



Homeless
Education

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

March 2023

Arizona Department of Education

homeless@azed.gov

Objective

Participants will understand the FY24 EHCY grant application requirements for consortia.



Agenda

- EHCY Grant Program & Requirements
- FY24 EHCY Grant Application Eligibility Requirements
- Consortia
- FY24 EHCY Grant Application Overview
- FY24 EHCY Consortium Funding
- FY24 EHCY Grant Application Requirements for Consortia
- Summary & Closing



EHCY Grant Program & Requirements

- **Introduction**
 - History
 - Purpose
- **Subgrant Requirements**
 - SEAs
 - LEAs

EHCY Grant Program Introduction

- **Education for Homeless Children and Youth (EHCY)**
- **History**
 - Enacted via the McKinney-Vento Homeless Education Assistance Act of 1987
 - Reauthorized by Title IX, Part A of the Every Student Succeeds Act (ESSA) of 2015
- **Purpose**
 - Supplement services
 - Eliminate barriers for children and youth experiencing homelessness:
 - Identification
 - Enrollment
 - Attendance
 - Academic success



EHCY Subgrant Requirements for SEAs

- **Annual allocation from the DoE**
 - Based on annual reporting of homeless enrollment numbers
- **Minimum of 75% must be sub-granted to LEAs**
- **Competitive subgrant process at least once every three years**



EHCY Subgrant Requirements for LEAs

- **Supplement, not supplant**
- **Eliminate barriers for children and youth experiencing homelessness:**
 - Identification
 - Enrollment
 - Attendance
 - Academic success
- **16 allowable activities**
 - Outreach and identification
 - Immediate enrollment
 - School stability
 - Transportation
 - Educational & wrap-around services



EHCY Subgrant Requirements for LEAs

- **Submit regular and timely Reimbursement Requests**
 - Expenditures that have received Director Approval and have been incurred at the LEA-level
- **Allowable carryover restricted to 10% for each FY**
 - **Submit a grant waiver**
 - the reason for the carryover larger than 10% of allocation
 - the plan to spend remaining funds during the upcoming FY
 - **May be denied renewal funding for the upcoming FY**



FY24 EHCY Grant Application Eligibility Requirements

- **Important Dates**
 - Application open and close dates
 - Project availability
- **Eligibility Criteria**
 - Requirements & thresholds

Important Dates for the FY24 EHCY Grant

March 1, 2023
FY24 EHCY grant **opens**



June 30, 2023
Award recipients will be notified



July 1, 2023-Sept.30, 2024
Subgrantees submit regular and timely reimbursement requests



May 1, 2023
FY24 EHCY grant **closes**



July 1, 2023
FY24 EHCY project period **begins & substantial approval deadline**



Sept.30, 2024
FY24 EHCY project period **ends**



Eligibility Criteria

- Compliance with MV Act and applicable state laws
- Data-driven decision-making to remove barriers to the identification, enrollment, engagement, and academic success
- Project proposal strongly based in local data-findings and high-quality responses to identified barriers
- As of **March 1, 2023**, a minimum of 50 homeless students enrolled in the LEA

LEAs are encouraged to form consortia to meet or exceed the 50 homeless student threshold



Consortia

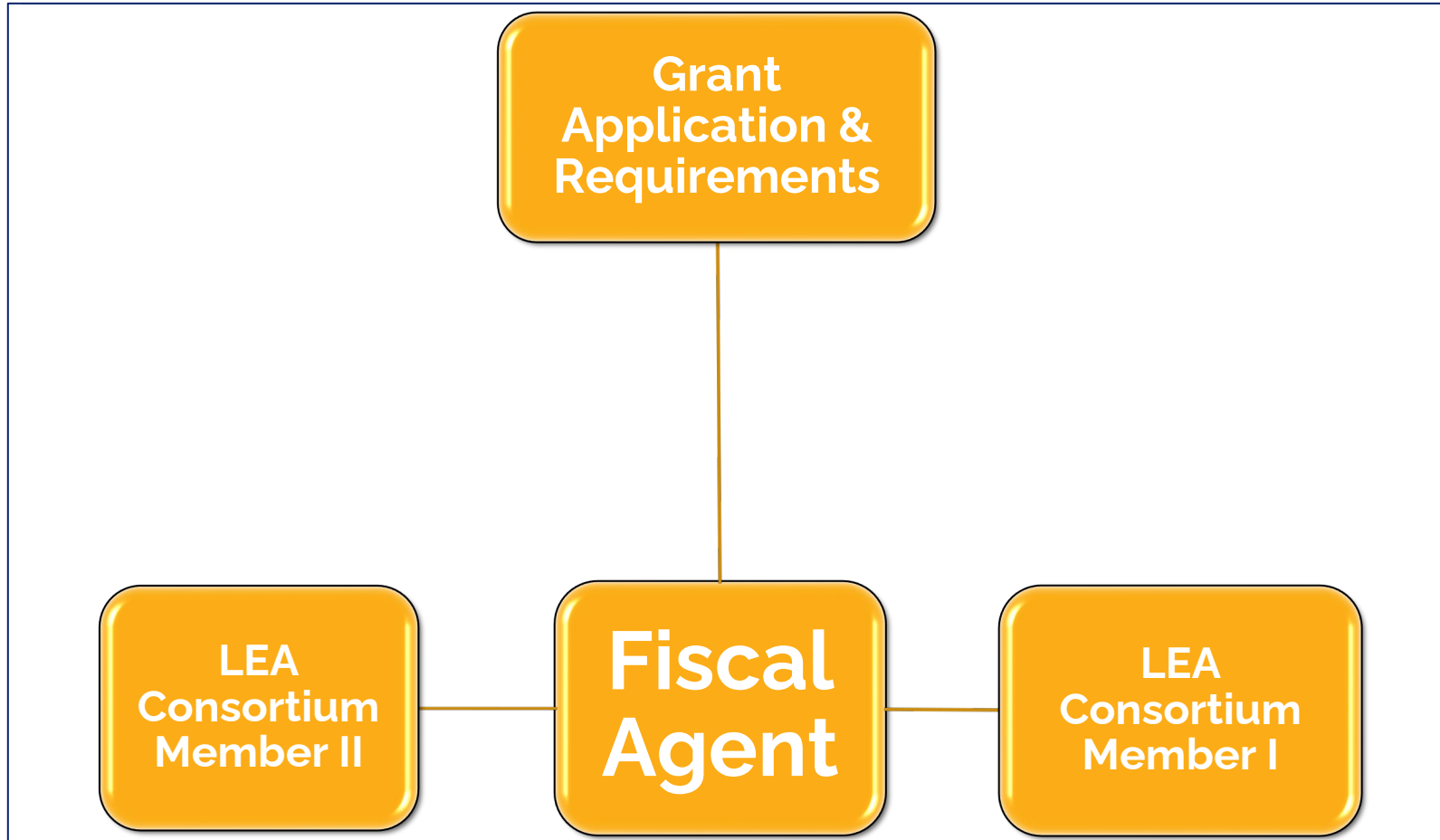
- **Introduction**
 - Terms
 - Structure
- **Consortia Eligibility Criteria**
- **Fiscal Agent Responsibilities**

Consortia Introduction

- **Consortium** (plural: **consortia**) – two or more LEAs that are eligible to receive FY24 EHCY grant funds, but are below the threshold for an individual application
 - 50 enrolled students experiencing homelessness as of March 1, 2023
- **LEA Consortium Member** – an LEA that has joined a consortium to access and benefit from its grant funds, but is not serving as the fiscal agent
- **Lead LEA / Fiscal Agent** – the LEA receiving the federal award, and must ensure that all the funds are expended in accordance with all applicable grant rules and regulations



Consortia Structure



Consortia Eligibility Criteria

It is the responsibility of LEAs that must join a consortia to reach out to eligible LEAs within their zip code / service area to establish consortium requirements.

There must be a minimum of 50 homeless students enrolled in the consortium as of **March 1, 2023**, to apply for FY24 EHCY grant funding.



Fiscal Agent Responsibilities

Initial Responsibilities to Apply for the FY24 EHCY Grant

- Submit a single FY24 EHCY grant application on behalf of the consortium,
- Meet regularly with LEA consortium members to stay updated on programmatic and fiscal needs,
- Ensure compliance of the consortium members, and
- Provide ongoing information / communication from ADE regarding the grant application.



Fiscal Agent Responsibilities

Responsibilities Throughout the Duration of the Grant

- Coordinate regular meetings, as needed, for the purpose of assessing the needs of the consortium
- Ensure that consortium members fulfill their fiscal and programmatic responsibilities as subgrantees
- Ensure expenditures requested for reimbursement from consortium members align with the approved grant
- Maintain separate financial records for its members
- Communicate to all members any information or requests from ADE relevant to the fiscal and programmatic requirements of the funds
- Submit timely and regular requests for reimbursement and disperse the funds throughout the project period
- Submit the grant application completion report, which includes final expenditures and required documentation

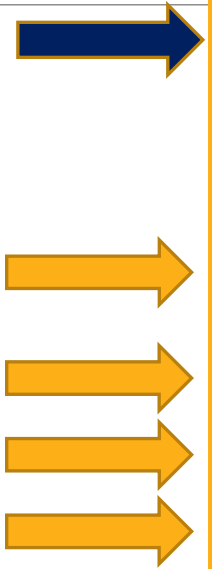


FY24 EHCY Grant Application Overview

- **Grant Application Requirements**
 - Sections

FY24 EHCY Grant Application Requirements

- History Log of eligible allocations for each consortium member
 - Consortia **ONLY**
- FFATA & GSA Verification
- District Level Eligibility
- Assurances
- District Contact Information



Application Status: **Not Started**

Change Status To: [Draft Started](#)

[View ADE History Log](#)
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Description ([View Sections Only](#) [View All Pages](#))

All	
<input type="checkbox"/>	History Log
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<input type="checkbox"/>	Allocations
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<input type="checkbox"/>	Funding Disclaimer
	Funding Disclaimer
<input type="checkbox"/>	FFATA & GSA Verification
	FFATA & GSA Verification
<input type="checkbox"/>	Program Information / Instructions
	Program Information / Instructions
	District Level Eligibility
<input type="checkbox"/>	Assurances
	Assurances
<input type="checkbox"/>	Contact Information
	District Contact Information
	Participating Consortium Member Organization Details
<input type="checkbox"/>	Education for Homeless Children & Youth - Year 1
	Budget
	Budget Overview
	Program Narrative Questions
	Capital Outlay Worksheet
	Related Documents
<input type="checkbox"/>	Substantially Approved Dates
	Substantially Approved Dates
	Substantial Approval Guidance
<input type="checkbox"/>	New Applicant Summary
<input type="checkbox"/>	Education for Homeless Children & Youth - Year 1 Checklist
	Education for Homeless Children & Youth - Year 1 Checklist



FY24 EHCY Grant Application Requirements

- Participating Consortium Member Organization Details
 - Consortia **ONLY**
- Budget
 - Reflects MOU – Consortia **ONLY**
- Program Narrative Questions
- Related Documents



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<input type="checkbox"/>	Allocations
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<input type="checkbox"/>	Funding Disclaimer
	Funding Disclaimer
<input type="checkbox"/>	FFATA & GSA Verification
	FFATA & GSA Verification
<input type="checkbox"/>	Program Information / Instructions
	Program Information / Instructions
	District Level Eligibility
<input type="checkbox"/>	Assurances
	Assurances
<input type="checkbox"/>	Contact Information
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<input type="checkbox"/>	Education for Homeless Children & Youth - Year 1
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	Budget Overview
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<input type="checkbox"/>	Substantially Approved Dates
	Substantially Approved Dates
	Substantial Approval Guidance
<input type="checkbox"/>	New Applicant Summary
<input type="checkbox"/>	Education for Homeless Children & Youth - Year 1 Checklist
	Education for Homeless Children & Youth - Year 1 Checklist



FY24 EHCY Grant Application Requirements

- **Change Status To:**
 - LEA Authorized Representative Approved



Application Status: Not Started

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FY24 EHCY Consortia Funding

- **Approximating Award Amounts**
- **Memorandum of Understanding (MOU)**
 - Related Documentation
- **Budget Requirements**
 - Budget Lines

Approximating Award Amounts

To determine the approximate award amount, each LEA / LEA consortium member must take the following into consideration:

- LEA / Consortia Size
- Free & Reduced Lunch Percentage
- Percentage of Enrolled Students Experiencing Homelessness



Approximating Award Amounts

The formula below can be used to calculate the **maximum** amount of funding an applicant may be eligible to be awarded. Official awards are dependent on the quality of the grant application and the amount that the USDE awards ADE to subgrant to LEAs.

Funding Formula

$$\text{(Division Allocation) + (F/R\% Tier) + (Homeless \% Tier)} \\ = \text{Approximated Allocation Award}$$

Base Allocation

Base Allocation = \$12,000

The base allocation amount is used to determine incremental changes below.

Approximating Award Amounts

Factors	Criteria	Award Calculation
LEA / Consortia Size	<p>The LEA / Consortia's size is based on the LEA's/Consortia's reported October 1st enrollment numbers for SY 2022-2023.</p> <ul style="list-style-type: none">• Division I: 1 – 40,000 students• Division II: 40,001 – 100,000 students	<ul style="list-style-type: none">• Division I = Base allocation• Division II = Base allocation x2

Approximating Award Amounts

Factors	Criteria	Award Calculation
Free & Reduced Lunch Percentage	<p>The Free and Reduced Lunch Percentage is based on the total number of students each LEA reported to the ADE Health and Nutrition Services for SY 2022-2023.</p> <ul style="list-style-type: none">• F/R% Tier I: 0-29.9%• F/R% Tier II: 30-69.9%• F/R% Tier III: 70-100%	<ul style="list-style-type: none">• F/R% Tier I: + \$0• F/R% Tier II: Base allocation x2• F/R% Tier III: Base allocation x3

Approximating Award Amounts

Factors	Criteria	Award Calculation
<p>Percentage of Enrolled Students Experiencing Homelessness</p>	<p>The percentage of enrolled students experiencing homelessness is based on the number reported in the LEA's student information system (SIS), as of March 1st, 2023.</p> <ul style="list-style-type: none"> • Homeless % Tier I: 0-2.9% • Homeless % Tier II: 3-29.9% • Homeless % Tier III: 30-100% 	<ul style="list-style-type: none"> • Homeless % Tier I: + \$0 • Homeless % Tier II: Base allocation x2 • Homeless % Tier III: Base allocation x3

Approximating Award Amounts

$$\text{(Division Allocation) + (F/R\% Tier) + (Homeless \% Tier)} \\ = \text{Approximated Award Amount}$$



LEA J and LEA C want to form a consortium with LEA J serving as the fiscal agent.

Approximating Award Amounts

What will be the maximum award amount LEA J can budget for on behalf of the consortium?

Approximating Award Amounts

LEA J reported 3,000 students enrolled as of October 1, 2023, a 40% free and reduced lunch rate, and 7% homelessness rate.

- **3,000 students enrolled** = Division I = \$12,000 base allocation
- **40% F/R%** = Tier II = + (\$12,000 x 2) = \$24,000
- **7% Homeless %** = Tier II = + (\$12,000 x 2) = \$24,000

- \$12,000 + \$24,000 + \$24,000
- **Approximate Award Amount to Budget: \$60,000**



Approximating Award Amounts

LEA C reported 2,000 students enrolled as of October 1, 2023, a 20% free and reduced lunch rate, and 2% homelessness rate.

- **2,000 students enrolled** = Division I = \$12,000 base allocation
- **20% F/R%** = Tier I = + \$0
- **2% Homeless %** = Tier I = + \$0

- \$12,000 + \$0 + \$0
- **Approximate Award Amount to Budget:** \$12,000



Approximating Award Amounts

- LEA J's Approximate Award Amount to Budget: \$12,000
- LEA C's Approximate Award Amount to Budget: \$60,000
- $\$60,000 + \$12,000 = \text{\$72,000}$

• History Log Comment

- CTDS #s
- LEA Names
- Approximate Award Amount for each LEA in the consortium
- Total Approximate Award Amount



Application Status: Not Started

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MOU Requirement

The fiscal agent must establish Memorandum of Understanding (MOU) that **explicitly** details fiscal agreements with ***each*** of the participating LEA consortium members.

- **Option 1: Pooling of Funds**
 - Combine the allocations of all members AND benefits all members of the consortium
 - The grant application will also identify how funds have been combined for a common purpose to benefit all consortium members



MOU Requirement




- **Option 2: Individual LEA Allocations**
 - Each participating member creates a unique plan for spending the full amount of its individual allocation
 - The Fiscal Agent keeps separate budget plans on file and disseminates the appropriate funds to each member
 - The grant application will separately identify each LEA member's budget
- **Option 3: Combination of Options 1 and 2**
 - Conducted by collaborating with some members and disseminating funds separately for other LEA members
 - Budget items, which are a collaborative request, must be clearly detailed as such in the grant application
 - This option does NOT allow for an LEA to utilize pooled funds **and** receive an individual allocation.



MOU Requirement

Memorandum of Understanding (MOU) explicitly details fiscal agreements

- Pooling of funds
- Maintenance of individual LEA allocations
- Combination based on the needs of the LEA consortium members

Type	Optional Documents	
	Document Template	Document/Link
Other	N/A	
Board-approved job descriptions for staff	N/A	
Board Approved Job Descriptions & Contracts for Vendors Paid w/EHCY funds	N/A	
Memorandum of Understanding (MOU) - REQUIRED FOR CONSORTIA	 Memorandum of Understanding (MOU)	
Program Certification and Assurances for each LEA Consortium Member - (REQUIRED FOR CONSORTIA)	 Program Certification and Assurances for each LEA Consortium Member	

A sample, editable MOU document is in Related Documents within the FY24 EHCY Grant application in GME.



MOU Requirement

The default language in the sample, editable MOU will need to be **updated** to **accurately reflect the fiscal agreement** between the fiscal agent and consortium members.

Three Options for Fiscal Agreements:

- Pooling of funds
- Individual LEA allocations
- Combination

Each member shall submit a budget to the fiscal agent which does not exceed its current year allocation plus carryover, if applicable, UNLESS it is clearly noted in this Memorandum of Understanding that all members are pooling funds to create and implement a Homeless Education Program to benefit all members of the consortium.

The fiscal agent assures this Memorandum of Understanding has been provided to each consortium participant, so all members understand the roles and responsibilities of the lead agent and are informed of the terms and conditions of the established consortium.

Name of Lead LEA/Fiscal Agent Representative

Title of Lead LEA/Fiscal Agent Representative

Signature of Lead LEA/Fiscal Agent Representative



Budget Requirements

The budget must:

- *Ensure that the proposed subgrant funds are fully allocated*
- *Be in alignment with the following:*
 - The needs and goals identified in program narrative questions
 - The documentation uploaded into the Related Documents
 - MOU – Consortia **ONLY**
 - Each LEA consortium member's proposed allocation should be logged into the History Log – Consortia **ONLY**



Budget Lines: Pooling of Funds

- Combine the allocations of all members AND benefits all members of the consortium
 - The grant application will also identify how funds have been combined for a common purpose to benefit all LEA consortium members

Object Code	Function Code	Project Time (FTE)	Quantity	Salary, Rental, or Unit Cost	Line Item Total
6100 - Salaries	2100,2200,2600,2700 - Support Services (Students, Instr., Operation, Transport.)		1	\$22,752.32	\$22,752.32
Narrative Description					
<p>\$20,752.32 - Edkey - 1 highly qualified EL Support Coach who will mentor and train our highly qualified SEI instructors for the Edkey LEAs. .4 FTE</p> <p>The Edkey EL Coach will implement coaching practices and instructional strategies specifically to teachers who have ELL students in their classrooms. These strategies will be focused on instructional best practices in English Language Development. The Coach will also do some Allocation, Grade Proficiency Level, Language Component, ELP Standards/Performance Indicators, Language Objectives, Academic Vocabulary, Materials, Lesson Sequence, Assessments, and Review. In addition, the Coach will meet with the teacher before school, during planning time or after school to discuss and share ideas of how to get student to English Proficiency by the end of the school year.</p>					



Budget Lines: Individual LEA Allocations

- Each participating member creates a unique plan for spending the full amount of its individual allocation
 - The Fiscal Agent keeps separate budget plans on file and disseminates the appropriate funds to each member
 - **The grant application will separately identify each LEA member's budget**

Object Code	Function Code	Project Time (FTE)	Quantity	Salary, Rental, or Unit Cost	Line Item Total
6100 - Salaries	2100,2200,2600,2700 - Support Services (Students, Instr., Operation, Transport.)		1	\$9,191.41	\$9,191.41
Narrative Description					
<p>Intelli-School, Inc.: IntelliSchool will hire a counselor/homeless liaison. \$5,344.16 is for the salary for one transition/academic and career counselor (roughly .1 FTE) to work individually and in small groups on academic (college and career post secondary)/social/emotional/behavioral support for all students, as identified on the Comprehensive Needs Assessment, Root Cause Analysis, Fishbones, and Integrated Action Plan.</p> <p>SC Jensen Corporation, Inc.: IntelliSchool will hire a counselor/homeless liaison. \$3,847.25 is for the salary for one transition/academic and career counselor (roughly .08 FTE) to work individually and in small groups on academic (college and career post secondary)/social/emotional/behavioral support for all students, as identified on the Comprehensive Needs Assessment, Root Cause Analysis, Fishbones, and Integrated Action Plan.</p> <p>\$5,344.16 + \$3,847.25 = \$9,191.41</p>					



FY24 EHCY Grant Application Requirements for Consortia

- **Grant Application Requirements**
 - Related Documents
 - Program Narrative Questions
 - Application Rubric

Required Documentation for Each Consortium Member




- Memorandum of Understanding (MOU)
- Certification and Assurances Agreements
- **Written Procedures:**
 - Dispute resolutions
 - Transportation needs
 - Best interest determination (BID)
- **Official Notices:**
 - Rights of students and families experiencing homelessness,
 - Dispute resolution process
- **Documents detailing all scheduled services**
 - “Collaborations within the LEA”
 - “Collaborations within the Community”



Certification & Assurances Requirement

The fiscal agent must:

- Ensure that each participating consortium member is aware and agrees to the use of funds aligned to the purpose of the grant and corresponding requirements, and
- Have each participating LEA member sign the Certification & Assurances Agreement.

		Optional Documents
Type	Document Template	Document/Link
Other	N/A	
Board-approved job descriptions for staff	N/A	
Board Approved Job Descriptions & Contracts for Vendors Paid w/EHCY funds	N/A	
Memorandum of Understanding (MOU) - REQUIRED FOR CONSORTIA	 Memorandum of Understanding (MOU)	
Program Certification and Assurances for each LEA Consortium Member - (REQUIRED FOR CONSORTIA)	 Program Certification and Assurances for each LEA Consortium Member	



Program Narrative Questions

Responses to Program Narrative Questions will demonstrate each Consortium Member's current data, identified needs, and programmatic plans to address need utilizing EHCY funds. The questions are organized into five sections, for a total of 19 questions.

Needs Assessment – 5 Questions

- Charts and descriptions to describe current enrollment, academic, non-instructional, and need data.

LEA's / Consortium's Homeless Education Program – 4 Questions

- Descriptions of existing partnerships and procedures for collaboration, dispute resolution, professional learning, and the information of rights to homeless students.

Academic Achievement Goals – 3 Questions

- Set a data-driven goal and plan for services and activities to address academic achievement,

Programmatic Goals- 3 Questions

- Set a data-driven goal and plan for services and activities to address non-instructional identified needs.

LEA's / Consortium's HEP Management Plan – 3 Questions

- Description of programmatic planning for use of Title I-A Set Aside and FY24 EHCY funds.



Shared Responsibility

When applying for the FY24 EHCY grant, applicants must consult with stakeholders to ensure well-rounded analysis of need, effective programming, and to avoid supplanting.

Some stakeholders to consider:

McKinney-Vento Liaisons

Budget Department

Title I Directors

Administrators

Grants Managers

Transportation Directors

Superintendents

Community Partners



Application Rubric

Responses to Program Narrative Questions and Budget Narrative Descriptions must apply to all Consortium Members. A rubric will be available soon, however strong programs will be evident through responses that display:

Completeness

- All questions are answered.
- All elements of questions are addressed to provide sufficient detail to understand need and programmatic planning.

Quality

- Assessment of Need is intentional and effective in determining use of funds.
- Planned programming is directly connected to identified need.
- Monitoring, evaluating, and adjusting cycles are clear and built into plan.
- **Budget matches MOU.**

Evidence

- Current and accurate data is provided.
- Identified needs are data-based.
- Planned services and activities are data-based.
- Monitoring, evaluating, and adjusting cycles are data-driven.



Summary

Purpose of EHCY Funds	<ul style="list-style-type: none">• Eliminate barriers for children and youth experiencing homelessness in the areas of identification, enrollment, attendance, and academic success by supplementing all other local, state, and federal funding sources
Eligible Applicants	<ul style="list-style-type: none">• LEAs & Charters
Eligibility Requirement	<ul style="list-style-type: none">• A minimum of 50 students experiencing homelessness enrolled• Can join a consortium to meet or exceed this threshold requirement
Grant Application Open Date	<ul style="list-style-type: none">• March 1, 2023
Grant Application Close Date	<ul style="list-style-type: none">• May 1, 2023
Project Availability for FY24	<ul style="list-style-type: none">• July 1, 2023 – September 30, 2024
Grant Cycle Availability	<ul style="list-style-type: none">• July 1, 2023 – September 30, 2027

Considerations

ARP-HCY I & II Funds

- **Project availability ends September 30, 2024**

EHCY Funds

- 3-year grant cycle
 - Begins July 1, 2023
 - Concludes September 30, 2027

We highly encourage LEAs to apply!



Grant Resources and Consortia Webinar

- Access multiple resources and documents related to the FY EHCY grant by using the document shared in the chat.
- Access recordings of FY24 EHCY Grant trainings on our website at

azed.gov/homeless

- Upon leaving today's webinar, be sure to complete the survey that will open in your browser to provide us with additional information.

FY24 EHCY Grant Application Documents and Resources

This resource is designed provide various documents and resources to assist FY24 EHCY grant applicants in developing complete and competitive programs. General resources, application details, and required forms have been included.

Document	Description
General Grant Resources	
ADE EHCY Grant Webpage	Access all resources and updates to the FY24 EHCY grant.
McKinney-Vento Homeless Assistance Act - Funding Uses	This guidance outlines the allowable uses of FY24 EHCY funding.
EHCY Use of Funds Tip Sheet	This helpful guidance from NCHE offers help to determine if an expenditure of EHCY funds is allowable.
USFR for Arizona School Districts	The Uniform System of Financial Records (USFR) USFR from the Arizona Auditor General's office is the guidance for all budget object and function codes.
EHCY Grant Budget Cheat Sheet	This "Cheat Sheet" can be used to determine the correct object and function codes for many common expenditures using EHCY grant funds. This is NOT a complete list of allowable uses.
EHCY Budget Revision Guidance	This guidance can be used by LEAs interested in submitting a revision to their planned use of EHCY funds within their Budget in GME.
EHCY Budget Narrative Description Guidance	This guidance can be used by LEAs to develop quality Budget Narrative Descriptions within their EHCY application.
FY24 EHCY Application Resources and Documents	
FY24 EHCY Grant Award Funding Formula	Use this document to calculate an estimated maximum amount of funding an applicant may be eligible to be awarded.
Program Narrative Questions	View the Program Narrative Questions that will be required in the FY24 EHCY Grant Application.
FY24 EHCY Planning Rubric for Program Narrative Questions	This rubric provides a guide for how SEA grant application reviewers will be assessing program quality through FY24 EHCY grant applicant responses to Program Narrative Questions.
FY24 EHCY Related Documents	A list of all the documents that must be and could be uploaded to the Related Documents within an FY24 EHCY application.
Collaborations within the LEA document	This document will need to be filled out and uploaded to Related Documents within an FY24 EHCY application.
Collaborations with CBOs document	This document will need to be filled out and uploaded to Related Documents within an FY24 EHCY application.
Memorandum of Understanding (MOU) Sample	This sample MOU can be used by the fiscal agent to establish the fiscal agreement with each of the LEA Consortium Members. All fiscal agents are required to upload an MOU to Related Documents within an FY24 EHCY application.
EHCY Program Assurances and Certifications	The fiscal agent must ensure that the Certification and Assurances document is presented, understood, and signed by each LEA Consortium Member. This document must be uploaded to Related Documents within an FY24 EHCY application.



Thank You!

Arizona Department of Education
Homeless Education Program
homeless@azed.gov

