# Education for Homeless Children and Youth Technical Assistance Center REQUEST FOR APPLICATIONS

**Three-Year Grant Cycle**

**Grant Term: October 1, 2021, to September 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**

**APPLICATION DEADLINE:**

**4 p.m.**

**Friday, September 3, 2021**

**Contents**

[General Information 3](#_Toc73020064)

[Timeline 3](#_Toc73020065)

[Introduction 3](#_Toc73020066)

[Purpose 4](#_Toc73020067)

[Eligibility 5](#_Toc73020068)

[Reporting Requirements 5](#_Toc73020069)

[Submission Process 6](#_Toc73020070)

[Application Review 6](#_Toc73020071)

[Appeal Process 6](#_Toc73020072)

[Funding 7](#_Toc73020073)

[Three-Year Project Period Requirements 7](#_Toc73020074)

[Grant Award Notification 7](#_Toc73020075)

[Application Narrative 7](#_Toc73020076)

[Prompt 1: McKinney-Vento Homeless Act Expertise and Proposed Activities – 30 points 7](#_Toc73020077)

[Prompt 2: Collaboration with a CBO – 30 points 9](#_Toc73020078)

[Prompt 3: Program Evaluation – 20 points 9](#_Toc73020079)

[Prompt 4: Application Budget and Budget Narrative – 20 points 9](#_Toc73020080)

[Appendix A: Application Rubric 11](#_Toc73020081)

[Prompt 1: McKinney-Vento Homeless Act Expertise and Proposed Activities – 30 points 11](#_Toc73020082)

[Prompt 2: Collaboration with CBO – 30 points 14](#_Toc73020083)

[Prompt 3: Program Evaluation – 20 points 15](#_Toc73020084)

[Prompt 4: Application Budget and Budget Narrative – 20 points 16](#_Toc73020085)

## General Information

### Timeline

| **Important Events** | **Important Dates** |
| --- | --- |
| Homeless Education Technical Assistance Center (HE TAC) Webinar | Thursday, July 29, 2021  1 to 3 p.m.  Join Zoom Meeting  https://us02web.zoom.us/j/86011560323 [The preceding link is no longer available]  Meeting ID: 860 1156 0323  Passcode: 209509 |
| HE TAC Application Due to the California Department of Education (CDE) | Friday, September 3, 2021 |
| HE TAC Readers’ Conference Conducted by the CDE | September 7–10, 2021 |
| Announce HE TAC Grantees | September 17, 2021 |
| Appeals Received at the CDE | September 24, 2021 |
| Program Begins | October 1, 2021 |

## Introduction

The CDE invites selected county offices of education (COEs), who are receiving Education for Homeless Children and Youth (EHCY) funds, to apply to be named a Homeless Education Technical Assistance Center (HE TAC). The CDE will select at least two HE TACs to carry out activities from October 1, 2021, through September 30, 2024. The HE TACs will provide support and technical assistance to other COEs in a regional approach to ensure they have the capacity, resources, and tools required to support their local educational agencies (LEAs) with implementation of the McKinney-Vento Homeless Assistance Act (Title 42 of the United States Code,Section 11431 et seq.). The provisions of this Act are designed to improve the educational stability, access, support, and academic achievement of children and youth experiencing homelessness.

On Thursday, March 11, 2021, President Biden signed the American Rescue Plan Act of 2021 (ARP) into law. In recognition of the extraordinary impacts of the COVID-19 pandemic on children and youth experiencing homelessness, the ARP included an unprecedented $800 million to support the specific needs of homeless children and youth via the ARP Homeless Children and Youth (ARP-HCY) Fund. State educational agencies (SEAs) and LEAs must use ARP-HCY funds to identify homeless children and youth, to provide homeless children and youth with wrap-around services to address the challenges of COVID-19, and to enable homeless children and youth to attend school and fully participate in school activities. The U.S. Department of Education has already awarded 25 percent (ARP Homeless I) to the CDE and is encouraging SEAs to take up to 25 percent of these ARP Homeless I funds for state level activities. These funds should be used to support training, technical assistance, capacity-building, engagement at the state and LEA levels, and to help LEAs identify and support children and youth experiencing homelessness. The CDE will be using a portion of its ARP Homeless I state level activity reservation to fund at least two HE TACs.

In addition, California’s System of Support is rooted in building local capacity and assisting LEAs to identify and eliminate inequities, as part of the continuous improvement process. The addition of these HE TACs will increase the opportunities for providers to work collaboratively with one another to provide coordinated support to COEs. One goal is to make the various state and federal programs more coherent and streamlined to avoid redundancies. Another goal of this broad system is to build local capacity to ensure that the LEAs are equipped to develop, implement, and evaluate strategies to ensure that each student has access to the resources they need to succeed.

Purpose

The HE TACs will provide support, guidance, and expertise to all COE homeless liaisons throughout the state regarding the McKinney-Vento Homeless Assistant Act. Homeless liaisons at each COE are uniquely stationed 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 the local control funding formula. The HE TACs will provide leadership for the COE homeless liaisons concerning current legislation, model programs and best practices, as well as continuous program monitoring through current data resources.

Each HE TAC must have the capacity, resources, and expertise to carry out the following activities to build the capacity of COEs and LEAs. The intention is to have the COE homeless liaisons better support all LEAs within their counties with the implementation of the provisions under the McKinney-Vento Homeless Assistance Act, as well as the ARP-HCY:

* Create, facilitate, and disseminate the implementation of training materials and resources that outline the needs, challenges and barriers of children and youth experiencing homelessness
* Develop and disseminate:
  + Strategies for identification, re-engagement to in-person instruction, participation in before- and after-school programs, and other enrichment activities
  + Best practices for counties to support the educational progress and academic outcomes for children and youth experiencing homelessness cradle to college and career
  + Sample templates, forms, and procedures as defined in state and federal legislation for consistent use within and across county programs to promote collaboration
* Assist COEs to participate in the continuous improvement process by using support service and educational outcome data for students experiencing homelessness
* Deliver ongoing workshops and training, both in-person and web-based, for COEs to assist in the application of uniform practices, including identification and wraparound services in light of the impact of the COVID-19 pandemic

Finally, each HE TAC must award a subgrant or contract to a community-based organization (CBO) that is 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, lesbian, gay, bisexual, transgender, and questioning youth (LGBTQ+), and pregnant, parenting, or caregiving students experiencing homelessness, and connect them to educationally-related support and wraparound services.

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.

## Eligibility

For the purpose of this grant, all COEs that currently receive 2021‒22 Education for Homeless Children and Youth (EHCY) grant funds are eligible and encouraged to apply. Applicants must have the capacity and willingness to support state-wide activities such as communication, training, resource sharing, and data gathering and analysis. All applications must have an established working relationship with one or more CBOs that are well positioned to identify and connect children and youth experiencing homeless to educational related support and wrap around services.

## Reporting Requirements

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

1. A semiannual fiscal activity report
2. An annual report
3. Other reports as requested by the CDE

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 Request for Applications (RFA) requirements. Applications must:

1. Be submitted via email to [HERFA@cde.ca.gov](mailto:HERFA@cde.ca.gov) by **Friday, September 3, 2021, by 4 p.m.**
   1. The applicant will receive email confirmation when the application is received by the CDE
   2. If an application needs revision, simply resubmit. The last submitted application will be the one considered for review
2. Have a narrative of no more than seven pages which addresses Prompts 1‒3 in the Application Narrative section
3. Complete Prompt 4: the budget and budget narrative
4. Attach a memorandum of understanding (MOU) and/or agreement from the potential CBO to demonstrate collaboration among the COE and CBO

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 application rubric (Appendix A). Final applicants may be invited to participate in interviews with the CDE via a video conference call.

## Appeal Process

HE TACs 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:

Lindsay Tornatore, Ed.D., Division Director

Student Achievement and Support Division

California Department of Education

[HERFA@cde.ca.gov](mailto: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

### Three-Year Project Period Requirements

The successful applicant will be approved for a three-year project period from October 1, 2021, through September 30, 2024. Continued HE TAC funding is contingent on the State Budget Act.

### Grant Award Notification

Applicants selected for funding will receive a Grant Award Notification (GAN), the CDE form AO-400, the official CDE document that awards funds to local projects. The HE TAC must sign and return the notification to the CDE before project work may begin and disbursement of funds can be made. In addition to the GAN, the HE TAC must complete and submit an annual budget request for the amount awarded.

## Application Narrative

### Prompt 1: McKinney-Vento Homeless Act Expertise and Proposed Activities – 30 points

An applicant must demonstrate its current expertise and qualifications to effectively build COE’s homeless liaison capacity to support all LEAs who serve children and youth experiencing homelessness. Describe your ability to: (1) **facilitate** successful collaboration among LEAs, community partners, and various agencies within your county; (2) make successful **connections** to **resources** and expertise, and to appropriate coaching cycle structures; and (3) **build capacity** by providing expertise in best practices and procedures to support children and youth experiencing homelessness.

Propose and describe activities that will achieve the goals and objectivesdescribed in the program description section of this application. Identify strategies, responsible agencies and/or staff, measures of progress, and a general timeline for proposed activities.

1. **Facilitator:** Describe how the applicant:
   * Has
     + Facilitated and disseminated the implementation of training materials that outline the needs, challenges and barriers of children and youth experiencing homelessness
     + Delivered ongoing workshops and training, both in-person and web-based
   * Will
     + Facilitate on-going trainings, webinars, conferences for COEs regarding children and youth experiencing homelessness that address the impacts of COVID-19
2. **Resource Connector:** Describe how the applicant:
   * Has
     + Developed and disseminated:
       - Best practices to support the identification, educational progress, and academic outcomes for children and youth experiencing homelessness
       - Standardized templates, forms, and procedures as defined in state and federal legislation to promote collaboration. Examples may include agreements related to data sharing, transportation, and identification
   * Will
     + Build a coordination of resources, guidance documents, and materials designed to assist COEs in supporting LEAs serving children and youth experiencing homelessness
   * Develop strategies for identification, re-engagement to in-person instruction, participation in before- and after-school programs, and other enrichment activities that are designed to accelerate learning and support social-emotional well-being
3. **Capacity Builder:** Describe how the applicant:
   * Has
     + Assisted LEAs in the implementation of the provisions under EHCY
     + Assisted LEAs in the process of ensuring the accuracy of California Longitudinal Pupil Achievement Data System data with local student information systems to eliminate under-identification of children and youth experiencing homelessness
   * Will
     + Help COEs continue to strengthen the relationships among educators, service providers, and other community partners
     + Construct metrics which can be used to track the progress toward improving identification, participation, and educational outcomes for children and youth experiencing homelessness

### Prompt 2: Collaboration with a CBO – 30 points

Relationships are key to working with homeless children, youth, and their families. They are also critical when it comes to working with outside agencies, faith-based organizations, and various collaboratives.

Propose and describe the activities of how the HE TAC plans to collaborate and coordinate with a CBO that will identify and connect children and youth experiencing homelessness to education-related supports and wraparound services. In addition, described how the two entities willbring together other organizations in the region with the same goal of improving the identification, enrollment, retention, and success of homeless children and youth. Keep in mind that the CBO needs to have a focus on 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 that may not have been identified and, as a result, may not be receiving the support and services they need.

This collaboration should be an agreement, contract, or subgrant between the HE TAC and the CBO with common goals and outcomes as it relates to serving and supporting other COEs, LEAs, and homeless children, youth, and their families. An MOU or agreement from the potential CBO will be required to demonstrate the collaboration among the COE and CBO.

### Prompt 3: Program Evaluation – 20 points

Provide a description of how the HE TAC will measure the progress and effectiveness of its efficacy to serve as a capacity builder, a resource connector, and a facilitator for all COEs throughout the state. This description should also include how the HE TAC evaluates the collaboration and activities of the CBO to ensure that the educational and social-emotional needs of children and youth experiencing homelessness are met.

### Prompt 4: Application Budget and Budget Narrative – 20 points

Provide a proposed annual budget not to exceed $750,000 that can support activities that are consistent with the information provided in your application. The applicant will need to develop its own budget form and budget narrative.

1. Personnel salaries and benefits
2. Services provided by the applicant and external entities, which includes contracted services and operating expenses
3. Travel and communication expenses to meet with COE homeless liaisons and CBO
4. Funds reserved for activities to develop resources required to respond to needs identified by the COE homeless liaisons
5. Supplies and other costs required to support grant activities
6. Capital outlay, which must be directly related to grant activities
7. Indirect charges (CDE-approved rates apply)

For each area, provide:

* Expenditure amount
* In-kind contributions from the applicant and partners
* Matching funds from third party sources
* Other sources of funds that would be braided with these funds to maximize impact
* Narrative description of how the funds described support the program activities

## Appendix A: Application Rubric

### Prompt 1: McKinney-Vento Homeless Act Expertise and Proposed Activities – 30 points

#### Facilitator

| **OUTSTANDING** | **STRONG** | **ADEQUATE** | **MINIMAL** |
| --- | --- | --- | --- |
| Thoroughly and convincingly describes applicant’s expertise and qualifications of facilitating, disseminating, and delivering implementation strategies, resources, and training to other COEs and LEAs. In addition, the applicant provides an in-depth description of how the applicant will continue and expand on its on-going trainings, resources, and dissemination. | Provides a strong description of applicant’s expertise and qualifications of facilitating, disseminating, and delivering implementation strategies, resources, and training to other COEs and LEAs. In addition, the applicant provides a robust description of how the applicant will continue and expand on its on-going trainings, resources, and dissemination. | Provides an adequate description of applicant’s expertise and qualifications of facilitating, disseminating, and delivering implementation strategies, resources, and training to other COEs and LEAs. In addition, the applicant provides a sufficient description of how the applicant will continue and expand on its on-going trainings, resources, and dissemination. | Minimally describes applicant’s expertise and qualifications of facilitating, disseminating, and delivering implementation strategies, resources, and training to other COEs and LEAs. In addition, the applicant provides a limited description of how the applicant will continue and expand on its on-going trainings, resources, and dissemination. |

#### Resource Connector

| **OUTSTANDING** | **STRONG** | **ADEQUATE** | **MINIMAL** |
| --- | --- | --- | --- |
| Thoroughly and convincingly describes applicant’s expertise and qualifications as a *resource connector* in developing and providing best practices, resources, and templates relating to homeless education. Applicant proposes an outstanding description on how the applicant intends to build coordination and develop strategies to support and assist COEs/LEAs. The description should include identification, re-engagement, social-emotional support, and educational progress of children and youth experiencing homelessness. | Provides a strong description of the applicant’s expertise and qualifications as a *resource connector* in developing and providing best practices, resources, and templates relating to homeless education. Applicant proposes a strong description on how the applicant intends to build coordination and develop strategies to support and assist COEs/LEAs. The description should include identification, re-engagement, social-emotional support, and educational progress of children and youth experiencing homelessness. | Provides an adequate description of the applicant’s expertise and qualifications as a *resource connector* in developing and providing best practices, resources, and templates relating to homeless education. Applicant proposes an adequate description on how the applicant intends to build coordination and develop strategies to support and assist COEs/LEAs. The description should include identification, re-engagement, social-emotional support, and educational progress of children and youth experiencing homelessness. | Minimally describes applicant’s expertise and qualifications as a *resource connector* in developing and providing best practices, resources, and templates relating to homeless education. Applicant proposes minimal description on how the applicant intends to build coordination and develop strategies to support and assist COEs/LEAs. The description might include identification, re-engagement, social-emotional support, and educational progress of children and youth experiencing homelessness. |

#### Capacity Builder

| **OUTSTANDING** | **STRONG** | **ADEQUATE** | **MINIMAL** |
| --- | --- | --- | --- |
| Thoroughly and convincingly describes applicant’s expertise and qualifications as a *capacity builder* regarding the implementation of the EHCY provisions. Applicant proposes outstanding activities intended to provide COEs/LEAs with resources to strengthen and build relationships among each other, as well as with service providers and community partners. Most of the activities will address identification, participation, and educational success of children and youth experiencing homelessness. | Provides a strong description of applicant’s expertise and qualifications as a *capacity builder* regarding the implementation of the EHCY provisions. Applicant proposes strong activities intended to provide COEs/LEAs with resources to strengthen and build relationships among each other, as well as with service providers and community partners. Most activities will address identification, participation, and educational success of children and youth experiencing homelessness. | Provides an adequate description of applicant’s expertise and qualifications as a *capacity builder* regarding the implementation of the EHCY provisions. Applicant proposes adequate activities intended to provide COEs/LEAs with resources to strengthen and build relationships among each other, as well as with service providers and community partners. Some activities will address identification, participation, and educational success of children and youth experiencing homelessness. | Minimally describes applicant’s expertise and qualifications as a *capacity builder* regarding the implementation of the EHCY provisions. Applicant proposes minimal activities intended to provide COEs/LEAs with resources to strengthen and build relationships among each other, as well as with service providers and community partners. Few activities will address identification, participation, and educational success of children and youth experiencing homelessness. |

### Prompt 2: Collaboration with CBO – 30 points

| **OUTSTANDING** | **STRONG** | **ADEQUATE** | **MINIMAL** |
| --- | --- | --- | --- |
| Thoroughly and convincingly describe an in-depth and strong narrative of the collaboration, coordination, and ongoing relationship with the CBO. The narrative provides an outstanding description of how this collaboration benefits homeless children, youth, and their families as well as how the CBO focuses on the underserved populations that are listed in the prompt. The description should include a comprehensive list of activities the COE and CBO will use to identify and connect children and youth experiencing homelessness to education-related supports and wraparound services. Applicant provides an extensive MOU and/or agreement. | Provides a strong description of the collaboration, coordination, and ongoing relationship with the CBO. The narrative provides a clear description of how this collaboration benefits homeless children, youth, and their families as well as how the CBO focuses on the underserved populations that are listed in the prompt. The description should include a strong list of activities the COE and CBO will use to identify and connect children and youth experiencing homelessness to educational related supports and wraparound services. Applicant provides a strong MOU and/or agreement. | Provides an adequate of the collaboration, coordination, and ongoing relationship with the CBO. The narrative provides an adequate description of how this collaboration benefits homeless children, youth, and their families as well as how the CBO focuses on the underserved populations that are listed in the prompt. The description should include an adequate list of activities the COE and CBO will use to identify and connect children and youth experiencing homelessness to educational related supports and wraparound services. Applicant provides an adequate MOU and/or agreement. | Minimally describes the applicant’s collaboration, coordination, and ongoing relationship with the CBO. The narrative provides a minimal description of how this collaboration benefits homeless children, youth, and their families as well as how the CBO focuses on the underserved populations that are listed in the prompt. The description should include a minimal list of activities the COE and CBO will use to identify and connect children and youth experiencing homelessness to educational related supports and wraparound services. Applicant provides a simple MOU and/or agreement. |

### Prompt 3: Program Evaluation – 20 points

| **OUTSTANDING** | **STRONG** | **ADEQUATE** | **MINIMAL** |
| --- | --- | --- | --- |
| Thoroughly and convincingly describes how the HE TAC will measure its progress and effectiveness as a capacity builder, a resource connector, and a facilitator for all COEs throughout the state. This description should also include a comprehensive evaluation of how the HE TAC views the collaboration and activities of the CBO to ensure that the educational and social-emotional children and youth experiencing homelessness are met. | Provides a strong description how the HE TAC will measure its progress and effectiveness as a capacity builder, a resource connector, and a facilitator for all COEs throughout the state. This description should also include a strong evaluation of how the HE TAC views the collaboration and activities of the CBO to ensure that the educational and social-emotional children and youth experiencing homelessness are met. | Provides an adequate description how the HE TAC will measure its progress and effectiveness as a capacity builder, a resource connector, and a facilitator for all COEs throughout the state. This description should also include an adequate evaluation of how the HE TAC views the collaboration and activities of the CBO to ensure that the educational and social-emotional children and youth experiencing homelessness are met. | Provides a minimal description how the HE TAC will measure its progress and effectiveness as a capacity builder, a resource connector, and a facilitator for all COEs throughout the state. This description should also include a minimal evaluation of how the HE TAC views the collaboration and activities of the CBO to ensure that the educational and social-emotional children and youth experiencing homelessness are met. |

### Prompt 4: Application Budget and Budget Narrative – 20 points

| **OUTSTANDING** | **STRONG** | **ADEQUATE** | **MINIMAL** |
| --- | --- | --- | --- |
| Thoroughly and convincingly identifies the expenses for a $750,000 budget. Provides a thorough and convincing budget narrative that describes each line item which supports the proposed activities. Includes an ample amount of in-kind contributions, matching funds, and/or funds that are braided to fulfill the objective of the HE TAC. | Provides a strong identification of the expenses for a $750,000 budget. Provides a strong budget narrative that describes each line item which supports the proposed activities. Includes sufficient amount of in-kind contributions, matching funds, and/or funds that are braided to fulfill the objective of the HE TAC. | Adequately identifies the expenses for a $750,000 budget. Provides adequate budget narratives that describes each line item which supports the proposed activities. Includes an adequate amount of in-kind contributions, matching funds, and/or funds that are braided to fulfill the objective of the HE TAC. | Minimally identifies the expenses for a $750,000 budget. Provides minimal budget narratives that describes each line item which supports the proposed activities. Includes a minimal amount of in-kind contributions, matching funds, and/or funds that are braided to fulfill the objective of the HE TAC. |