</b>	<b>\$50,000 - \$99,999</b>	
	4	3	2	1	
16) Single Audit Status (answer only if applicant receives <i>more than \$750,000</i> in	<b>No single audit performed</b>	<b>Received a Program AND Fiscal audit finding</b>	<b>Received a Fiscal OR Program audit finding</b>	<b>No findings were received</b>	

federal funding from other resources). Finding refers to a material weakness, significant deficiency, or questioned costs.	4	3	2	0
17) Financial Audit Status (answer NOT required to have a Single Audit, but instead a standard financial audit). Finding refers to a material weakness, significant deficiency, or questioned costs.	No audit performed for prior year	Financial Audit completed for prior year	IRS 990 Form	
	5	0	0	
18) Submit a copy of most recent financials. Based on this submission, indicate the percentage of the proposed grant budget being applied for as compared to total operating budget (i.e., grant budget divided by total operating budget).	40% or greater	31% - 39%	20%- 30%	6%-19% <5%
	4	3	2	1 0

**CDE Comments:**

<b>Total Points:</b>	
<b>Risk Designation:</b>	

**High Risk** – More than 20 points

**Medium Risk** – 8-20 points

**Low Risk** – Below 8 points

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject this entity to immediate termination of a grant award agreement up to and including return of any disbursed funds.

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Preparer - Typed Name and Title

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Signature

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Date

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Entity Name

## **Appendix A: Glossary of Terms**

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**Authorized Representative:** The authorized representative has the authority to sign certification and/assurances that are necessary to fulfill the requirements of the application on behalf of the organization applying for funds.

**Boards of Cooperative Services (BOCES):** means a regional educational service unit designed to provide supporting, instructional, administrative, facility, community, or any other services contracted by participating members. {CSR 22-5-103(2)}

**Charter school institute:** The Colorado Charter School Institute (CSI) is a statewide charter school authorizer overseeing charter schools across Colorado.

**Collaboration:** Cross-agency coordination to address barriers to housing and support services.

- Key collaborations refer to partnerships with organizations or agencies that provide in-kind goods or services, funds or other resources for the proposed grant program or otherwise play a role in achieving the grant proposal's objectives without being paid by the grant.
- Collaborations may or may not include written interagency agreements or Memorandums of Understanding (MOU).
- Formal collaborations do not refer to contractors or vendors that would be providing services for this proposed grant program and that would be funded in the budget's purchased services category. These anticipated vendors or contractors should not submit letters of support. They can, however, be identified in the program description and budget if known at the time of submitting the proposal.

**Community-Based Organization (CBO):** a public or private nonprofit organization of demonstrated effectiveness that—(A) is representative of a community or significant segments of a community; and (B) provides educational or related services to individuals in the community.

**Early Childhood Programming:** Educational programs and strategies geared toward children from birth to the age of eight.

**Education of Homeless Children and Youth Program (EHCY):** Subtitle VII-B of The McKinney-Vento Homeless Assistance Act authorizes the federal Education for Homeless Children and Youth (EHCY) Program and is the primary piece of federal legislation related to the education of children and youth experiencing homelessness. It was reauthorized in December 2015 by Title IX, Part A, of the Every Student Succeeds Act (ESSA).

**Homeless Children and Youth:** Individuals who lack a fixed, regular, and adequate primary nighttime residence and includes children and youth who are:

- Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
- Living in motels, hotels, trailer parks (that are deemed as inadequate housing), or camping grounds due to the lack of alternative adequate accommodations;
- Living in emergency or transitional shelters;
- Abandoned in hospitals;
- Residing in a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- Living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings;
- Migratory children living in the above circumstances; and/or
- Unaccompanied youth living in the above circumstances.

**McKinney-Vento Homeless Education Liaisons:** As required by Subtitle IX-A of the McKinney-Vento Homeless Assistance Act, as amended by the Every Student Succeeds Act of 2015 (ESSA), every public school district across the country must designate a McKinney-Vento Homeless Education Liaison. The local liaison is the key to ensuring homeless children and

youths receive the services they need. The liaison is the primary contact between homeless families, school and school district staff, shelter workers, and other service providers.

In 42 U.S.C. § 11432(g)(6)(A), the McKinney-Vento Act lists the responsibilities of the local liaison. The law states that local liaisons will ensure that

- homeless children and youths are identified by school personnel through outreach and coordination with other agencies;
- homeless children and youths are enrolled in, and have a full and equal opportunity to succeed in, school;
- homeless families, children, and youths have access to and receive educational services for which they are eligible, including Head Start programs, early intervention services under Part C of the Individuals with Disabilities Education Act (IDEA), and other preschool programs administered by the LEA;
- homeless families, children, and youths receive referrals to health care services, dental services, mental health and substance abuse services, housing services, and other appropriate services;
- the parents or guardians of homeless children and youths are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children;
- public notice of the educational rights of homeless children and youths is disseminated in locations frequented by parents or guardians of homeless children and youths, and unaccompanied youths, including schools, shelters, public libraries, and soup kitchens, in a manner and form understandable to parents and guardians and unaccompanied youth;
- enrollment disputes are mediated according to 42 U.S.C. § 11432(g)(3)(E);
- the parent or guardian of a homeless child or youth, and any unaccompanied homeless youth, is fully informed of all transportation services, including transportation to the school of origin;
- school personnel who serve homeless children and youths receive professional development and other support;
- unaccompanied homeless youths are enrolled in school, have opportunities to meet the same challenging State academic standards established for other students, and are informed of their status as independent students and assisted to receive verification of their status for completing the Free Application for Federal Student Aid (FAFSA).

**Public School District (i.e., Local Education Agency or LEA):** As defined in Elementary Secondary Education Act, a public board of education or other public authority legally constituted within a State for either administrative control or direction of, or to perform a service function for, public elementary schools or secondary schools in a city, county, township, school district, or other political subdivision of a State, or for a combination of school districts or counties that is recognized in a State as an administrative agency for its public elementary schools or secondary schools.

**Re-Engagement of Homeless Out-of-School Youth:** A system of support that targets identification, outreach, re-enrollment, and re-engagement of youth experiencing homelessness.

**Regional Homeless Education Network:** Coordinated training and technical assistance to Local Homeless Education Liaisons across a Regional Consortium of public school districts (including LEAs and BOCES)

**Subgrantee:** The name of the organization that acts as the fiscal agent for the grant.

**Tutoring:** These activities involve the direct provision of assistance to students in order to facilitate the acquisition of skills and knowledge related to concepts addressed during the school day. Tutors or teachers directly work with students individually and/or in small groups to complete their homework, prepare for tests, and work specifically on developing an understanding and mastery of concepts covered during the school day.