**Education for Homeless Children and Youth Grant Program for County Offices of Education**

# REQUEST FOR APPLICATIONS

**Three-Year Grant Cycle**

**Grant Term: July 1, 2021, to June 30, 2024**

****

**Integrated Student Support and Programs Office**

**Student Achievement and Support Division**

**California Department of Education**

**1430 N Street, Suite 6208**

**Sacramento, CA 95814-5901**

**916-319-0836**

**APPLICATION DEADLINE:**

**4 p.m.**

**Thursday, February 4, 2021**

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## General Information

### Timeline

| **Important Events** | **Important Dates** |
| --- | --- |
| Education for Homeless Children and Youth (EHCY) Request for Applications (RFA) Webinar | Tuesday, November 10, 2020, at 1 p.m.  Join Zoom Meeting  ~~https://us02web.zoom.us/j/88614150166~~  Meeting ID: 886 1415 0166  Passcode: 859804 |
| EHCY Letter of Intent (Attachment 1) Due to the California Department of Education (CDE) | Friday, December 4, 2020, by 5 p.m. |
| EHCY Application Due to the CDE | Thursday, February 4, 2021, by 4 p.m. |
| EHCY Readers’ Conference Conducted by the CDE | Week of March 1, 2021 |
| Grant Award Notification Letters Mailed to the Subgrantees | After July 16, 2021 |

### Introduction

The CDE invites county offices of education (COEs) to participate in the federally funded EHCY Grant Programby completing this RFA. The intent of the grant is to facilitate the identification, enrollment, attendance, and success in school for children and youth experiencing homelessness. In addition, the grant will help ensure children and youth experiencing homelessness have equal access to the same free, appropriate public education as provided to all other children and youth. As COEs, you will be asked to support build the capacity of all school districts and charter schools in your county in the implementation of the EHCY Program.

On December 10, 2015, the Every Student Succeeds Act (ESSA) was signed, which reauthorized the Elementary and Secondary Education Act. The reauthorization of ESSA included the McKinney-Vento Homeless Assistance Act’s EHCY Grant Program, which has existed since 1987. The McKinney‑Vento Homeless Assistance Act incorporates many policies and practices that have proven successful at the local and state levels. The provisions of Title 42 of the United States Code,Section 11431 et seq., are designed to improve the educational stability, access, support, and academic achievement of children and youth experiencing homelessness.

Here are some highlights of the McKinney-Vento Homeless Assistance Act’s requirements:

* Provide immediate enrollment of children and youth experiencing homelessness who are not already enrolled. This includes reviewing and revising any laws, regulations, practices, or policies that may act as barriers to the enrollment, attendance, or success of children and youth experiencing homelessness.
* Provide school stability for students experiencing homelessness by allowing them to remain in their school of origin when this is in the best interest of the child or youth and providing transportation to and from the student's school of origin at the request of the parent/guardian or unaccompanied youth.
* Ensure that students experiencing homelessness are provided services in such a way that they are not isolated or stigmatized.
* Ensure that homeless liaisons and school personnel partake in professional development opportunities and other support to assist with identification, enrollment, and meeting the needs of children and youth experiencing homelessness.
* Support coordination and collaboration between COEs, community agencies, and existing programs to better serve homeless children, youth, and their families.

### Purpose

Since 1987, the CDE has administered federal McKinney-Vento Homeless Assistance Act program funds. These funds are used to provide grants to facilitate the identification, enrollment, attendance, and success in school for children and youth experiencing homelessness. In addition, these funds can be used to facilitate coordination and collaboration among local educational agencies (LEAs), service providers, and community agencies. COEs are being asked to build capacity among various stakeholders and connect them to resources. Based on legislation, grantees may use these funds for **supplemental** activities to carry out the purpose of the law. These activities can include:

1. Tutoring, supplemental instruction, and enriched educational services where needs are determined. These services should be linked to the achievement of the same challenging academic standards established for all children and youth.
2. Expedited evaluations of the strengths and needs of children and youth experiencing homelessness, including need and eligibility for programs and services (Gifted and Talented Education, Special Education, English Language Development, Vocational and Technical Education, school nutrition programs, etc.).
3. Professional development, which is required under ESSA, and other activities for educators and student services personnel to heighten their understanding and sensitivity to the needs of children and youth experiencing homelessness, including the specific needs of runaway and homeless youths.
4. Referral services for children and youth experiencing homelessness for medical, dental, mental, and other health services.
5. Assistance to defray the excess cost of transportation for children and youth experiencing homelessness to attend school when not otherwise provided through other federal, state, or local funds.
6. Developmentally appropriate early childhood education programs not otherwise provided through federal, state, or local funding for preschool-age children experiencing homelessness.
7. Services and assistance to attract, engage, and retain children and youth experiencing homelessness, including unaccompanied youths, in public school programs and services that are provided to all non-homeless children and youth.
8. Before- and after-school mentoring and summer programs that provide tutoring, homework assistance, and supervision of educational activities of children and youth experiencing homelessness.
9. The payment of fees and other costs associated with tracking, obtaining, and transferring records necessary to enroll children and youth experiencing homelessness in school.
10. Education and training for the parents/guardians of children and youth experiencing homelessness about their rights and available resources.
11. Coordination between schools and agencies providing services to children and youth experiencing homelessness.
12. Student services (including violence prevention counseling) and referrals for services.
13. Activities to address the particular needs of children and youth experiencing homelessness that may arise from domestic violence.
14. The adaptation of space and purchase of supplies for any non-school facilities to provide services under this subsection.
15. School supplies, including those supplies to be distributed at shelters, temporary housing facilities, or other appropriate locations.
16. Other extraordinary or emergency assistance needed to enable children and youth experiencing homelessness to attend school.

### Eligibility

For the purpose of this grant, all COEs are eligible and encouraged to apply for theEHCY Grant Programfunds regardless of the number of children and youth experiencing homelessness enrolled. On page 10 of this RFA, there is chart that will determine the amount that your COE can apply for. The number of enrolled children and youth experiencing homelessness should be consistent with the cumulative enrollment found in the 2018–19 Cumulative DataQuest reports. COEs will be using their countywide enrollment data, and those that have not enrolled any homeless students can still apply for the minimum amount of $15,000.

ESSA requires that all homeless liaisons and school personnel participate in professional development opportunities regarding the requirements of the EHCY Program. In addition to the authorized activities listed above, COEs should be building capacity within the county. Capacity building is the process by which organizations—such as COEs—obtain**, improve, and retain the skills, knowledge, tools, equipment and other resources needed to do their jobs competently**. It also allows organizations to perform at a greater capacity (larger scale, larger audience, larger impact, etc.). COEs must consider the following activities:

1. Use countywide homeless education data to target professional development activities, build awareness, and address the homeless education needs of LEAs in the county.
2. Provide professional development and technical assistance to all homeless liaisons within the county, including charter schools.
3. Develop memorandums of understanding with agencies within the community to better serve and support homeless children, youth, and their families.
4. Create and disseminate homeless education materials and resources to all community agencies, school districts, and organizations working with homeless children, youth, and their families.
5. Include what types of technical assistance, professional development, and other support the COE will provide to all the LEAs in the county within each question in the narrative.

## Submission Process

All applications will be screened for compliance with the RFA requirements. **One original and two copies** of the application are required and must:

1. Be submitted in person or received by mail to the CDE Integrated Student Support and Programs Office (ISSPO) at 1430 N Street, Suite 6208, Sacramento, CA 95814-5901, Attn: Homeless Education Program, on or before **(not postmarked by)** **Thursday, February 4, 2021, by 4 p.m.**
   1. If the RFA is submitted in person, it must be received by **4 p.m., Thursday, February 4, 2021.** On this day, there will be staff at a table in the CDE lobby to accept hand-delivered applications and issue receipts.
   2. If you wish to hand deliver an application before the due date, please contact Leanne Wheeler by phone at 916-319-0383 or by email at [LWheeler@cde.ca.gov](mailto:lwheeler@cde.ca.gov) to make these arrangements.
   3. Faxed or emailed applications will not be accepted.
   4. Late applications will not be accepted.
2. Be limited to 17 single-spaced pages on 8½- x 11-inch paper, using 12-point Arial font and one-inch margins in the Narrative Section. The itemized budget and budget narrative **are not included** in the 17-page limit. Any other materials submitted including charts, graphs, and tables should be in 12-point Arial font and be included in the 17-page narrative.
3. **Be complete**. The following is a list of requirements to be submitted as part of your COE’s application. The application should be submitted in the following order:
   1. Signed Application Fact Sheet in blue ink, no electronic signatures accepted (Attachment 2)
   2. Assurances and Required Signatures in blue ink, no electronic signatures accepted (Attachment 3)
   3. Narrative (Questions 1–6), 17-page limit
   4. Itemized Budget (Attachment 4)
   5. Budget Narrative
   6. Three Signed Letters of Support
   7. Job Descriptions and/or Duty Statements for any position paid out of EHCY and/or Title I, Part A reservation funds for homeless education
   8. No additional attachments will be read or reviewed
4. Include three signed letters of support. These are **required** and may be from outside organizations that work collaboratively with the COE, including districts they are supporting. Individuals should not be employees of the COE, and organizations should not be another COE. Please make sure that these letters and/or organizations are discussed in your narrative.

Prospective applicants must follow the RFA format and content requirements for preparing applications. **Applications that do not meet these specifications will be returned without review, including missing signatures.**

## Application Review

All applications meeting RFA requirements will be read and scored by trained readers. The readers will consist of representatives from various backgrounds, such as teachers and administrators, district and central office staff, private and community foundation personnel, staff from COEs, and CDE staff.

Trained readers will score each application independently. A scoring rubric will be used as the basis for rating applications (see pages 12–18 of this RFA). The score will be based upon a competitive review of the quality of the application, the articulated need, and the ability of the COE to meet such needs with existing resources and the proposed project.

In addition to the points available through the narrative, applications will be given points based on the percentage of homeless students enrolled in the COE compared to the total enrollment of the COE. The CDE will calculate this impaction percentage for each applicant and award points as follows:

| **Percent Impaction** | **Points** |
| --- | --- |
| .01%–2.99% | 0 |
| 3.00%–4.99% | 2 |
| 5.00%–9.99% | 4 |
| 10.00%–19.99% | 5 |
| Over 20.00% | 6 |

## Appeal Process

Historically, there has not been sufficient funding to award funds to all applicants. Grantees will be selected based on the score of their application. Appeals to the grant awards must be postmarked within five working days of receipt of the letter of regret.

Appeals are limited to the grounds that the application process described in the RFA was not followed. Dissatisfaction with the score or readers’ comments received by the application is not grounds for appeal. Late appeals will not be considered. The protesting applicant(s) must file a full and complete written appeal, including the reason for appeal, issue(s) in dispute, legal authority or other basis for the appellant’s position, and the remedy sought. Applicants who wish to appeal the decision must submit a letter of appeal by mail, fax, or in person to:

William McGee, Division Director

Student Achievement and Support Division

California Department of Education

1430 N Street, Suite 6208

Sacramento, CA 95814-5901

Fax: 916-319-0961

A final decision will be made by the ISSPO within 20 working days of the last day to file an appeal. The decision shall be the final administrative action afforded the appellant.

## Funding

### Three-Year Project Period Requirements

Successful applications will be approved for a three-year project period, beginning with fiscal year (FY) 2021–22. Based on receipt of federal allocations for the EHCY Grant Program, the CDE will issue a new grant award each FY for each of the three years. The grant award period for each grant will run concurrent with the state FY, beginning July 1 of each year and ending June 30 of the following year. The last year of funding during the three-year project period will be FY 2023–24. Grant funding beyond FY 2023–24 will be determined based on the results of a new RFA process.

At the beginning of each FY, the COE will submit to the CDE a Budget Request form describing its spending plan for the current year. If the COE wishes to change the alignment of funding in its budget, and the changes total more than 10 percent of the grant amount, the COE must submit a Budget Change Request form. Budget changes will not be accepted after May 31, 2022. All fiscal forms will be emailed to grantees.

COEs will also be required to submit to the CDE four quarterly expenditure reports each FY indicating grant expenditures to date. The expenditure report due dates will be October 31, January 31, April 30, and July 31, with July 31 being the final (close-out) expenditure report. This award does not allow grantees to carryover unexpended grant funds into the next FY.

The amount of funding awarded to successful grant applicants will depend on how well the application budget supports the proposed program based on the number of children and youth served, the array of services provided, and services and resources that may be available from other agencies. Requested funding should be commensurate with the scope of the planned program.

The CDE reserves the right to fund applications at a lesser amount if it is judged that the proposed program can be implemented with less funding than requested, or if federal funding is not sufficient to fully fund all applications that merit award. Federal funds will be disbursed to qualified applicants until funds are depleted.

### Award Notification and Issuance of Funds

The CDE will issue Grant Award Notification (AO-400) letters to successful applicants after July 15, 2021. All fiscal forms will be emailed to grantees.

The payment schedule will be as follows:

* 30 percent of the grant amount will be paid after California’s budget has been signed, and the COE has returned a signed AO-400 and a completed Budget Request form.
* 30 percent will be paid after the CDE receives and approves the January 31 (Quarter 2) Expenditure Report, providing the COE has expended at least 65 percent of its first payment. If the 65 percent threshold has not been met, payment will be withheld until the next quarterly expenditure report is received and reflects compliance of this mark.
* 30 percent will be paid after the CDE receives and approves the April 30 (Quarter 3) Expenditure Report, providing the COE has expended at least 65 percent of funds advanced. If the 65 percent threshold has not been met, payment will be withheld until the close-out quarterly expenditure report is received.
* Up to 10 percent will be reimbursed to the COE after the CDE receives and approves the July 31 (Quarter 4) Final Expenditure Report.

The CDE and/or the grantee may terminate the grant if the terms of the award are not met. A 30-business day termination notice shall be given.

The CDE estimates that approximately $12.2 million in federal funding will be available in FY 2021–22 for EHCY grant awards to COEs. The maximum funding that can be requested should be based on the countywide number of enrolled children and youth experiencing homelessness consistent with the cumulative enrollment found in the 2018–19 Cumulative DataQuest reports. Please note that COEs that have not enrolled any homeless students can still apply for the minimum amount.

| **Number of enrolled children and youth experiencing homelessness** | **Maximum funding amount** |
| --- | --- |
| 0–99 | $15,000 |
| 100–249 | $25,000 |
| 250–499 | $50,000 |
| 500–1,499 | $75,000 |
| 1,500–2,499 | $100,000 |
| 2,500–3,999 | $125,000 |
| 4,000–4,999 | $175,000 |
| Over 5,000 | $250,000 |

Funds for this program must be used to **supplement** (increase the level of services) and not supplant (replace) funds from other federal, state, and/or local sources. Services provided with grant funds shall be designed to expand on or improve services provided as part of the COE’s EHCY program. State or local funds may not be decreased or diverted for other uses because of the availability of these funds. Grantees must maintain documentation that clearly demonstrates the supplementary use of these funds.

EHCY grant funds cannot be used for the following:

* One hundred percent of the homeless liaison’s salary
* Rental or mortgage assistance
* Utility bills
* Motel/hotel vouchers
* Prom expenses
* Yearbooks
* Entertainment such as tickets for sporting events, concerts, or shows
* Food that will be consumed outside the school day

To be eligible to receive an EHCY grant award, a COE must annually meet the federal Maintenance of Effort (MOE) requirement specified Section 723(b)(3) of Subtitle B of Title VII of the McKinney-Vento Homeless Assistance Act. Please note that there are no available waivers that would allow a COE that fails the MOE requirement to continue to receive EHCY grant funds during the affected FY.

## Narrative Recommendations

Please note that the 2021–24 RFA contains some changes from previous RFAs, specifically related to the submission instructions and narrative questions. Applicants should not use past RFAs to complete this RFA. Please read all the information and closely follow the directions.

The COE should view the grant as a program, not a set of activities. The program should be an integrated and comprehensive approach to providing education and services to support districts, including charter schools, in serving children and youth experiencing homelessness. A well-designed program will show a direct connection between needs, goals, objectives, activities, and expenses; a strong application will thoroughly describe those connections. Therefore, a COE that proposes to spend the funds only on a limited set of activities, or on one type of activity such as training, would most likely not be competitive. Activities undertaken must not isolate or stigmatize children and youth experiencing homelessness.

An applicant is required to conduct a needs assessment to determine the needs of the districts and their homeless students, as well as community agencies and other organizations. The results of the needs assessment should be described within the narrative. It is important for an applicant to align their proposed program with their identified needs and their budget to their proposed program. Readers will evaluate this alignment within the narrative and budget pages. Applicants that fail to clearly describe these linkages will not be competitive. The COE’s needs assessment should focus on determining the needs of homeless children, youth, their families, and the homeless education program for all districts. The identified needs may include, but are not limited to, the processes for identification and enrollment, retention and equal access of children and youth experiencing homelessness, professional development, use of Title I funds, and internal and external collaboration. The needs assessment should be aligned to the ESSA homeless education requirements.

Because the amount of EHCY funding is very limited, one of the keys to a successful and sustainable program is leveraging your grant funds through collaboration and coordination with other entities that serve homeless students and with other programs operated by the COE. To the maximum extent possible, services and resources should be provided through existing programs and mechanisms. Effective and far-reaching collaboration will enable the COE to fully utilize other available resources to meet the full spectrum of needs of homeless children, youth, and the districts that serve them.

To ensure that programs give proper emphasis to internal and external collaboration, the CDE will prioritize certain activities for children and youth experiencing homelessness. Activities that encourage the program’s sustainability (collaboration, coordination, and professional development) will be weighed more heavily in the scoring process. In preparing your responses to questions 4 and 5, please be sure to describe how your collaboration with other entities or other LEA programs enables the LEA to leverage its grant funds.

Leveraging grant funds may include:

* The provision of money, materials, space, services, or other resources from the community, community-based organizations, faith-based organizations, nonprofit agencies, other public agencies, local universities, corporate sponsors, or small business sponsors to meet the needs of homeless pupils or their families. For example, donations of school supplies and school clothing would reduce the need to pay for these items with the COE’s EHCY funds.
* Use of state, other federal, or local general funds to meet the needs of homeless children, youth, and their families. This can include COE in-kind contributions such as staff, office space, supplies, maintenance, or information technology services. It may also include partnering or coordinating with other grant programs and outside agencies.

## Narrative and Rubric

1. Describe the COE’s countywide demographics, and the COE’s current homeless education program. COEs must address how the COE supports each LEA in the county, including technical assistance, professional development, trainings, and collaboration activities. Include the COE’s understanding of the different LEAs that are in the county as it relates to their demographics, needs, and capacity.

| **Excellent 4** | **Sufficient 3** | **Minimal 2** | **Poor 0–1** |
| --- | --- | --- | --- |
| The description presents a comprehensive narrative of theCOE’s demographics and its current program activities. The COE includes a comprehensive narrative of supports for LEAs along with a comprehensive description of the differences of the LEAs in the county. | The description presents a clear narrative of the COE’s demographics and its current program activities. The COE includes a clear narrative of supports for LEAs along with a clear description of the differences of the LEAs in the county. | The description presents a satisfactory narrative of the COE’s demographics and its current program activities. The COE includes a satisfactory narrative of supports for LEAs along with a comprehensive description of the differences of the LEAs in the county. | The description does not present a narrative of the COE’s demographics or any current program activities. The COE includes a satisfactory narrative of supports for LEAs along with a comprehensive description of the differences of the LEAs in the county. |

| Narrative Response: |
| --- |

1. Describe the needs determined by the needs assessment, how the COE plans to meet those needs, and how the COE intends to evaluate the effectiveness of that plan. Include how EHCY funding will support implementation.

| **Excellent 8** | **Above Average 6** | **Sufficient 4** | **Minimal 2** | **Poor 0** |
| --- | --- | --- | --- | --- |
| A robust needs assessment was conducted and needs were thoroughly described. The narrative presents a comprehensive description of the implementation plan, including a strong description of the methods used to evaluate the effectiveness of the program. | An adequate needs assessment was conducted and needs were clearly described. The narrative presents a solid description of the implementation plan including a suitable description of the methods used to evaluate the effectiveness of the program. | A needs assessment was conducted and some needs were described. The narrative presents an adequate description of the implementation plan as well as the methods that will be used to evaluate the effectiveness of the program. | It appears that a needs assessment was conducted and minimal needs were described. The narrative presents some description of the implementation plan, including a minimal description of the methods used to evaluate the effectiveness of the program. | A needs assessment was not conducted and needs were not identified. The narrative offers a weak description of the implementation plan and lacks a description of the program evaluation process. |

| Narrative Response: |
| --- |

1. Describe how the COE intends to support LEAs in the development, training and approval of any LEA-level plan goals that align to serving students who are experiencing homelessness as a subgroup?

| **Excellent 4** | **Sufficient 3** | **Minimal 2** | **Poor 0–1** |
| --- | --- | --- | --- |
| The description gives a comprehensive and detailed narrative of how the COE will support LEAs with their plan development and implementation. | The description gives a sufficient narrative of how the COE will support the LEAs with their plan development and implementation. | The description gives a limited narrative of how the COE will support the LEAs with their plan development and implementation. | The description gives a weak narrative of how the COE will support the LEAs with their plan development and implementation. |

| Narrative Response: |
| --- |

1. Describe types, intensity, and coordination efforts that foster cross-collaboration and coordination with other entities that will enhance the COE’s ability to serve and support the LEAs countywide, in order to better meet the needs of their homeless children, youth, and their families. Other entities may include, but are not limited to, nearby LEAs, community-based organizations, nonprofit agencies, post-secondary programs, service providers, local shelters, Continuum of Care, local food closets, preschool programs, and other entities working with homeless children, youth, and families. Please describe any resources or services provided by the entity that benefits homeless children, youth, and their families; reduces the use of EHCY funding; or that enables the COE to maximize its use of EHCY funding.

| **Excellent 8** | **Above Average 6** | **Sufficient 4** | **Minimal 2** | **Poor 0** |
| --- | --- | --- | --- | --- |
| The description gives an in-depth and strong narrative of the collaboration, coordination, and ongoing relationships with various entities. The narrative also clearly details benefits to homeless children, youth, and their families as well as how the COE will use EHCY funding to maximize the program countywide. | The description gives a clear narrative of the collaboration, coordination, and ongoing relationships with some entities. The narrative shows sufficient benefits to homeless children, youth, and their families as well as how the COE will use EHCY funding to maximize the program countywide. | The description gives an adequate narrative of the collaboration, coordination, and ongoing relationships with few entities. The narrative shows general benefits to the homeless children, youth, and their families as well as how the COE will use EHCY funding to maximize the program countywide. | The description is minimal and lacks detail as it relates to collaboration, coordination, and relationships. The narrative shows slight benefit to the homeless children, youth, and their families, as well as how the COE will use EHCY funding to maximize the program. | The description gives a weak narrative of the collaboration, coordination, and ongoing relationships with any entities. The narrative lacks a clear description of benefits to the homeless children, youth, and their families and/or how the COE will use EHCY funding to maximize the program countywide. |

| Narrative Response: |
| --- |

1. Describe how the COE will support LEAs and their homeless liaisons with coordination and collaboration efforts as it relates to internal capacity building within the LEA. Include the types, intensity, and coordination that will be provided to all LEAs within the county and will enhance the LEA’s ability to serve its children and youth experiencing homelessness.

| **Excellent 8** | **Above Average 6** | **Sufficient 4** | **Minimal 2** | **Poor 0** |
| --- | --- | --- | --- | --- |
| The narrative presents a robust description of the collaboration and coordination with all programs within the COE. | The narrative presents a clear description of the collaboration and coordination with most programs within the COE. | The narrative presents an adequate description of the collaboration and coordination with some programs within the COE. | The narrative presents a minimal description of the collaboration and coordination with programs within the COE. | The narrative presents a partial description of the collaboration and coordination with a few existing programs within the COE. |

| Narrative Response: |
| --- |

1. In order to ensure that COEs are equipped to build the capacity of their LEAs to support the continuous improvement of student performance within the state priorities and address the gaps in achievement between student groups, COEs must describe how they will serve as a facilitator, resource connector, and capacity builder for all LEAs countywide. COE’s must also describe a detailed professional development plan. The plan should address how LEAs should use data from the California School Dashboard, ConsolidatedApplication and Reporting System (CARS), California Longitudinal Pupil Achievement Data System (CALPADS), and any other local data to improve the performance and achievement of homeless students.

| **Excellent 8** | **Above Average 6** | **Sufficient 4** | **Minimal 2** | **Poor 0** |
| --- | --- | --- | --- | --- |
| The narrative presents a robust description of how the COE will serve as a capacity builder for all the LEAs. The description also includes a comprehensive professional development plan including all the data components. | The narrative presents a clear description of how the COE will serve as a capacity builder for all the LEAs. The description also includes a strong professional development plan including several of the data components. | The narrative presents an adequate description of how the COE will serve as a capacity builder for all the LEAs. The description also includes a satisfactory professional development plan including some of the data components. | The narrative presents a minimal description of how the COE will serve as a capacity builder for all the LEAs. The description also includes a limited professional development plan including at least one data component. | The narrative presents a partial description of how the COE will serve as a capacity builder for all the LEAs. The description also includes an inadequate professional development plan and does not include any data components. |

| Narrative Response: |
| --- |

1. Complete the budget form (Attachment 4) of the EHCY COE RFA and provide a narrative justification for the itemized budget. Describe how the amount allocated to each budget line item supports the proposed program and the identified needs of children and youth experiencing homelessness in the COE. The narrative must also include the following:
   1. For the Certificated and Classified Personnel Salaries (1000–1999 Series), please provide the classification and the full-time equivalent (FTE), i.e., the percentage of time or number of hours that will be paid with EHCY funding. For example, indicate 0.25 FTE homeless liaison, 0.10 FTE clerical support, or 200 hours tutoring.
   2. For staff who will be funded with EHCY funding, please provide a duty statement (existing and/or proposed).
   3. For the Services and Other Operating Expenditures (5000–5199 Series) in the budget, please describe any services to be performed by outside consultants, including an estimate of the number of hours of service or the caseload the contract will fund.

| **Excellent 4** | **Sufficient 3** | **Minimal 2** | **Poor 0–1** |
| --- | --- | --- | --- |
| The budget narrative provides a clear, thorough, and detailed narrative for all of the major groups of expenditures in each object code. | The budget narrative provides a sufficient description for all of the major groups of expenditures in each object code, although one or two items could have benefitted from additional detail or greater specificity. | The budget narrative provides an adequate description for most of the major groups of expenditures in each object code, although some of the areas may not be fully explained or may be too general. | The budget narrative provides a minimal description for the proposed expenditures in each object code. The description lacks sufficient detail and specificity. The budget narrative does not address many groups of expenditures or object codes. |
| The budget narrative provides a thorough, clear, fully developed, and compelling explanation of how the proposed expenditures in each object code relate to and support the COE’s identified needs and the project’s activities. The detail provided demonstrates a strong correlation between the requested resources, identified needs, and project activities. | The budget narrative provides a sufficient explanation of how the proposed expenditures in each object code relate to and support the COE’s identified needs and the project’s activities. Most of the detail provided demonstrates a clear correlation between the requested resources, identified needs, and project activities. | The budget narrative provides an adequate explanation of how the proposed expenditures in each object code relate to and support the COE’s identified needs and the proposed project’s activities. Although some detail is provided, the link between the requested resources, identified needs, and project activities is not fully substantiated. | The budget narrative does not provide an explanation, or provides a very weak explanation of how the expenditures in each object code relate to and support the COE’s identified needs and the project’s activities. Little detail is provided, and the explanation does not substantiate the alignment of identified needs and project activities. |
| The application includes all required staffing and contract information, including detailed duty statements with specific job responsibilities and percentages for all EHCY-funded staff. | The application includes all required staffing and contract information, including duty statements that offer some details with job responsibilities and percentages for most EHCY-funded staff. | The application includes most of the required staffing and contract information. Duty statements are brief, one or two paragraphs, and are not provided for some staff. | The application includes very little or does not include required staffing and contract information. There are no duty statements provided. |

| Narrative Response: |
| --- |