

HRSA Maternal, Infant, and Early Childhood Home Visiting (MIECHV) Program

FY 2022 American Rescue Plan (ARP) Act

Award Instructions

Purpose

Section 9101 of the [American Rescue Plan Act of 2021 \(P.L. 117-2\)](#) (ARP), added new section 511A to title V of the Social Security Act (SSA), which included a supplemental appropriation of \$150,000,000, to remain available through September 30, 2022 to enable eligible entities to conduct Maternal, Infant, and Early Childhood Home Visiting (MIECHV) Programs in accordance with SSA section 511 and subsection 511A(c). These funds will enable you to address the needs of expectant parents and families with young children during the COVID-19 public health emergency. The purpose of the MIECHV Program is to support the delivery of coordinated and comprehensive high quality and voluntary early childhood home visiting services to eligible families.

The Health Resources and Services Administration (HRSA) issued ARP grant awards to current MIECHV Formula Award grant recipients to support activities directly related to the COVID-19 public health emergency response in alignment with allowable uses of funds as set forth in section 511A(c) (see below). HRSA intends for these funds to support home visiting activities that address immediate and ongoing needs of parents, children, and families related to the COVID-19 public health emergency, including to further support home visiting service delivery and the expansion of services to eligible families residing in communities identified in current statewide needs assessments previously submitted by recipients that are, have been, or are not yet served. HRSA encourages you to promote equity by allocating ARP funds to identified at-risk communities disproportionately impacted by COVID-19, including communities of color.

HRSA encourages you to continue to help slow and stop the spread of COVID-19 by promoting testing, contact tracing, and vaccine education and referral to vaccine administration sites, including to both the home visiting workforce and families served. For example, you can reinforce practices to prevent the spread of COVID-19 and provide information about the safety and effectiveness of vaccines among individuals and communities served.

Funding Summary

HRSA has issued approximately \$82 million in ARP awards through this funding opportunity to 56 current MIECHV grant recipients¹ to address the needs of expectant parents and families with young children during the COVID-19 public health emergency. You will be able to relinquish funds if you choose to decline part or all of your award; instructions on relinquishing funds are included in the Notice of

¹ Eligible entities are those entities that were conducting a MIECHV program under Section 511, as of the date of the enactment of the American Rescue Plan Act, 2021 (P.L. 117-2)

Award. HRSA distributed the MIECHV Program ARP awards among eligible entities based on the following formula approach:

- Need Funding – One-half of the grant allocation available under this funding opportunity was distributed based on publicly available data, regarding numbers of COVID-19 cases and children living in poverty.
 - Twenty-five percent of the award was distributed across states, the District of Columbia, and five territories based on the proportion of total U.S. COVID-19 cases as calculated by the Centers for Disease Control and Prevention (CDC) and available through the CDC COVID-19 Data Tracker², retrieved on August 18, 2021.
 - Twenty-five percent of the award was distributed across states based on the proportion of children under 5 years of age living in poverty in the United States as calculated by the Census Bureau’s Small Area Income and Poverty Estimates (SAIPE). SAIPE data from 2019 was used to the extent available, and these data may vary from previous year’s SAIPE data. The Puerto Rico Community Survey (PRCS) data was used as a proxy to determine child poverty data for Puerto Rico.
 - A \$200,000 minimum need-based award for recipients was applied.
- Base Funding – One-half of the grant allocation available under this funding opportunity was proportionally distributed based on each recipient’s base funding portion of the FY 2021 MIECHV Formula grant award ceiling amount.³

The period of performance for this award is December 1, 2021 – September 30, 2024.⁴

Eligibility

As specified in ARP, entities that are current MIECHV recipients as of the time of ARP’s enactment are eligible to receive ARP awards. ARP identifies additional eligibility requirements. Specifically, to be eligible to receive ARP awards:

- Recipients must establish modifications to contracts and other agreements with local implementing agencies (LIAs)/subrecipients as necessary to ensure that during the period of performance:
 - Funding or staffing levels of a funded LIA/subrecipient will not be reduced on account of reduced enrollment in the program.
 - Recipients will ensure coordination with local diaper banks when using funds to provide emergency supplies to eligible families, to the extent practicable.
- Recipients must reaffirm that, in conducting the program, the recipient will focus on priority populations.⁵

² CDC COVID Data Tracker, total case count accessed March 23, 2021: https://covid.cdc.gov/covid-data-tracker/#cases_totalcases. More information on how CDC collects COVID-19 case surveillance data can be found at [CDC’s COVID-19 FAQ webpage](#).

³ Note: Unlike the formula approach used to award annual MIECHV formula funds, guardrails and de-obligations have been excluded from the formula for the ARP awards.

⁴ See Social Security Act, Title V, § 511(j)(3)(A)

⁵ See Social Security Act, Title V, § 511(d)(4)

Uses of Funds

This award provides flexibility in how recipients may use the funding to respond to COVID-19 as needs evolve, so long as recipients use funds for the purposes identified in section 511A(c). ARP identifies seven categories of allowable uses of funding in this subsection. When developing your budget and work plan, recipients should focus on these allowable uses, including those activities that will support home visiting services, participants, and immediate and ongoing response to the COVID-19 public health emergency, as well as planning activities related to future service expansion. The seven categories of allowable uses of funding are:

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.⁶ This includes service expansion to new families and/or new at-risk communities, as identified in your current statewide needs assessment update.⁷⁸
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. Examples of this could include:
 - Compensation for performing hazardous duty or work involving physical hardship;
 - Purchase of personal protective equipment for staff;
 - Purchase of technology for staff;
 - Hiring costs, including incentive or overtime pay; and
 - Efforts related to service expansion and family engagement and support, such as planning, hiring and onboarding additional staff, administrative supports, and other activities related to building staff and program capacity.
3. **Home visitor training.** Funds may be used to develop, conduct, and evaluate training of home visitors who are employed by the recipient or subrecipient. Training topics might include:
 - Conducting a virtual home visit;
 - Emergency preparedness and response planning for families;
 - Safely conducting intimate partner violence screenings; and
 - Safety and planning for families served to improve family outcomes in the MIECHV benchmark areas.⁹
4. **Technology.** Acquire the necessary technological means for enrolled families as are needed to conduct and support their participation in the MIECHV program. Examples might include:

⁶ See Social Security Act, Title V, § 511(d)(3)(A)

⁷ See Social Security Act, Title V, § 511(b).

⁸ At-risk communities are defined in Social Security Act, Title V, § 511(b)(1)(A) as communities with concentrations of the following indicators: premature birth, low-birth weight infants, and infant mortality, including infant death due to neglect, or other indicators of at-risk prenatal, maternal, newborn, or child health; poverty; crime; domestic violence; high rates of high-school drop-outs; substance abuse; unemployment; or child maltreatment. Throughout these instructions, the terms “at-risk community” and “community” refer to communities with high concentrations of these indicators.

⁹ See Social Security Act, Title V, § 511(d)(2)(B)

- Making available tablets, laptops, and cell phones to enable enrolled families to participate in virtual home visits; and
 - Providing necessary auxiliary supplies and services, such as prepaid phone cards and/or data plans, chargers, mobile hot spots to support internet access, and program-specific software.
5. **Emergency supplies.** Provide emergency supplies to eligible families.¹⁰ If you choose to budget funds for family emergency supplies, you are required to coordinate with local diaper banks to the extent practicable.¹¹ Some examples of emergency supplies that may be provided to eligible families include:
- 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;
 - Infant formula;
 - Face masks and other personal protective equipment;
 - Food and water; and
 - Hand soap and hand sanitizer.
6. **Diaper bank coordination.** Provide enrolled families with emergency supplies from diaper banks, through reimbursement to, or purchase from, diaper banks when feasible.
7. **Prepaid grocery cards.** Provide prepaid grocery cards to an eligible family participating in the MIECHV Program for the purpose of meeting the emergency needs of the family.

Required Supporting Documents

As stated in your Notice of Award, submit the following information via the HRSA Electronic Handbooks (EHBs) within 60 days of the award release date. Your submission must not exceed 10 pages (Budget narrative, SF-424A budget form, and work plan timeline are excluded from the 10 page limit).

1. Project Narrative

- a. **Assurances.** To affirm eligibility for ARP awards, provide the following assurances:
- **No reduction in funding or staffing** - Provide a statement of assurance that funding and/or staffing levels of a funded LIA/subrecipient will not be reduced on account of reduced enrollment in the program.
 - **Diaper bank coordination** - Provide a statement of assurance that if using the ARP award to provide emergency supplies to families, LIAs/subrecipients will coordinate with local diaper banks to the extent practicable.
 - If LIA/subrecipient coordination with local diaper banks is not feasible, describe the barriers to this coordination. (e.g., if there are no local diaper banks that serve certain at-risk communities).

¹⁰ See Social Security Act, Title V, § 511(k)(2)

¹¹ Diaper banks typically provide diapers and diapering supplies, training pants, period supplies, and adult incontinence supplies.

- **Priority populations** - Provide a statement of assurance that all funded activities will focus on MIECHV priority populations.¹²

b. Activity Overview.

- Provide a clear description of COVID-19 related needs in communities identified as at-risk, and how funds will be used to respond to those needs. In your description, please include information about the impact of COVID-19 on individuals and communities.
- For each of the seven categories of allowable activities¹³ for which use of funds is proposed, provide a brief narrative describing how, as applicable, ARP award funding will be used to:
 - Support activities to advance COVID-19 response efforts;
 - Support the home visiting workforce;
 - Promote equity; and/or
 - Benefit families served by the MIECHV Program.
 - If no funds are proposed to be used for one or more of the seven categories, provide a statement to that effect.
- Provide a list of the at-risk communities, as identified in the most recent approved statewide needs assessment update that will be served with ARP award funding across any of the allowable uses of funds.
 - Describe how funds will be allocated to serve those at-risk communities disproportionately impacted by COVID-19, including communities of color.
- If ARP award funds will be used for service delivery, describe:
 - Eligible evidence-based models and promising approaches that will be supported with ARP funds;
 - New at-risk communities to be served, if applicable;
 - Any specific target population group(s) or areas to be served within currently served communities, or plans to expand services of current LIAs/subrecipients, if applicable;
 - Total proposed caseload of MIECHV family slots (see Appendix D of [HRSA-21-050](#) for a definition of caseload of MIECHV family slots) to be served with these funds (i.e., slots in addition to those proposed in your MIECHV FY 2021 formula application) for each federal fiscal year within the period of performance; and
 - A plan that outlines how ARP-funded services will be sustained or a plan for the transition or natural attrition of families from services should sustaining services beyond the ARP performance period not be possible.
- Provide a work plan timeline that includes a list of key activities, anticipated outputs, and identifies responsible staff and timelines for completion. (Optional template attached.)

¹³ The seven categories of allowable activities are 1) Service delivery, 2) Hazard pay or other staff costs, 3) Home visitor training, 4) Technology, 5) Emergency supplies, 6) Diaper bank coordination, and 7) Prepaid grocery cards.

- Describe activities proposed through LIAs/subrecipients, and how these activities were determined based on COVID-19 related needs.

NOTE: HRSA acknowledges that plans to use ARP awards may change over time in response to changing circumstances. Re-budgeting is allowable as long as the revised budget complies with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards (45 CFR part 75) available at <http://www.ecfr.gov/cgi-bin/text-idx?node=pt45.1.75>, and proposed uses of funds continue to support in-scope COVID-19-related activities, consistent with the terms and conditions of the award.

- 2. Budget Form.** Provide an SF-424A budget form that includes only the ARP award funds, not to exceed the amount on the Notice of Award. This award amount must be tracked separately from any other MIECHV Program grant funds or other awards issued to your organization.
- 3. Budget Narrative.**
 - a. Provide a budget narrative that clearly details costs for each federal object class category. The budget narrative must describe how each line item will support COVID-19 response efforts and provide calculations for how each cost is derived. Line-item information must equate to and explain the costs entered in the SF-424A.
 - b. Provide a table in your budget narrative that clearly states the amount of funds allocated across the seven allowable uses of funds, including any funds distributed through contracts or subawards.
 - c. The budget narrative should clearly state if you plan to relinquish part of this award.
 - d. Personnel includes, at a minimum, the project director, primarily responsible for the oversight and/or the project coordinator, primarily responsible for the day-to-day management of the proposed program. For staff to be supported by ARP funds, please include the following:
 - The full name of each staff member (or indicate a vacancy);
 - Position title with description of role and responsibilities;
 - Percentage of full-time equivalency dedicated to the ARP Program;
 - Annual/base salary;
 - Federal amount requested; and
 - If in-kind, indicate percent of effort and funding source(s).

Program Requirements and Funding Restrictions

As per HRSA's Standard Terms, ARP awards are subject to all applicable MIECHV Program requirements. Refer to [HRSA-21-050](#), the FY 2021 MIECHV Formula Notice of Funding Opportunity, for more information on HRSA's MIECHV Program expectations and requirements.

Accessibility Provisions and Non-Discrimination Requirements

Federal funding recipients must comply with applicable federal civil rights laws. HRSA supports its recipients in preventing discrimination, reducing barriers to care, and promoting health equity. Non-discrimination legal requirements for recipients of HRSA federal financial assistance are available at the following address: <https://www.hrsa.gov/about/organization/bureaus/ocrdi#non-discrimination>. For more information on recipient civil rights obligations, visit the HRSA Office of Civil Rights, Diversity, and Inclusion [website](#).

Executive Order on Worker Organizing and Empowerment

Pursuant to the Executive Order on Worker Organizing and Empowerment, HRSA strongly encourages applicants to support worker organizing and collective bargaining and to promote equality of bargaining power between employers and employees. This may include the development of policies and practices that could be used to promote worker power. Applicants can describe their plans and specific activities to promote this activity in the application narrative.

Performance Reporting and Monitoring

To support monitoring of the ARP awards, recipients are required to submit quarterly reports on the activities funded through this award, such as the number of families served; the types and amounts of emergency supplies, technology, prepaid grocery cards purchased; coordination with diaper banks; hazard pay and other staff costs; etc.

Further, activities funded through ARP awards are subject to typical MIECHV annual and quarterly performance reporting requirements. Recipients will provide demographic, service utilization, select performance indicators, and systems outcomes measures that represent activities occurring during the respective reporting periods into the Home Visiting Information System (HVIS) accessed through the EHBs. Refer to [HRSA-21-050](#) and the [MIECHV Data, Evaluation, and Continuous Quality Improvement technical assistance website](#) for additional information about performance reporting requirements.

Technical Assistance

Questions regarding your ARP award should be submitted via email to your assigned HRSA Project Officer or Grants Management Specialist.

HRSA has scheduled the following technical assistance webinar:

Day and Date: Thursday, December 16, 2021

Time: 3-4 pm ET

Call-in number and registration for this webinar will be available here: <https://mchb.hrsa.gov/maternal-child-health-initiatives/home-visiting/miechv-program-ta>

HRSA will record the webinar and archive the recording on the same webpage.