

National Association for the Education of Homeless Children & Youth (NAEHCY) Conference Scholarship Guidance

Overview

The Tennessee Department of Education (department) is providing an opportunity for eligible local education agencies (LEAs) to apply for funds for local homeless liaisons and other homeless program staff to attend the [2026 National Association for the Education of Homeless Children and Youth \(NAEHCY\) Conference](#), taking place **Oct. 31- Nov. 3, 2026**, in Nashville, Tennessee. Pre-Conference sessions begin on **Oct. 31** and the full conference begins on **Nov. 1**.

This funding opportunity is open only to LEAs located in counties categorized as [Distressed or At-Risk](#) by the Appalachian Regional Commission (ARC).

- **LEAs located in Distressed Counties:** Bledsoe, Clay, Cocke, Grundy, Hancock, Hardeman, Haywood, Lake, Perry, Pickett, and Scott, Newport City Schools, Oneida City Schools
- **LEAs located in At-Risk Counties:** Benton, Jackson, Campbell, Johnson, Lauderdale, Carter, McNairy, Claiborne, Meigs, Decatur, Morgan, DeKalb, Overton, Fentress, Sequatchie, Greene, Unicoi, Hardin, Van Buren, Hawkins, Warren, Houston, Wayne, Elizabethton City Schools, Greeneville City Schools, Rogersville City Schools, Johnson City Schools

By prioritizing these LEAs, the state aims to direct resources where they can have the greatest impact. This funding will enable small and rural LEAs to build stronger, more sustainable homeless education programs; increase staff knowledge and compliance; and improve service coordination. Ultimately, the goal is to ensure that students experiencing homelessness receive equitable access to education, stability, and the supports necessary to succeed.

Funding Details

- Eligible LEA Participants: Two (2) individuals per eligible LEA whose work includes supporting students experiencing homelessness.
 - The LEA homeless liaison (or their established designee) **must** be one of the attendees.
 - The second attendee must be a staff member who works directly with students experiencing homelessness (i.e., other homeless program staff, family resource center staff, LEA social worker, school counselor, etc.)
- Amount: \$5,000 per awarded LEA. Awarded LEAs must agree to cover any costs exceeding \$5,000.
- Covered Expenses:
 - **Early bird conference registration** for the **in-person** conference (LEA participants must be registered by **Sept. 15, 2026**, to receive this rate). LEAs are encouraged to register for and attend the pre-conference sessions, but it is not required.

Full Conference: Oct. 31 – Nov. 3 (Includes Pre-Conference Sessions)	Conference Only: Nov. 1-3 (No Pre-Conference Sessions)
\$925 Early Bird Rate for NAEHCY Members	\$850 Early Bird Rate for NAEHCY Members
\$950 Early Bird Rate for Non-Members	\$925 Early Bird Rate for Non-Members

- **Travel costs, lodging, and daily per diem** in accordance with GSA-established rates and LEA policy. LEAs will be reimbursed only at these rates; any amounts above these rates are the responsibility of the LEA.
 - Lodging must be at the conference room rate or below (\$279.00 per night, plus applicable taxes)
 - A limited number of rooms are available at the prevailing government per diem rate in effect at the time of the conference.
 - Attendees must deduct the cost of any meals provided as part of the conference from the daily per diem amount.
- Awarded LEAs must have a complete and approved application and budget in ePlan **prior** to attending the conference.
- Awarded LEAs must submit appropriate documentation of expenses and post-conference activities to the department to receive reimbursement.
- Awarded LEAs must submit reimbursement requests in ePlan **after** travel is completed, in accordance with federal funding regulations.
- Remember that federal regulations consider travel costs to be obligated when the travel is taken.

Application Requirements

Eligible LEAs who are interested in receiving scholarship funds must complete and submit an *NAEHCY Conference Scholarship* application in ePlan by **July 31, 2026**. All applications will be reviewed by the department, and final approval of budgets will be issued in mid-August. The application can be accessed in **ePlan > Funding > Funding Applications > 2027 > NAEHCY Conference Scholarship**.

Pre-Conference Tasks

- Complete and submit the ePlan application on or before **July 31, 2026**, including the following sections:
 1. Cover Page
 2. Pre-Conference Narratives Page:
 - List the two (2) staff who will attend the 2026 NAEHCY Conference utilizing using scholarship funds. Click Add Row to add the second attendee.
 - When was the last year that the LEA sent faculty or staff to the NAEHCY Conference?
 - Describe a specific need, gap, or challenge in your LEA's homeless education program.
 - How will attending the 2026 NAEHCY Conference assist in the continuous improvement of the LEA's homeless education program?

- Check the box to agree to the FY27 NAEHCY Conference Scholarship Assurances:
 - By accepting funds, LEA staff attending the conference are required to be present for and actively participate in the scheduled conference sessions each day they are registered.
 - By accepting funds, LEA staff agree to comply with all requirements of this award, including conference attendance, submission of the Professional Learning Plan by **Jan. 15, 2027**, and documentation of implementation by **Aug. 31, 2027**. Failure to meet these requirements may result in repayment of all or part of the funds awarded to the LEA in accordance with applicable grant compliance and recovery provisions.
- 3. Budget (see more details below)
- 4. Assurances

NAEHCY Conference Scholarship
Overview
Pre-Conference Narratives
Budget
Budget Overview
Post-Conference Professional Learning Plan
Related Documents

Budgeting in ePlan

The ePlan process for entering the NAEHCY Scholarship application budget is consistent with all other grants in ePlan. Each LEA must have a department-approved budget in ePlan and have submitted the Professional Learning Plan (PLP) as specified below before requesting reimbursement.

IMPORTANT: For the initial FY27 grant application, an allocation of \$.01 will be loaded to the application. **LEAs should provide a budget narrative for the total amount of funds being awarded.** Specifically, the LEA is receiving \$5,000; a budget narrative for the full request should be entered in the budget pages as described below.

Budget instructions:

- To access a budget, click the **Budget** link from the [Sections](#) page.
- For the budget line, click *Modify* located to the left of the account number to open the [Budget Detail](#) page for that line item.
- On the *Budget Detail* page for the line item, click [Add a Budget Detail](#).
- ePlan auto-populates the Location Code field with the LEA's name and identification number.
- **All expenses must be placed in a single line using 72210-524.**
- For *Cost*, enter the allocated **\$.01**.
- Complete the Narrative *Description*, including all required information.
 - Outline in detail all expenses associated with the conference, including:
 - [Early-bird](#) conference registration
 - Travel expenses
 - Lodging

- Daily per diem
 - Include amounts for all expenses and include calculations as appropriate (i.e. "show your math").
 - See example and additional details below.
- **IMPORTANT:** Confirm that the amount in the *Remaining* line at the bottom of the page is \$0.00.

Narrative Description
Example: Participants: • Kathy May, McKinney Homeless Liaison • Jordan Lee, School Counselor Lodging: • 2 hotel rooms x 3 nights (June 1-4) • Cost: 279/night x 3 nights x 2 rooms = 1,674 + taxes & fees • Purpose: Required overnight stay at the state rate to attend the full conference agenda. Per Diem: (Meals & Incidentals) • GSA per diem rate: \$68/day x 3 days x2 people = 414 • Purpose: Supports meals during travel days per district travel policy. • Meals provided during the conference have been deducted from the reimbursement request. Ground Transportation: • Rental Car Estimated: \$60 a day x 5 = 300 • 160 miles x \$.72= \$115 for travel to Nashville to attend the NAEHCY Conference • 160 miles x \$.72= \$115 for travel back to the LEA from the NAEHCY Conference • Total cost requested = \$230 Registration Fees: • Registration: \$950 per person x 2 = \$1,900 • Purpose: Required fee to participate in and access to conference materials.

Total for filtered Budget Details:	\$1,000.00
Total for all other Budget Details:	\$0.00
Total for all Budget Details:	\$1,000.00
Adjusted Allocation:	\$1,000.00
Remaining:	\$0.00

Budget Narrative Expectations

When completing the budget, please:

1. **Identify the Individuals Included in the Budget.** For any budget that includes travel, stipends, or professional development costs.
 - List the name and role of each person being supported (e.g., Homeless Liaison, Family Engagement Specialist).
2. **Explain Every Budget Line Item.** Every line item should:
 - Clearly describe what is being purchased.
 - Specify the quantity and unit cost (e.g., 2 hotel nights at \$279/night).
 - Indicate whether the cost is per person or total.
3. **Provide the Required Detail per Line Item.** Each cost category must include:
 - Description – What is it?
 - Purpose/Justification – Why is it needed for McKinney-Vento implementation?
 - Calculation – Show the math (e.g., mileage, unit cost × number of units).
 - Who is included – If costs relate to the two attendees, name them both.

4. All Costs Must Be:

- Reasonable
- Necessary
- Allowable
- Directly tied to program services and goals

***NOTE:** If a cost is not explicitly explained, the reviewer will return the budget for revisions.

ePlan Checklist

Once the application is submitted and reviewed by the department, it will be either approved or returned to the LEA for revision. Navigate to the *NAEHCY Checklist* at the bottom of the *Sections* page to see required revisions to the general application. Approved sections will be marked as *OK* in the checklist. Any sections requiring revisions will be marked with as *Attention Needed*. The LEA must make the requested revisions and resubmit the application.

NAEH CY Conference Scholarship
<u>Overview</u>
<u>Pre-Conference Narratives</u>
<u>Budget</u>
<u>Budget Overview</u>
<u>Budget Overview Plus/Minus</u>
<u>Post-Conference Professional Learning Plan</u>
<u>Related Documents</u>
NAEH CY Checklist
<u>Checklist</u>

Checklist Description (Collapse All) Expand All

1. General Comments

OK

1.01 General Comment

2. Budget

Attention Needed

2.01 Budget Items are allowable.

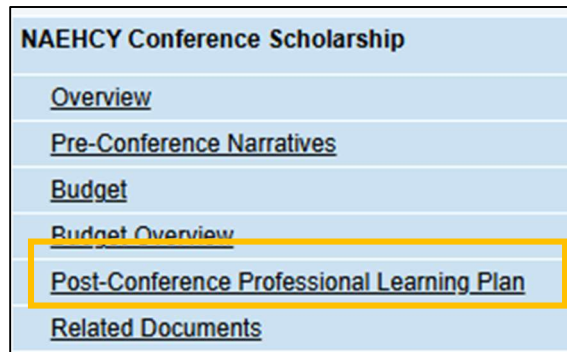
Vanessa Waters

5/29/2025 12:21:13 PM

Please provide a breakdown of lodging
i.e., 2 hotel rooms- 3 nights (June 1-4)
Cost \$279 nightly - 3 nights + 2 rooms = \$1,674

Post-Conference Tasks

- After attending the conference, LEAs must submit a revision to the application in ePlan to complete the embedded Professional Learning Plan (PLP) in the *Post-Conference Narratives* section of the application by **Jan. 15, 2027**.
 - Failure to meet these requirements may result in repayment of all or part of the funds awarded to the LEA in accordance with applicable grant compliance and recovery provisions.
 - Select *Revision Started* at the top of the *Sections* page to start your revision.



- By **Jan. 15, 2027**, complete the *Post-Conference Professional Learning Plan* section to submit the PLP. The PLP must:
 - Highlight 3-5 key learning takeaways from the event:
 - Describe how the new learning will be applied in your LEA.
 - What specific strategies or practices will be implemented?
 - Which schools, staff, or departments will be involved?
 - What are the expected outcomes for students experiencing homelessness?
 - What indicators will show improvement for students experiencing homelessness?
 - Provide a timeline showing implementation through **Aug. 31, 2027**; and
 - Describe how the plan addresses a need within the LEA homeless program.
 - How will these practices continue beyond **Aug. 31, 2027**?
- Once the PLP has been approved in ePlan, LEAs will implement their plan.
- By **Aug. 31, 2027**, the LEA must submit a revision to the application in ePlan to provide evidence of implementation to the *Post-Conference Professional Learning Plan* section of the application.
 - Click *Revision Started* at the top of the *Sections* page to start.
 - In the Related Documents section: upload the following evidence that the professional learning plan was implemented by **Aug. 31, 2027**. Documentation, at a minimum, must include:
 - Professional learning materials used in training(s),
 - Dated sign-in sheets (or other proof of attendance) from training(s)),
 - Participant feedback or evaluations from training(s),
 - Optional: Other applicable evidence, which may include revised policies, student outcome data, etc.

Evidence of Implementation: After the above PLP has been implemented, upload evidence below by Aug. 31, 2027.		
Documents		
Type	Document Template	Document/Link
(NAEHYC Conference Scholarship) Evidence of PLP Implementation	N/A	Upload New

Requirements for Budget Reimbursements Post Conference

After attending the conference, the LEA will submit the PLP as specified above. Once the PLP is approved in ePlan, LEAs must provide the following information with their reimbursement request in ePlan:

1. LEA invoices and proof of payment for early-bird registration;
2. LEA invoices and proof of payment for lodging at conference room rate or below the state rate;
3. Signed LEA travel form for per-deim, registration, hotel, parking, mileage or gas, and other costs incurred from the conference;
4. Rental car invoice and proof of payment (as applicable);
5. Any other applicable documentation as needed or requested by the State.

Reimbursement Request

Once the LEA has an approved PLP, a reimbursement request can be submitted in the Reimbursement Request section of the application.

Reimbursement Requests	Consolidated	IDEA Preschool
Project Summary	Consolidated	IDEA, Part B
LEA Document Library	Consolidated	School-Wide Pool
Address Book	Consolidated	Title I, Part A
TDOE Resources	Consolidated	Title I, Part A-Neglected
Help for Current Page 2	Consolidated	Title I, Part C
Contact TDOE	Consolidated	Title I, Part D LEA
System Health	Consolidated	Title I, Part D State Agency
ePlan Sign Out	Consolidated	Title II, Part A
Barnett, Christopher	Consolidated	Title III
Test Site	Consolidated	Title IV
	Consolidated	Title V
	NAEHYC Conference Scholarship	NAEHYC Conference Scholarship

Next, click on the Create New Reimbursement Request

Project Number
C.F.D.A. Number
Initial Substantially Approved Date
Project Begin Date
Project End Date
Allocation
Available Budget
Allow Carryover
Project Status
Create New Reimbursement Request

All required travel documents as specified above must be uploaded in the **reimbursement, related documents section**.

Description
History Log
Create Comment
Expenditure Details
Request
Related Documents
Assurances
All

Upload Data File:		Select
URL:		
Document Name:	Example: Conference Registration	
Create Cancel		

Once the reimbursement request has been reviewed, if revisions are needed, you will navigate to the *History Log* at the top of the reimbursement page.

Description
History Log
Create Comment
Expenditure Details
Request
Related Documents
Assurances
All

Date	User	Status (S)/Comment (C)
6/17/2026 4:15:04 PM	ePlan Help	Upload documentation for each attendee's travel expenses.

Summary and Timeline of Scholarship Requirements

Pre-Conference	
Event	Date
Due date for the <i>Cover Page, Pre-Conference Narratives, Budget, and Assurances</i> pages of the ePlan application	July 31, 2026
State reviews all applications.	By Aug. 10, 2026
Once the application is approved in ePlan, LEAs register for the Early-Bird Conference rate	By Sept. 15, 2026
Conference	
Event	Date
LEA selected participants attend the 2026 NAEHCY Conference	Oct. 31 – Nov. 3, 2026 (including pre-session) or Nov. 1 – Nov. 3, 2026 (conference only)
Post-Conference	
Event	Date
Due date for the <i>Post-Conference Professional Learning Plan (PLP)</i> within the ePlan application	Jan. 15, 2027
Once the PLP is approved in ePlan, LEAs may submit reimbursement requests	After PLP approval in ePlan
Implement the approved PLP	From date of approval through Aug. 2027
*Due date to upload evidence of PLP implementation (LEA must start a revision and resubmit the application)	Aug. 31, 2027

*Note that failure to meet these requirements may result in repayment of all or part of the funds awarded to the LEA in accordance with applicable grant compliance and recovery provisions.

General Conference Details

- [NAEHCY Conference Website](#)
- Changes to conference registration or cancellations must be made before **Mon., Oct. 12, 2026**.
- Gaylord Opryland Resort and Conference Center is the host hotel for the NAEHCY conference. The reservation window closes **Thurs., Oct. 8, 2026**, or when the block sells out, whichever occurs first.
 - **Important:** Hotel reservations can only be made after completing conference registration.
 - The hotel website is <https://naehcy.org/annual-conference/2026-conference/#naehcy-conference-hotel-block>.
 - The conference hotel contracted room rate is **\$279.00** per night plus applicable taxes and fees.

Have Questions?

To further support applicants, the McKinney-Vento Grant Manager will offer office hours for homeless liaisons seeking assistance with the *NAEHCY Conference Scholarship* application. During these sessions, the McKinney-Vento Grant Manager will be available to answer questions and discuss both homeless programming and the application process. Log-in information and scheduled dates are provided below.

FY27 NAEHCY Scholarship Application Office Hour Dates & Times:

- Wednesday, July 1, 10 - 11 a.m. CT | 11 a.m.- 12 p.m. ET
- Monday, July 6, 1 - 2 p.m. CT | 2 - 3 p.m. ET
- Tuesday, July 14, 1 - 2 p.m. CT | 2 - 3 p.m. ET
- Thursday, July 23, 2 - 3 p.m. CT | 3 - 4 p.m. ET
- Monday, July 27, 9 - 10 a.m. | 10 - 11 a.m. ET
- Friday, July 31, 9 - 10 a.m. | 10 - 11 a.m. ET
- Friday, July 31, 1 - 2 p.m. CT | 2 - 3 p.m. ET

Log-in Information:

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

Phone Conference ID: 255 752 770 521 779