

American Rescue Plan Act  
Education for Homeless Children  
and Youth (ARP-HCY)  
Alaska Grants Management System  
(GMS) Application Handbook



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## Overview

On March 11, 2021, President Biden signed into law the American Rescue Plan (ARP) Act of 2021. The ARP Act included an unprecedented \$800 million reservation within the Elementary and Secondary School Emergency Relief (ESSER) Fund to support the specific and urgent needs of homeless children and youth in recognition of the extraordinary impact of the coronavirus disease 2019 (COVID-19) pandemic on students experiencing homelessness. The ARP Homeless Children and Youth (ARP-HCY II) Fund provides an additional \$1,321,933.50 for Alaska school districts in addition to the \$440,574.00 provided under ARP-HCY I.

## Overview of the Grants Management System (GMS)

The Grants Management System (GMS) is the online tool the Alaska Department of Education and Early Development (DEED) uses to administer several federally funded grants. Districts will use GMS to apply for ARP Homeless II funding. To access GMS, go to [gms.education.alaska.gov](https://gms.education.alaska.gov). Each user must have a User ID set up by the district's User Access Administrator in order to enter information into the system.



The screenshot shows the GMS Sign-In page. At the top, there is a navigation bar for the State of Alaska with links for myAlaska, My Government, Resident, Business in Alaska, Visiting Alaska, and State Employees. Below this is the Alaska Department of Education & Early Development logo and name. A left-hand navigation menu includes links for GMS Home, Search, Contact DEED, Document Library, Help, and GMS Sign-In. The main content area is titled "GMS Sign-In" and contains a "Sign-In" section with fields for "Email Address:" and "Password:". A link for "Forgot your password?" is located below the password field. A "Submit" button is positioned at the bottom right of the sign-in form. At the bottom left of the page, it says "Public Access" and "Production".

## Overview of the ARP Homeless Application

Starting in FY2023, districts will apply for both the ARP Homeless I and ARP Homeless II in one singular application in the Grants Management System (GMS). Once logged into GMS, to access the ARP Homeless Application, locate the blue sidebar menu on the upper-left side. Select Funding, then Funding Application, Select the Fiscal Year 24, and then ARP Homeless. This navigates the user to the ARP Homeless Sections page. The Sections page is considered the homepage of the ARP Homeless Application, as it displays the status of the application as well as links to each of the sections and pages that comprise the application.

FY 2023 - ARP Homeless - Rev 0		
Application Status: <b>Not Started</b>		
Change Status To: <a href="#">Draft Started</a>		
<a href="#">View DEED History Log</a>		
<a href="#">View Change Log</a>		
Description ( <a href="#">View Sections Only</a> <a href="#">View All Pages</a> )	Validation	Print <input type="checkbox"/> Select Items
All	<a href="#">Messages</a>	<a href="#">Print</a>
<input type="checkbox"/> Grantee Checklist		<a href="#">Print</a>
<a href="#">Grantee Checklist</a>		<a href="#">Print</a>
<input type="checkbox"/> History Log		<a href="#">Print</a>
<a href="#">History Log</a>		<a href="#">Print</a>
<a href="#">Create Comment</a>		
<input type="checkbox"/> Allocations		<a href="#">Print</a>
<a href="#">Allocations</a>		<a href="#">Print</a>
<input type="checkbox"/> ARP Homeless I	<a href="#">Messages</a>	<a href="#">Print</a>
<a href="#">Accept/Waive Indirect Cost</a>		
<a href="#">Budget</a>	<a href="#">Messages</a>	<a href="#">Print</a>
<a href="#">Budget Overview</a>		<a href="#">Print</a>
<a href="#">Related Documents</a>		
<input type="checkbox"/> ARP Homeless II	<a href="#">Messages</a>	<a href="#">Print</a>
<a href="#">Accept/Waive Indirect Cost</a>		
<a href="#">Budget</a>	<a href="#">Messages</a>	<a href="#">Print</a>
<a href="#">Budget Overview</a>		<a href="#">Print</a>
<a href="#">Program Details</a>		<a href="#">Print</a>
<a href="#">Related Documents</a>		
<input type="checkbox"/> Contacts		<a href="#">Print</a>
<a href="#">Contacts</a>		<a href="#">Print</a>
<input type="checkbox"/> Assurances		<a href="#">Print</a>
<a href="#">Assurances</a>		<a href="#">Print</a>
<a href="#">Related Documents</a>		<a href="#">Print</a>
<input type="checkbox"/> Substantially Approved Dates		<a href="#">Print</a>
<a href="#">Substantially Approved Dates</a>		<a href="#">Print</a>
<input type="checkbox"/> Grant Award Report		<a href="#">Print</a>
<a href="#">Grant Award Report</a>		
All	<a href="#">Messages</a>	<a href="#">Print</a>

More detailed application instructions for ARP Homeless are provided later in this handbook, but below is an abbreviated description of all Sections and instructions for the entire ARP-Homeless Application:

- **Application Status** – Automatically records and displays the current approval level of the application.
- **Change Status To** – Indicates current options for changing the status of the application. When beginning a draft, users must select Draft Started to open the application. Additionally, this is where users indicate that their draft application is complete and they want to submit the application to the next level of approval either within the district or to DEED.
- **Grantee Checklist** – Districts are able to read feedback from DEED on this page. If the application is returned unapproved, DEED Program Manager(s) will describe what revisions must be made in order for the application to be approvable.
- **History Log** – Automatically documents and displays key changes in application status. Additionally, allows district and DEED to create comments which are displayed here and may also be sent to users via email from the Create Comment page.
- **Allocations** – Allocations for ARP Homeless I and ARP Homeless II grants in the application, including carryover, are shown here.
- **ARP Homeless I Grant**– The ARP Homeless I Application includes one section that has the following sub-sections:
  - Accept/Waive Indirect Cost – waive or accept and apply the approved indirect rate to specific grant sub-categories of spending which are designated by purpose code.
  - Budget – enter dollar amount and narrative description of planned expenditures, categorized according to chart of account codes, and, if applicable, by purpose code.
  - Budget Overview – summary screen showing budget totals by account codes and purpose code. This screen is for viewing information only.
  - Related Documents – This will only be used as needed.
- **ARP Homeless II Grant**– The ARP Homeless II Application includes one section that has the following sub-sections:
  - Accept/Waive Indirect Cost – waive or accept and apply the approved indirect rate to specific grant sub-categories of spending which are designated by purpose code.
  - Budget – enter dollar amount and narrative description of planned expenditures, categorized according to chart of account codes, and, if applicable, by purpose code.
  - Budget Overview – summary screen showing budget totals by account codes and purpose code. This screen is for viewing information only.
  - Program Details - enter the detailed descriptive information required to apply for the ARP-Homeless II program.
  - Related Documents – This will only be used as needed.
- **Assurances** – Enter the district UEI number and agree to the required statements. Additionally, download the Assurances and Certification Packet, sign the appropriate pages, convert them to a PDF file, and then upload the signed document to this sub-section.

## Updating Address Book and Grant Contacts

Before submitting the application, locate the blue sidebar menu on the upper-left side. Select Address Book, and then ARP Homeless. For ARP Homeless, ensure the correct Grantee Contact is listed. If a Grantee Contact needs to be updated, click on the name of that grant. If a district representative is not appearing on the dropdown menu, a district representative with the User Access Administrator role will need to add them as a user and assign appropriate roles. It is imperative that the Address Book and Grant Contacts are kept updated so that notifications and emails are received by the correct district representative.

Address Book		
- FY 2022		
<a href="#">View All Grantee Contacts</a>		
General Contacts		
Application	Contact Type	Contact
Planning Tool	Grantee Contact	<a href="#">Sternicki, Chelsea</a>
Homeless Education Liaison	Grantee Contact	N/A
Entitlement Contacts		
Application	Contact Type	Contact
<a href="#">ARP Homeless II</a>	Grantee Contact	N/A
	DEED Application Contact	N/A
	Grants Management Contact	N/A
<a href="#">Career Technical Education</a>	Grantee Contact	N/A
	DEED Application Contact	<a href="#">Wolter, Bjorn</a>
	Grants Management Contact	<a href="#">Monson, Kristina</a>
<a href="#">COVID Relief</a>	Grantee Contact	<a href="#">Sternicki, Chelsea</a>
	DEED Application Contact	<a href="#">Endsley, Nicole</a>
	Grants Management Contact	<a href="#">Monson, Kristina</a>
<a href="#">ESEA Consolidated</a>	Grantee Contact	N/A
	DEED Application Contact	<a href="#">Miller, Cecilia</a>
	Grants Management Contact	<a href="#">Monson, Kristina</a>
<a href="#">Special Education</a>	Grantee Contact	<a href="#">Sternicki, Chelsea</a>
	DEED Application Contact	<a href="#">Shivers, Colleen</a>
	Grants Management Contact	<a href="#">Hughes-Skandjis, Alicia</a>
Competitive Contacts		
Application	Contact Type	Contact

Grant Contacts	
- FY 2022	
<a href="#">Return To Address Book</a>	
Grant	Grantee Contact
ARP Homeless II	N/A

## Submission and Approval

Once the grant application has been completed by the district staff with the Grantee ARP Homeless Update role, the user will mark the application as *Draft Completed*. Next, the district business manager who has been given the Fiscal Representative Role will review and either approve or return to the Grantee ARP Homeless Update role. The last approval step at the district level is the Authorized Representative Approval. Once the Authorized Representative has approved the application submission, it will be submitted to DEED and automatically given a Substantially Approvable date by the system.

Application Status	Change Status To	Who Can Make this Change
Not Started	Draft (Revision) Started	Grantee ARP Homeless Update
Draft (Revision) Started	Draft (Revision) Completed	Grantee ARP Homeless Update
Draft Completed	Fiscal Representative Approved	Grantee Fiscal Representative
Fiscal Representative Approved	Authorized Representative Approved	Grantee Authorized Representative

In a small district where one district representative may fill several of the user roles, the application will still need to be approved by each user role before it can advance through the district and onto DEED. Even in a case as mentioned above. **DEED expects a minimum of two people to participate in the application process and be given distinct approval roles in order to assure fiscal oversight and accountability.**

## DEED Review

Once the district submits the ARP Homeless Application, DEED program and grants staff will review the application. DEED aims to approve or return applications within three weeks of receiving. The DEED Program Manager(s) will mark each item in the checklist as *OK* or *Needs Attention*. If any items in the funding application are marked as *Needs Attention*, the application will be returned by the DEED Program Manager to the district for revisions. This cycle will continue until the application is approvable.

Description ( <a href="#">View Sections Only</a> <a href="#">View All Pages</a> )	Validation	Print <input type="checkbox"/> Select Items
All	<a href="#">Messages</a>	<a href="#">Print</a>
[-] Grantee Checklist		<a href="#">Print</a>
<a href="#">Grantee Checklist</a>		<a href="#">Print</a>
[-] History Log		<a href="#">Print</a>
<a href="#">History Log</a>		<a href="#">Print</a>
<a href="#">Create Comment</a>		
[-] Allocations		<a href="#">Print</a>
<a href="#">Allocations</a>		<a href="#">Print</a>

**Check Feedback from DEED Program Managers**

## GMS Validation Checks

If GMS does not allow the district to submit the application, go to the Sections page, find the Validation column, click on Messages in the All row and then search the messages for any errors written in red and correct.

Description ( <a href="#">View Sections Only</a> <a href="#">View All Pages</a> )	Validation	Print <input type="checkbox"/> Select Items
All	<a href="#">Messages</a>	<a href="#">Print</a>
[-] Grantee Checklist		<a href="#">Print</a>
<a href="#">Grantee Checklist</a>		<a href="#">Print</a>
[-] History Log		<a href="#">Print</a>
<a href="#">History Log</a>		<a href="#">Print</a>
<a href="#">Create Comment</a>		
[-] Allocations		<a href="#">Print</a>
<a href="#">Allocations</a>		<a href="#">Print</a>
[-] ARP Homeless II	<a href="#">Messages</a>	<a href="#">Print</a>
<a href="#">Accept/Waive Indirect Cost</a>		
<a href="#">Budget</a>	<a href="#">Messages</a>	<a href="#">Print</a>
<a href="#">Budget Overview</a>		<a href="#">Print</a>
<a href="#">Program Details</a>		<a href="#">Print</a>
<a href="#">Related Documents</a>		
[-] Contacts		<a href="#">Print</a>
<a href="#">Contacts</a>		<a href="#">Print</a>
[-] Assurances		<a href="#">Print</a>
<a href="#">Assurances</a>		<a href="#">Print</a>
<a href="#">Related Documents</a>		<a href="#">Print</a>
[-] Substantially Approved Dates		<a href="#">Print</a>
<a href="#">Substantially Approved Dates</a>		<a href="#">Print</a>
[-] Grant Award Report		<a href="#">Print</a>
<a href="#">Grant Award Report</a>		
All	<a href="#">Messages</a>	<a href="#">Print</a>

**Check Validation Messages**

# Completing the APR Homeless Application in GMS

## General Application Instructions

### Allocations

No action is required on this page of the application. The Allocations page will display the district's allocation amount for ARP Homeless I and ARP Homeless II.

Allocations					
Anchorage School District (5) - FY 2023 - ARP Homeless - Rev 0 - Allocations					
Go To ▶					
	(1)	ARP-HCY I CFDA:	(2)	ARP-HCY II CFDA:	Total
Original		\$1.00		\$1.00	\$2.00
Incoming Carryover		\$0.00		\$0.00	\$0.00
Outgoing Carryover		\$0.00		\$0.00	\$0.00
Reallocated		\$0.00		\$0.00	\$0.00
Additional		\$0.00		\$0.00	\$0.00
Released		\$0.00		\$0.00	\$0.00
Consortium		\$0.00		\$0.00	\$0.00
Forfeited		\$0.00		\$0.00	\$0.00
Total		\$1.00		\$1.00	\$2.00

### Accept/Waive Indirect Cost

Use the Accept/Waive Indirect Cost screen to apply indirect cost rate. The approved indirect rates for each district will be entered into the system by DEED. Check the box to accept the indirect rate as desired.

Accept/Waive Indirect Cost	
FY 2022 - ARP Homeless II - Rev 0 - ARP Homeless II	
Go To ▶	
Purpose Code	Accepting Indirect Cost
ARP-HCY II	<input checked="" type="checkbox"/>

## Budget

Budget information is entered by each account code. To match expenditures to the correct account code, see the [Alaska Department of Education and Early Development Uniform Chart of Accounts](http://education.alaska.gov/publications/chart_of_accounts.pdf) (education.alaska.gov/publications/chart\_of\_accounts.pdf)

Budget		
Go To <input type="text"/>		
<a href="#">View Budget Upload</a>   <a href="#">Download Budget Data</a>		
Action	Account Code	Total
<a href="#">Modify</a>	310 - Certificated Salaries	\$11,000.00
<a href="#">Modify</a>	320 - Non-Certificated Salaries	\$0.00
<a href="#">Modify</a>	360 - Employee Benefits	\$0.00
<a href="#">Modify</a>	390 - Transportation Allowance	\$0.00
<a href="#">Modify</a>	410 - Professional & Technical	\$0.00
<a href="#">Modify</a>	420 - Staff Travel	\$0.00
<a href="#">Modify</a>	425 - Student Travel	\$0.00
<a href="#">Modify</a>	430 - Utility Services	\$0.00
<a href="#">Modify</a>	440 - Other Purchased Services	\$0.00
<a href="#">Modify</a>	450 - Supplies/Materials/Media	\$6,000.00
<a href="#">Modify</a>	490 - Other Expenses (Dues and Fees)	\$0.00
<a href="#">Modify</a>	495 - Indirect	\$0.00
<a href="#">Modify</a>	480 - Tuition & Stipends (Students)	\$0.00
<a href="#">Modify</a>	510 - Equipment	\$0.00
<a href="#">Modify</a>	540 - Other Capital Outlay Expenses	\$0.00
<b>Total</b>		\$17,000.00
<b>Adjusted Allocation</b>		\$12,548,438.00
<b>Remaining</b>		\$12,531,438.00

Select "Modify"

Click on Modify in order to add, delete, or modify entries in an account code.

Delete	Edit	Budget Item	Narrative Description
		Certificated Salaries	This is a test
Purpose Code: BG - ARP-HCY II Authorized Activities: Tutoring, supplemental instruction, ... Optional Sub-Code: Location Code: Anchorage School District (5) Quantity: <input type="text" value="1.00"/> Cost: <input type="text" value="\$67,670.00"/> Line Item Total: <input type="text" value="\$67,670.00"/>			

To enter an item, select **Add Budget Item**.

If desired, enter an applicable sub-code (or object code such as teacher salary within Certificated Salaries). The sub-code must be within the account code in the [Alaska Department of Education and Early Development Uniform Chart of Accounts](#).

Enter the **Quantity** and **Cost** of the item. The total will be automatically calculated. The district may choose to enter multiple items of the same unit cost or enter items individually. With the new budget upload and download process, districts should not “group” together the estimated total cost of multiple budget items (i.e., several positions). The district may budget all certificated salaries (310), non-certificated salaries (320), and benefits (360) for one school in the same box. Do not include budget items for multiple schools in the same box.

Enter information in the **Narrative Description** to clearly delineate the expenses in each entry. Include enough information such as FTE of positions, locations of activities, schools served, number of people traveling, etc. A thorough Narrative Description gives the reviewer enough information to determine whether an expense is allowable.

**Location Codes** – The district location code is the default location code from the drop-down. It is preferred that districts do not utilize the school location codes as ARP Homeless I and II are not a school-level program.

Please reference the [ARP Homeless Fund section](#) of this handbook for information about the grant’s **purpose code** and **budget tags**.

**Update Budget Item**

- FY 2022 - ARP Homeless II - Rev 0 - ARP Homeless II

Budget Item		Narrative Description
Account Code:	310 - Certificated Salaries	This is a test
Purpose Code:	BG - ARP-HCY II	
Authorized Activities: (Select at least 1, and up to 1 tag(s))	Tutoring, supplemental instruction,...	
Optional Sub-Code:		
Location Code:	Anchorage School District (5)	
Quantity:	1.00	
Cost:	\$67,670.00	
Budget Item Total:	\$67,670.00	
		14 of 2000 characters
		Total for all other Budget Items: \$0.00
		Total for all Budget Items: \$67,670.00
		Adjusted Allocation: \$63,008.00
		Remaining: (\$4,662.00)

*Annotations:*

- Select Appropriate Account Code
- Select Appropriate Purpose Code
- Select Appropriate Tag
- Select Applicable Sub-Code (Optional)
- Select Appropriate Location Code (recommnd only using district location code)
- Provide Quantity of Item Budget
- Provide Cost of Item Budgeted
- GMS Calculates Total Cost (Quantity x Cost)
- Provide Sufficient Narrative Describing Budgeted Item

## Budget Overview

The Budget Overview page shows the totals that have been budgeted by account code and, if utilized, purpose code. This screen is view only.

Budget Overview			
- FY 2022 - ARP Homeless II - Rev 0 - ARP Homeless II			
Go To <input type="text"/>			
Filter by Location: <input type="text" value="All - \$63,008.00"/>			
<a href="#">Hide Unbudgeted Categories</a>			
Account Code	Purpose Code	BG - ARP-HCY II	Total
310 - Certificated Salaries		58,000.00	58,000.00
320 - Non-Certificated Salaries		0.00	0.00
360 - Employee Benefits		0.00	0.00
390 - Transportation Allowance		0.00	0.00
410 - Professional & Technical		508.00	508.00
420 - Staff Travel		0.00	0.00
425 - Student Travel		0.00	0.00
430 - Utility Services		0.00	0.00
440 - Other Purchased Services		0.00	0.00
450 - Supplies/Materials/Media		4,500.00	4,500.00
490 - Other Expenses (Dues and Fees)		0.00	0.00
495 - Indirect		0.00	0.00
480 - Tuition & Stipends (Students)		0.00	0.00
510 - Equipment		0.00	0.00
540 - Other Capital Outlay Expenses		0.00	0.00
<b>Total</b>		<b>63,008.00</b>	<b>63,008.00</b>
		<b>Adjusted Allocation</b>	<b>63,008.00</b>
		<b>Remaining</b>	<b>0.00</b>

## ARP Homeless Fund

### ARP Homeless Use of Funds

Districts may spend their funds on a wide variety of activities:

1. Tutoring, supplemental instruction, and enriched educational services.
2. Expedited student evaluations, including gifted and talented, special education, and limited English proficiency.
3. Professional development for educators and other school personnel.
4. Referrals for medical, dental, other health services, and social services.
5. Defraying excess cost of transportation.
6. Provision of developmentally appropriate early childhood education programs not otherwise provided.
7. The provision of services and assistance to attract, engage, and retain homeless children and youths, and unaccompanied youths, in public school programs and services provided to non-homeless children and youths.
8. Provision of services and assistance to attract, engage, and retain homeless children and youth and unaccompanied youth in public school programs.
9. The payment of fees and other costs associated with tracking, obtaining, and transferring records necessary to enroll homeless children and youth.
10. Provision of education and training to parents of homeless students about educational rights and resources that are available.
11. Coordination between schools and service agencies.
12. Provision of pupil services (including violence prevention counseling) and referrals for such services.
13. Addressing needs of homeless children and youth arising from domestic violence.
14. Adaptation of space, purchase of supplies for non-school facilities.
15. School supplies for distribution at shelters and temporary housing facilities.
16. Extraordinary or emergency assistance to enable homeless children to attend school.

Additional allowable districts use from the US-ED's April 23, 2021 Letter to Chief State School Officers:

- 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 Homeless Assistance Act (see above or 42 U.S.C. 11433(d)).
- 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. 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.

### ARP Homeless Budget Purpose Codes

There will be one purpose code for each funding application:

- ARP-HCY I
- ARP-HCY II

### ARP Homeless Available Budget Tags

Select all appropriate Tags. At least one tag must be selected. See [Adding Budget Tags](#) section of this document. Unlike purpose codes, tags are not tied to reimbursement requests. Tags are strictly for budgeting purposes and do not affect reimbursements. The available tags for APR-Homeless are:

Tag Names
Tutoring, supplemental instruction, and enriched educational services.
Expedited student evaluations, including gifted and talented, special education, and limited English proficiency.
Professional development for educators and other school personnel.
Referrals for medical, dental, other health services, and social services
Defraying excess cost of transportation.
Developmentally appropriate early childhood education programs
Services and assistance to attract, engage, and retain homeless children and youths, and unaccompanied youths, in public school programs and services provided to non-homeless children and youths
Before- and after-school, mentoring, and summer programs
Payment of fees and other costs associated with tracking, obtaining, and transferring records necessary to enroll homeless children and youth.
Education and training to parents of homeless children and youth about educational rights and resources that are available.
Coordination between schools and service agencies.

Tag Names
Specialized instructional services (including violence prevention counseling) and referrals for such services.
Addressing needs of homeless children and youth arising from domestic violence and parental mental health or substance abuse problems.
Adaptation of space, purchase of supplies for non-school facilities.
School supplies for distribution at shelters or temporary housing facilities.
Extraordinary or emergency assistance to enable homeless children to attend school.
Increase capacity by hiring staff, dedicating resources, and planning partnerships with community-based organizations, among other strategies.
To identify students and to engage students and their families in preparation for this fall.
Compete and award contracts to community-based organizations that are well-positioned to identify historically underserved populations and connect them to educationally related support and wraparound services.
Identification, enrollment, retention, and educational success of homeless children and youth

### ARP Homeless II Program Details Page (not applicable to ARP Homeless I)

**Program Details**

- FY 2022 - ARP Homeless II - Rev 0 - ARP Homeless II

[Go To](#) ▶

\* 1. Identifying Needs: Describe the needs of homeless children and youth in the district.

\* 2. Use of Funds: Describe how the funds will be used to meet the needs described.

\* 3. Coordination: Describe how the district will coordinate with other federal funding.

\* 4. Evaluation: Describe how the district will evaluate the impact of these funds.

\* 5. General Education Provision Act (GEPA): Describe how the district will comply with the requirements of Section 427 of GEPA, 20 U.S.C 1228a. The description must include information on the steps the district proposes to take to permit students, teachers, and other program beneficiaries to overcome barriers (including barriers based on gender, race, color, national origin, disability, and age) that impede access to, or participation in, the program.

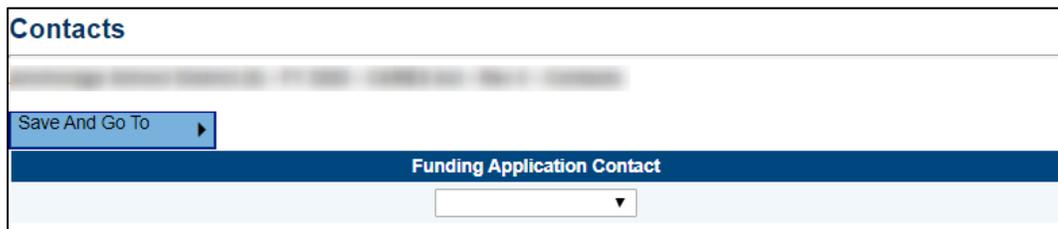
1. Identify Needs: Describe the needs of homeless children and youth in the district.
2. Use of Funds: Describe how the funds will be used to meet the needs described.
3. Coordination: Describe how the district will coordinate with other federal funding.
4. Evaluation: Describe how the district will evaluate the impact of these funds.
5. General Education Provisions Act (GEPA): Describe how the district will comply with Section 427 of the GEPA, 20 U.S.C. 1228a. The description must include information on the steps the district proposes to take to permit students, teachers, and other program beneficiaries to overcome barriers (including barriers based on gender, race, color, national origin, disability, and age) that impeded access to, or participation in the program.

### ARP Homeless Related Documents

Upload documentation to the ARP Homeless I and ARP Homeless II Related Documents as needed.

## Contacts

Select from the drop-down menus the name of the district user who is the primary contact for the ARP Homeless Application. Note: The individual must be a GMS user to show up in the drop down.



The screenshot shows a web interface with a header titled "Contacts". Below the header is a "Save And Go To" button with a right-pointing arrow. Underneath is a blue bar labeled "Funding Application Contact" with a dropdown arrow pointing downwards.

## Assurances

The Assurances section describes the overall assurances that the district agrees to in accepting the federal funds under this funding application.

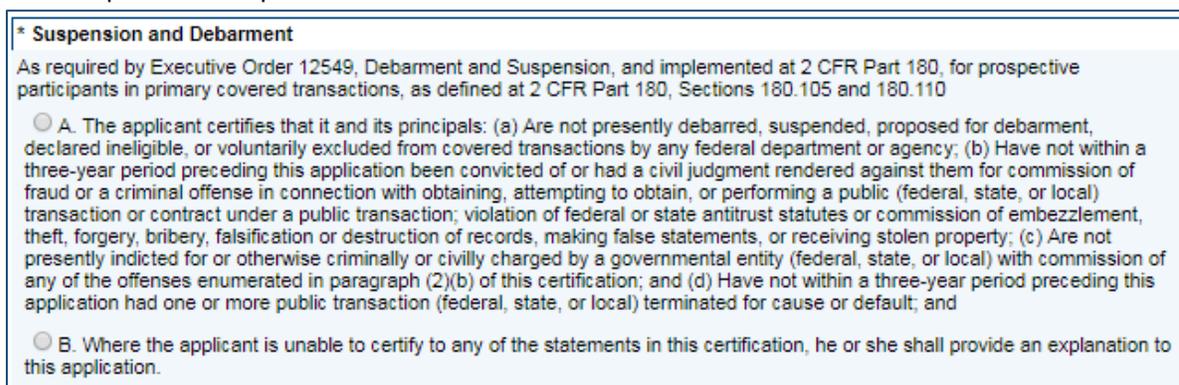
### Assurances

1. Insert district's Unique Entity Identifier (UEI) Number.



The screenshot shows a web interface with a header titled "Assurances". Below the header is a breadcrumb trail: "FY 2024 - ARP Homeless - Rev 0 - Assurances". There is a "Go To" button with a right-pointing arrow. Below that is a text input field labeled "\* UEI #".

2. Complete the Suspension and Debarment section.



The screenshot shows a web interface with a header titled "\* Suspension and Debarment". Below the header is a paragraph of text: "As required by Executive Order 12549, Debarment and Suspension, and implemented at 2 CFR Part 180, for prospective participants in primary covered transactions, as defined at 2 CFR Part 180, Sections 180.105 and 180.110". Below the paragraph are two radio button options: "A. The applicant certifies that it and its principals: (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency; (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; (c) 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 (2)(b) of this certification; and (d) Have not within a three-year period preceding this application had one or more public transaction (federal, state, or local) terminated for cause or default; and" and "B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall provide an explanation to this application."

## Related Documents

The complete packet of assurances, the ARP-HCY **Assurances and Certifications Packet**, must be completed, signed by the district's superintendent or authorized designee, scanned, and uploaded under the Required Documents section.

## General GMS Guidance

### What is the Budget Template?

The Excel budget template contains four worksheets.

- The first is the *Budget Data* worksheet and contains the column headings and any budget detail information currently in the grant from which it is downloaded. This is the sheet that is used to create, update, or delete budget detail information.
- The *Available Budget Cells* worksheet contains the list of allowable account code/purpose code combinations for the grant.
- The *Available Budget Tags* worksheet contains the list of required/optional tags for the grant.
- The *Available Organizations* worksheet contains the list of organizational codes (e.g., district and school codes) for the district's grant.

The *Available Budget Tags*, *Available Budget Cells*, and *Available Organizations* worksheets are for reference and can be used to copy and paste information to the *Budget Data* worksheet.

### Excel Worksheets



### Budget Data

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
Item Key	Action	Account C	Account C	Purpose C	Purpose C	Optional S	Budget Ta	Organizati	Organizati	Quantity	Cost	Total	Narrative Description	
991649	Update	310	Certificate	BG	ARP-HCY I		AA=1	5	Anchorage	1	58000	58000	This is a test	
991651	Update	410	Professor	BG	ARP-HCY I		AA=4	5	Anchorage	1	508	508	This is a test	
991650	Update	450	Supplies/	BG	ARP-HCY I		AA=5	5	Anchorage	1	4500	4500	This is a test	

### Available Budget Cells

A	B	C	D	E	F
Account C	Account Code	Description	Purpose C	Purpose Code	Description
310		Certificated Salaries	BG	ARP-HCY II	
320		Non-Certificated Salaries	BG	ARP-HCY II	
360		Employee Benefits	BG	ARP-HCY II	
390		Transportation Allowance	BG	ARP-HCY II	
410		Professional Technical	BG	ARP-HCY II	
420		Staff Travel	BG	ARP-HCY II	
425		Student Travel	BG	ARP-HCY II	
430		Utility Services	BG	ARP-HCY II	
440		Other Purchased Services	BG	ARP-HCY II	
450		Supplies/Materials/Media	BG	ARP-HCY II	
490		Other Expenses (Dues and Fees)	BG	ARP-HCY II	
495		Indirect	BG	ARP-HCY II	
480		Tuition Stipends (Students)	BG	ARP-HCY II	
510		Equipment	BG	ARP-HCY II	
540		Other Capital Outlay Expenses	BG	ARP-HCY II	

## Tips for Using the Budget Template

- It is recommended that a budget template be downloaded whenever a new budget upload is being created so that the most current system information is available.
- Columns in the template can be rearranged, but it is critical that the text of the column heading remain exactly as downloaded.
- Required columns cannot be deleted.
- Additional columns can be added, but these will be ignored in the upload process. For example, a column for notes could be added for reference but they would not create errors nor would the data in these columns affect the budget detail in the upload process.
- Rows for budget details which have no changes can be deleted if desired. Leaving them in with the *Update* Action will not make any changes if nothing was changed in the Excel file. Note: If the budget detail is to be removed from the budget, leave the row in and use *Delete* in the Action column.
- While an entire budget can be uploaded at once, it is also possible to upload only one or a group of budget details.
- Indirect lines in the file will be ignored, as they are automatically generated based on the content in the other budget entries. A warning will appear but it will not prevent the budget template from uploading.

### Grant Budget Upload Messages

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- FY 2022 - ARP Homeless II - Rev 0 - ARP Homeless II

[Return to Grant Budget Upload](#)

Row 5	
495 - Indirect cannot be created, updated, or deleted through the budget upload. These line items are automatically generated based on other budget entries. These rows will be ignored when the file processes.	Warning

- Indirect lines can be manually deleted from the budget template before uploading, but this action is not necessary.

The Budget Template contains the following columns.

### 1. Item Key (required column)

- A value is required for rows that are being updated or deleted. The value would need to remain the same from the budget download.
- This column contains the system's identification for an existing budget detail. When creating new budget details, this cell will be left blank.

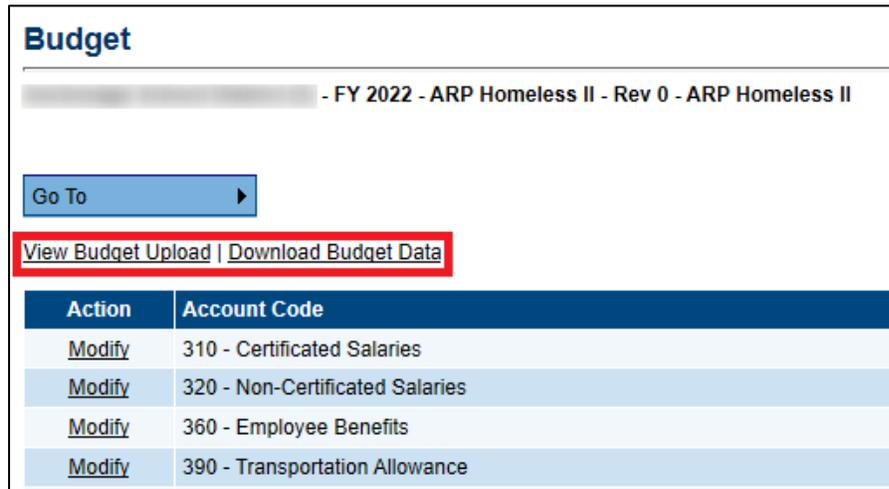
### 2. Action (required column)

- A value is required for this column in every budget detail row.
- Three possible entries – *Update*, *Delete*, and *Create*.
- An existing budget detail can only have *Update* or *Delete*. The default is *Update*.

- New budget details must use the term *Create*.
- 3. Account Code (required column)**
    - A value is required for this column in every budget detail row.
    - Can only have a code that is listed on the available Budget Cells sheet
  - 4. Account Code Description (optional column)**
    - This column is included in the budget download template as a reference only. It is not necessary to include this column in the budget upload file.
  - 5. Purpose Code (required column)**
    - A value is required for this column in every budget detail row.
    - must be listed on the Budget Cells sheet in combination with the Account Code selected.
  - 6. Purpose Code Description (optional column)**
    - This column is included in the budget download template as a reference only. It is not necessary to include this column in the budget upload file.
- Tip: The Account Code, Account Code Description, Purpose Code and Purpose Code Description can be copied and pasted to the appropriate location in the Budget Data sheet.
- 7. Optional Sub-Code (optional column)**
  - 8. Budget Tags (optional column)**
    - For Title Programs that require a tag, there will be a validation error that will force a budget tag to be entered before submission.
    - Districts can also manually select tags from the drop-down menu for each budget item in GMS itself.
  - 9. Organization Number (required column)**
    - A value is required for this column in every budget detail row.
    - Data entered must be on the Available Organization page in the exact format as listed.
  - 10. Organization (optional column)**
    - This column is included in the budget download template as a reference only. It is not necessary to include this column in the budget upload file.
    - Can be copied and pasted with the code from the Available Organization sheet.
  - 11. Quantity (required column)**
    - A value is required for this column in every budget detail row.
    - Must be greater than 0.
    - Data can be entered up to two decimal places.
  - 12. Cost (required column)**
    - A value is required for this column in every budget detail row.
    - Must be greater than 0.
    - Data can be entered up to two decimal places.
  - 13. Total (optional column)**
    - This will be automatically calculated as  $Quantity \times Cost = Total$ .
  - 14. Narrative Description (required column)**
    - A value is required for specific account code/purpose code combinations. If an upload file is missing one or more required narrative descriptions, an error message will indicate which rows require a value.
    - Limit to 2,000 characters.
    - Use ALT+Enter (Windows) or Control+Option+Enter (Mac) to create line breaks in the text.

## Steps for Creating or Modifying a Budget

- Step 1.** From the Budget page click on *Download Budget Data*. This will download an Excel file containing the budget data and other information specific to the grant.



The screenshot shows a web interface titled "Budget". Below the title is a breadcrumb trail: " - FY 2022 - ARP Homeless II - Rev 0 - ARP Homeless II". There is a "Go To" dropdown menu. Below that, two links are visible: "View Budget Upload" and "Download Budget Data", with the latter highlighted by a red box. Below the links is a table with two columns: "Action" and "Account Code".

Action	Account Code
<a href="#">Modify</a>	310 - Certificated Salaries
<a href="#">Modify</a>	320 - Non-Certificated Salaries
<a href="#">Modify</a>	360 - Employee Benefits
<a href="#">Modify</a>	390 - Transportation Allowance

- Step 2.** Open the downloaded Excel file. The column headings in the file must not be renamed nor required columns deleted. However, the columns can be reordered if desired. Make any desired changes to any existing budget details. The default Action value is *Update* which indicates a change to data within the budget detail. To delete a budget detail, use *Delete* in the Action column. Create new budget details as needed, putting *Create* in the Action column.

If creating a budget “from scratch,” or to provide a user with a blank upload file, use *Download Budget Data* before any budget details are created or download the budget and delete all the rows except the one with the column headings. This process could be used to provide an empty spreadsheet to individual schools for creating their own budgets. The completed sheets would be uploaded into the district budget.

- Step 3.** Save the file with an appropriate file name.
- Step 4.** From the Budget page, click on *Upload Budget Data*.
- Step 5.** Locate the file by clicking on *Choose File* and click on *Create* after finding the file.

**Create Grant Budget Upload**

- FY 2022 - ARP Homeless II - Rev 0 - ARP Homeless II

Please select a file to upload.

Upload Data File:  09172021 ARP Homeless II.xlsx [x Remove](#)

[Create](#) [Cancel](#)

- If the file is missing any required data, a message will appear and the file will not be uploaded. Open the file in Excel, enter the missing data, save the file and upload again.

**Step 6.** If the file uploads, the system will display the Grant Budget Upload Screen.

[Process Grant Budget Upload](#)

[Delete Grant Budget Upload](#)

Grant Budget Upload Functions	Description
<a href="#">View Messages</a>	View any issues with the upload file.
<a href="#">Upload Data File</a>	Upload a new file to replace the current one.
<a href="#">View Data File</a>	View the current file.

[Return](#)

**Process Grant Budget Upload:** Completes the upload process and makes changes to the budget.

**Delete Grant Budget Upload:** Ends the current upload action. No changes will be made to the budget.

**View Messages:** Check for validation errors.

**Upload Data File:** Upload a new file to correct any validation errors.

**View Data File:** Opens the uploaded file.

**Step 7.** Click on *View Messages* to see if there are any validation errors. An error will prevent the file from being processed. If errors exist, correct them in the Excel file and click on *Upload Data File* from this screen to load the corrected file.

**Step 8.** If there are no error messages, click on *Process Grant Budget Upload* to complete the budget upload.

**Step 9.** A budget upload must be processed before another one can be started. If a budget upload has been started but not completed, the Budget page will display a *View Budget Upload* link. If you do not want to complete the current budget upload process for any reason,

click on *Delete Grant Budget Upload*. No changes will be made to the budget.

[Process Grant Budget Upload](#)

[Delete Grant Budget Upload](#)

Grant Budget Upload Functions	Description
<a href="#">View Messages</a>	View any issues with the upload file.
<a href="#">Upload Data File</a>	Upload a new file to replace the current one.
<a href="#">View Data File</a>	View the current file.

[Return](#)

## Adding Budget Tags

Available Budget tags are listed on the *Available Budget Tags* worksheet of the budget template.

A	B	C	D	E
Tag Group Name	Tag Group	Tag Name	Tag Load	Upload Text
Authorized Activities	AA	Tutoring, supplemental instruction, and enriched educational s	1	AA=1
Authorized Activities	AA	Expedited student evaluations, including gifted and talented, sp	2	AA=2
Authorized Activities	AA	Professional development for educators and other school pers	3	AA=3
Authorized Activities	AA	Referrals for medical, dental, other health services, and social s	4	AA=4
Authorized Activities	AA	Defraying excess cost of transportation	5	AA=5
Authorized Activities	AA	Developmentally appropriate early childhood education progra	6	AA=6
Authorized Activities	AA	Services and assistance to attract, engage, and retain homeless	7	AA=7
Authorized Activities	AA	Before- and after-school, mentoring, and summer programs	8	AA=8
Authorized Activities	AA	Payment of fees and other costs associated with tracking, obtai	9	AA=9
Authorized Activities	AA	Education and training to parents of homeless children and you	10	AA=10
Authorized Activities	AA	Coordination between schools and service agencies	11	AA=11

Districts can also manually select tags from the drop-down menu for each budget item in GMS itself.