



2021-2022 Texas Education for Homeless Children and Youth

Competitive Grant Application: Due 11:59 p.m. CT, May 18, 2021

NOGA ID

Application stamp-in date and time

TEA will only accept grant application documents by email, including competitive grant applications and amendments. Submit grant applications and amendments as follows:

Competitive grant applications and amendments to competitivegrants@tea.texas.gov

Authorizing legislation:

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

Grant period: From **09/01/2021** to **08/31/2022** Pre-award costs: **ARE NOT** permitted for this grant

Required attachments: Refer to the program guidelines for a description of any required attachments.

Amendment Number

Amendment number (For amendments only; enter N/A when completing this form to apply for grant funds):

1. Applicant Information

Name of organization

Campus name CDN Vendor ID ESC DUNS

Address City ZIP Phone

Primary Contact Email Phone

Secondary Contact Email Phone

2. Certification and Incorporation

I understand that this application constitutes an offer and, if accepted by TEA or renegotiated to acceptance, will form a binding agreement. I hereby certify that the information contained in this application is, to the best of my knowledge, correct and that the organization named above has authorized me as its representative to obligate this organization in a legally binding contractual agreement. I certify that any ensuing program and activity will be conducted in accordance and compliance with all applicable federal and state laws and regulations.

I further certify my acceptance of the requirements conveyed in the following portions of the grant application, as applicable, and that these documents are incorporated by reference as part of the grant application and Notice of Grant Award (NOGA):

- Grant application, guidelines, and instructions
- General Provisions and Assurances
- Application-Specific Provisions and Assurances
- Debarment and Suspension Certification
- Lobbying Certification
- ESSA Provisions and Assurances requirements

Authorized Official Name Title Email

Phone Signature Date

Grant Writer Name Signature Date

Grant writer is an employee of the applicant organization. Grant writer is not an employee of the applicant organization.

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Adjustments on this page have been confirmed with _____ by _____ of TEA by phone / fax / email on _____.

3. Shared Services Arrangements

Shared services arrangements (SSAs) are permitted for this grant.

Check the box below if applying as fiscal agent. See Program Guidelines for SSA limitations for this grant.

- The LEA or ESC submitting this application is the fiscal agent of a planned SSA. All participating agencies will enter into a written SSA agreement describing the fiscal agent and SSA member responsibilities.

4. Identify/Address Needs

List up to three quantifiable needs, as identified in your needs assessment, that these program funds will address. Describe your plan for addressing each need.

Quantifiable Need	Plan for Addressing Need
Organizational productivity including professional development for teachers and support staff.	Create and conduct professional development opportunities to educate administrators, teachers and staff on the district procedures regarding homeless students. Training is provided on an annual basis and updated as necessary.
School culture or instructional efficiency.	Additional educational opportunities for qualified McKinney-Vento students including academic intervention, credit recovery, field trips, tutoring and summer school and assisting families with additional school financial obligations (senior activities, school supplies, uniforms etc.)
Parent and Community Engagement	Provide courses and resources for homeless families that aid in meeting their unique needs. Connecting families to community resources. Building partnerships with community services.

5. SMART Goal

Describe the summative SMART goal you have identified for this program (a goal that is Specific, Measurable, Achievable, Relevant, and Timely), either related to student outcome or consistent with the purpose of the grant.

- 1) During the 2021-2022 school year, 100% of students, identified as homeless, will be enrolled immediately.
- 2) During the 2021-2022 school year, 100% of administrators and staff will be trained on the requirements of the McKinney-Vento Act.
- 3) During the 2021-2022 school year, 100% of students, identified as homeless will meet grade level standards and progress to the next grade level.
- 4) During the 2020-2021 school year, 100% of the parents of homeless students will have access to resources specific to their needs.

6. Measurable Progress

Identify the benchmarks that you will use at the end of the first three grant quarters to measure progress toward meeting the process and implementation goals defined for the grant.

First-Quarter Benchmark

By September 1, 2021, all staff will be trained on the McKinney-Vento program and relevant SMSD policies and procedures. All students identified as homeless will be provided expedited enrollment and immediate access to curriculum, instruction, school nutrition and transportation. Students are assigned to a counselor/administrator/teacher as a support team.

The Family Liaison will contact families every grading period to discuss student progress and reassess the family's need. School counselors will meet with students each grading period to discuss academic needs, provide counseling and arrange for necessary academic, social and/or emotional supports and intervention.

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8. Measurable Progress (Cont.)**Second-Quarter Benchmark**

All students identified as homeless will be provided expedited enrollment and immediate access to curriculum, instruction, school nutrition and transportation. Students will be assigned to a counselor/administrator/teacher as their support team. The Family Liaison will contact families every grading period to discuss student progress and reassess the family's needs. School counselors will meet with students each grading period to review report cards, discuss academic needs, survey students' interests, provide counseling and arrange for necessary academic, social and/or emotional supports and intervention. Depending on student's grades, counselors will convene a meeting with parents, teachers and administrators to develop an intervention plan to promote student academic success. Based on student's interests, staff will encourage participation in extra-curricular activities.

Third-Quarter Benchmark

All students identified as homeless will be provided expedited enrollment and immediate access to curriculum, instruction, school nutrition and transportation. Students will be assigned to a counselor/administrator/teacher as their support team. The Family Liaison will contact families every grading period to discuss student progress and reassess the family's needs. School counselors will meet with students each grading period to review report cards, discuss academic needs, survey student's interests, provide counseling and arrange for necessary academic, social and/or emotional supports and interventions. Depending on student's grades, convene a meeting with parents, teachers and administrators to develop an intervention plan to promote student academic success. Based on student's interests, staff will encourage participation in extra-curricular activities.

7. Project Evaluation and Modification

Describe how you will use project evaluation data to determine when and how to modify your program. If your benchmarks or summative SMART goals do not show progress, describe how you will use evaluation data to modify your program for sustainability.

Data will be submitted each grading period to the Department of Federal and State Programs to track students' academic progress. If students are not showing academic growth, the district social worker will intervene to determine the root cause. Campus Counselors will begin the RTI process when appropriate.

The following forms are included in the SMSD Procedural Manual:

- Student Residency Questionnaire
- Form Letter-Eligibility Letter to Parents
- Parent Notice and Receipt of Family Rights
- Teacher Tracking Form to submit student's academic progress
- Counselor Tracking Form to track student academics, attendance, behavior and intervention for each grading period
- Family Liaison Tracking Form

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8. Statutory/Program Assurances

The following assurances apply to this grant program. In order to meet the requirements of the grant, the grantee must comply with these assurances.

Check each of the following boxes to indicate your compliance.

1. The applicant provides assurance that program funds will supplement (increase the level of service), and not supplant (replace) state mandates, State Board of Education rules, and activities previously conducted with state or local funds. The applicant provides assurance that state or local funds may not be decreased or diverted for other purposes merely because of the availability of these funds. The applicant provides assurance that program services and activities to be funded from this grant will be supplementary to existing services and activities and will not be used for any services or activities required by state law, State Board of Education rules, or local policy.
2. The applicant provides assurance that the application does not contain any information that would be protected by the Family Educational Rights and Privacy Act (FERPA) from general release to the public.
3. The applicant provides assurance that they accept and will comply with [Every Student Succeeds Act Provisions and Assurances](#) requirements
4. The applicant provides assurance to adhere to all the Statutory and TEA Program requirements as noted in the 2021-2022 Texas Education for Homeless Children and Youth Program Guidelines.
5. The applicant provides assurance to adhere to all the Performance Measures, as noted in the 2021-2022 Texas Education for Homeless Children and Youth Program Guidelines, and shall provide to TEA, upon request, any performance data necessary to assess the success of the program.
6. The applicant assures that any Electronic Information Resources (EIR) produced as part of this agreement will comply with the State of Texas Accessibility requirements as specified in 1 TAC 206, 1 TAC Chapter 213, Federal Section 508 standards, and the WCAG 2.0 AA Accessibility Guidelines.
7. The applicant provides assurance that all data requests from TEA and any entity acting on the behalf of TEA are accurately and promptly reported.
8. The applicant provides assurance that performance evaluation reports are submitted for each year grant funds are received.
9. The applicant provides assurance that fiscal monitoring reports are submitted for each year grant funds are received.
10. The applicant provides assurance that the use of subgrant funds will comply with section 11432(g)(3) through (7) of the McKinney-Vento Homeless Assistance Act.
11. The applicant provides assurance that all homeless children and unaccompanied youth have equal access to the same free, appropriate public education, including public prekindergarten programs in accordance with TEC 29.153, as provided to other children and youth.
12. The applicant provides assurance that it will review and revise any policies that may act as barriers to the identification, enrollment, and retention of homeless children and unaccompanied youth; including policies related to outstanding fees, fines, absences, proof of residency, immunizations, birth certificates, guardianships, school records, transportation and other documentation.

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8. Statutory/Program Assurances (Cont.)

13. The applicant provides assurance that it will provide access to educational and other services needed for homeless children and unaccompanied youth, to ensure that such children and youth have an opportunity to meet the same challenging state academic standards to which all students are held.

14. The applicant provides assurance that all homeless children and unaccompanied youth receive prompt and appropriate placement in programs such as: Special Education, Career and Technical Education, Gifted and Talented, and English Learner.

15. The applicant provides assurance that it will collaborate with district stakeholders to implement and monitor early warning academic interventions, to ensure on time promotion and graduation for homeless children and unaccompanied youth.

16. The applicant provides assurance that collaboration will occur with the McKinney-Vento Liaison and district stakeholders for proper identification and coding of homeless children and unaccompanied youth.

17. The applicant provides assurance that services provided by grant funds will not replace regular academic programs.

18. The applicant provides assurance that all identified and enrolled are accurately reported in Texas Student Data System (TSDS) Public Education Information Management System (PEIMS) in a timely manner.

20. The applicant provides assurance that all homeless children and unaccompanied youth receive free meals and transportation to the school of origin, when requested by the parent, guardian, or unaccompanied youth, if it is deemed in the best interest of the student.

21. The applicant provides assurance that it will remove barriers to accessing academic and extracurricular activities, including magnet school, summer school, career and technical education, advanced placement, online learning, and charter school programs.

22. The applicant provides assurance that at least one person affiliated with the management of this grant will attend required trainings

23. The applicant provides assurance to submit a detailed report that includes all grant activities and usage of funds for the 2021-2022 Texas Education for Homeless Children and Youth (TEHCY) grant.

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9. Statutory Requirements

1. Provide a description of the proposed grant activities, programs, and services. This description should include how they address the identified needs and promote equitable access to program services needed to improve academic outcomes for homeless children and unaccompanied youth. Include the resources, strategies and/or systems that will be implemented to support target goals and outcomes, document progress and milestones, and observable results of the proposed grant activities, programs, and services. (*Complete the attached TEHCY Grant Activity Chart, see the Program Guidelines for further guidance on completing the attachment)

- Parent and Community Engagement
- Meeting each six-week grading period with homeless families to assess needs
- Provide learning opportunities for parents of homeless students via the SMSD's Parent University
- Connect parents with community resources on an as needed basis
- Collaborate with other LEAs to create a transportation plan

Professional Development

- Train school administrators and all staff regarding McKinney-Vento rights and requirements
- Train school administrators and all staff regarding the needs of homeless students and increase the awareness and sensitivity of the needs of homeless students on an ongoing basis

Student Support Team (SST)

- Create a SST to include counselor, administrator, parent, and other pertinent staff
- SST creates an individual action plan (IAP) through the Response to Intervention Process
- Counselor meets with students each six weeks to assess needs, interests, and monitor student growth and the success of the IAP

2. Provide a description of the extent to which: A) The application reflects coordination/collaboration with other local and state agencies that serve homeless children and unaccompanied youth. Include a list of agency, community, and LEA collaborators and a brief description of the proposed coactivities that will support implementation of the proposed grant activities, programs, and services; B) the proposed use of funds will facilitate the enrollment, identification, and educational outcomes of homeless children and unaccompanied youth; C) the extent to which the applicant will promote the meaningful involvements of parents or guardians of homeless children and youth in the education of their children; and D) The extent to which homeless children and unaccompanied youth will be integrated into the regular education program.

Stafford MSD has designed a McKinney-Vento Operational Manual that addresses the immediate enrollment of students who are eligible for homeless services. This manual is provided to each campus with annual training.

Each family is valued and their unique needs are considered and planned for.

The Counselor and/or Student Support Team (SST) will meet with the homeless student each six weeks grading period to monitor academic growth, student's needs and interests.

When appropriate, the SST will create an Individualized Action Plan through the Response to Intervention (RTI) process to address both academic and personal needs.

SMSD has formed relationships with several community organizations that work with our homeless students:

- 1) Fort Bend Regional Council
- 2) Attack Poverty
- 3) Creative Dreams
- 4) The Houston Food Bank
- 5) Family Life Community Resource Center
- 6) Workforce Solutions

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9. Statutory Requirements (Cont.)

3. Identify the types, intensity, and coordination of services to be provided in coordination with Title I, Part A, Homeless Reservations including: A) The process to review and develop the LEA's plan for coordinating services to support eligible homeless children and unaccompanied youth using Title I, Part A Homeless Reservations. Include the actual reservation for 2019 -2020 and the planned reservation for 2020 -2021 (**Complete the attached Title I, Part A and McKinney-Vento Program Coordination Chart**), and B) How the LEA determine its reservation amount for services to support homeless children and unaccompanied youth. Include how the LEA assists staff in understanding the LEA's policy or procedure to support homeless children and unaccompanied youth on all campuses regardless of the Title I status, use of these funds, and how the LEA addresses the needs of homeless children and youth in their district or campus improvement plan.

SMSD coordinates with local organizations to provide physical, socio-economic and emotional supports for homeless students and unaccompanied youth.

SMSD identifies the needs of homeless families and unaccompanied youth and provides direct resources through organizations who provide housing, food and clothing in addition to classes and courses to help families. These resources are provided through the SMSD Parent University and the Family Liaison.

During the district-wide Comprehensive Needs Assessment, attention is given to the needs of homeless students based on student data.

4. Provide a description of established LEA processes to develop, review and revise current LEA policies and procedures to ensure that its proposed grant activities, programs, and services will not isolate or stigmatize homeless children and unaccompanied youth. (**Complete the attached McKinney-Vento Policies and Procedures Chart**)

The SMSD McKinney-Vento Policies and Procedures Manual is reviewed in the fall of each school year. The policies in place ensure that grant activities, programs and services do not isolate or stigmatize homeless children and unaccompanied youth. Revisions are made as necessary.

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9. Program Requirements

Note to Applicants: Refer to the TEHCY Program Implementation Levels of Service and Support when addressing the four program requirements listed below.

1. Provide a description of the process and procedures that are utilized to enroll, identify, and provide all three levels of TEHCY program services and support for homeless children and unaccompanied youth who are: A) Entering and/or returning to their schools from summer or holiday break, B) Experiencing homelessness after the school year has started, C) Are not currently enrolled or attending school, and D) Are eligible for early childhood and/or prekindergarten programs.

SMSD identifies homeless students through the enrollment process in addition to obtaining reports from school staff. Families that indicate their homeless housing status in the registration forms are forwarded a McKinney-Vento application. Once the application is submitted and received by the McKinney-Vento Liaison, the family is contacted by phone and email with instructions to submit supporting documentation and to assess needs. Once documentation is received, the application is approved or denied. If denied, the family will receive a letter detailing the denial and procedures to appeal. If the application is approved, the family receives notice of approval and the notice is sent to pertinent school administrators, counselors, registrars, transportation and nutrition services. The school registrar codes the student within twenty-four hours of notification.

Nutrition starts on the day the student is qualified as homeless. If transportation is requested, arrangements are made with other districts as applicable. The McKinney-Vento Liaison keeps in contact with families through phone calls, emails and face-to face meetings at least once each grading period.

Each grading period, reports are created that detail attendance, grades and credits. Teachers notify counselors of any general education or special program progress or concerns, and when deemed necessary, a team meets to devise a plan of action with the family.

2. Provide a description of the annual McKinney-Vento professional development plan that is currently in place to increase awareness, support enrollment and identification, and increase staff capacity to respond to the unique educational needs of homeless children and unaccompanied youth. Include training dates, duration of training, who was trained/will be trained, and a summary of the training content and evaluation process. Include both external and internal professional development activities.

Each Fall semester, professional development is provided by the Director of Federal Programs, McKinney-Vento Liaison and outside agencies to train administrators, faculty and staff on the district McKinney-Vento policies and procedures. All administrators, counselors, teachers, office staff and school support staff will attend the training to discuss the following:

What is McKinney-Vento?

What are the 4 types of Homelessness?

How to Effectively Serve Homeless Families

Homeless Awareness in Schools

All attendees will complete an end of course poll/survey to confirm/assess their knowledge.

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9. Program Requirements (Cont.)

3. Provide a description of how the proposed grant activities, programs, and services will address the unique academic needs and support equitable outcomes for elementary homeless children and unaccompanied youth. Include a timeline, milestones, strategies, and/or systems that will be utilized to implement academic progress monitoring, interventions, and services to support: A) Attendance and engagement, B) On-time promotion, C) Coordination of targeted services for homeless children and unaccompanied youth who have been identified and are receiving other special program services (e.g. Special Education, English Learners, and Gifted and Talented), D) Bridging program support services, E) Assessment interventions and scores, F) Discipline interventions, G) Tutoring services, H) Supplemental academic programs, and I) Other programs or services.

During the enrollment process, the Director of Federal Programs and the Family Liaison will be apprised of the eligible student's enrollment. Upon enrollment, each school counselor will become aware of the specific student needs.

By September 21, 2021, all staff will be trained on the SMSD McKinney-Vento Operational Procedures. Highlights of the training include:

- Enrollment process
- McKinney-Vento requirements
- Sensitivity concerns
- Resources
- Data Forms & Processes

Each six weeks, the campus counselor will collect data on each student.

4. A description of how the proposed grant activities, programs, and services will address the unique academic needs and support equitable outcomes for secondary homeless children and unaccompanied youth. Include a timeline, milestones, strategies, and/or systems that will be utilized to implement academic progress monitoring, interventions, and services to support: A) Attendance, engagement, and truancy interventions, B) On-time promotion, C) Coordination of targeted services for homeless children and unaccompanied youth who have been identified and are receiving other special program services (e.g., Special Education, English Learners, and Gifted and Talented), D) Advanced placement and dual credit course work, E) Transcript review for appropriate full or partial credit, F) Credit recovery or credit repairs services, G) Assessment interventions and scores, H) Discipline interventions, I) Four-year cohort graduation, J) Graduation of all homeless students (e.g., current cohort, continuers and early graduates), K) College and career readiness programs and support services, L) Post-secondary transition plan, and M) Other programs or services.

Upon enrollment, counselors, along with the family, determine the student's graduation plan and career path.

Schedules are created to support the student's interests.

Student's fees for testing (AP, etc) are provided by the district.

District scholarships are provided to assist students with senior fees and graduation.

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10. Equitable Access and Participation

Check the appropriate box below to indicate whether any barriers exist to equitable access and participation for any groups that receive services funded by this grant.

- The applicant assures that no barriers exist to equitable access and participation for any groups receiving services funded by this grant.
- Barriers exist to equitable access and participation for the following groups receiving services funded by this grant, as described below.

Group	<input type="text"/>	Barrier	<input type="text"/>
Group	<input type="text"/>	Barrier	<input type="text"/>
Group	<input type="text"/>	Barrier	<input type="text"/>
Group	<input type="text"/>	Barrier	<input type="text"/>

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12. Request for Grant Funds

List all of the allowable grant-related activities for which you are requesting grant funds. Include the amounts budgeted for each activity. Group similar activities and costs together under the appropriate heading. During negotiation, you will be required to budget your planned expenditures on a separate attachment provided by TEA.

Payroll Costs

1.	Parent University Courses for parents	\$1,000
2.		
3.		
4.		
5.		

Professional and Contracted Services

6.		
7.		
8.		
9.		
10.		

Supplies and Materials

11.	Student Supplies needed for academic success	\$4810
12.	Parent resources and supplies	\$1,000
13.		
14.		

Other Operating Costs

15.	Student Fees-competitions, graduation	\$1000
16.		
17.		

Capital Outlay

18.		
19.		
20.		

Direct and indirect administrative costs:

TOTAL GRANT AWARD REQUESTED:

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Appendix I: Negotiation and Amendments

Leave this section blank when completing the initial application for funding.

An amendment must be submitted when the program plan or budget is altered for the reasons described in the "When to Amend the Application" document posted on the [Administering a Grant](#) page of the TEA website and may be emailed to competitivegrants@tea.texas.gov Include all sections pertinent to the amendment (including budget attachments), along with a completed and signed copy of page 1 of the application. More detailed amendment instructions can be found on the last page of the budget template.

You may duplicate this page.

For amendments, choose the section you wish to amend from the drop down menu on the left. In the text box on the right, describe the changes you are making and the reason for them. Always work with the most recent negotiated or amended application. If you are requesting a revised budget, please include the budget attachments with your amendment.

Section Being Negotiated or Amended	Negotiated Change or Amendment
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