

**Request for Application for County Office of Education  
Frequently Asked Questions  
Application Webinar 11/10/2020  
California Department of Education**

Important Events	Important Dates
Education for Homeless Children and Youth (EHCY) Request for Applications (RFA) Webinar  (Not recorded)	Tuesday, November 10, 2020,  at 1 p.m.
Required 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

**General Questions**

**Question:** Where can information and support related to the federal McKinney-Vento Act be found?

**Answer:** Please utilize the following links to legislation:

- <https://uscode.house.gov/view.xhtml?path=/prelim@title42/chapter119/subchapter6/partB&edition=prelim>
- <https://nche.ed.gov/mckinney-vento/>

**Letter of Intent Questions**

**Question:** Is Attachment 1 required to be completed and submitted to the CDE in order to be eligible to apply for the EHCY funds?

**Answer:** Yes, only local educational agencies (LEAs) and county offices of education (COEs) that submit a Letter of Intent by the Friday, December 4, 2020, 5 p.m. deadline will have their application read to be eligible for funding.

**Question:** How is the Letter of Intent to be submitted?

**Answer:** Complete the document, scan, and email the Letter of Intent to Shoshannah Fuentes at [sfuentes@cde.ca.gov](mailto:sfuentes@cde.ca.gov) by 5 p.m. on Friday, December 4, 2020. Please keep a record of the submission of the Letter of Intent.

**Question:** Does the Letter of Intent require an original signature in blue ink?

**Answer:** No, the Letter of Intent is to be emailed to the CDE, and there is no need to follow-up with a hardcopy.

**Question:** Are the Letters of Support included in the 17-page maximum narrative?

**Answer:** No, only the responses to the Narrative Questions, numbers 1–6 on both the COE and LEA application, are included in the 17-page maximum.

**Question:** Where can the RFA PowerPoint presentation, specific to the COE application, be found?

**Answer:** On the CDE's Request for Application website at <https://www.cde.ca.gov/fg/fo/r8/homeless21coerfa.asp>.

## **Application Fact Sheet/Eligibility Questions**

**Question:** Is the 2018–19 school year data to be used for the cumulative count required on the Application Fact Sheet?

**Answer:** Yes, the 2018–19 cumulative homeless education count is to be used for the calculations for the Application Fact Sheet.

**Question:** How do I access the Cumulative Homeless Student counts for the 2018–19 school year?

**Answer:** To access your 2018–19 Cumulative Homeless Student counts:

- (1) Go to your LEA California Longitudinal Pupil Achievement Data System (CALPADS) Coordinator and request the data or,
- (2) Go to DataQuest and locate the number under the Chronic Absenteeism as follows:
  - Start at the CDE DataQuest web page at <https://dq.cde.ca.gov/dataquest/>
  - Select District as the Level using the drop-down menu
  - Select Chronic Absenteeism Rates as the Subject under School Climate Data, then Submit
  - Select 2018–19 as the Year
  - Type in District Name, then Submit

- Select District using the drop-down menu
- Select Chronic Absenteeism Rate as a Report, then Submit
- Select Report Options and Filters
- Select Homeless as Program Subgroup using the drop-down menu
- Scroll down to Report Totals to find the Cumulative Enrollment

**Question:** Where should we obtain our student counts to calculate the impactation points?

**Answer:** The impactation points are the percentage of cumulative homeless students compared to cumulative total enrollment. To calculate, please divide the cumulative homeless enrollment by cumulative total enrollment. Information on how to find cumulative counts on DataQuest is addressed in the prior question above.

**Question:** What if an LEA has fewer than 10 students and DataQuest indicates an asterisk (\*)?

**Answer:** If the LEA has fewer than 10 identified students experiencing homelessness, DataQuest will show an asterisk, rather than the actual number of students. The LEA's CALPADS Administrator can provide actual counts. The RFA does allow for LEA to participate as a consortium to meet the 50-student minimum; however, for COEs, there is not a minimum number of identified students.

**Question:** Are COEs required to include charter schools in their cumulative enrollment count?

**Answer:** Yes, direct-funded charter schools are considered to be their own LEA and COEs need to treat them like any other LEA in their county.

## **Funding and Allowable Expenses Questions**

**Question:** Can these funds pay 100 percent or 1.0 Full Time Equivalent (FTE) of the salary for staff who work with the LEA's students experiencing homelessness?

**Answer:** Yes, you may pay for a staff designated as 1.0 FTE. The job description and duties must be 100 percent dedicated to students experiencing homelessness. The EHCY funds may not fund 100 percent of the Homeless Education Liaison position. If the Homeless Education Liaison is multi-funded, EHCY funds may be one of the funding sources.

**Question:** Is this a separate RFA to the funds we normally receive as a COE or LEA?

**Answer:** The EHCY federal funds are the same as what has been disseminated before through a competitive bases on a three-year cycle. The difference this year is that there

are two RFAs: one for LEAs and one for COEs. Other funds that both a LEA and a COE have available are Title I, Part A funds that are reserved and set aside annually through the annual Consolidated Application Reporting System process.

**Questions:** Are gas cards, bus passes, and certificates for haircuts an allowable expense?

**Answer:** Yes, any barriers to educational access that exist for children experiencing homelessness are allowable funding as long as your needs assessment demonstrates there is a need. Housing expenses, such as vouchers, rent, utilities, or deposits are not allowable. The McKinney-Vento Act can be found at <https://uscode.house.gov/view.xhtml?path=/prelim@title42/chapter119/subchapter6/partB&edition=prelim>.

**Question:** Is the competitive nature of the grant such that a COE and a LEA are competing for the same funds?

**Answer:** No, COEs are competing against other COEs and LEAs will be competing against other LEAs. The Letters of Intent will assist in determining the total funding that will be designated for all LEAs and COEs.

## **Application Questions**

**Question:** If we include a chart or graph within the 17-page narrative responses to questions, is the font required to be Arial 12-point?

**Answer:** Yes, any labels on charts and graphs need to be in at least a 12-point font.

**Question:** Are the job descriptions or job duties considered attachments and are they allowed to be submitted?

**Answer:** Yes, letters of support and job descriptions are attachments and can be submitted; however, they are not counted in the 17-page narrative.

**Question:** Is it a requirement to attach a copy of our needs assessments?

**Answer:** No, the needs assessment should not be attached or part of your application. The responses in your narrative should reflect and address the identified needs resulting from your needs assessment, the program design and elements, and activities for which the funds will be utilized.

**Question:** Is there a different PowerPoint for COEs and LEAs?

**Answer:** Yes, they are different and they can be accessed on the respective COE or LEA RFA available funding page at <https://www.cde.ca.gov/fq/fo/af/>.

## Letters of Support Questions

**Question:** Are both LEAs and COEs required to submit Letters of Support as part of the application?

**Answer:** Yes, three letters, not more, are required for both the COE application and LEA application.

**Question:** Could one of the Letters of Support be signed by multiple LEAs in the county?

**Answer:** Yes, there is no limit on the number of signatures on any one Letter of Support.

**Question:** Can we submit a Letter of Support from a parent?

**Answer:** Yes, and if Letters of Support are in another language, please, provide a translation.

## Additional Questions

If you have additional questions, please submit them to [HomelessEd@cde.ca.gov](mailto:HomelessEd@cde.ca.gov).