

FY24 Education for Homeless Children and Youth (EHCY) Competitive Grant Application Rubric

Consortium Information

Is the applicant serving as the fiscal agent and submitting the application on behalf of its consortium?

- No
 Yes

If yes, continue with the Consortium Requirements Checklist below.

Consortium Preliminary Grant Application Requirements Checklist

Memorandum of Understanding (MOU)	Certification and Assurances
<ul style="list-style-type: none"> • Uploaded document that includes all LEA consortium members into the Related Documents <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<ul style="list-style-type: none"> • Uploaded one signed document for each LEA consortium member into the Related Documents <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<ul style="list-style-type: none"> • The MOU outlines one of the fiscal agreements below: <ul style="list-style-type: none"> <input type="checkbox"/> Option 1: Pooling of funds for all consortium members <input type="checkbox"/> Option 2: Dissemination of individual allocations for all consortium members <input type="checkbox"/> Option 3: A combination of options 1 & 2, based on the needs of the consortium members 	
<ul style="list-style-type: none"> • The fiscal agreement outlined in the MOU is consistent across the program narrative question responses and budget lines. <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<ul style="list-style-type: none"> • The fiscal agent's and each consortium member's LEA names, CTDS numbers, and proposed maximum allocation amounts using the provided funding formula, as well as the consortium's total proposed allocation is recorded in the History Log. <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<ul style="list-style-type: none"> • The Participating Consortium Member Organization Details has been completed for each LEA consortium member. <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<ul style="list-style-type: none"> • <i>If <u>all</u> checklist items are marked as "Yes", the application is ready to be submitted and evaluated using the FY24 EHCY grant application rubric.</i> 	

- ***If any of the checklist items are marked as “No”, the application needs to be revised to ensure completion and alignment of all requirements before submitting for evaluation.***

Application Budget Requirements

Applicants	Alignment Requirements	Incomplete	Satisfactory
<ul style="list-style-type: none"> • Eligible LEA applicants • Fiscal agents 	Alignment of Program Narrative Questions and Budget	The proposed budget is not aligned to the program narrative question responses.	The proposed budget is clearly aligned to the program narrative question responses.
<ul style="list-style-type: none"> • Eligible LEA applicants • Fiscal agents 	Itemized Funding Formulae	The budget lines and narratives do not include itemized funding formulae for each proposed expenditure.	The budget lines and narratives include itemized funding formulae for each proposed expenditure.
<ul style="list-style-type: none"> • Fiscal agents <i>ONLY</i> 	Alignment of MOU and Budget	The proposed budget is inconsistent with the established MOU.	The proposed budget is consistently in alignment with the established MOU.

- ***If all the above items are “Satisfactory”, the application is ready to be submitted and evaluated by the ADE HEP Team.***
- ***If any of the items are marked as “Incomplete”, the application needs to be revised to ensure completion and alignment of all requirements before submitting for evaluation.***