

**2024-2027 Title IX, Part A (TIXPA)  
Education of Homeless Children and Youth (EHCY) Project Application  
Questions and Answers**

**General**

**1. Are Charter Local Educational Agencies (LEAs) eligible for this funding?**

*All charter 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.*

**2. When is the DOE 100A form due?**

*Applications are due June 28, 2024, by 12:00 PM (EDT). Since this is the first year of the competitive subgrant, all of the following items are required to be submitted with a completed application, not just the DOE 100A. Below are the required documents:*

- *TIXPA-EHCY Project Application;*
- *DOE 100A Project Application Form;*
- *DOE 101S - Budget Narrative Form; and*
- *General Assurance Form D-2.*

*Applications should be submitted to the Office of Grants Management ShareFile (XXX-District Name\_xxA006\_xxA127\_Submit Folder).*

**3. Given the grant was recently released I am concerned that I will not be able to get it on the school board agenda this month. They only scheduled one meeting and it's June 16. Is there any way I can turn it in after the due date?**

*Unfortunately, due to the competitive nature of this year's application, we are not able to adjust individual application due dates as we are in years 2 and 3. Please note a minimum of 70 points is required to be considered for funding.*

**4. The funds for the EHCY grant have been significantly reduced. Can you explain what the basis of the reduction is?**

*Funding for Title IX, Part A-EHCY subgrants is based on federal allocations to the state educational agency. The total available funding at the state level is based on the amount allocated by the U.S. Department of Education. Allocation amounts are subject to change based on available funding.*

- 5. I will have a couple of staff included in our Title IX application. Since the fiscal year begins July 1, will it be allowable to back date salaries to July 1 after the grant is awarded?**

*Yes, if the grant application is submitted to FDOE by the deadline on June 28, 2024, and approved for funding, funds may be used July 1, 2024. According to the Project Application and Amendment Procedures for Federal and State Programs ([Greenbook](#)), for federal programs, funds shall be obligated no earlier than the date the project application was received by the Department and determined to be in substantially approvable form (e.g., .meet the conditions for acceptance) or the effective date of the federal grant award, whichever is later.*

- 6. Do you need to submit the two-page Form D-2 attached to the email or the longer one that is on the MVP FLDOE Web page?**

*Applicants should submit only page D-2, Assurances page, with the Superintendent's or designee's signature.*

- 7. Are receipts required when gift cards are issued for ride share?**

*At a minimum, LEAs should require receipts from parents or unaccompanied youth to ensure only a rideshare service was purchased. Utilizing an agreement form can enhance the accountability efforts from the LEA's perspective.*

- 8. Can you repeat how many points are possible for each part?**

*Please refer to the RFP (pages 10 – 13) for scoring guidelines for each section.*

- 9. Where would we find specific guidance for the strategic imperative in Part 6?**

*More information on Strategic Imperatives is on the Florida Department of Education [website](#). This section is to demonstrate how proposed activities align with one or more state goals.*

- 10. With an allowable funding for emergency housing accommodation within the ARP-HCY sunseting, is there guidance on how we might be able to assist families since this is an unallowable activity within the EHCY grant?**

*It is recommended that your LEA collaborate with community partners or your LEA's education foundation to determine if funds are available.*

- 11. Who do we email to request our application score for the current three-year grant cycle?**

*Please email [FLMVP@fldoe.org](mailto:FLMVP@fldoe.org) to request scores from the previous cycle.*

- 12. Can we submit the application early before the June 28, 2024, due date? I know there is a Q&A coming out, but we don't have any questions.**

*Yes, you may submit your LEA's application materials prior to the June 28, 2024, due date. Before submitting you may wish to double-check your materials to make sure you have all the required forms, signatures, and components.*

- 13. In reviewing the 2004 -2027 TIXPA - EHCY Application I noticed that the GEPA portion is missing. Please let me know if this is a typo or it is not needed.**

*The agency head's certification of the DOE 100A form 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>.*

- 14. Do we have to submit an email stating our intent to apply for the grant? I did not see it in the RFP but we have had to complete it in the past.**

*You do not have to submit an intent to apply via email. If desired, please be sure to submit your application and related materials by June 28, 2024, to the **XXX-District Name\_ xxA006\_ xxA127\_Submit** folder at <https://fldoe.sharefile.com/>.*

- 15. Can you explain in more detail the difference between the standard Evaluation Plan and the Custom Evaluation Plan?**

*The standard evaluation plan follows the description included in the application template. This is predominantly for LEAs that do not have a departmental or LEA-specific evaluation plan. The custom evaluation plan is for those LEAs that do have one.*

- 16. In the LEA Program Operations Activities section, under Additional Program Staffing, if we have staff working on this program but are receiving stipends from another source do you want us to put FTE 0?**

*If the position is a part- or full-time position funded from another source, then enter the actual FTE of the position. In the "% MVP Duties of the Position" column, you would enter the percent of time the position spent on MVP duties. In the "% Other Funding" column, you would enter the percent of the other funding.*

*Stipends are not allowed if the position is spending time on MVP duties during regularly scheduled work hours. However, an employee may be paid with a stipend after his/her contract hours.*

### **Use of Other Resources**

- 17. Under other Resources: I have liquidated all funds for ARP-HCY and paid out the vendor, but we are still placing families, should I still check it off?**

*Only include resources that will be utilized during the 2024-2025 school year and beyond. If families are still being placed from July 1, 2024 – September 30, 2024, then you would check the box.*

- 18. Do we list ARP funds if only using through this September?**

*Under the "Use of Other Resources" section, you would check the American Rescue Plan- Homeless Children and Youth funds box.*

- 19. Listing community partners: if we have multiple groups, churches and civic organizations that provide the same service/ support, can they be in one box or each listed individually?**

*On page 18 of the TIXPA-EHCY Project Application, you will find the Partnership Identification and Contribution section with further instructions on listing community partners. Only select up to five major partners that will support each Area of Focus for each school year of the grant period.*

**McKinney-Vento Activity Table**

- 20. On activities, do we state target number served for just year 1 or for all three years?**

*In the Activity Table, under E. and F., you would provide the target group and number served for each year in the rows provided.*

- 21. In the last competitive application, we utilized one primary activity to cover various smaller activities that seemed to all contribute to the primary activity. This round there are more primary activities.**

**For example, in the previous application, I had staff salaries and fees for extra-curricular activities, field trips, and supplies all under the primary activity of Case Management for Full Participation because that was the primary activity that best fit those smaller activities. This year I see there is an activity for Staff Salaries and a few other areas where I could pull out the smaller activities into their own activity lines. However, there are also the same primary activities that could encompass the smaller activities. Should I break the activities into multiple smaller chunks (such as staff salaries being their own primary activity) or keep them under the larger umbrella of what those smaller activities impact?**

*For the primary activity, you would indicate the activity that best describes the intent of the activity (e.g., Case Management for Full Participation). The description section allows the applicant to provide more detail regarding the respective activities. For example, even though there is a Primary Activity for Program Implementation, does this describe the intent of the activity for case management? Within the box for the description of the activity, there is the question, "Who will implement it?" so Program Implementation might not be the best selection for the primary activity, in this example.*

- 22. We have a question about the Progress Monitoring section of the application. The second sentence states "Identify up to two more progress monitoring indicators for homeless students for each AOF that will be tracked during Years 1-3 to determine the monitoring progress toward the intended outcome for Years 1-3." Does this mean at least one indicator? For example, Is Homeless Student Identification Rate Indicator enough or do we need at least 2 indicators under AOF 1 etc.**

*Yes, for each AOF please identify at least one indicator but not more than three.*

**Allowable Expenses**

**23. Due to the allocation being lower this year than last year, we would like to use the grant only for covering the cost of the homeless liaison (the cost exceeds the total allocation). Is this allowable? Can we use the grant only for the liaison's salary and benefits? (Nassau)**

*Yes, the liaison's salary and benefits are allowable costs.*

**24. Allowable expenses in the RFP mention gas cards and ride share gift cards. Are bus passes still considered allowable expenses?**

*Yes, bus passes are an allowable expense.*

**25. Can social workers be charged to the grant?**

*Yes, homeless grant funds may be used to pay for this position. Staff that will be supporting the LEA's McKinney-Vento Program can be paid through the grant. Please keep in mind time and effort requirements for staff that is not fully funded through the program.*

### **Title I, Part A**

**26. I have been told that Title I funds might not be available like in the past by our District's Finance Director. If I put \$0 for TIPA on my grant will that lower my score and is that allowed? I don't know anything about Title I funds or what they are to be used for.**

*Every LEA must set aside funds for the Title I, Part A Homeless Reservation, so putting \$0 amount is not allowed. It is required under Title I, Part A laws [USC 6313(c)(3)(A)(i)], see reference below:*

#### *(3) Reservation of funds*

##### *(A) In general*

*A local educational agency shall reserve such funds as are necessary...to provide services comparable to those provided to children in schools funded under this part to serve—*

- (i) homeless children and youths, including providing educationally related support services to children in shelters and other locations where children may live;*

*A minimum amount for the set-aside is not specified, however, the following method of determination is required (USC 6313(c)(3)(B) and (C)), see below reference:*

##### *(B) Method of determination*

*The share of funds determined under subparagraph (A) shall be determined—*

- (i) based on the total allocation received by the local educational agency; and*
- (ii) prior to any allowable expenditures or transfers by the local educational agency.*

##### *(C) Homeless children and youths*

*Funds reserved under subparagraph (A)(i) may be—*

- (i) determined based on a needs assessment of homeless children and youths in the local educational agency, taking into consideration the number and needs of homeless children and youths in the local educational agency, and which needs assessment may be the same needs assessment as conducted under section 11433(b)(1) of title 42; and*

*(ii) used to provide homeless children and youths with services not ordinarily provided to other students under this part, including providing—  
(I) funding for the liaison designated pursuant to section 11432(g)(1)(J)(ii) of title 42; and  
(II) transportation pursuant to section 11432(g)(1)(J)(iii) of such title.*

**27. Is there a state formula for determining the Title I set aside for Homeless students?**

*There is not a formula for determining Title I, Part A Homeless set aside. We recommend that you work with your district Title I partners to determine the best amount for your program.*

**28. Due to cuts in ARP funds, I will pay for some personnel out of the Title I Part A set aside. Would it be an allowable expense to pay for the personnel's mileage and cellphone reimbursements out of Title IX Part A - EHCY?**

*Yes, it is an allowable expense to pay for personnel's mileage and cellphone reimbursements if the position is funded out of the TIPA homeless set aside or other funding, as long as 100% of the position's duties are allocated to the homeless education program. If the position is working with other programs, then the costs would have to be prorated based on the percent of time spent on homeless program duties and cell phone usage.*

**Data**

**29. The HSIR for the 22-23 school year shown in our data profile is wrong. The number of FRL is wrong which inflates our HSIR to 39% from 7%. Our entire district is getting free breakfast and lunch for the past few years. On the application I put down the 39%, but then for a goal, I put down 7.5%. Does that work?**

*Because a baseline is needed, it is better to enter an HSIR that is realistic rather than the inflated one. If you know your HSIR is not accurate in the District Data Profile, use your LEA's calculation of its 2022-2023 free and reduced lunch numbers to determine the HSIR. Use the data in your LEA's 2022-2023 district data profile to complete the other data sections (i.e., HSAR and HSPR) of the application.*

**30. In order to calculate the HSIR, I need to take the number of homeless students and divide by the number of FRPL for the district. However, based on data from Survey 3 that we use for Title I purposes, the number of "reported poverty" is different from "number of children." If I use the number of reported then we are meeting the expectation to identify 5%. However, if I use number of children (which I think is inflated due to CEP status and calculations) then I am not. Which number is used for this calculation?**

*Please use the data in your district's 2022-2023 district data profile to complete the data sections of the application. The HSIR for each LEA is also included in the allocation section of the RFP.*

**31. Did I understand that the baseline year that we use for data is 2022-2023 not 2023-2024?**

*You will use your 2022-2023 school year data.*

## **Budget – DOE 101S**

### **32. Do we only need to include FTE for classroom teachers?**

*FTE should be calculated for all staff paid partially or fully with homeless grant funds on salary whether they are instructional or non-instructional.*

### **33. Under Column C on the DOE 101S, it says activity number but last grant cycle we were told we had to add the description from the drop down in the application also; please clarify what is required this year?**

*On the DOE 101S, under the Activity Number, you are to provide the number(s) of the activity(ies) that aligns with the respective budget line items. You do not have to add the description.*

### **34. Do I need to have an activity for all budget line items? Or just by area of focus?**

*You do not need to have a separate activity for each budget line item; however, please make sure that each budget line item is associated with one or more activities.*

*For example, if the activity is tutoring, your budget may include separate budget line items for materials and supplies, salaries, benefits, etc., and vice versa, your activity table should include the line item numbers from the DOE 101S.*

## **Technical**

### **35. I can't access the ShareFile. How can I get into the system?**

*Please email [OGM@fldoe.org](mailto:OGM@fldoe.org) for assistance in accessing the Office of Grants Management (OGM) ShareFile.*

### **36. What specific folder are we uploading the application to?**

*An error in the RFP listed an incorrect folder. Please upload application materials to the “**XXX-District Name\_xxA006\_xxA127\_Submit**” folder (e.g., 010-Alachua\_xxA006\_xxA127\_Submit).*

### **37. My director has given me a spreadsheet requesting Title IX pay 56.6% of my salary but the grant's budget form keeps changing it to 57%. Should I keep my numbers for the 56.6% that is being requested from Title IX or should I change the number to reflect the 57% that the spreadsheet keeps changing it to?**

*You may use the rounding setting included in the spreadsheet.*

**38. Is the application supposed to be submitted in ShareFile as one combined PDF document that includes the 100A, General Assurances, Application Template and 101S or is each component supposed to be submitted separately in its original format (i.e., 100A as PDF; General Assurances as PDF; Application Template as Word Doc; and, 101S as Excel Doc)?**

*It is preferred the application is uploaded as follows:*

*Upload the following as one PDF file:*

- *DOE 100A Project Application Form, General Assurance Form D-2, and TIXPA-EHCY Project Application*

*Upload the following as an Excel file:*

- *DOE 101S – Budget Narrative Form*

**39. What is the required naming convention for the application?**

*It is up to the district as to how it names the two files. See suggested name formats below.*

- *DOE 100A/General Assurance/Application:  
500-1275B-5CH01 Application District Name*
- *DOE 101S:  
500-1275B-5CH01 DOE 101S District Name*