**Education for Homeless Children and Youth Grant Program for Local Educational Agencies**

# REQUEST FOR APPLICATION

**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**

**Table of Contents**

[General Information 2](#_Toc44574815)

[Timeline 2](#_Toc44574816)

[Introduction 2](#_Toc44574817)

[Purpose 3](#_Toc44574818)

[Eligibility 4](#_Toc44574819)

[Submission Process 5](#_Toc44574820)

[Application Review 6](#_Toc44574821)

[Appeal Process 7](#_Toc44574822)

[Funding 7](#_Toc44574823)

[Determination of Award Amounts 7](#_Toc44574824)

[Three-Year Project Period Requirements 9](#_Toc44574825)

[Award Notification and Issuance of Funds 9](#_Toc44574826)

[Narrative Recommendations 10](#_Toc44574827)

[Narrative and Rubric 11](#_Toc44574828)

## General Information

### Timeline

| **Important Events** | **Important Dates** |
| --- | --- |
| Education for Homeless Children and Youth (EHCY) Request for Application (RFA) Webinar | Tuesday, November 10, 2020, at 9 a.m.Join Zoom Meeting~~https://us02web.zoom.us/j/82556732580~~Meeting ID: 825 5673 2580Passcode: 527045 |
| 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 local school districts and direct-funded charter schools 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 homeless children and youth. In addition, the grant will help ensure homeless children and youth have equal access to the same free, appropriate public education as provided to all other children and youth.

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 United States Code,Section 11431 et seq., are designed to improve the educational stability, access, support, and academic achievement of children and youth who are homeless.

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

* Provide immediate enrollment of homeless children and youth 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 homeless children and youth.
* 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 homeless students 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 homeless children and youth.
* Support coordination and collaboration between local education agencies (LEAs), community agencies, county offices of education, 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 homeless children and youth. Based on legislation, grantees may use these funds for **supplemental** activities to carry out the purpose of the law. These activities can include:

* 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.
* Expedited evaluations of the strengths and needs of homeless children and youth, 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.).
* 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 homeless children and youth, including the specific needs of runaway and homeless youths.
* Referral services for homeless children and youth for medical, dental, mental, and other health services.
* Assistance to defray the excess cost of transportation for homeless children and youth to attend school when not otherwise provided through other federal, state, or local funds.
* Developmentally appropriate early childhood education programs not otherwise provided through federal, state, or local funding for preschool age homeless children.
* Services and assistance to attract, engage, and retain homeless children and youth, including unaccompanied youths, in public school programs and services that are provided to all non-homeless children and youth.
* Before- and after-school mentoring and summer programs that provide tutoring, homework assistance, and supervision of educational activities of homeless children and youth.
* The payment of fees and other costs associated with tracking, obtaining, and transferring records necessary to enroll homeless children and youth in school.
* Education and training for the parents/guardians of homeless children and youth about their rights and available resources.
* Coordination between schools and agencies providing services to homeless children and youth.
* Student services (including violence prevention counseling) and referrals for services.
* Activities to address the particular needs of homeless children and youth that may arise from domestic violence.
* The adaptation of space and purchase of supplies for any non-school facilities to provide services under this subsection.
* School supplies, including those supplies to be distributed at shelters, temporary housing facilities, or other appropriate locations.
* Other extraordinary or emergency assistance needed to enable homeless children and youth to attend school.

### Eligibility

For the purpose of this grant, LEAs are defined as school districts and direct-funded charter schools. All LEAs with at least 50 enrolled homeless children and youth are eligible and encouraged to apply for theEHCY Grant Programfunds.

The number of enrolled homeless children and youth should be consistent with the cumulative enrollment found in the 2018–19 Cumulative DataQuest reports. For those LEAs that do not have at least 50 enrolled homeless children and youth, a consortium of LEAs can be created to meet the application criteria.

LEAs that apply as a consortium must remain in the consortium for the entire three-year project period. One LEA in the consortium must serve as the lead. The lead LEA will be responsible for submitting the application, acting as the fiduciary agent, and compiling and submitting the consortium’s fiscal information to the CDE. Every individual LEA affiliated with the consortium is responsible for annually collecting and submitting required data on homeless children and youth. If a member chooses to leave the consortium, they will be defunded as of the date of their withdrawal.

## 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’s 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.

* 1. 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 to make arrangements.
	2. Faxed or emailed applications will not be accepted.
	3. Late applications will not be accepted.
1. 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.
2. **Be complete**. The following is a list of requirements to be submitted as part of your LEA’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
3. Include three signed letters of support. These are **required** and may be from outside organizations that work collaboratively with the LEA or from individuals who have directly benefitted from the applicant’s homeless education program. Individuals should not be employees of the LEA, and organizations should not be another LEA. These letters should be addressed in the narrative section of the RFA. Three letters are sufficient from a consortium.
4. For consortiums, please include an **Application Fact Sheet (Attachment 2)** and the **Assurances and Required Signatures (Attachment 3)** page for each LEA within a consortium.

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.**

## 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 LEAs, and CDE staff.

Trained readers will score each application independently. A scoring rubric will be used as the basis for rating applications. The score will be based upon a competitive review of the quality of the application, the articulated need, and the ability of the LEA 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 LEA compared to the total enrollment of the LEA. 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 their application’s score. 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 for 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

### Determination of Award Amounts

The CDE estimates that approximately $12.2 million in federal funding will be available in fiscal year (FY) 2021–22 for EHCY grant awards to LEAs. The maximum funding that can be requested is based on the number of enrolled homeless children and youth that is consistent with the cumulative enrollment found in the 2018–19 Cumulative DataQuest reports.

| **Number of enrolled homeless children and youth** | **Maximum funding amount** |
| --- | --- |
| 50–99 | $ 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 not replace the regular academic program but shall be designed to expand on or improve services provided as part of the LEA’s regular academic 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, an LEA 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 an LEA that fails the MOE requirement to continue to receive EHCY grant funds during the affected FY.

### Three-Year Project Period Requirements

Successful applications will be approved for a three-year project period, beginning with FY 2021–22. Based on receipt of federal allocations for the EHCY Grant Program, the CDE will issue a new grant award each fiscal year for each of the three years. The grant award period for each grant will run concurrent with the state fiscal year, 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 LEA will submit to the CDE a Budget Request form describing its spending plan for the current year. If the LEA wishes to change the alignment of funding in its budget, and the changes total more than 10 percent of the grant amount, the LEA 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.

LEAs 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 LEA 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 LEA 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 LEA 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 LEA 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.

## 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 LEA 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 for homeless children and youth. 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, an LEA that proposes to spend the funds only on a limited set of activities, or on one type of activity such as transportation, would most likely not be competitive. Activities undertaken must not isolate or stigmatize homeless children and youth. Services provided under this program are not intended to replace the regular academic program.

An applicant is required to conduct a needs assessment to determine the needs of their homeless students and how best to meet those needs. 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 LEA’s needs assessment should focus on determining the needs of homeless children, youth, their families, and the homeless education program. The identified needs may include, but are not limited to, the processes for identification and enrollment, retention and equal access of homeless children and youth, 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 LEA. To the maximum extent possible, services and resources should be provided through existing programs and mechanisms. Effective and far-reaching collaboration will enable the LEA to fully utilize other available resources to meet the full spectrum of needs of homeless children, youth, and their families.

To ensure that programs give proper emphasis to internal and external collaboration, the CDE will prioritize certain activities for homeless children and youth. 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 LEA’s EHCY funds.
* Use of state, other federal, or local general funds to meet the needs of homeless students or their families. This can include LEA 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.

## Narrative and Rubric

For purposes of this application, LEA encompasses school districts, direct-funded charter schools, and consortia.

1. Describe the LEA’s demographics and the LEA’s current homeless education program.

| **Excellent 4** | **Sufficient 3** | **Minimal 2** | **Poor 0–1** |
| --- | --- | --- | --- |
| The description presents a comprehensive narrative of theLEA’s demographics and its current program activities. | The description presents a clear narrative of the LEA’s demographics and its current program activities. | The description presents a satisfactory narrative of the LEA’s demographics and its current program activities. | The description does not present a narrative of the LEA’s demographics or any current program activities. |

| Narrative Response: |
| --- |

1. Describe the needs determined by the needs assessment, how the LEA plans to meet those needs, and how the LEA 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 LEA involves, supports, and serves parents/guardians of homeless children and youth, as it relates to their participation in their children’s education.

| **Excellent 4** | **Sufficient 3** | **Minimal 2** | **Poor 0–1** |
| --- | --- | --- | --- |
| The description gives a comprehensive and detailed narrative of how the LEA will involve, support, and serve parents and/or guardians of homeless children and youth, as it relates to their participation in their children’s education. | The description gives a sufficient narrative of how the LEA will involve, support, and serve parents and/or guardians of homeless children and youth, as it relates to their participation in their children’s education. | The description gives a limited narrative of how the LEA will involve, support, and serve parents and/or guardians of homeless children and youth, as it relates to their participation in their children’s education. | The description gives a weak narrative of how the LEA will involve, support, and serve parents and/or guardians of homeless children and youth, as it relates to their participation in their children’s education. |

| Narrative Response: |
| --- |

1. Describe types, intensity, and coordination efforts with other entities that will enhance the LEA’s ability to serve its homeless children and youth. 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 LEA to maximize its use of EHCY funding.

| **Excellent 8** | **Above Average 6** | **Sufficient 4** | **Minimal 2** | **Poor 0** |
| --- | --- | --- | --- | --- |
| The description is in-depth and strong as it relates to 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 LEA will use EHCY funding to maximize the program. | The description is clear as it relates to 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 LEA will use EHCY funding to maximize the program. | The description is adequate as it relates to 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 LEA will use EHCY funding to maximize the program. | 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 LEA 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 LEA will use EHCY funding to maximize the program. |

| Narrative Response: |
| --- |

1. Describe types, intensity, and coordination efforts with programs within the LEA that will enhance the LEA’s ability to serve its homeless children and youth. Existing programs may include, but are not limited to: Title I, before- and after-school programs, transportation, nutritional programs, other grant-funded programs, etc. Please describe any resources contributed by another program that benefits homeless children, youth, and their families; reduces the use of EHCY funding; or that enables the LEA to maximize its use of EHCY funding. If the LEA receives Title I, Part A funding, the LEA must describe how the LEA uses its Title I, Part A reservation funds for homeless students to support their academic and non-academic needs.

| **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 LEA. The narrative describes in-depth benefits of maximizing EHCY funding for the LEA. | The narrative presents a clear description of the collaboration and coordination with most programs within the LEA. The narrative describes convincing benefits of maximizing EHCY funding for the LEA. | The narrative presents an adequate description of the collaboration and coordination with some programs within the LEA. The narrative describes general benefits of maximizing EHCY funding for the LEA. | The narrative presents a minimal description of the collaboration and coordination with programs within the LEA. The narrative describes minimal benefits to maximizing EHCY funding for the LEA. | The narrative presents a partial description of the collaboration and coordination with a few existing programs within the LEA. The narrative lacks a clear description of benefits to maximizing EHCY funding for the LEA. |

| Narrative Response: |
| --- |

1. Describe the integration and interventions the LEA provides to meet the educational and academic needs of homeless children and youth regardless of the funding source. The description should include an array of services, programs, and interventions used by the LEA to meet the educational and academic needs of homeless children and youth.

| **Excellent 4** | **Sufficient 3** | **Minimal 2** | **Poor 0–1** |
| --- | --- | --- | --- |
| The description provides an in-depth and robust narrative of the various integration and interventions that the LEA provides to ensure that all homeless children and youth’s educational and academic needs are being met. | The description provides a convincing narrative of the various integration and interventions that the LEA provides to ensure that homeless children and youth’s educational and academic needs are being met. | The description offers a limited narrative of some interventions that the LEA provides to ensure that homeless children and youth’s educational and academic needs are being met. | The description lacks a specific narrative and lacks information of the integration and interventions that the LEA provides to ensure that homeless children and youth’s educational and academic needs are being met. |

| Narrative Response: |
| --- |

1. Complete the budget form (Attachment 4) of the EHCY 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 homeless children and youth in the LEA. 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 narrative provides a clear, thorough, and detailed narrative for all the major groups of expenditures in each object code. | The narrative provides a sufficient description for all the major groups of expenditures in each object code, although one or two items could have benefitted from extra detail. | The 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. | The narrative provides a minimal description for the proposed expenditures in each object code. The description lacks sufficient detail and specificity.  |
| The narrative provides a thorough, fully developed, and compelling explanation of how the proposed expenditures in each object code relate to and support the LEA’s identified needs and the project’s activities. The detail provided demonstrates a strong correlation between the resources, needs, and project activities. | The narrative provides a sufficient explanation of how the proposed expenditures in each object code relate to and support the LEA’s identified needs and the project’s activities. Most of the detail provided demonstrates a clear correlation between the resources, needs, and project activities. | The narrative provides an adequate explanation of how the proposed expenditures in each object code relate to and support the LEA’s identified needs and the proposed project’s activities. Although some detail is provided, the link between the resources, needs, and project activities is not fully substantiated.  | The 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 LEA’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 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: |
| --- |