



2023 - 24 Monitoring Guide Checklist American Rescue Plan - Homeless Children & Youth (ARP-HCY)

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District/ESU: _____ County/District #: _____

District Staff Completing Checklist: _____

NDE Reviewer(s): _____ Date of Visit: _____

The American Rescue Plan Act provided \$800 million in funding specifically dedicated to support the identification, enrollment, and school participation of children and youth experiencing homelessness, including through wrap-around services. These funds, known as American Rescue Plan-Homeless Children and Youth Funds (ARP-HCY), were released in two phases. The purpose of this monitoring checklist is to help guide state decisions in allocating and using state set-aside ARP-HCY funds to best meet the needs of children and youth experiencing homelessness.

The proposed schedule for two years can be found [here](#). At least one month prior to the visit, the district or ESU will be contacted by the NDE reviewer to arrange the details of the monitoring. ***After being notified the district or ESU is to complete the Monitoring Checklist and submit to the reviewer (at least one week prior to the scheduled visit).*** The form is designed to identify areas where technical assistance may be needed as well as options for documentation to support compliance with the requirements. NDE is requiring that some pieces of evidence/documentation be submitted prior to or during the monitoring visit. These items are indicated on the checklist with grayed boxes. For some documentation, only specified documentation will be accepted. These are indicated in **bold font** in the grayed boxes. All other documentation should be available for review.

Monitoring visits will include a review of documentation and a conversation with appropriate program directors and/or staff members. Depending on the programs being reviewed, this may also include nonpublic school staff, multi-district project members, parents, and representatives of other agencies. All participants to be involved in the visit will be identified during preliminary planning by the grant subrecipient and the NDE reviewer.

Following the review, the District, ESU, or other sub-recipient will have **30 days** to submit any documentation or evidence that was not available during the review as requested by the reviewer. The district will receive a written report within **90 days** if additional evidence was submitted. If a review report includes a finding of non-compliance, a plan for correcting the issue is required within **60 days** of receipt of the report and may involve a follow-up visit.

Title VII, Part B – American Rescue Plan- Homeless Children and Youth I & II				
	Criteria	Options for Documentation	District/ESU Response	NDE Comments
1	Title I, Part A homeless set-aside funds are used for services for homeless children.	Description of services provided as stated in the ARP/HCY Grant Program Details		
2	Program activities are designed to meet the greatest educational and related needs as determined by the district's need assessment.	Documentation of consultation with community partners Needs assessment data		
3	District is evaluating the impact of the use of ARP-HCY funds.	Evaluation tool and current results (if available).		
4	Coordination of activities with area shelters and other homeless service providers have been established. Coordination shall be designed to ensure that homeless children and youths have access and reasonable proximity to available education and related support services	Documentation of coordination activities		

5	<p>All personnel paid from one or more than one federal fund must maintain a time certification. 2 CFR 200.430(8)(vii) states</p> <p>Must be an after-the-fact record that reflects the actual activity of the employee. Must account for the total activity for which the employee is compensated. Must be prepared monthly and signed by employee AND building principal, HR representative or superintendent.</p> <p>(b) Semi Annual: If an employee works solely on a single federal award or cost objective, the activity must be supported with semi-annual certification. Certification must be signed by employee AND building principal, HR representative or superintendent.</p> <p>(c) Nebraska's Substitute Reporting System: (if staff has a set schedule)</p> <p>Indicate the specific activity or cost objective that the employee worked on for each schedule segment.</p> <p>Be certified at least semiannually (every 6 months or at the end of each semester) and signed by employee AND supervisory official having firsthand knowledge of employee's schedule.</p> <p>Schedule must be attached</p>	<p>A Sampling of Time Certification for each Federal program paying salaries</p> <p>- Time and effort logs MUST be completed by anyone paid with federal funds.</p> <p>Must be signed after the hours have been worked.</p> <p>NOTE: ESUs must provide a sampling from each District participating in the consortium in addition to ESU staff.</p> <p><u>Types of Time and Effort:</u></p> <p>PAR</p> <p>Semi-Annual</p> <p>Substitute Reporting System</p> <p>o Semi-Annual</p> <p>o Schedule</p>		
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