

# Tribal Maternal, Infant, and Early Childhood Home Visiting (MIECHV) American Rescue Plan Act (ARPA) Supplemental Awards Guidance and Frequently Asked Questions (FAQs)

This Guidance and Frequently Asked Questions (FAQs) document serves as a resource for Tribal MIECHV grantees in submitting their supplement amendment to receive ARPA funds. Please read these FAQs in their entirety for complete information.

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## General Questions

### What is the intent of these funds?

Section 9101 of the American Rescue Plan Act (ARPA) of 2021 (P.L. 117-2), added section 511A of the Social Security Act and appropriated \$150,000,000 to support Maternal, Infant, and Early Childhood Home Visiting (MIECHV) Program recipients' response to the COVID-19 public health emergency. Three percent, or \$4.5 million, of the total appropriation is allocated for the Tribal MIECHV program. Funds are available for expenditure by ACF until September 30, 2022, and can only be awarded to entities that had a Tribal MIECHV grant as of the date of enactment of ARPA.

For all 23 Tribal MIECHV grantees, supplements will be made with ARPA funds to support grantees in responding to the continued impacts of the COVID-19 public health emergency. Supplements will be at 30.8 percent of the FY 2021 award for every grantee.

This award provides flexibility in how recipients may use the funding to respond to COVID-19 as needs evolve. ACF encourages recipients to focus on those activities that will support current home visiting services participants and the immediate response to the COVID-19 public health emergency, promoting equity within their programs, maximizing funds to fill current capacity and support current program implementation activities, and possible service expansion, if appropriate.

## What are the allowable uses for ARPA funds?

ARPA identifies seven categories of required uses of funding:

- 1- Service delivery. Funds may be used to serve families with eligible service delivery model(s) to provide in-person or virtual home visits and other program activities. This may include service expansion to new families and/or new communities.
- 2- Hazard pay or other staff costs. Funds may be used for hazard pay or other additional staff costs associated with providing home visits or administration for programs.
- 3- Home visitor training. Funds may be used to develop, conduct, and evaluate the training of home visitors that are employed by the recipient.
- 4- Technology. Funds may be used to acquire the necessary technological means for enrolled families, to conduct and support virtual home visiting, and to address digital access and equity concerns.
- 5- Emergency supplies. Funds may be used to provide emergency supplies (such as diapers and diapering supplies including diaper wipes and diaper cream necessary to ensure that a child using a diaper is properly cleaned and protected from diaper rash, formula, food, water, hand soap and hand sanitizer) to enrolled families. If you choose to budget funds for emergency supplies, you are required to coordinate with local diaper banks to the extent practicable.
- 6- Diaper bank coordination. Funds may be used to purchase and/or reimburse diaper banks for emergency supplies for enrolled families.
- 7- Prepaid grocery cards. Funds may be used to provide prepaid grocery cards to an eligible family for the purpose of meeting the emergency needs of the family.

## Can I use ARPA funds for multiple activities, even if they fall under more than one of the seven categories of allowable uses of funds?

Yes, you may use your ARPA award to fund activities under one category or multiple categories of allowable uses of funds.

## Service Delivery

### What are some examples of allowable service delivery activities and costs?

Funds may be used to serve families to provide in-person or virtual home visits and other program activities according to your approved implementation plan. Grantees may also choose to expand services to additional families but would need to revise their implementation plan accordingly. Please consult with your Federal Project Officer (FPO).

Specific examples of service delivery activities might include:

- Providing virtual or in-person home visits to families.
- Supplementing home visiting services that were decreased due to COVID-19 impacts.
- Expanding home visiting services to additional families and at-risk communities.

Some examples of costs that would support service delivery might include:

- GSA Vehicle leases and vehicle purchases when GSA leasing is not an option.

- Gas vouchers and gas costs for drop offs or in person meetings.
- Postage for getting packages/materials to families to support virtual visits and virtual group connections.
- Increased budget for group connections for additional supplies needed for virtual group connections or returning to in-person.

## Staff Costs

### What are some examples of “hazard pay or other additional staff costs”?

Funds may be used for hazard pay or other additional staff costs associated with providing home visits or administration for programs. Examples of this could include:

- Additional compensation for performing hazardous duty or work involving physical hardship. An organizational HR policy would need to exist or be adopted to be able to apply Hazard Pay under the Personnel Line Item.
- Additional staff costs associated with providing home visits or administration for MIECHV programs, such as hiring costs or overtime pay.
- Additional staff costs associated with working from home, home office furnishing, internet costs, printer or printing costs.
- Efforts related to service expansion and family engagement and support, such as planning, hiring and onboarding additional staff, administrative and data supports, and other activities related to building staff and program capacity.

### Can we use ARPA funds to pay individuals while they are furloughed or assigned to non-Tribal MIECHV duties?

No, if Tribal MIECHV-funded staff are furloughed or reassigned to support non-Tribal MIECHV state, tribal, and/or local emergency response efforts, they may not continue to be paid with Tribal MIECHV funds, including ARPA funds. ARPA funds must be used to support approved Tribal MIECHV activities.

Approved Tribal MIECHV activities may include funding for staff salaries and benefits for staff performing work under the grant, including compensating staff to continue working who may otherwise be furloughed. However, ARPA award funding cannot be used to support salary costs for MIECHV-funded staff that is reassigned to non-MIECHV duties.

### Can we use ARPA funds to support staff in teleworking?

Yes, ARPA funds can be used for allowable costs to support staff performing grant duties in support of service delivery while teleworking.

### Can we hire new staff with this funding?

Yes. You may also consider hiring new staff to support the overall administration of your program and critical program activities that align with the requirements of the Tribal MIECHV program, including

program implementation, supervision, data collection and reporting, continuous quality improvement, and evaluation. Hiring additional staff would require consultation with your FPO and an update to the IP.

## Technology

### What are some examples of “technology”?

Funds may be used to acquire the necessary technological means for enrolled families to conduct and support virtual home visiting, and to address digital access and equity concerns.

Examples might include:

- Tablets, laptops, and cell phones to enable enrolled families and staff to participate in virtual home visits.
- Necessary auxiliary supplies, such as prepaid phone cards and/or data plans, chargers, mobile hot spots to support internet access, and program-specific software.

Am I able to use ARPA funds to purchase technology for staff who are performing activities under the grant, such as virtual home visits with enrolled families, virtual training of home visitors, or supporting the program in an administrative capacity?

Yes, ARPA funds may be used to purchase supplies necessary for the performance of program work, including technology

## Home Visitor Training

### What type of training is allowable using ARPA funds?

Funds may be used to develop, conduct, and evaluate the training of home visitors. Training topics might include:

- Conducting a virtual home visit.
- Emergency preparedness and response planning for families.
- Safely conducting intimate partner violence screenings.
- Safety and planning for families served to improve family outcomes in the MIECHV benchmark areas.
- Other training topics related to service delivery.

## Prepaid Grocery Cards

### What are some considerations for prepaid grocery card costs?

The use of prepaid grocery or grocery gift cards necessitate adequate policies and procedures to ensure extra precautions to safeguard the amounts and distribution and address the risk of theft. You must

follow your organizational policies, maintain effective internal controls (see [45 CFR §75.303](#)), and maintain appropriate records and cost documentation (see [45 CFR §75.302](#) and [45 CFR §75.361](#)). Prepaid grocery cards may not be used for unallowable purposes, such as for the purchase of alcoholic beverages ([45 CFR §75.423](#)). Prepaid grocery cards must only be provided to families enrolled in the MIECHV program.

A best practice for compliance with the use of prepaid grocery cards is to obtain a signed statement by the enrolled family acknowledging and agreeing to the purpose(s) of and restrictions on prepaid grocery card use. ACF does not require, nor does it encourage, recipients to collect further usage information (such as receipts) from enrolled families.

## Budgeting Questions

**After receiving ARPA supplemental funds, am I able to revise the budget in the last year of my grant?**

If you would like to revise your budget, you should follow procedures you would typically follow for your Tribal MIECHV grant. Promptly notify the FPO if revisions are needed to the approved budget. You are allowed to make changes to your budget, within 10% of re-programming authority of the total budget (not just the supplement amount), without prior approval. As a reminder, please consult with your FPO prior to *any* changes to the “travel” and/or “equipment” cost category in the approved budget per the Notice of Award (NOA), even if the change is within the 10% re-programming authority.

**Can we carry over the ARPA funds if they are not expended within the year?**

Yes. For IEG1 and DIG grantees, a carryover request is not required, as your Year 7 supplement will extend your current budget period until the end of the grant. For IEG2 grantees, you will need to submit a carryover budget request in Year 5.

**What will happen to the funds if I am not able to expend them completely within two years?**

Any funds remaining unobligated by the grantee at the end of the project period will be deobligated by ACF and used for other Tribal MIECHV program purposes.

**How will submission of this supplement amendment impact funding for Year 7 and Year 5 (NCC)?**

This supplement amendment application will not impact your funding or your application process to receive Year 7 funding for IEG1s and DIGs, and Year 5 funding for IEG2s.

## Reporting and Documentation

**Will I need to update my implementation plan, as part of the process to apply for ARPA supplemental funding?**

If you are proposing changes to program implementation, such as increasing service capacity and staffing, you will need to update your implementation plan. Your FPO will work you to update this plan

in detail, as needed, following the amendment submission. Please keep your FPO informed of any substantial program implementation changes you are proposing.

### How will I report the activities conducted via the ARPA supplements?

You will be asked to describe your activities associated with the ARPA supplements in the Annual Report to the Secretary, with the first report of these activities to be submitted by December 30, 2021. Below is what is proposed grantees will report. This information collection is currently under review by OMB.

In the table below, please report how/if you have used your supplemental ARPA funds in the areas listed. If you did not use ARPA funds for a particular area, you can answer no. For answers that are yes, please provide an update on how you have used these funds.

<b>How have the ARPA funds been used in the following areas identified by the legislation?</b>	<b>Yes/No</b>	<b>If you answered yes, please provide a description below how the funds were used in this area?</b>
<b>Serving families with home visits, whether in person or virtually</b>	Choose an item.	
<b>Staff costs associated with home visits (including hazard pay)</b>	Choose an item.	
<b>Training for home visitors on virtual home visits, emergency preparedness, and domestic violence</b>	Choose an item.	
<b>Helping enrolled families acquire technology needed to conduct a virtual home visit, including WiFi access or cell phone minutes</b>	Choose an item.	
<b>Providing emergency supplies to enrolled families, including formula, food, water, hand soap and sanitizer, and diapers and diapering supplies</b>	Choose an item.	
<b>Coordinating with and providing reimbursement to diaper banks when using them to provide emergency supplies</b>	Choose an item.	

Providing prepaid grocery cards to an eligible family	Choose an item.	
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### Are there any considerations to data reporting (Forms 1, Form 2, and Form 4) we need to take into account or begin thinking about now?

Receiving ARPA supplemental funding should not impact the performance measures you have already selected (Form 2), however, if you choose to expand your services or capacity, this should be reflected in Form 1, Form 2 and Form 4. We will provide more information, as needed, before annual reporting begins in October 2022.

## Guidance for Submission of the Supplement Amendment

### What should the cover letter include?

The cover letter should state your grant number, the amount of your ARPA supplement as well as list all of the documents that you are submitting as part of your application. It must be signed by the authorized official representative (AOR) and include telephone and email contact(s) for questions regarding your application.

### What is the project period?

The project period should be your current project period. IEG1 and DIG grantees should not add the 7<sup>th</sup> year at this point. IEG1s and DIGs will submit a supplement and extension and IEG2 grantees will submit an NCC this winter.

### How should the SF-424A budget information be completed?

In "Section A Budget Summary," record the total supplemental award. If you are using the SF-424A directly in GrantSolutions you will need to break it down by FY 22 in row 1 and FY 23 in row 2. If you are completing the SF-424A offline and uploading it into GrantSolutions you can continue putting the total supplemental award in row 1.

In "Section B Budget Categories," separate the budget for FY 2022 and FY 2023 into two columns and the form will automatically aggregate the amounts in the "Total" column.

"Section C - Non-Federal Resources" should be left blank

In "Section D Forecasted Cash Needs," include the quarterly projections for just the FY 2022 budget. If you plan to spend supplemental funds in September 2021 (the last month of FY 2021), include these funds with FY 2022 Quarter 1 projection in the "Quarter 1" column. FY 2023 should not be included in the forecast. If you are using the SF-424A directly in GrantSolutions you will need to put the full supplemental total estimates in for the forecast. If you are completing the SF-424A offline and uploading it you should continue to just put the quarterly budget projections for FY22.

In “Section E Budget Estimates of Federal Funds Needed for the Balance of the Project” IEG1 and DIG grantees should leave this section blank. IEG2 grantees should record FY 2023 total budget in this section.

Complete “Section F Other Budget Information” if you are applying an IDC rate.

**Are there specific instructions we should follow when preparing our line item budget and budget narrative?**

To allow for additional time to expend the supplement, grantees are able to budget for funds to be used for two budget periods (9/30/21-9/29/22 and 9/30/22-9/29/23). Accordingly, you should prepare your budget and budget narrative for two years, separating out the FY 2022 and FY 2023 budgets (for IEG2 grantees, you will need submit a carryover request to use funds for the second year; see the question on carryovers above). The below sample template may be helpful.

Budget	FY 2022	FY 2023	Total ARPA Funding
Personnel			
Line Item			
Line Item			
Total			
Fringe			
Line Item			
Line Item			
Total			
Travel			
Line item			
Line item			
Total			
Equipment			
Line item			
Line item			
Total			
Supplies			
Line item			
Line item			
Total			
Contractual			
Line item			
Line item			
Total			
Other			
Line item			
Line item			
Total			
Total Direct Charges			
Indirect Charges			
TOTALS			