Texas Education for Homeless Children and Youth (TEHCY) Subgrant

Midyear Zoom Subgrantee Meeting
March 28, 2019 2:00PM-4:00PM
Introductions

Presenters:

Cal Lopez, McKinney-Vento Homeless Education State Coordinator

Tim Stahlke, Texas Homeless Education Office Coordinator

April Estrada, Region 10 Director of Special Populations

Matt Lashlee, TEA Contract and Grants Accountability Manager
Session Objectives

At the end of this training participants will be able to:

✓ Complete the TEHCY Subgrant Midyear Review

✓ Complete the TEHCY Subgrant Continuation Application

✓ Understand the critical elements of grant policies, procedures, reporting, use of funds, and the amendment process

✓ Preview TEHCY updated resources
Welcome
Review Midyear Survey Questions
Review Continuation Application
Grant Funds/Amendments/Use of Funds
Resource Updates
Upcoming News and Communications
Adjournment
Midyear Survey Data

- Provide the following data as of February 28, 2019:
  - Total identified homeless students
  - Total district student enrollment
  - Overall homeless student attendance rate
  - Overall district student attendance rate
Grant Survey Activities

- Provide the following data as of February 28, 2019:
  - Are you on track to accomplish your grant activities?
  - If yes, please share any best practices that may help other subgrantees.
  - If not, please indicate any challenges that have occurred impacting your grant activities.
  - Have you completed any updated needs assessment to address the barriers, challenges, or resolution needed to address what is described above.
Project Survey Information

- Do you plan to submit a grant amendment?

- Are there any topics related to grant administration that you would like further training or information on?

- What are you most proud of regarding your project and grant activities to date?

- Please provide any additional information you would like to share about your TEHCY subgrant project.
Human Trafficking Prevention

- TEA is working to increase the capacity of Texas schools to recognize and report Human Trafficking.

- This is aligned with Office of the Governor (OOG) and Office of the Attorney General (OAG) priorities to recognize and report Human Trafficking.

- TEHCY sub-grantees are identified as an important stakeholder to provide input that guides TEA’s development of Human Trafficking prevention resources.

- Please review the Human Trafficking related questions on the Midyear Survey and meet with the appropriate people within your LEA to determine the appropriate responses. We look forward to your feedback!
Survey Instructions and Links

Subgrantees will receive an email with the following:

✓ Survey Instructions
✓ Link to preview the midyear survey
✓ Link for the online survey
✓ Link to the recording of today’s Zoom meeting (when it is available)

TEHCY Subgrantee Resource Page
https://www.theotx.org/tehcy/

Thank you for taking time to answer the TEHCY midyear review questions provided in the survey below. We greatly value all that you do to address the needs of homeless students within your district.

Please thoughtfully review and answer the questions provided. The information will provide TEA, Region 10 and THEO a brief snap-shot of your program, students served, and the effectiveness of your work to date. Please provide the project data and activity information as of February 28th, 2019.

TEA, Region 10, and THEO will review the information and use the data to provide targeted support and feedback, as well as a guide for future training and resource development.

In addition to the midyear TEHCY subgrant related questions, there is a separate section with questions regarding Human Trafficking Prevention. This section will likely require collaboration with other departments within your LEA. Human Trafficking Prevention is a TEA priority aligned with initiatives from the Office of the Governor and the Office of the Attorney General. The information provided will be used to inform training, policy guidance, and resources developed to assist LEA’s on this critical topic.

The survey will be available Thursday, March 28th through Friday, May 3rd.

Thank you for all your hard work!

TEA, Region 10, and THEO

https://utexpscns.qualtrics.com/jfe/form/SV_80TFsgSekvhhq2V

Copyright ©Texas Education Agency, 2019. All rights reserved.
Survey Respondent Type

A single district TEHCY project

An education service center (ESC) TEHCY project

A member district that is part of a shared services arrangement (SSA) with an education service center (ESC)
THEO Subgrant Consultants

Jeanne Stamp
Program Director
The Texas Homeless Education Office
512-475-6898
jeannestamp@austin.utexas.edu

Patrick D. Lopez
Coordinator
512-475-9704
plopez@austin.utexas.edu

Ken Martin
Coordinator
512-471-7145
ken.martin@austin.utexas.edu

Tim Stahlke
Coordinator
512-475-9709
tstahlke@austin.utexas.edu

Jennifer Jones
Coordinator
512-475-9715
jennifer.jones@austin.utexas.edu

Copyright ©Texas Education Agency, 2019. All rights reserved.
TEHCY Subgrant Continuation Timeline

- **2019-2020 TEHCY Subgrant Continuation Application Available**
  - March 22, 2019

- **Application Due Date**
  - May 21, 2019

- **Tentative Negotiation Dates**
  - April 1 – July 31, 2019

- **2019-2020 TEHCY Subgrant Start Date**
  - September 1, 2019

- **Continuation Application Zoom Meeting**
  - March 28, 2019
Continuation Application Part 1
**Continuation: Application Part 1**

<table>
<thead>
<tr>
<th><strong>1A: Fiscal Agent</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>LEA Name</td>
</tr>
<tr>
<td>Authorized Official Name</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>1B: Member Districts</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>LEA Name</td>
</tr>
<tr>
<td>Authorized Official Name</td>
</tr>
<tr>
<td>LEA Name</td>
</tr>
<tr>
<td>Authorized Official Name</td>
</tr>
<tr>
<td>LEA Name</td>
</tr>
<tr>
<td>Authorized Official Name</td>
</tr>
<tr>
<td>LEA Name</td>
</tr>
<tr>
<td>Authorized Official Name</td>
</tr>
<tr>
<td>LEA Name</td>
</tr>
<tr>
<td>Authorized Official Name</td>
</tr>
</tbody>
</table>

Total funding (this page):
Continuation
Application Part 1

2: 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.

☐ 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.

☐ 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.

☐ The applicant provides assurance they accept and will comply with Every Student Succeeds Act Provisions and Assurances requirements.

☐ The applicant provides assurance to adhere to all Statutory Requirements and TEA Program Requirements as noted in the 2019-2020 Texas Education for Homeless Children and Youth (TEHCY)-Continuation Program Guidelines.

☐ The applicant provides assurance to adhere to all Performance Measures, as noted in the 2019-2020 Texas Education for Homeless Children and Youth (TEHCY)-Continuation Program Guidelines.

☐ The applicant provides assurance that all data requests from TEA and any entity acting on the behalf of TEA are accurately and promptly reported.

☐ The applicant provides assurance that mid-year and end-of-year performance evaluation reports are submitted for each year grant funds are received.

☐ The applicant provides assurance that performance and fiscal monitoring reports are submitted for each year grant funds are received.

☐ The applicant provides assurance that the use of subgrant funds will comply with section 722(g)(3) through (7) of the McKinney-Vento Homeless Assistance Act.

☐ The applicant provides assurance that all homeless children and unaccompanied youth have equal access to the same free, appropriate public education, including a public prekindergarten program in accordance with TEC 29.153, as provided to other children and youth.

☐ 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.

☐ 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.

☐ 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, Gifted and Talented, and Bilingual/ESL Education.

☐ The applicant provides assurance that collaboration will occur with the homeless liaison and district stakeholders for proper identification and coding of homeless children and unaccompanied youth.
Continuation

Application Part 1

2: Statutory/Program Assurances (Continued)

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.

☐ 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.

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

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

☐ The applicant provides assurance of collaboration with local social service agencies to provide support services and community resources for homeless children, unaccompanied youth, and their families.

☐ 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.

☐ 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.

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

☐ The applicant provides assurance to submit a Description of Change Approval Form to indicate any revisions to the approved 2018-2019 grant activities prior to the start of the 2019-2020 Texas Education for Homeless Children and Youth (TEHCY)-Continuation grant.
Application Part 1:

CDN | Vendor ID | Amendment #
--- | --- | ---

A: 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.

<table>
<thead>
<tr>
<th>Group</th>
<th>Barrier</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Continuation

Application Part 1
**Application Part 2:** 2019-2020 Texas Education for Homeless Children and Youth (TECHC) - Continuation

Authorised by: McKinney-Vento Homeless Assistance Act, Subtitle VIII, of ESFA, Title IX, Part A (42 U.S.C. 11451 et seq.)

**IMPORTANT NOTICE:** Application Part 2 is not compatible with Google Docs.

Complete the supporting budget worksheets first, i.e., 6100, 6200, 6300. The Program Budget Summary worksheet is linked to and will auto-populate with the amounts you entered on the respective supporting budget worksheets. All budgeted amounts must be entered in whole dollar amounts. **Do not enter any costs.**

On each supporting budget worksheet, complete the Total Program Costs and Total Direct Admin Costs lines. Together these lines must equal the Grand Total otherwise the field will change color to red indicating an error. These amounts will automatically populate on the Program Budget Summary worksheet.

If pre-award costs are allowable, budget all pre-award costs in the Pre-Award Cost column on the appropriate supporting budget worksheet(s).

### Payroll 6100
Complete this worksheet to request payroll costs. Do not request funds for consultants or contractors on this worksheet; these funds should be requested on the Professional and Contracted Services 6200 worksheet.

### Professional and Contracted Services 6200
Complete this worksheet to request professional services, consulting services, and contracted services.

### Supplies and Materials 6300
Complete this worksheet to request supplies and materials.

### Other Operating Costs 6400
Complete this worksheet to request other operating costs. Be sure to comply with documentation requirements, where

### Capital Outlay 6500
Complete this worksheet to request capital outlay costs. Capital outlay means funds budgeted or expended to purchase capital assets, such as equipment, or expenditures for the acquisition cost of capital assets. Capital assets are tangible or intangible assets having a useful life of more than one year, which are valued at $5,000 or greater per unit, or the applicant's capitalization level, whichever is less. Capital outlay may include expenditures to make improvements to capital assets that materially increase their value or useful life.

### Budget Summary
This worksheet auto-populates from the supporting budget worksheets for Program Costs, Direct Admin Costs, and Pre-award Costs, if applicable. There are only a few fields that may require input from the grantee, if applicable, such as Indicating Consolidate Administrative Funds, Indirect Costs, Shared Services Arrangement, or the Administrative Cost Calculation.

- **Consolidate Administrative Funds:** If applicable, click on the cell, then click on the arrow that appears. Select "Yes, No or N/A" from the drop-down selection.
- **Indirect Costs:** Enter the current, approved restricted or unrestricted indirect cost rate in the percentage field on line 7.
- **Shared Services Arrangement:** If applicable, enter amount of payments to member districts on line 9.
- **Administrative Cost Calculation:** Enter the Total Grant Amount Requested on line 10 to determine the maximum amount allowable for administrative costs, including indirect costs.

For further guidance, refer to the Budgeting Costs Guidance Handbook.
# Application Part 2: 2019-2020 Texas Education for Homeless Children and Youth (TEHCY)-Continuation

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

### County District Number or Vendor ID:

<table>
<thead>
<tr>
<th>Employee Position Title</th>
<th>Estimated # of Positions</th>
<th>Estimated # of Positions Less than 100% Funded</th>
<th>Grant Amount Budgeted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic/Instructional</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Teacher</td>
<td>5</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>2 Educational Aide</td>
<td>5</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>3 Tutor</td>
<td>5</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Program Management and Administration</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 Project Director</td>
<td>5</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>5 Project Coordinator</td>
<td>5</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>6 Teacher Facilitator</td>
<td>5</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>7 Teacher Supervisor</td>
<td>5</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>8 Secretary/Admin Assistant</td>
<td>5</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>9 Data Entry Clerk</td>
<td>5</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>10 Grant Accountant/Bookkeeper</td>
<td>5</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>11 Evaluation Specialist</td>
<td>5</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Auxiliary</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12 Counselor</td>
<td>5</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>13 Social Worker</td>
<td>5</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>14 Community Liaison/Parent Coordinator</td>
<td>5</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Education Service Center (to be completed by ESC only when ESC is the applicant)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15 ESC Specialist/Consultant</td>
<td>5</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>16 ESC Coordinator/Manager/Supervisor</td>
<td>5</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>17 ESC Support Staff</td>
<td>5</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>18 ESC Other; (Enter position title here)</td>
<td>5</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>19 ESC Other; (Enter position title here)</td>
<td>5</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>20 ESC Other; (Enter position title here)</td>
<td>5</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Other Employee Positions</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>21 Homeless Liaison</td>
<td>5</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>22 (Enter position title here)</td>
<td>5</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Subtotal, Extra Duty Pay, Benefits Costs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>23 Substitute Pay</td>
<td>5</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>24 Professional Staff Extra Duty Pay</td>
<td>5</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>25 Support Staff Extra Duty Pay</td>
<td>5</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>26 EAPC - Employee Benefits</td>
<td>5</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>27 EAPC - Tuition Assistance (Box only)</td>
<td>5</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>28 Subtotal Substitute, Extra Duty Pay, Benefits Costs</td>
<td>5</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>29 Total Program Costs</td>
<td>5</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>30 Total Direct Admin Costs</td>
<td>5</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

*Complete the Total Program Costs (Line 29) and Total Direct Admin Costs (Line 32) Lines. The sum of these lines must equal the Grand Total (Line 30) otherwise the field will change color to red indicating an error. These amounts will automatically populate on the Program Budget Summary Worksheet.

Copyright ©Texas Education Agency, 2019. All rights reserved.
### Professional and Contracted Services 6200

<table>
<thead>
<tr>
<th>Description of Service and Purpose</th>
<th>Grant Amount Budgeted</th>
</tr>
</thead>
<tbody>
<tr>
<td>5209 - Rental or lease of buildings, space in buildings, or land</td>
<td>$ -</td>
</tr>
<tr>
<td>1 Specify purpose:</td>
<td></td>
</tr>
<tr>
<td>2 Specify purpose:</td>
<td>$ -</td>
</tr>
<tr>
<td>3 Specify purpose:</td>
<td>$ -</td>
</tr>
<tr>
<td>4 Specify purpose:</td>
<td>$ -</td>
</tr>
<tr>
<td>5 Specify purpose:</td>
<td>$ -</td>
</tr>
<tr>
<td>6 Specify purpose:</td>
<td>$ -</td>
</tr>
<tr>
<td>7 Specify purpose:</td>
<td>$ -</td>
</tr>
<tr>
<td>8 Specify purpose:</td>
<td>$ -</td>
</tr>
<tr>
<td>9 Subtotal of professional and contracted services requiring specific approval:</td>
<td>$ -</td>
</tr>
<tr>
<td>10 Remaining 6200 - Professional and contracted services that do not require specific approval.</td>
<td>$ -</td>
</tr>
<tr>
<td>11 Grand Total:</td>
<td>$ -</td>
</tr>
<tr>
<td>12 Total Program Costs*:</td>
<td>$ -</td>
</tr>
<tr>
<td>13 Total Direct Admin Costs*:</td>
<td>$ -</td>
</tr>
</tbody>
</table>

*Complete the Total Program Costs (line 12) and Total Direct Admin Costs (line 13) lines. The sum of these lines must equal the Grand Total (line 11) otherwise the field will change color to red indicating an error. These amounts will automatically populate on the Program Budget Summary worksheet.

Complete this schedule for professional, consulting, and contracted services; some costs may require specific approval and others do not require specific approval. See the Budgeting Cost Guidance Handbook, [https://tea.texas.gov/Finance_and_Grants/Administering_a_Grant.aspx](https://tea.texas.gov/Finance_and_Grants/Administering_a_Grant.aspx).
<table>
<thead>
<tr>
<th>Expense Item Description</th>
<th>Grant Amount Budgeted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remaining 6300 - Supplies and materials that do not require</td>
<td></td>
</tr>
<tr>
<td>specific approval</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Grand Total</td>
<td>$</td>
</tr>
<tr>
<td>3 Total Program Costs*:</td>
<td>$</td>
</tr>
<tr>
<td>4 Total Direct Admin Costs*:</td>
<td>$</td>
</tr>
</tbody>
</table>

*Complete the Total Program Costs (line 3) and Total Direct Admin Costs (line 4) lines. The sum in line 3 must equal the Grand Total (line 2) otherwise the field will change color to red indicating an error. This line will automatically populate on the Program Budget Summary worksheet.

Complete this schedule for supplies and materials (6300) costs do not require specific approval. See the Budgeting Cost Guidance Handbook, https://tea.texas.gov/Finance_and_Grants/Administering_a_Grant.aspx.
### Other Operating Costs 6400

<table>
<thead>
<tr>
<th>Expense Item Description</th>
<th>Grant Amount Budgeted</th>
</tr>
</thead>
<tbody>
<tr>
<td>6411 - Out-of-state travel for employees. Must be allowable per Program Guidelines and grantee must keep documentation locally.</td>
<td>$</td>
</tr>
<tr>
<td>6412 - Travel for students to conferences (does not include field trips). Requires pre-authorization in writing.</td>
<td>$</td>
</tr>
<tr>
<td>6412/6414 - Educational Field Trip(s). Must be allowable per Program Guidelines and grantee must keep documentation locally.</td>
<td>$</td>
</tr>
<tr>
<td>6413 - Expenses for non-employees other than those included in 6412.</td>
<td>$</td>
</tr>
<tr>
<td>6413 - Non-employee costs for conferences. Requires pre-authorization in writing.</td>
<td>$</td>
</tr>
<tr>
<td>6413/6415 - Travel costs for officials such as Executive Director, Superintendent, or Local Board Members. Allowable only when such costs are directly related to the grant. Must be allowable per Program Guidelines and grantee must keep out-of-state travel documentation locally.</td>
<td>$</td>
</tr>
<tr>
<td>6485 - Cost of membership in civic or community organizations.</td>
<td>$</td>
</tr>
<tr>
<td>6490 - Hosting conferences for non-employees. Must be allowable per Program Guidelines, and grantee must keep documentation locally.</td>
<td>$</td>
</tr>
<tr>
<td>Subtotal of other operating costs (6400) requiring specific approval</td>
<td>$</td>
</tr>
<tr>
<td>Remaining 6400 - Other operating costs that do not require specific approval</td>
<td>$</td>
</tr>
</tbody>
</table>

**Complete this schedule to budget other operating costs. All budgeted funds must be entered in whole dollar amounts. Do not enter any cents. For more information see the Budgeting Cost Guidance [here](https://tea.texas.gov/Finance_and_Grants/Administering_a_Grant.aspx).**
## Capital Outlay 6600

### Description and Purpose

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Grant Amount Budgeted</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>N/A</td>
<td>N/A</td>
<td>$</td>
</tr>
<tr>
<td>2</td>
<td>(Enter description and brief purpose)</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>3</td>
<td>$</td>
<td>-</td>
<td>$</td>
</tr>
<tr>
<td>4</td>
<td>$</td>
<td>-</td>
<td>$</td>
</tr>
<tr>
<td>5</td>
<td>$</td>
<td>-</td>
<td>$</td>
</tr>
<tr>
<td>6</td>
<td>$</td>
<td>-</td>
<td>$</td>
</tr>
<tr>
<td>7</td>
<td>$</td>
<td>-</td>
<td>$</td>
</tr>
<tr>
<td>8</td>
<td>$</td>
<td>-</td>
<td>$</td>
</tr>
<tr>
<td>9</td>
<td>$</td>
<td>-</td>
<td>$</td>
</tr>
</tbody>
</table>

### 6609 - Library Books and Media (capitalized and controlled by library)

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Grant Amount Budgeted</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>N/A</td>
<td>N/A</td>
<td>$</td>
</tr>
</tbody>
</table>

### 66XX - Computing Devices, capitalized

<table>
<thead>
<tr>
<th>Item</th>
<th>Description and Brief Purpose</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Grant Amount Budgeted</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>(Enter description and brief purpose)</td>
<td>$</td>
<td>-</td>
<td>$</td>
</tr>
<tr>
<td>3</td>
<td>$</td>
<td>-</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>$</td>
<td>-</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>$</td>
<td>-</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>$</td>
<td>-</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>$</td>
<td>-</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>$</td>
<td>-</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>$</td>
<td>-</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

### 68XX - Software, capitalized

<table>
<thead>
<tr>
<th>Item</th>
<th>Description and Brief Purpose</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Grant Amount Budgeted</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>(Enter description and brief purpose)</td>
<td>$</td>
<td>-</td>
<td>$</td>
</tr>
<tr>
<td>11</td>
<td>$</td>
<td>-</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>$</td>
<td>-</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

### 68XX - Equipment, furniture, or vehicles

<table>
<thead>
<tr>
<th>Item</th>
<th>Description and Brief Purpose</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Grant Amount Budgeted</th>
</tr>
</thead>
<tbody>
<tr>
<td>13</td>
<td>(Enter description and brief purpose)</td>
<td>$</td>
<td>-</td>
<td>$</td>
</tr>
<tr>
<td>14</td>
<td>$</td>
<td>-</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>$</td>
<td>-</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

### 69XX - Capital expenditures for additions, improvements, or modifications to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance)

<table>
<thead>
<tr>
<th>Item</th>
<th>Description and Brief Purpose</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Grant Amount Budgeted</th>
</tr>
</thead>
<tbody>
<tr>
<td>16</td>
<td>(Enter description and brief purpose)</td>
<td>$</td>
<td>-</td>
<td>$</td>
</tr>
<tr>
<td>17</td>
<td>Grand Total (sum of all lines)</td>
<td>$</td>
<td>-</td>
<td>$</td>
</tr>
</tbody>
</table>

**Total Program Costs**: $ 

**Total Direct Admin Costs**: $ 

*Complete the Total Program Costs (line 18) and Total Direct Admin Costs (line 19) lines. The sum of these lines must equal the Grand Total (line 17) otherwise the field will change color to red indicating an error. These amounts will automatically populate on the Program Budget Summary worksheet.
# Program Budget Summary

**Application Part 2:** 2019-2020 Texas Education for Homeless Children and Youth (TEHCY)-Continuation

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

<table>
<thead>
<tr>
<th>County District Number or vendor ID:</th>
<th>0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amendment #:</td>
<td>0</td>
</tr>
</tbody>
</table>

**Grant Period:** September 1, 2019, to August 31, 2020.

**Fund Code/ Shared Services Arrangement:** 206/295

### Budget Summary

#### Description and Purpose

<table>
<thead>
<tr>
<th>Class/Object Code</th>
<th>Program Cost</th>
<th>Admin Cost</th>
<th>Total Budgeted Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Payroll Costs</td>
<td>6100</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>2 Professional and Contracted Services</td>
<td>6200</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>3 Supplies and Materials</td>
<td>6300</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>4 Other Operating Costs</td>
<td>6400</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>5 Capital Outlay</td>
<td>6600</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

**Consolidate Administrative Funds**

- **Total Direct Costs:** $ -
- **Enter Percentage (%):** of indirect costs: N/A

**Grand Total of Budgeted Costs:** $ -

### Shared Services Arrangement

- **6493 Payments to member districts of shared services arrangements:** $ -

### Administrative Cost Calculation

- **Total Grant Amount Requested:** $ -
- **Percentage limit on administrative costs established for the program:** 0.08
- **Maximum amount allowable for administrative costs, including indirect costs:** $ -

*Indirect costs are calculated and reimbursed based on actual expenditures when reported in the expenditure reporting system, regardless of the amount budgeted and approved in the grant application.*

*If indirect costs are claimed, they are part of the total grant award amount. They are not in addition to the grant award.*

*Indirect costs are not required to be budgeted in the grant application in order to be charged to the grant.*

*Do not submit an amendment solely for the purpose of budgeting indirect costs.*
REQUEST FOR APPLICATION

Application Guidelines
Abbreviated Program Guidelines

2019-2020 Texas Education for Homeless Children and Youth (TEHCY)-Continuation


Application Closing Date—5:00 p.m., Central Time
May 21, 2019
Contacts for Clarifying Information

Program Contact
Cal Lopez, McKinney-Vento Homeless Education State Coordinator
Highly Mobile and At-Risk Student Programs Division
HomelessEducation@tea.texas.gov
Phone: (512) 463-9414
Fax: (512) 463-9560

Funding Contact
Karyn Gukeisen, Grant Manager, Grants Administration Division
karyn.gukeisen@tea.texas.gov
Phone: (512) 463-8525
Fax: (512) 463-9811
Allowable Activities and Use of Funds

See the Administering a Grant page for general guidance on allowable activities and use of funds.

Allowable activities and use of funds for this grant may include but are not limited to the following:

- Field trips may be funded under the grant program. Only the following types of field trips are allowable:
  - Any field trip must be academic in nature and align with grade appropriate TEKS.

  Field Trips will require a written justification form to be maintained locally and made available to TEA upon request. To access the Field Trips Justification form, refer to the Administering a Grant page.

- Out-of-state travel costs are allowable. Out-of-state travel costs should be minimal. Travel costs are allowable as long as the expenses for transportation, lodging, subsistence, and related items
Allowable Activities and Use of Funds

PROGRAM GUIDELINES

are only incurred by employees on official business of the grantee and follow the grantee’s regular business operations and written travel policy.

Out-of-state travel will require a written justification form to be maintained locally and made available to TEA upon request. To access the Out of State Travel Justification form, refer to the Administering a Grant page.

- Tutoring, supplemental instruction, and enriched educational services that are linked to the achievement of the same challenging State academic standards as the State establishes for other children and youths.
- Expedited evaluations of the strengths and needs of homeless children and youths, including needs and eligibility for programs and services (such as educational programs for gifted and talented students, children with disabilities, and English learners, services provided under Title I of the Elementary and Secondary Education Act of 1965 or similar State or local programs, programs in career and technical education, and school nutrition programs).
- Professional development and other activities for educators and specialized instructional support personnel that are designed to heighten the understanding and sensitivity of such personnel to the needs of homeless children and youths, the rights of such children and youths under this subtitle, and the specific educational needs of runaway homeless youths.
- Referral services to homeless children and youths for medical, dental, mental, and other health services.
- Assistance to defray the excess cost of transportation for students under section 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).
- Developmentally appropriate early childhood education programs, not otherwise provided through Federal, State, or local funding, for preschool-aged homeless children.
- Services and assistance to attract, engage, and retain homeless children and youths, particularly homeless children and youths who are not enrolled in school, in public school programs and services provided to non-homeless children and youths.
- Before- and after-school, mentoring, and summer programs in which a teacher or other qualified individual provides tutoring, homework assistance, and supervision of educational activities.
- Payment of fees and other costs associated with tracking, obtaining, and transferring records necessary to enroll homeless children and youths in school, including birth certificates, immunization or other required health records, academic records, guardianship records, and evaluations for special programs or services.
- Education and training to the parents and guardians of homeless children and youths about the rights of, and resources available to, such children and youths, and other activities designed to increase the meaningful involvement of parents and guardians of homeless children and youths in the education of such children and youths.
- Coordination between schools and agencies providing services to homeless children and youths, as described in section 722(g)(5).
- Specialized instructional support services (including violence prevention counseling) and referrals for such services.
- Programs addressing the particular needs of homeless children and youths that may arise from domestic violence and parental mental health or substance abuse problems.
Unallowable Activities and Use of Funds

In general, refer to the Budgeting Cost Guidance Handbook on the Administering a Grant page for unallowable costs.

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

- Advisory council
- Cost of membership in any civic or community organization
- Travel costs for officials such as executive director, superintendent, or board members
- Hosting or sponsoring of conferences
- Stipends for non-employees other than those included in 6419
- Debt service (lease-purchase)
- Payment for housing costs (e.g., payments for an apartment, duplex, home, hotels, etc.)
- Payment for security deposits (e.g., rental or utility deposits)
- Payment for gift cards

- Payment for household items (e.g., mattresses, bedding, linens, appliances, etc.)
- Payment for childcare
- Excess cost for School of Origin transportation is limited to approximately thirty-five percent (35%) of the annual grant budget
Performance Measures

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

1. Number of identified homeless students (Mid-Year and Year-End report)
2. Attendance rates for homeless students (Mid-Year and Year-End report)
3. Promotion rates for homeless students (Year-End report)
4. Four Year Cohort Graduation rates for homeless students (Year-End report)
5. State assessment scores for homeless students (Year End Report)
Continuation Funding Increase

Funding for 2019-2020 School Year

Increase from $75 to $95 per student

Conference Funds - $800
## 2019-2020 Texas Education for Homeless Children and Youth (TEHCY)-Continuation

### Eligible Applicants Funding Amounts

<table>
<thead>
<tr>
<th>County District Number</th>
<th>Eligible Applicant</th>
<th>Total Award Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>101902</td>
<td>Alice ISD</td>
<td>$45,830</td>
</tr>
<tr>
<td>125901</td>
<td>Alice ISD</td>
<td>$122,200</td>
</tr>
<tr>
<td>101903</td>
<td>Alief ISD</td>
<td>$177,880</td>
</tr>
<tr>
<td>020901</td>
<td>Alvin ISD</td>
<td>$76,325</td>
</tr>
<tr>
<td>188901</td>
<td>Amarillo ISD</td>
<td>$213,885</td>
</tr>
<tr>
<td>020902</td>
<td>Angleton ISD</td>
<td>$33,100</td>
</tr>
<tr>
<td>220901</td>
<td>Arlington ISD</td>
<td>$257,015</td>
</tr>
<tr>
<td>227901</td>
<td>Austin ISD</td>
<td>$219,110</td>
</tr>
<tr>
<td>011901</td>
<td>Bastrop ISD</td>
<td>$28,730</td>
</tr>
<tr>
<td>014903</td>
<td>Belton ISD</td>
<td>$38,040</td>
</tr>
<tr>
<td>031901</td>
<td>Brownsville ISD</td>
<td>$162,615</td>
</tr>
<tr>
<td>021902</td>
<td>Bryan ISD</td>
<td>$65,400</td>
</tr>
<tr>
<td>189904</td>
<td>Bushland ISD</td>
<td>$12,290</td>
</tr>
<tr>
<td>020901</td>
<td>Calhoun County ISD</td>
<td>$211,415</td>
</tr>
<tr>
<td>071901</td>
<td>Clifton ISD</td>
<td>$26,830</td>
</tr>
<tr>
<td>179902</td>
<td>Conroe ISD</td>
<td>$45,925</td>
</tr>
<tr>
<td>178904</td>
<td>Corpus Christ ISD</td>
<td>$160,685</td>
</tr>
<tr>
<td>101905</td>
<td>Crosby ISD</td>
<td>$116,760</td>
</tr>
<tr>
<td>101907</td>
<td>Cypress-Fairbanks ISD</td>
<td>$141,400</td>
</tr>
<tr>
<td>057905</td>
<td>Dallas ISD</td>
<td>$817,435</td>
</tr>
</tbody>
</table>

---

*Copyright ©Texas Education Agency, 2019. All rights reserved.*
# Updated TEHCY Grant Critical Events

## Texas Education for Homeless Children and Youth (TEHCY) Grant Critical Events

<table>
<thead>
<tr>
<th>Event</th>
<th>Reporting Period</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEHCY Year 1 Start Date</td>
<td></td>
<td>09/01/2018</td>
</tr>
<tr>
<td>TEHCY Required Training</td>
<td></td>
<td>09/26/2018 – 09/28/2018</td>
</tr>
<tr>
<td>2019 – 2020 Continuation Application Available</td>
<td></td>
<td>03/22/2019</td>
</tr>
<tr>
<td>Midyear and Continuation Zoom Meeting</td>
<td></td>
<td>03/28/2019</td>
</tr>
<tr>
<td>2018-2019 Midyear Report Due Date</td>
<td>09/01/2018 – 08/31/2019</td>
<td>05/03/2019</td>
</tr>
<tr>
<td>2019-2020 Continuations Application Due</td>
<td></td>
<td>05/21/2019</td>
</tr>
<tr>
<td>Last Amendment Date</td>
<td></td>
<td>06/03/2019</td>
</tr>
<tr>
<td>Continuation Application Negotiation Dates</td>
<td></td>
<td>04/01/2019 – 07/31/2019</td>
</tr>
<tr>
<td>TEHCY Year 2 Gant Start Date</td>
<td></td>
<td>09/01/2019</td>
</tr>
<tr>
<td>TECHY Year 1 Final Expenditure Report</td>
<td>09/01/2018 – 08/31/2019</td>
<td>09/30/2019</td>
</tr>
<tr>
<td>End of Year Zoom Meeting</td>
<td></td>
<td>10/03/2019</td>
</tr>
<tr>
<td>Revised Year 1 Final Expenditure Report</td>
<td>09/01/2018 – 08/31/2019</td>
<td>10/30/2019</td>
</tr>
<tr>
<td>Annual Required Subgrantee Training</td>
<td></td>
<td>TBD</td>
</tr>
</tbody>
</table>
Important Dates

- Friday, March 22\textsuperscript{nd} – Continuation Application Available
- Thursday, March 28\textsuperscript{th} – Midyear Survey Available
- Friday, May 3\textsuperscript{rd} – Midyear Survey Due Date
- Tuesday, May 21\textsuperscript{st} – Continuation Application Due Date
Grant Funds/ Amendments/Use of Funds
Competitive Grant Topics

- Allowable Costs
- Supplement, Not Supplant
- Policies and Procedures
- Expenditure Reporting
- Amendments
- Grant Resources
Allowable Costs General Principles

- Cost must meet the following criteria:
  - Reasonable, Necessary & Allocable
  - Not prohibited by state/local laws & regulations
    - Request for Application (RFA)
  - Treated consistently
  - In accordance with Generally Accepted Accountability Principles (GAAP)
What Does “Reasonable “ Mean?

- A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost.

- No significant deviation from established practices and policies
Determining Reasonableness

- Could the costs be considered ordinary and necessary to carry out the grant program?

- What are the market prices for comparable goods and services?

- Did the individuals concerned act prudently?
Practical Questions

✓ Do I really need this?

✓ Is the expense targeted to valid programmatic or administrative need?

✓ Is this the minimum amount I need to spend to meet my need?

✓ Do I have the capacity to use what I am purchasing

✓ Did I pay a fair rate?

✓ If I were asked to defend this purchase, would I be able to?
What Does “Necessary“ Mean?

A cost is necessary when it is vital or required in order to meet the objectives of the grant or for the grant to be successful.

It is not “nice to have”.
What Does “Allocable” Cost?

Cost must be allocated (or charged) to the grant program in accordance with the benefits received.
Consistent Treatment of Cost

A cost may not be assigned to one source of funds as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to another source of funds as an indirect cost.
Federal funds must **supplement**—add to, enhance, expand, increase extend—the programs and services offered with state and local funds.

Federal funds are not permitted to be used to **supplant**—take the place of, replace—the state and local funds used to offer those programs and services.

In general both the funding and activities must be supplemental.
How Do I Know If I am Supplanting?

- If I didn’t have federal funds available to conduct this activity/service, would I still conduct it with other funds anyway?

- If yes, you are supplanting because it isn’t a supplementary activity.
✓ Budgeting and accounting for federal grants

✓ Accounting for items purchased with federal fund

✓ Use of credit cards and debit cards

✓ Maintenance and retention of records pertaining to federal grants
Policies and Procedures Cont’d

✓ Monitoring and reporting program performance for federal grants

✓ Time and Effort reporting requirements

✓ Procurement of goods and services using federal grants

✓ Travel reimbursement requirements applicable to federal grants
Expenditure Reporting

Guidance

• Regular/consistent drawdown is encouraged
• Threshold is 20% of Total Award per month, aggregates monthly

Assistance

• Email: TEAExpenditures@tea.texas.gov
• Phone: 512 463-8525; ask for Cash Management/Fund Control concerning expenditures.
## Expenditure Reporting

**Welcome to TEA Expenditure Reporting**

**NOTICE:** There are other NOGAs with messages to be viewed. Click the “View all NOGA Messages” button.

**School Year:** 2016-2017

- **Search for NOGAs**
- **View all NOGA Messages**

---

**Search Results (Click on NOGA ID to go to Expenditure Page)**

<table>
<thead>
<tr>
<th>Title</th>
<th>NOGA_ID</th>
<th>SchoolYear</th>
<th>Award Amount</th>
<th>Amount Paid</th>
<th>Remaining Amount</th>
<th>Amount Pending</th>
<th>Due Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>CARL D. PERKINS BASIC FORMULA GRANT</td>
<td><em>17420006</em></td>
<td>2016-2017</td>
<td>254,748.00</td>
<td>0.00</td>
<td>254,748.00</td>
<td>0.00</td>
<td>Final: 9/15/2017 Rev: 10/16/2017</td>
</tr>
<tr>
<td>TITLE I, PART A- IMPROVING BASIC PROGRAMS</td>
<td><em>17610101</em></td>
<td>2016-2017</td>
<td>4,708,493.00</td>
<td>0.00</td>
<td>4,708,493.00</td>
<td>0.00</td>
<td>Final: 10/31/2017 Rev: 10/31/2017</td>
</tr>
<tr>
<td>TITLE II, PART A-LEP</td>
<td><em>1767100</em></td>
<td>2016-2017</td>
<td>176,579.00</td>
<td>0.00</td>
<td>176,579.00</td>
<td>0.00</td>
<td>Final: 10/31/2017 Rev: 10/31/2017</td>
</tr>
<tr>
<td>TITLE II, PART A-TEACHER &amp; PRINCIPAL TRAINING &amp; RECRUITING</td>
<td><em>17694501</em></td>
<td>2016-2017</td>
<td>357,019.00</td>
<td>0.00</td>
<td>357,019.00</td>
<td>0.00</td>
<td>Final: 10/31/2017 Rev: 10/31/2017</td>
</tr>
</tbody>
</table>
Administering a Grant

Amendment Submission Guidance

After TEA approves your grant application, you may need to change your approved program. In some cases, you must submit an amendment to the application, which TEA must approve. Refer to the following resource to determine what changes to the program must be documented and approved through the amendment process: When to Amend the Application (PDF), accompanied by a training presentation (PPT).

and Secondary Education Act of 196 (ESEA).

Detailed information on the new schedules of the ESSA Consolidated Grant Application as well as administration of ESSA grant funds and compliance with ESSA regulations will be linked to the Transition to ESSA page of the TEA website as it becomes available.

For details on ESSA requirements for the provision of equitable services to private nonprofit schools (PNPs), refer to the ESSA Private School Equitable Services page of the TEA website.

The New EDGAR

Refer to The New EDGAR page of the TEA website for details on new federal regulations, including their effective/applicability date, purpose, a list of the OMB circulars they replace, and links to related TEA grantee guidance.

Prior Approval, Disclosure, and Justification Forms under the New EDGAR

Compliance and Reporting

Federal Fiscal Monitoring

Training and Other Resources

Last Amendment Due Date
June 3, 2019
### Application Format Current TEHCY Grantees

#### Texas Education Agency

**Schedule #4—Request for Amendment**

<table>
<thead>
<tr>
<th>County-district number or vendor ID</th>
<th>Amendment # (for amendments only)</th>
</tr>
</thead>
</table>

#### Part 1: Submitting an Amendment

The schedule is used to amend a grant application that has been approved by TEA and issued a Notice of Grant Award (NOGA). Do not submit this schedule with the original grant application. Refer to the instructions to this schedule for information on what schedules must be submitted with an amendment.

An amendment may be submitted by mail or by fax. Do not submit the same amendment by both methods. Amendments submitted via email will not be accepted.

If the amendment is mailed, submit three copies of each schedule pertinent to the amendment to the following address: Document Control Center, Grants Administration Division, Texas Education Agency, 1701 N. Congress Ave., Austin, TX 78701-1454.

If the amendment is faxed, submit one copy of each schedule pertinent to the amendment to either of the following fax numbers: (512) 463-5511 or (512) 463-7615.

The last day to submit an amendment to TEA is listed on the TEA Grant Opportunities page. An amendment is effective on the day TEA receives it in substantially approvable form. All amendments are subject to review and approval by TEA.

#### Part 2: When an Amendment Is Required

For all grants, regardless of dollar amount, prior written approval is required to make certain changes to the application. Refer to the "When to Amend the Application" guidance posted in the Amendment Submission Guidance section of the Grants Administration Division. Administering a Grant page to determine when an amendment is required for this grant. Use that guidance to complete Part 3 and Part 4 of this schedule.

#### Part 3: Revised Budget

<table>
<thead>
<tr>
<th>Schedule</th>
<th>Class/ Object Code</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Total from</td>
<td>Amount</td>
<td>Amount</td>
<td>New</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Previously Approved Budget</td>
<td>Deleted</td>
<td>Added</td>
<td>Total</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Line #</th>
<th>Schedule #</th>
<th>Being Amended</th>
<th>Description of Change</th>
<th>Reason for Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Application Format – Future Grants
Resources from the TEA Grants Page

✓ Applying for a Grant
✓ Administering a Grant
✓ Grants Awarded
✓ Training and Other Resources
✓ Contact Information
Locating the TEA Grants Page

New STAAR Student Report
The new STAAR report card and website provide parental resources to help your child succeed academically.

The Latest TEA News
The latest news from the Texas Education Agency.

Financial Accountability
- Financial Exigency
- Financial Integrity Rating System of Texas

Financial Compliance
- Annual Financial and Compliance Reports (AFRs)
- Electronic Submissions
- Depository Contracts for Charter Schools
- Depository Contracts for School Districts
- Fiscal Year Start Data
- Resource Guide (FASRG)
- Student Attendance Accounting Handbook
- Superintendent Payment Disclosure

Grants
- Applying for a Grant
- Grants Awarded
- Administering a Grant
- Federal Flexibility Initiative
- Compliance and Reporting
- Federal Fiscal Monitoring
- Training and Other Resources

State Funding
- Chapter 41 Wealth Equalization
- Charter School Funding
- Facilities Funding and Standards
- Foundation School Program
- Manuals
- School District Expenditure Reports
- State Funding Reports and Data
- Summary of Finances – Information
- Summary of Finances – Reports
- Transportation Funding
- Additional Finance Resources
Locating the TEA Grants Page

https://tea.texas.gov/grants/
Administering A Grant Page

Prior Approval, Disclosure, and Justification Forms under the New EDGAR

The new EDGAR requires local educational agencies (LEAs) to request approval from or provide justification to the state educational agency before taking certain actions involving grant funds. Visit the Prior Approval, Disclosure, and Justification Forms (Under the New EDGAR) page to find the forms TEA has developed for LEAs to use in requesting approval or providing justification.

Other forms are also available to satisfy specific costs. These are submitted with the grant application or maintained locally, as specified in the program’s application guidelines.

Expenditure Reporting Guidance

To receive reimbursement for grant-related expenditures, grantees must submit their expenditure reports through the expenditure reporting (EDR) system. Refer to the following guidance for help with expenditure reports:
- Federal Reimbursement Report Instructions
- Detailed Information
- Request for Expenditure Reporting Calendar
- Use of Expenditure Reporting to Request Payment

Handbooks and Other Guidance

The Grants Administration Division has developed the following guidance handbooks to assist grantees in administering their grants:
- Grant Management Handbook (PDF)
- Internal Controls Handbook (PDF)
- Program NAQ Support Handbook (PDF)
- Federal and State Reporting Requirements Handbook (PDF)
- Federal and State Reporting Requirements Handbook (PDF)

The following laws provide grantees with other grant-related guidance:
- Conditioning Authorities (PDF)
- EDGAR Reimbursement Manual (PDF)
- EDGAR Reimbursement Manual (PDF)
- EDGAR Reimbursement Manual (PDF)

The New EDGAR

Finance & Grants

Reports & Data

Student Testing & Accountability

Texas Educators

Texas Schools

Copyright ©Texas Education Agency, 2019. All rights reserved.
### When Obligations Are Made (34 CFR §75.707)

<table>
<thead>
<tr>
<th>Type of Obligation</th>
<th>When Obligation Occurs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acquisition of Property</td>
<td>Date of binding written agreement</td>
</tr>
<tr>
<td>Personal services by employee</td>
<td>When services are performed</td>
</tr>
<tr>
<td>Personal Services by contractor</td>
<td>Date of binding written commitment</td>
</tr>
<tr>
<td>Travel*</td>
<td>When travel is taken</td>
</tr>
</tbody>
</table>

*See TEA EDGAR FAQ #5.3 for clarification on registration fees!
Grantees are required to keep records that fully show:

- The amount of funds under the grant
- How the grantee uses the funds
- The total cost of the project
- The share of the total cost provided from other sources
- Other records to facilitate an effective audit
Send Suggestions to HomelessEducation@tea.texas.gov
Expanding Homeless Education Professional Development Opportunities | Statewide Annual Conference

- Increase Attendance
- Expand Professional Development Tracks
- Promote LEA and ESC Presentations
Information for School-Age Youth

If you live in any of the following situations:

- A Homeless Shelter
- Doubled-up with other people
- Car, park, empty building, bus or train station
- House with no water, heat or electricity
- Motel or campground

Eligible students have the right to:

- Receive a free, appropriate public education.
- Enroll in school immediately, even if lacking documents normally required for enrollment.
- Enroll in school and attend classes while the school gathers needed documents.
- Enroll in the local school or continue attending their school of origin if that is your preference.
- Receive transportation to and from the school of origin, if requested.
- Receive educational services comparable to those provided to other students, according to the student’s needs.

IF YOU BELIEVE... you may be eligible, contact the local liaison to find out what services and supports may be available.

IF THE SCHOOL DISTRICT BELIEVES... that the school you selected is not in your best interest, the district must provide you with a written explanation of its position and inform you of your right to appeal its decision.

Local Liaison: 

Texas Homeless Education Office
1 800 446 3142 | www.theotx.org

New Resource Coming Soon
Region 10 Updates

- McKinney-Vento and Foster Care Program Coordinator
- McKinney-Vento and Foster Care Program Email Inquiries
- THEO Hotline for Technical Assistance 1-800-446-3142
New Program Coordinator

Deon Quinn
Special Populations Coordinator
McKinney-Vento Homeless / Foster Care
972-348-1244 (current)
972-348-1786 (number effective April 8th, 2019)
Deon.Quinn@region10.org
Twitter: @QuinnInR10
Sign-Up for Updates!

Email Updates

To sign up for TEA updates or to access your subscriber preferences, please enter your contact information below. About 50 different topic-specific subscriptions are available.

Subscription Type: Email

Email Address

SUBMIT | CANCEL

Your contact information is used to deliver requested updates or to service your subscriber preferences.

Privacy Policy | Cookie Statement | Help
Special Student Populations

- Foster Care and Student Success
- Bilingual/ESL Education
- Early Childhood Education
- Special Education Updates
- Gifted/Talented Education
- Pregnancy Programs
- Languages Other Than English
- McKinney-Vento Homeless Education
- Spanish Curriculum Standards
- At-Risk and Highly Mobile Student Program Division
- Migrant Education Program
- Military Connected Students
- Mental and Behavioral Health
TEHCY Program Contacts

Cal Lopez
McKinney-Vento Homeless Education State Coordinator
Highly Mobile and At-Risk Student Program Division
512-463-9414

cal.lopez@tea.texas.gov
HomelessEducation@tea.texas.gov

April Estrada
Director of Special Population
972-348-1536

april.estrada@region10.org

Jeanne Stamp
Program Director
The Texas Homeless Education Office
512-475-6898

jeannestamp@Austin.utexas.edu