

Request for Application

Program Guidelines

2023-2024 Texas Education of Homeless Children and Youth (TEHCY)- Continuation

Authorized by McKinney-Vento Homeless Assistance Act, Subtitle VII-B, reauthorized by Title IX, Part A, Every Student Succeeds Act (ESSA) (42 U.S.C. 11431 et seq.)

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Introduction to the Program Guidelines

TEA, as the pass-through entity¹, is the grantee² from the U.S. Department of Education (USDE) and TEA awards subgrants to non-federal entities³ such as local educational agencies (LEAs), including school districts, charter schools, and education service centers, and to a lesser degree institutions of higher education (IHEs), and nonprofit organizations (NPOs) who are the agency's subgrantees⁴. These guidelines apply to all subgrantees of TEA, regardless of whether referenced herein as subgrantee or grantee. For purposes of this document, TEA may use the terms grantee and subgrantee synonymously for its subrecipients.

This part of the request for application (RFA), Program Guidelines, is to be used in conjunction with the [General and Fiscal Guidelines](#) and any application instructions. The Standard Application System (SAS) consists of Application Part 1 (PDF – narrative schedules) and Application Part 2 (Excel – budget schedules) to be completed in order for the applicant to be eligible for funding.

For applicants selected for funding, all guidelines and instructions will be incorporated by reference into the Notice of Grant Award (NOGA).

Reference to the General and Fiscal Guidelines

The Program Guidelines provide information specifically relevant to this grant program. The [General and Fiscal Guidelines](#) provide information relevant to all TEA grant programs. Throughout the Program Guidelines, cross-references are given to applicable sections of the [General and Fiscal Guidelines](#). It is critical that you review all referenced sections of the [General and Fiscal Guidelines](#) when preparing your application.

Errata Notices

See the [General and Fiscal Guidelines](#), Errata Notices.

¹ Pass-through entity is defined as a non-Federal entity that provides a subaward to a subrecipient to carry out part of a federal program. (2 CFR 200.74)

² Grantee is defined as the legal entity to which a grant is awarded and that is accountable to the federal government for the use of the funds provided. The term “grantee” does not include any secondary recipients, such as subgrantees and contractors that may receive funds from a grantee. (34 CFR 77)

³ Non-federal entity is defined as a state, local government, Indian tribe, institution of higher education, or nonprofit organization that carries out a federal award as a recipient or subrecipient. (2 CFR 200.69)

⁴ Subgrantee is defined by TEA to be the same as a subrecipient which is defined as a non-federal entity that receives a subaward from a pass-through entity to carry out part of a federal program; but does not include an individual that is a beneficiary of such program. (2 CFR 200.93) Subgrantee is defined in 34 CFR 77 as the legal entity to which a subgrant is awarded and that is accountable to the grantee for the use of the funds provided.

Contact for Clarifying Information

Grant Program Contact

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Funding Contact

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US Department of Education and/or State Appropriations

The following is provided in compliance with the US Department of Education Appropriations Act:

Category	Amount
Total funds available for this project	9,693,360
Percentage to be financed with federal funds	100%
Amount of federal funds	9,693,360
Percentage to be financed from nonfederal sources	0%
Amount of nonfederal funds	0%

Grant Timeline

For all dates related to the grant, including reporting dates, see the [TEA Grant Opportunities](#) page. If a report due date falls on a weekend or holiday, the report will be due the following business day. All dates except the grant ending date may vary slightly as conditions require.

Grant at a Glance

This section provides detailed information about the grant program.

Program Purpose, Goals, and Objectives

The purpose of the McKinney-Vento Homeless Education Assistance Act is to identify and remove barriers for children and youth experiencing homelessness and ensure that students in these circumstances have equitable access to all available supports and resources to meet the same challenging state academic standards established for all students. One key component of the Act requires the administration and implementation of a sub-grant program.

The 2023–2024 Texas Education of Homeless Children and Youth (TEHCY) -Continuation grant program will provide subgrantees with additional capacity to facilitate the identification, enrollment, attendance, and academic success of homeless children and youth by removing barriers and promoting school stability for students experiencing homelessness.

Eligible Applicants

See the [General and Fiscal Guidelines](#), Eligibility for Funding.

Eligibility List

An eligibility list is posted in the Application and Support Information section of the [TEA Grant Opportunities](#) page.

Shared Services Arrangement

See the [General and Fiscal Guidelines](#), Shared Services Arrangements.

Shared services arrangements (SSAs) are allowed.

Cost Share or Matching Requirement

See the [General and Fiscal Guidelines](#), Cost Share/Match Requirement.

There is no cost share or matching requirement for this grant program.

Supplement, Not Supplant

Program Guidelines

For supplement, not supplant guidance, see the Supplement, Not Supplant Handbook on the Department of Grant Compliance and Administration's [Training and Other Resources](#) page.

The supplement, not supplant provision does apply to this grant program.

Limitation of Administrative Funds

See the [General and Fiscal Guidelines](#), Administrative Costs.

NOTE: Administrative funds include **both** direct administrative costs **and** allowable indirect costs.

Direct Administrative Costs

TEA limits the amount of direct administrative costs for this grant program to no more than 8% of the total grant award.

Indirect Costs

For this federally funded grant, the grantee may claim a maximum for indirect costs equal to its current approved restricted indirect cost rate.

To calculate the maximum indirect costs that can be claimed for a grant, complete the [Maximum Indirect Costs Worksheet](#), located on the Grants Administration Division's [Grant Resources](#) page.

Pre-Award Costs

See the [General and Fiscal Guidelines](#), Pre-Award Costs.

Pre-award costs are not permitted for this grant.

Application Requirements and Assurances

This section identifies the types of requirements in which applicants must comply to be eligible for funding:

Statutory requirements (requirements defined in the authorizing statute)

TEA program requirements (requirements defined by TEA program staff)

Statutory Requirements

See the [General and Fiscal Guidelines](#), Statutory Requirements.

Program Guidelines

Per Section 22.0834 of the Texas Education Code (TEC), any person offered employment by any entity that contracts with TEA or receives grant funds administered by TEA (i.e., a grantee or subgrantee) is subject to the fingerprinting requirement. TEA is prohibited from awarding grant funds to any entity, including nonprofit organizations, that fails to comply with this requirement. For details, refer to the [General and Fiscal Guidelines](#), Fingerprinting Requirement.

The following requirements are defined in the statute that authorizes this program. The applicant must comply with each of these requirements in the application to be considered for funding:

1. A description of services and programs that the subgrantee will provide to address the needs.
2. A description of the extent to which:
 - a. the application reflects coordination with other local and state agencies that serve homeless children and unaccompanied youth;
 - b. the proposed use of funds will facilitate the identification, enrollment, and educational success of homeless children and unaccompanied youth;
 - c. the extent to which the applicant will promote the meaningful involvements of parents or guardians of homeless children and youth in the education of their children; and
 - d. the extent to which homeless children and unaccompanied youth will be integrated into the regular education program.
3. Identify the types, intensity, and coordination of services to be provided in coordination with Title I, Part A reservations and set-asides, including:
 - a. the process for the development and preparation of the LEA's plan for coordinating services for eligible homeless children and unaccompanied youth using Title I, Part A reservations and set-asides. Include the actual set-aside for 2021–2022 and the planned set-aside for 2022-2023, and
 - b. how the LEA determines its reservation or set-aside amount, how the LEA assists staff in understanding the LEA's policy or procedure to support homeless students using these funds, and how the LEA addresses the needs of homeless students in the Campus Improvement Plan.
4. Identify the current policies and procedures that the LEA will implement to ensure that its activities will not isolate or stigmatize homeless children and unaccompanied youth.

TEA Program Requirements

See the [General and Fiscal Guidelines](#), TEA Program Requirements.

In addition to the statutory requirements, TEA has established the following program requirements. The applicant must comply with each of these requirements in the application to be considered for funding:

Program Guidelines

1. A description of the process or procedures that are utilized to enroll, identify, and provide all three levels of TEHCY program services and support for homeless students and unaccompanied youth who:
 - a. are entering and/or returning to their schools from summer or holiday break,
 - b. experiencing homelessness after the school year has started,
 - c. are not currently enrolled or attending school, and
 - d. are eligible for early childhood and/or prekindergarten programs.
2. A description of the current internal and external McKinney-Vento professional development plan to increase awareness, support enrollment and identification, and increase staff capacity to respond to the unique educational needs of homeless children and unaccompanied youth.
3. A description of how the grant activities, programs, and services will address the unique academic needs and support equitable outcomes for elementary homeless children and unaccompanied youth. Include a timeline, milestones, strategies, and/or systems that will be utilized to implement academic progress monitoring, interventions, and services to support:
 - a. Attendance and engagement,
 - b. On-time promotion,
 - c. Coordination of targeted services for homeless children and unaccompanied youth who have been identified and are receiving other special program services (e. g., Special Education, English Learners, and Gifted and Talented),
 - d. Bridging program support services,
 - e. Assessment interventions and scores,
 - f. Discipline interventions,
 - g. Tutoring services,
 - h. Supplemental academic programs, and
 - i. Other programs or services.
4. A description of how the grant activities, programs, and services will address the unique academic needs and support equitable outcomes for secondary homeless children and unaccompanied youth. Include a timeline, milestones, strategies, and/or systems that will be utilized to implement academic progress monitoring, interventions, and services to support:
 - a. Attendance, engagement, and truancy interventions,
 - b. On-time promotion,
 - c. Coordination of targeted services for homeless children and unaccompanied youth who have been identified and are receiving other special programs services (e.g., Special Education, English Learners, Career and Technical Education, and Gifted and Talented),
 - d. Advanced placement and dual credit course work,

- e. Transcript review for appropriate full or partial credit,
 - f. Credit recovery or credit repairs services,
 - g. Assessment interventions and scores,
 - h. Discipline interventions,
 - i. Four-year cohort graduation,
 - j. Graduation of all homeless students (e.g., current cohort, continuers, and early graduates),
 - k. College and career readiness programs and support services,
 - l. Post-secondary transition plan, and
 - m. Other programs or services.
5. The grant program will be funded by reimbursement once the NOGA has been issued and the grantee submits payment requests through the Expenditure Reporting (ER) system. See [Expenditure Reporting](#).

Program-Specific Assurances

See the [General and Fiscal Guidelines](#), Provisions and Assurances.

The program-specific assurances for this grant program are listed in the Application Part 1.

Allowable Activities and Use of Funds

Refer to the [Budgeting Costs Guidance Handbook](#) on the Grants Administration Division's [Grant Resources](#) page for general guidance on allowable activities and use of funds.

Allowable activities and use of funds for this grant include only the following:

General Allowable Activities and Use of Funds

- Payroll costs related to grant activities.
- Professional and contracted services related to grant activities.
- Consumable and durable supplies and materials related to grant activities.
- Tutoring, supplemental instruction, and enriched educational services that are linked to the achievement of the same challenging State academic standards as the State establishes for other children and youths.
- Expedited evaluations of the strengths and needs of homeless children and youths, including needs and eligibility for programs and services (such as educational programs for gifted and talented students, children with disabilities, and English learners; services provided under Title I

of the Elementary and Secondary Education Act of 1965 or similar State or local programs; programs in career and technical education; and school nutrition programs).

- Professional development and other activities for educators and specialized instructional support personnel that are designed to heighten the understanding and sensitivity of such personnel to the needs of homeless children and youths, the rights of such children and youths under this subtitle, and the specific educational needs of runaway and homeless youths.
- Referral services to homeless children and youths for medical, dental, mental, and other health services.
- Assistance to defray the excess cost of transportation for students under section 11432 (g)(4)(A), not otherwise provided through Federal, State, or local funding, where necessary to enable students to attend the school selected under section 11432 (g)(3).
- Developmentally appropriate early childhood education programs, not otherwise provided through Federal, State, or local funding, for preschool-aged homeless children.
- Services and assistance to attract, engage, and retain homeless children and youths, particularly homeless children and youths who are not enrolled in school, in public school programs and services provided to non-homeless children and youths.
- Before-and after-school, mentoring, and summer programs in which a teacher or other qualified individual provides tutoring, homework assistance, and supervision of educational activities.
- Payment of fees and other costs associated with tracking, obtaining, and transferring records necessary to enroll homeless children and youths in school, including birth certificates, immunization or other required health records, academic records, guardianship records, and evaluations for special programs or services.
- Education and training to the parents and guardians of homeless children and youths about the rights of, and resources available to, such children and youths, and other activities designed to increase the meaningful involvement of parents and guardians of homeless children and youths in the education of such children and youths.
- Coordination between schools and agencies providing services to homeless children and youths, as described in section 11432 (g)(5).
- Specialized instructional support services (including violence prevention counseling) and referrals for such services.
- Programs addressing the particular needs of homeless children and youths that may arise from domestic violence and parental mental health or substance abuse problems.
- Providing supplies to non-school facilities made available under subsection (a)(2) to provide services under this subsection.
- Providing school supplies, including those supplies to be distributed at shelters or temporary housing facilities, or other appropriate locations.

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- Providing extraordinary or emergency assistance needed to enable homeless children and youths to attend school and participate fully in school activities.
- Travel for students to participate in youth leadership/forums/institutes/programs not funded by other local, state, or federal program.
- Programs to support McKinney-Vento students who have been truant to assist in credit repair or recovery.
- Programs that partner with in-demand fields of study that leads to high-wage, high-skill, and in-demand occupations in alignment with the Carl D. Perkins Career and Technical Education Act of 2006.
- Educational programs and activities, including credit recovery or dual credit programs for secondary students.
- Extra-duty pay for staff working beyond their normal contracted hours to provide grant activities and services that supplement the regular school day.
- Nutritional snacks for students attending grant activities or field trips. Low-cost meals for students attending grant activities or field trips that are longer than six hours.
- Debt services (lease liabilities for terms greater than 12 months) — allowable costs include:
 - Subscription-based Information Technology Arrangement (SBITA) – Principal Costs (6514)
 - Subscription-based Information Technology Arrangement (SBITA) – Interest Costs (6526)

Other Allowable Operating Costs Requiring Specific Approval in the Grant Application (6400)

Out-of-State Travel

Out-of-state travel costs are allowable. Attendance at the National Association for the Education of Homeless Children and Youth (NAEHCY) Annual Conference is the only approved out-of-state travel cost.

Out-of-state travel costs should be minimal. Travel costs are allowable as long as the expenses for transportation, lodging, subsistence, and related items are only incurred by employees on official business of the grantee and follow the grantee's regular business operations and written travel policy.

Out-of-state travel will require a written justification form to be maintained locally and made available to TEA upon request. To access the Justification for Out-of-State Travel form, refer to the [Forms for Prior Approval, Disclosure, and Justification](#) page.

Travel for Students to Conferences (Does Not Include Field Trips)

Program Guidelines

Costs for travel for students to conferences may be funded under the grant program (does not include field trips). Travel costs should be minimal and must follow the grantee's written travel policy. Only travel costs for students to the following types of conferences may be allowable:

- In-state conferences
- Participation in youth leadership/forums/institutes/programs not funded by other local, state, or federal programs.

Travel for students to conferences will require pre-authorization in writing. To access the pre-authorization form for participant support costs, refer to the [Forms for Prior Approval, Disclosure, and Justification](#) page.

Field Trips

Field trips may be funded under the grant program. Only the following types of field trips may be allowable:

- Supplemental academic activities that are focused on science, technology, engineering, and mathematics (STEM).
- Organized visits to colleges, universities, or any identified program of study that leads to high-wage, high-skill, and in-demand occupations.
- To promote and explore a variety of college and career opportunities.

Field trips will require a written justification form to be maintained locally and made available to TEA upon request. To access the Justification for Educational Field Trips form, refer to the [Forms for Prior Approval, Disclosure, and Justification](#) page.

Unallowable Activities and Use of Funds

Refer to the [Budgeting Costs Guidance Handbook](#) on the Grants Administration Division's [Grant Resources](#) page for general guidance on unallowable costs.

In addition, unallowable activities and use of funds for this grant include, but are not limited to, the following:

- Debt services (lease liabilities for terms greater than 12 months) — unallowable costs include:
 - Capital Lease Liability — Principal Costs (6512)
 - Capital Lease Liability – Interest Costs (6522)
 - Interest on Debt Costs (6523)
- Advisory Council
- Cost of Membership in Any Civic or Community Organization

- Hosting or Sponsoring of Conferences
- Travel Costs for Officials such as Executive Director, Superintendent, or Board Members
- Payment for housing costs (e.g., payments for an apartment, duplex, home, hotels, etc.)
- Payment for security deposits (e.g., rental or utility deposits)
- Payment for gift cards
- Payment for household items (e.g., mattresses, bedding, linens, appliances, etc.)
- Payment for childcare or childcare supplies (e.g., diapers, baby hygiene items, furniture, etc.)
- Office Furniture, copiers, telephones, etc.
- Vehicles
- Stipends for students or families to participate in grant activities
- Stipends for non-employees other than those included in 6419
- Payment to enrolled students (non-graduates) for providing tutoring, mentoring, or instruction to McKinney-Vento students
- Expenditures related to students who are not McKinney-Vento eligible, identified, enrolled, or served by the program
- Excess cost for School of Origin transportation is limited to approximately thirty-five percent (35%) of the annual grant budget
- Payment for emergency grocery items, hygiene items, and clothing items are limited to approximately fifteen percent (15%) of the annual grant budget when a natural disaster as declared by the Office of the Governor or a federally declared disaster zone occurs (e.g., hurricane, tornado, fire, etc.). Any amount above this percentage would require prior TEA approval
- Payment for emergency grocery items or hygiene items are limited to approximately fifteen percent (15%) of the annual grant budget due to the impact of COVID-19. Any amount above this percentage would require prior TEA approval
- Any activity not specified above in the Allowable Activities and Use of Funds section

Performance Measures

The applicant agrees to collect data and report on the following mandatory performance measures:

1. Number of identified homeless students receiving school of origin transportation. (Year-End report)
2. Attendance rates for identified homeless students receiving school of origin transportation (Year-End report)

3. Promotion rates for identified homeless students (Year-End report)
4. Four Year Cohort Graduation rates for identified homeless students (Year-End report)
5. Any performance measures, reporting, or evaluation requirements as established by TEA.

Federal Grant Requirements

Equitable Access and Participation

See the [General and Fiscal Guidelines](#), Equitable Access and Participation.

This requirement does apply to this federally funded grant program.

Private Nonprofit School Participation

See the [General and Fiscal Guidelines](#), Private Nonprofit School Participation.

This requirement does not apply to this federally funded grant program.

Maintenance of Effort

See the [General and Fiscal Guidelines](#), Maintenance of Effort.

This requirement does not apply to this federally funded grant program.

Attachments

There are two types of attachments that may be required to be submitted with your application:

Required Fiscal-Related Attachments

See the [General and Fiscal Guidelines](#), Fiscal-Related Documentation Required to Be on File, for a general description of fiscal-related documents that can be required as attachments to the application.

Required Program-Related Attachments

See the [General and Fiscal Guidelines](#), Required Program-Related Attachments, for a general description of program-related documents that can be required as attachments to the application.

No program-related attachments are required for this grant program.