# Notice of Grant Opportunity – EWEG

**McKinney-Vento Education of Homeless Children and Youth Program**

**Year 1 of 3**

**21-BR26-H02**

**Lamont O. Repollet, Ed.D.**

**Commissioner of Education**

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**Director**

**Office of Supplemental Educational Programs**

**CFDA 84.196A**

***April 2020***

**Application Due Date: June 2, 2020**

**NEW JERSEY DEPARTMENT OF EDUCATION**

**P.O. Box 500**

**Trenton, NJ 08625-0500**

<http://www.state.nj.us/education>

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**SECTION 1: GRANT PROGRAM INFORMATION**

* 1. **DESCRIPTION OF THE GRANT PROGRAM**

The public-school system is the largest and most significant intervention for children and youth experiencing homelessness. The Stewart B. McKinney-Vento Homeless Assistance Act's (McKinney-Vento) Education for Homeless Children and Youth (EHCY) program and Title I, Part A, provide homeless students with protections and services to ensure they can enroll in and attend school, complete their high school education, and continue to higher education which is their best hope of avoiding poverty and homelessness as adults. Of the over 1.5 million children and youth experiencing homelessness in the United States, more than 13,900 children and youth were identified in the State of New Jersey during the 2018-2019 school year.

*N.J.A.C* 6A:17 et. seq. outlines the responsibilities of all New Jersey local educational agencies (LEAs) to provide educational services to homeless children and youth and to ensure that they have equal access to a free, appropriate public education which enables them to enroll in and attend school. Many LEAs also provide supplemental funding through their federal Title I, Part A homeless reserve allocations, which is intended to provide supplemental support services to homeless students that are in addition to those required under New Jersey administrative code.

It is the intent of the McKinney-Vento Education of Homeless Children and Youthgrant program to support state and federal efforts through the establishment of regional partnership projects that will: 1) provide leadership and technical assistance in this area to the schools within the region; and 2) coordinate and provide (when possible) supplemental academic programs and support services to homeless children and youth attending schools within the region*.* For each regional project it is expected that, to the extent possible, all identified homeless children and youth within the region will be served.

The New Jersey Department of Education (NJDOE) has established a three-year grant program to create partnerships between a local educational agency and service agencies located in each region of the state for the purposes of coordinating and providing supplemental academic programs and support services to homeless children and youth residing in the partnership’s regional area. The regional McKinney-Vento projects will also identify and establish partnerships with regional service providers, state and county resources, and community-based and social service organizations, to assist districts in providing supplemental services and making referrals to appropriate agencies to enable all homeless children and youth in the partnership’s regional area to meet the challenging State content and student performance standards.

Based on the availability of federal resources, this three-year grant program will begin July 1, 2020 and end on June 30, 2023. This application is for year one only. **The initial award year will be July 1, 2020 through June 30, 2021.** Per year, the total grant award expected to be available is approximately $1,800,000. The project periods for the subsequent award years are (that must be applied for each period):

 Year 2: July 1, 2021 – June 30, 2022

 Year 3: July 1, 2022 – June 30, 2023

Based on the availability of federal resources, this three-year grant program will conclude on June 30, 2023.

Funds provided under this grant program are subject to the [federal supplement, not supplant rule](https://www2.ed.gov/policy/elsec/leg/esea02/pg2.html#sec1120A).

**1.1.1 BACKGROUND**

The McKinney-Vento Homeless Assistance Act is authorized under the *Elementary and Secondary Education Act* (*ESEA*).

The Act requires that each state: *(1) ensure each homeless child has equal access to the same free, appropriate public education, including a public preschool education, as provided to other children; (2) that has a compulsory residency requirement as a component of the State’s compulsory school attendance laws or other laws, regulations, practices, or policies that may act as a barrier to the enrollment, attendance or success in school of homeless children and youth, will review and undertake steps to revise any areas to give the same free, appropriate state education as provided to other children; (3) ensure that homeless children are not separated from the mainstream school environment by virtue of their homeless status; and (4) homeless children and youth have access to the supplemental educational and support services that such children and youths need to ensure that they have an opportunity to meet the same challenging State student academic achievement standards to which all students are held.*

* 1. **ELIGIBILITY TO APPLY**

The McKinney-Vento Education of Homeless Children and Youth grant program is an open competitive grant program available to LEAs in the State of New Jersey. LEAs include Special Services School Districts and Educational Services Commissions. LEAs must apply as the lead agency in partnership with non-educational agencies (e.g., community-based organizations (CBOs), social services agencies, faith-based institutions, federally qualified health centers (FQHCs) to coordinate, identify, plan, develop and provide services to homeless students in LEAs within the lead agency’s respective region. Only one (1) application per applicant LEA may be submitted. Applications submitted by **local educational agencies, Special Services School Districts and Regional Educational Services Commissions** must be signed by the Chief School Administrator of the lead agency or his/her designee. See Appendices for required signatures.

The Chief School Administrator of the lead grant agency or his/her designee must also review and sign: A **Statement of Assurances** form (Appendix 1) indicating compliance with the fiscal requirements set forth in this Notice of Grant Opportunity; **General Intent to Collaborate and** **District** **Title I, Part A: Reserve for Homeless Education** forms (Appendix 2); and, **Documentation of Required Primary Partnerships** form(s) (Appendix 3), respectively. The aforementioned forms are provided at the end of this NGO document and all are to be uploaded through New Jersey’s Electronic Web-Enabled Grants (EWEG) system.

**LEAs may apply for up to the total amount listed below (See Appendix 2, Table I) of which no more than fifteen (15) percent may be used for administrative purposes.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Region** | **Areas to be Serviced (required service to the counties as grouped)** | **Number of Reported Homeless Children and Youth 18-19**  | **Maximum** **Award Amount by Region** | **Please indicate with a yes/no for the region which your agency is applying to serve.**  |
| Region 1 | * Bergen
* Hunterdon
* Passaic
* Somerset
* Sussex
* Warren
 | **2154** | **$299,278** | Yes / No |
| Region 2 | * Essex
* Hudson
* Morris
* Union
 | **2627** | **$381,960** | Yes / No |
| Region 3 | * Mercer
* Middlesex
* Monmouth
* Ocean
 | **3355** | **$492,957** | Yes / No |
| Region 4 | * Atlantic
* Burlington
* Camden
* Gloucester
 | **4042** | **$589,446** | Yes / No |
| Region 5 | * Cape May
* Cumberland
* Salem
 | **1350** | **$186,356** | Yes / No |

***Please note: an applicant may only apply to service one (1) region; moreover, it is recommended, not required, that an applicant service the region of locale.***

Each regional partnership must consist of an applicant LEA within the state of New Jersey (which will serve as the Lead Agency) and two **primary partnering organizations,** located within the region that have a track record of providing services to homeless populations within the region for which the Lead Agency is applying for funds. The regional McKinney-Vento projects will also identify and establish partnerships and collaborations with the applicant LEAs within their region, other local and/or regional service providers, community-based organizations (CBOs) and social service organizations. Lead agencies should identify partner organizations that will assist aforementioned applicant LEAs, through technical assistance training and, in providing supplemental services and making referrals to appropriate agencies to enable all homeless children and youth, in the partnership’s regional area, to meet the challenging state academic standards.

Additionally, applicants must agree to serve all districts located in the region by completing the Documentation of Eligibility form (Appendix 2). Applicants proposing to serve any variance from the defined service areas **will not** be considered for an award.

To meet the partnership requirement, the Documentation of Primary Partnership form (Appendix 3) must be completed and uploaded as part of the application. As stated, a primary partner organization is an organization that has an existing track record in providing services to homeless populations within the region for which application is made.

A minimum of two primary partner organizations must be identified. Applicants may collaborate with as many CBOs and social service entities as deemed appropriate in serving the needs of their population. Additionally, at least two formal MOUs with partner CBOs should be uploaded to the EWEG system. Please refer to Appendices 4 and 5 for the forms to be completed and uploaded.

The lead agency identified in the initial application **must** continue to serve in the capacity as such through the three-year grant period.

Further, continued eligibility for years 2 and 3 is contingent upon the following:

* Completion and submission of a comprehensive needs assessment (CNA) to Pheobie Thomas, State Coordinator for McKinney-Vento at McKinney.Vento@doe.nj.gov by January 1, 2021 and January 1, 2022, respectively;
* Timely and accurate submission of all reports required under the current grant program and the NJDOE’s approval of those reports;
* Timely and accurate submission of data;
* Quarterly submission of students serviced by County/District;
* Monthly reimbursement requests via the EWEG system;
* Approval of grantees’ progress towards program goals and objectives, and implementation of the McKinney-Vento Education of Homeless Children and Youth Program determined through desk audits and/or on-site monitoring; and
* Satisfactory progress toward completion of any necessary remediation identified by the Office of Supplemental Educational Programs.

**NOTE**: The NJDOE reserves the right to reject any application not in conformance with the requirements of this NGO.

**1.3 FEDERAL COMPLIANCE REQUIREMENTS (DUNS, SAM, Executive Compensation)**

In accordance with the Federal Fiscal Accountability Transparency Act (FFATA), all grant recipients must have a valid DUNS number and must also be registered with the Central Contractor Registration (CCR) database. DUNS numbers are issued by Dun and Bradstreet and are available for free to all entities required to register under FFATA.

* To obtain a DUNS number, go to <http://fedgov.dnb.com/webform/>
* To register with the SAM database, go to [www.sam.gov](http://www.sam.gov)

**Applicants are required to submit their DUNS number and expiration date of their SAM registration as part of the EWEG application using the appropriate EWEG tab (contacts) and must certify that they will ensure that their registration will remain active for the entire grant period.**

Applicants must also print the “Entity Overview” page from their [Profile](file:///C%3A%5CUsers%5Ccbleihol%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CTNEC70NZ%5Cwww.sam.gov) (which displays their DUNS number and street address with ZIP+4 code), and upload a scan of the page to the application using the UPLOAD tab.

**FFATA Executive compensation disclosure criteria**

In the preceding fiscal year, if an applicant:

• Received at least $25,000,000 in annual gross revenues from federal awards; and,

• If at least eighty (80) percent of the applicant’s annual gross revenues came from federal awards;

the applicant is required to disclose the name and total compensation of the five (5) most highly compensated officers of the applicant as part of the grant application.

This information is to be entered using the appropriate EWEG tab (contacts). The term “federal award” includes federal contracts, sub-contracts, grants, and sub-grants.

No award will be made to an applicant not in compliance with FFATA.

* 1. **STATUTORY/REGULATORY SOURCE AND FUNDING**

The applicant’s project must be designed and implemented in conformance with all applicable state and federal regulations. The McKinney-Vento Education of Homeless Children and Youth Programis 100%percent funded from Title VII-B of the *McKinney-Vento Homeless Assistance Act* (42 USC 11431 et seq.; CFDA 84.196A) and reauthorized under the *Every Student Succeeds Act (ESSA).*

Final awards are subject to the availability of*McKinney-Vento Homeless Assistance Act* funds. Total funds for McKinney-Vento Education of Homeless Children and Youth Programis $1,814,304. If balances are available, or if additional funds become available during the fiscal year, the next highest scoring application(s) above 70 points that meet the intent of the NGO, may become eligible for award.

The project period for Year 1 of the three-year project period is July 1, 2020 to June 30, 2021.

LEAs may apply for up to the total amount listed in Appendix 2, Table I, of which no more than fifteen (15) percent may be used for administrative purposes. Years 2 and 3 funding is subject to the availability of funds.

The grantee is expected to complete the goal(s) and objectives outlined in the approved grant application, complete implementation activities established in its grant agreement, and make satisfactory progress toward the completion of its approved action plan. Failure to do so may result in the Department’s withdrawal of the grantee’s eligibility for the continuation of grant funding. The Department will remove ineligible, inappropriate or undocumented costs from funding consideration.

To ensure the equitable distribution of funding and that all identified homeless children and youth in the state are served, McKinney-Vento Program funds will be awarded to one applicant LEA within each of the five (5) inter-county regional service areas, as outlined in Table I. LEAs may apply for the amount specified in the column which corresponds to the inter-county regional project for which they are applying. These agencies will continue to serve as lead agencies for their respective regional projects throughout the three-year grant cycle. Local education agencies may apply for up to the total amount listed in Appendix 2, Table 1, of which no more than fifteen (15) percent may be used for administrative purposes. Years 2 and 3 funding is subject to the availability of funds.

McKinney-Vento Program applications that score 70 and above and meet the intents of the program are eligible for funding consideration. If there are no awards in a region, funds will be recompeted to the funded grantees to coordinate service delivery to McKinney-Vento eligible children and youth throughout the state to provide service to the unserved counties.

Final awards are subject to the availability of federal funds.

*Please note: The following table outlines the number of children and youth reported as homeless during the 2018-2019 school year and should be used as a reference when developing plans for the project’s identification and provision of services to homeless children and youth* (See Appendix 2, Table I).

\* Appendix 6 provides statewide by county counts of reported homeless children and youth.

**1.5 DISSEMINATION OF THIS NOTICE**

The Office of Supplemental Educational Programs will make this notice available to all LEAs, and to the executive county superintendents.

Additional copies of the NGO are also available on the [NJDOE website](http://www.state.nj.us/education/grants/discretionary/) or by contacting the Office of Supplemental Educational Programs at the New Jersey Department of Education, 100 Riverview Executive Plaza, P.O. Box 500, Trenton, NJ 08625-0500; telephone (609) 376-9080; e-mail McKinney.Vento@doe.nj.gov.

**1.6 TECHNICAL ASSISTANCE**

The Office of Supplemental Educational Programs will provide a technical assistance session via a webinar, from 1:00 P.M. - 2:30 P.M. on **Tuesday May 19, 2020**. You may register for this webinar no later than 4:00 P.M. on Thursday, May 14, 2020. After registering, you will receive a confirmation email containing information about joining the webinar. Questions concerning this technical assistance session should be directed to Pheobie Thomas, McKinney-Vento Education of Homeless Children and Youth Program State Coordinator, by e-mail at: Pheobie.Thomas@doe.nj.gov or McKinney.Vento@doe.nj.gov by telephone at: (609) 376-3515.  Registrants requiring special accommodations for the technical assistance session should identify their needs at the time of registration.

**1.7 APPLICATION SUBMISSION**

The NJDOE administers discretionary grant programs in strict conformance with procedures designed to ensure accountability and integrity in the use of public funds and, therefore, **will not accept late applications.**

The responsibility for a timely submission resides with the applicant. The Application Control Center (ACC) must receive the complete application through the online [Electronic Web Enabled Grant (EWEG) system](http://homeroom.state.nj.us/) **NO later than: 4:00 P.M. on TUESDAY JUNE 2, 2020. Without exception,** the ACC will not accept, and the Office of Grants Management cannot evaluate for funding consideration, an application received after this deadline.

**Each eligible applicant must have a logon ID and password to access the system.** Applicants should contact their district’s web (homeroom) administrator who will complete the registration. Questions regarding access to the EWEG system may be directed to eweghelp@doe.nj.gov

**Applicants are advised to plan appropriately** to allow time to address any technical challenges that may occur. Additionally, applicants should run a consistency check at least 24 hours before the due date to determine any errors that might prevent submission of the application. Applicants are advised not to wait until the due date to submit the application online as the system may be slower than normal due to increased usage. Running the consistency check does not submit the application. When the consistency check runs successfully, a submit button will appear. Once the submit button is clicked, the application may not be edited, additional information may not be submitted, and the application can no longer be accessed or returned. **Please note** **that the submit button in the EWEG system will disappear as of 4:00 PM on the due date of June 2, 2020.**

Complete applications are those that include all elements listed in Section 3.3, Application Component Checklist of this notice. Applications received by the due date and time will be screened to determine whether they are, in fact, eligible for consideration. The NJDOE reserves the right to reject any application not in conformance with the requirements of this NGO.

**Paper copies of the grant application will not be accepted in lieu of the EWEG application. Applications submitted by FAX cannot be accepted under any circumstances.**

**1.8 REPORTING REQUIREMENTS**

Grant recipients are required to submit quarterly program and fiscal progress reports. Program and fiscal reports for Year 1 of the three-year project period will be due as follows (Table 1):

|  |  |  |
| --- | --- | --- |
| **Reporting Period** | **Report Period Dates** | **Due Date** |
| 1st Interim | July 1, 2020 – September 30, 2020 | **October 31, 2020** |
| 2nd Interim | July 1, 2020 – December 31, 2020 | **January 31, 2021** |
| 3rd Interim | July 1, 2020 – March 31, 2021 | **April 30, 2021** |
| Final | July 1, 2020 – June 30, 2021 | **August 31, 2021** |

**\*All program and fiscal reports will be submitted through the EWEG system.**

**1.9 ASSESSMENT OF STATEWIDE PROGRAM RESULTS**

The NJDOE will conduct periodic reviews of the grant program’s implementation based on the program outlined in the grant award agreement and the required programmatic and fiscal reports for the third grant award period. In conducting these reviews, the NJDOE will consider program implementation in the context of a full multi-year grant program, and whether such implementation is likely to contribute to a successful program implemented over multiple years.

Staff members of the Office of Grants Management will conduct desk reviews of quarterly and final fiscal reports. Staff members from the Office of Supplemental Educational Programs will conduct desk reviews of quarterly program and fiscal reports, as well as, conduct compliance oversight and compliance monitoring during the grant award period, in accordance with NJDOE policy.

In addition to the submission of the aforementioned reports, grant award recipients must be prepared to submit to the Office of Supplemental Educational Programs, NJDOE and/or its designees’ student-level data regarding services provided.

**1.10 REIMBURSEMENT REQUESTS**

Payment of grant funds is made through a reimbursement process. Reimbursement requests, for any grant funds the local project has expended, are made through the EWEG system. Requests may begin once the application has been marked “Final Approved” in the EWEG system, and the grantee has accepted the award by clicking the “Accept Award” button on the Application Select page and completing the Grant Acceptance Certificate information.

Only one (1) request may be submitted per month. Grantees must submit their requests no later than the 10th of the month. The requests may include funds that will be expended through the last calendar day of the month in which the reimbursement is requested.

Your final report, once reviewed and approved by the Application Control Center, will generate your final payment, if a payment is due.  The EWEG system cannot accommodate both Reimbursement Requests and Final Reports. You will not be able to submit your final report until your last reimbursement request is paid.

NOTE: Payments cannot be processed until the award has been accepted in EWEG.

Budget Modifications. The last day to submit a modification in EWEG is March 31, 2021 for Year 1.

Reimbursement Request. The last day to submit a reimbursement request is June 10, 2021 for Year 1.

**SECTION 2: PROJECT GUIDELINES**

The intent of this section is to provide the applicant with the framework within which it will plan, design, and develop a 3-year proposed project plan to meet the purpose of this grant program. Before preparing applications, potential applicants are advised to review Section 1.1, Description of the Grant Program, of this NGO to ensure a full understanding of the state’s vision and purpose for offering the program. Additionally, the information contained in Section 2 will complete the applicant’s understanding of the specific considerations and requirements that are to be in their project.

Please note that the passage of *N.J.A.C.* 6A:23A-7 places additional administrative requirements on the travel of school district personnel. The applicant is urged to be mindful of these requirements as they may impact the ability of school district personnel to participate in activities sponsored by the grant program.

## 2.1 PROJECT DESIGN CONSIDERATIONS

The goals and objectives for each McKinney-Vento project are developed in the program’s first year application. Grantees are expected to conform to the general scope of the program design that is outlined and approved in their Year 1 applications. However, considerable thought and planning among the grantee, primary partner and collaborating organizations must occur to ensure continuous program improvement and correlation with the Department’s purpose as presented in Section 1.1.
Considerations include but are not limited to the following:

* Prior program implementation experiences (successes, challenges, etc.);
* Program evaluation and outcome data;
* Student, parent, and teacher surveys/needs assessment outcomes;
* Advisory board recommendations;
* Department recommendations;
* Monitoring and compliance reports;
* Local-level evaluation outcomes and recommendations;
* National best practice standards; and
* Partner and/or collaborator consultations.

**Partnerships and Collaborations**

In developing the application and for the remainder of the three-year project, grantees are expected to develop a minimum of **two** primary partnerships. Primary partnerships must include agencies that have records of providing services to support homeless populations in the region. In addition to strengthening and building upon collaborations with LEAs and non-educational agencies (e.g., CBOs, FQHCs, social service agencies, etc.), grantees must work within their respective regions to identify, develop, plan, coordinate and, when possible, provide services to identified homeless children and youth and their families. Benefits of partnerships include, but are not limited to the following:

* More efficient use of resources;
* An increased likelihood of sustainability due to the investment that each organization contributes; and,
* Provision of high-quality services, which are directly related to the core program components of the McKinney-Vento Education of Homeless Children and Youth Program.

Applicants’ projects must show evidence of the following components, which are essential to strengthening relationships and facilitating regular communication between the grantee and its partners and/or collaborators:

* Regular meetings, at least annually, between the grantee and its partners and/or collaborators to review progress toward program goals and each agency’s continued role and responsibility;
* Mutual accountability among the grantee and its partners and/or collaborators to maximize progress towards achieving program goals; and
* Efforts to expand the number of collaborators and/or partners as programs enter each succeeding year to increase available resources and services.

*\*As previously noted, LEAs* ***must*** *establish a primary partnership with, at minimum, two agencies that have records of providing services to support homeless populations in the region and must collaborate with both non-educational agencies (CBOs, FQHCs, social service agencies, etc.) and LEAs in their respective regions to identify, develop, plan, coordinate and deliver programs and services that address the unique academic and non-academic needs of children and youth experiencing homelessness*. *Grantees should upload formal MOUs to the EWEG system.*

Quality homeless education programs consider the special needs of those experiencing homelessness. Therefore, grantees, in collaboration with their partner educational and non-educational agencies, must show evidence of programs, services and activities that:

* Access Title I and other educational programs to address the comprehensive needs of homeless children and youth;
* Develop staff awareness of issues pertaining to homelessness and how homelessness impacts the education of children and youth;
* Strengthen links with non-educational agencies (e.g., CBOs, FQHCs, social service agencies, etc.) to ensure the delivery of comprehensive services to homeless children and youth, based on needs;
* Share strategies for self-sufficiency with homeless families;
* Ensure the identification of all homeless children and youth;
* Develop staff awareness of each other’s roles and responsibilities in the project, including those of district homeless liaisons;
* Provide continuous opportunities for training and professional development, particularly, district homeless liaisons, including the [McKinney-Vento Credentialing Course](https://urldefense.com/v3/__https%3A/vimeo.com/374022130/7565352519__;!!J30X0ZrnC1oQtbA!eD-yKq7_0aTbfKbQfZQjQqUBXkGXd0UnLeRuMk1C9QE--D61psn8cwG-k3-6LpU0nECMd7A$);
* Provide programs and services that support the entire family;
* Provide opportunities for homeless children and youth to experience activities which they may not otherwise experience;
* Ensure that homeless students with disabilities receive a free appropriate public education in accordance with the *Individuals with Disabilities Education Act* and accompanying state regulations;
* Develop effective systems to address the transportation needs of homeless children and their families;
* Assure the provision of counseling services to allow homeless children and youth to address their emotional and social issues, challenges, or concerns due to homelessness;
* Establish relationships with vendors or organizations who can provide supplies or materials that students in homeless situation may not otherwise be able to afford;
* Collaborate with school districts to ensure that children experiencing homelessness and have disabilities are provided a free, appropriate public education;
* Develop methods to ensure the privacy and integrity of homeless children and their families in all possible situations; and,
* Provide opportunities for homeless children to participate in extracurricular activities to make friendships and form allegiances with other children.

**2.2 PROJECT REQUIREMENTS**

To maintain consistency with the regulations set forth by the United States Department of Education and the NJDOE, and to acknowledge the diverse and multiple paths for youth achievement, the NJDOE has established minimum program requirements. All grantees must adhere to and implement the project requirements as set forth in this section of the application.

**The lead agency (grantee)** is responsible for the overall implementation and administration of the regional project. The lead agency may not divest its responsibilities to another entity. The lead agency must assist through training and technical assistance, as well as, service referrals, in the identification, enrollment and coordination of services to all McKinney-Vento eligible children and youth throughout the counties in each of the inter-county regional service areas as specified in Table I in Appendix 2.

Grantees must collaborate with both their non-educational agency partners and LEAs in their respective regions to assure that the academic and non-academic needs of **each** child who is identified as homeless are met. Applicants must develop and implement a sound process for identifying, enrolling and providing services, through referral or direct service, to children and youth experiencing homelessness **within the region** for which the applicant has agreed to serve (See Appendix 2, Table I).

The awarded grantee maintains responsibility for ensuring that training and technical assistance are provided to LEAs within the lead agency’s regional service area, to increase the likelihood that the aforementioned process is free of barriers to the enrollment and attendance of homeless children and youth. Professional development opportunities, offered by the grantee should be documented, ensuring that every district homeless liaison is credentialed via the McKinney-Vento Online Course or in person at a lead agency sponsored course.

Grantees are not only required to ensure that LEAs update [NJDOE Homeroom](https://homeroom.state.nj.us/) with current district liaisons’ information, but also interface with **all** districts within their respective regions to facilitate, coordinate, plan, develop and assure that the LEAs will provide **comparable** supplemental academic and support services for all identified program eligible children and youth as needed. Further, grantees must report to the Department on all ***barriers*** district liaisons for homeless children and youth experience in their efforts to enroll and sustain the attendance of children and youth experiencing homelessness.

Additionally, grantees must offer guidance to LEAs in their respective regions to increase the likelihood of the effective and efficient use of Title I, Part A funds reserved for services to homeless children and youth. Title I, Part A of the *ESEA* requires that recipient LEAs reserve sufficient Title I funds to provide services to homeless students who attend non-Title I-funded schools that are comparable to those services provided to students in Title I-funded schools within the LEA. The legislation states:

*Title 1, Part A: RESERVATION- A local educational agency shall reserve such funds as are necessary under this part, determined in accordance with subparagraphs (B) and (C), to provide services comparable to those provided to children in schools funded under this part to serve –*

* *homeless children and youth, including providing educationally related support services to children in shelters and other locations where children may live. [20 U.S.C. 6313(c)(3)(A)]*

*Furthermore,*

*Section 1113(c)(3)(A) of the Elementary and Secondary Education Act of 1965 (ESEA), as amended by the Every Student Succeeds Act of 2015 (ESSA), requires* ***all*** *Local Educational Agencies (LEAs) to reserve such Title I, Part A funds as are necessary to provide services comparable to those provided to children in Title I-funded schools to serve homeless children and youth, including providing educationally-related support services to children in shelters and other locations where children may live. The share of funds to be reserved shall be determined –*

* *based on the total allocation received by the LEA;*
* *prior to any allowable expenditures or transfers by the LEA; and based on a Comprehensive Needs Assessment (CNA) of homeless children and youth within the LEA, taking into consideration the number and needs of homeless children and youth in the LEA, and which needs assessment may be the same needs assessment as conducted under section 723(b)(1) of the McKinney-Vento Homeless Assistance Act [42 U.S.C. 11433(b)(1)]; and used to provide homeless children and youth with services not ordinarily provided to other students, including providing –*
	+ - *funding for the homeless liaison designated pursuant to section 722(g)(1)(J)(ii); and,*
		- *transportation pursuant to section 722(g)(1)(J)(iii).*

Therefore, applicants must discuss with LEAs the importance of the comprehensive needs assessment process in determining how Title I Homeless Reserve funds will be utilized for services to homeless children and youth.

**Applicant LEA Consultation**

To fulfill the programmatic requirement of coordination with non-educational agencies and local educational agencies, grantees must conduct *timely* and *meaningful* consultation with the appropriate non-educational and applicant LEA officials prior to the development of the local project’s grant application and prior to any decisionbeing made regarding the design of the local project that could affect the ability of the LEAs students, teachers and other education personnel to receive benefits. Consultation must continue throughout the implementation and assessment of activities.

Listed below are the considerations for all applicants when assessing the needs of the LEAs students and teachers and when determining, **in consultation** with the non-educational agencies and LEAs, whether those needs fit the grant’s program design. Consultation must include discussion on such issues as:

* Which children will receive benefits under the project and how their needs will be/have been identified;
* What services will be provided;
* How, when, where, and by whom will the services be provided;
* How the services will be evaluated and how the results of the evaluation will be used to improve those services;
* What funds, and the amount of funds available for services; and,
* How and when decisions about the delivery of services will be made.

**Application Instructions**

To effectively perform the administrative responsibilities of this federally-funded grant program, the Department requires that each McKinney-Vento Education of Homeless Children and Youth Programproject adhere to the minimum requirements outlined below. Each minimum requirement is submitted via the EWEG system.

**Project Abstract**

The Project Abstract is a (250-300 words) summary of the proposed project’s need, purpose, and projected outcomes. The proposed project and outcomes must cover the full, three-year grant period. Do not include information in the abstract that is not supported elsewhere in the application.

**Statement of Need (10** **points)**

The Statement of Need (500-1000 words) identifies the local conditions and/or needs that justify the proposed project as articulated in the grant application. Beginning in Year 1 and continuing throughout the grant cycle, projects must use data from their comprehensive needs assessment (CNA) to identify the needs of this population that will be addressed through the program. Applicants must demonstrate why the proposed project is important to their respective region.

Responses to this section must be submitted in the **NEED section via the EWEG system**.

**Project Description (20 points)**

The Department expects that all McKinney-Vento Education of Homeless Children and Youth Programprojects will be comprehensive in nature. The project description is a detailed narrative describing the proposed project and how it is expected to unfold over the three-year grant project cycle, including how the project will be implemented, managed and staffed. In this section, the grantee describes how the unique and specialized needs of children and youth experiencing homelessness within the region will be met. The narrative must also include the roles that the primary partners, collaborating LEAs, and other agencies will play in achieving the grant goals. Additionally, the grantee must describe how leadership, coordination and technical assistance will be provided within the region.

Responses to this section must be submitted in the **Project Description section via the EWEG system.**

**Goals, Objectives and Indicators (20 points)**

The Department requires that applicants develop goals, objectives and indicators for their local project **for each year of the three-year program**. In the application, the grantee must create goals, objectives and indicators to support the activities described in the Project Description. Annual goals identify the desired change to be achieved by the end of each year of project implementation. Objectives are the action steps that the applicant will take and the benchmarks that the applicant will use to measure progress towards achieving the goals. Objectives are data-driven and measurable, identify the target (e.g., population group, geographic area) of the program activity, set a timeframe for completion, and provide an expected direction of change (e.g., an increase or decrease in behavior or service). Indicators are specific, observable and measurable characteristics that are used to determine that objectives have been accomplished. Objectives and indicators are important incremental measures of progress made by the homeless education project toward its goals.

The foundation of a successful project rests with result-oriented goals and objectives designed for the population to be served.

Responses to this section must be submitted in the **Goals, Objectives and Indicators section via the EWEG system**.

**Project Activity Plan (20 points)**

The applicant must describe the proposed activities, for Year 1, which will be implemented to achieve project goals and objectives and result in the attainment of the desired project outcomes. The Project Activity Plan must directly support the budget, as it will serve as the basis for the proposed expenditures. Described activities must be specific and measurable and directly related to the goal and objective. A carefully constructed Program Activity Plan lists activities that correspond to **each** objective. Objectives must be based upon **each** of the following primary needs of children and youth experiencing homelessness:

1. Tutoring, remedial educational services and academic enrichment activities that are linked to the achievement of State standards (examples: developmentally appropriate early childhood programs, not otherwise provided through Federal, State or local funding, for preschool age children; before school and after school tutoring; summer programs for homeless children and youth in which a teacher or other qualified individual provides tutoring, homework assistance, and supervision of education activities);
2. Professional development and technical assistance for administrators, instructional staff and non-instructional staff to develop awareness and heighten understanding of, and sensitivity to, the needs and rights of homeless children and youth, and the specific educational needs of runaway and homeless youth;
3. Education and training for parents of homeless children and youth regarding the rights and resources available to their children;
4. Expedited evaluations of the strengths and needs of homeless children and youth, including needs and eligibility for existing programs and services (including for gifted and talented students, children with disabilities, English language learners, services provided under Title I, Part A of the *ESEA*, or similar State or local programs in career and technical education and school meals programs);

1. A program design that ensures collaboration on support services for homeless children and youth, including but not limited to, the services listed below:
2. Referral services for medical, dental, psychological, nutritional and other health services;
3. Transportation, which includes transportation to the child’s school of origin when that school is within the LEA, and a method to share responsibility and costs if outside of the LEA;
4. Pupil counseling services (including violence prevention counseling) and referrals for such services;
5. Activities to address the child’s needs that may arise from domestic violence;

1. Provision of school supplies, including those supplies to be distributed at shelters or temporary housing facilities or other appropriate locations; or
2. Other extraordinary or emergency assistance needed to enable school attendance.

Responses to this section must be submitted in the **Project Activity Plan section via the EWEG system**.

**Organizational Commitment and Capacity (20** **points)**

Applicants are required to respond to the following questions within the EWEG system:

* Describe the organizational support that exists in your applicant LEA and within your partnerships for implementing your proposed project.
* Describe why you are an appropriate (i.e., authorized) agency to implement the project.
* Describe experience(s) you have had in implementing collaborative projects, as well as, the outcomes of those projects. Include information on, what worked, what did not work, and why.
* Describe how you will use your previous experience(s) to ensure successful implementation of your proposed project.
* If you have not implemented collaborative projects, tell us why your proposed project will be successful.
* Describe resources (staff, facilities, equipment, funds, etc.) that will support successful project implementation.

Responses to this section must be submitted in the **Organizational Commitment and Capacity section via the EWEG system**.

In addition to each aforementioned requirement, the Chief School Administrator of the lead grant agency must also review, complete and sign the following:

* **Statement of Assurances** form (Appendix 1) indicating compliance with the fiscal requirements set forth in this Notice of Grant Opportunity;
* **Documentation of Eligibility** (Appendix 2) identifying the regional project area for which application is being made;
* **Documentation of Primary Partnerships** (Appendix 3) identifying at minimum two primary partnering agencies;
* **Applicant LEA General Intent to Collaborate Forms** (Appendix 4) certification by local educational agencies (LEAs) of their intent to collaborate with the lead grant agency (applicant agency); and
* **Non-LEA Documentation of Applicant LEA Collaboration Forms** (Appendix 5) certification by non-LEA agencies of their intent to collaborate with the lead grant agency (applicant agency).

Each signed form must be uploaded via the EWEG system. All forms are provided at the end of this NGO document.

**Staffing and Certification Requirements**

To effectively perform the administrative responsibilities of this federally funded grant program, the NJDOE requires that each McKinney-Vento Education of Homeless Children and Youth Programadhere to the minimum requirements outlined below. Applicants have some flexibility in the establishment of their staffing patterns; however, the NJDOE will review and approve the management plan, including staffing, based on what is necessary and reasonable to implement the project and adhere to program requirements. The NJDOE reserves the right to require changes based on this review.

* All grantees are required to identify a project director who will serve as the agency’s primary point of contact with the NJDOE program officer responsible for the grant program. This person must be employed by the ***applicant agency*** and is responsible for managing the administrative functions of this program.
* Grantees must maintain a staff-to-student ratio of 1:15 for all activities, including physical activities.
* All McKinney-Vento funded, supplemental, instructional supports must be provided by certified teachers. All teachers, providing instruction in mathematics and English language arts literacy, must be certified in the content area in which they teach.

Additionally,

* For grantees with awards $300,000 or greater, a minimum of 50% (based on a full-time position) of the project director’s time and salary must be dedicated to the administration of the grant program.
* For grantees with awards less than $300,000, a minimum of 25% (based on a full-time position) of the project director’s time and salary must be dedicated to the administration of the grant program.
* Project directors are required to fulfill all responsibilities in accordance with this Notice of Grant Opportunity (NGO).

Responses to this section must be submitted in the **Status Report section of the EWEG system**.

**Budget (10 points)**

The applicant must describe the proposed use of funds including direct services to children, administrative costs and other expenditures that support the program plan. The budget will be reviewed to ensure that costs are necessary and reasonable for implementation of each project activity.

**2.3 BUDGET DESIGN CONSIDERATIONS**

The applicant’s budget **must** be well-considered, necessary for the implementation of the project, remain within the funding parameters contained in this NGO, and demonstrate prudent use of resources. The budget will be reviewed to ensure that costs are necessary and reasonable for implementation of each project activity.

The applicant must provide a direct link for each cost to the goal, objectives and activities in the Project Activity Plan that provides programmatic support for the proposed cost. In addition, the applicant must provide documentation and details sufficient to support each proposed cost.

Guidance on constructing a budget may be found in the [Pre-Award Manual for Discretionary Grants](http://www.state.nj.us/education/grants/discretionary/apps/).

**The budget submitted as part of the application is for Year 1 of the three-year project.**

The Department will remove from consideration all ineligible costs, as well as, costs not supported by the Project Activity Plan. The actual amount awarded will be contingent upon the applicant’s ability to provide support for its proposed budget upon application and ultimately will be determined by the Department through the pre-award revision process. The applicant’s opportunity to make pre-award revisions will be limited by the Department, which is not responsible either to provide repeated opportunities for revisions or to permit reallocation of the funds previously requested for costs that have not been approved or have been disallowed.

McKinney-Vento funds must be used to assist homeless children and youth in enrolling, attending, and succeeding in school. Funds may support the following activities (Table 2):

**Authorized Activities for McKinney-Vento EHCY Funding (Table 2)**

|  |
| --- |
| The provision of tutoring, supplemental instruction and enriched educational services that are linked to the achievement of the challenging state academic standards.  |
| The provision of expedited evaluations of the strengths and needs of homeless children and youth, including needs and eligibility for programs and services (such as educational programs for gifted and talented students, children with disabilities and students with limited English proficiency, services provided under Title I of the *Elementary and Secondary Education Act (ESEA)*, as amended by the *Every Student Succeeds Act (ESSA*) or similar state or local programs, programs in vocational and technical education, and school nutrition programs).  |
| Professional development and other activities for educators and pupil services personnel that are designed to heighten the understanding and sensitivity of such personnel to the needs of homeless children and youth, the rights of such children and youth under this subtitle, and the specific educational needs of runaway and homeless youth.  |
| The provision of referral services to homeless children and youth for medical, dental, mental health and other health services.  |
| The provision of assistance to defray the excess cost of transportation for students under section 722(g)(4)(A), not otherwise provided through federal, state or local funding, where necessary, to enable students to attend the school selected under section 722(g)(3).  |
| The provision of developmentally appropriate early childhood education programs not otherwise provided through federal, state, or local funding, for preschool-aged homeless children.  |
| The provision of services and assistance to attract, engage and retain homeless children and youth, and unaccompanied youth, in public school programs and services provided to non-homeless children and youth. |
| The provision of before- and after-school programs mentoring, and summer programs for homeless children and youth in which a teacher or other qualified individual provides tutoring, homework assistance and supervision of educational activities.  |
| If necessary, the payment of fees and other costs associated with tracking, obtaining, and transferring records necessary to enroll homeless children and youth in school, including birth certificates, immunization or medical records, academic records, guardianship records, and evaluations for special programs or services.  |
| The provision of education and training to the parents of homeless children and youth about the rights of and resources available to such children and youth.  |
| The development of coordination between schools and agencies providing services to homeless children and youth, as described in section 722(g)(5).  |
| The provision of pupil services (including violence prevention counseling) and referrals for such services.  |
| Activities to address the particular needs of homeless children and youth that may arise from domestic violence.  |
| The provision of school supplies, including those supplies to be distributed at shelters or temporary housing facilities, or other appropriate locations.  |
| The provision of other extraordinary or emergency assistance needed to enable homeless children and youth to attend school.  |

Additional Requirements:

1. The applicant maintains responsibility for ensuring that training and technical assistance is provided to LEAs ([McKinney-Vento Credentialing Course](https://urldefense.com/v3/__https%3A/vimeo.com/374022130/7565352519__;!!J30X0ZrnC1oQtbA!eD-yKq7_0aTbfKbQfZQjQqUBXkGXd0UnLeRuMk1C9QE--D61psn8cwG-k3-6LpU0nECMd7A$)) within the lead agency’s regional service area.
	1. Under the federal McKinney-Vento Act as reauthorized by the *Every Student Succeeds Act,* McKinney-Vento liaisons are required to participate in professional development so that they can better identify and meet the needs of children and youth experiencing homelessness (42 U.S.C. §§ 11432[f][6] & [g][6][A][ix])
2. Applicants are required to interface with **all** districts within their respective regions to facilitate, coordinate, plan, develop and assure that the LEAs will provide **comparable** supplemental academic and support services for all identified program eligible children and youth, as needed.
3. Further, applicants must report to the Department on all **barriers** local liaisons for homeless children and youth experience in their efforts to enroll and sustain the attendance of students experiencing homelessness.
4. Additionally, applicants must offer guidance to LEAs in their respective regions to increase the likelihood of the effective and efficient use of Title I, Part A funds reserved for services to homeless children and youth. *Section 1113(c)(3)(A) of the Elementary and Secondary Education Act of 1965 (ESEA), as amended by the Every Student Succeeds Act of 2015 (ESSA), requires* ***all*** *Local Educational Agencies (LEAs) to reserve such Title I, Part A funds as are necessary to provide services comparable to those provided to children in Title I-funded schools to serve homeless children and youth, including providing educationally-related support services to children in shelters and other locations where children may live.*
5. **Two principles govern the use of Title I, Part A funds to provide such services to homeless students.**
	* 1. First, the services must be reasonable and necessary to assist homeless students to take advantage of educational opportunities. (ESEA Section 1113(c)(3)(A); 2 CFR § 200.403(a))
		2. Second, Title I, Part A funds must be used only as a last resort when funds or services are not available from other public or private sources, such as the USDA’s National School Lunch Program and Breakfast Program, public health clinics, or local discretionary funds (sometimes provided by the PTA) used to provide similar services for economically disadvantaged students generally. (See ESEA Section 1115(e)(2))

***Note:*** *Food (e.g., light snacks/meals and refreshments) may be offered to support family participation in funded activities.* ***Please Note****: When determining whether to budget costs for food, the applicant must comply with all Uniform Grant Guidance cost principles (2 CFR section 200), as well as N.J.A.C. 6A:23A-5.8d. All budgeted costs for food must be reasonable and necessary to meet the intents and purposes of the funded activity/activities.*

**2.4 BUDGET REQUIREMENTS**

Budget requests should be linked to specific project activities and objectives of the McKinney-Vento Education for Homeless Children and Youth Program.

The provisions of *N.J.A.C.* 6A:23A-7 contain additional requirements concerning prior approvals, as well as, expenditures related to travel. It is strongly recommended that the applicant work with their business administrator when constructing the budget. The NJDOE applies these restrictions uniformly to all grantees. Unless otherwise specified, the following restrictions apply to all grant programs:

* No reimbursement for in-state overnight travel (meals and/or lodging)
* No reimbursement for meals on in-state travel
* Mileage reimbursement may not exceed $.35 per mile

In constructing the budget, please refer to Table I in Section 1.2 for the maximum amount you may apply for. **The budget is for the Year 1, only.** Please note that all costs must be ***reasonable and necessary*** to implement program activities. Additionally, the budget entries must demonstrate clear and specific links to the project activity plan. All applicants must provide sufficient explanation of budgeted costs, including the calculation detail (cost-basis).

* In the “Title of Position” box for positions that have “Other Benefits” be sure to list the “Other Benefits” by type and percentage amount such that the total of the individual “Other Benefit” percentage amounts equal the percentage amount shown in the “Other Benefits” box.
* For budget entries that represent administrative costs, be sure to check “Administrative,” in the “Cost” section of those entries.
* For any budget entry that has both a programmatic and administrative portion, create two budget entries, one for each. Be sure to check “Program” or “Administrative” in the “Cost” section. For example, if an after-school teacher’s salary is based on providing both teaching, (“Instructional” tab) and non-teaching (“Non-instructional” tab) services to the grant.
* Be sure to explain what the amounts in the “How Many” and “Cost per Unit” boxes represent for the “Supply,” Equipment, and Other tabs budget entries. If the amounts in those boxes represent a calculation, describe that calculation in the Description box.
* Be sure the “Description” boxes also describe what the cost is for, the need for it, and its relation to the grant program.
* Mileage reimbursement budget entries must describe the relation to the grant of the traveler(s) and the grant-related purpose(s) of the travel, as well as a brief explanation of how the number of miles was calculated. Mileage must be a separate budget entry and calculated at no more than $.35 per mile.

When requesting conference travel costs such as airfare, lodging, and meals, create separate entries for each conference. Be sure to identify the relation of the grant of each traveler. (There should be a corresponding conference registration entry). Insert this statement, *gsa.gov rates will be used at the time of travel,* into the “Description” box for all conference travel costs. Be sure to itemize travel costs on a per person basis. In the “How Many” box insert the number of travelers. In the “Cost per Unit” box insert the total cost per person. In the “Description” box show the per person cost for round-trip coach airfare or rail fare. For meals shows the per person, per day cost times the number of days. For lodging show the per night rate per room times the number of nights. For airport shuttles show the cost for up to four shuttles per person.

The grantee must ensure that it meets all requirements listed below:

1. Programs will be expected to allocate eighty-five (85) percent of the total grant amount for direct program cost services to children and their families. No more than fifteen (15) percent may be used for administrative purposes. Direct program services are categorized as Program costs under the Cost section of each budget entry. PROGRAM costs may include salaries and fringe benefits for persons with direct instructional, evaluation, counseling and/or referral responsibilities; curriculum materials and supplies; training and staff development activities; contracted services; and transportation of the children. Grant-funded compensation for general or overall grant program supervision, as well as grant-funded compensation for the supervision of other grant-related staff must be categorized as an ADMIN cost under the COST section of the budget entry. If a program staff person were to provide both PROGRAM and ADMIN services, be sure to break-out that compensation into two budget entries as appropriate, PROGRAM and ADMIN. The Program Office will review all grant-funded costs to ensure the application adheres to the 15% administrative (ADMIN) cap.
2. Applicants who are requesting indirect costs must provide documentation of an approved rate with the application by using the Upload tab via the EWEG system.
3. Indirect costs applied to administrative direct costs are considered administrative costs; the total administrative costs requested may not exceed 15% of the grant award.
4. Indirect costs applied to program costs are not considered administrative costs.
5. For each staff member whose duties include administration and direct services, provide a job description which includes the percentage of time spent on each task, group of tasks, or responsibility.
6. For each staff member whose duties must be entered in more than one salary line (for example, a staff member who serves as teacher, Instructional Salary tab, and a counselor, Non-instructional Salary tab) provide a job description which includes the percentage of time spent on each task, group of tasks, or responsibility.
7. The applicant must be prepared to document all salaries in accordance with Section 200.430 of the Uniform Grant Guidance (UGG). Salaries for split-funded personnel must be pro-rated to accurately reflect the time charged to this grant program.
8. Instructional equipment may be purchased only if directly related to grant activities, sufficiently justified, and designed to meet the needs of the population served.
9. Assistance may be provided to defray the excess cost of transportation for students under section 722(g)(4)(A) of the Homeless Education Assistance Act, when not otherwise provided through Federal, State, or local funding, and where necessary to enable students to attend the school selected under section 722(g)(3).
10. Grant funds must supplement and not supplant other funds available for this purpose.

**Indirect costs:**

Indirect costs may be requested in the budget from applicants that either 1) have a current federally negotiated indirect cost rate agreement; or 2) have never received a federally negotiated indirect cost rate agreement. The actual indirect cost rate that may be used in budgeting is a de minimis rate, which is subject to the requirements of the grant program. If indirect costs are requested, care must be taken to ensure that costs that would be considered an indirect cost are not included in the budgeted as a direct cost. Please refer to [2 CFR Part 200.414](http://www.ecfr.gov) for additional information.

**LEA applicants who have received an approved indirect cost rate from the NJDOE and want to budget indirect costs must upload the approval documentation for the current school year, 2019-2020, from the Department. Call that upload, “Indirect Cost Rate Approval.”**

**As this program contains a supplement, not supplant requirement, an applicant requesting indirect costs would use its negotiated restricted indirect cost rate.**

**Ineligible costs include**:

* Entertainment costs, including “amusement, diversion, and social activities, as well as any cost associated with such items (i.e., tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities).” Applicant LEAs must be able to document that any budgeted field trips are educational in nature.
* Cash incentives for participation in programs/services;
* Construction costs (including renovations to existing spaces or construction);
* Costs of rental space,
* Vehicles; and
* Furniture.

*The applicant’s project must be designed and implemented in conformance with all applicable state and federal regulations. The Department will remove from consideration all ineligible costs, as well as costs not supported by the Project Activity Plan.*

**SECTION 3: COMPLETING THE APPLICATION**

##

## 3.1 GENERAL INSTRUCTIONS FOR APPLYING

To apply for a grant under this NGO, you must prepare and submit a complete application. The application must be a response to the State’s vision as articulated in Section 1: Grant Program Information of this NGO. It will be planned, designed and developed in accordance with the program framework articulated in Section 2: Project Guidelines of this NGO. The applicant may wish to consult additional guidance found in the [Pre-award Manual for Discretionary Grants](http://www.state.nj.us/education/grants/discretionary/management/)

* 1. REVIEW OF APPLICATIONS

Applications will be reviewed and scored by a panel of three (3) readers. Evaluators will use the selection criteria found in Part I: General Information and Guidance of the Pre-award Manual for Discretionary Grants to review and rate the application according to how well the content addresses Sections 1 and 2 in this NGO.

Please be advised that in accordance with the Open Public Records Act P.L. 2001, c. 404, all applications for discretionary grant funds received September 1, 2003 or later, as well as the evaluation results associated with these applications, and other information regarding the competitive grants process, will become matters of public record upon the completion of the evaluation process, and will be available to members of the public upon request.

Applications will also be reviewed for completeness and accuracy. The following point values apply to the evaluation of applications received in response to this NGO (Table 3):

|  |  |
| --- | --- |
| ***Application Component***  | ***Point Value*** |
| **STATEMENT OF NEED**  | 10 |
| **PROJECT DESCRIPTION**  | 20 |
| **GOALS, OBJECTIVES and INDICATORS**  | 20 |
| **PROJECT ACTIVITY PLAN (Year 1)**  | 20 |
| **ORGANIZATIONAL COMMITMENT AND CAPACITY**  | 20 |
| **BUDGET** | 10 |
|  |  |
| ***TOTAL***  | 100 |

All applications must score 70 points or above **and must meet the intent of the NGO** to be considered eligible for funding.

If an application has been selected for pre-award revisions (PARs), the successful applicant will be notified by the EWEG system via e-mail. Only the personnel listed on the contact page will receive a notification. The successful applicant will be required to initiate the PAR process by accessing the EWEG system, creating an amendment for the application and submitting the amendment through the EWEG system to NJDOE.
You will not be able to make changes on any of the application pages at this time. Questions on how to submit an amendment should be directed to the EWEG Help Desk.

**3.3 APPLICATION COMPONENT CHECKLIST**

The following components are required (see *Required ✓ Column*) to be included as part of your EWEG application. Failure to include a required component may result in your application being removed from consideration for funding. Use the checklist (see *Included ✓ Column*) to ensure that all required components have been completed.

|  |  |  |  |
| --- | --- | --- | --- |
| ***Required******(✓)*** | ***Location*** | ***EWEG TAB/SUBTAB*** | ***Included******(✓)*** |
| ✓ | EWEG | **Admin (Contacts, Allocation, Assurance, Board Resolution, DUNS-SAM, and FFATA)** |  |
| ✓ | EWEG | Budget |  |
| ✓ | EWEG | Narrative (Abstract, Need, Description, Goals/Objectives/Indicators, and Activity Plan, organization commitment and capacity)  |  |
|  |  | **The following document(s) must be scanned and attached to the EWEG application using the UPLOAD tab:** |  |
| ✓ | UPLOAD | **“Entity Overview” page from the applicant’s** [**www.sam.gov**](http://www.sam.gov) **profile. This is the page that shows the applicant’s name, address with 4-digit zip code extension, DUNS number, and the expiration date of the CCR registration.** |  |
| ✓ | UPLOAD | **Copy of applicant’s indirect cost approval documentation from the New Jersey State Department of Education.** |  |
| ✓ | NGO | McKinney-Vento Statement of Assurances (Appendix 1) |  |
| ✓ | NGO | Documentation of Eligibility (Appendix 2) |  |
| ✓ | NGO | Documentation of Primary Partnerships (Appendix 3) |  |
| ✓ | NGO | Applicant LEA General Intent to Collaborate (Appendix 4) |  |
| ✓ | NGO | NON-LEA Documentation of Collaboration (Appendix 5) |  |

**Applicant Agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Appendix 1**

**McKinney-Vento Education of Homeless Children and Youth Program**

**STATEMENT OF ASSURANCES**

**2020-2021**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ certify that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Print Name of Chief School Administrator Name of Applicant LEA

* Will assure that the combined fiscal effort per student, or the aggregate expenditures of our agency and the State with respect to the provision of free public education by such agency for the fiscal year preceding the fiscal year for which the determination is made, was not less than 90 percent of such combined fiscal effort or aggregate expenditures for the third fiscal year preceding the fiscal year for which the determination is made;
* Will use subgrant funds in compliance with requirements of section [722(g)(3) through (7)](https://www2.ed.gov/policy/elsec/leg/esea02/pg116.html) of the *McKinney-Vento Homeless Education Assistance Improvements Act of 2001*.
* Will implement policies and procedures to ensure that activities will not isolate or stigmatize homeless children and youth.
* Will assure the Local Educational Agency requirements as outlined in [722(g)(3)(A)](https://www2.ed.gov/policy/elsec/leg/esea02/pg116.html) are adhered to for children and youth experiencing homelessness;
* Will assure that no homeless child or youth is required to attend a separate school for homeless children or youth; and,
* Will assure that homeless children and youth shall be provided comparable services described in section [722(g)(4)](https://www2.ed.gov/policy/elsec/leg/esea02/pg116.html), including transportation services, educational services and meals through school meals programs; and that homeless children and youth will not be stigmatized by school personnel.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Signature of Lead Agency’s Chief School Administrator Date**

**Applicant Agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Appendix 2**

**McKinney-Vento Education of Homeless Children and Youth Program**

#### DOCUMENTATION OF ELIGIBILITY

**2020-2021**

**TABLE I**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Region** | **Areas to be Serviced (required service to the counties as grouped)** | **Number of Reported Homeless Children and Youth 18-19**  | **Maximum** **Award Amount by Region** | **Please indicate with a yes/no for the region which your agency is applying to serve.**  |
| Region 1 | * Bergen
* Hunterdon
* Passaic
* Somerset
* Sussex
* Warren
 | **2154** | **$299,278** | Yes / No |
| Region 2 | * Essex
* Hudson
* Morris
* Union
 | **2627** | **$381,960** | Yes / No |
| Region 3 | * Mercer
* Middlesex
* Monmouth
* Ocean
 | **3355** | **$492,957** | Yes / No |
| Region 4 | * Atlantic
* Burlington
* Camden
* Gloucester
 | **4042** | **$589,446** | Yes / No |
| Region 5 | * Cape May
* Cumberland
* Salem
 | **1350** | **$186,356** | Yes / No |

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ certify that as chief school administrator of the applicant LEA, we are submitting this application to administer a McKinney-Vento Education of Homeless Children and Youth Program project available through the New Jersey Department of Education (Department) to provide supplemental academic and support services to eligible children and youth and their families.  Further, I recognize that the aforementioned coordination and provision for such services are required regionally. I am committed to ensuring, that if awarded, those individuals charged with the administration of the grant and its staff are fully aware of this responsibility and are in full support of implementing the proposed program pursuant to this Notice of Grant Opportunity.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Signature of Lead Agency’s Chief School Administrator Date**

**Applicant Agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Appendix 3**

**McKinney-Vento Education of Homeless Children and Youth Program**

#### DOCUMENTATION OF PRIMARY PARTNERSHIPS

**2020-2021**

This document is to be signed and submitted with the grant application in accordance with the eligibility requirement of the Notice of Grant Opportunity as evidence of the **PRIMARY PARTNERSHIP** between the applicant LEA and a partner agency that has a record of providing services to support homeless populations with whom the applicant will coordinate with in the identification, planning, development and execution of services outlined in the grant application. Submit a documentation form per each established partnership (minimum of two).

**Name of PRIMARY PARTNER agency/organization:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Contact Person Name and Title: Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax Phone Email

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

County/Address

It is my understanding that the applicant listed above plans to submit a McKinney-Vento Education of Homeless Children and Youth Program application, available through the New Jersey Department of Education to identify, plan, develop, coordinate and provide supplemental academic and support services to eligible children and youth and their families.  Recognizing the need for such services, I am committed to ensuring that my agency acts in full support of the proposed program through the provision of activities, services, and/or resources as a result of the partnership effort between my agency and the aforementioned applicant agency.  In addition, my agency will provide data or other information to the applicant for the purposes of documentation of services and the state evaluation of the program.

 **Please check off the services that the PRIMARY PARTNERSHIP agency will provide:**

|  |  |
| --- | --- |
| \_\_\_ Programming/activity-related services\_\_\_ Paid staffing\_\_\_ Volunteer staffing\_\_\_ In-kind donations\_\_\_ Goods/materials\_\_\_ Transportation\_\_\_ Technical assistance | \_\_\_ Referral, counseling and/or, social services)\_\_\_ Fundraising\_\_\_ Adult Education \_\_\_ Parent Education\_\_\_ Provide evaluation services\_\_\_ Other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Applicant Agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Appendix 4**

**McKinney-Vento Education of Homeless Children and Youth Program**

**LEA GENERAL INTENT TO COLLABORATE**

**2020-2021**

This document is to be signed and included with the application.

**Name of Collaborating School District:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I certify the district’s intent to collaborate with the applicant LEA regional McKinney-Vento Education of Homeless Children and Youth project, if awarded, as follows:

1. Utilize resources and information provided by the lead applicant to support the federal and state required supplemental academic and support services to identified homeless children and youth;
2. Participate in partnerships with local, county and regional non-educational agencies (e.g., community-based organizations, social service organizations, faith-based institutions) established by the lead applicant, if awarded, in providing supplemental services;
3. Provide district level data to support the lead applicant in identifying the academic and non-academic needs of homeless students for reporting to the New Jersey Department of Education; and
4. Address the academic, non-academic and emergent needs of homeless children and youth.
5. **FOR TITLE I FUNDED LEAs ONLY**: Collaborate with the regional McKinney-Vento project director on the use of the Title I, Part A Homeless Reserve funds to provide services comparable to those provided to children in Title I-funded schools to serve homeless children and youth, including providing educationally-related support services to children in shelters and other locations where children may live.

I certify that my district will collaborate with the lead applicant, if awarded, as articulated above.

**Chief School Administrator Name (PRINT) (SIGNATURE)**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**District’s McKinney-Vento Liaison Name (email)**

**Applicant Agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Appendix 5**

**McKinney-Vento Education of Homeless Children and Youth Program**

#### NON-LEA DOCUMENTATION OF COLLABORATION

**(Please duplicate for each NON-LEA collaborating agency.)**

**2020-2021**

This document is to be signed and submitted with the grant application in accordance with the eligibility requirement of the Notice of Grant Opportunity as evidence of the **COLLABORATION** between the applicant and the agency with whom the applicant will coordinate with in the identification, planning, development and execution of services outlined in the grant application.

**Name of collaborating agency/organization:                                                                             \_\_\_\_\_\_**

Contact Person Name and Title: Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax Phone Email

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

County/Address

It is my understanding that the applicant listed above plans to submit a McKinney-Vento Education of Homeless Children and Youth Program application, available through the New Jersey Department of Education to identify, plan, develop, coordinate and provide supplemental academic and support services to eligible children and youth and their families.  Recognizing the need for such services, I am committed to ensuring that my agency acts in full support of the proposed program through the provision of activities, services, and/or resources as a result of the collaborative effort between my agency and the aforementioned applicant agency.  In addition, my agency will provide data or other information to the applicant for the purposes of documentation of services and the state evaluation of the program.

 **Please check off the services that the collaborating agency will provide:**

|  |  |
| --- | --- |
| \_\_\_ Programming/activity-related services\_\_\_ Paid staffing\_\_\_ Volunteer staffing\_\_\_ In-kind donations\_\_\_ Goods/materials\_\_\_ Transportation\_\_\_ Technical assistance | \_\_\_ Referral, counseling and/or, social services)\_\_\_ Fundraising\_\_\_ Adult Education \_\_\_ Parent Education\_\_\_ Provide evaluation services\_\_\_ Other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Appendix 6**

**STATEWIDE HOMELESS STUDENT COUNT BY COUNTY**

**TABLE II**

| **COUNTY****CODE** | **COUNTY NAME** | **2016-17 HOMELESS STUDENT COUNT** | **2017-18 HOMELESS STUDENT COUNT** | **2018-19 HOMELESS STUDENT COUNT** |
| --- | --- | --- | --- | --- |
| 01 | ATLANTIC | 631 |  708  | 741 |
| 03 | BERGEN | 516 |  639  | 682 |
| 05 | BURLINGTON | 911 |  987  | 1054 |
| 07 | CAMDEN | 1352 |  1639  | 1482 |
| 09 | CAPE MAY | 183 |  292  | 320 |
| 11 | CUMBERLAND | 577 |  665  | 734 |
| 13 | ESSEX | 989 |  1016  | 1111 |
| 15 | GLOUCESTER | 612 |  716  | 765 |
| 17 | HUDSON | 508 |  666  | 508 |
| 19 | HUNTERDON | 17 |  38  | 29 |
| 21 | MERCER | 158 |  267  | 430 |
| 23 | MIDDLESEX | 1186 |  1135  | 1269 |
| 25 | MONMOUTH | 542 |  707  | 804 |
| 27 | MORRIS | 239 |  295  | 291 |
| 29 | OCEAN | 664 |  816  | 852 |
| 31 | PASSAIC | 665 |  807  | 889 |
| 33 | SALEM | 263 |  347  | 296 |
| 35 | SOMERSET | 121 |  187  | 210 |
| 37 | SUSSEX | 82 |  162  | 136 |
| 39 | UNION | 465 |  653  | 717 |
| 41 | WARREN | 172 |  218  | 208 |
|  | **STATEWIDE TOTAL** | **10,295** | **12,960** | **13,528** |

**Appendix 7**

**Samples of Allowable Activities/Expenditures for Homeless Students –**

**from the Local Educational Agency (LEA) Homeless Reservation**

**TABLE III**

|  |  |  |
| --- | --- | --- |
| **LEAs with All Title I Schools\*** | **LEAs with Non-Title I Schools** | **Important Notes on Services Listed** |
| Items of clothing, particularly if necessary to meet a school’s dress or uniform requirement, including clothing/shoes needed to participate in physical education classes; | Items of clothing, particularly if necessary to meet a school’s dress or uniform requirement, including clothing and shoes needed to participate in physical education classes; | Many times, clothing needs can be met through the McKinney-Vento (MV) grant – vouchers for local thrift shops, gift cards to local merchants, clothing closets, etc. |
| Student fees that are necessary to participate in the general education program; | Student fees that are necessary to participate in the general education program; | See above. |
| Personal school supplies such as backpacks and notebooks; | Personal school supplies such as backpacks and notebooks; | Most times, these are provided by the MV grant and local donations or drives. |
| Fees and costs associated with tracking, obtaining, and transferring records necessary for the enrollment of students in school. | Fees and costs associated with tracking, obtaining, and transferring records necessary for the enrollment of students in school. | The records may include birth certificates, guardianship records, immunization records, academic records, and evaluations of students needed to determine eligibility for other programs and services. ***Please note: lack of such records cannot be a barrier to immediate enrollment of students.*** |
| Immunizations; | Immunizations; | Homeless students should be able to get most immunizations at no cost from the local Health Department and Federally Qualified Health Centers (FQHCs.) |
| Food; | Food; | This refers to emergency food supplies OUTSIDE OF SCHOOL MEALS/SNACKS. For example, weekend food, backpacks, items that require no cooking for those in motels without facilities, etc.Typically, these can be provided by the MV grant through arrangements with local food pantries. |
| Medical and dental services; eyeglasses and hearing aids | Medical and dental services; | Many local Health Departments and FQHCs have referrals for these services at no cost to homeless students. |

**Samples of Allowable Activities / Expenditures for Homeless Students –**

**from the Local Educational Agency (LEA) Homeless Reservation**

**TABLE 3 (cont.’)**

|  |  |  |
| --- | --- | --- |
| **LEAs with All Title I Schools \*** | **LEAs with Non-Title I Schools** | **Important Notes on Services Listed** |
| Counseling services/Social Emotional Learning (SEL) programs to address anxiety related to homelessness, violence prevention, and/or domestic violence residuals | Counseling services/Social Emotional Learning programs to address anxiety related to homelessness, violence prevention, and/or domestic violence residuals | Many local Health / Mental Health Departments have referrals for these services at no cost to homeless students. |
| Outreach services to students living in shelters, motels, and other temporary residences; | Outreach services to students living in shelters, motels, and other temporary residences; | Services and assistance to attract, engage, and retain homeless children and youth, and unaccompanied youth, in public school programs, including services to address chronic absenteeism (e.g. mentoring) |
| Extended learning time (before and after school, Saturday classes, mentoring, summer school); | Extended learning time (before and after school, Saturday classes, mentoring, summer school); | Certified teachers and paraprofessionals (under the supervision of certified teachers) may provide homework assistance, tutoring, and supervision of other educational activities. |
| Excess cost of transportation | Excess cost of transportation | Paying the excess cost of transportation not otherwise provided through federal, state, or local funds, to enable students to attend schools selected under section 722(g)(3) of the McKinney-Vento Act. |
| Early childhood education programs for homeless children of preschool age | Early childhood education programs for homeless children of preschool age | Early childhood programs should be developmentally appropriate. **Please Note**: Title I, Part A funds may not be utilized in stand-alone preschools.  |
| Tutoring and supplemental academic programs/services, especially in shelters or other locations where homeless students live; | Tutoring and supplemental academic programs/services, especially in shelters or other locations where homeless students live; | Academic enrichment programs must be aligned with New Jersey’s Student Learning Standards to help children and youth achieve the same content and student performance standards established for all children. When offering supplemental instruction, LEAs must provide evidence-based programs for children and youth to maximize students’ opportunities for academic success. |
| Parent and family engagement specifically oriented to reaching out to parents of homeless students;  | Parent and family engagement specifically oriented to reaching out to parents of homeless students; | Education and training programs for parents of homeless children and youth regarding the rights their children have as homeless individuals and regarding the educational and other resources available to their children. |
| Fees for college entrance exams such as SAT or ACT; | Fees for college entrance exams such as SAT or ACT; and | Some colleges may waive fees for homeless students. |
| GED testing for school-age students; | GED testing for school-age students; | As appropriate and requested by older homeless youth. |
| Training and technical assistance to local district liaisons and service agencies; | Training and technical assistance to local district liaisons and service agencies; | Trainings focus on identification, enrollment and coordination of services to all McKinney-Vento eligible children and youth throughout the counties in each of the inter-county regional service areas.   |
| Homeless awareness programs/activities; | Homeless awareness programs/activities; | Designed to raise awareness among administrators, instructional staff and non-instructional staff of the rights of homeless children and youth under the McKinney-Vento Act. |
| Coordinating services’ programs/activities; | Coordinating services’ programs/activities; | Programs coordinating services provided by schools and other agencies to eligible students in order to expand and enhance such services. Coordination with programs funded under the Runaway and Homeless Youth Act should be included in this effort. |

\*In LEAs with all Title I Schools, some services for homeless children and youth may be provided as part of the regularly, budgeted Title I program. Homeless children and youth are categorically eligible for such services. LEA’s are not required to fund such services when provided to homeless children and youth through their homeless reservation if the existing services meet the needs of the homeless children and youth, however, they must still reserve funds for other services not ordinarily provided to other Title I students.