

MCKINNEY-VENTO HOMELESS EDUCATION ASSISTANCE ACT: GRANT APPLICATION TECHNICAL ASSISTANCE WEBINAR



Division of Performance and Accountability

Presenters:

Valerie Todacheene, BIE McKinney-Vento Coordinator

MCV Grant: 2018-2021

Goals

- Provide **immediate enrollment** of homeless children who are not already enrolled. This includes reviewing and revising any laws, regulations, practices, or policies that may act as barriers to the enrollment, attendance, or success of homeless children and youth
- Provide **school stability** for students experiencing homelessness by allowing them to remain in their school of origin when this is in the child's or youth's best interest and providing transportation to and from the student's school of origin at the parent's/guardian's or unaccompanied youth's request
- Ensure that homeless students are provided services in such a way that they are not **isolated or stigmatized**
- Promote **school success** and **completion** for homeless students
- Support **collaboration** between schools and community agencies serving homeless students

Definition of Homeless?

- The term "homeless children and youths"--
(A) means individuals who lack a **fixed, regular, and adequate** nighttime residence (within the meaning of section 103(a)(1)); and

(B) includes--
(i) children and youths 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 the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;*

(ii) children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings (within the meaning of section 103(a)(2)(C));

(iii) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and

(iv) migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).
- *Per Title IX, Part A of the Every Student Succeeds Act, "awaiting foster care placement" was removed from the definition of *homeless* on December 10, 2016; the only exception to this removal is that "covered states" have until December 10, 2017 to remove "awaiting foster care placement" from their definition of *homeless*.

Application Process

- Now accepting Applications until **May 14, 2018**
- Applications have been distributed via e-mail
Applications also available on the BIE website
(www.bie.edu)
- Award notifications will be made **06/01/2018**
- Award is 3-years (2018-2021) and is contingent upon funding & availability of funds and meeting application requirements.

Who can apply?

- All Bureau of Indian Education (BIE) funded schools
- The school must have a minimum of 25 students identified in the Native American Student Information System (NASIS) according to the school's identification policies and procedures which is aligned to the Title IX, Part A of the McKinney-Vento Homeless Assistance Act and definition.
- **NOTE:** If you currently receive MCV grant, you will need to re-apply

Grant Requirements

- **NUMBER OF HOMELESS STUDENTS-** Applicants must have a minimum of 25 students identified in a Homeless situation according to the homeless definition in Section 725 of the McKinney-Vento Act, as amended by ESSA. Students must be identified in NASIS.
- **STATEMENT OF ASSURANCES-**The project application must include a Statement of Assurances signed by an authorized school representative who is responsible for meeting all statutory and regulatory requirements for managing the grant. This representative is typically the ranking school administrator or designee.
- **NATIVE STAR/SCHOOLWIDE APPLICATION-**All grant recipients must submit reports into Native Star pursuant to the timeline provided by BIE. Additionally, grant information must be reflected in the school's Schoolwide Application and Budget. Subgrantee will select indicators of effective practice that align to the program activities and engage in tools determined by the BIE that will assist program implementation.
- **ACADEMIC PROGRESS-**All grant recipients must track the academic progress for all students receiving program funded services through progress monitoring such as NWEA or similar tools. The school agrees to share program student data with the BIE in order to document the progress of the students served by program funds using non-identifying methodologies
- **COLLABORATION-**The application must specify the organizations the school will collaborate with to implement activities outlined in the grant.

Grant Requirements

- **END OF THE YEAR REPORT**-Each sub-grantee must submit an end of the year report to the BIE McKinney-Vento State Coordinator during the project period. Failure to submit such a report will result in the sub-grantee program funding being suspended the following year.
- **MONITORING PROGRAM PROGRESS**-All sub-grantee awardees must maintain fiscal and program records for quarterly review of program progress. Grant recipients will be required to submit an evaluation template at the beginning of the year (BOY), middle of the year (MOY), and end of year (EOY). Sub-grantees must respond to all BIE program inquiries and requests in a timely manner.
- **ADEQUATE AND TIMELY USE OF FUNDS**-All project funds must be spent according to the approved project proposal in order to be considered for the following year's funding.
- **DISTRIBUTION OF FUNDS**-The project will be awarded for 3 consecutive school years. Funds will be distributed on July 1st of each year based on: (1) availability of funds; and (2) satisfactory program accomplishments; and, (3) timely submission of required reports.
- **MODIFICATIONS**-Schools must submit a proposed modification to the application if key personnel, activities, expenditures, budget description and budget are being modified. Such modifications must be submitted to the BIE McKinney-Vento State Coordinator for review prior to implementing the change. Modification requests must be approved by the BIE McKinney-Vento State Coordinator.

Grant Requirements

- **CARRYOVER**-Carryover of program funds is discouraged; however, in cases where applicants have unexpended funds, a carryover request must be submitted to the BIE McKinney-Vento State Coordinator no later than June 15th in the year funds were awarded. Carryover funds may be subtracted from the subgrantee's award for the following school year.
- **PROBATION**-Subgrantees will be placed on probationary status for: 1) non-submission of reports outlined in the grant requirements and assurances; 2) not following approved program plan and budget; 3) not meeting the requirement of providing services to a minimum number of 25 students.
- **AWARD DETERMINATION** – The BIE reserves the rights to impose Specific Conditions, as applicable, in accordance with 2 CFR 200.207 and to terminate the award, as applicable, under the provisions of 2 CFR 200.339. Also, the BIE reserves the right to determine the total award amount a school will receive.

Criteria for Award

Criteria for Award	
CATEGORY	POINTS
<p>Application Format/Organization 5 Pts.</p> <ol style="list-style-type: none">1. Application should be typed or printed, single-spaced on white 8 ½" x 11" paper using a font no smaller than 11 point Times New Roman or similar. If printed and mailed must be single sided.2. All pages should be organized according to the format provided in this document. Each attachment must reference the section to which it corresponds.3. Applicants are asked to provide a response to each section listed in the application utilizing the space provided in the application which is included in this document. <u>The proposal is limited to a maximum total of 13 pages which includes statement of assurances and attachments.</u> Pages provided beyond the aforementioned maximum amount will not be considered during evaluation.4. Submissions should only include parts 1-4 of the application.	5

Criteria for Award

Part III - Budget Narrative/Spreadsheet 3 pages A. Budget Narrative (10 Pts.) 2 pages B. Budget Spreadsheet (10 Pts.) 1 page	
	TOTAL POINTS
Part IV – Statement of Assurances (Required)	20
	0
	TOTAL POSSIBLE POINTS
	100

Part I-School Information

Part I--School Information (REQUIRED)

School Name		
Mailing Address		
City	State	Zip Code
Name of Authorized School Representative	Title	Telephone Number
Email Address	FAX	
Signature		Date
Name of Homeless Liaison (if different than the Authorized Representative)		Title
Email Address		Telephone Number
Signature		Date
School Board President		Date
Signature		Date
ERC Education Program Administrator		Date
Signature		Date
ERC area to be served		Number of homeless children to be served
Project Period	Total Yearly Amount Requested	
July 1, 2018--June 30, 2021		

Part II-Project Narrative

Part II—Project Narrative (75 Points Total)¶

A. **NEEDS ASSESSMENT** 1 page (15 pts): The needs assessment should include a summary of the community and school demographics related to poverty and homelessness to support the need of additional funds to support homeless students and youth. At a minimum, the summary should include the number of homeless children and youth enrolled in the school, and the number of homeless children and youth in the community. Further, provide the current status of the applicant's McKinney-Vento Homeless program and services provided to homeless students, youth and their families for the past three years. Also, include how you have been providing services to homeless youth & children through your Title IA set-asides and the schoolwide plan. The overall narrative of the needs assessment should provide a justification for the priorities the grant will address and detail how the funds will be used to leverage existing resources, including by maximizing non-subgrant funding for the position of the Local Liaison. ¶

Summary:¶

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Grant Priorities identified from needs assessment: (Short statements)¶

- 1.¶
- 2.¶
- 3.¶
- 4.¶
- 5.¶

Part II-Project Narrative

B. PROJECT ACTIVITIES-2-Pages-(20-pts.): The project activities should be connected to the priorities from the needs assessment. Describe how the proposed activities will enrich the academic programs already offered at the school to increase services provided to homeless children and youth. There should be a description of who will be coordinating and managing the project. More important, activities should be innovative and robust in addressing the academic needs of homeless children & youth. Please refer to allowable activities on page 15. This should align to the priorities identified from your needs assessment. ¶

¶	Priority (from needs assessment)¶	Project Activities¶	Task(s)/Responsible Staff¶	Timeline¶ (By When?)¶
1¶	Enter Priority here¶	Enter Activity here¶	Tasks assigned¶	Month/Year¶
2¶	Enter Priority here¶	Enter Activity here¶	Tasks Assigned¶	Month/Year¶
3¶	Enter Priority here¶	Enter Activity here¶	Tasks Assigned¶	Month/Year¶
4¶	Enter Priority here¶	Enter Activity here¶	Tasks Assigned¶	Month/Year¶
5¶	Enter Priority here¶	Enter Activity here¶	Tasks Assigned¶	Month/Year¶
6¶	Enter Priority here¶	Enter Activity here¶	Tasks Assigned¶	Month/Year¶
7¶	Enter Priority here¶	Enter Activity here¶	Tasks Assigned¶	Month/Year¶
8¶	Enter Priority here¶	Enter Activity here¶	Tasks Assigned¶	Month/Year¶
9¶	Enter Priority here¶	Enter Activity here¶	Tasks Assigned¶	Month/Year¶
10¶	Enter Priority here¶	Enter Activity here¶	Tasks Assigned¶	Month/Year¶

Part II-Project Narrative

C. DATA COLLECTION/EVALUATION (1-page (15-pts.)): Provide a description on how your project will collect and analyze data to determine if the project priorities defined in the grant are being met. Data may be collected through quantitative and qualitative means through interviews, surveys/questionnaires, state assessments, NASIS, and focus groups. Data collection must be aligned to project activities described in section B. Also, program progress will be evaluated through the Native Star Indicators of Effective Practice. ¶

¶	Project Activities ¶	Data Collection (What is the data collected to provide evidence) ¶	Timeline ¶ (By When?) ¶
1 ¶	Enter Activity here ¶	Describe Data ¶	Month/Year ¶
2 ¶	Enter Activity here ¶	Describe Data ¶	Month/Year ¶
3 ¶	Enter Activity here ¶	Describe Data ¶	Month/Year ¶
4 ¶	Enter Activity here ¶	Describe Data ¶	Month/Year ¶
5 ¶	Enter Activity here ¶	Describe Data ¶	Month/Year ¶

Part II-Project Narrative

D. ESTABLISHING PARTNERSHIPS 1-page (10-pts.): Provide a description on how your proposed project will coordinate and collaborate with other local, state, federal, and tribal agencies and other providers who serve homeless families, children and youth. The following are some examples of these partners: Head Start, Even Start, Title funding, shelters, Indian Health Service, Family and Social Services, county agencies, community agencies, parents, advocacy groups, housing authorities, and community members.

1	List Partners	Coordinated Task(s)/Activities	When was partnership/ Collaboration established or will be established?
1	Enter Partner Name.	Enter task/activity.	Month/Year
2	Enter Partner Name.	Enter task/activity.	Month/Year
3	Enter Partner Name.	Enter task/activity.	Month/Year
4	Enter Partner Name.	Enter task/activity.	Month/Year

Part II-Project Narrative

E. PROMOTING MEANINGFUL INVOLVEMENT OF PARENTS AND GUARDIANS 1 page (10 pts.): Please provide a list on how your proposed project will coordinate and collaborate with Parents & Guardians. School will work with the Native Star Family Engagement Indicators to monitor this section. ¶

1. ¶

2. ¶

3. ¶

4. ¶

5. ¶

Part II-Project Narrative

F. ESTABLISHING AND IMPLEMENTING EFFECTIVE HOMELESS POLICIES & PROCEDURES (5 pts.): Provide the policies and procedures that are or will be in place to promote accessibility and academic success of homeless students. Reviewing and establishing policies and procedures for the purposes of promoting the education of McKinney-Vento eligible children and youth, removing barriers, and addressing the following: determining eligibility, enrollment, transportation, attendance, and academic services. Policies and Procedures will be uploaded into the Native Star Document Upload.

	Policies & Procedures	Developed (Y/N)	Location of Policies & Procedures (ie. Native Star document upload, school website)	Task(s)/Activities in developing or updating	Timeframe (If no, by When? (Month/Year))
1	Enter Policy/Procedure	Select		Enter Task	Month/Year
2	Enter Policy/Procedure	Select		Enter Task	Month/Year
3	Enter Policy/Procedure	Select		Enter Task	Month/Year
4	Enter Policy/Procedure	Select		Enter Task	Month/Year
5	Enter Policy/Procedure	Select		Enter Task	Month/Year

Part III – Budget Narrative/Spreadsheet

Please provide a descriptive explanation of costs for the line items listed which must be reflected in the amounts entered into the spreadsheet. Please refer to allowable costs located in the appendices. Any incentives are highly scrutinized and if applicant is considering incentives, this will only be considered for students, and the applicant must provide a strong justification and the costs must be minimal and items must be educationally related. Gift cards are not allowable.

Budget Narrative (10-Pts.)

Instructional Support	→	→	→	→	→	→	→	Sub-Total:
Personnel Services:								
Employee Benefits:								
Travel:								
Parent Involvement:								
Materials and Supplies:								
Other Expenses (Professional Development, Contract Services, Health Services, Counseling):								
Incentives (MUST PROVIDE STRONG JUSTIFICATION, EDUCATION RELATED, MINIMAL COST, NO GIFT CARDS, STUDENTS ONLY):								

Part III – Budget Narrative/Spreadsheet

Non-Instructional Services → → → → → → Sub-Total:¶

Personnel Services:¶

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Employee Benefits:¶

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Travel:¶

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Parent Involvement:¶

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Materials and Supplies:¶

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Other Expenses (Professional Development, Contract Services, Health Services, Counseling):¶

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Clothing, personal hygiene, Eyeglasses (25% or less of total budget):¶

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Part III – Budget Narrative/Spreadsheet

Budget Spreadsheet (10 Pts.)

McKinney-Vento Homeless Grant Budget		
ALLOCATIONS		
TOTAL GRANT YEARLY AWARD REQUESTED		\$0.00
Budget Line Items	McKinney-Vento	Total Budget
INSTRUCTIONAL SUPPORT		
Personnel Services	\$0.00	\$0.00
Employee Benefits	\$0.00	\$0.00
Travel	\$0.00	\$0.00
Parent Involvement	\$0.00	\$0.00
Materials and Supplies	\$0.00	\$0.00
Other Expenses (Professional Development, Contract Services, Health Services, Counseling)	\$0.00	\$0.00
Incentives (must provide strong justification, education-related, minimal cost, no gift cards, students only)	\$0.00	\$0.00
Subtotal for Instructional Support	\$0.00	\$0.00
NON-INSTRUCTIONAL SUPPORT		
Personnel Services	\$0.00	\$0.00
Employee Benefits	\$0.00	\$0.00
Travel	\$0.00	\$0.00
Parent Involvement	\$0.00	\$0.00
Materials and Supplies	\$0.00	\$0.00
Other Expenses (Professional Development, Contract Services, Health Services, Counseling)	\$0.00	\$0.00
Clothing, school supplies, personal hygiene (25% or less of total budget)	\$0.00	\$0.00
Subtotal for Non-Instructional Support	\$0.00	\$0.00
GRAND-TOTAL	\$0.00	\$0.00

Part IV – Statement of Assurances

School Name: _____

Assures and certifies their compliance with all regulations, policies, guidelines, and requirements as they relate to the acceptance and use of the McKinney-Vento Title IX sub-grant funds including the following specific assurances:

1. → Exclude no person from participation, denial of benefits of, or otherwise subject to discrimination under any program or activity for which the applicant receives Title IX financial assistance.
2. → Operate the project in compliance with all applicable laws and with regulations and other policies and administrative issuances by the Bureau of Indian Education, including submission of such reports as may be required in order to receive current and on-going funding.
3. → Keep records on the project and enter all pertinent student data into NASIS. See below:

Homeless <input type="checkbox"/>	Unaccompanied Youth <input type="checkbox"/>	Homeless Nighttime Residence _____
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4. → Use academic progress monitoring and state assessments to assess all students including identified homeless students. (i.e., NWEA, PARCC, Smarter-Balanced)

any student with a knife or other weapon to school.

Signature of School Board President: _____	Print Name & Title: _____	Date: _____
Signature of School Administrator: _____	Print Name & Title: _____	Date: _____

Award Parameters

	# of Homeless Students	Maximum Request
Tier 1	25-100	\$15,000
Tier 2	101-175	\$25,000
Tier 3	176 and greater	\$35,000

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Examples of Allowable Costs

- Clothing, uniforms immunizations (25% of grant)
- Food (if connected with nutrition training)
- Medical/Dental
- Parent outreach
- Counseling services
- Testing fees – AP/IB, SAT/ACT
- GED testing for school-age students
- School fees
- Personal school supplies (backpacks & notebooks)
- Birth certificates
- Tutoring Services, mentoring, summer programs

Scoring Weights

- The score will be based on a 100 point scale.
- The maximum possible points an application can receive is 100 --
 - Application Format/Organization - 5 points
 - Part I –School Information - 0 points
 - Part II – Project Narrative - 75 points
 - Part III –Budget Narrative/Spreadsheet - 20 points
 - Part IV –Statement of Assurances - 0 points

Review & Scoring Process

All applications will be rated according to the following factors:

- BIE will identify and assign outside reviewers to review all applications. The number of reviewers will be determined based upon the number of applications the agency receives.
- Each reviewer will rate and score each submitted application pursuant to the criteria described above.
- Upon completion of all individual reviews, all reviewer ratings will be tabulated and an average score calculated for each non-disqualified application.
 - However, in instances where large discrepancies exist between individual reviewer scores, a meeting of all reviewers will be held and a second, final score shall be calculated through the consensus of all reviewers.
- The BIE McKinney-Vento State Coordinator will make final funding award determinations based upon:
- A review of the average scores submitted by the reviewers, with applicants ranked from highest score to lowest score.
- 25 or more homeless students identified in NASIS.

Application Submission

Deadline¶

The school will submit ONE completed application and the application must be received on **May 14, 2018** by the Division of Performance and Accountability (DPA). ¶

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The two methods to submit your application are: 1) USPS Mail or 2) Electronically, Hand-delivered, applications are discouraged. Faxed applications will not be accepted. ¶

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1)→ USPS Mail: You can mail your application via U.S. Postal Service in-time delivery on or before May 14, 2018; or via private express mail service, e.g. UPS or Federal Express to, to guarantee delivery on or before May 14, 2018. Address your application package to the attention of -- ¶

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Valerie Todacheene, McKinney-Vento State Coordinator ¶

Bureau of Indian Education ¶

Division of Performance & Accountability ¶

1011 Indian School Rd. NW, Suite 332 ¶

Albuquerque, NM 87104 ¶

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2)→ Electronic submission: You may also submit your application electronically in Adobe Acrobat PDF format to the email below -- ¶

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Email: valerie.todacheene@bie.edu ¶

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If the application is approved, funds will be distributed by July 1st. The application will not be returned but copies will be made available upon request. Please keep a copy of your application on file. ¶

Additional Resources

- **The National Center for Homeless Education (NCHE)**
www.serve.org/nche
- **U.S. Department of Education, Education for Homeless Children Youth Program** *www.ed.gov/programs/homeless/index.html*
- **The National Association for the Education of Homeless Children and Youth (NAEH CY)** *www.naehcy.org*
- **The National Law Center on Homelessness and Poverty (NLCHP)**
www.nlchp.org
- **Bureau of Indian Education—McKinney- Vento (Currently being updated)**
<http://www.bie.edu/Programs/supprog/TitleXC/index.htm>

Contact Information

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Questions

