



McKinney-Vento Grant Application Process

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Introductions



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Objectives

By participating in today's technical assistance training, participants will be able to...

- ❑ understand the expectations related to the grant application process and submission requirements.
- ❑ understand the expectations for thoroughly completing the McKinney-Vento Grant Application.
- ❑ generate questions and receive guidance and support from the KDE RFA team.



Agenda

- ❑ Kentucky's Student Homeless Count
- ❑ McKinney-Vento Grant Information
- ❑ Application Process
 - Timeline
 - Core Components of the Application
- ❑ Financial Overview
- ❑ Session Review
 - Key Points
 - Contact Information
 - Resources
 - Question & Answer





Setting the Stage: Kentucky's Student Homeless Count



Kentucky's Student Homeless Count



School Year	Student Count
2019-2020	21,648
2018-2019	24,209
2017-2018	23,968





McKinney-Vento Grant Information

finance
particular
grant. noun
a sum of
given by



Subtitle VII-B, McKinney-Vento Homeless Assistance Act Program

- ❑ The *McKinney-Vento Act* is designed to address the challenges that homeless children and youth face when enrolling, attending, and succeeding in school.
- ❑ The McKinney-Vento grant is a **three-year** competitive grant for which all districts are eligible to apply.
 - There are currently sixteen school districts in Kentucky receiving the McKinney-Vento homeless grant: Bullitt County, Campbell County, Covington Independent, Dayton/Bellevue/Southgate Independent Districts, Eminence Independent, Fayette County, Harlan County, Jefferson County, Jessamine County, Letcher County, Newport Independent, Pike County, Webster County, Whitley County.
 - The 2020-2021 school year is the last year of the current three-year McKinney-Vento Grant cycle.
 - Notification will be provided for the next grant cycle when it is available from the US Department of Education. (Typically, in June or July.)
 - **Applications are now available.**
- ❑ Federal requirements regarding homeless students apply to all districts - regardless of whether the district receives a McKinney-Vento homeless grant or not.
 - Districts also utilize Title I, Part A funds to provide services to homeless students.



McKinney-Vento Subgrant

What information must an LEA include in its application for McKinney-Vento funds?

- An LEA that seeks a McKinney-Vento award must submit to its SEA an application that contains the following information:
 - An assessment of the educational and related needs of homeless children and youth in the area served by the LEA
 - A description of the services and programs that the LEA will provide to address these needs
 - An assurance that the LEA meets the fiscal effort requirement
 - An assurance that the LEA will use subgrant funds in compliance with section 722(g)(3) through (7) of the McKinney-Vento Act
 - A description of policies and procedures that the LEA will implement to ensure that its activities would not isolate or stigmatize homeless children and youth
 - An assurance that the LEA will collect and promptly provide data requested by the State Coordinator pursuant to paragraphs (1) and (3) of section 722(f)
 - An assurance that the LEA will meet the requirements of section 722(g)(3) regarding LEA requirements (Section 723(b))



Use of Funds

- ❑ McKinney-Vento funds may be used for the following:
 - college applications
 - tests and exams
 - clothing
 - tutoring
 - supplemental or enrichment services
 - evaluation of strengths and needs of homeless children
 - professional development
 - provision of referral services for medical, dental, mental, and other health services
 - transportation cost (for academic and extra-curricular activities)
 - programs to retain homeless children in public schools such as mentoring and homework assistance
 - costs for obtaining records
 - education and training for parents or guardians about rights and resources



McKinney-Vento Monitoring

- ❑ Each grant recipient will be monitored at least once during the grant's three-year cycle.
- ❑ KDE sends a notification letter to the district's superintendent and identified homeless liaison 30 days prior to the monitoring visit.
- ❑ The notification emails outline the process and include a self-evaluation instrument that the homeless liaison will use to self-assess the district program prior to the formal visit.
 - Indicators include, but are not limited to, the following: how the district resolves disputes, whether its program is effective and complies with the approved McKinney-Vento application on file with the KDE, the process for informing parents of homeless children and youth of their rights, etc....



Questions



- Applicants may submit questions to the KDERFP@education.ky.gov mailbox by 4:00 p.m. (EST) January 22, 2021.
 - Responses to those questions will be posted to [KDE's Education for Homeless Children and Youth's webpage](#) in early February 2021.





Application Process

Timeline & Core Components of the Application



McKinney-Vento Grant RFA

- ❑ As authorized under Title IX, Part A of ESSA, the Office of Continuous Improvement and Support is issuing a Request for Applications (RFA) from local education agencies to develop and implement programs that facilitate the enrollment, attendance, and success in school of homeless children and youth.
- ❑ The Kentucky Department of Education (KDE) anticipates funding 10-15 programs. Funding amounts will vary dependent upon availability of funds and the following needs (list is not all inclusive):
 - ❑ Districts should include details about their homeless population, the strength of academic services proposed, allowable expenditures, and potential start-up programs.
 - ❑ Districts should design a homeless education program that addresses needs identified through a comprehensive needs assessment and is education focused.
 - ❑ Budgets should be developed based on the program design and should accurately reflect amounts needed to effectively implement it. The average award for this grant is approximately \$65,000.
 - ❑ Districts may or may not receive the total amount requested. The award is based on program design and homeless count.



Application Process Timeline



December 7, 2020	January 8, 2021	January 22, 2021	February 2021	March 5, 2021	Late June 2021
Posting Date	Technical Session	Question Submission Deadline	Question & Answer Posting	Application Deadline	Award Posting

KDERFP@education.ky.gov

by 4:00 p.m. (EST) January 22, 2021



Core Components of the Application



Core Components	Description
Part I	<i>Need and Rationale for the Program</i>
Part II	<i>Education Program Description</i>
Part III	<i>Coordination and Collaboration</i>
Part IV	<i>Staffing</i>
Part V	<i>Evaluation</i>
Part VI	<i>Budget Narrative</i>





Part I: Need and Rationale for Program

- ❑ Identify the approximate number of homeless students to benefit from the program by age and grade level.
- ❑ Describe how the program will address the specific educational needs and barriers of homeless students.
- ❑ Describe how the program will facilitate the identification, enrollment, attendance, and educational achievement of homeless students.





Part II: Education Program Description

- ❑ Describe how the educational programs and services meet the identified needs of the district's homeless students.
- ❑ Describe how the district will provide the proposed educational programs and services.
 - The description must ensure that programs and services are provided during times that meet the needs of its homeless students (i.e. during the school day, before and after school, and/or summer) and that the programs and services do not stigmatize or isolate homeless students.
 - The programs and services must also ensure the identification, enrollment, attendance, and educational achievement of homeless students.
- ❑ Identify the district policies and procedures in place to ensure homeless students are not isolated or stigmatized.
- ❑ Describe the strategies to promote the participation of homeless students in nonacademic programs.
- ❑ Describe the facilities and location in which the grant services will be provided.





Part III: Coordination and Collaboration

- ❑ Describe how the educational programs and services, including resources, coordinate with the programs and services provided under Title I, Part A.
- ❑ Describe how this program will supplement the programs and services provided through other federal, state, and local programs.
- ❑ Describe how the district will collaborate and consult with schools, post secondary institutions, community-based organizations, public and state agencies, other organizations, and co-applicants (if applicable) in carrying out the programs.
- ❑ Describe administrative support for the project.



Part IV: Staffing

- ❑ Identify the program administrator and describe his/her responsibilities.
- ❑ Identify the position(s) and number of staff who work directly with the homeless education program.
- ❑ ***Note: Non-certified staff must be under the direct supervision of a certified teacher.***
- ❑ Describe the percentage of time and hours and days staff will work directly with the homeless education program.



Part V: Evaluation

- ❑ Set specific measurable objectives for the academic achievement and social success of homeless students.
- ❑ Set specific measurable objectives for the identification, enrollment, and attendance of homeless students.
- ❑ Describe how data from a variety of sources will be analyzed to determine progress in meeting the measurable objectives and the impact on the identification, enrollment, attendance, academic achievement, and social success of homeless students.



Part VI: Budget Narrative

- Explain how the funds will be used to address all necessary program components.



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Financial Overview



Financial Overview



<p>MUNIS Number</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Provide an ending alphabet suffix to identify the grant year (316X). <ul style="list-style-type: none"> • Example: 316G for SY 2020-2021
<p>Grant Period</p>	<ul style="list-style-type: none"> <input type="checkbox"/> 15 months <input type="checkbox"/> Contract Period: July 1 - September 30
<p>Carryover</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Carryover funds are not allowed. <input type="checkbox"/> Funds are intended to be used for the year of allocation.
<p>Obligations</p>	<ul style="list-style-type: none"> <input type="checkbox"/> All funds must be obligated by the end of the contract (9/30) and liquidated within 60 days.
<p>Title I, Part A</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Districts are required to set aside funds in Title I, Part A homeless set aside - to be used only for homeless education services. <input type="checkbox"/> Grant districts set aside additional funds in the McKinney-Vento set aside.



Budget Submittals

When submitting your budget template, please include detailed descriptions.



Code	Detailed Description
0112	Extra Duty Pay: Tutoring Services are provided at a \$20 hourly rate regarding math and reading content to at-risk students.
0894	Instructional Field Trips: Students will attend the XXXX field trip, which highlights the following science content: organisms and ecosystems and energy in motion.



Costs

- ❑ All costs must be necessary, reasonable, allocable, and documented for proper and efficient performance and administration of the grant.
- ❑ All costs must be consistent with the approved grant application.
- ❑ Funds cannot pay for indirect costs.
- ❑ Funds cannot be used for construction.
- ❑ Costs of entertainment, including amusement, diversion, and social activities and any costs directly associated with such costs (such as tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities) are unallowable.



Funding Matrix

- ❑ The funding matrix is reviewed and updated each year.
- ❑ Review the matrix on the [KDE website](#) for any updates and changes of codes.
 - Any new codes or changes will be effective July 1 each year.



Funding Reimbursements

❑ Method of Payment

- Cost Reimbursement - submitted quarterly
- MUNIS reports submitted by email to dru.hawkins@education.ky.gov.

❑ KDE Commissioner's Policy

- *KDE District Expense Reports (a detailed narrative)* **must** be submitted along with MUNIS expenditure reports for reimbursement of funds for the quarter by email to dru.hawkins@education.ky.gov.
- This narrative report should match your MUNIS report.

❑ The *KDE District Expense* forms

- can be obtained from Dru Hawkins.





Due Dates for Expenditure Reports

Quarter:	Period:	Due Date:
1 st Quarter	July-September	October 25 th
2 nd Quarter	October-December	January 25 th
3 rd Quarter	January-March	April 25 th
4 th Quarter	April-June	July 25 th

NOTE: Quarterly expenditure reports are to be submitted to [Dru Hawkins](#) via email by your finance officer.



Budget Amendments

- When is an amendment required?
 - When opening a new object code.
 - When purchasing equipment that costs \$5,000 or more after initial budget has been approved.
 - When there is a major change to the action plan.
- What forms are needed?
 - Information and instructions regarding forms can be found on the [KDE webpage](#).



Financial Records and Retention

- ❑ Financial records, supporting documents, statistical records, and all other records pertinent to an award shall be retained for a period of three years from the date of submission of the final expenditure report.
- ❑ Exceptions include the following:
 - If any litigation, claim, or audit is started before the expiration of the three-year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken.
 - Records for real property and equipment acquired with Federal funds shall be retained for three years after final disposition.



Additional Information

❑ Disclosure of Federal Participation (*Stevens Amendment*):

- Projects or programs funded in whole or in part with Federal grant money must credit the Federal government for the Federal government's portion of the financial support.

❑ Example:

- Public announcement of use of federal homeless funds (press releases, request for proposals, brochures, etc.)



Inventory Register

- All non-consumables costing \$500 or more per unit and having a useful life of one year are **required** to be listed on the inventory register.



Budget Contact

Dru Hawkins
Kentucky Department of Education
Office of Finance & Operations
Division of Budgets and Financial Management
5th Floor, 300 Building
300 Sower Blvd.
Phone: 502-564-1979 Ext. 4348
Email: dru.hawkins@education.ky.gov



Submission of Application

- ❑ KDE **MUST** receive applications by 4:00 p.m. (EST) on **March 5, 2021** via email.
 - Applications received after this time and date will be deemed non-responsive.
- ❑ A blind copy of the *Narrative* section of the application should also be submitted. The blind copy should not contain identifying words or names of people, districts, counties, or schools.
 1. Scan the completed application in its entirety including all signatures in PDF format.
 2. Name your completed application as follows: **HL2021.district name.Original.**
 3. Scan One Blind copy. The blind Copy must be completely blinded electronically. (Black highlighting or X'd out using the find and replace feature - ex: XXXXX), failure to do so WILL deem the application non-responsive. Please review your blind copy before submitting to ensure all identifying information is blinded and all required pages and attachments are present. Identifying information includes school name, district name, county, city, and names of individuals.
 4. Name your blind copy of the *Narrative* as follows: **HL2021.district name.Blind.**
 5. Email both the completed application and the blind copy of the *Narrative* to KDERFP@education.ky.gov. On the subject line of the email, type **HL2021/name of district.**
 6. If at all possible, send both attachments in the same email.
 7. The date/time stamp on the received email **must** be on or before 4:00 p.m. (EST), **March 5, 2021.**





Evaluation of Application

- ❑ Independent reviewers will score applications using the criteria established in the Request for Application (RFA).
 - KDE will select reviewers with expertise in the subject area.
 - A *Call for Reviewers*, including a reviewer application, is posted on the [KDE website with the RFA.](#)



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Session Review



Review

- ❑ The next pertinent deadline is the submission of questions. Those need to be submitted by **January 22nd, 2021**.
 - FAQ will be posted in early February 2021.
- ❑ When completing your application, please be mindful to include details regarding your district's proposed programs and/or services.
- ❑ Edits/revisions have been made to the RFA based on the Jan. 8th live TA session and the revised RFA is now posted to the KDE website.



Resources

- ❑ [Title IX, Part A – Education for Homeless Children and Youth webpage](#)
- ❑ [McKinney-Vento Homeless Education Act](#)



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