



American Rescue Plan Homeless II Program Orientation (ARP-HCY II)

Part 2

November 3, 2021

1:30 PM – 3:00 PM

➤ Welcome – Today's Speakers

Storm Camara, ECYEH State Coordinator, Pennsylvania Department of Education (PDE) scamara@pa.gov

David Boyer, Homeless Fiscal Officer, Pennsylvania Department of Education (PDE) bodavi@pa.gov

Leslie McConnell, Program Director for Evaluation, Grants, & Data, Allegheny Intermediate Unit (AIU), ARPSupport@aiu3.net

➤ Agenda

- Fiscal operations for HCY
- Evaluation, reporting, and data for HCY
- Questions

HCY Fiscal Operations

➤ Fiscal and Budget Training

- Correspondence
- Overview of Grant Process
- Financial Accounting Information (FAI) System
- Quarterly Cash on Hand Reports
- FTP Documentation System
- Budget Revisions

Correspondence

- Homeless Fiscal Officer
Dave Boyer bodavi@pa.gov (717) 705-2881
- Subject line starts with your project number,
followed by your name.

Example: **181-21-5555 ABC Schools**

Overview of Grant Process

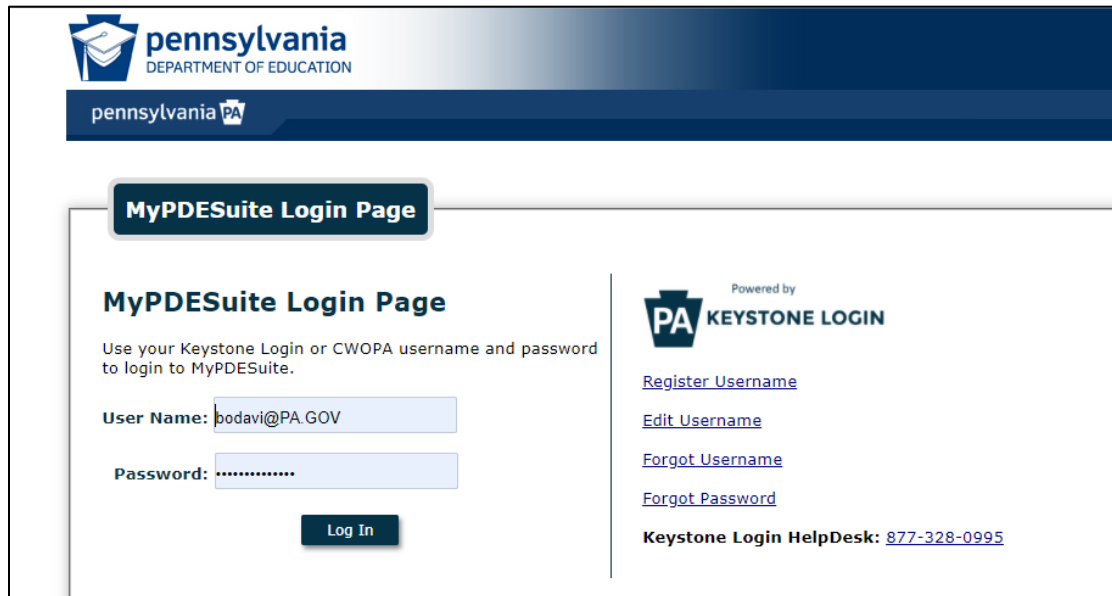
- Notification
- Submit application
- Executive Director/Superintendent approval
- Return electronic signature
- Internal approval process
- Substantially approved letter
- Final approval letter with copy of the grant

➤ Financial Accounting Information (FAI) System

- Calculations of payments
- FAI payments and schedule
- First payment will include the months during the approval process

FAI System for Payments

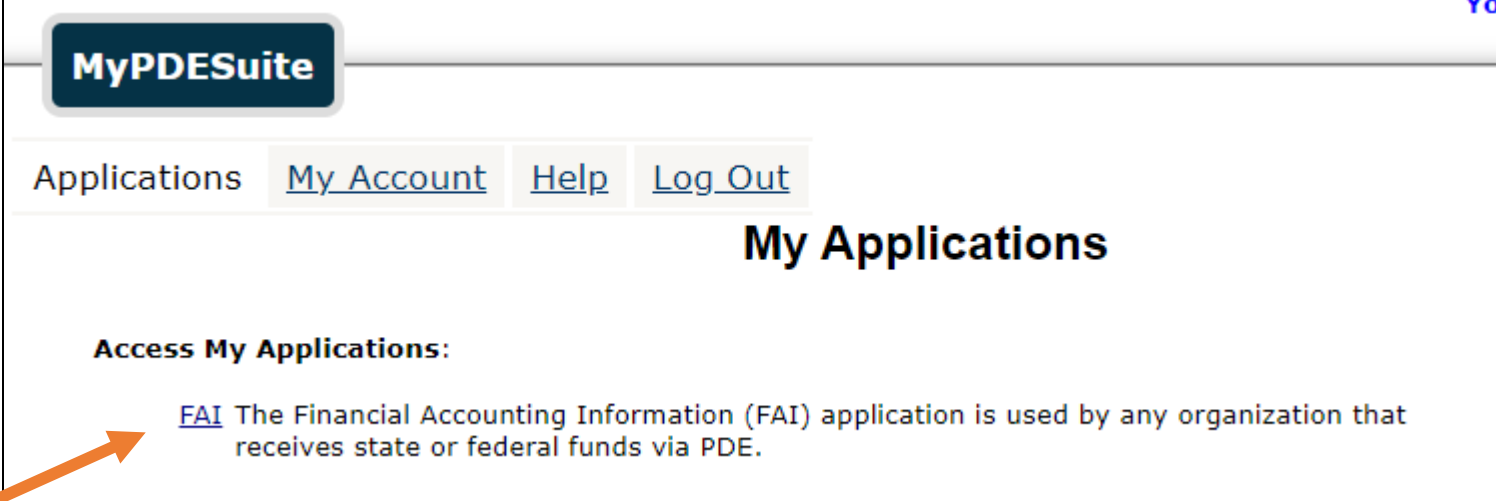
- Go to Department of Education's Web-Site
www.education.pa.gov
- Click on the "PDESuite" and Log-On



The screenshot shows the MyPDESuite Login Page. At the top left is the Pennsylvania Department of Education logo. Below it is a navigation bar with the text "pennsylvania PA". The main content area has a header "MyPDESuite Login Page". Below this, there is a sub-header "MyPDESuite Login Page" and a instruction: "Use your Keystone Login or CWOPA username and password to login to MyPDESuite." There are two input fields: "User Name:" with the value "bodavi@PA.GOV" and "Password:" with a masked password ".....". A "Log In" button is located below the password field. To the right of the login form, there is a "Powered by PA KEYSTONE LOGIN" logo and several links: "Register Username", "Edit Username", "Forgot Username", and "Forgot Password". At the bottom right, there is a "Keystone Login HelpDesk: 877-328-0995" link.

FAI System for Payments

Click on FAI



The screenshot shows the MyPDESuite user interface. At the top left is the "MyPDESuite" logo. Below it is a navigation bar with links for "Applications", "My Account", "Help", and "Log Out". The main heading is "My Applications". Underneath, there is a section titled "Access My Applications:" which contains a link for "FAI" followed by the text: "The Financial Accounting Information (FAI) application is used by any organization that receives state or federal funds via PDE." An orange arrow points to the "FAI" link.

MyPDESuite Help Desk - If you can log in to MyPDESuite but have an issue with application access, security administration, errors, or something else, please call the MyPDESuite Helpdesk: **717-857-3737**

▶ Quarterly Cash on Hand Report

- Purpose
- System automatically determines excess cash or cash deficit
- Excess Cash
- Cash Deficit

▶ Quarterly Cash on Hand Report

COMMONWEALTH OF PENNSYLVANIA - Labor Education and Community Services Comptroller's Office

REVISED REPORT
(Check if Applicable)

RECONCILIATION OF CASH ON HAND QUARTERLY REPORT

All reports, including delinquent reports, must be received in the Federal Subsidies Section no later than the 10th working day of the month of submission in order to be processed for payment in the next cycle. Failure to submit this report in a timely fashion may result in the suspension of this project's payments. Reports that are submitted that DO NOT apply to the reconciliation period are not kept on file. (Refer to the applicable fiscal guidelines for additional information.)

READ THE INSTRUCTIONS ON THE REVERSE SIDE BEFORE COMPLETING THIS FORM.

DO NOT SEND this report to the Labor, Education and Community Services Comptroller's Office.

PART I			
GRANTEE			
ADDRESS (STREET, CITY, STATE, ZIP CODE)			
QUARTER ENDED	PROGRAM - PROJECT NUMBER	APPROVED PROJECT AMOUNT	MONTHLY PAYMENT AMOUNT
PART II			
1. Total Cash Received			
2. Total Cash Disbursed			
3. Cash on Hand (Line 1 Less Line 2)			
4. Schedule Monthly Payment			
5. Cash Available (Line 3 Plus Line 4)			
6. Estimated Cash Requirement for the Month of January			
7. Status of Cash (Line 5 Less Line 6)			
PART III			
Question: Do you have extraordinary cash needs? Answer: Yes or No			
PART IV			
CERTIFICATION: I CERTIFY THAT THIS REPORT IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE:			
TYPE / PRINT (AUTHORISED REPRESENTATIVE)		SIGNATURE (AUTHORISED REPRESENTATIVE)	DATE:
NAME OF PROGRAM CONTACT PERSON:		AREA CODE & PHONE NUMBER:	
DEPARTMENT OF EDUCATION USE ONLY:	STATE AGENCY APPROVAL OF SPECIAL REQUESTS:		DATE:

PDE-2030 (07/97)

- Due by 10th working day after the quarter ends
- Suspension of payments

▶ On-Demand Payments

- Payments of Grant Funds
 - Under \$20,000
 - Between \$20,000 and \$40,000

File Transfer Program (FTP) System

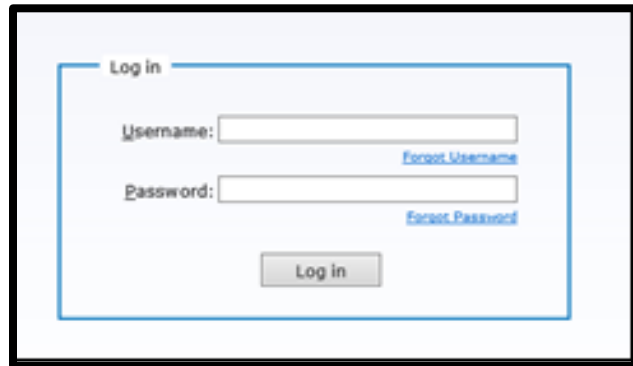
- Purpose
- Click on your folder, upload excel workbooks and documentation, which are receipts, purchase orders, transaction logs, etc.
- Suspension of payments

File Transfer Program System

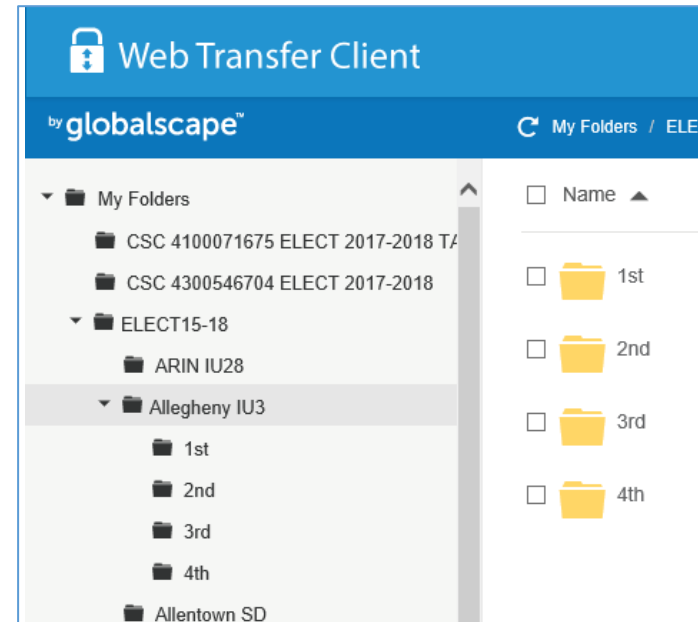
Use this Link: <https://copaftp.state.pa.us/EFTClient/Account/Login.htm>

To log in, copy and paste your username and password.

USERNAME: ED-ARP-HCY-User
PASSWORD: z7xtNyex



A screenshot of a web login form titled "Log in". It features two input fields: "Username:" and "Password:". Below the "Username:" field is a blue link that says "Forgot Username". Below the "Password:" field is a blue link that says "Forgot Password". At the bottom center of the form is a grey "Log in" button.



FTP continued

The screenshot shows a web browser window with the address bar displaying `copaftp.state.pa.us/#/`. The page title is "Web Transfer Client". The interface includes a navigation bar with "Filter", "Tools", a search box, and a language dropdown set to "English". Below this is a "GLOBALSCAPE" header with a refresh icon and several utility icons. The main content area is divided into three sections:



- My Folders:** A sidebar listing various school district folders.
- Table:** A table with columns for "Name", "Size", and "Date". It lists folders such as "21st Century Cyber CS (181-21-2001)", "Abington SD (181-21-2002)", "Achievement House CS (181-21-2003)", "Agora Cyber CS (181-21-2004)", "Albert Gallatin Area SD (181-21-2005)", "Aliquippa SD (181-21-2006)", and "Allegheny IU 3 (181-21-1001)".
- Upload Manager:** A panel on the right showing upload status: "Completed (0)", "In Progress (0)", and "Pending (0)".

<input type="checkbox"/>	Name	Size	Date
<input type="checkbox"/>	21st Century Cyber CS (181-21-2001)		8/26/2021
<input type="checkbox"/>	Abington SD (181-21-2002)		8/30/2021
<input type="checkbox"/>	Achievement House CS (181-21-2003)		8/26/2021
<input type="checkbox"/>	Agora Cyber CS (181-21-2004)		8/22/2021
<input type="checkbox"/>	Albert Gallatin Area SD (181-21-2005)		8/26/2021
<input type="checkbox"/>	Aliquippa SD (181-21-2006)		8/26/2021
<input type="checkbox"/>	Allegheny IU 3 (181-21-1001)		8/22/2021

▶ FTP continued

The screenshot displays a web browser window with a single tab titled "Web Transfer Client". The address bar shows the URL: `copaftp.state.pa.us/#/21st%20Century%20Cyber%20CS%20(181-2`. The page header includes the text "Web Transfer Client" and navigation options for "Filter" and "Tools". Below the header, the breadcrumb path reads "My Folders / 21st Century Cyber CS (181-21-2001)".

The main content area features a table with the following columns: "Name", "Size", and "Date". The table lists two folders:

<input type="checkbox"/>	Name ▲	Size ▲	Date ▲
<input type="checkbox"/>	 2021		8/26/2021
<input type="checkbox"/>	 2022		9/27/2021

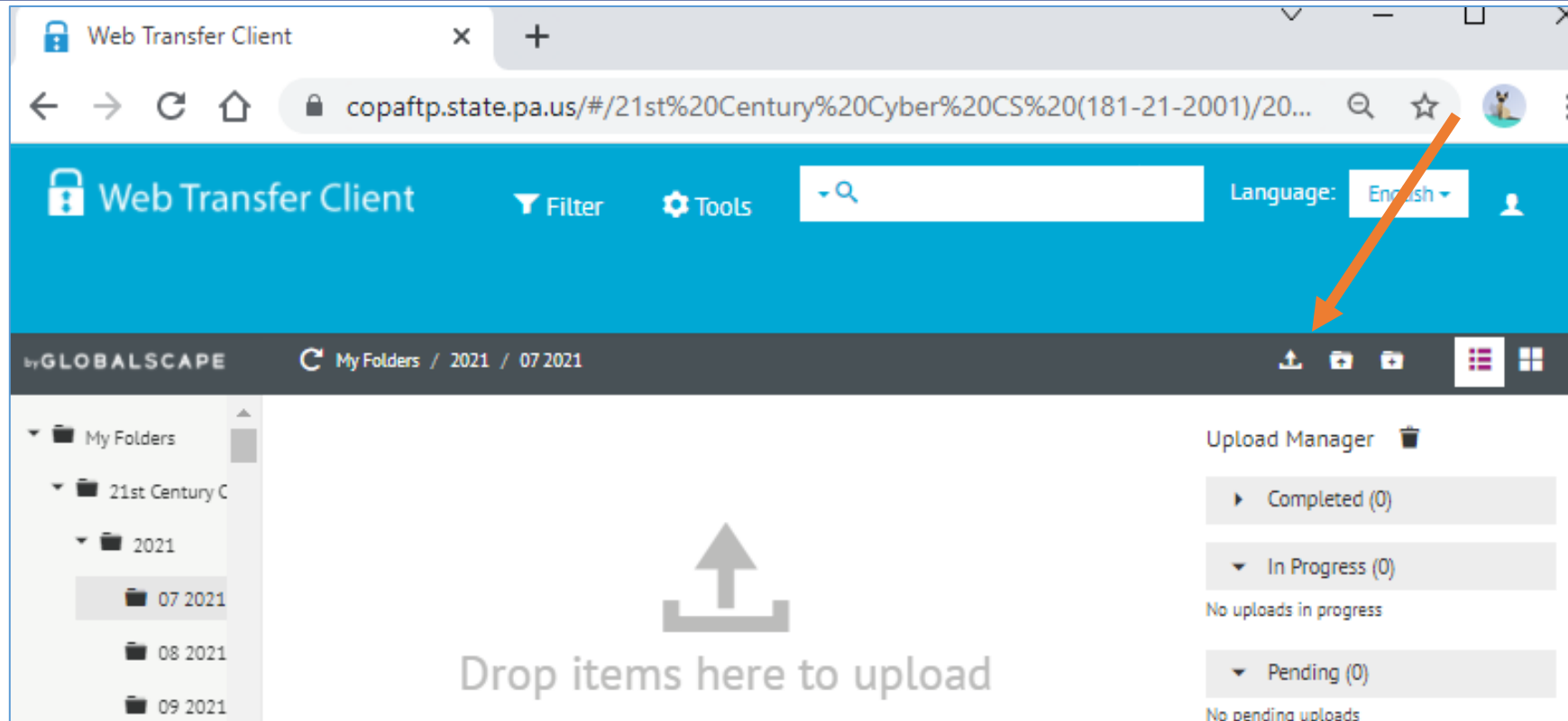
FTP continued

The screenshot shows a web browser window with the address bar displaying `copaftp.state.pa.us/#/21st%20Century%20Cyber%20CS%20(181-21-2001)/20...`. The page title is "Web Transfer Client". The interface includes a navigation bar with "Filter", "Tools", a search box, and a language dropdown set to "English". Below this is a breadcrumb trail: "My Folders / 21st Century Cyber CS (181-21-2001) / 2021".


The main content area displays a file directory with the following columns: Name, Size, Date, and Upload Manager. The directory contains folders for each month of 2021, all dated 8/26/2021. The Upload Manager section on the right shows three categories: Completed (0), In Progress (0) with the note "No uploads in progress", and Pending (0) with the note "No pending uploads".

Name	Size	Date	Upload Manager
07 2021		8/26/2021	Completed (0)
08 2021		8/26/2021	In Progress (0) No uploads in progress
09 2021		8/26/2021	Pending (0) No pending uploads
10 2021		8/26/2021	
11 2021		8/26/2021	
12 2021		8/26/2021	

▶ FTP continued




Sample of completed spreadsheet

 pennsylvania DEPARTMENT OF EDUCATION		American Rescue Plan Homeless Children and Youth (ARP-HCY)		
600 Supplies				
Project Number 181-21-55555		Month 10	Year 2021	
ABC Schools				
<i>Breakdown Expenditures by Month</i>				
Vendor	Description	Unit Price	Quantity	Total Amount
Amazon	Books	\$5.00	151.00	\$755.00
		\$0.00	0.00	\$0.00
		\$0.00	0.00	\$0.00
		\$0.00	0.00	\$0.00
		\$0.00	0.00	\$0.00
Grand Total:				\$755.00

Complete the spreadsheet for the category of expenses and upload


▶ Payment Certification

		ARP-HCY Payment Certification	
American Rescue Plan Elementary and Secondary Schools Emergency Relief Fund - Homeless Children and Youth (ARP-HCY) 7/1/2021 through 9/30/2024			
<p>A certification statement is required for all federal payments under the Uniform Grants Guidance, 2 CFR § 200.415 Required Certifications. This certification statement is an assurance that expenditures are appropriate and in accordance with the federal award and approved project budgets. The certification statement must be signed by an official who is authorized to legally bind the Subgrantee.</p>			
<p>This form must be completed, signed and submitted whenever the grantee receives a federal payment. It must be uploaded to the FTP system to the month of payment folder. This form must be uploaded no later than ten (10) business days after receiving the funds.</p>			
Today's Date	12/20/2021		
Date Funds were Received	12/15/2021		
Grantee Name	ABC Schools		
Grantee Address	1 Main Street, Newtown, PA 17111-1234		
Project Number	161-21-55555		
Vendor #	123456		
Region Number			
Effective and Ending date of grant	07/01/2021 to 09/30/2024		
Amount of Funds Received	\$150,000		
Name and Job Title of person completing report	Mr. Smith, Budget Analyst		
<p>By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 51, Sections 5729-5730 and 5801-5812).</p>			
Authorizing Signature	Title		
Print Name	Date		

Upload signed form to the month that you received the payment, within 10 business days

Budget Revisions


Original Budget Summary

		ARP-HCY Original Budget Summary							
American Rescue Plan Elementary and Secondary Schools Emergency Relief Fund - Homeless Children and Youth (ARP-HCY)									
7/1/2021 through 9/30/2024									
ABC Schools		Vendor # 123456			Effective Date 7/1/2021				
Project Number 181-21-5555									
Whole dollars only. Do not fill in shaded areas.									
Function	Description of Functions	100 Salaries	200 Benefits	300 Purchased Professional & Technical Services	400 Purchased Property Services	500 Other Purchased Services	600 Supplies	700 Property	Total
1000	Instruction	\$2,500	\$1,500						\$4,000
2100	Pupil Personnel Services								\$0
2200	Staff Support Services								\$0
2300	Administrative Support Services								\$0
2500	Business Support Services								\$0
2600	Operation and Maintenance						\$100		\$100
2700	Student Transportation					\$900			\$900
2800	Central Support Services								\$0
3300	Community Services								\$0
Column Totals (Sub-total)		\$2,500	\$1,500	\$0	\$0	\$900	\$100	\$0	\$5,000
Approved Indirect Cost								0.00%	
Total									\$5,000

Any change from the original budget, requires a budget revision

Budget Revisions

Budget Revision Form

		<p style="text-align: center;">ARP-HCY Budget Revision Form</p> <p style="text-align: center;">American Rescue Plan Elementary and Secondary Schools Emergency Relief Fund - Homeless Children and Youth (ARP-HCY) 7/1/2021 through 9/30/2024</p>								
ABC Schools		Vendor #			Effective Date 10/1/2021					
Project Number 181-21-5555		Revised Budget								
<i>Highlight any cell that is changing in the budget revision and complete the justification. Email to the Program Officer and Fiscal Officer.</i>										
Justification:										
Whole dollars only. Do not fill in shaded areas.										
Function	Description of Functions	100 Salaries	200 Benefits	300 Purchased Professional & Technical Services	400 Purchased Property Services	500 Other Purchased Services	600 Supplies	700 Property	Total	
1000	Instruction	\$1,900	\$1,050						\$2,950	
2100	Pupil Personnel Services									
2200	Staff Support Services									
2300	Administrative Support Services									
2500	Business Support Services									
2600	Operation and Maintenance						\$550		\$550	
2700	Student Transportation					\$1,500			\$1,500	
2800	Central Support Services									
3300	Community Services									
Column Totals (Sub-total)		\$1,900	\$1,050	\$0	\$0	\$1,500	\$550		\$5,000	
								Approved Indirect Cost	0%	
								Total	\$5,000	

Complete justification

Highlight the cells that are changing

Final Expenditure Report

American Rescue Plan Elementary and Secondary Schools Emergency Relief Fund – Homeless Children and Youth (ARP-HCY) 7/1/2021 through 9/30/2024		
ABC Schools	Vendor # 123456	Today's Date 8/30/2024
Project Number 181-21-5555	Federal Funds <input checked="" type="checkbox"/>	
Please submit one original to the Fiscal Program Officer. Final Expenditure reports are due within 60 days of close of grant or as soon as funds are liquidated, whichever comes first.		
Part I		
Project began on 07/01/2021	and ended on 9/30/2024	
ABC Schools, 1 Main Street, Maintown, PA 17111-5555 Grantee's Name, Address (Street, City, State, Zip Code)		
Mr. Smith	jsmith@abcschools.com	
Contact Person	Email Address	
717 123-4567	12345612334	\$5000.00
Telephone Number	Administrative Unit Number	Approved Amount
Part II		
ITEMS (Exact expenditures, including cents)	COMPLETED BY GRANTEE	PDE USE ONLY
Total Grant Budget	\$5,000.00	Approved by
Total Expenditures USE ()	(\$5,000.00)	
Total Funds Remaining	\$0.00	Date
Adjustments	\$0.00	
Total Funds Spent	\$0.00	
Funds Due Grantee	\$0.00	
Funds Due PDE	\$0.00	
Part III		
Certification of Expenditures		
By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3601-3612)		
Authorized Signature <i>(sign in blue ink)</i>	Print Name	Date
Title		

- Actual expenses
- Due within 60 calendar days
- Upload to the last month that you received payment
- Grant will be closed

HCY Evaluation, Reporting, & Data

➤ HCY Evaluation, Reporting, & Data

As the federal government has not yet released details or specific requirements for reporting and data collection on HCY funds, the information shared today about evaluation and reporting is preliminary and subject to change.

As more information becomes available, we will share information with HCY program contacts and homeless liaisons.

➤ HCY Evaluation, Reporting, & Data

Reporting is expected to take three primary forms, in addition to fiscal reporting:

1. Implementation Survey
 - a. At the beginning of the program/pre-implementation to indicate what the LEA is planning to do (anticipated December 2021)
 - b. Annually on what actually happened during the program year (anticipated fall each year)
2. Additional service delivery funding categories in online ECYEH reporting system
3. Possible (not confirmed) quarterly **very brief** surveys

Additional reporting may be added to comply with federal requirements if not already collected through other sources. Where possible, we will use data already reported through other venues to minimize additional data burden on LEAs.

New ECYEH Service Delivery Reporting

Service Delivery Type	Title I	MV Funds	ARP Funds	Other Funding
Tutoring or other instructional support	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No
Expedited Evaluations	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No
Referrals for medical, dental and other health services	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No
Transportation	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No
Early Childhood Programs	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No
Assistance with participation in school programs	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No
Before, after-school, mentoring, summer programs	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No
Obtaining or transferring records necessary for enrollment	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No
Coordination between schools and agencies	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No
Counseling	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No
Addressing needs related to domestic violence	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No
Clothing to meet a school requirement	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No
School supplies	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No
Referral to other programs and services	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No
Emergency Assistance related to school attendance	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No
Other Services	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No

➤ HCY Monitoring and Grantee Support

Grantees' ARP-HCY programs and funds will be monitored. Specifics will be determined in 2022. It may or may not be done in conjunction with standard ECYEH monitoring.

Individual grantees can request additional, individual support AND the state team will be using reports and data to identify grantees for strategic support.

➤ HCY Reporting FYI

Because we will rely heavily on the existing ECYEH online data system to fulfill (anticipated) federal reporting obligations, you may notice an increase in reporting reminder frequency.

ECYEH regions will also have additional reporting and data, as determined by federal directives.

All information about data reporting will be posted in the online system under the Help tab. We also anticipate that there will be an ARP resource page on CSC's ECYEH website.

Resources

Pennsylvania Department of Education

<http://www.pde.state.pa.us/>

Pennsylvania's Education for Children and Youth Experiencing Homelessness

<http://ecyeh.center-school.org/>

Allegheny Intermediate Unit 3 | Evaluation, Grants and Data Department

<https://egd.aiu3.net/ecyeh/>

ARPSupport@aiu3.net

▶ Pennsylvania Department of Education

Visit PDE's website for more information on ARP-HCY II.

<https://www.education.pa.gov/K-12/Homeless%20Education/ARP/Pages/default.aspx>

The mission of the Department of Education is to ensure that every learner has access to a world-class education system that academically prepares children and adults to succeed as productive citizens. Further, the Department seeks to establish a culture that is committed to improving opportunities throughout the commonwealth by ensuring that technical support, resources, and optimal learning environments are available for all students, whether children or adults.