**Notice of Grant Opportunity – EWEG**

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

**Year 4**

**23-BR31-H02**

**Angelica Allen-McMillan, Ed.D.**

**Acting Commissioner of Education**

**Kathleen Ehling**

**Assistant Commissioner**

**Division of Educational Services**

**Leslie Franks McRae**

**Director**

**Office of Supplemental Educational Programs**

**CFDA 84.196A**

***May 2023***

**Application Due Date: June 20, 2023**

**NEW JERSEY DEPARTMENT OF EDUCATION**

**P.O. Box 500**

**Trenton, NJ 08625-0500**

[**http://www.nj.gov/education**](http://www.nj.gov/education)

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**When responding to this Notice of Grant Opportunity (NGO), applicants must use the Electronic Web Enabled Grant (EWEG) online application system. See** [**http://homeroom.state.nj.us/**](http://homeroom.state.nj.us/) **to access this system. Please refer to the web page for the NGO at** [**http://www.nj.gov/education/grants/discretionary/**](http://www.nj.gov/education/grants/discretionary/) **(click on *available grants*) for information on when the EWEG application will be online.**

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# SECTION 1: GRANT PROGRAM INFORMATION

## 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 12,700 children and youth were identified in the State of New Jersey during the 2019-2020 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) 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.

The three-year EHCY grant program began on July 1, 2020, and, as a result of the American Rescue Plan Homeless Children and Youths (ARP-HCY) funding allotment to current Grantees, this EHCY continuation application will be extended for an additional one year only. This allows existing Grantees to continue to implement the EHCY and ARP-HCY programs. **The award year will be July 1, 2023 through June 30, 2024.** Based on the Federal award, approximately **$2,400,000** of EHCY funds is expected to be available for Year 4.

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).

## 1.2 ELIGIBILITY TO APPLY

The McKinney-Vento EHCY grant program Year 4 continuation grant is open to the existing five (5) grantees selected through a competitive process in Year 1.  The eligible entities are:

* Bergen County Special Services School District (serving Region I - Bergen, Hunterdon, Passaic, Somerset, Sussex, Warren);
* Essex County Educational Services Commission (serving Region II - Essex, Hudson, Morris, Union);
* Gloucester County Special Services School District (serving Region III - Atlantic, Burlington, Camden, Gloucester);
* Monmouth-Ocean Regional Educational Services Commission (serving Region IV - Mercer, Middlesex, Monmouth, Ocean); and,
* Woodstown-Pilesgrove School District (serving Region V - Cape May, Cumberland, Salem).

The Grantees identified in the initial application must continue to serve in the lead capacity. It is also expected that the partnerships established between the lead agency and community-based organizations continue throughout year 4.

## 1.3 FEDERAL COMPLIANCE REQUIREMENTS (UEI, SAM, Executive Compensation)

In accordance with the Federal Fiscal Accountability Transparency Act (FFATA), all grant recipients must have a valid Unique Entity Identifier (UEI) number (which replaces the DUNS number) and is obtained through registration (new or renewal) with the System for Award Management (SAM). To register with the SAM database, go to: <http://www.sam.gov/>.

Please note that beginning Fiscal Year 2023, all applicants for discretionary (competitive) grants must complete and submit a System for Award Management (SAM) application in the EWEG system prior to the applicant being able to create and submit a discretionary grant application in EWEG.

## 1.4 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 (EHCY) Programis 100%percent funded from Title VII-B of the *McKinney-Vento Homeless Assistance Act* (42 USC 11431 et seq.; CFDA 84.196A; FAIN S196A230031) and reauthorized under the *Every Student Succeeds Act (ESSA).* The anticipated total amount to be allocated in year 4 is approximately $2,400,000 for five (5) projects.

|  |  |  |  |
| --- | --- | --- | --- |
| **Region** | **Areas to be Serviced (required service to the counties as grouped)** | **Number of Reported Homeless Children and Youths 20-21** | **Approximate Award Amount by Region** |
| **FY23-24** |
| Region 1 | * Bergen * Hunterdon * Passaic * Somerset * Sussex * Warren | 1462 | $331,874 |
| Region 2 | * Essex * Hudson * Morris * Union | 2615 | $593,605 |
| Region 3 | * Mercer * Middlesex * Monmouth * Ocean | 2580 | $585,660 |
| Region 4 | * Atlantic * Burlington * Camden * Gloucester | 2790 | $633,330 |
| Region 5 | * Cape May * Cumberland * Salem | 1095 | $255,531 |

The project period for Year 4 is July 1, 2023 to June 30, 2024.

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.

Appendix 5 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.nj.gov/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

Technical Assistance will be provided on an as-needed basis. Please contact Pheobie Thomas at [Pheobie.Thomas@doe.nj.gov](mailto:Pheobie.Thomas@doe.nj.gov).

## 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](https://njdoe.mtwgms.org/NJDOEGMSWeb/logon.aspx) **NO later than: 4:00 P.M. on TUESDAY JUNE 20, 2023. Without exception,** the ACC will not accept, and the Office of Grants Management cannot evaluate for funding consideration, an application received after this deadline.

**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 20, 2023.**

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 4 will be due as follows (Table 1):

|  |  |  |
| --- | --- | --- |
| **Reporting Period** | **Report Period Dates** | **Due Date** |
| 1st Interim | July 1, 2023 – September 30, 2023 | **October 31, 2023** |
| 2nd Interim | July 1, 2023 – December 31, 2023 | **January 31, 2024** |
| 3rd Interim | July 1, 2023 – March 31, 2024 | **April 30, 2024** |
| Final | July 1, 2023 – June 30, 2024 | **August 31, 2024** |

**\*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 fourth 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. In addition, staff members from the Office of Supplemental Educational Programs will conduct desk reviews of quarterly program and fiscal reports, as well as conduct 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.

Budget Modifications. The last day to submit a modification in EWEG is March 31, 2024 for Year 4. No modifications may be submitted in EWEG after this date.

Reimbursement Request. The last day to submit a reimbursement request is June 10, 2024 for Year 4.

# 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 proposed project plan to meet the purpose of this grant program. Before preparing applications, grantees 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.

The agency **must** use the EWEG online system, located at: https://njdoe.mtwgms.org/NJDOEGMSWeb/logon.aspx to submit the application.

## PROJECT DESIGN CONSIDERATIONS

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:/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

### **Project Update**

The Project Update is a (250-300 words) summary of the Year 4 project’s purpose, and projected outcomes, as well as a summary of the accomplishments from the prior year. Do not include information that is not supported elsewhere in the application.

### **Project Description**

Describe in a detailed narrative the plan for implementing the Year 4 project. Provide assurance that the unique and specialized needs of children and youth experiencing homelessness within the region will be met. Detail how primary partners, collaborating LEAs, and other agencies play a role in meeting the needs of the population.

Provide evidence that the project is appropriate for and will successfully address the identified needs of the homeless student population. Describe the effect the project will have on the school upon completion. When possible, cite examples of how the approach or different strategies have led to success for other homeless students.

* Include specific examples of systems, curriculum or design approaches that will be incorporated.
* Include justification for identifying this as an area to improve and the plan to make this transition.
* Include benchmarks for the early, middle and final stages of the process and how progress will be measured towards these benchmarks.
* Identify who will be responsible for what stages and what level of support they will be given.
* Write clearly and succinctly, focusing on quality and not quantity.
* Ensure that the steps of the Project Activity Plan are well-articulated and logically sequenced in the narrative.

### **Goals, Objectives and Indicators**

Establish one or more local goal(s) for this program. Using the goal(s), create objectives that are (1) relevant to the selected goal, (2) applicable to grant-funded activities, (3) clearly written and (4) measurable. Objectives should clearly illustrate the plan to achieve the goal(s). They must be achievable and realistic, while identifying the “*who, what and when”* of the proposed project. Objectives must be results-oriented, and clearly identify what the project is intended to accomplish. They must contain quantitative information, benchmark(s) and how progress will be measured. Objectives must also link directly to individual stated needs and provide a time frame for completion.

Applications must also include a plan to evaluate the project’s success in achieving its goal and objectives. Indicators of success must be established for each project objective. In constructing the indicators, describe the methods that will be used to evaluate the progress toward achievement of the goal and objectives, as well as the overall grant project outcomes. Also, describe in the indicators the measures and instruments to be used, the individuals responsible for developing and conducting the evaluation, and how results will be used to improve project outcomes. Well-constructed indicators of success will help establish a clear understanding of responsibilities and a system of accountability for the project. They will also help to determine whether or not to refine an aspect of the project to ensure overall success.

* Review the Year One Statement of Need before and after constructing the objectives to ensure that the objectives clearly address identified needs.
* Identify the anticipated outcomes of the project in measurable terms and in relation to the stated needs.
* Define the population to be served.
* Identify the timeline for implementing and completing each objective.
* Identify the level of performance expected in order to indicate successful achievement of the objective.
* Make certain to construct measurable indicators of success that directly link to and support project objectives.

### **Project Activity Plan**

The Project Activity Plan follows the goal(s) and objectives that were listed in the previous section. **The Activity Plan is for the Year 4 grant period (July 1, 2023 – June 30, 2024)**. Activities represent the steps that it will take to achieve each identified objective. Also, the activities that are identified in this section serve as the basis for the individual expenditures that are being proposed in the budget. Review the Goal(s) and the Objectives when constructing the Project Activity Plan to ensure that appropriate links have been established between the goal(s) and objectives and the activities.

* State the relevant objective in full in the space provided. Number the Goal 1 and each objective 1.1, 1.2, 1.3, etc.
* Describe all the tasks and activities planned for the accomplishment of each goal and objective.
* List all the activities in chronological order.
* Space the activities appropriately across all report periods of the grant project.
* Identify the staff directly responsible for the implementation of the activity. If the individual conducting the activity is not referenced appropriately on the Project Activity Plan, it may not be possible to determine an allocation of the requested cost, and costs may be disallowed.
* List the documentation that tracks the progress and confirms the completion of each activity, such as agenda, minutes, curriculum, etc.
* In the Report Period Column on the Project Activity Plan, indicate with a checkmark the period in which the activity will be implemented. If the activity is ongoing or recurring, place a checkmark in the boxes under each period in which the activity will talk place.
* Do not list the project director or other person with general oversight authority for the project as the “person responsible” for carrying out all activities.

## 2.3 BUDGET DESIGN CONSIDERATIONS

The 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.nj.gov/education/grants/discretionary/apps/).

**The budget submitted as part of the application is for the Year 4 grant period (July 1, 2023 to June 30, 2024) only.**

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**

* 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:/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 $.47 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 Year 4, 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 $.47 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:

* 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.
* 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.
* Indirect costs applied to administrative direct costs are considered administrative costs; the total administrative costs requested may not exceed 15% of the grant award.
* Indirect costs applied to program costs are not considered administrative costs.
* 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.
* 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.
* 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.
* Instructional equipment may be purchased only if directly related to grant activities, sufficiently justified, and designed to meet the needs of the population served.
* 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).
* 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, 2023-2024, 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

## 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.nj.gov/education/grants/discretionary/management/)

## 3.2 EVALUATION OF CONTINUATION APPLICATIONS

Each application will be considered based on quality and comprehensiveness, including consistency with the state’s goal of the provision of supplemental services designed to enable all homeless children and youth to meet challenging state content and student performance standards.

Evaluators will review 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.

## 3.3 APPLICATION COMPONENT CHECKLIST

The following components are required (see *Required ü 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 ü Column*) to ensure that all required components have been completed.

|  |  |  |  |
| --- | --- | --- | --- |
| ***Required***  ***(ü)*** | ***Location*** | ***EWEG TAB/SUBTAB*** | ***Included***  ***(ü)*** |
| ü | EWEG | Admin |  |
| ü | EWEG | Budget |  |
| ü | EWEG | Narrative (Update, Description, Objectives, Activities) |  |
| ü | EWEG | Board Approval |  |
| ü | UPLOAD | Assurances (Appendix A)  LEA intent to Collaborate (Appendix 3)  Non-LEA intent to Collaborate (Appendix 4) |  |

### **Appendix 1**

**Applicant Agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**STATEMENT OF ASSURANCES**

**2023-2024**

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**

### **Appendix 2**

**Applicant Agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**McKinney-Vento Education of Homeless Children and Youth (EHCY) Program**

#### DOCUMENTATION OF ELIGIBILITY 2023-2024 TABLE I

|  |  |  |  |
| --- | --- | --- | --- |
| **Region** | **Areas to be Serviced (required service to the counties as grouped)** | **Number of Reported Homeless Children and Youths 20-21** | **Maximum Award Amount by Region** |
| **FY23-24** |
| Region 1 | * Bergen * Hunterdon * Passaic * Somerset * Sussex * Warren | 1462 | $331,874 |
| Region 2 | * Essex * Hudson * Morris * Union | 2615 | $593,605 |
| Region 3 | * Mercer * Middlesex * Monmouth * Ocean | 2580 | $585,660 |
| Region 4 | * Atlantic * Burlington * Camden * Gloucester | 2790 | $633,330 |
| Region 5 | * Cape May * Cumberland * Salem | 1095 | $255,531 |

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**

### **Appendix 3**

**Applicant Agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**LEA GENERAL INTENT TO COLLABORATE**

**2023-2024**

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)**

### **Appendix 4**

**Applicant Agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**NON-LEA DOCUMENTATION OF COLLABORATION**

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

**2023-2024**

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 5**

**STATEWIDE HOMELESS STUDENT COUNT BY COUNTY**

**TABLE II**

| **COUNTY**  **CODE** | **COUNTY NAME** | **2018-19 HOMELESS STUDENT COUNT** | **2019-20 HOMELESS STUDENT COUNT** | **2020-21 HOMELESS STUDENT COUNT** |
| --- | --- | --- | --- | --- |
| 01 | ATLANTIC | 741 | 654 | 545 |
| 03 | BERGEN | 682 | 545 | 471 |
| 05 | BURLINGTON | 1054 | 747 | 616 |
| 07 | CAMDEN | 1482 | 1418 | 1074 |
| 09 | CAPE MAY | 320 | 343 | 357 |
| 11 | CUMBERLAND | 734 | 512 | 508 |
| 13 | ESSEX | 1111 | 1165 | 1208 |
| 15 | GLOUCESTER | 765 | 688 | 555 |
| 17 | HUDSON | 508 | 544 | 464 |
| 19 | HUNTERDON | 29 | 40 | 13 |
| 21 | MERCER | 430 | 503 | 460 |
| 23 | MIDDLESEX | 1269 | 1200 | 921 |
| 25 | MONMOUTH | 804 | 770 | 624 |
| 27 | MORRIS | 291 | 264 | 229 |
| 29 | OCEAN | 852 | 790 | 575 |
| 31 | PASSAIC | 889 | 804 | 536 |
| 33 | SALEM | 296 | 260 | 230 |
| 35 | SOMERSET | 210 | 185 | 224 |
| 37 | SUSSEX | 136 | 122 | 102 |
| 39 | UNION | 717 | 598 | 714 |
| 41 | WARREN | 208 | 181 | 116 |
|  | **STATEWIDE TOTAL** | **13,528** | **12,333** | **10,542** |

### **Appendix 6**

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

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

|  |  |  |
| --- | --- | --- |
| **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. |

|  |  |  |
| --- | --- | --- |
| 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.