

Request for Application

Program Guidelines

2025-2026 Texas Education for Homeless Children and Youth (TEHCY) ESC Capacity Building Grant

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

The Texas Education Agency (TEA) administers federal¹ and state grant awards to its subgrantees² to carry out a program. Such entities include primarily school systems (referred to as local educational agencies [LEAs] in statutes), including independent school districts and charter schools; education service centers (ESCs); and, to a lesser degree, institutions of higher education (IHEs), nonprofit organizations (NPOs), and other statutorily allowable organizations. The following Program Guidelines apply to all eligible subgrantees for the designated grant program.

The Program Guidelines, as part of the request for application (RFA), are to be used in conjunction with the [General and Fiscal Guidelines](#) and any application instructions or other RFA requirements, as listed for the grant on the [TEA Grant Opportunities](#) page. The Standard Application System (SAS) consists of Application Part 1 (PDF narrative schedules) and Application Part 2 (Excel budget schedules). An eligible applicant must submit both parts of the SAS to apply for funding, unless specifically delineated in these guidelines.

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 cross-referenced sections when preparing your application.

Errata Notices

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

¹ TEA is the grantee and pass-through entity for federal education funding awarded by the U.S. Department of Education (USDE). *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 pursuant to a subgrant or contract. (34 CFR §77.1) *Pass-through entity* is defined as a recipient or subrecipient that provides a subaward to a subrecipient (including lower tier subrecipients) to carry out part of a federal program. (2 CFR §200.1)

² *Subgrantee* is defined by TEA to be the same as a *subrecipient*, which is defined in 2 CFR §200.1 as an entity that receives a subaward from a pass-through entity to carry out part of a federal award. The term does not include an individual that is a beneficiary or participant of the program. *Subgrantee* is defined in 34 CFR §77.1 as the legal entity to which a subgrant is awarded and that is accountable to the grantee for the use of the funds provided. For purposes of the request for application (RFA), TEA may use the terms *subgrantee*, *grantee*, *subrecipient*, and *applicant* synonymously.

Contact for Clarifying Information

Grant Program Contact

Dr. Desiree Viramontes, McKinney-Vento State Coordinator
Highly Mobile and At-Risk Student Programs Division
Desiree.Viramontes@tea.texas.gov
Phone: (512) 463-8774

Additional Program Contact

John Dobbins, Highly Mobile and At-Risk Student Programs Specialist
Highly Mobile and At-Risk Student Programs Division
John.Dobbins@tea.texas.gov
Phone: (512) 463-9066

Funding Contact

Angelica Soriano, Grant Manager
Grants Administration Division
Angelica.Soriano@tea.texas.gov
Phone: (512) 463-8525

U.S. Department of Education and/or State Appropriations

The following is provided in compliance with federal appropriations acts:

Category	Amount
Total funds available for this project	\$2,700,000
Percentage to be financed with federal funds	100%
Amount of federal funds	\$2,700,000
Percentage to be financed from nonfederal sources	0%
Amount of nonfederal funds	\$0

Grant Timeline

Due dates related to the grant, including reporting dates, are available in the Critical Events section listed on the [TEA Grant Opportunities](#) page. Grantees are responsible for regularly monitoring the webpage for updated grant information and for meeting all due dates and other grant requirements.

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 Assistance Act is to identify and remove barriers for children and youth experiencing homelessness and ensure that students in these circumstances have comparable access to all available supports and resources to meet the same challenging state academic standards established for all students.

The ESC Capacity Building Grant strengthens statewide, regional, and local infrastructure and implements the Texas Education for Homeless Children and Youth (TEHCY) program. Education Service Center (ESC) grantees will assist the agency with technical assistance, professional development, community collaboration, resource development, and dissemination of program materials. To ensure effective communication and information dissemination among the state, regions, and districts, each ESC will designate specific staff members who will be responsible for tracking/reporting activities related to these areas.

The goal of this grant is to assist the Texas Education Agency (TEA) with the implementation of the TEHCY program by providing the following:

- Regional technical assistance, training, and support services
- Incorporate TEA training components that cover the risk factors and indicators of students experiencing homelessness
- Support school systems with the identification, enrollment, academic and support services for students experiencing homelessness
- Support school systems and ESC collaborations with Title I, Part A, Special Education, Migrant, Emergent Bilinguals, Career and Technical Education (CTE), Gifted and Talented (GT), Foster Care and other program areas
- Ensure school systems implement all federal and state McKinney-Vento related mandates

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- Analyze regional TEHCY program information, data, and reports to increase the percentage of students achieving grade level standards, taking state mandated assessments, reducing chronic absenteeism, graduating on time, and persisting to post-secondary education
- Provide academic strategies to assist with early interventions and progress monitoring, increasing academic achievement

The objectives of this grant are to:

- Identify and remove barriers for students experiencing homelessness
- Increase identification of students experiencing homelessness
- Create a data driven plan that assists in identifying and prioritizing regional-specific activities to support the implementation of TEHCY ESC Capacity Building grant funds

As a result of this grant, each region will see an increase in implementation of best practices and strategies for identification, enrollment, academic progress monitoring, interventions, and support services for all Texas students experiencing homelessness.

Eligible Applicants

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

An eligibility list is posted by regional ESC 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 not 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

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 grant program, the grantee may claim a maximum for allowable 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 permitted, if requested, from September 1, 2025, to stamp-in date.

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.

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.

Program Guidelines

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. Federal law authorizes the McKinney-Vento Homeless Assistance Act, Chapter 119, Part B, 42 U.S.C. 11431 et seq., to designate a state coordinator, develop a state plan, award subgrants to local education agencies, provide technical assistance and professional development, and fulfill numerous other statutory requirements on behalf of homeless students.

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:

1. Funding awarded through this grant may only be used to support the following:
 - a. ESC McKinney-Vento leadership. Provides over-arching TEHCY support and leadership on TEHCY program implementation. Including integration and oversight of TEHCY program components, grants, and supports for regional TEHCY implementation, in alignment with TEA TEHCY goals statewide
 - b. Providing technical assistance (TA), guidance, coaching and support to school systems, students and families concerning McKinney-Vento, including TEHCY related grants
 - c. Professional development for the provision of Education for Homeless Children and Youth (EHCY) program implementation for students experiencing homelessness
 - d. Regional facilitated complaints and dispute resolution, and support related to McKinney-Vento
 - e. Charter school supports, awareness, and understanding for serving students and families experiencing homelessness
 - f. Integration across various school program areas (e.g., Title I, part A, migrant, etc.) and diverse education groups (e.g., ESC executive director, superintendents, etc.) to increase awareness about students experiencing homelessness
 - g. Monitoring and tracking of TEHCY related data and program components for local, regional, and state reporting purposes
 - h. Community and regional collaborations for the advancement of students and families experiencing homelessness
 - i. Participate and provide input to TEA TEHCY contacts on resources, materials, program supports and design, when requested
2. Each ESC must have at least one full-time employee (FTE) designated or the equivalent of one, or more, full-time McKinney-Vento Liaison(s) for their region.

- a. Please provide a staffing description as a part of the McKinney-Vento (MV) annual plan, which will be due at the time of the grant application submission.
 - b. Please include a breakdown of the staff, job duties, and roles for each team member with the percentage of time on MV related duties and related job description(s), as an attachment with the grant application.
 - c. Prioritize and participate in statewide initiatives by providing regional leadership and implementation of the functions and projects including:
 - i. regional technical assistance (TA),
 - ii. trainings/coaching, and
 - iii. support services
3. Details and guidance for three components are provided below and ESCs should include a description in their submitted annual plan.

a. ESC McKinney-Vento Leadership – Technical Assistance

The ESC will detail their regional support services in the ESC Capacity Annual Plan.

Serve as first point of contact for school personnel, families, and other community stakeholders for McKinney-Vento and related services by responding to requests for information and assistance.

Provide TA to school personnel, families, and other community stakeholders related to students experiencing homelessness and related services in collaboration and coordination with ESC general education training and technical assistance activities that result in demonstrated evidence of improved progress toward, or maintenance of state determined priorities.

Provide TA/information to school personnel concerning:

- i. Federal and state McKinney-Vento and related service requirements (e.g., school of origin, transportation, identification, comparable services, etc.)
- ii. Federal and state accountability monitoring systems (e.g., Results Driven Accountability – RDA)
- iii. Federal and state funding systems/process (e.g., TEHCY related grants, Title I, Part A Set-Aside, Compensatory Education, etc.)
- iv. Personnel development
- v. Instructional best practices

Participation and input regarding development, testing, piloting and roll out of TEHCY statewide TA tracking, in conjunction with existing ESC TA tracking and follow-up processes.

Complete the technical assistance (TA) tracking process by submitting a survey for each TA outreach and communication conducted. All documentation of TA support provided to school

systems and stakeholders will be submitted to the TA Support Grantee to support comprehensive reporting and continuous program improvement.

b. ESC McKinney-Vento Leadership – Trainings/Coaching

The ESC will detail their regional support services in the ESC Capacity Annual Plan.

Provide at least four mandatory trainings with full descriptions, timeline of professional developments, and identification of target audience:

- i. MV 101: Basics of McKinney-Vento Act and program implementation
- ii. MV 201: Family code consent to treatment, truancy, discipline, website, and resources (Implementation of the TEA discipline materials)
- iii. Texas McKinney-Vento specific laws (e.g., Transition assistance TAC 89FF; enrollment in any district; discipline; etc.)
- iv. Regional training based on local identified needs

Support outreach efforts of statewide initiatives (e.g., ESC newsletters, webpages, listservs, workshop catalogs, regional meetings, etc.):

- i. Ensure the following information is easily accessible on the ESC McKinney-Vento webpage:
 - ESC McKinney-Vento liaison contact information.
 - Directory of School System McKinney-Vento liaisons and their contact information for your region.
 - TEHCY program contact information.
 - TEHCY program trainings, webinars, and resource materials.
 - Link to [Texas Education for Homeless Children and Youth | TEHCY](#) web portal on ESC McKinney-Vento website.
 - Community services and resources.
 - Maintained and updated at the beginning of the program year and throughout the school year.

Provide training to school personnel, families, and other community stakeholders related to students experiencing homelessness and related services in collaboration and coordination with ESC general education training and technical assistance activities that result in demonstrated evidence of improved progress toward, or maintenance of state determined priorities:

- i. Collaborate with Title I, Part A, Special Education, Migrant, Emergent Bilinguals, Career and Technical (CTE), Gifted and Talented (GT), Foster Care, and other program areas to support alignment and achievement of grant goals.

- ii. Provide trainings to school personnel concerning:
 - Federal and state McKinney-Vento and related service requirements (e.g., school of origin, transportation, identification, comparable services, etc.)
 - Federal and state accountability monitoring systems (e.g., Results Driven Accountability – RDA)
 - Federal and state funding systems/process (e.g., TEHCY related grants, Title I, Part A Set-Aside, Compensatory Education, etc.)
 - Personnel development
 - Instructional best practices
 - Collection and submission of compliance indicators data
- iii. Provide intensive support and targeted activities to school systems:
 - Provide intensive support and targeted training and technical assistance to school systems who historically have had low or zero identification of students experiencing homelessness.
 - Provide intensive support and targeted training and technical assistance to school systems who utilize the same identifier code for all students experiencing homelessness (e.g., 100% doubled up, 100% unaccompanied homeless youth, etc.).
 - Provide intensive support and targeted training and technical assistance to school systems who historically have had low or zero identification of students experiencing homelessness with a focus on school systems that have a poverty level of 30% or higher.
 - Make in-person and/or virtual visits to each school system within your region. Make sure school systems know that the ESC MV Liaison/TEHCY Program contacts are available to assist and support them with any needs they have related to implementing federal and state requirements for serving students and families who are experiencing homelessness and/or are at-risk of homelessness.
 - Assist TEA program staff with the development and dissemination of TEHCY program trainings, technical assistance, communications, and resources.
 - Compile effective strategies for serving students experiencing homelessness based on indicators such as graduation rates, academic data, and chronic absenteeism.
 - Development of partnerships with regional community-based organizations (CBOs), school systems, ESC program areas, and other stakeholders to assist with the identification and support of students with disabilities, English Learners, Foster Care, and pregnant or parenting students experiencing homelessness.

- Establish community and regional partnerships and also support school systems with establishing local partnerships to meet the unique needs of students and families experiencing homelessness.
- iv. Submit a regular TEHCY program report (on a cadence determined by the agency) on program components and key-activities in Qualtrics survey to guide program implementation statewide. Participation and input regarding development, testing, piloting, and roll out of TEHCY statewide data analysis will occur in 2025-2026.
- v. Submit a regular TEHCY program report (on a cadence determined by the agency), support, engagement, and targeted activities to reach 100% of districts supported in the regional service area.
- vi. Document the number of school systems that were provided with intensive support and targeted activities to school systems listed below. Must reach out to 100% of the school systems identified with an 80% engagement from impacted school systems.
 - School systems who historically have had a low or zero identification of students experiencing homelessness.
 - School systems who utilized the same identifier code for all students experiencing homelessness (e.g., 100% doubled up, 100% unaccompanied homeless youth, etc.).
 - Document the type of intervention provided (e.g., district visit, professional development, coaching, or if other – please specify).
 - Administer a post test that measures the impact of services provided (e.g., survey to school system liaisons at the end of the grant).
- vii. Ensure regular communication across various avenues with school systems for TEHCY program implementation including both Shared Services Arrangement (SSA) and non-SSA school systems.
- viii. Develop a communication plan that describes how your region shares and communicates TEHCY program updates, guidance, trainings, and resources to school systems.
 - Describe the avenues (e.g., phone call, email, listserv announcements, newsletters, billboards, remind/text, etc.) your ESC uses for communication.
 - Indicate the frequency and cadence of ESC avenues of communications to ensure regular communication with both SSA and non-SSA school systems.
- ix. Manage and report the dissemination of all TEA approved resources to school systems, stakeholders, and community collaborators (e.g., posters, brochures, etc.).
- x. Support TEA program staff and other TEHCY affiliated entities with the development of TEHCY program trainings and a suite of resources.

- xi. Support TEA program staff and other TEHCY affiliated entities with developing and increasing community resources and partnerships needed to support regional growth of support services for homeless students.

c. ESC McKinney-Vento Leadership – Support Services

The ESC will detail their regional support services in the ESC Capacity Annual Plan:

- i. The comprehensive annual project plan will outline how the ESC will fulfill the program requirements.
 - The annual plan will be submitted through the provided Qualtrics survey.
- ii. Completed plan will be due no later than Tuesday, September 25th, 2025.
- iii. Supporting documents can be submitted to the [Homeless Inbox](#).

Submit evidence of completion of required activities (monthly via Qualtrics) to TEA and any required quarterly data reports to statewide initiative grantees:

- i. Provide details on the types of follow-ups that were provided.
- ii. Provide description regarding how the shared resources were used or implemented.

Submit an updated comprehensive regional needs assessment, uploaded in Qualtrics ESC Capacity Building Plan submission. Process may include the following:

- i. Seeking input from school districts, charter schools, private school personnel, and families.
- ii. Identifying regional findings as a result of the consideration and interpretation of regional needs assessment data.
- iii. Incorporating state level data with regional needs assessment data.
 - Providing regional services to address findings from regional needs assessment and state level data.
- iv. Reporting results of activities, training, coaching, and technical assistance associated with comprehensive regional needs assessment as requested.

Coordinate and oversee regional execution of TEHCY program and grant requirements, goals, objectives, initiatives, services, and supports.

Analyze and report the following TEHCY data for all school systems within the region at a set cadence determined by TEA:

- i. After each technical assistance call and correspondence, ESC McKinney-Vento staff will submit a TEA TA follow-up form and send the TEA TA feedback survey.
- ii. Number of technical assistance calls and components.
- iii. Identification of homeless students.

- iv. School system participation in McKinney-Vento trainings and PD.
- 4. Required participation and attendance conditions for professional development for grantees:
 - a. Participation for TEA TEHCY trainings and meetings is mandatory. TEA will take attendance and retain documentation of attendance for each training and meeting.
 - b. TEA will take attendance and retain documentation of attendance for each quarterly meeting. In-person participation of three (3) quarterly meetings with TEA program staff. ESC personnel who are funded by the ESC Capacity Grant must attend all quarterly meetings in person.
 - c. TEA will take attendance and retain documentation of attendance for each Communities of Practice (CoP) virtual meeting. Virtual participation of three (3) CoP meetings with TEA program staff. ESC personnel funded by the ESC Capacity Grant must attend all CoP meetings.
 - d. Participation in the TEHCY TEAMS Channel
 - e. Monthly TEHCY announcements and reminders will be shared by TEA TEHCY staff through the TEAMS channel.
 - f. ESCs should use the TEAMS Channel to network, troubleshoot, and share information.
 - g. At minimum, ESCs should check the TEAMS Channel for any updates twice a week.
 - h. Participation and attendance to TEA TEHCY trainings and meetings is required throughout the grant year.
 - i. TEA will take attendance and retain documentation of attendance for the 2025 National Association for the Education of Homeless Children and Youth (NAEHCY) [Conference](#).
 - j. Participation in one-on-one strategy sessions (i.e., both Fall and Spring) with TEA program staff to review the ESC's annual project plan and provide updates to TEA on topics such as professional development, data, and technical assistance.
- 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](#). The grantee is required to regularly request payment for allowable expenditures as grant program requirements are carried out.

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.

Note regarding travel costs, if allowable per guidance below: Any personnel approved in this grant must be reimbursed for travel according to the applicant's written policies and procedures; however, reimbursement may not exceed State of Texas mileage allowance, General Services Administration (GSA) hotel rate, and per diem rate existing in the current Texas State Appropriations Act. The state travel guidelines require only reimbursement of actual costs paid and, therefore, prohibit per diem payments to travelers without reconciliation to actual costs expended. Note: Contractor travel is paid as it is described in the individual contract, not to exceed the State rates, and may or may not be delineated out specifically in the contract.

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

General Allowable Activities and Use of Funds

- Payroll costs
 - Salaries and benefits for staff, proportionate to the amount of time dedicated to grant activities.
- Professional and contracted services
- Consumable and durable supplies and materials
- 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)
- Capital outlay
- In-state travel as necessary to meet the program requirements of this grant. Travel costs must follow the travel guidance provided at the beginning of this Allowable Activities and Use of Funds section.
- 2025 National Association for the Education of Homeless Children and Youth (NAEHYC) Conference In-State travel and registration fees
- Providing any activities to support school systems in the implementation of TEHCY program services.
- Travel to meetings or trainings required by TEA program staff
- Activities or services that are directly related to high-quality college and career programs or services
- Payment for pre-paid cards
- Costs related to distributing TEHCY Program posters and other resource materials
- The following uses of funds are allowable only to assist school systems that have not received 2024-2025 Texas Education of Homeless Children and Youth grants:

- Up to 10% of the total grant award may be used for basic supplies and learning materials related to grant activities.
- Payment for emergency grocery items or personal hygiene items is allowable as long as the cumulative amount does not exceed fifteen percent (15%) of the annual grant budget. Any amount above 15% of the total grant budget will require prior approval from the Highly Mobile and At-Risk Student Programs Division.
- If a natural disaster is declared by the Office of the Governor or a federally declared disaster zone occurs (e.g., hurricane, tornado, fire, etc.), payment for emergency grocery items, personal hygiene items, and clothing items is allowable as long as the cumulative amount does not exceed fifteen percent (15%) of the annual grant budget. Any amount above 15% will require TEA approval.
 - TAA: [Additional Severe Weather and Disaster Guidance](#)
 - FAQs: [Supporting McKinney-Vento Students During Inclement Weather and Disasters](#)
- 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.

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

Out-of-State Travel

Out-of-state travel costs are allowable. 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. Travel cost reimbursement must follow the travel guidance provided at the beginning of this Allowable Activities and Use of Funds section.

- Other conferences that have a focus on students experiencing homelessness will require prior TEA approval.

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)

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. Travel cost reimbursement must follow the travel guidance provided at the beginning of this Allowable

Activities and Use of Funds section. 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.

Documentation for travel for students to conferences must be maintained locally and made available to TEA upon request.

Educational Field Trips

Educational field trips may be funded under the grant program. Specific field trip costs must have a documented programmatic purpose. Only the following types of field trips may be allowable:

- Field trips that are academic in nature and align with grade appropriate TEKs.
- To colleges, universities, or any identified program of study that leads to high-wage, high-skill, and in-demand occupations in your region.
- 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.

Non-Employee Costs for Conferences

Non-employee costs for conferences may be funded under the grant program. Costs must be managed to minimize costs to the grant award. The following types of conferences may be allowable:

- 2025 National Association for the Education of Homeless Children and Youth (NAEHCY) Annual Conference.
- Conferences that have a focus on students experiencing homelessness (with prior TEA approval).

Documentation for non-employee costs for conferences must be maintained locally and made available to TEA upon request.

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.

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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)
- Audit services for federally funded grants, unless the subrecipient meets the Uniform Grant Guidance (UGG) threshold and is required to conduct the federal audit
- Stipends for non-employees
- Travel Costs for Officials such as Executive Director, Superintendent, or Board Members
- Cost of Membership in Any Civic or Community Organization
- Hosting or Sponsoring of Conferences
- Advisory Council
- Out-of-state travel costs not approved by TEA staff
- Payments for security deposits (e.g., rental or utility deposits)
- Payment for housing costs (e.g., payments for an apartment, duplex, homes, hotel, etc.)
- Payment for household items (e.g., appliances, mattresses, bedding, linens, etc.)
- Payment for childcare
- The following uses of funds are authorized to assist school systems that have not received 2025-2026 Texas Education for Homeless Children and Youth grants, but are unallowable under these conditions:
 - Use of more than 10% of the total grant award for basic supplies and learning material related to grant activities
 - Use of more than 15% of the total grant award for emergency grocery items or personal hygiene items without prior TEA approval
 - In the event of a natural disaster declaration by the governor or federal government, the grantee may not use more than 15% of the total grant award to pay for emergency grocery items, person hygiene items, or clothing items without 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:

The applicant agrees to submit a regular TEHCY program report (on a cadence determined by the agency) on program components and key activities in Qualtrics survey to guide program implementation statewide. Participation and input regarding development, testing, piloting, and roll out of TEHCY statewide program reporting and data analysis will occur in 2025-26.

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

1. **ESSENTIAL FUNCTION #1:** Analyze regional TEHCY program information, data, and reports to increase the percentage of students achieving grade level standards, taking state mandated assessments, graduating on time, and persisting to post-secondary education through tailored support and technical assistance.

Activities:

- a. Assess and agree to the support and technical assistance to be made available to each individual site and/or collectively across several sites.
- b. Schedule virtual and onsite meetings based on the goals of the team and stakeholders.
- c. Tailor support based on needs of the team and systems stakeholders.
- d. Assess the effectiveness of the level of support in meeting needs, goals, and context of the implementation effort.

Required data collection:

- a. TEA TA form after each TA phone call or email correspondence
- b. Number of technical assistance components received, addressed, and resolved reported for each technical assistance support provided.
- c. Number of trainings provided.
- d. The ESC will submit monthly dashboard reports to the TEHCY TA team, providing updates on technical assistance activities, regional coordination efforts, and support provided to school systems.
- e. Beginning in the 2025–2026 grant cycle, the ESC will submit monthly reports. All required reporting metrics and narrative summaries will be integrated into the final monthly dashboard submission for August 2026.
 - i. The ESC will ensure that all required data elements, including training participation, technical assistance logs, and regional coordination outcomes, are captured throughout the year and reflected in the final dashboard. Attendance submission and

number of McKinney-Vento liaisons, stakeholders, school system, and ESC staff receiving TEHCY program trainings in monthly Qualtrics reporting.

- f. Number of cross collaborative opportunities with school systems, ESCs, or community collaborators to strengthen technical assistance, trainings, academic and support services.
 - g. Number of students who participated in ESC activities and field trips.
 - h. Success measured when 70% of school systems and ESC staff surveyed report that TEHCY program trainings, resources, and supports significantly improved their understanding of the indicators, risk factors, and impact of homelessness on student achievement.
2. ESSENTIAL FUNCTION #2: Create a data driven plan that assists in identifying and prioritizing regional-specific activities to support the implementation of TEHCY ESC Capacity Building grant funds.

Activities:

- a. Maintain ongoing communication with people or groups whose connections are vital for the success of the implementation efforts.
- b. Assess the effectiveness of connections in meeting the intent of the implementation efforts.
- c. Assess the effectiveness of the level of support in meeting needs, goals, and context of the implementation effort.
- d. Seek input from school districts, charter schools, private school personnel, and families.
- e. Identify regional findings as a result of the consideration and interpretation of regional needs assessment data.
- f. Incorporate state level data with regional needs assessment data.
- g. Provide regional services to address findings from regional needs assessment and state level data.
- h. Report results of activities, training, coaching, and technical assistance associated with comprehensive regional needs assessment as requested.

Required data collection:

- a. Submit a monthly TEHCY program report (on a cadence determined by the agency), support, engagement, and targeted activities to reach 100% of districts supported in the regional service area.

- b. In Year Two of the ESC Capacity Building Grant cycle, ESC grantees will collect data related to the numbers of school systems reached in their respective region and use this data to establish an annual growth target. [Baseline Data]
- c. Annually thereafter, ESC grantees will continue to track number of school systems reached in their respective region to determine growth rate.
- d. Documentation of attendance to required training. Each school system is required to attend at least one training either on-site or remotely.
- e. Complete TA tracking process through submission of Qualtrics Survey for each TA outreach and communication. Must maintain documentation of provided TA support.
- f. Success measured when 70% of school systems in annual monitoring activities demonstrate an improvement of outcomes as measured by the RDA model overall determination levels.

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.