# Homeless Education ProgramHomeless Innovative Programs GrantREQUEST FOR APPLICATIONS

**Two-Year Grant Cycle**

**Grant Term: July 1, 2022, to September 30, 2024**

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**Integrated Student Support and Programs Office
Student Achievement and Support Division
California Department of Education
1430 N Street, Suite 6208
Sacramento, CA 95814-5901**

**APPLICATION DEADLINE:**

**5:00 p.m.**

**Monday, April 29, 2022**

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## Program Description

### Introduction

On Thursday, March 11, 2021, President Biden signed into law the American Rescue Plan Act of 2021 (ARP). In recognition of the extraordinary impacts of the Coronavirus pandemic (COVID-19) on children and youth experiencing homelessness, the ARP includes an unprecedented $800 million to support the specific needs of homeless children and youth through the ARP Homeless Children and Youth (ARP-HCY) Fund. California was awarded $98 million of the ARP HCY funds. State educational agencies (SEAs) and local educational agencies (LEAs) must use ARP-HCY funds to: (1) identify children and youth experiencing homelessness, (2) provide children and youth experiencing homelessness with wrap-around services to address the challenges of the COVID-19 pandemic, and (3) to enable children and youth experiencing homelessness to attend school and fully participate in school activities.

A portion of California’s ARP-HCY funds will be used to select LEAs through a competitive grant process to administer a Homeless Innovative Program (HIP) grant. The purpose of the HIP grant is to identify innovative practices previously implemented and aligned with the provisions of the McKinney-Vento Homeless Assistance Act (Title 42 of the United States Code,Section 11431 et seq.) to improve the educational stability, access, support, and academic achievement of children and youth experiencing homelessness. To be eligible for HIP funding, LEAs must demonstrate that they have previously developed and implemented innovative practice(s) that support students experiencing homelessness, which can be shared statewide. Please see the section below, “Innovative Target Activities” for more information regarding eligible innovative practices. These innovative practice(s) must also demonstrate the LEA’s implementation of the Education of Homeless Children and Youth (EHCY) Program authorized by the McKinney-Vento Homeless Assistance Act (Title 42 of the United States Code, Section 11431 et seq.) The primary charge of the HIP grant is to build capacity at the local level to implement systemic changes that improve student outcomes for students experiencing homelessness.

Homeless coordinators at each county office of education (COE) and homeless liaisons at the LEAs are uniquely positioned to support interagency collaboration and capacity building, both at the state and individual student level, focused on improving identification and educational outcomes for children and youth experiencing homelessness. This is a key component to the successful implementation of a HIP grant. HIP grantees will provide the coordinators and liaisons throughout the state with proven practices and program implementation strategies that will support children and youth experiencing homelessness.

### Eligibility Criteria

For the purpose of this grant, eligible applicants are school districts, charter schools, and COEs. All LEAs are eligible and encouraged to apply. Applicants must have the capacity and willingness to support/engage in statewide professional and resource development activities such as communication, outreach, training, and scaling up the model of innovative practice (MIP) for distribution and web page posting.

Selected HIP grantees will utilize the two-year grant funds to scale up their innovative practice(s) and develop an MIP toolkit. The MIP is a practice that has been developed to meet an identified need to improve educational experiences for infants, preschoolers, students, and students transitioning to college, who are experiencing homelessness. This practice must be innovative in nature and elevates the standard of ordinary program practices. The practice can include, but is not limited to: unique outreach, expanded collaboration efforts, case management supports, internal support team efforts, expanded professional development approaches, family outreach and wrap-around type services, community identification expansion efforts, and targeted inequity solutions. Through statewide outreach in year two, HIP grantees will actively disseminate MIPs to other LEAs who serve students experiencing homelessness. The MIP may serve targeted students experiencing homelessness from cradle to college.

Applicants must have developed a previously implemented practice aligned with **at least one** of the following Innovative Target Activities:

### Innovative Target Activities

1. **Increasing identification** and support for children and youth experiencing homelessness through novel procedures;
2. **Implementing professional development** for other educators and stakeholders, within or beyond the LEA as well as within the community;
3. **Expanding collaboration and coordination** within and across communities to better support and serve homeless children, youth, and their families, including community school models that support the whole child;
4. **Demonstrating increased educational outcomes** in a variety of ways, including academic progress, attendance, student engagement, graduation rates, attendance, and social emotional well-being;
5. **Addressing housing needs**, including partnering with local housing organizations to provide long-term solutions to homelessness issues;
6. **Identifying and serving the needs of unaccompanied homeless youth**, those who have been engaged in the **juvenile justice system**, and others with particularly challenging situations; and
7. **Identifying evidence-informed strategies** to support stability and **address systemic inequities** that impact students experiencing homelessness.

### Timeline

| **Date** | **Activity** |
| --- | --- |
| March 21, 2022 | Request for Applications (RFA) Release Date |
| March 29, 20222 to 3:30 p.m. | HIP Informational WebinarRegistration Link for Zoom Meeting~~https://us02web.zoom.us/webinar/register/WN\_kV4kbc8GSvOkJggmd7rnZw~~ [The preceding link is no longer available.]Please register prior to Webinar start time |
| April 29, 2022 | Applications due to CDE via email by 5 p.m. |
| May 2–13, 2022 | Scoring of Applications |
| May 2022 | Grantees Announced |
| May 2022: One week after grantees are announced | Appeals Process |
| June 2022 | Grant Award Notification (GAN) Letters Released |
| July 1, 2022 | Project Term Begins |
| September 30, 2024 | All Funds Must be Expended |

The HIP grant is a two-year grant.

* In year one, the grantee will utilize funds to package the MIP including a rollout plan and timeline, for the purpose of communicating and providing it to the LEAs, partnering agencies, universities, charter schools and community-based organizations (CBOs) that work with students experiencing homelessness.
* In year two, the grantee will utilize funds to actively disseminate a statewide proven practice MIP that will include, but is not limited to: webinars, videos, apps, templates, databases, tools, resources, and materials. Statewide dissemination activities will be communicated through, but are not limited to: the CDE Homeless Education Listserv, CDE web pages, State and Federal Program Directors Meetings, Homeless Education Technical Assistance Centers, social media pages, and other communication and public service announcement methods.

All of the resources in the MIP toolkit will be posted on the CDE Homeless Education resource web page and will be required to be Section 508 compliant in accordance with the American Disabilities Act.

During year two, the grantees will be required to share their practices through statewide trainings, webinars, dissemination of resources, and peer-to-peer consultation.

Each applicant may partner or contract with another state or municipal agency, institute of higher education, LEA, or CBO. This partnership should be with an organization that is well-positioned to identify and serve children and youth experiencing homelessness in historically underserved populations such as rural children and youth, Tribal children and youth, students of color, children and youth with disabilities, English learners, lesbian, gay, bisexual, transgender, and questioning (LGBTQ+) youth, and pregnant, parenting, or caregiving students experiencing homelessness from cradle to college.

This application process is designed to ensure that all required elements are addressed while providing sufficient flexibility for individual applicants to share their specific strengths.

### Reporting Requirements

An integral part of the reporting requirements is ongoing communication with the CDE and completing the following:

1. A semiannual fiscal activity report
2. Year one: Completion of MIP Package Rollout Plan and Timeline Report
3. Year two: Completion of MIP Statewide Active Outreach and Rollout Impact Activity Report
4. Quarterly check-in meetings

If the CDE does not receive the required reports, program activities are not completed, or there is a lack of participation in meetings, a loss of funding could occur.

### Submission Process

All applications will be screened for compliance with the RFA requirements and Scoring Rubric. Applications must:

1. Be submitted via email to HERFA@cde.ca.gov by **Friday, April 29, 2022, by 5 p.m. The email must include a contact name, email address, phone number, and the name of the LEA.** The applicant will receive email confirmation when the application is received by the CDE;
2. Have a narrative of no more than 12 pages, including charts and graphs with data, which address Prompts 1‒6 in the Application Narrative section and added as an attachment to the email;
3. Complete the Budget Workbook, including all tabs, and add as an attachment to the email. The Budget Workbook will not be counted as part of the 12-page narrative for number 2 above; and
4. Optional: Letters of support or commitment may be attached (no page limit). These can also be memorandum of understanding (MOU) or agreements from the existing partners to demonstrate collaboration among any state agencies, universities, counties, LEAs, or CBOs. The letters must be originals (not form letters) and must specifically state the services, funds, and other support to be provided. Letters must contain signatures and be on official letterhead. These will not be counted as part of the 12-page narrative. If you are providing letters of support, please include as an attachment to your electronic grant application submission.

Applications which do not comply with these guidelines, are incomplete, or late will not be considered.

#### Application Review

Complete applications will be reviewed and evaluated by the reading panel and will be evaluated using the scoring rubric.

#### Appeal Process

HIP grantees will be selected based on the score of their application. Appeals to the grant awards must be received via email 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 email to:

Student Achievement and Support Division Director
Integrated Student Support and Programs Office
Student Achievement and Support Division
California Department of Education
HERFA@cde.ca.gov

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

### Funding

#### Two Year Project Period Requirements

The successful applicant will be approved for a two-year project period from July 1, 2022, through September 30, 2024. Applicants may apply for funding up to $450,000. The total for the two years MUST not exceed $450,000. Funds may be spent in one year or within the life of the grant (July 1, 2022, through September 30, 2024).

#### Grant Award Notification

Applicants selected for funding will receive a Grant Award Notification (GAN): the official CDE document that awards funds to local projects. The grantee must sign and return the GAN to the CDE before project work may begin and disbursement of funds can be made. In addition to the GAN, the HIP grantee must complete and submit an annual budget request for the amount awarded.

### Application Formatting Requirements

Applications must adhere to the following formatting requirements:

* The application narrative must be in 12-point Arial font, single-spaced, normal character spacing, with one-inch margins. Tables or boxes used to present narrative information in text form must be in 12-point Arial font. The CDE will screen applications to ensure compliance with these requirements. If smaller font sizes or margins are used in the application, the LEA submitting the application will be disqualified. Once an application is deemed disqualified, it will not be considered for scoring or further review;
* Applications must be submitted electronically using portrait, standard 8½- by 11-inch page size. The application narrative shall not exceed 12 pages. If the application narrative exceeds the 12-page limit, the CDE will not allow application reviewers to score the additional pages;
* It is recommended that the applicant clearly identify prompts and number the pages in the application;
* Submission of an application constitutes consent to the Assurances, Certifications, Terms, and Conditions and to the release of information and waiver of the applicant’s right to privacy with regard to information provided in response to the RFA;
* The optional MOU and/or agreement(s) from partners are not included in the 12-page limit;
* Do not include hyperlinks or web page references in the application as embedded links cannot be followed or considered for scoring; and
* Please provide the completed Budget Workbook as an attachment to your electronic grant application submission. The Budget Workbook will not be counted in the 12-page narrative limit.

## Application Narrative

### Prompt 1: Description of Proven Innovative Practice

An applicant must demonstrate that they have successfully created and implemented a proven innovative practice that has supported children and youth experiencing homelessness.

Describe your innovative practice(s) that clearly addresses and aligns to at least one of the seven Innovative Target Activities. In the description, please be specific and include the following information:

* 1. Reason practice was developed;
	2. Grade(s), or grade level spans impacted by your practice;
	3. Age range of the students experiencing homelessness that this practice served;
	4. How the other family members of the student experiencing homelessness were served by your practice;
	5. Roles and responsibilities of the LEA staff, school staff, students, and other community partners included in this collaborative practice;
	6. How the classroom, school, and district levels implemented your innovative practice;
	7. How the innovative practice supported equity-focused practices in the classroom, school, and district levels;
	8. How your practice was well-positioned to identify children and youth experiencing homelessness in historically underserved populations such as rural children and youth, Tribal children and youth, students of color, children and youth with disabilities, English learners, LGBTQ+ youth, and pregnant, parenting, or caregiving students experiencing homelessness; and
	9. Which Local Control Funding Formula (LCFF) Priority Areas (<https://www.cde.ca.gov/eo/in/lcff1sys-resources.asp>) did your innovative practice address.

### Prompt 2: Demonstration of Need

Why did you develop this innovative practice and what need did it meet? What needs assessment or data review was conducted that identified the need for an innovative practice. What student outcome(s) did your innovative practice address/target (academic, achievement, student and family engagement, community partnerships, or other) for students experiencing homelessness?

### Prompt 3: Demonstration of Implementation

Describe how the practice was implemented. Include how the innovative proven practice activities contributed to the improvement of student outcome(s) (in at least one of the LCFF Priority Areas [<https://www.cde.ca.gov/eo/in/lcff1sys-resources.asp>]), and aligned to at least one of the seven Innovative Target Activities.

### Prompt 4: Demonstration of Effectiveness Using Measurement and Metrics

What metrics were used to measure improvement or gains? Tell how continuous improvement models were applied and resulted in increasing outcomes (in at least one of the LCFF Priority Areas [<https://www.cde.ca.gov/eo/in/lcff1sys-resources.asp>]). Explain in detail the improvement over time that can be attributed to the implementation of the practice.

### Prompt 5: Model Innovative Practice Timeline Development and Components (Year One)

Describe how your LEAs will take its existing proven and implemented innovative practices described in Prompts 1–4 above and develop or transform it into an MIP training module(s) that will be shared and scaled statewide. LEAs will develop their MIP the first year of the HIP grant. If you plan to partner or contract with other agencies or businesses, please describe their role in your budget narrative.

* Describe what your MIP will include, such as video, templates, PowerPoints, apps, timelines, resources, and other communication strategies. It will be important to consider the capacity required for scaling up and developing MIPs, including materials, resources, and technical assistance for the LEA implementation.
* Timeline for year one will include activities related to the scaling up of your MIP for statewide use.

### Prompt 6: Model Innovative Practice Timeline and Statewide Rollout (Year Two)

Describe the plan for the statewide rollout and communication plan and provide a timeline that will show in detail the events and activities for the successful rollout. Your timeline is to include the materials, supports and activities including any existing partnerships or contract activities. Please include a plan for a feedback survey and summary for your rollout activities. If you plan to partner or contract with other agencies or businesses, please include in your activities and timeline.

* Timeline for year two will include all activities related to the statewide communication and dissemination of the MIP.

### Prompt 7: Budget Narrative and Budget Summary Workbook

Provide a proposed two-year budget not to exceed $450,000 that can support activities that are consistent with the information provided in your application. Please include all personnel salaries and benefits:

1. Services provided by the applicant and external entities, which includes contracted services and operating expenses;
2. Travel and communication expenses;
3. Funds reserved for activities to develop module tools, resources, and materials required to respond to needs identified by your application and innovative practice;
4. Supplies and other costs required to support grant activities;
5. Capital outlay, which must be directly related to grant activities; and
6. Indirect charges (CDE-approved rates apply).

For each area, provide:

* Expenditure amount, and
* Narrative description of how the funds described support the program activities.

## Homeless Innovative Programs Grant Checklist

The complete HIP grant application consists of the following components:

RFA shall include three attachments:

1. Application Narrative Prompts 1–6 (not to exceed 12 pages). Please provide the completed Application Narrative as an attachment to your electronic grant application submission;
2. Optional: Letters of support or commitment may be attached (no page limit). These can also be MOUs or agreements from the existing partners to demonstrate collaboration among any state agencies, universities, counties, LEAs, or CBOs. The letters must be originals (not form letters) and must specifically state the services, funds, and other support to be provided. Letters must contain signatures and be on official letterhead. These will not be counted as part of the 12-page narrative. If you are providing letters of support, please include as an attachment to your electronic grant application submission; and
3. The Budget Summary and Budget Narrative Workbook. Funds must supplement, not supplant, existing services and activities. The Budget Summary and Budget Narrative Workbook will not be counted in the 12-page narrative limit. Please read and complete the following tabs.
	1. LEA Information Tab
	2. LEA Fact Sheet Tab
	3. Form A: Year One Budget Narrative Tab (no page limit)
	4. Form B: Year Two Budget Narrative Tab (no page limit)
	5. Form C: Proposed Budget Summary Tab

## Scoring Rubric

### Prompt 1: Description of Proven Innovative Practice—25 Points

| **Outstanding(25–21 points)** | **Good(20–14 points)** | **Adequate(13–6 points)** | **Minimal(5–0 points)** |
| --- | --- | --- | --- |
| Thoroughly, convincingly, and clearly describes the overall innovative proven practice, how the innovative practice was equity-focused and well-positioned to identify children and youth experiencing homelessness in historically underserved populations such as rural children and youth, Tribal children and youth, students of color, and clearly identifies more than one of the seven Innovative Target Activities the proven practice addresses. | Contains a strong description of the overall innovative proven practice, how the innovative practice was equity-focused and well-positioned to identify children and youth experiencing homelessness in historically underserved populations such as rural children and youth, Tribal children and youth, students of color, and clearly identifies one of the seven Innovative Target Activities the proven practice addresses. | Adequately describes the overall innovative proven practice, how the innovative practice was equity-focused and well-positioned to identify children and youth experiencing homelessness in historically underserved populations such as rural children and youth, Tribal children and youth, students of color, and clearly identifies one of the seven Innovative Target Activities the proven practice addresses. | Minimally describes or does not describe the overall innovative proven practice, how the innovative practice was equity-focused and well-positioned to identify children and youth experiencing homelessness in historically underserved populations such as rural children and youth, Tribal children and youth, students of color, nor does it clearly identify any of the seven Innovative Target Activities the proven practice addresses. |

### Prompt 2: Demonstration of Need—10 Points

| **Outstanding(10–9 points)** | **Good(8–6 points)** | **Adequate(5–3 points)** | **Minimal(2–0 points)** |
| --- | --- | --- | --- |
| Thoroughly, convincingly, and clearly describes the need and reason why the innovative practice was developed and implemented and specifically and thoroughly describes how the proven practice tied to and improved student outcomes. | Contains a strong description of the need and reason why the innovative practice was developed and implemented and strongly describes how the proven practice tied to and improved student outcomes. | Adequately describes the need and reason for the innovative practice and why the innovative practice was developed and adequately describes how the proven practice tied to and improved student outcomes. | Minimally describes or does not describe the need and reason why the innovative practice was developed and minimally describes how the proven practice tied to and improved student outcomes. |

### Prompt 3: Demonstration of Implementation—10 Points

| **Outstanding(10–9 points)** | **Good(8–6 points)** | **Adequate(5–3 points)** | **Minimal(2–0 points)** |
| --- | --- | --- | --- |
| Thoroughly, convincingly, and clearly describes how the practice was implemented, monitored, and measured for effectiveness and clearly aligns to more than one of the seven homeless program Innovative Target Activities. | Contains a strong description how the practice was implemented, monitored, and measured for effectiveness and aligns to one of the seven homeless program Innovative Target Activities. | Adequately describes how the practice was implemented, monitored, and measured for effectiveness and adequately aligns to one of the seven homeless program Innovative Target Activities. | Minimally describes or does not describe how the practice was implemented, monitored, and measured for effectiveness nor does it indicate alignment to any of the seven homeless program Innovative Target Activities. |

### Prompt 4: Demonstration of Effectiveness Using Measurement and Metrics—10 Points

| **Outstanding(10–9 points)** | **Good(8–6 points)** | **Adequate(5–3 points)** | **Minimal(2–0 points)** |
| --- | --- | --- | --- |
| Thoroughly, convincingly, and clearly describes how metrics were used to measure improvement or gains, how continuous improvement models were applied and resulted in increased outcomes (in at least one of the LCFF Priority Areas), and how the improvement over time was attributed to the implementation of the practice. | Contains a strong description of how metrics were used to measure improvement or gains, how continuous improvement models were applied and resulted in increased outcomes (in at least one of the LCFF Priority Areas), and how the improvement over time was attributed to the implementation of the practice. | Adequately describes how metrics were used to measure improvement, how continuous improvement models were applied and resulted in increased outcomes (in at least one of the LCFF Priority Areas), and how the improvement over time was attributed to the implementation of the practice. | Minimally describes or fails to describe how metrics were used to measure improvement, how models were applied and resulted in outcomes (in at least one of the LCFF Priority Areas), or how the improvement over time was attributed to the implementation of the practice. |

### Prompt 5: Model Innovative Practice Timeline Development and Components (Year One)—20 Points

| **Outstanding(20–16 points)** | **Good(15–11 points)** | **Adequate(10–6 points)** | **Minimal(5–0 points)** |
| --- | --- | --- | --- |
| Thoroughly, convincingly, and clearly describes the organization’s capacity, expertise, and qualifications to effectively implement an identified proven practice that will be shared and scaled statewide. Timeline adequately describes activities related to the scaling up of the MIP for statewide use. | Contains a strong description of the organization’s capacity, expertise, and qualifications to effectively implement an identified proven practice that will be shared and scaled statewide. Timeline strongly describes activities related to the scaling up of the MIP for statewide use. | Adequately describes the organization’s capacity, expertise, and qualifications to effectively implement an identified proven practice that will be shared and scaled statewide. Timeline adequately describes activities related to the scaling up of the MIP for statewide use. | Minimally or does not describe the organization’s capacity, expertise, and qualifications to effectively implement an identified proven practice that will be shared and scaled statewide. Timeline of activities minimally describes activities related to the scaling up of the MIP for statewide use. |

### Prompt 6: Model Innovative Practice Timeline and Statewide Rollout (Year Two)—20 Points

| **Outstanding(20–16 points)** | **Good(15–11 points)** | **Adequate(10–6 points)** | **Minimal(5–0 points)** |
| --- | --- | --- | --- |
| Thoroughly, convincingly, and clearly describes the plan for the statewide rollout and communication plan, timeline with events and activities for the successful rollout, a plan for a feedback survey and summary, and needed materials and supports. If there are plans to partner or contract with other agencies or businesses, all activities are included in the timeline. | Contains a strong description of the plan for the statewide rollout and communication plan, timeline with events and activities for the successful rollout, a plan for a feedback survey and summary, and needed materials and supports. If there are plans to partner or contract with other agencies or businesses, most activities are included in the timeline. | Adequately describes the plan for the statewide rollout and communication plan, timeline with events and activities for the successful rollout, a plan for a feedback survey and summary, and needed materials and supports. If there are plans to partner or contract with other agencies or businesses, some activities are included in the timeline. | Minimally or does not describe the plan for the statewide rollout and communication plan, timeline with events and activities for the successful rollout, nor is a plan for a feedback survey and summary, and needed materials and supports provided. If there are plans to partner or contract with other agencies or businesses, minimal or no activities are included in the timeline. |

### Prompt 7: Budget Narrative and Budget Summary Workbook—5 points

| **Outstanding(5 points)** | **Good(4 points)** | **Adequate(3 points)** | **Minimal(2–0 points)** |
| --- | --- | --- | --- |
| Thoroughly and convincingly identifies the expenses for a $450,000 budget. Provides a thorough and convincing budget narrative that describes each line item which supports the proposed MIP. | Provides a strong identification of the expenses for a $450,000 budget. Provides a strong budget narrative that describes each line item which supports the proposed MIP. | Adequately identifies the expenses for a $450,000 budget. Provides adequate budget narratives that describes each line item which supports the proposed MIP. | Minimally identifies the expenses for a $450,000 budget. Provides minimal budget narratives that describes each line item which supports the MIP. |

Posted March 2022