



NAEHCY Scholarship Application

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McKinney-Vento Grant Manager | Federal Programs and Oversight

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Agenda

- Scholarship Overview
- Pre-Conference
- Questions
- Post-Conference
- Questions
- Resources



Scholarship Overview

Funding Opportunity

- 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 (NAEH CY) Conference.

LEAs Eligible for Funding

Distressed & At-Risk LEAs Eligible for Funding		
Bledsoe	Hardin	Perry
Campbell	Hawkins	Pickett
Carter	Haywood	Rogersville City Schools
Claiborne	Houston	Scott
Clay	Jackson	Sequatchie
Cocke	Johnson County	Unicoi
Decatur	Johnson City Schools	Van Buren
DeKalb	Lake	Warren
Elizabethton City Schools	Lauderdale	Wayne
Fentress	McNairy	
Greene	Meigs	
Greeneville City Schools	Morgan	
Grundy	Newport City Schools	
Hancock	Oneida City Schools	
Hardeman	Overton	

General Conference Details

- 2026 National Association for the Education of Homeless Children and Youth (NAEH CY) Conference,
- Dates: Oct. 31- Nov. 3, 2026
- Location: Gaylord Opryland Nashville, Tennessee
 - Pre-Conference sessions begin on Oct. 31
 - Full conference begins on Nov. 1.

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.)

Covered Expenses

- 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 register 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: <u>Oct. 31</u> – <u>Nov. 3</u> (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



Covered Expenses, Continued

- Travel costs, lodging at conference rates or lower, 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 conference room rate (\$279) or below the state rate listed on the [GSA website](#).
 - LEAs must deduct the cost of any meals provided as part of the conference from the daily per diem amount.

Application Requirements

- Eligible LEAs who are interested in receiving scholarship funds must complete and submit an application in ePlan by **July 31, 2026**.
- All applications will be reviewed by the department, and final approval of budgets will be issued on or around **Aug. 10**.
- The application can be accessed in [ePlan](#) > **Funding > Funding Applications > 2027 > NAEHCY Conference Scholarship**.



Pre-Conference

Pre-Conference Tasks

- Complete and submit the ePlan application on or before **July 31, 2026**, including the following sections:
 - Cover Page
 - Pre-Conference Narratives
 - Budget
 - Assurances

Pre-Conference Narratives

- Pre-Conference Narratives:
 - 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?

Pre-Conference Assurances

- 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.

Pre-Conference Budget

- Budget:
 - 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

Pre-Conference Budget Instructions

- 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.
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Pre-Conference Budget Instructions Continued

- 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.
- Confirm that the amount in the *Remaining* line at the bottom of the page is \$0.00.

Budget Instructions Continued

- Example Budget Narrative

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

Budget Narrative Expectations:

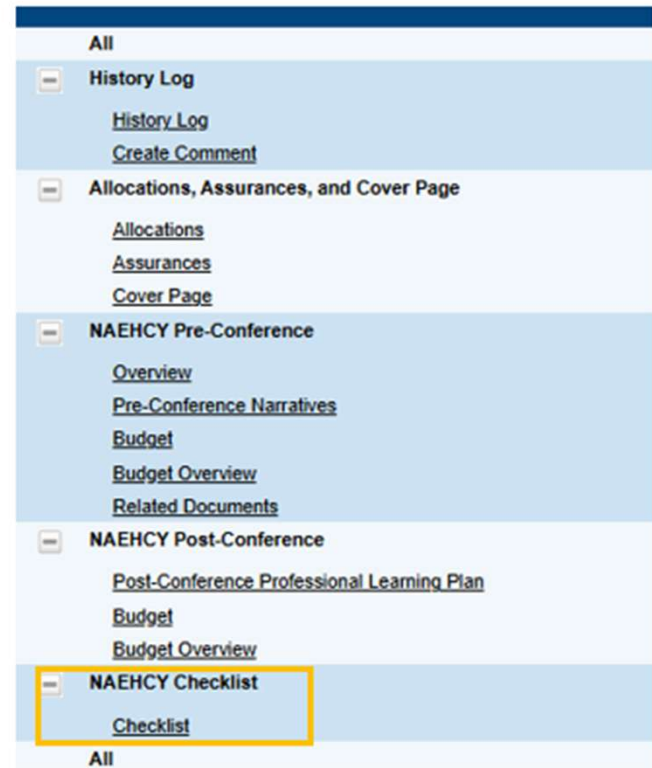
- 1) Identify the Individuals Included in the Budget.** For any budget that includes travel, stipends, professional development, or personnel-related costs:
 - List the name and role of each person being supported (e.g., Homeless Liaison, Family Engagement Specialist).
- 2) Explain Every Budget Line 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).
 - *(currently 9.75% State Tax, 7% Occupancy Tax, and \$2.50 City Tax)*
 - Indicate whether the cost is per person or total.

Narrative Expectations

- 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
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ePlan Checklist

- **ePlan Checklist:**
 - Once the submitted application has been reviewed, it will either be approved or returned to the LEA for revisions.
 - To see required revisions, navigate to the NAEHCY Checklist at the bottom of the sections page.



ePlan Checklist Continued

- Approved sections will be marked as *OK*.
- Sections with required revisions will be marked as *Attention Needed*.
 - Make the specified revisions and resubmit the application.

The screenshot displays a web-based checklist interface. At the top, a header bar reads 'Checklist Description (Collapse All Expand All)'. Below this, there are two main sections. The first section, '1. General Comments', has a dropdown menu set to 'OK'. The second section, '2. Budget', has a dropdown menu set to 'Attention Needed'. This section is highlighted with a yellow border. Under '2. Budget', there is a sub-item '2.01 Budget Items are allowable.' which has a blue checkmark icon. Below this, there is a text area with a rich text editor toolbar. The text in the area reads: 'Please provide a breakdown of lodging' followed by 'i.e., 2 hotel rooms- 3 nights (June 1-4)' and 'Cost \$279 nightly - 3 nights + 2 rooms = \$1,674'. To the right of the text area, the name 'Vanessa Waters' and the timestamp '5/29/2025 12:21:13 PM' are visible.





Questions?



Post Conference

Post Conference Task

- After attending the conference, LEAs must complete the embedded Professional Learning Plan (PLP) in the *NAEH CY Post-Conference* section of the application by **Jan. 15, 2027**.
 - **Important:** 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.

Post Conference PLP

- The Professional Learning Plan (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?

Post Conference PLP Continued

- Once the PLP has been approved in ePlan, LEAs should 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 *NAEHCY Post-Conference* section of the application.

Post Conference PLP Continued

- Required Documents (including but not limited to)
 - 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.

Budget Reimbursements Post Conference

- After attending the conference, LEAs must provide all the following information with their reimbursement request in ePlan:
 - 1) LEA invoices and proof of payment for early-bird registration and lodging
 - 2) Signed LEA travel form for per diem, registration, hotel, parking, mileage or gas, & other costs incurred from the conference.
 - 3) Rental car invoice and proof of payment.
 - 4) Any other applicable documentation as needed or requested by the State.

*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.

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Reimbursement Request

- Once the LEA has an approved PLP, a reimbursement request can be submitted in the Reimbursement Request section of the application.
- All required travel documents as specified on the previous slide must be uploaded to the Related Documents section.

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

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Reimbursement Request Continued

- 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
<u>History Log</u>
<u>Create Comment</u>
<u>Expenditure Details</u>
<u>Request</u>
<u>Related Documents</u>
<u>Assurances</u>
All

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Important Dates

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.*



Resources

Office Hours

- 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.

Office Hours Continued

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, 9 - 10 a.m. | 10 - 11 a.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

Resources

- [NAEHCY Scholarship Guidance](#)
- [NAEHCY Annual Conference](#)
- [LEA User Access Form](#)

Slide 37

VW1 [@Vanessa Waters] add link
Vanessa Waters, 2026-06-09T21:28:41.812

VW2 [@Vanessa Waters] add to TDOE Resources before session
Vanessa Waters, 2026-06-09T21:35:44.915



**Additional
Questions?**

Please Share your Feedback:

You may access the PD Survey by navigating here:

<https://forms.office.com/r/eVtWEAZ9xZ>





Thank You!

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