

REQUEST FOR APPLICATION

Application Guidelines

Abbreviated Program Guidelines

2019-2020 Texas Education for Homeless Children and Youth (TEHCY)-Continuation

Authorized by McKinney-Vento Homeless Assistance Act, Subtitle VII-B, reauthorized by Title IX, Part A, of the Every Student Succeeds Act (ESSA) (42 U.S.C. 11431 et seq.)

Application Closing Date—5:00 p.m., Central Time
May 21, 2019

TEXAS EDUCATION AGENCY

**Department of Special Populations
Highly Mobile and At-Risk Student Programs Division
1701 North Congress Avenue
Austin, Texas 78701**

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Introduction to the Program Guidelines

TEA, as the pass-through entity¹, is the grantee² from the US Department of Education (USDE) and TEA awards subgrants to non-federal entities³ such as local educational agencies (LEAs), including school districts, charter schools, and education service centers, and to a lesser degree institutions of higher education (IHEs), and nonprofit organizations (NPOs) who are the agency's subgrantees⁴. These guidelines apply to all subgrantees of TEA, regardless of whether referenced herein as subgrantee or grantee. For purposes of this document, TEA may use the terms grantee and subgrantee synonymously for its subrecipients.

This part of the request for application (RFA), Program Guidelines, is to be used in conjunction with the [General and Fiscal Guidelines](#) and any application instructions. The Standard Application System (SAS) consists of Application Part 1 (PDF – narrative schedules) and Application Part 2 (Excel - budget schedules) to be completed in order for the applicant to be eligible for funding.

For applicants selected for funding, all guidelines and instructions will be incorporated by reference into the Notice of Grant Award (NOGA).

Reference to the General and Fiscal Guidelines

The Program Guidelines provide information specifically relevant to this grant program. The [General and Fiscal Guidelines](#) provide information relevant to all TEA grant programs. Throughout the Program Guidelines, cross-references are given to applicable sections of the [General and Fiscal Guidelines](#). It is critical that you review all referenced sections of the [General and Fiscal Guidelines](#) when preparing your application.

¹ Pass-through entity is defined as a non-Federal entity that provides a subaward to a subrecipient to carry out part of a federal program. (2 CFR 200.74)

² Grantee is defined as the legal entity to which a grant is awarded and that is accountable to the federal government for the use of the funds provided. The term “grantee” does not include any secondary recipients, such as subgrantees and contractors that may receive funds from a grantee. (34 CFR 77)

³ Non-federal entity is defined as a state, local government, Indian tribe, institution of higher education, or nonprofit organization that carries out a federal award as a recipient or subrecipient. (2 CFR 200.69)

⁴ Subgrantee is defined by TEA to be the same as a subrecipient which is defined as a non-federal entity that receives a subaward from a pass-through entity to carry out part of a federal program; but does not include an individual that is a beneficiary of such program. (2 CFR 200.93) Subgrantee is defined in 34 CFR 77 as the legal entity to which a subgrant is awarded and that is accountable to the grantee for the use of the funds provided.

Contacts for Clarifying Information

Program Contact

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Highly Mobile and At-Risk Student Programs Division
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Funding Contact

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US Department of Education and/or State Appropriations

The following is provided in compliance with the US Department of Education Appropriations Act:

Category	Amount
Total funds available for this project	Approximately \$6,624,314
Percentage to be financed with federal funds	100%
Amount of federal funds	Approximately \$6,624,314
Percentage to be financed from nonfederal sources	0%
Amount of nonfederal funds	\$0

Grant Timeline

For all dates related to the grant, including reporting dates, see the [TEA Grant Opportunities](#) page. If a report due date falls on a weekend or holiday, the report will be due the following business day. All dates except the grant ending date may vary slightly as conditions require.

Program Elements

This section provides detailed information about the grant program.

Program Purpose, Goals, and Objectives

The purpose of the McKinney-Vento Homeless Education Assistance Act is to identify and remove barriers for children and youth experiencing homelessness and ensure that students in these circumstances have equitable access to all available supports, resources and meet the same challenging state academic standards established for all students. One key component of the Act requires the administration and implementation of a sub-grant program.

The 2019–2020 Texas Education for Homeless Children and Youth (TEHCY) grant program will facilitate the identification, enrollment, attendance and academic success of homeless children and youth by removing barriers and promote school stability for students experiencing homelessness. Individual subgrant awards will provide subgrantees with additional capacity to serve homeless students.

Shared Services Arrangement

See the [General and Fiscal Guidelines](#), Shared Services Arrangements.

Shared services arrangements (SSAs) are allowed.

Cost Share or Matching Requirement

See the [General and Fiscal Guidelines](#), Cost Share/Match Requirement.

There is no cost share or matching requirement for this grant program.

Supplement, Not Supplant

For supplement, not supplant guidance, see the Supplement, Not Supplant Handbook on the Grants Administration Division's [Administering a Grant](#) page.

The supplement, not supplant provision does apply to this grant program.

Limitation of Administrative Funds

See the [General and Fiscal Guidelines](#), Administrative Costs.

TEA limits the amount of funds that may be budgeted to administer the program to no more than 8% of the total grant awarded.

NOTE: Administrative funds include **both** direct administrative costs **and** allowable indirect costs.

Indirect Costs

The grantee may claim a maximum for indirect costs equal to their current approved restricted indirect cost rate for this federally funded grant.

Use the Maximum Indirect Costs Worksheet, posted on the Federal Fiscal Compliance and Reporting Division's [Indirect Cost Rates](#) page, to calculate the maximum indirect costs that can be claimed for a grant.

Pre-Award Costs

See the [General and Fiscal Guidelines](#), Pre-Award Costs.

Pre-award costs are not permitted for this grant.

Application Requirements and Assurances

This section identifies the two types of requirements in which applicants must comply to be eligible for funding:

- Statutory requirements (requirements defined in the authorizing statute)
- TEA program requirements (requirements defined by TEA program staff)

Statutory Requirements

See the [General and Fiscal Guidelines](#), Statutory Requirements.

Per Section 22.0834 of the Texas Education Code (TEC), any person offered employment by any entity that contracts with TEA or receives grant funds administered by TEA (i.e., a grantee or subgrantee) is subject to the fingerprinting requirement. TEA is prohibited from awarding grant funds to any entity, including nonprofit organizations, that fails to comply with this requirement. For details, refer to the [General and Fiscal Guidelines](#), Fingerprinting Requirement.

The following requirements are defined in the statute that authorizes this program. The applicant must comply with each of these requirements in the application to be considered for funding:

1. A description of services and programs that the subgrantee will provide to address the identified needs.
2. A description of the extent to which:
 - a. the application reflects coordination with other local and state agencies that serve homeless children and unaccompanied youth;
 - b. the proposed use of funds will facilitate the identification, enrollment, and educational success of homeless children and unaccompanied youth;
 - c. the extent to which the applicant will promote the meaningful involvements of parents or guardians of homeless children and youth in the education of their children; and
 - d. the extent to which homeless children and unaccompanied youth will be integrated into the regular education program.

3. Identify the types, intensity, and coordination of services to be provided in coordination with Title I, Part A reservations and set-asides, including:
 - a. the process for the development and preparation of the LEA’s plan for coordinating services for eligible homeless children and unaccompanied youth using Title I, Part A reservations and set-asides. Include the actual set-aside for 2018–2019 and the planned set-aside for 2019-2020, and
 - b. how the LEA determines its reservation or set-aside amount, how the LEA assists staff in understanding the LEA’s policy or procedure to support homeless students using these funds, and how the LEA addresses the needs of homeless students in the Campus Improvement Plan.
4. Identify the current policies and procedures that the LEA will implement to ensure that its activities will not isolate or stigmatize homeless children and unaccompanied youth.

TEA Program Requirements

See the [General and Fiscal Guidelines](#), TEA Program Requirements.

In addition to the statutory requirements, TEA has established the following program requirements. The applicant must comply with each of these requirements in the application to be considered for funding:

1. A description of the process or procedures that are utilized to identify and/or enroll homeless students and unaccompanied youth who:
 - a. are entering and/or returning to their schools from summer or holiday break,
 - b. become homeless after the school year has started,
 - c. are not currently enrolled or attending school, and
 - d. are eligible for early childhood and/or prekindergarten programs.
2. A description of trainings and professional development that are in place to assist with the identification, enrollment, and increased capacity to respond to the specific educational needs of homeless children and unaccompanied youth, including:
 - a. administrative, instructional, and support staff; and
 - b. service providers or community collaborators.
3. A description of how early interventions and ongoing progress monitoring will be implemented to address the academic needs of homeless children and youth including, but not limited to:
 - a. 4-year cohort graduation rate,
 - b. graduation rate of all homeless students (e.g. current cohort, continuers and early graduates),
 - c. college and career readiness programs and support services,

- d. attendance and truancy interventions,
 - e. promotion,
 - f. collaboration and coordination of services for homeless students who have been identified and are receiving other special programs services (e. g. Special Education, Bilingual/ESL Education, Career and Technical and Gifted and Talented),
 - g. discipline interventions, and
 - h. advanced placement and dual credit course work;
4. A description of the procedures in place to review, monitor and implement academic support services to ensure secondary homeless students are on track for grade-level promotion, graduation, and college and career readiness such as:
- a. transcript review for appropriate full or partial credit,
 - b. credit recovery or credit repairs services,
 - c. attendance and truancy interventions,
 - d. discipline interventions,
 - e. assessment interventions and scores,
 - f. graduation plan, and
 - g. post-secondary transition plan.

Program-Specific Assurances

See the [General and Fiscal Guidelines](#), Provisions and Assurances.

The program-specific assurances for this grant program are listed in the Application Part 1.

Allowable Activities and Use of Funds

See the [Administering a Grant](#) page for general guidance on allowable activities and use of funds.

Allowable activities and use of funds for this grant may include but are not limited to the following:

- Field trips may be funded under the grant program. Only the following types of field trips are allowable:
 - Any field trip must be academic in nature and align with grade appropriate TEKS.

Field Trips will require a written justification form to be maintained locally and made available to TEA upon request. To access the Field Trips Justification form, refer to the [Administering a Grant](#) page.

- Out-of-state travel costs are allowable. Out-of-state travel costs should be minimal. Travel costs are allowable as long as the expenses for transportation, lodging, subsistence, and related items

are only incurred by employees on official business of the grantee and follow the grantee's regular business operations and written travel policy.

Out-of-state travel will require a written justification form to be maintained locally and made available to TEA upon request. To access the Out of State Travel Justification form, refer to the [Administering a Grant](#) page.

- Tutoring, supplemental instruction, and enriched educational services that are linked to the achievement of the same challenging State academic standards as the State establishes for other children and youths.
- Expedited evaluations of the strengths and needs of homeless children and youths, including needs and eligibility for programs and services (such as educational programs for gifted and talented students, children with disabilities, and English learners, services provided under Title I of the Elementary and Secondary Education Act of 1965 or similar State or local programs, programs in career and technical education, and school nutrition programs).
- Professional development and other activities for educators and specialized instructional support personnel that are designed to heighten the understanding and sensitivity of such personnel to the needs of homeless children and youths, the rights of such children and youths under this subtitle, and the specific educational needs of runaway and homeless youths.
- Referral services to homeless children and youths for medical, dental, mental, and other health services.
- Assistance to defray the excess cost of transportation for students under section 722(g)(4)(A), not otherwise provided through Federal, State, or local funding, where necessary to enable students to attend the school selected under section 722(g)(3).
- Developmentally appropriate early childhood education programs, not otherwise provided through Federal, State, or local funding, for preschool-aged homeless children.
- Services and assistance to attract, engage, and retain homeless children and youths, particularly homeless children and youths who are not enrolled in school, in public school programs and services provided to non-homeless children and youths.
- Before-and after-school, mentoring, and summer programs in which a teacher or other qualified individual provides tutoring, homework assistance, and supervision of educational activities.
- Payment of fees and other costs associated with tracking, obtaining, and transferring records necessary to enroll homeless children and youths in school, including birth certificates, immunization or other required health records, academic records, guardianship records, and evaluations for special programs or services.
- Education and training to the parents and guardians of homeless children and youths about the rights of, and resources available to, such children and youths, and other activities designed to increase the meaningful involvement of parents and guardians of homeless children and youths in the education of such children and youths.
- Coordination between schools and agencies providing services to homeless children and youths, as described in section 722(g)(5).
- Specialized instructional support services (including violence prevention counseling) and referrals for such services.
- Programs addressing the particular needs of homeless children and youths that may arise from domestic violence and parental mental health or substance abuse problems.

- Providing supplies to non-school facilities made available under subsection (a)(2) to provide services under this subsection.
- Providing school supplies, including those supplies to be distributed at shelters or temporary housing facilities, or other appropriate locations.
- Providing extraordinary or emergency assistance needed to enable homeless children and youths to attend school and participate fully in school activities.

Unallowable Activities and Use of Funds

In general, refer to the Budgeting Cost Guidance Handbook on the [Administering a Grant](#) page for unallowable costs.

In addition, unallowable activities and use of funds for this grant may include but are not limited to the following:

- Advisory council
- Cost of membership in any civic or community organization
- Travel costs for officials such as executive director, superintendent, or board members
- Hosting or sponsoring of conferences
- Stipends for non-employees other than those included in 6419
- Debt service (lease-purchase)
- Payment for housing costs (e.g. payments for an apartment, duplex, home, hotels, etc.)
- Payment for security deposits (e.g. rental or utility deposits)
- Payment for gift cards
- Payment for household items (e.g., mattresses, bedding, linens, appliances, etc.)
- Payment for childcare
- Excess cost for School of Origin transportation is limited to approximately thirty-five percent (35%) of the annual grant budget

Performance Measures

The applicant agrees to collect data and report on the following mandatory performance measures:

1. Number of identified homeless students (Mid-Year and Year-End report)
2. Attendance rates for homeless students (Mid-Year and Year-End report)
3. Promotion rates for homeless students (Year-End report)
4. Four Year Cohort Graduation rates for homeless students (Year-End report)
5. State assessment scores for homeless students (Year End Report)

Federal Grant Requirements

Equitable Access and Participation

See the [General and Fiscal Guidelines](#), Equitable Access and Participation.

This requirement does apply to this federally funded grant program.

Private Nonprofit School Participation

See the [General and Fiscal Guidelines](#), Private Nonprofit School Participation.

This requirement does not apply to this federally funded grant program.

Maintenance of Effort

See the [General and Fiscal Guidelines](#), Maintenance of Effort.

This requirement does not apply to this federally funded grant program.

Attachments

Attach this program guidelines document to the SAS. These program guidelines are incorporated by reference into the approved SAS and the NOGA.

See the following sections of the [General and Fiscal Guidelines](#):

- Required Fiscal-Related Attachments
- Required Program-Related Attachments

This section describes the two types of attachments that may be required to be submitted with the application: fiscal-related attachments and program-related attachments.

Required Fiscal-Related Attachments

See the [General and Fiscal Guidelines](#), Required Fiscal-Related Attachments, for a general description of fiscal-related documents that can be required as attachments to the application.

Required Program-Related Attachments

See the [General and Fiscal Guidelines](#), Required Program-Related Attachments, for a general description of fiscal-related documents that can be required as attachments to the application.

No program-related attachments are required for this grant program.