



Homeless Education

FY27 EHCY Competitive Year I Grant Application Evaluation & Checklist

The Arizona Department of Education (ADE) Homeless Education Program (HEP) has developed this guidance to assist local education agencies (LEAs) in preparing their FY27 Education for Homeless Children and Youth (EHCY) Year I Competitive Grant applications within Grants Management Enterprise (GME). This document specifies the required components for ADE Specialist Review and Director Review to enhance transparency and increase efficiency of the evaluation process.

The sections included in this resource are listed below, and can be used to navigate the document:

- [Overview of Grant Application Elements](#)
- [Program Narrative Question Evaluation Description](#)
- [Grant Application Budget Requirements Description](#)
- [Program Narrative Question Evaluation Criteria](#)
 - [Needs Assessment](#)
 - [Academic Achievement Goals](#)
 - [Programmatic Goals](#)
 - [LEA's HEP Management Plan](#)

Tom Horne, Superintendent of Public Instruction

1535 West Jefferson Street • Phoenix, Arizona 85007 • (602) 542-4963 • www.azed.gov/homeless

Overview of Grant Application Elements								
Program Narrative Questions								
Evaluation Components	Number of Questions	Question Numbers	Incomplete 0-1 points	Not Satisfactory 2-3 points	Satisfactory 4-5 points	Exemplary 6-7 points	Approved for Funding Yes/No	Comments
Needs Assessment	3	1-3						
Academic Achievement Goals	2	4-5						
Programmatic Goals	2	6-7						
LEA's HEP Management Plan	3	8-10						
Grant Application Budget								
Evaluation Components			Incomplete	Not Satisfactory	Satisfactory	Exemplary	Approved for Funding Yes/No	Comments
Grant Application Budget Alignment with Program Narrative Question Responses								
EHCY Grant Award Funding Formula & LEA's Maximum Allocation Accurately Recorded in History Log								

Program Narrative Question Evaluation Description			
Incomplete 0-1 points	Not Satisfactory 2-3 points	Satisfactory 4-5 points	Exemplary 6-7 points
<p>The response is unclear, incomplete, not aligned with the program narrative question, and does not convey the applicant's context. More information is required.</p> <p>The response <i>does not adequately address most criteria</i> required by the program narrative question. Additional information is required.</p>	<p>The response is mostly clear, complete, aligned with the program narrative question, and conveys most of the applicant's context. More information is required.</p> <p>The response <i>adequately addresses most criteria</i> required by the program narrative question. Additional information is required.</p>	<p>The response is clear, complete, aligned with the program narrative question, and adequately conveys the applicant's context.</p> <p>The response <i>adequately addresses all criteria</i> required by the program narrative question.</p>	<p>The response is clear, concise, detailed, aligned with the program narrative question, and effectively conveys the applicant's context.</p> <p>The response <i>clearly addresses all criteria</i> in detail <i>with supporting data</i>.</p>

Grant Application Budget Requirements Description			
Incomplete	Not Satisfactory	Satisfactory	Exemplary
<p>The proposed activities in the budget are not aligned with the program narrative question responses and do not satisfy budget narrative requirements. More information is required.</p> <p>Alignment with Program Narrative Responses</p> <ul style="list-style-type: none"> The proposed funding activities <i>do not align with the program narrative responses</i>. Additional information is required. <p>Budget Narrative Requirements</p> <ul style="list-style-type: none"> The proposed funding activities <i>do not adequately address the criteria</i> required in the EHCY grant budget, as outlined in the ADE Budget Narrative Guidance. More information is required. 	<p>The proposed activities in the budget are mostly aligned with the program narrative question responses and satisfy most budget narrative requirements. More information is required.</p> <p>Alignment with Program Narrative Responses</p> <ul style="list-style-type: none"> The proposed funding activities <i>adequately align with most program narrative responses</i>. Additional information is required. <p>Budget Narrative Requirements</p> <ul style="list-style-type: none"> The proposed funding activities <i>adequately address most criteria</i> required in the EHCY grant budget, as outlined in the ADE Budget Narrative Guidance. More information is required. 	<p>The proposed activities in the budget are adequately aligned to the program narrative question responses and satisfy all budget narrative requirements.</p> <p>Alignment with Program Narrative Responses</p> <ul style="list-style-type: none"> The proposed funding activities <i>adequately align with all program narrative responses</i>. Additional information <i>may</i> be required. <p>Budget Narrative Requirements</p> <ul style="list-style-type: none"> The proposed funding activities <i>adequately address all criteria</i> required in the EHCY grant budget, as outlined in the ADE Budget Narrative Guidance. More information <i>may</i> be required. 	<p>The proposed activities in the budget are clearly aligned to the program narrative question responses and satisfy all budget narrative requirements.</p> <p>Alignment with Program Narrative Responses</p> <ul style="list-style-type: none"> The proposed funding activities <i>clearly align with all program narrative responses</i>. <p>Budget Narrative Requirements</p> <ul style="list-style-type: none"> The proposed funding activities <i>clearly address all criteria</i> required in the EHCY grant budget, as outlined in the ADE Budget Narrative Guidance.

Program Narrative Question Evaluation Criteria

Needs Assessment

Question 1	Response Criteria	Evaluation	Total Points	Comments
<p>Describe the LEA's current academic outcomes in English language arts (ELA) and math for students experiencing homelessness, and how they compare with students who are not experiencing homelessness.</p> <p>Data sources should include district-approved standards-based benchmark assessments for K-8, and course grades for 9-12.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Description of current academic outcomes for students experiencing homelessness in the following content areas: <ul style="list-style-type: none"> <input type="checkbox"/> ELA and <input type="checkbox"/> math <input type="checkbox"/> Description comparing academic outcomes for students who are and are not experiencing homelessness in the following content areas: <ul style="list-style-type: none"> <input type="checkbox"/> ELA and <input type="checkbox"/> math <input type="checkbox"/> Description includes the relevant citation of standards-based data sources in the following content areas: <ul style="list-style-type: none"> <input type="checkbox"/> ELA and <input type="checkbox"/> math 	<ul style="list-style-type: none"> <input type="checkbox"/> Incomplete: 0-1 points The response does <u>not adequately address most criteria</u>. <input type="checkbox"/> Not Satisfactory: 2-3 points The response <u>adequately addresses most criteria</u>. <input type="checkbox"/> Satisfactory: 4-5 points The response <u>adequately addresses all criteria</u>. <input type="checkbox"/> Exemplary: 6-7 points The response <u>clearly addresses all criteria</u> in detail <u>with supporting data</u>. 		
Question 2	Response Criteria	Evaluation	Total Points	Comments
<p>Describe the LEA's current non-instructional outcomes for students experiencing homelessness in identification, attendance, and graduation/dropout rates, and how they compare with students not experiencing homelessness.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Description of current non-instructional outcomes for students experiencing homelessness in the following areas: <ul style="list-style-type: none"> <input type="checkbox"/> identification, <input type="checkbox"/> attendance, and <input type="checkbox"/> graduation/dropout rates <input type="checkbox"/> Description comparing non-instructional outcomes for students who are and are not experiencing homelessness in the following areas: <ul style="list-style-type: none"> <input type="checkbox"/> identification, <input type="checkbox"/> attendance, and <input type="checkbox"/> graduation/dropout rates 	<ul style="list-style-type: none"> <input type="checkbox"/> Incomplete: 0-1 points The response does <u>not adequately address most criteria</u>. <input type="checkbox"/> Not Satisfactory: 2-3 points The response <u>adequately addresses most criteria</u>. <input type="checkbox"/> Satisfactory: 4-5 points The response <u>adequately addresses all criteria</u>. <input type="checkbox"/> Exemplary: 6-7 points The response <u>clearly addresses all criteria</u> in detail <u>with supporting data</u>. 		

Question 3	Response Criteria	Evaluation	Total Points	Comments
<p>Based on the academic and non-instructional data collected and analyzed for Questions 1 & 2, describe the primary educational and related needs, the contributing barriers, and the LEA's current ability to meet the identified needs and remove barriers.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Description of the primary academic needs of students experiencing homelessness based on data cited in Question 1 <input type="checkbox"/> Description of the primary non-instructional needs of students experiencing homelessness based on data cited in Question 2 <input type="checkbox"/> Description of the contributing barriers in the following areas: <ul style="list-style-type: none"> <input type="checkbox"/> academic success, <input type="checkbox"/> identification, <input type="checkbox"/> enrollment, and <input type="checkbox"/> attendance <input type="checkbox"/> Description of the LEA's ability to meet the identified academic needs and corresponding barriers <input type="checkbox"/> Description of the LEA's ability to meet the identified non-instructional needs and corresponding barriers 	<ul style="list-style-type: none"> <input type="checkbox"/> Incomplete: 0-1 points The response does <i>not adequately address most criteria</i>. <input type="checkbox"/> Not Satisfactory: 2-3 points The response <i>adequately addresses most criteria</i>. <input type="checkbox"/> Satisfactory: 4-5 points The response <i>adequately addresses all criteria</i>. <input type="checkbox"/> Exemplary: 6-7 points The response <i>clearly addresses all criteria</i> in detail <i>with supporting data</i>. 		
		Total Points (21 possible)		

Academic Achievement Goals

Question 4	Response Criteria	Evaluation	Total Points	Comments
<p>Using the academic data cited in program narrative Question 1 and identified educational needs in program narrative Question 3, provide the specific, measurable, relevant, and time-bound (S.M.A.R.T.) academic goals the LEA endeavors to achieve in ELA and math by the end of the 2026-2027 school year for students experiencing homelessness.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Description of academic goals for students experiencing homelessness in the following areas: <ul style="list-style-type: none"> <input type="checkbox"/> ELA and <input type="checkbox"/> math <input type="checkbox"/> Academic goal(s) are the following: <ul style="list-style-type: none"> <input type="checkbox"/> specific, <input type="checkbox"/> measurable, <input type="checkbox"/> relevant, and <input type="checkbox"/> time-bound 	<ul style="list-style-type: none"> <input type="checkbox"/> Incomplete: 0-1 points The response does <i>not adequately address most criteria</i>. <input type="checkbox"/> Not Satisfactory: 2-3 points The response <i>adequately addresses most criteria</i>. <input type="checkbox"/> Satisfactory: 4-5 points The response <i>adequately addresses all criteria</i>. <input type="checkbox"/> Exemplary: 6-7 points The response <i>clearly addresses all criteria</i> in detail <i>with supporting data</i>. 		
Question 5	Response Criteria	Evaluation	Total Points	Comments
<p>Provide a brief plan of the data-driven, supplemental instructional EHCY-funded activities requested in this grant application, including the monitoring and evaluation processes to continually adjust the EHCY-funded activities, to achieve the LEA's Academic Achievement Goals established in Question 4.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Description of the data-driven, EHCY-funded instructional activities to achieve the Academic Achievement Goals from Question 4 <input type="checkbox"/> Description of how the LEA will monitor and evaluate instructional data to adjust the EHCY-funded services to achieve the Academic Achievement Goals from Question 4 	<ul style="list-style-type: none"> <input type="checkbox"/> Incomplete: 0-1 points The response does <i>not adequately address most criteria</i>. <input type="checkbox"/> Not Satisfactory: 2-3 points The response <i>adequately addresses most criteria</i>. <input type="checkbox"/> Satisfactory: 4-5 points The response <i>adequately addresses all criteria</i>. <input type="checkbox"/> Exemplary: 6-7 points The response <i>clearly addresses all criteria</i> in detail <i>with supporting data</i>. 		
Total Points (14 possible)				

Programmatic Goals				
Question 6	Response Criteria	Evaluation	Total Points	Comments
Using the non-instructional data cited in program narrative Question 2 and the identified needs in program narrative Question 3, provide the specific, measurable, relevant, and time bound (S.M.A.R.T.) programmatic goal(s) the LEA endeavors to achieve in the areas of identification, attendance, and/or graduation/dropout rates by the end of the 2026-2027 school year for students experiencing homelessness.	<input type="checkbox"/> Description of non-instruction goals for students experiencing homelessness in the following areas: <ul style="list-style-type: none"> <input type="checkbox"/> identification, <input type="checkbox"/> enrollment, <input type="checkbox"/> attendance, and/or <input type="checkbox"/> graduation/dropout rates <input type="checkbox"/> Non-instructional goal(s) are the following: <ul style="list-style-type: none"> <input type="checkbox"/> specific, <input type="checkbox"/> measurable, <input type="checkbox"/> relevant, and <input type="checkbox"/> time-bound 	<input type="checkbox"/> Incomplete: 0-1 points The response does <i>not adequately address most criteria</i> . <input type="checkbox"/> Not Satisfactory: 2-3 points The response <i>adequately addresses most criteria</i> . <input type="checkbox"/> Satisfactory: 4-5 points The response <i>adequately addresses all criteria</i> . <input type="checkbox"/> Exemplary: 6-7 points The response <i>clearly addresses all criteria</i> in detail <i>with supporting data</i> .		
Question 7	Response Criteria	Evaluation	Total Points	Comments
Provide a brief plan of the data-driven, supplemental non-instructional EHCY-funded activities requested in this grant application , including the monitoring and evaluation processes to continually adjust the EHCY-funded activities , to achieve the LEA's Programmatic Goal(s) established in program narrative Question 6.	<input type="checkbox"/> Description of the data-driven, EHCY-funded non-instructional activities to achieve the Programmatic Goal(s) from Question 6 <input type="checkbox"/> Description of how the LEA will monitor and evaluate non-instructional data to adjust the EHCY-funded services to achieve the Programmatic Goal(s) from Question 6	<input type="checkbox"/> Incomplete: 0-1 points The response does <i>not adequately address most criteria</i> . <input type="checkbox"/> Not Satisfactory: 2-3 points The response <i>adequately addresses most criteria</i> . <input type="checkbox"/> Satisfactory: 4-5 points The response <i>adequately addresses all criteria</i> . <input type="checkbox"/> Exemplary: 6-7 points The response <i>clearly addresses all criteria</i> in detail <i>with supporting data</i>		
Total Points (14 possible)				

LEA's HEP Management Plan

Question 8	Response Criteria	Evaluation	Total Points	Comments
<p>Describe the partnerships the LEA has with community-based organizations (CBOs), and how the services, community funds, and in-kind donations are incorporated into the local HEP to address the unique, data-based needs of students experiencing homelessness.</p> <p>Please visit the Related Documents page to submit the relevant board-approved job descriptions for staff and/or vendors providing these activities and services through EHCY funding, and the Collaborations within the Community document for all instructional and non-instructional services scheduled for the 2026-2027 school year.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Description of existing partnerships with the CBOs <input type="checkbox"/> Description of the process to incorporate the following to meet the unique, data-based needs of students experiencing homelessness: <ul style="list-style-type: none"> <input type="checkbox"/> CBO services, <input type="checkbox"/> community funds, and <input type="checkbox"/> in-kind donations <p>The following documents are uploaded to <u>Related Documents</u> for each LEA:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Completed "Collaboration with Community-Based Organizations", detailing scheduled services for the school year – required <input type="checkbox"/> Board-approved job descriptions for staff and/or vendors providing any services for the HEP – if applicable 	<ul style="list-style-type: none"> <input type="checkbox"/> Incomplete: 0-1 points The response does <u>not adequately address most criteria</u>. <input type="checkbox"/> Not Satisfactory: 2-3 points The response <u>adequately addresses most criteria</u>. <input type="checkbox"/> Satisfactory: 4-5 points The response <u>adequately addresses all criteria</u>. <input type="checkbox"/> Exemplary: 6-7 points The response <u>clearly addresses all criteria</u> in detail <u>with supporting data</u>. 		

Question 9	Response Criteria	Evaluation	Total Points	Comments
Describe the process of coordinating with existing services provided to all students through all local, state, and federal funding sources to maximize the use of the supplemental EHCY funds to meet the Academic Achievement and Programmatic Goals established by the LEA in Questions 4 and 6.	<input type="checkbox"/> Description of the process to coordinate EHCY-funds services with existing to ensure the following: <ul style="list-style-type: none"> <input type="checkbox"/> supplement, not supplant requirement, <input type="checkbox"/> academic achievement goal(s) in Question 4, and <input type="checkbox"/> programmatic goal(s) in Question 6 	<input type="checkbox"/> Incomplete: 0-1 points The response does <i>not adequately address most criteria</i> . <input type="checkbox"/> Not Satisfactory: 2-3 points The response <i>adequately addresses most criteria</i> . <input type="checkbox"/> Satisfactory: 4-5 points The response <i>adequately addresses all criteria</i> . <input type="checkbox"/> Exemplary: 6-7 points The response <i>clearly addresses all criteria</i> in detail <i>with supporting data</i> .		
Question 10	Response Criteria	Evaluation	Total Points	Comments
Describe how the LEA ensures that the McKinney-Vento Homeless Liaison(s) actively participates and has an ongoing role in the decision-making process throughout the school year to determine the use of both Title I-A set-aside and EHCY grant funds.	<input type="checkbox"/> Description of the LEA's process to ensure active participation of the MV Homeless Liaison(s) throughout the school year to determine usage of the following funds: <ul style="list-style-type: none"> <input type="checkbox"/> Title I-A set-aside, and <input type="checkbox"/> EHCY 	<input type="checkbox"/> Incomplete: 0-1 points The response does <i>not adequately address most criteria</i> . <input type="checkbox"/> Not Satisfactory: 2-3 points The response <i>adequately addresses most criteria</i> . <input type="checkbox"/> Satisfactory: 4-5 points The response <i>adequately addresses all criteria</i> . <input type="checkbox"/> Exemplary: 6-7 points The response <i>clearly addresses all criteria</i> in detail <i>with supporting data</i> .		
Total Points (21 possible)				