

## **ARP – Homeless Children and Youth Community Organization Funding**

### **REQUEST FOR PROPOSALS**

Application due date: April 14, 2022, by 4:00 pm

Email to [Christina.l.dotson@doe.nh.gov](mailto:Christina.l.dotson@doe.nh.gov)

Issued: March 17, 2022

**Funding for Community Organizations to support the identification of, outreach to, and wrap-around services for student experiencing homelessness**

Christina Dotson

State Coordinator Education of Homeless Children and Youth

New Hampshire Department of Education (NHDOE)

Bureau of Instructional Support

25 Hall Street

Concord NH 03301-3860

Phone: 603-271-3840

Email: [Christina.L.Dotson@doe.nh.gov](mailto:Christina.L.Dotson@doe.nh.gov)

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## Section I: RFP Overview

### A. General Information

The American Rescue Plan Homeless Children and Youth (ARP-HCY) program provided State and local education agencies funds to use for the purposes of identifying homeless children and youth and providing homeless children and youth with wrap-around services in light of the challenges of the COVID-19 pandemic and assistance needed to enable homeless children and youth to attend school and participate fully in school activities. These funds may be used by states to address urgent needs of children and youth experiencing homelessness – including academic, social, emotional, and mental health needs. The funds will also be used by states and local educational agencies to increase capacity by hiring staff, dedicating resources, and planning partnerships with community-based organizations, among other strategies.

New Hampshire's portion of this funding was a total of \$2,296,237.00, which was released in two funding opportunities. Of this funding, 25% has been set aside for state activities. This includes funding for contracts with community-based organizations well placed within the state to provide much needed outreach and wrap-around services for students experiencing homelessness. In the New Hampshire ARP Homeless State Plan describing planned uses of these funds, NHDOE identified top priorities to ensure students experiencing homelessness, who were disproportionately impacted by the COVID-19 pandemic, can fully access their education. This RFP is intended to address NHDOE's priorities to:

1. Provide wraparound services, including academic tutoring and mental health supports.
2. Improve outreach to and identification of students experiencing homelessness, especially in disrupted educational environment.
3. Address the barriers to accessing educational opportunities encountered by students experiencing homelessness, including transportation especially in rural communities, supplies, clothing, and hygiene.
4. Ensure students experiencing homelessness accrue and recover credit, especially in high school

### B. Rationale

This Request for Proposals (RFP) has been issued for the purpose of soliciting proposals from community organizations to support NHDOE's priorities to meet the needs of students experiencing homelessness around the state. All programs must meet the educational needs of homeless children and youth and the requirements of the

McKinney-Vento Homeless Assistance Act, Subtitle VII-B, Education for Homeless Children and Youth.

**C. Purpose of the Program**

The ARP-HCY program provides a total of \$800 million for the Secretary of Education (Secretary) to use for the purposes of identifying homeless children and youth and providing homeless children and youth with wrap-around services in light of the challenges of the COVID-19 pandemic and assistance needed to enable homeless children and youth to attend school and participate fully in school activities. These funds may be used by States to address urgent needs of children and youth experiencing homelessness—including academic, social, emotional, and mental health needs. The funds will also be used by States and local educational agencies (LEAs) to increase capacity by hiring staff, dedicating resources, and planning partnerships with community-based organizations, among other strategies.

**D. Funding Guidelines**

These funds will be made available through a competitive contract application. The NHDOE will fund applications responding to its four priorities in rank order based on available funds. The NHDOE will not fund applications that are not of sufficient quality, which may be measured by scoring below 70 points total.

**E. Authorized Activities**

Each Community Based Organization must use the grant to establish or operate one or more programs and services to address one or more of NHDOE priorities:

1. Provide wraparound services, including academic tutoring and mental health supports.
2. Improve outreach to and identification of students experiencing homelessness, especially in disrupted educational environment.
3. Address the barriers to accessing educational opportunities encountered by students experiencing homelessness, including transportation especially in rural communities, supplies, clothing, and hygiene.
4. Ensure students experiencing homelessness accrue and recover credit, especially in high school

## **F. Eligibility**

Community-based organizations with existing capacity that are well-positioned to administer these emergency funds to further support New Hampshire students experiencing homelessness are eligible to apply for a ARP Homeless Fund Contract.

The term "*homeless children and youth*" is defined as:

1. *Children and youth who lack a fixed, regular, and adequate nighttime residence, and includes children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels trailer parks, or camping grounds due to lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement.*
  - *Children and youth who have a primary nighttime residence that is a private or public place not designed for or ordinarily used as a regular sleeping accommodation for human beings.*
  - *Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.*
- Migratory children who qualify as homeless because they are living in circumstances described above.<sup>1</sup>*

## **G. Funds Available**

Source of funds: 100% funding from the State Set Aside 25% of the ARP Elementary and Secondary Emergency Relief – Homeless Children and Youth Fund.

Available Amount: The total amount available to fund all contracts under this RFP cannot exceed \$340,000.00.

Size of Contracts: As required by the ARP Education for Homeless Children and Youth, funds will be awarded to Community-based organizations based on the applications for contracts received. The NHDOE will fund applications responding to its four priorities in rank order based on available funds. The NHDOE can make budget reductions to an application based on quality, available funds, and ability to address its four priorities.

Grant Period: The performance period of these contracts cannot surpass September, 30 2024, per federal statute and regulation.

## **H. Review of Proposals and Grant Awards**

Proposals must be submitted on the application template, follow the RFP outline and provide sufficient detail so peer reviewers have a clear picture of the intended project

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<sup>1</sup> Definition of homeless children and youth as specified in the McKinney-Vento Act, Subtitle VII-B Education, EHCY.

and expected outcomes. Complete contract proposals will be reviewed and scored on the below rubric by a committee of internal and external peer reviewers. Applicants are advised to review the scoring rubric when writing their proposals.

The NHDOE reserves the right to score applications and make grant awards under this RFA without seeking clarification or discussion with the applicants.

The NHDOE intends to announce recommended recipients of grant awards by **May 6, 2022**. Applicants will be notified in writing as to the final disposition of their application. Once a contract has been reviewed, scored and recommended for funding, **it must be approved by New Hampshire's Executive Council per its standard process**. Only upon approval of New Hampshire's Executive Council may a contract's activities begin. GRANTS ARE NOT FINAL UNTIL THE AWARD LETTER ANNOUNCING APPROVAL FROM THE EXECUTIVE COUNCIL IS EXECUTED. APPLICANTS AWARDED FUNDS UNDER THIS GRANT PROGRAM ARE CAUTIONED NOT TO COMMIT SUCH FUNDS UNTIL AN OFFICIAL GRANT AWARD LETTER IS RECEIVED.

## **I. Grant Awards, Decisions, and Disposition of Proposals**

Any information submitted as part of a bid in response to this request for proposal (RFP) (or request for bid (RFB) or request for information (RFI) may be subject to public disclosure under RSA 91-A. In addition, in accordance with RSA 9-F:1, any contract entered into as a result of this RFP (RFI, or RFB) will be made accessible to the public online via the website Transparent NH (<http://www.nh.gov/transparentnh/>). Accordingly, business financial information and proprietary information such as trade secrets, business and financials models and forecasts, and proprietary formulas may be exempt from public disclosure under RSA 91-A:5, IV. If you believe any information being submitted in response to a request for proposal, bid or information should be kept confidential as financial or proprietary information, you must specifically identify that information in a letter to the agency.

The Department reserves the right to award in part; reject any and all proposals in whole or in part; and to waive technical defects, irregularities or omissions if, in the Department's judgment, the best interest of the State would be served. After receiving the grant application, the Department reserves the right not to award all grants, to negotiate specific grant amounts, and to select certain grantees regardless of points awarded as part of the evaluation process to meet federal requirements or State Board of Education priorities. In addition, the Department reserves the right to change the dollar amount of grant awards to meet federal guidelines for grant awards.

All awards are subject to availability of federal funds. Grants are not final until the award letter is executed.

Applicants will be notified in writing of the acceptance or rejection of their proposals. If a proposal is selected for funding, the Bureau of Integrated Programs will initiate a grant award. The level of funding and effective dates of the projects will be set forth in the notification of the grant award.

All proposals submitted will be retained by the New Hampshire State Department of Education and will become part of the public domain. After submission, the applicant will provide the proposal for public availability.

**L. Program Monitoring:** All contracts are subject to annual compliance monitoring, in addition to an end-of-project evaluation.

**M. Submission Deadline: April 14, 2022, by 4:00pm, send application via email to: [Christina.L.Dotson@doe.nh.gov](mailto:Christina.L.Dotson@doe.nh.gov)**

## SECTION II: Proposal Resources

### A: Examples of Allowable Activities -

1. Provide wraparound services, including academic tutoring and mental health supports.
  - this can include mental health supports, trauma informed services, social emotional support, and academic supports
2. Improve outreach to and identification of students experiencing homelessness, especially in disrupted educational environment.
  - Supporting community partnerships between homeless services systems and educators and building relationships between schools and community based organizations.
  - Education and Training for families and youth about their rights and available resources.
3. Address the barriers to accessing educational opportunities encountered by students experiencing homelessness, including transportation especially in rural communities, supplies, clothing, and hygiene.
  - Providing educational supplies, clothing, hygiene supplies, and other supplies to students in need.
4. Ensure students experiencing homelessness accrue and recover credit, especially in high school
  - Providing before and after school tutoring. Providing safe spaces for after school homework and social emotional activities.
  - Educational and social emotional summer programming.

### B. Resources

#### **Information about the American Rescue Plan – Education for Children and Youth Experiencing Homelessness**

New Hampshire ARP Homeless State Plan:

[nh-arp-homeless-plan.pdf](#)

Schoolhouse Connection:

[How to Use American Rescue Plan Act K-12 Education Funds to Identify and Support Children and Youth Experiencing Homelessness | SchoolHouse Connection](#)

US ED Office of Elementary and Secondary Education:

[American Rescue Plan Elementary and Secondary School Emergency Relief – Homeless Children and Youth \(ARP-HCY\) - Office of Elementary and Secondary Education](#)



## **Information on Students Experiencing Homelessness**

[National Center for Homeless Education National Center for Homeless Education](#)

National Association for the Education of Homeless Children and Youth:

[National Association for the Education of Homeless Children and Youth – National Association for the Education of Homeless Children and Youth \(naehcy.org\)](#)

New Hampshire Department of Education – Education for Homeless Children and Youth:

[Education for Homeless Children and Youth Program | Department of Education \(nh.gov\)](#)

### C. Rubric

**Instructions:** Reviewers scoring each proposal will use this rubric. You may use it as a checklist to assess your proposal prior to submitting it to NHDOE. The rubric is for your information only. Do not include it with your submission.

**Application Cover Page**      Complete      Partially Complete      Not Submitted

**Assurances**                      Signed/Dated              Not Submitted

**Project Overview**                  Requested Funds and Match (if required) identified

Project Period              Project Term

**Abstract** – Description of project is clear and concise (maximum 1 page, single spaced, 12 pt font). Age range and estimate of numbers of population to be served, program/service approach, setting, schedules and staffing provided. Provides understanding of intent of proposal and how it fits together.

#### Section A: NEEDS ASSESSMENT

0-5 points	6-10 points	11-15 points
<ul style="list-style-type: none"> <li>• Current numbers of children/youth not provided.</li> <li>• Does not identify methods/resources used to collect data.</li> <li>• Does not provide description of living situation of children and youth targeted by the proposal.</li> <li>• Fails to provide any data or other indicators of need and educational barriers.</li> <li>• Community services and gaps are not identified</li> <li>• Numbers and percent of homeless children to be served by project not provided.</li> </ul>	<ul style="list-style-type: none"> <li>• Current numbers are provided.</li> <li>• Identifies some of the methods/resources used to collect data.</li> <li>• Provides some description of living situation of children and youth targeted by the proposal.</li> <li>• Provides some data or other indicators of need and educational barriers.</li> <li>• Community services and gaps are identified, but no specified.</li> <li>• Provides some information on numbers/percent of homeless children to be served by project.</li> </ul>	<ul style="list-style-type: none"> <li>• Current and projected numbers are provided and based on the # of children and youth served in the 2020 year, trends, and economic outlooks.</li> <li>• Historical data or additional data points included (i.e. Point in Time or survey data).</li> <li>• Provides detailed description of methods/resources used to collect data.</li> <li>• Provides detailed descriptions of living situations and needs of children and youth targeted by the proposal.</li> <li>• Needs and educational barriers are clearly addressed.</li> </ul>

		<ul style="list-style-type: none"> <li>• Provides plans for ongoing review of needs.</li> <li>• Community services and gaps are identified in detail.</li> <li>• Numbers and percent of homeless children to be served by project are provided.</li> </ul>
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**Section B: GOALS AND OBJECTIVES**

0-6 points	7-14 points	15-20 points
<ul style="list-style-type: none"> <li>• Goals are not clearly identified or are omitted.</li> <li>• Program objectives not closely related to the program goals or appear vague.</li> <li>• Activities are not identified or connected to objectives, Outcomes not measurable.</li> <li>• Activities are identified, however outcomes are not measurable.</li> </ul>	<ul style="list-style-type: none"> <li>• Goals are identified.</li> <li>• Program objectives are identified and generally relate to the identified program goals.</li> <li>• Activities are connected to the objectives.</li> <li>• Outcomes are included for each objective and activity but lack specificity of measurement.</li> </ul>	<ul style="list-style-type: none"> <li>• Goals are clearly identified.</li> <li>• Program objectives are clearly defined and related to the program goals.</li> <li>• Activities and measureable outcomes are provided with specific details about the intended service plan and clearly linked to goals/objectives.</li> </ul>

**Section C: PLAN**

0-6 points	7-14 points	15-20 points
<ul style="list-style-type: none"> <li>• Services and how they address the needs of the population identified are unclear.</li> <li>• How project facilitates success of homeless students is not addressed.</li> <li>• Little to no information provided on how families will be engaged or unique needs addressed.</li> <li>• Program staffing/ administration details not provided.</li> <li>• Little to no plan to disseminate information about program.</li> <li>• Roles of consortium members not identified.</li> </ul>	<ul style="list-style-type: none"> <li>• Services are listed in general terms with some connections to identified needs from section A.</li> <li>• A general description of how project facilitates success of homeless students is provided.</li> <li>• Some plans for engagement of families are provided and may consider unique needs.</li> <li>• Program staffing is outlined.</li> <li>• Plans to disseminate information about the Consortium members are identified with some mention of roles.</li> </ul>	<ul style="list-style-type: none"> <li>• Detailed descriptions of services and strong connection to identified needs from section A are provided.</li> <li>• How project facilitates the success of homeless students is clearly identified and appropriate.</li> <li>• Plans for family engagement are clearly defined and sensitive to their unique needs.</li> <li>• Program staffing and administration is clearly defined.</li> <li>• Detailed plans are given for dissemination of information about program</li> </ul>

		<p>to families and service providers.</p> <ul style="list-style-type: none"> <li>• Consortium members are clearly identified with defined roles and responsibilities.</li> </ul>
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**Section D: COLLABORATION**

0-3 points	4-7 points	8-10 points
<ul style="list-style-type: none"> <li>• There is little or no mention of collaboration services with schools, other federal/state funded programs, and other community based organizations.</li> <li>• A plan for building communication/collaboration is not included.</li> <li>• Communication between organization and community partners is not identified.</li> </ul>	<ul style="list-style-type: none"> <li>• There is a basic outline of collaborative services with schools, other federal/state funded programs, and other community based organizations.</li> <li>• Cited collaborations related to community tend to be underdeveloped or short-term.</li> <li>• A plan is provided that outlines how collaboration/communication will be improved.</li> <li>• Communication between organization and community partners is stated in general terms.</li> </ul>	<ul style="list-style-type: none"> <li>• Strong and diversified partnerships with schools, other federal/state funded programs, and other community based organizations are clearly explained.</li> <li>• Descriptions of collaborations include aspects of the specific services provided to homeless students.</li> <li>• Provides specific detail about the communication systems and frequency is provided.</li> <li>• Provides plans for ongoing collaboration building (continuous improvement).</li> </ul>

**Section E: DOCUMENTATION and EVALUATION**

0-5 points	6-10 points	11-15 points
<ul style="list-style-type: none"> <li>• Data collection to document program outcomes and improvements is not addressed.</li> <li>• Methods of evaluation are missing or incomplete.</li> <li>• Responsibility for documentation and evaluation is not addressed.</li> <li>• A vague plan is provided to evaluate how community partnerships</li> </ul>	<ul style="list-style-type: none"> <li>• Data collection is minimally addressed to document program outcomes and improvements.</li> <li>• Evaluation plan includes some methods on how the program will be evaluated in its relationship to goals/ outcomes.</li> <li>• Responsibility for documentation and evaluation is outlined as part of a job description.</li> <li>• A somewhat detailed plan is provided to evaluate how</li> </ul>	<ul style="list-style-type: none"> <li>• There is a comprehensive data collection plan to document program outcomes and improvements.</li> <li>• Specific methods of relating the success of program services to academic access and success of identified students are described.</li> <li>• Documentation and evaluation responsibilities are clearly assigned to an individual.</li> </ul>

<p>relate to the effectiveness of meeting student needs.</p>	<p>community partnerships relate to the effectiveness of meeting student needs.</p>	<ul style="list-style-type: none"><li>• A clear plan is provided to evaluate how community partnerships relate to the effectiveness of meeting student needs.</li></ul>
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## Total Points

<b>Needs Assessment (10 Points)</b>	
<b>Alignment to NHDOE Priorities (up to 20 points)</b>	
<b>Implementation Plan (25 Points)</b>	
<b>Complete and Clear Budget (20 Points)</b>	
<b>Collaboration with stakeholders (10 Points)</b>	
<b>Performance Metrics and Evaluation (15 Points)</b>	
<b>Total (100 Points)</b>	

## Section III Application Forms

**New Hampshire Department of Education  
Education for Homeless Children and Youth (EHCY)  
American Rescue Plan - Education for Homeless Children and Youth (EHCY)  
Request For Proposals – Community Based Organizations**

### Application Cover Page

**Community Organization Name:** \_\_\_\_\_

Contact Name + Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**ARP – EHCY Funds Requested:** \$ \_\_\_\_\_

**Agreement:**

I hereby certify that the information contained in this application is, to the best of my knowledge, correct, and that the organization named above has authorized me as its representative to obligate this agency. I further certify that any ensuing program and activity will be conducted in accordance with all applicable Federal and State laws and regulations, application guidelines and instructions, and assurances. It is understood by applicant that this application constitutes an offer and, if accepted by Agency or renegotiated to acceptance, will form a binding agreement.

Printed Name: \_\_\_\_\_ Signed Name: \_\_\_\_\_

Date: \_\_\_\_\_

## Project Overview

Name/Title of Project: \_\_\_\_\_

\_\_\_\_\_

Project Location: \_\_\_\_\_

Requested ARP-EHCY Funds \$ \_\_\_\_\_

Project Period: Beginning Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Project Term:

\_\_\_\_ : Regular Academic Year

\_\_\_\_ : Summer

\_\_\_\_ : Other (Please Explain) \_\_\_\_\_

## Abstract

### Abstract (5 points total)

Provide a brief overview of the proposed project. A reviewer must be able to gain a clear picture of the project from reading the abstract and gain an understanding of how the various parts of the proposal fit together. It should answer the question: What would a visitor see if he/she came to your project? A clear description should be provided of the population to be served including age range of children, an estimate of the number of participants to be served, the program/service approach, the program setting(s), schedules, and staffing. Abstract may not exceed one page (single spaced, 12pt font).



(This box will expand as you enter text

**A. Needs Assessment. Educational and related needs of homeless children and youth (15 Points Total)**

<b>1. Demographic and Socio-Economic Data (provide answer to all of the below categories)</b>	
<b>Children and Youth Demographics</b>	
<b>Number of Homeless Children and Youth Served (2020-2021 academic school year)</b>	
<b>Number of Homeless Unaccompanied Youth Served (2020-2021 academic school year)</b>	
<b>Number of Homeless out of school youth/dropped out/ or disengaged with services (estimate if unknown)</b>	
<b># Children &amp; Youth <i>At-Risk</i> of Homelessness served (estimate)</b>	

<b>2. Identification Methods</b>
Description of what methods and resources were used to identify above information. Indicate if numbers reflect a point-in-time count, survey, collaboration with community resources, and/or total number of students served to date during the 2020-2021 school year. How were estimates (if used) of disengaged, ‘at-risk’ and/or homeless out of school youth determined? (This box will expand as you enter text)

<b>3. Describe the temporary living situations of the McKinney-Vento eligible children, youth, and their families. Include categories (doubled-up, motel, etc.)? Include the temporary living situations of ‘at-risk’ children and youth including homeless unaccompanied youth who are disengaged, dropped out or not attending school.</b>
(This box will expand as you enter text)

**4. Describe the educational barriers identified by your organization facing students to be served. Include barriers specific to pre-school aged, homeless unaccompanied youth, and out of school homeless youth (disengaged, non-attending, or have dropped out).**

(This box will expand as you enter text)

**5. Provide an overview of current community services for homeless children, youth and their families, and gaps in needed services. Identify collaboration efforts/activities with schools and include the special populations mentioned in item #4 above.**

(This box will expand as you enter text)

**6. Numbers to be served**

Total number of homeless children and youth to be served in this project: \_\_\_\_\_

## **B. GOALS AND OBJECTIVES (25 Points Total)**

**1. Goal(s) Statements for your project**

Identify the specific goal(s) of the project.

(This box will expand as you enter text)

**2. Objectives**

Identify the objectives connected to each goal identified above. Each goal should have 1-3 objectives. Note: each objective, must have activities and measureable outcomes that will be identified in #3

(This box will expand as you enter text)

**3. Activities & Measurable Outcomes**

Identify the activities and measurable outcomes for each objective (list by number) identified above. Insert additional rows as needed. (Examples of allowable activities are provided in Appendix C)

<b>Objective #</b>	<b>Activity</b>	<b>Measureable Outcomes (quantifiable)</b>

**C. THE PLAN (25 Points Total)**

**1. Services Overview**

Provide a detailed description of the services to be provided and a timeline for implementation. Explain how these services address the unmet needs of homeless children and youth in the community as identified in the statement of demonstrated need. If multiple services, describe each separately.

(This box will expand as you enter text)

**2. Impact**

Describe how the proposed project facilitates the identification, outreach and provision of services to positively impact the educational success of children and youth who are homeless. Include how the unique needs of families and homeless youth on their own will be considered to actively engage parents/guardians and youth in the education process.

(This box will expand as you enter text)

**3. Staffing**

Describe how the program will be staffed and administered. Include the collaboration schools within your community.

(This box will expand as you enter text)

**4. Disseminate Information**

Describe how staff will disseminate information about the program to homeless families, homeless youth, school personnel, other service providers, and community members.

(This box will expand as you enter text)

**D. COLLABORATION (15 Points Total)****1. Community**

Explain in detail how the various community collaborations (existing or planned) connect with your program and collectively meet the needs of program participants. Potential community partners may include but are not limited to: Post-secondary schools, Juvenile Justice, local housing agencies, transitional foster care homes, runaway youth shelters, youth & teen centers, healthcare providers, and other community-based organizations that address the educational, health, and social needs of homeless students and families etc.

(This box will expand as you enter text)

## 2. Communication

Describe how communication will be developed, maintained, and documented among all partners over the course of the program. (e.g. website, community forums, newspapers, posters, trainings, special events)

(This box will expand as you enter text)

## E. DOCUMENTATION & EVALUATION (15 Points Total)

### 1. Evaluation process

Describe the process (including specific data & method of collection) that will be used to evaluate the success of the project, and to generate information to make changes for program improvement: Success of project must be directly connected identified goals, objectives, activities, and measureable outcomes.

(This box will expand as you enter text)

### 2. Responsibility

Who will be responsible for the documentation and evaluation of the proposed project?

(This box will expand as you enter text)

### 3. Collaboration Effectiveness

Describe how the relationship of the organization and schools within the community relates to the overall effectiveness of meeting student needs as described in the needs assessment.

(This box will expand as you enter text)

**F. DETAILED BUDGET NARRATIVE (15 Points Total)**

*Note: A revised narrative and detailed budget will be required if there are adjustments to grant awards.*

**1. Provide a budget narrative for requested ARP- EHCY funds.**

(This box will expand as you enter text)

**Email completed application to: [Christina.L.Dotson@doe.nh.gov](mailto:Christina.L.Dotson@doe.nh.gov)**