



**FLORIDA DEPARTMENT OF EDUCATION  
Request for Proposal (RFP Discretionary)**

**Bureau / Office**

Bureau of Federal Educational Programs/Florida McKinney-Vento Program (FMVP)

**TAPS Number**

25A006

**Program Name**

Title IX, Part A (TIXPA) - Education of Homeless Children and Youth (EHCY) Project – Competitive

**Specific Funding Authority(ies)**

CFDA #84.196 P.L. 114-95, Every Student Succeeds Act (ESSA), 2015, Education for Homeless Children and Youth; McKinney-Vento Homeless Assistance Act (MVA), Title VII, Subtitle B (42 U.S.C. 11431 et. seq.)

**Funding Purpose / Priorities**

These funds will be used to facilitate the enrollment, attendance, and success in school of homeless children and youth. Services shall be designed to expand or improve services provided as part of a school’s regular academic program, but not to replace such services provided under this program. These projects should supplement local educational agency (LEA) funding to ensure that homeless children and youth have access to the same free, appropriate public education, including preschool education, as provided to other children and youth.

**Total Funding Amount**

\$5,860,115.00 (Year 1 of 3 funding amount)

**Base Funding Amounts/Approximate Number of Awards**

The range of base awards will be from \$29,700 to \$198,003, for approximately 68 LEAs. The eligible applicant has identified at least 90 homeless children and youth based on the 2022-2023 Survey 5 or identified at least 5% of their free and reduced priced lunch population as homeless based on 2022-2023 Survey 5. The final allocation will be determined by the application score and available funding.

### EHCY Project Sub-grant Base Funding Ranges and Eligibility Table

Counts of Homeless Students	Maximum Amount of Base Award	Number of Eligible LEAs
90-99 or an HSIR of 5% or more	\$29,700	7
100-199	\$44,550	12
200 to 399	\$54,450	11
400 to 499	\$65,314	4
500 to 749	\$80,725	5
750 to 999	\$95,575	5
1,000 to 1,999	\$118,800	11
2,000 to 2,999	\$143,550	2
3,000 to 4,999	\$148,500	8
5,000 or more	\$198,003	3

**Type of Award**

Discretionary Competitive

**Budget / Program Performance Period**

Budget Period: July 1, 2024 – August 31, 2025

Program Period: July 1, 2024 – August 31, 2027

Funding is available for a three-year project period. Each year’s funding will be based upon satisfactory achievement of previous year’s project objectives, deliverables, monitoring outcomes and availability of federal funding.

The program narrative shall be written to describe the homeless education program, as described in ESSA, Title IX, Part A, Section 722(g), to be provided during the entire three-year project period, though the budget information shall describe the proposed budget expenditures for the first project year only.

**Target Population(s)**

Pre-K to Grade 12 homeless children and youth in Florida public schools

**Eligible Applicant(s)**

All public LEAs with a population of at least 90 identified homeless children and youth based on the 2022-2023 Survey 5 data or had a Homeless Student Identification Rate (HSIR) of at least five percent (5%) in the 2022-2023 school year, are eligible to apply for the Title IX, Part A - Education of Homeless Children and Youth Project.

**Application Due Date**

June 28, 2024, at 11:00 a.m. (CDT) or 12:00 p.m. (EDT)

**Matching Requirement**

None

## Contact Persons

### Program Contact

Courtney J. Walker  
Director, Florida McKinney-Vento Program  
850-245-9946  
[Courtney.Walker@fldoe.org](mailto:Courtney.Walker@fldoe.org)

### Grants Management Contact

Aaliyah Smith  
OMC-1  
850-245-0941  
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### Assurances

The FDOE has developed and implemented a document entitled **General Terms, Assurances and Conditions for Participation in Federal and State Programs** to comply with:

2 C.F.R. 200 Uniform Grant Guidance (UGG) requiring agencies to submit a common assurance for participation in federal programs funded by the United States Education Department (USED); Applicable regulations of other Federal agencies; and State regulations and laws pertaining to the expenditure of state funds.

In order to receive funding, **applicants must have on file with the Florida Department of Education, Office of the Comptroller, a signed statement by the agency head certifying applicant adherence to these General Assurances for Participation in State and Federal Programs.** The complete text may be found in Section D of the Green Book.

#### **School Districts, Community Colleges, Universities, and State Agencies**

The certification of adherence, currently on file with the FDOE Comptroller's Office, shall remain in effect indefinitely. The certification does not need to be resubmitted with this application, unless a change occurs in federal or state law, or there are other changes in circumstances affecting a term, assurance or condition.

**Note:** The Uniform Grants Guidance (UGG) combines and codifies the requirements of eight Office of Management and Budget (OMB) Circulars: A-89, A-102 (former 34 CFR part 80), A-110 (former 34 CFR part 74), A-21, A-87, A-122, A-133, A-50. For the FDOE this means that the requirements in EDGAR Parts 74 and 80 have also been subsumed under the UGG. The final rule implementing the UGG was published in the Federal Register on December 19, 2014, and became effective for new and continuation awards issued on or after December 26, 2014.

Technical assistance documents and other materials related to the UGG, including frequently asked questions and webinar recordings, are available at The Chief Financial Officers Council web site: <https://cfo.gov/cofar>.

In order to receive funding, the applicant (LEA) also must assure the following:

- Ensure that each child of a homeless individual and each homeless youth shall have equal access to the same free, appropriate public education, including a public preschool education, as provided to other children and youth.
- Review and undertake steps to revise any laws, regulations, practices or policies that may act as a barrier to the enrollment, attendance or success in school of homeless children and youth.
- Not separate homeless students from the mainstream school environment or segregate homeless students in a separate school, or in a separate program within a school, based on such students' status as homeless.
- Ensure homeless children and youth have access to education and other services that they need to meet the same challenging state student academic achievement standards to which all students are held.
- Ensure its combined fiscal effort per student, or the aggregate expenditures of the LEA and the state with respect to the provisions of free public education by the LEA 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 second fiscal year preceding the fiscal year for which the determination is made (unless the state receives a waiver).

- Comply with or use requested funds to comply with paragraphs (3) through (7) of section 722(g), of the MVA.
- Adopt policies and practices to ensure that homeless children and youths are not stigmatized or segregated on the basis of their status as homeless.
- Designate an appropriate staff person, who may also be a coordinator for other federal programs, as the LEA Homeless Education Liaison for homeless children and youths, to carry out the duties described in section 722(g)(1) and (6)(A), MVA.
- Adopt policies and practices to ensure that transportation is provided, at the request of the parent or guardian (or in the case of an unaccompanied youth or the Homeless Education Liaison), to and from the school of origin, as determined in the MVA.
- Adopt policies and practices to ensure participation by the designated Homeless Education Liaison in professional development and other technical assistance provided by, or as determined appropriate by, the State Homeless Education Coordinator.
- Provide assistance to homeless high school youth to prepare them and improve their readiness for postsecondary education.
- Arrange school of origin transportation if the homeless student's living arrangement in the area served by the LEA of origin terminates and the student, though continuing his or her education in the school of origin, begins living in an area served by another LEA. The LEA of origin and the LEA in which the homeless student is living shall agree upon a method to apportion the responsibility and costs for providing the student with transportation to and from the school of origin. If the LEAs are unable to agree upon such method, the responsibility and costs for transportation shall be shared equally.
- Meet the requirements of section 722(g)(3), MVA.
- Ensure qualified homeless high school students, while enrolled in high school, earn credit accrual or accelerated credit, such as advanced placement courses, dual enrollment and industry certifications.
- Ensure homeless high school seniors who receive a standard diploma will receive a letter or FDOE tuition and fee exemption form verifying their status as homeless for the purpose of supporting their application for Florida's state tuition and fee exemption for individuals lacking a fixed, regular and adequate nighttime residence under Section 1009.25(1)(f), Florida Statutes, and the federal Free Application for Student Financial Aid (FASFA).
- Make available progress and annual reports to the FDOE FMVP as requested.
- Collect and promptly provide requested data outlined in section 722(f)(1-3), MVA.

### **Risk Analysis**

Every agency must complete a Risk Analysis form. The appropriate DOE 610 or DOE 620 form will be required prior to a project award being issued. If an agency is submitting applications for multiple programs, only one Risk Analysis is required.

**School Districts, State Colleges, and State Universities, and State Agencies** must use the DOE 610 form. Once submitted and approved, the risk analysis will remain in effect unless changes are required by changes in federal or state law, changes in the circumstances affecting the financial and administrative capabilities of the agency or requested by the Department. A change in the agency head or the agency's head of financial management requires an amendment to the form. The DOE 610 form may be found at <http://www.fldoe.org/core/fileparse.php/5625/urlt/doi610.xls>.

## **Funding Method**

### **Federal Cash Advance (Public Entities only as authorized by the FDOE)**

Federal cash advances will be made by state warrant or electronic funds transfer (EFT) to a recipient or subrecipient for disbursements. For federally funded programs, requests for federal cash advance must be made through FDOE's Florida Grants System (FLAGS). In accordance with federal regulations outlined in the Cash Management Improvement Act (CMIA), cash should be requested no more than three business days from the anticipated date of disbursement. Supporting documentation for expenditures should be kept on file at the program. Examples of such documentation include, but are not limited to, payroll records, contracts, invoices with check numbers verifying payment and/or bank statements – all or any of these items must be available upon request.

### **Fiscal Records Requirements and Documentation**

Applicants must complete a Budget Narrative form, DOE101S. Budget pages must be completed to provide sufficient information to enable FDOE reviewers to understand the nature and reason for the line item cost.

All Funded programs and any amendments are subject to the procedures outlined in the FDOE Project Application and Amendment Procedures for Federal and State Programs (Green Book) and the General Assurances for Participation in Federal and State Programs, which may be found at <http://www.fl DOE.org/finance/contracts-grants-procurement/grants-management/project-application-amendment-procedur.shtml>.

All accounts, records, and other supporting documentation pertaining to all costs incurred shall be maintained by the recipient for five years. Supporting documentation for expenditures is required for all funding methods. Examples of such documentation include but are not limited to: invoices with check numbers verifying payment, and/or bank statements; time and effort logs for staff, salary/benefits schedules for staff. All must be available upon request.

Budgeted items must correlate with the narrative portion of the project application that describes the specific activities, tasks and deliverables to be implemented.

All project recipients must submit a completed DOE 399 form, Final Project Disbursement Report, by the date specified on the DOE 200 form, Project Award Notification.

### **Allowable Expenses:**

Program funds must be used solely for activities that directly support the accomplishment of the program purpose, priorities and expected outcomes during the program period. All expenditures must be consistent with the approved application, as well as applicable state and federal laws, regulations and guidance. Allowable expenditures may include costs associated with employing appropriate staff for administering the project, office materials and supplies and other relevant costs associated with the administration of the project, including cell phones and associated services for staff, computers, printers, shelving for supplies and storage, meeting room rentals, consultant fees and printing. An LEA may use funds awarded under section 723 of the McKinney-Vento Act (MVA) for activities that carry out the purpose of the grant including the following:

- The provision of tutoring, supplemental instruction, and enriched educational services linked to the achievement of the same challenging State academic standards as the State establishes for other children and youths.
- The provision of 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 [20 U.S.C. 6301 et seq.] or similar State or local programs, programs in career and technical education, and school nutrition programs).
- The provision of professional learning 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 part, and the specific educational needs of runaway and homeless youths.

- The provision of referral services to homeless children and youths for medical, dental, mental and other health services.
- The provision of assistance to defray the excess cost of transportation for students under s. 722(g)(4)(A), MVA, not otherwise provided through federal, state, or local funding, where necessary to enable students to attend the school selected under s. 722(g)(3), MVA. No more than ten percent of the sub-grant funds may be used for this activity.
- 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 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. This includes day and overnight college tours.
- The provision for homeless children and youths of 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.
- The 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, if necessary.
- The provision of 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 or youths in the education of such children or youths.
- The development of coordination between schools and agencies providing services to homeless children and youths, as described in section 722(g)(5), MVA.
- The provision of specialized instructional support services (including violence prevention counseling) and referrals for such services.
- The provision of activities to address the particular needs of homeless children and youths that may arise from domestic violence and parental mental health or substance abuse problems.
- The adaptation of space and purchase of supplies for any non-school facilities made available under section 723(a)(2), MVA, to provide services under this subsection.
- 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 youths to attend school and participate fully in school activities.
- Gas cards for transportation to school of origin, extracurricular activities, parent-teacher conferences, or activities for enrollment/attendance purposes.
- Gift cards for ride share or similar transportation services.
- Washers and/or dryers located in a school or district setting where only homeless students have access to this equipment before, during, and/or after school/business hours.

## **Unallowable Expenses:**

Unless otherwise specifically authorized herein, sub-recipient shall not convey anything of value, including but not limited to gifts, loans, rewards, favors or services, directly to any agent, employee or representative of the Department, and shall promptly notify the Department in the event that an agent, employee or representative of the Department attempts to solicit the same.

Below is a list of items or services that are generally not allowed or authorized as expenditures. This is not a comprehensive list of unallowable items. Subrecipients are expected to consult FMVP with questions regarding allowable costs.

- Advertisement
- Capital improvements and permanent renovations (e.g., playgrounds, buildings, fences, wiring)
- Contract for proposal preparation including the costs to develop, prepare or write the proposal
- Decorations
- Dues and fees for community-based sports (e.g., private sports clubs, county/city sports) and non-district administered extracurricular activities (e.g., community band, choir)
- Dues to organizations, federations or societies for personal benefit
- End-of-year celebrations (e.g., Grad Night/Bash), parties or socials
- Entertainment (e.g., a field trip without the approved academic support will be considered entertainment)
- Furniture (non-storage)
- Game systems and game cartridges (e.g., Wii, Nintendo, PlayStation)
- Gift cards
- Household appliances (e.g., refrigerators, microwaves, stoves, tabletop burners)
- Housing/lodging assistance (e.g., rental assistance, hotel stays, utilities)
- Incentives (e.g., plaques, trophies, stickers, t-shirts, give-a-ways)
- Land acquisition
- Meals, refreshments or snacks
- Out-of-state travel without FDOE pre-approval
- Overnight field trips (e.g., retreats, lock-ins)
- Pre-award costs
- Promotional or marketing items (e.g., flags, banners)
- Purchase of facilities or vehicles (e.g., buildings, buses, vans, cars)
- School accessories (e.g., yearbook, class rings)
- Tuition (e.g., college tuition for students, parents and district/school staff)
- Costs for items/services already covered by indirect costs allocation
- Costs not allowable for federal programs per the U.S. Education Department General Administration Regulations (EDGAR), which may be found at <https://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html> and the Reference Guide for State Expenditures, which may be found at [https://myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/state-agencies/referenceguideforstateexpenditures.pdf?sfvrsn=fc1c5555\\_2](https://myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/state-agencies/referenceguideforstateexpenditures.pdf?sfvrsn=fc1c5555_2)

## **Equipment Purchases**

Any equipment purchased under this program must follow the Uniform Grants Guidance found at [http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl) or the Reference Guide for State Expenditures, [https://myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/state-agencies/referenceguideforstateexpenditures.pdf?sfvrsn=fc1c5555\\_2](https://myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/state-agencies/referenceguideforstateexpenditures.pdf?sfvrsn=fc1c5555_2)

Any equipment purchases not listed on the original budget approved by the Florida Department of Education require an amendment submission and approval prior to purchase by the agency awarded the funding.

Further guidance and instruction on property records, inventory and disposition requirements for property are outlined in the Green Book at:

<http://www.fldoe.org/finance/contracts-grants-procurement/grants-management/project-application-amendment-procedur.stml>.

## **Administrative Costs including Indirect Costs**

### **School Districts**

The Florida Department of Education has been given the authority by the U.S. Department of Education to negotiate indirect cost proposals and to approve indirect cost rates for school districts. School districts are not required to develop an indirect cost proposal, but if they fail to do so, they will not be allowed to recover any indirect costs. Amounts from zero to the maximum negotiated rate may be approved for a program by the Florida Department of Education's Comptroller. **Indirect costs shall only apply to federal programs.** Additional information and forms are available at [www.fldoe.org/finance/comptroller/](http://www.fldoe.org/finance/comptroller/).

Chapter 1010.06 F.S. Indirect cost limitation - State funds appropriated by the Legislature to the Division of Public Schools within the Department of Education may not be used to pay indirect costs to a university, Florida College System institution, school district, or any other entity.

## **K-12 ESEA Common Federal Program Guidance**

1. **Contracted Services:** For contracted services that do not exceed \$3,000 per full day of service, a contract shall be submitted for review at the time of the request. If a contract is not available to submit for review at the time of the request, a detailed scope of work or proposed contract of services must be provided. The submission must include a purpose, rationale, projected number of individuals to be served and a cost breakdown of the services to be performed to determine if the request is allowable, reasonable and necessary. Materials to support the services may be requested as an additional expense. Any contracted service requested in excess of \$3,000 per full day of service, including travel, will be presumed unreasonable. If an extenuating circumstance requires a contracted service in excess of \$3,000 per full day an ESEA Contracted Services Extenuating Circumstance Request form located on <https://www.floridacims.org/> must be submitted to Bureau Chief of Federal Educational Programs, Dr. Dinh Nguyen at [Dinh.Nguyen@fldoe.org](mailto:Dinh.Nguyen@fldoe.org) and the Assistant Deputy Commissioner, Janice Brown at [Janice.Brown@fldoe.org](mailto:Janice.Brown@fldoe.org) for review.
2. **Field Trips:** Educational field trips may be allowable if the field trips are planned instructional activities that engage students in learning experiences that are difficult to duplicate in a classroom situation. Field trips must be reasonable in cost and necessary to accomplish the objectives of the grant program. The request must include the destination, entrance fee if applicable, number of attendees per grade level and transportation costs. Academic lesson plans are required and shall include activities that prepare students for the trip and follow-up activities that allow students to summarize, apply, and evaluate what they learned. For monitoring purposes, the LEA must maintain documentation that provides evidence of student learning connected to the objectives of the grant program.



3. **Recruitment, Retention and Reward Incentives:** Recruitment, retention and reward incentives must be based on a three-year aggregate state value-added model (VAM) score. If state VAM is not available, another student growth model may be proposed. The student growth model must be fair and reliable. The LEA must submit the model demonstrating the classification and distribution of non-state VAM teacher scores for approval. A state-approved teacher evaluation system does not necessarily meet this requirement. Incentives can be part of a structured pay system or a Memorandum of Understanding (MOU); however, the above criteria shall apply. Incentives for attendance and non-instructional personnel are not allowable. Recruitment incentives for teachers with less than one year of experience or for hard to staff positions will be considered on a case-by-case basis.
4. **Out-of-State Travel:** Out-of-state travel may be allowable if the services requested are reasonable, necessary and meet the intent and purpose of the grant program. No later than 30 days prior to the travel, a justification must be provided to the program office for preapproval. The justification must include the purpose for the travel, why it cannot be provided within the state of Florida, the projected number of attendees and a cost breakdown (registration fees, hotel, per diem, car rental/airline ticket, etc.) of the travel. The number of attendees requested shall also be reasonable.

#### **State of Florida, Executive Order 11-116 (Supersedes Executive Order 11-02)**

The employment of unauthorized aliens by any contractor is considered a violation of section 274A(e) of the Immigration and Nationality Act. If the contractor knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of the contract. In addition, pursuant to Executive Order 11-116, for all contracts providing goods or services to the state in excess of nominal value; (a) the Contractor will utilize the E-verify system established by the U.S. Department of Homeland Security to verify the employment eligibility of all new employees hired by the contractor during the Contract term, (b) require that Contractors include in such subcontracts the requirement that subcontractors performing work or providing services pursuant to the state contract utilize the E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term. Executive Order 11-116 may be viewed at:

<http://www.flgov.com/wp-content/uploads/orders/2011/11-116-suspend.pdf>.

#### **State of Florida, Executive Order 20-44**

In accordance with Executive Order 20-44, each grantee meeting the following criteria: 1) all entities named in statute with which the agency must form a sole source, public private agreement and 2) all entities that, through contract or other agreement with the State, annually receive 50% or more of their budget from the State or from a combination of State and Federal funds shall provide to the department an annual report in the format required by the department. This report shall detail the total compensation for the entities' executive leadership teams. Total compensation shall include salary, bonuses, cashed in leave, cash equivalents, severance pay, retirement benefits, deferred compensation, real-property gifts, and any other payout. In addition, the grantee shall submit with the annual report the most recent Return of Organization Exempt from Income Tax, Form 990, if applicable, or shall indicate that the grantee is not required to file such Form 990. This report shall be submitted by March 1 of each year. Executive Order 20-44 may be obtained via this link:

[https://www.flgov.com/wp-content/uploads/orders/2020/EO\\_20-44.pdf](https://www.flgov.com/wp-content/uploads/orders/2020/EO_20-44.pdf)

#### **For Federal Programs - General Education Provisions Act (GEPA)**

The agency head's certification of the DOE 100A serves as an attestation of compliance with the General Education Provisions Act (GEPA) requirements. GEPA requirements may be accessed

at: <https://oese.ed.gov/files/2021/10/General-Education-Provisions-Act-GEPA-Requirements-Section-427-ED-GEPA-427-Form.pdf>.

## **Narrative Section**

### **Scope of Work/Narrative Components and Scoring Criteria**

The applicant will provide the following narrative information in the 2024-2027 Title IX, Part A (TIXPA) - Education for Homeless Children and Youth (EHCY) Project application template, hereafter referred to as the EHCY Project, provided by the FMVP. Once the independent application review is complete and applicants are recommended for funding, FMVP staff will conduct a staff review. During the FMVP review, staff will work with recommended sub-grant awardees to address questions and weaknesses identified in the review process. Once all review issues are addressed adequately, proposal awards will be processed.

#### **Project Narrative Cover Page**

**Scoring value: Required, but not scored**

Applicant will provide the LEA name and contact information.

#### **Program Specific Assurances**

**Scoring value: Required, but not scored**

Applicant will check the assurances box.

#### **Part 1: Summary**

**Scoring value: Up to 10 Points**

The summary should reflect all other sections of the grant and explain a brief overview of the proposed project and intended outcomes at the end of each year of the three-year project.

#### **Part 2: Goals and Progress Monitoring**

**Scoring value: Up to 15 Points**

##### **A. Goals: Three Areas of Focus**

The applicant will

- Provide baseline Homeless Student Identification Rate (HSIR), Homeless Student Attendance Rate (HSAR), and Homeless Student Promotion Rate (HSPR) data using the LEA's 2022-2023 Homeless Education Data Profile.
- Identify the LEA's projected annual goals for Years 1-3 for each Area of Focus (AOF) for Years 1-3.

##### **B. Progress Monitoring**

The applicant will

- Identify at least one and up to three progress monitoring indicators for homeless students for each AOF that will be tracked during Years 1-3 (i.e., 2024-2025, 2025-2026, and 2026-2027 school years) to determine the monitoring progress toward the intended outcome for Years 1-3.
- Describe how the indicator will show whether the project is on track to meet the Years 1-3 indicators.
- Describe how the data are collected, who collects the data, and when the data are collected.
- Identify the data source.

#### **Part 3: Implementation Plan**

**Scoring value: Up to 50 Points**

##### **A. Use of Other Resources**

- Indicate how local funds (not Title I, Part A (TIPA) or EHCY Project sub-grant funds) support HCY identification, school attendance and participation, and academic achievement.
- Identify activities and Areas of Focus supported with the use of local funds.

##### **B. Title I, Part A Set-Aside**

- Provide the amount of the TIPA Homeless Reservation Current Year (2023-2024) and Project Year 1 (2024-2025).
- Indicate how the amount of the TIPA Homeless Reservation for Project Year 1 was determined. Include in the response, a brief explanation as to why the amount has increased or decreased from the previous year (2023-2024).

- Describe how the Homeless Education Liaison will access the funds or services of the TIPA Homeless Reservation.
- Indicate on the sub-grant application template how the activities supported with the use of the TIPA Homeless Reservation correlate to the Areas of Focus.

C. McKinney-Vento Activities

**Instructions:** *Note: Five activity table templates have been provided in this application. If additional activity tables are needed, copy, cut, and paste additional tables. If less than five are needed, delete the extra tables.*

- Specify the primary MVA activity as described in section 723(d), MVA.
- Identify secondary activity(ies) as needed.
- Identify the Area(s) of Focus that best fits the activity.
- Select the year(s) and timeline(s) when the activity will be implemented.
- List the target groups that will be served.
- Describe who will conduct the activities, what activities are planned for each target group, when and where the activities will be conducted and why.
- Provide a brief explanation of how this activity will supplement or expand the LEA’s Homeless Education Program.
- Indicate the line item(s) from the proposed budget in the Budget Narrative Form, DOE 101S, that will support this activity.

D. LEA Program Operations Activities

Project Management

- Provide the contact information for the Homeless Education Liaison.
- Provide information regarding the Homeless Education Liaison’s qualifications to carry out the duties described section 722(g)(6), MVA, and the percentage of time the Liaison devotes to the Homeless Education Program.
- If the EHCY Project sub-grant Project Manager is not the Homeless Education Liaison, then list the name and title of the person who will manage this project.
- Describe the tasks that will be conducted by the EHCY Project Manager.

Program Staffing

- Provide information about the staff that will be part of the program in the 2024-2025 school year, including: name, position title, FTE of the position (e.g., 1.00), percent of time spent on MVP duties (e.g., 50% of 1 FTE) and the percent of the position proposed to be funded by this grant. Do not include the Homeless Education Liaison or Project Manager’s names or other information in this table.
- Describe how changes in Homeless Education Program staffing (if any) will affect the LEA’s capacity to achieve the three-year outcomes in the Areas of Focus.

**Part 4: Needs Assessment**

**Scoring value: Up to 15 Points**

A. Data

For each Area of Focus (AOF), the responses will answer the following questions:

- Based on the project’s current homeless student enrollment for 2023-2024, indicate if the project anticipates reaching the goals for Areas of Focus 1, 2, and 3 for the current year. Describe why or why not.

- Identify the data sources the project used to conduct the needs analysis for Areas of Focus 1, 2 and 3.
- Describe what strategies will be implemented in 2024-2025 to increase identification and enrollment of homeless students.

**B. Partnership Identification**

- Select up to three major partners that will support the LEA’s efforts with each AOF for the 2024-2025 school year.
- Describe the contribution each partner will provide to the local Homeless Education Program.
- Identify the Area(s) of Focus in which the partner will assist.
- Identify the method(s) of communication used to collaborate between the local Homeless Education Program and the partner.

**Part 5: Evaluation Plan**

**Scoring value: Up to 10 Points**

There are two options for this section, a Standard Evaluation Plan or a Custom Evaluation Plan. Select one and describe how the LEA will implement it.

**Option 1: Standard Evaluation Plan**

- The LEA will collect the following information as each project activity is implemented, document as described in the approved Project Implementation Plan on project activities by need area:
  - Title of activity
  - Name of the lead staff for the activity
  - Number of events
  - A description of the participants or recipients
  - The number of participants or recipients
  - Deliverables completed
  - Narrative summary
- The LEA will collect the data necessary to calculate the annual progress toward the Project Goals and related annual outcomes for AOF 1, AOF 2, and AOF 3 as described in the approved Project Implementation Plan.
  - Title of the project outcome
  - Baseline (2021-2024 average), Year 1, Year 2, Year 3
- Identify who will be responsible for collecting the evaluation data and describe how and when evaluation data will be collected and stored. Optional information: Describe additional evaluation activities that will be conducted.

**Option 2: Custom Evaluation Plan**

- Define the evaluation framework.
- Describe evaluation methodologies.
- Identify the process and outcome data that will be collected and how and when it will be collected.
- Describe how data will be collected to determine the fidelity of implementation relative to the approved activity schedules for Areas of Focus 1, 2, and 3, as described in the approved Project Implementation Plan.
- Describe the outcomes and related objectives if the evaluation will examine outcomes other than those identified in the Project Design.

- Describe the process for the selection of an external evaluator, including qualifications (if the LEA selected an external evaluator).

**Part 6: Strategic Imperatives, Executive Order**

**Scoring value: Required, but not scored**

**Support for Strategic Imperatives**

Describe how the project will incorporate one or more of the Goals included in the State Board of Education’s K-20 Strategic Plan.

<http://www.fldoe.org/policy/state-board-of-edu/strategic-plan.stml>.

**State of Florida, Executive Order 11-116 (Supersedes Executive Order 11-02)**

The employment of unauthorized aliens by any contractor is considered a violation of section 274A(e) of the Immigration and Nationality Act. If the contractor knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of the contract. In addition, pursuant to Executive Order 11-116, for all contracts providing goods or services to the state in excess of nominal value; (a) the Contractor will utilize the E-verify system established by the U.S. Department of Homeland Security to verify the employment eligibility of all new employees hired by the contractor during the Contract term, (b) require that Contractors include in such subcontracts the requirement that subcontractors performing work or providing services pursuant to the state contract utilize the E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term. Executive Order 11-116 may be viewed at:

<http://www.flgov.com/wp-content/uploads/orders/2011/11-116-suspend.pdf>.

**Method of Answering Frequently Asked Questions**

Questions can be submitted by email to [FLVMP@fldoe.org](mailto:FLVMP@fldoe.org). Indicate “2024-2027 TIXPA-EHCY RFP Questions” in the Subject line. The last day to submit questions is **ten business days after the RFP is released**. **The last date that questions will be answered is 15 business days after the RFP is released**. Questions and answers will be posted on the 2024-2027 TIXPA-EHCY Application [webpage](#).

**Reporting Outcomes**

The LEA will

- maintain documentation of each activity in the approved Project Implementation Plan that is supported, in whole or in part, by EHCY funds.
- have available upon request from the FMVP Director for Year 1, a summary of EHCY completed activities and outcomes that includes annual final data and Year 1 outcomes.

**Financial Consequences**

The grant manager shall periodically review the progress made on the activities and deliverables described and scheduled in the approved Project Implementation Plan. An LEA (sub-recipient) may amend the approved Project Implementation Plan at any time if the anticipated need for an activity or service is not adequate to meet the deliverable commitment. If the LEA fails to meet and comply with the activities/ deliverables established in the grant or to make appropriate progress on the activities and/or towards the deliverables and they are not resolved within two weeks of notification, the grant manager may:

- Require the LEA to receive technical or management assistance;
- Require the agency to get FDOE’s prior approval before taking certain actions; or
- Terminate the grant.

The grant manager must assess one or more of these consequences based on the severity of the failure to perform and the impact of such failure on the ability of the sub-recipient to meet the timely and desired results. These financial consequences shall not be considered penalties.

## **Conditions for Acceptance**

The requirements listed below should be met for applications to be considered for review:

- 1) Application is submitted to the Office of Grants Management [ShareFile](#) (XXX-District Name\_ xxA006\_ xxA128\_ Submit Folder) within the timeframe specified by the RFP. Note: Make sure the appropriate district/program staff person has access to the ShareFile folder.
- 2) Application includes required forms: DOE 100A Project Application Form, DOE 101S - Budget Narrative Form, General Assurance Form D-2, and TIXPA-EHCY Project Application.
- 3) Forms DOE 100A and DOE 101S must have the assigned TAPS Number (25A006) included on the form.
- 4) All required forms have signatures by an authorized entity. The department will accept electronic signatures from the agency head in accordance with section 668.50(2)(h), Florida Statutes.
  - **NOTE: Applications signed by officials other than the appropriate agency head identified above must have a letter signed by the agency head, or documentation citing action of the governing body delegating authority to the person to sign on behalf of said official. Attach the letter or documentation to the DOE 100A when the application is submitted.**
  - An “electronic signature” means an electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by the person with the intent to sign the record.
  - The department will accept as an electronic signature a scanned or PDF copy of a hardcopy signature.
  - The department will also accept a typed signature, if the document is uploaded by the individual signing the document.
- 5) Application must be submitted electronically to the Office of Grants Management via [ShareFile](#) within the timeframe specified by the RFP.

**Attachment A**

<b>District #</b>	<b>District Name</b>	<b>Homeless Student Counts 2022-23 (Survey 5)</b>	<b>Homeless Student Identification Rate 2022-23 (Survey 5)</b>	<b>Preliminary 2024-25 Allocation*</b>
01	ALACHUA	1,006	6%	\$118,800.00
02	BAKER	181	6%	\$44,550.00
03	BAY	1,833	12%	\$118,800.00
04	BRADFORD	134	6%	\$44,550.00
05	BREVARD	1,741	5%	\$118,800.00
06	BROWARD	4,954	3%	\$148,500.00
07	CALHOUN	117	18%	\$44,550.00
08	CHARLOTTE	1,015	9%	\$118,800.00
09	CITRUS	744	38%	\$80,725.00
10	CLAY	900	4%	\$95,575.00
11	COLLIER	1,932	6%	\$118,800.00
12	COLUMBIA	383	5%	\$54,450.00
13	MIAMI-DADE	11,179	6%	\$198,003.00
14	DESOTO	120	3%	\$44,550.00
15	DIXIE	106	6%	\$44,550.00
16	DUVAL	3,474	4%	\$148,500.00
17	ESCAMBIA	1,913	8%	\$118,800.00
18	FLAGLER	270	3%	\$54,450.00
19	FRANKLIN	52	6%	\$29,700.00
20	GADSDEN	166	4%	\$44,550.00
21	GILCHRIST	115	6%	\$44,550.00
22	GLADES	78	10%	\$29,700.00
24	HAMILTON	231	16%	\$54,450.00
25	HARDEE	403	11%	\$65,314.00
26	HENDRY	716	7%	\$80,725.00
27	HERNANDO	971	6%	\$95,575.00
28	HIGHLANDS	479	5%	\$65,314.00
29	HILLSBOROUGH	4,287	3%	\$148,500.00
30	HOLMES	96	4%	\$29,700.00
31	INDIAN RIVER	567	5%	\$80,725.00
32	JACKSON	350	9%	\$54,450.00
34	LAFAYETTE	201	26%	\$54,450.00
35	LAKE	1,758	6%	\$118,800.00
36	LEE	4,280	61%	\$148,500.00
37	LEON	940	18%	\$95,575.00
38	LEVY	322	7%	\$54,450.00
39	LIBERTY	68	30%	\$29,700.00
40	MADISON	99	7%	\$29,700.00
41	MANATEE	1,227	4%	\$118,800.00
42	MARION	1,332	3%	\$118,800.00
43	MARTIN	802	8%	\$95,575.00
44	MONROE	511	10%	\$80,725.00

<b>District #</b>	<b>District Name</b>	<b>Homeless Student Counts 2022-23 (Survey 5)</b>	<b>Homeless Student Identification Rate 2022-23 (Survey 5)</b>	<b>Preliminary 2024-25 Allocation*</b>
45	NASSAU	393	6%	\$54,450.00
46	OKALOOSA	651	4%	\$80,725.00
47	OKEECHOBEE	350	7%	\$54,450.00
48	ORANGE	7,951	6%	\$198,003.00
48C	FL VIRTUAL	144	4%	\$44,550.00
49	OSCEOLA	3,779	7%	\$148,500.00
50	PALM BEACH	5,826	5%	\$198,003.00
50D	SOUTH TECH	55	5%	\$29,700.00
51	PASCO	1,773	4%	\$118,800.00
52	PINELLAS	4,774	8%	\$148,500.00
53	POLK	4,678	6%	\$148,500.00
53D	LAKE WALES	296	8%	\$54,450.00
54	PUTNAM	436	6%	\$65,314.00
55	ST. JOHNS	488	5%	\$65,314.00
56	ST. LUCIE	2,727	8%	\$143,550.00
57	SANTA ROSA	991	7%	\$95,575.00
58	SARASOTA	1,055	4%	\$118,800.00
59	SEMINOLE	2,686	7%	\$143,550.00
60	SUMTER	155	3%	\$44,550.00
61	SUWANNEE	224	6%	\$54,450.00
62	TAYLOR	129	6%	\$44,550.00
63	UNION	109	7%	\$44,550.00
64	VOLUSIA	3,007	7%	\$148,500.00
66	WALTON	274	4%	\$54,450.00
67	WASHINGTON	181	8%	\$44,550.00
68	DEAF/BLIND	22	5%	\$29,700.00
<b>Total Preliminary Allocation</b>				<b>\$5,860,115.00</b>

*\*Allocation amounts are subject to change based on available funding.*