



# 2021-2022 Texas Education for Homeless Children and Youth

## Competitive Grant Application: Due 11:59 p.m. CT, May 18, 2021

NOGA ID

Application stamp-in date and time

TEA will only accept grant application documents by email, including competitive grant applications and amendments. Submit grant applications and amendments as follows:

Competitive grant applications and amendments to [competitivegrants@tea.texas.gov](mailto:competitivegrants@tea.texas.gov)

**Authorizing legislation:**

**Grant period:**  **Pre-award costs:**

**Required attachments:**

### Amendment Number

Amendment number (For amendments only; enter N/A when completing this form to apply for grant funds):

### 1. Applicant Information

Name of organization

Campus name  CDN  Vendor ID  ESC  DUNS

Address  City  ZIP  Phone

Primary Contact  Email  Phone

Secondary Contact  Email  Phone

### 2. Certification and Incorporation

I understand that this application constitutes an offer and, if accepted by TEA or renegotiated to acceptance, will form a binding agreement. I hereby certify that the information contained in this application is, to the best of my knowledge, correct and that the organization named above has authorized me as its representative to obligate this organization in a legally binding contractual agreement. I certify that any ensuing program and activity will be conducted in accordance and compliance with all applicable federal and state laws and regulations.

I further certify my acceptance of the requirements conveyed in the following portions of the grant application, as applicable, and that these documents are incorporated by reference as part of the grant application and Notice of Grant Award (NOGA):

- Grant application, guidelines, and instructions
- Debarment and Suspension Certification
- General Provisions and Assurances
- Lobbying Certification
- Application-Specific Provisions and Assurances
- ESSA Provisions and Assurances requirements

Authorized Official Name  Title  Email

Phone  Signature  Date

Grant Writer Name  Signature  Date

Grant writer is an employee of the applicant organization.  Grant writer is not an employee of the applicant organization.

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**3. Shared Services Arrangements**

Shared services arrangements (SSAs) are permitted for this grant.  
**Check the box below if applying as fiscal agent. See Program Guidelines for SSA limitations for this grant.**

The LEA or ESC submitting this application is the fiscal agent of a planned SSA. All participating agencies will enter into a written SSA agreement describing the fiscal agent and SSA member responsibilities.

**4. Identify/Address Needs**

List up to three quantifiable needs, as identified in your needs assessment, that these program funds will address. Describe your plan for addressing each need.

Quantifiable Need	Plan for Addressing Need
School of Origin/Homeless Transportation	School of Origin Transportation will be funded through grant funding and Title IA set aside.
Tutorials	After school tutorials and Saturday school will be provided for students
Counseling	Counseling will be provided by the District Counselor as well as the Campus counselors.

**5. SMART Goal**

Describe the summative SMART goal you have identified for this program (a goal that is Specific, Measurable, Achievable, Relevant, and Timely), either related to student outcome or consistent with the purpose of the grant.

Hitchcock ISD will strive for a 100% graduation rate of its 2021-2022 senior McKinney Vento students.

**6. Measurable Progress**

Identify the benchmarks that you will use at the end of the first three grant quarters to measure progress toward meeting the process and implementation goals defined for the grant.

**First-Quarter Benchmark**

Attendance and grades will be looked at by the campus counselor and Homeless Liaison every grading period.. If tutorials are needed then it will be offered. The counselor will work with the student on any issues related to attendance. The counselor will also review the transcripts and will ensure students are enrolled in classes that are needed to graduate.

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**8. Measurable Progress (Cont.)**

**Second-Quarter Benchmark**

Checks on attendance and grades will be made every grading period. Progress towards graduation will be discussed with the student. If additional help is needed it will be provided.

**Third-Quarter Benchmark**

100% of Senior McKinney Vento students will graduate.

**7. Project Evaluation and Modification**

Describe how you will use project evaluation data to determine when and how to modify your program. If your benchmarks or summative SMART goals do not show progress, describe how you will use evaluation data to modify your program for sustainability.

District stakeholders will meet quarterly and decide if the program needs modification and what modifications need to be made. District stakeholders will ensure that modifications are made to ensure meeting of SMART goal.

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**8. Statutory/Program Assurances**

The following assurances apply to this grant program. In order to meet the requirements of the grant, the grantee must comply with these assurances.

Check each of the following boxes to indicate your compliance.

- 1. The applicant provides assurance that program funds will supplement (increase the level of service), and not supplant (replace) state mandates, State Board of Education rules, and activities previously conducted with state or local funds. The applicant provides assurance that state or local funds may not be decreased or diverted for other purposes merely because of the availability of these funds. The applicant provides assurance that program services and activities to be funded from this grant will be supplementary to existing services and activities and will not be used for any services or activities required by state law, State Board of Education rules, or local policy.
- 2. The applicant provides assurance that the application does not contain any information that would be protected by the Family Educational Rights and Privacy Act (FERPA) from general release to the public.
- 3. The applicant provides assurance that they accept and will comply with Every Student Succeeds Act Provisions and Assurances requirements
- 4. The applicant provides assurance to adhere to all the Statutory and TEA Program requirements as noted in the 2021-2022 Texas Education for Homeless Children and Youth Program Guidelines.
- 5. The applicant provides assurance to adhere to all the Performance Measures, as noted in the 2021-2022 Texas Education for Homeless Children and Youth Program Guidelines, and shall provide to TEA, upon request, any performance data necessary to assess the success of the program.
- 6. The applicant assures that any Electronic Information Resources (EIR) produced as part of this agreement will comply with the State of Texas Accessibility requirements as specified in 1 TAC 206, 1 TAC Chapter 213, Federal Section 508 standards, and the WCAG 2.0 AA Accessibility Guidelines.
- 7. The applicant provides assurance that all data requests from TEA and any entity acting on the behalf of TEA are accurately and promptly reported.
- 8. The applicant provides assurance that performance evaluation reports are submitted for each year grant funds are received.
- 9. The applicant provides assurance that fiscal monitoring reports are submitted for each year grant funds are received.
- 10. The applicant provides assurance that the use of subgrant funds will comply with section 11432(g)(3) through (7) of the McKinney-Vento Homeless Assistance Act.
- 11. The applicant provides assurance that all homeless children and unaccompanied youth have equal access to the same free, appropriate public education, including public prekindergarten programs in accordance with TEC 29.153, as provided to other children and youth.
- 12. The applicant provides assurance that it will review and revise any policies that may act as barriers to the identification, enrollment, and retention of homeless children and unaccompanied youth; including policies related to outstanding fees, fines, absences, proof of residency, immunizations, birth certificates, guardianships, school records, transportation and other documentation.

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**8. Statutory/Program Assurances (Cont.)**

13. The applicant provides assurance that it will provide access to educational and other services needed for homeless children and unaccompanied youth, to ensure that such children and youth have an opportunity to meet the same challenging state academic standards to which all students are held.

14. The applicant provides assurance that all homeless children and unaccompanied youth receive prompt and appropriate placement in programs such as: Special Education, Career and Technical Education, Gifted and Talented, and English Learner.

15. The applicant provides assurance that it will collaborate with district stakeholders to implement and monitor early warning academic interventions, to ensure on time promotion and graduation for homeless children and unaccompanied youth.

16. The applicant provides assurance that collaboration will occur with the McKinney-Vento Liaison and district stakeholders for proper identification and coding of homeless children and unaccompanied youth.

17. The applicant provides assurance that services provided by grant funds will not replace regular academic programs.

18. The applicant provides assurance that all identified and enrolled are accurately reported in Texas Student Data System (TSDS) Public Education Information Management System (PEIMS) in a timely manner.

20. The applicant provides assurance that all homeless children and unaccompanied youth receive free meals and transportation to the school of origin, when requested by the parent, guardian, or unaccompanied youth, if it is deemed in the best interest of the student.

21. The applicant provides assurance that it will remove barriers to accessing academic and extracurricular activities, including magnet school, summer school, career and technical education, advanced placement, online learning, and charter school programs.

22. The applicant provides assurance that at least one person affiliated with the management of this grant will attend required trainings

23. The applicant provides assurance to submit a detailed report that includes all grant activities and usage of funds for the 2021-2022 Texas Education for Homeless Children and Youth (TEHCY) grant.

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**9. Statutory Requirements**

1. Provide a description of the proposed grant activities, programs, and services. This description should include how they address the identified needs and promote equitable access to program services needed to improve academic outcomes for homeless children and unaccompanied youth. Include the resources, strategies and/or systems that will be implemented to support target goals and outcomes, document progress and milestones, and observable results of the proposed grant activities, programs, and services. **(\*Complete the attached TEHCY Grant Activity Chart, see the Program Guidelines for further guidance on completing the attachment)**

Hitchcock ISD will monitor grades, attendance and credits of students to ensure they are on track to graduate with their class. After school tutorials and Saturday school will be provided for all students. Grades will be monitored to verify students in need of these services. The observable results will be students grades improving and students on track to graduate. School of origin transportation will be provided to ensure school attendance for those students identified as McKinney Vento eligible for this service. Records will be kept of transportation provided.

2. Provide a description of the extent to which: A) The application reflects coordination/collaboration with other local and state agencies that serve homeless children and unaccompanied youth. Include a list of agency, community, and LEA collaborators and a brief description of the proposed coactivities that will support implementation of the proposed grant activities, programs, and services; B) the proposed use of funds will facilitate the enrollment, identification, and educational outcomes 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.

Hitchcock ISD will coordinate/collaborate with Hitchcock Family Welfare, HIS Ministries, Bulldog Pantry, Hitchcock Education Foundation and Hitchcock ISD Transportation Department.  
 Hitchcock Family Welfare will support students by helping to provide clothing and help with utilities.  
 HIS Ministries will support students by assisting with clothing, food and utilities.  
 The Bulldog Pantry program will provide a bag of food on Fridays so students will not be in need on the weekend.  
 Hitchcock Education Foundation will help provide district stated needs for all students.  
 Hitchcock ISD Transportation Department provides school of origin transportation for those identified students.  
 All new and returning students must complete a registration packet for enrollment in the District. Included in this packet is a required form, the SRQ. This form is looked at by the campus registrar and follows a flow chart to determine if the child will be identified as homeless. If criteria is met the SRQ is forwarded to the Liaison to review and contact the parents/guardians to complete the process. At this time parents/guardians are informed of all programs available to the students. No child is discriminated against, no distinction is made between homeless and non-homeless children. All homeless children are enrolled in all classes alongside non-homeless children. Children who attend tutoring are from all backgrounds, no distinction is made.

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**9. Statutory Requirements (Cont.)**

3. Identify the types, intensity, and coordination of services to be provided in coordination with Title I, Part A, Homeless Reservations including: A) The process to review and develop the LEA's plan for coordinating services to support eligible homeless children and unaccompanied youth using Title I, Part A Homeless Reservations. Include the actual reservation for 2019 -2020 and the planned reservation for 2020 -2021 (**Complete the attached Title I, Part A and McKinney-Vento Program Coordination Chart**), and B) How the LEA determine its reservation amount for services to support homeless children and unaccompanied youth. Include how the LEA assists staff in understanding the LEA's policy or procedure to support homeless children and unaccompanied youth on all campuses regardless of the Title I status, use of these funds, and how the LEA addresses the needs of homeless children and youth in their district or campus improvement plan.

Hitchcock ISD has determined that setting aside between .075% and 1% of its Title IA funds is reasonable and necessary for program goals to be achieved. This set aside is used in conjunction with TEHCY funds to pay for School of Origin transportation. For the 19-20 school year the set aside was for \$4,000 and for the 20-21 school year the set aside was for \$5,000.

Training is held at least yearly with staff on ways to support homeless students using these funds.

All student needs are addressed in the Campus Improvement Plans and the District Improvement Plan.

4. Provide a description of established LEA processes to develop, review and revise current LEA policies and procedures to ensure that its proposed grant activities, programs, and services will not isolate or stigmatize homeless children and unaccompanied youth. (**Complete the attached McKinney-Vento Policies and Procedures Chart**)

Hitchcock ISD does not discriminate nor does it single out students. All students are offered the same opportunities of a well rounded education. Any activities offered such as tutoring are offered to all students.

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**9. Program Requirements**

**Note to Applicants: Refer to the TEHCY Program Implementation Levels of Service and Support when addressing the four program requirements listed below.**

1. Provide a description of the process and procedures that are utilized to enroll, identify, and provide all three levels of TEHCY program services and support for homeless children and unaccompanied youth who are: A) Entering and/or returning to their schools from summer or holiday break, B) Experiencing homelessness 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.

Hitchcock ISD policy is that all new and returning students complete a registration packet for their particular campus. Within this packet is an SRQ. After the form is received the campus registrars follow a flow chart to identify if the child is homeless. SRQ's that meet at least on the the criteria are pulled and the Liaison reviews the form. The Liaison then talks to the parents/guardians and explains the program to them. The Liaison codes the student in the District SIS. Parents are required to notify the school when they change their address during the school year. Teachers, counselors and nurses will also report any information a student may have shared about their living situation. The liaison works closely with local churches, the police department and community organizations to identify potential homeless students not enrolled in school. The district has a Head Start Program within its boundaries for early identification of homeless students.

2. Provide a description of the annual McKinney-Vento professional development plan that is currently in place to increase awareness, support enrollment and identification, and increase staff capacity to respond to the unique educational needs of homeless children and unaccompanied youth. Include training dates, duration of training, who was trained/will be trained, and a summary of the training content and evaluation process. Include both external and internal professional development activities.

Homeless Liaison, registrars, counselors, and administrators meet during the summer and on a regular basis during the school year to review and receive training regarding the identification and enrollment of students experiencing homelessness on the following: SRQ form, Hitchcock ISD SRQ verification process flow chart, and Indicator Process power point training. The Homeless Liaison attends all mandatory trainings offered by TEA and attends all webinars offered.

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**9. Program Requirements (Cont.)**

3. Provide a description of how the proposed grant activities, programs, and services will address the unique academic needs and support equitable outcomes for elementary homeless children and unaccompanied youth. Include a timeline, milestones, strategies, and/or systems that will be utilized to implement academic progress monitoring, interventions, and services to support: A) Attendance and engagement, B) On-time promotion, C) Coordination of targeted services for homeless children and unaccompanied youth who have been identified and are receiving other special program services (e.g. Special Education, English Learners, and Gifted and Talented), D) Bridging program support services, E) Assessment interventions and scores, F) Discipline interventions, G) Tutoring services, H) Supplemental academic programs, and I) Other programs or services.

Grades and attendance for homeless students are monitored regularly by the liaison and the counselors. If an issue arises a meeting is held with the liaison, campus counselor, the students and the parent or guardian. If grades are an issue the child is encouraged to participate in tutoring and any other offered programs. If transportation is an issue then transportation is provided.

Hitchcock assures that we will provide early interventions and ongoing progress monitoring to implement and address the academic needs of homeless children and youth.

Hitchcock ISD will collaborate and coordinate services to homeless students who have been identified and are receiving other special program services (e.g. Special Education, Bilingual/ESL Education, Career and Technical and Gifted and Talented)

4. A description of how the proposed grant activities, programs, and services will address the unique academic needs and support equitable outcomes for secondary homeless children and unaccompanied youth. Include a timeline, milestones, strategies, and/or systems that will be utilized to implement academic progress monitoring, interventions, and services to support: A) Attendance, engagement, and truancy interventions, B) On-time promotion, C) Coordination of targeted services for homeless children and unaccompanied youth who have been identified and are receiving other special program services (e.g., Special Education, English Learners, and Gifted and Talented), D) Advanced placement and dual credit course work, E) Transcript review for appropriate full or partial credit, F) Credit recovery or credit repairs services, G) Assessment interventions and scores, H) Discipline interventions, I) Four-year cohort graduation, J) Graduation of all homeless students (e.g., current cohort, continuers and early graduates), K) College and career readiness programs and support services, L) Post-secondary transition plan, and M) Other programs or services.

Grades, attendance and credits are reviewed and monitored regularly by the Liaison and campus counselors. If an issue arises the liaison meets with the counselor to determine what interventions may be needed. The liaison and the campus staff work closely together to monitor students in line to graduate and to make sure all requirements are met. College and Career counseling is provided to all students.

Hitchcock ISD assures we review, monitor and implement academic support services to ensure secondary students are on track for grade-level promotion, graduation and college and career readiness.

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**10. Equitable Access and Participation**

Check the appropriate box below to indicate whether any barriers exist to equitable access and participation for any groups that receive services funded by this grant.

- The applicant assures that no barriers exist to equitable access and participation for any groups receiving services funded by this grant.
- Barriers exist to equitable access and participation for the following groups receiving services funded by this grant, as described below.

Group	Student	Barrier	Transportation
Group		Barrier	
Group		Barrier	
Group		Barrier	

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**12. Request for Grant Funds**

List all of the allowable grant-related activities for which you are requesting grant funds. Include the amounts budgeted for each activity. Group similar activities and costs together under the appropriate heading. During negotiation, you will be required to budget your planned expenditures on a separate attachment provided by TEA.

**Payroll Costs**

1.	Homeless Liaison Assistant	\$21,611
2.	Social Worker	
3.		
4.		
5.		

**Professional and Contracted Services**

6.	School of Origin Transportation	\$5,000
7.		
8.		
9.		
10.		

**Supplies and Materials**

11.	Supplies needed by McKinney Vento students	\$529
12.		
13.		
14.		

**Other Operating Costs**

15.	Required Professional Development	\$1,500
16.		
17.		

**Capital Outlay**

18.		
19.		
20.		

Direct and indirect administrative costs:   
**TOTAL GRANT AWARD REQUESTED:**

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