



**RFA \_\_\_\_\_**

**Delaware**  
**McKinney-Vento Homeless Assistance Act**  
**Education for Homeless Children and Youth**  
**2018 -2019 LEA Subgrant Application**

3 Year Subgrant

Initial Award: 2018 – 2019

Reassessed for 2019 – 2020 and 2020 – 2021 awards  
based on funding and progress towards goals

Federal funds received by the Delaware Department of Education  
from the United States Department of Education, Washington, DC

Deadline for submission 2 PM, August 30, 2018

**Project Title**

**Superintendent or Chief Executive Officer of the Local Education Agency Name**  
Title

**LEA McKinney-Vento Homeless Education Liaison Name**  
Title

**LEA Name**

Address

City, State Zip

Phone Number

Email

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	Total of 100 points
<b>Section 1: LEA Homeless Education Information</b>	0 points
<b>Section 2: LEA Homeless Education Policies and Procedures</b>	5 points
<b>Section 3: LEA Homeless Education Needs Assessment</b>	5 points
<b>Section 4: LEA Homeless Education Project Description</b>	15 points
<b>Section 5: Project Management Plan</b>	55 points
<b>Section 6: Project Evaluation</b>	10 points
<b>Section 7: Project Budget and Narrative</b>	10 points
<b>Section 8: Assurances, Certifications, and Signatures</b>	0 points
<u>Attachments</u>	0 points
REQUIRED:	
Attachment 1: Subgrant Application	
Attachment 2: Federal Funds Budget Form	
Attachment 3: FFATA Data Collection Form	
Attachment 4: LEA Notice of Rights for Homeless Students and Policy	
Attachment 5: LEA Process for Dispute Resolution and Policy	
If contracted activities with another agency (agencies):	
Attachment 6: Contracts, Memoranda of Understanding with collaborating agencies	
LEAs that intend to contract activities with another agency MUST	
include a detailed copy of responsibilities for all parties as well as terms	
of payment.	
 <i>The total of all attachments must be no more than 12 pages in length.</i>	
<i>Any materials including names of clients or students must be removed.</i>	
<i>Brochures for agencies are NOT appropriate for attachments.</i>	

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**Scoring Sheet**

Applicant LEA: \_\_\_\_\_

Application #: \_\_\_\_\_ Requested Funding: \$ \_\_\_\_\_

Overall Scoring Chart
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Need - Scoring Chart	
The number of homeless students in each LEA will be normalized to a range of 0 to 100, based on the submitted applications.	
Number of Homeless Students in this LEA	
Number of Homeless Students in the LEA with the largest number of Homeless Students	
<b>Total Need Points</b> = Total Normalized Score = (Number of Homeless Students in this LEA) divided by (Number of Homeless Students in the LEA with the largest number of Homeless Students) multiplied by 100	

Quality - Application Scoring Chart		
If any of the below sections are missing, the application will not be reviewed.		
<i>Project Sections</i>	<i>Maximum Points</i>	<i>Reviewers Score</i>
Section 1: LEA Homeless Education Information	0	
Section 2: LEA Homeless Education Policies and Procedures	5	
Section 3: LEA Homeless Education Needs Assessment	5	
Section 4: LEA Homeless Education Project Description	15	
Section 5: Project Management Plan	55	
Section 6: Project Evaluation	10	
Section 7: Project Budget and Narrative	10	
Section 8: Assurances, Certifications, and Signatures	0	
Attachment 1: Subgrant Application	0	
Attachment 2: Federal Funds Budget Form	0	
Attachment 3: FFATA Form	0	
Attachment 4: LEA Notice of Rights for Homeless Students and Policy	0	
Attachment 5: LEA Process for Dispute Resolution and Policy	0	
Attachment 6: Contracts, Memoranda of Understanding	0	
<b>Total Quality Points</b>	<b>100</b>	
<u>LEAs must score a minimum of <b>70</b> (or 70% of) Total Quality Points to be considered for funding.</u>		

Grand Total			
<b>Total Need Points</b>		<b>Total Quality Points</b>	
<b>Total Need Points + Total Quality Points</b>			

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**Overview**

This RFA provides competitive subgrants to LEAs to facilitate the enrollment, attendance, and success in school of homeless children and youths. This subgrant may be used to provide temporary, special, and supplementary services to meet the unique needs of homeless children and youths.

Definition of Homelessness

The McKinney-Vento Homeless Assistance Act defines homeless children and youths as individuals who lack a fixed, regular, and adequate nighttime residence and includes:

- 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; are abandoned in hospitals;
- 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;
- children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- migratory children who qualify as homeless because the children are living in circumstances described above.

Goals of the McKinney-Vento Act

- 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 choice opportunities for homeless students, including transportation to the student's school of origin, if the parent/guardian or unaccompanied youth prefer to remain in the school of origin and it is determined that such placement is in the student's best interest.
- Provide opportunities for parent involvement in enrollment decisions.
- Ensure that homeless students have equal access to the same free, appropriate public education, including a public preschool education, as provided to other children and youth.
- Ensure that homeless students are provided services in such a way that they are not isolated or stigmatized.
- Promote school (or GED) success and completion for homeless students.
- Support collaboration between school districts and social service agencies serving homeless students.

Authorized Activities

The following are examples of measurable outcomes derived from the Authorized Activities of Local Education Agency subgrants, under Section 723(d).

1. Tutoring, supplemental instruction, and enriched educational services

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- Pre/post test score improvement
  - Classroom teachers provide positive assessments of participants
  - School success, seen in grade and score improvement
  - Participation and performance on state assessments
  - High school or GED completion
2. Expedited student evaluations, including gifted and talented, special education, and limited English proficiency
    - Evaluations are made and records are transferred in a timely manner
    - Increased percentage of homeless children accessing education services for which they are eligible (e.g. Title I, special education, LEP services)
  3. Professional development for educators and other school personnel
    - Increase in numbers of public school personnel who are aware of and sensitive to the needs of homeless children and youth.
    - Increase in awareness and sensitivity training opportunities for school personnel and community.
  4. Referrals for medical, dental, other health services, and social services
    - Increase in percentage of families referred for services
    - Increase in percentage of homeless children who are immunized
    - Increase in percentage of pregnant homeless teens receiving prenatal care
  5. Provision of developmentally appropriate early childhood education programs, not otherwise provided
    - Increase in the enrollment and attendance of homeless preschoolers in local preschool programs such as Even Start and Head Start.
  6. Provision of services and assistance to attract, engage, and retain homeless children and youth and unaccompanied youth in public school programs
    - Documentation of identification procedures and support services provided
    - Increase in the percentage of homeless youth completing school
  7. Before- and afterschool, mentoring, and summer programs with a teacher or other qualified individual
    - Increase in hours of education programs for homeless children and youth, during non-school time
    - Improved school performance of participants as based on testing, grades, teachers' assessments, etc.
  8. The payment of fees and other costs associated with tracking, obtaining, and transferring records necessary to enroll homeless children and youth
    - Decrease in amount of time used to obtain records of homeless children and youth
    - New schools of former LEA program participants receive information on students promptly; students are tracked into future schools and communities
  9. Provision of education and training to parents of homeless students about educational rights and resources that are available
    - Brochures, newsletters, posters, etc., distributed to parents and providers, on the rights of homeless children to an appropriate education
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- Increase in homeless parent and youth calls regarding rights and resources
- Increase in percentage of homeless families involved in school enrollment decisions
- 10. Coordination between schools and service agencies
  - Increase in numbers of agencies participating in school programs
  - Increase in number of homeless families and youth receiving case-managed services from collaborating agencies
- 11. Provision of pupil services (including violence prevention counseling) and referrals for such services
  - Documentation of referrals and participation rates
- 12. Addressing needs of homeless children and youth arising from domestic violence
  - Increase in education services (such as tutoring, adaptation of space for studying) for children at domestic violence shelters
- 13. Adaptation of space, purchase of supplies for non-school facilities
  - Increase number of shelters with homework rooms, libraries, and tutorial supplies
- 14. School supplies for distribution at shelters and temporary housing facilities
  - Increase percentage of homeless children with supplies needed to attend school
- 15. Extraordinary or emergency assistance to enable homeless children to attend school
  - Increase percentage of homeless children and youth attending school ready to learn.
  - Decrease in barriers that keep homeless children from attending school.

Services may be provided through programs on school grounds or at other facilities (e.g., shelters and nonprofit community social service centers). Where services are provided through programs on school grounds, such services also may be made available to children or youth who are determined by the local educational agency to be at risk of failing or dropping out of school, except that priority for such services shall be given to homeless children and homeless youth. To the maximum extent practical, services shall be provided through programs and mechanisms that integrate homeless individuals and non-homeless individuals. Activities undertaken must not isolate or stigmatize homeless children and youth. Services provided under this program are not intended to replace the regular academic program. Funds from this grant can be used to supplement existing services, but they cannot be used to supplant services, which the school division has been providing through other means. Collaboration and coordination with other local and state agencies that serve homeless children and youth is required.

#### Collaboration

The McKinney-Vento Homeless Education Program is designed to promote collaboration between and within LEAs and community-based human service organizations. LEAs must collaborate with at least one community-based organization, public agency, or other nonprofit organization in order to qualify for funding through this grant. For the purpose of this application, collaboration means that the community agency(ies) should assist the LEA in preparing and implementing the McKinney-Vento Homeless Education Grant. Applicants

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chosen for grant awards will be those that show strong evidence of true collaboration with one or more community partners (i.e., the partnership is more than just one on paper).

In addition to collaboration with community partners, McKinney-Vento programs must collaborate with other education programs. Title I programs are a required partner under Title I of the Elementary and Secondary Education Act. Applicants that are unable to show a Title I, Part A set-aside for their school corporation will NOT be considered for funding. The set-aside must be an actual dollar amount; in-kind contributions do not qualify. The set-aside must be clearly identifiable as provided specifically for the district's homeless students to directly address needs exacerbated by or due to housing status. For example, if a district's set-aside covers a tutor's salary, the district must be able to show that the tutor spends the time paid for by the set-aside working only with homeless students. If the tutor works with both homeless and permanently housed students, the salary paid by the set-aside must be proportionate to the amount of time the tutor spends working with homeless students. Collaboration between the McKinney-Vento program and other programs must involve more than the act of simply allocating a set-aside. Evidence should show that Title I (and other school district program staff) and the LEA Homeless Education liaison mutually aid each other to identify and address specific needs of homeless students within the school district. Other education programs that must be involved as a part of the education of homeless students due to federal and state law and regulations include, but are not limited to, special education, transportation, vocational education, and the National School Lunch and Breakfast Program.

#### Eligible Applicants

All Delaware local education agencies are eligible to apply. Only Delaware local education agencies are eligible to apply. The maximum award amount is \$25,000 per LEA.

A Delaware local educational agency that desires to receive a subgrant shall submit an application to the Delaware Department of Education.

LEAs may subcontract with other agencies; however, the local school system assumes responsibility for setting program goals and monitoring program accomplishments. The LEA will serve in the capacity of fiscal agent.

Services provided with this subgrant shall not replace the regular academic program and shall be designed to expand upon or improve services provided as part of the school's regular academic program.

Grants shall be for a term of one year, renewable for up to three 1-year terms based on the availability of Federal Homeless Education funds and grantee performance each year. Yearly allocations will require a one-year contract agreement, review of projected activities, analysis of prior year's outcome data and fiscal management.

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Grant awards for the program cannot exceed **\$25,000**. Proposals requesting more than the maximum amount will not be accepted. Grants are awarded on a competitive basis and information in this application packet and otherwise are provided as technical support by the Delaware Department of Education should NOT be considered a guarantee of funding or funding amounts. The Delaware Department of Education reserves the right to make all final decisions regarding funding.

Application Process

Announcement Date:	June 1, 2018
Questions Due Date:	August 10, 2018
Answers Provided by Date:	August 17, 2018
<b><u>Application Due Date:</u></b>	<b><u>August 30, 2018 at 2 PM</u></b>
Initial Grant Award Notification Date:	September 28, 2018
Program Start/End Date:	October 1, 2018 – September 30, 2019

To be considered, all applications must be submitted in writing and respond to the items outlined in the application. The State reserves the right to reject any non-responsive or non-conforming applications. Each application must be submitted with one paper copy and one (1) electronic copy on CD or DVD media disk, or USB memory drive.

All properly sealed and marked applications are to be sent to DDOE and received no later than **2:00 PM** (Local Time) on **August 30, 2018**. The applications may be delivered by Express Delivery (e.g., FedEx, UPS, etc.), US Mail, or by hand to:

John H. Hulse  
Delaware Department of Education  
Collette Education Resource Center  
35 Commerce Way, Suite 1  
Dover, DE 19904

Applicants are directed to clearly print **“RFA – McKinney-Vento Homeless Assistance Act 2018 - 2019 LEA Subgrant Application”** on the outside of the application package.

Any application submitted by US Mail shall be sent by either certified or registered mail. Applications must be received at the above address no later than **2:00 PM** (Local Time) on **August 30, 2018**. Any application received after this date shall not be considered and shall be returned unopened. The proposing applicant bears the risk of delays in delivery. The contents of any application shall not be disclosed as to be made available to competing entities during the negotiation process.

Applications will be reviewed as submitted with no late revisions accepted. Incomplete applications will not be reviewed or considered for funding.



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**REQUIRED:**

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Attachment 6: Contracts, Memoranda of Understanding with collaborating agencies LEAs that intend to contract activities with another agency **MUST** include a detailed copy of responsibilities for all parties as well as terms of payment.

The total of all attachments must be no more than 12 pages in length.

Any materials including names of clients or students must be removed.

Brochures for agencies are NOT appropriate for attachments.

Where to Obtain Assistance

The instructions contained in these materials are issued by the Delaware Department of Education, which is the sole point of contact in the state for this program. All requests, questions, or other communications about this RFA shall be made in writing to the State of Delaware. Address all communications to the person listed below; communications made to other State of Delaware personnel or attempting to ask questions by phone or in person will not be allowed or recognized as valid and may disqualify the vendor. Vendors should rely only on written statements issued by the RFA designated contact.

John H. Hulse  
Delaware Department of Education  
Collette Education Resource Center  
35 Commerce Way, Suite 1  
Dover, DE 19904  
Email: [John.Hulse@doe.k12.de.us](mailto:John.Hulse@doe.k12.de.us)

Funding Source

U.S. Department of Education, Public Law 100-77: McKinney-Vento Homeless Assistance Act of 1987 (Title VII, Subtitle B, Sec. 722)

Application Review Process

Applications will be evaluated by a grant review panel of at least three people using the scoring rubric included in the application. Only requests that score 70% or higher will be considered for funding.

Final funding decisions will be made by the Delaware Department of Education based on:

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- Need - The number of homeless children and youths enrolled in preschool, elementary, and secondary schools within the area served by the local educational agency will be normalized to a range and score of 0 to 100, based on the submitted applications.
- Quality - The responses provided through this application should show a well-developed project that facilitates the enrollment, attendance, and success in school of homeless children and youths. The project should provide temporary, special, and supplementary services to meet the unique needs of homeless children and youths. There are 100 points available and LEAs must score a minimum of 70 (or 70% of) Total Quality Points to be considered for funding. The application will be scored through a rubric which considers the likelihood that the program presented in this application will meet the needs identified in the needs assessment; the types, intensity, and coordination of the services to be provided under the program; the involvement of parents or guardians of homeless children or youths in the education of their children; the extent to which homeless children and youths will be integrated within the regular education program; the quality of the applicant's evaluation plan for the program; the extent to which services provided under this subtitle will be coordinated with other services available to homeless children and youths and their families; the extent to which the proposed use of funds will facilitate the enrollment, retention, and educational success of homeless children and youths; coordination with other local and State agencies that serve homeless children and youths; and the extent to which the applicant exhibits in the application and in current practice a commitment to education for all homeless children and youths; and other measures indicative of a high-quality program, such as the extent to which the local educational agency will provide case management or related services to unaccompanied youths.

Awards Final

Decisions regarding applications selected for award are final.

Monitoring

Up to once per year during the award period, awardees will be monitored by the Delaware Department of Education. Monitoring will focus on the progress of each grant recipient in meeting the objectives stated in the approved grant application. Monitoring will address the number and quality of services being provided to eligible participants, and it will include a review of documented activities in the areas of identification, policy and procedure review, and enrollment, fiscal management, and collaboration activities.

Programs will be monitored using a Department-approved monitoring protocol. Any awardee receiving an unsatisfactory monitoring report will be given 60 days to submit corrective action and begin implementing necessary changes. Awardees receiving unsatisfactory monitoring reports that do not submit or appropriately implement corrective action within the timeframe specified will be ineligible for funding the following year.

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Awardees with a grant balance in excess of 10% of their award remaining at the end of a project term may also be denied renewal funding for a period of one year after the project end date.

Federal law requires that each grant recipient submit an annual performance and budget report for each grant program year. The annual reports are submitted to the Delaware Department of Education on forms provided by the Department of Education. Information gathered from the annual report will be included in a report submitted to the United States Department of Education.

Reports

Subgrantees will be required to submit an Annual Evaluation Report included with each year 21st CCLC Continuation Plan. A final Evaluation Report will be required within 45 days of the subgrant ending date each year.

Non-Discrimination Statement

The Delaware Department of Education is an equal opportunity employer. It does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, marital status, disability, age, genetic information, or veteran's status in employment, or its programs and activities. Inquiries regarding nondiscrimination policies should be directed to: Human Resource Officer; Human Resource Office; Delaware Department of Education; 401 Federal Street, Suite 2; Dover, DE 19901. (302) 735-4030 [doehr@doe.k12.de.us](mailto:doehr@doe.k12.de.us)

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**Section 1: LEA Homeless Education Information**

<b>Basic Information</b>		
LEA McKinney-Vento Homeless Education Liaison:		Telephone Number:
E-mail Address:		Fax Number:
Subgrant Start Date: <b>October 1, 2018</b>	Subgrant End Date: <b>September 30, 2019</b>	Amount Requested: \$
Actual 2017 – 2018 Total LEA Enrollment:		Actual 2017 – 2018 LEA Homeless Enrollment:
Anticipated 2018 – 2019 Total LEA Enrollment:		Anticipated 2018 – 2019 LEA Homeless Enrollment:

**School Year 2017 – 2018**

Grade Level	Number of Homeless Students ENROLLED in LEA
Ages 3-5 (not K)	
K	
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
Ungraded	
<b>Total Number of Homeless Students</b>	

Free/Reduced Meals Data
Total number of low income students in LEA in 2017 – 2018:
Percentage of total student population who were identified as low-income in LEA in 2017 – 2018:

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Homeless Students Reported by Type of Temporary Housing School Year 2017 - 2018			
Shelter (including transitional housing, etc.)	Doubled-up (living with another family)	Unsheltered (cars, parks, campgrounds, substandard, etc.)	Hotels/Motels

1. Please provide information as to how the total number of homeless children and youth, broken down by grade level, within the attendance area of the LEA was obtained. *(Note: For 2018 – 2018 information, these numbers must reflect an actual count and not a general estimate or guess. For 2018 – 2019 anticipated information, please use a calculated estimate, based on past data.)*

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**Section 2: LEA Homeless Education Policies and Procedures**

5 points

1. Describe current policies and procedures that the LEA already has in place or that will be implemented to ensure that homeless children and youth are informed of their rights and that activities carried out by the LEA will not isolate or stigmatize homeless children and youths and activities that prohibit schools within the agency's jurisdiction from referring homeless children or youths to, or requiring homeless children and youths to enroll in or attend, a separate school. *(NOTE: To receive points for this section, you MUST include a copy of your LEA Notice of Rights for Homeless Students and Policy and LEA Process for Dispute Resolution and Policy, as Attachments 4 and 5.)* (5 points)

0 points	1.7 points	3.3 points	5 points
No information is provided OR no copies of statement of rights and dispute resolution are provided	Description is partial or vague; policies and procedures in place seem unlikely to prevent isolation or stigmatization; policies and procedures do not seem appropriate	Description is generally clear; policies and procedures may prevent isolation or stigmatization; policies and procedures seem adequate and generally appropriate	Description is extensive; policies and procedures appear likely to prevent isolation and stigmatization; policies and procedures are highly appropriate

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**Section 3: LEA Homeless Education Needs Assessment**

5 points

1. Describe the needs of homeless children and youth (and their families) unique to your school's service area (including barriers to enrollment, attendance, and school success) and your ability to meet those needs. (5 points)

Target Population: Students experiencing homelessness
Needs: <b>Enrollment and Attendance</b> (identify specific areas, if possible):
Input Method (survey, focus group, program inventory, interviews, etc.):
Data:
Data Sources:
Root Causes:
Desired Project Outcomes:

Target Population: Students experiencing homelessness
Needs: <b>Academic School Success</b> (identify specific areas, if possible):
Input Method (survey, focus group, program inventory, interviews, etc.):
Data:
Data Sources:
Root Causes:
Desired Project Outcomes:

Group: Families experiencing homelessness
Needs: <b>School Connectedness, Family Literacy, Family Engagement and Well-Being, etc.</b>
Input Method (survey, focus group, program inventory, interviews, etc.):
Data:
Data Sources:
Root Causes:
Desired Project Outcomes:

Needs Analysis Summary:

0 points	1.7 points	3.3 points	5 points
No information is provided	Description is partial or vague; LEA demonstrates poor understanding of needs; LEA demonstrates poor ability to meet needs	Description is generally clear; LEA demonstrates adequate understanding of needs; LEA demonstrates adequate ability to meet needs	Description is extensive; LEA demonstrates deep understanding of needs; LEA demonstrates strong ability to meet needs

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**Section 4: LEA Homeless Education Project Description**

15 points

1. Provide a description of the services and programs for which assistance is sought to address the needs identified in Section 2. This should include basic information about the project's mission and target audience, partners you will work with, and expected activities and outcomes. (5 points)

0 points	1.7 points	3.3 points	5 points
No information is provided	Description of project mission, audience, partners, activities, and outcomes is partial or vague; project appears inadequate or inappropriate; project appears poorly planned; project does not seem adequate to address and achieve goals.	Description of project mission, audience, partners, activities, and outcomes is generally clear; project appears appropriately planned; project seems adequate and somewhat likely to address and achieve goals	Description of project mission, audience, partners, activities, and outcomes is extensive; project is very well-planned; project is likely to address and achieve goals

2. Describe how you envision your project increasing the academic success of students experiencing homelessness and high mobility. (5 points)

0 points	1.7 points	3.3 points	5 points
No information is provided	Description is partial or vague; project does not appear likely to increase academic success; clear connections between the project activities and academic success are not made	Description is generally clear; project appears somewhat likely to increase academic success; adequate connections between the project and academic success are made	Description is extensive; project appears very likely to increase academic success; strong connections between the project and academic success are made

3. Describe steps that are currently taken by the LEA to ensure that it is in compliance with McKinney-Vento law and applicable state laws related to homelessness. (5 points)

0 points	1.7 points	3.3 points	5 points
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No information is provided OR LEA does not appear to be in compliance	Description is partial or vague; steps taken are inadequate; LEA demonstrates poor knowledge of applicable federal and state laws related to homelessness	Description is generally clear; steps taken are adequate; LEA demonstrates adequate knowledge of applicable federal and state laws	Description is extensive; steps taken are extensive; LEA demonstrates extensive knowledge of applicable federal and state laws
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**Section 5: Project Management Plan**

55 points

1. Describe how homeless children and youth will be identified and recruited for the project. (5 points)

0 points	1.7 points	3.3 points	5 points
No information is provided	Description is partial or vague; process for identification and recruitment seems infeasible or inappropriate or may stigmatize children and youth	Description is generally clear; process for identification and recruitment seems adequate and generally appropriate	Description is extensive; process for identification and recruitment is highly appropriate and more than adequate

2. Describe how the project will enable and assist parents to be involved in their child's education. (5 points)

0 points	1.7 points	3.3 points	5 points
No information is provided	Description is partial or vague; project seems unlikely to enable and assist parent involvement	Description is generally clear; project seems somewhat likely to enable and assist parent involvement	Description is extensive; project seems very likely to enable and assist parent involvement

3. Specify how the school will coordinate with agencies such as shelters, local motels, hotels, other temporary shelter places, and other agencies or programs providing services to homeless children and youths. Provide evidence of this coordination (letters of support, agreement, or collaboration). (10 points)

Collaborations in the Community

Collaborating Agency	Activities in Place	Activities Planned	Services or Resources Provided by Collaborators

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0 points	3.3 points	6.7 points	10 points
No information is provided	Description is partial or vague; little evidence of collaboration is provided; collaboration appears to be on paper only	Description is clear; some evidence of collaboration is provided; collaboration appears adequate but not extensive	Description is extensive; extensive evidence is provided; collaboration appears extensive

4. Describe in detail how the McKinney-Vento project personnel have and will collaborate with the LEA's Child Nutrition Program, Title I office, Special Education office, Transportation office, and other federal and state programs administered by the LEA to maximize services to students experiencing homelessness. (NOTE: You must complete Attachment D to receive points for this section.) (10 points)

Collaborations within the LEA

Collaborating Program	Activities in Place	Activities Planned	Services or Resources Provided by Collaborators

0 points	3.3 points	6.7 points	10 points
No information is provided	Description is partial or vague; little evidence of collaboration is provided; M- V personnel do not appear to collaborate with other school programs; LEA seems unsupportive	Description is clear; some evidence of collaboration is provided; collaboration appears adequate but not extensive; LEA seems somewhat supportive	Description is extensive; extensive evidence of collaboration is provided; collaboration appears extensive; LEA appears highly supportive

5. Provide a brief description of key personnel who will be involved, including qualifications and anticipated responsibilities. If you intend to hire staff as part of your proposal, indicate the qualifications that you will be looking for and the planned responsibilities for those individuals. If an agency outside of the school will be providing direct services, include a brief contract agreement for those services. Describe what services will be provided and by whom, and include a description of fiscal arrangements. (5 points)

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0 points	1.7 points	3.3 points	5 points
No information is provided	Description is partial or vague; key personnel appear to be inappropriate for project; if working with outside agency, description of services and fiscal arrangements is partial, vague, or inappropriate	Description is generally clear; key personnel appear to be generally appropriate; if working with outside agency, description of services and fiscal arrangements is generally clear but not extensive	Description is extensive; key personnel are highly appropriate for the project; if working with outside agency, description of services and fiscal arrangements is highly appropriate and extensive.

6. Please complete the McKinney-Vento Strategic Plan below.

At least one objective MUST address the DDOE priority of College and Career Readiness to receive points for this section. (10 points)

McKinney-Vento Strategic Plan

Objective 1:

Activities to achieve the objective (Include all activities for the 3 year period)	Number of homeless students to be impacted	Time frame (include year)	Measurable outcomes	Data sources	Funding and source

Objective 2:

Activities to achieve the objective (Include all activities for the 3 year period)	Number of homeless students to be impacted	Time frame (include year)	Measurable outcomes	Data sources	Funding and source

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Objective 3:

Activities to achieve the objective (Include all activities for the 3 year period)	Number of homeless students to be impacted	Time frame (include year)	Measurable outcomes	Data sources	Funding and source

Objective 4:

Activities to achieve the objective (Include all activities for the 3 year period)	Number of homeless students to be impacted	Time frame (include year)	Measurable outcomes	Data sources	Funding and source

Objective 5:

Activities to achieve the objective	Number of homeless students	Time frame (include year)	Measurable outcomes	Data sources	Funding and source

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(Include all activities for the 3 year period)	to be impacted				

0 points	6.7 points	13.3 points	20 points
No information is provided; Plan does not include at least 1 CCR objective	Plan is unclear; activities and expenditures are not clearly linked to outcomes; outcomes provided in plan are very different from overarching project goals; outcomes are unrealistic or not measurable At least one objective is written for College and Career Readiness.	Plan is generally clear; activities and expenditures are somewhat clearly linked to outcomes; outcomes provided in plan are somewhat similar to overarching project goals; outcomes are measurable and somewhat realistic At least one objective is written for College and Career Readiness.	Plan is extensive; activities and expenditures are very clearly linked to outcomes; outcomes provided in plan are very similar to overarching project goals; outcomes are ambitious yet realistic and measurable At least one objective is written for College and Career Readiness.

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**Section 6: Project Evaluation**

10 points

1. Describe the process you will undertake (including methodology) to determine:
- (A) whether all steps of the project have been fully and faithfully implemented ,
  - (B) whether project goals and outcomes have been met, and
  - (C) how you know that the project has been effective. (5 points)

0 points	3.3 points	6.7 points	10 points
No information is provided	Description is partial or vague; description does not address all components; some components are vague or unclear; methodology and evaluation plan seem inadequate to clearly measure project progress	Description is generally clear; description addresses all components; most components are generally clear; methodology and evaluation plan are adequate to measure project progress	Description is extensive and addresses all components; all components are very clear; methodology is extensive and rigorous and likely to be effective at measuring project progress

2. Describe the process you will use to adjust and enhance current and future project activities based on data collected from project evaluation. (5 points)

0 points	1.7 points	3.3 points	5 points
No information is provided	Description is partial, vague, or appears inadequate to appropriately adjust activities	Description is generally clear and appears adequate to appropriately adjust activities	Description is extensive; description appears likely to appropriately adjust activities

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**Section 7: Project Budget and Narrative**

10 points

**McKinney-Vento and Title I, Part A Set-Aside Funds for Homeless Children and Youth**

	Total Amount	List of Activities
Actual Set-Aside for 2017 – 2018		
Planned Set-Aside for 2018 – 2019		

1. A. What percentage of the 2017 – 2018 Title I Set-Aside funds was spent on activities for homeless children and youth? (If less than 100% explain.)
  
- B. What was the process used to determine the amount of the Title I, Part A, Set-Aside for 2018 – 2019?
  
- C. What mechanisms are in place to ensure ongoing coordination between the Title I, Part A, Set-Aside and McKinney-Vento programs?

0 points	1.7 points	3.3 points	5 points
No information is provided	Description is partial or vague; description does not address all components; some components are vague or unclear	Description is generally clear; description addresses all components; most components are generally clear	Description is extensive and addresses all components; all components are very clear

2. Provide a Federal Funds Budget Form that clearly identifies anticipated expenditures. The budget must include realistic costs. Use the “Federal Funds Requested” column to designate this subgrant request. The total of this column may not reflect requests for more than the maximum award amount of \$25,000.
  - Use the “Matching Funds” column to designate funds and services to be provided by each collaborating school and agency (Title I, Part A; local partners; etc.). The “Matching Funds” column must include the total homeless allocation set aside from Title I, Part A funds for the LEA to serve homeless students. There must be matching funds provided.
  - In-kind contributions are not to be reflected in these budget columns.
  - The total budget must be adequate to implement the proposed plan.

0 points	1.7 points	3.3 points	5 points
The budget does not include all the necessary	The budget items are all included but are not fully	The budget items are all included and are fully understandable and	The budget items are all included and are fully understandable and



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audit fees and indirect cost items.	understandable or relevant to this program.	relevant to this program. Budget items are reasonable in relation to the number of persons to be served, the size and scope of the program, and to the anticipated results and benefits of the program.	relevant to this program. Budget items are reasonable in relation to the number of persons to be served, the size and scope of the program, and to the anticipated results and benefits of the program AND sufficient details are provided, making the budget accessible to all interested parties, including school staff, parents, and community members.
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**Section 8: Assurances, Certifications, and Signatures**

*The following pages contain the Assurances that must be signed and dated by the Superintendent or Chief Executive Officer of the Local Education Agency. Please read and **check off all assurances carefully**. These assurances dictate financial requirements that must be adhered to by the subgrantee. Funds will not be disbursed until and unless a signed copy of these Assurances are received by the Delaware Department of Education (DDOE). Please check the following assurances, indicating an agreement:*

The LEA assures that:

- ☐ 1. The program will be administered in accordance with all applicable statutes, regulations, program plans, and applications.
- ☐ 2. The LEA complies with, or will use requested funds to comply with the following:
- (3) LOCAL EDUCATIONAL AGENCY REQUIREMENTS-
- (A) IN GENERAL- The local educational agency serving each child or youth to be assisted under this subtitle shall, according to the child's or youth's best interest
- (i) continue the child's or youth's education in the school of origin for the duration of homelessness
- (I) in any case in which a family becomes homeless between academic years or during an academic year; or
- (II) for the remainder of the academic year, if the child or youth becomes permanently housed during an academic year;
- or
- (ii) enroll the child or youth in any public school that nonhomeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.
- (B) BEST INTEREST- In determining the best interest of the child or youth under subparagraph (A), the local educational agency shall —
- (i) to the extent feasible, keep a homeless child or youth in the school of origin, except when doing so is contrary to the wishes of the child's or youth's parent or guardian;
- (ii) provide a written explanation, including a statement regarding the right to appeal under subparagraph (E), to the homeless child's or youth's parent or guardian, if the local educational agency sends such child or youth to a school other than the school of origin or a school requested by the parent or guardian; and
- (iii) in the case of an unaccompanied youth, ensure that the homeless liaison designated under paragraph (1)(J)(ii) assists in placement or enrollment decisions under this subparagraph, considers the views of such unaccompanied youth, and provides notice to such youth of the right to appeal under subparagraph (E).

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(C) ENROLLMENT-

- (i) The school selected in accordance with this paragraph shall immediately enroll the homeless child or youth, even if the child or youth is unable to produce records normally required for enrollment, such as previous academic records, medical records, proof of residency, or other documentation.
- (ii) The enrolling school shall immediately contact the school last attended by the child or youth to obtain relevant academic and other records.
- (iii) If the child or youth needs to obtain immunizations, or immunization or medical records, the enrolling school shall immediately refer the parent or guardian of the child or youth to the local educational agency liaison designated under paragraph (1)(J)(ii), who shall assist in obtaining necessary immunizations, or immunization or medical records, in accordance with subparagraph (D).

(D) RECORDS- Any record ordinarily kept by the school, including immunization or medical records, academic records, birth certificates, guardianship records, and evaluations for special services or programs, regarding each homeless child or youth shall be maintained —

- (i) so that the records are available, in a timely fashion, when a child or youth enters a new school or school district; and
- (ii) in a manner consistent with section 444 of the General Education Provisions Act (20 U.S.C. 1232g).

(E) ENROLLMENT DISPUTES- If a dispute arises over school selection or enrollment in a school —

- (i) the child or youth shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute;
- (ii) the parent or guardian of the child or youth shall be provided with a written explanation of the school's decision regarding school selection or enrollment, including the rights of the parent, guardian, or youth to appeal the decision;
- (iii) the child, youth, parent, or guardian shall be referred to the local educational agency liaison, who shall carry out the dispute resolution process regarding the educational placement of homeless children and youths as expeditiously as possible after receiving notice of the dispute; and
- (iv) in the case of an unaccompanied youth, the homeless liaison shall ensure that the youth is immediately enrolled in school pending resolution of the dispute.

(F) PLACEMENT CHOICE- The choice regarding placement shall be made regardless of whether the child or youth lives with the homeless parents or has been temporarily placed elsewhere.

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(G) SCHOOL OF ORIGIN DEFINED- In this paragraph, the term “school of origin” means the school that the child or youth attended when permanently housed or the school in which the child or youth was last enrolled.

(H) CONTACT INFORMATION- Nothing in this subtitle shall prohibit a local educational agency from requiring a parent or guardian of a homeless child to submit contact information.

(4) COMPARABLE SERVICES- Each homeless child or youth to be assisted under this subtitle shall be provided services comparable to services offered to other students in the school selected under paragraph (3), including the following:

(A) Transportation services.

(B) Educational services for which the child or youth meets the eligibility criteria, such as services provided under Title I of the Elementary and Secondary Education Act of 1965 or similar State or local programs, educational programs for children with disabilities, and educational programs for students with limited English proficiency.

(C) Programs in vocational and technical education.

(D) Programs for gifted and talented students.

(E) School nutrition programs.

(5) COORDINATION-

(A) IN GENERAL- Each local educational agency serving homeless children and youths that receives assistance under this subtitle shall coordinate —

(i) the provision of services under this subtitle with local social services agencies and other agencies or programs providing services to homeless children and youths and their families, including services and programs funded under the Runaway and Homeless Youth Act (42 U.S.C. 5701 et seq.); and

(ii) with other local educational agencies on interdistrict issues, such as transportation or transfer of school records.

(B) HOUSING ASSISTANCE- If applicable, each State educational agency and local educational agency that receives assistance under this subtitle shall coordinate with State and local housing agencies responsible for developing the comprehensive housing affordability strategy described in section 105 of the Cranston-Gonzalez National Affordable Housing Act (42 U.S.C. 12705) to minimize educational disruption for children and youths who become homeless.

(C) COORDINATION PURPOSE- The coordination required under subparagraphs (A) and (B) shall be designed to —

(i) ensure that homeless children and youths have access and reasonable proximity to available education and related support services; and

(ii) raise the awareness of school personnel and service providers of the effects of short-term stays in a shelter and other challenges associated with homelessness.

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(6) LOCAL EDUCATIONAL AGENCY LIAISON-

(A) DUTIES- Each local educational agency liaison for homeless children and youths shall ensure that —

- (i) homeless children and youths are identified by school personnel and through coordination activities with other entities and agencies;
- (ii) homeless children and youths enroll in, and have a full and equal opportunity to succeed in, schools of that local educational agency;
- (iii) homeless families, children, and youths receive educational services for which such families, children, and youths are eligible, including Head Start and Even Start programs and preschool programs administered by the local educational agency, and referrals to health care services, dental services, mental health services, and other appropriate services;
- (iv) the parents or guardians of homeless children and youths are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children;
- (v) public notice of the educational rights of homeless children and youths is disseminated where such children and youths receive services under this Act, such as schools, family shelters, and soup kitchens;
- (vi) enrollment disputes are mediated in accordance with paragraph (3)(E); and
- (vii) the parent or guardian of a homeless child or youth, and any unaccompanied youth, is fully informed of all transportation services, including transportation to the school of origin and is assisted in accessing transportation to the school that is selected under paragraph (3)(A).

(B) NOTICE- State coordinators and local educational agencies shall inform school personnel, service providers, and advocates working with homeless families of the duties of the local educational agency liaisons.

(C) LOCAL AND STATE COORDINATION- Local educational agency liaisons for homeless children and youths shall, as a part of their duties, coordinate and collaborate with State coordinators and community and school personnel responsible for the provision of education and related services to homeless children and youths.

(7) REVIEW AND REVISIONS-

(A) IN GENERAL- Each State educational agency and local educational agency that receives assistance under this subtitle shall review and revise any policies that may act as barriers to the enrollment of homeless children and youths in schools that are selected under paragraph (3).

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(B) CONSIDERATION- In reviewing and revising such policies, consideration shall be given to issues concerning transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship.

(C) SPECIAL ATTENTION- Special attention shall be given to ensuring the enrollment and attendance of homeless children and youths who are not currently attending school.

- ☐ 3. The control of funds provided under the McKinney-Vento Homeless Assistance act and title to property acquired with program funds will be in a school district or charter school.
- ☐ 4. The school district or charter school will administer those funds and property to the extent required by the Delaware Department of Education. Records concerning financial accounting and program evaluation will be maintained by the LEA agency and will be available for review by program auditors for at least three years past the final year of the McKinney-Vento Homeless Assistance act subgrant.
- ☐ 5. The LEA will adopt and use proper methods of administering each such program, including the: a) enforcement of any obligations imposed on agencies, institutions, organizations, and other recipients responsible for carrying out each program, b) correction of deficiencies in program operations that are identified through audits, monitoring or evaluations, c) adoption of written procedures for the receipt and resolution of complaints in the administration of programs.
- ☐ 6. The LEA will use such fiscal control and fund accounting procedures as will ensure proper disbursement of, and accounting for, funds paid to the subgrantee under the McKinney-Vento Homeless Assistance act.
- ☐ 7. The local educational agency's combined fiscal effort per student, or the aggregate expenditures of that agency and the State with respect to the provision of free public education by such agency for the fiscal year preceding the fiscal year for which the determination is made, was not less than 90 percent of such combined fiscal effort or aggregate expenditures for the second fiscal year preceding the fiscal year for which the determination is made.
- ☐ 8. Students will be tagged in the eSchool Plus statewide pupil accounting system by school or district personnel.
- ☐ 9. The LEA will cooperate in carrying out any evaluation of the program conducted by state and federal officials.
- ☐ 10. Funds granted for this program will not supplant federal, state, local or non-federal funds.

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- ☐ 11. The programs and services provided under this subgrant will be operated so as not to discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, marital status, disability, age, genetic information, or veteran status.
- ☐ 12. Programs and projects funded in total or in part through this subgrant will operate in compliance with state and federal laws, program statutes, rules, and regulations, including but not limited to the 1964 Civil Rights Act and amendments, Title IX of the Education Amendment of 1972, the Code of Federal Regulations (CFR) 34, the Elementary and Secondary Education Act, Education Department General Administrative Regulations (EDGAR) 34 CFR Parts 75, 76, 77, 79, 81, 82, 84, 85, 86, 97, 98, and 99, the General Education Provision Act (GEPA), the American with Disabilities Act, the Drug-Free Workplace Act of 1988, and OMB Circular 2 CFR Part 220 and Part 225. Subgrantees are responsible for adhering to all applicable fiscal and programmatic regulations.
- ☐ 13. Entities receiving \$500,000 or more of federal funds assure that an annual financial and compliance audit have been completed in accordance with OMB Circular A-133 or A-128, whichever is applicable. Copies of any audit findings and the documented actions to clear these findings must be included in this McKinney-Vento Homeless Assistance act subgrant application.
- ☐ 14. The Delaware Department of Education (DDOE) may as it deems necessary, supervise, evaluate, and provide guidance and direction to the subgrantee in the conduct of activities performed under this subgrant; however, failure of DDOE to supervise, evaluate, or provide guidance and direction shall not relieve the subgrantee of any liability for failure to comply with the terms of the subgrant award.
- ☐ 15. All program staff who work with children will have undergone the requirements outlined in the Delaware Criminal Background Check for Public Schools Related Employment and Office of Child Care Licensing Regulations.
- ☐ 16. Subgrantee will retain records of its financial transactions (including receipts), accounts, program operation, and evaluation relating to this subgrant for a period of three years after termination of the subgrant agreement and will make such records (including receipts) available for inspection and audit by authorized representatives of DDOE.
- ☐ 17. Subgrantee will receive prior written approval from the DDOE program manager before implementing any programmatic changes with respect to the purpose for which the subgrant was awarded.

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- ☐ 18. Subgrantee will repay any funds that have been determined through the federal or state audit process to have been misspent, unspent, misapplied, or otherwise not properly accounted for, and further agrees to pay any collection fees that may subsequently be imposed by the federal and/or state government.
- ☐ 19. Any remaining, unspent funds must be returned to the Department of Education within 75 days from the subgrant end date. If actual expenditures within any reporting category exceed the higher of 15% or \$5,000 of the budgeted amount, the subgrantee must briefly explain why as part of a budget amendment. A similar explanation is required if expenditures of \$5,000 or more are made within a reporting category for which no expenditures were budgeted. There are no extensions or carry-overs allowed.
- ☐ 20. The LEA will comply with Title IX of the Education Amendments of 1972 of Public Law 92-318, and all pertinent regulations of the Department of Health, Education and Welfare issued pursuant to the title, to the end that no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be denied employment in, or be subjected to discrimination under any education program or activity receiving federal financial assistance or which is administered or authorized by the State Board of Education.
- ☐ 20. The LEA is required by the McKinney-Vento Homeless Assistance Act to do and the LEA will do the following:
- Provide access to educational and other services for homeless children and youth so they have the opportunity to meet the same challenging state performance standards to which all students are held.
  - Review and revise policies that may act as barriers to the enrollment of homeless children and youth in school, including policies related to transportation, immunization, proof of residency, birth certificates, guardianship, school records, and other documentation.
  - Determine the particular school that is in the best interest of a child to attend with compliance to the wishes of the parent(s), to the extent feasible.
  - Provide transportation to the school deemed in the best interest of the child, to the extent feasible.
  - Ensure that all homeless children and youth receive free meals, textbooks, and Title I services.
  - Pay special attention to ensuring the enrollment and attendance of homeless children and youth who are not currently attending school.
  - Coordinate with local social service agencies and other agencies or programs providing services to homeless children or youth and their families to minimize educational disruption for children who are homeless.



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- Ensure that all homeless children and youth receive placement in appropriate programs, such as Special Education, gifted and talented, or English as a Second Language programs.

☐ 20. Services provided by funds from this grant will not replace the regular academic program and will be designed to expand upon or improve services provided as part of the school's regular academic program.

☐ 20. An annual performance and fiscal report will be submitted for each grant year.

We, the undersigned, certify that the information contained in this McKinney-Vento Homeless Assistance Act Subgrant Application is complete and accurate to the best of our knowledge; that the necessary assurances of compliance with applicable state and federal statutes, rules, regulations will be met; and, that the indicated lead agency designated in this application is authorized to administer this subgrant.

We further certify that the assurances listed above have been satisfied and will be adhered to, and that all facts, figures, and representation in this application are correct to the best of our knowledge.

**Live Signature** of:

Superintendent or Chief Executive Officer of  
the Local Education Agency

\_\_\_\_\_  
Printed Name:  
Local Education Agency:  
Date:

**Live Signature** of:

LEA McKinney-Vento Homeless Education  
Liaison

\_\_\_\_\_  
Printed Name:  
Local Education Agency:  
Date:

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Attachments

0 points

REQUIRED:

- Attachment 1: Subgrant Application
- Attachment 2: Federal Funds Budget Form
- Attachment 3: FFATA Data Collection Form
- Attachment 4: LEA Notice of Rights for Homeless Students and Policy
- Attachment 5: LEA Process for Dispute Resolution and Policy

If contracted activities with another agency (agencies):

- Attachment 6: Contracts, Memoranda of Understanding with collaborating agencies  
LEAs that intend to contract activities with another agency **MUST**  
include a detailed copy of responsibilities for all parties as well as terms  
of payment.

*The total of all attachments must be no more than 12 pages in length.  
Any materials including names of clients or students must be removed.  
Brochures for agencies are NOT appropriate for attachments.*