**McKinney-Vento FAQ**

*The MV Grant RFA can be accessed on* [*the KDE competitive grants webpage*](https://education.ky.gov/districts/business/Pages/Competitive%20Grants%20from%20KDE.aspx)*.*

1. I am not sure if you will cover this. Can you give me the definition between supplant and supplement? In allowable expenses in fees and field trip costs for items such as KYA KUNA? Also, personal needs for extracurricular like cleats?

* 1. Generally, supplanting would occur when 1) services that are required to be provided through state or local funds are provided by federal funds or 2) when something is paid by state/local funds in one year and then paid for out of federal funds the next.
  2. “Local school districts shall establish a process by which to waive any applicable fees charged by the district for pupils who qualify for free or reduced price lunches, including a process by which at least all such students shall be informed of the fee waiver provisions. Districts that do not charge fees to any students shall not be subject to these requirements.” - 702 KAR 3:220. Guidelines for waiver of school fees. <https://apps.legislature.ky.gov/law/kar/702/003/220.pdf>

1. Also, will allowable expenses be like clothing/food, etc.?

See the Authorized Activities list beginning on page 7 for the RFA. The updated RFA can be accessed on the KDE competitive grants page.

1. What about senior trip? If they do educational things while there?

“Local school districts shall establish a process by which to waive any applicable fees charged by the district for pupils who qualify for free or reduced-price lunches, including a process by which at least all such students shall be informed of the fee waiver provisions. Districts that do not charge fees to any students shall not be subject to these requirements.” - 702 KAR 3:220. Guidelines for waiver of school fees. <https://apps.legislature.ky.gov/law/kar/702/003/220.pdf>

1. And... what about groceries when family of homeless has none?

Food (groceries) is an allowable expense for “extraordinary or emergency” situations only. Districts should collaborate with other community agencies or organizations to address students needs or expenses that are not allowable uses of educational funds. - MV Act Allowable Activities <https://nche.ed.gov/mv-auth-activities/>

1. Is food for hotels like microwavable meals, since they can't cook, an allowable expense? For students living in Hotels, cars, etc.

Food (groceries) is an allowable expense for “extraordinary or emergency” situations only. Districts should collaborate with other community agencies or organizations to address students needs or expenses that are not allowable uses of educational funds. - MV Act Allowable Activities <https://nche.ed.gov/mv-auth-activities/>

1. If I am curious about the grant amount being $65, 000 is that something I ask KDERFP?

$65,000 is an estimated amount that a district will receive. The total amount that the state receives is based upon the amount allocated annually by the USED and formulas are used to determine district amounts. Allocations are usually sent out in June.

1. P. 13 -Total Normalized Score - where can I find the largest number of homeless students?

This no longer applies; please see revised RFA. The updated RFA can be accessed on the KDE competitive grants page.

1. Can you explain the equity and validity of using the formula described in the RFA if [I] have misinterpreted the determination of the Need Points?

Please see the amended method for calculating Need on page 13 of the updated RFA on the KDE Competitive Grants page.

1. I know it states (3) "blinded electronically" is it a requirement to electronically blind as long as the intent of "blind" is met? Sometimes we have found that it is much easier to use a redacting marker is why I ask.

Electronic blinding is preferred because we have found that the redacting markers and other markers sometimes still leave important information visible.

1. Could you please clarify this statement and the practical side of planning programs using McKinney-Vento funds but including other students as suggested in this bullet?

To the maximum extent practicable, an LEA must provide McKinney-Vento services through existing programs and mechanisms that integrate homeless and non-homeless children and youths. (Section 723(a)(2)(A)(ii)). LEAs may provide subgrant services through programs on school grounds or at other facilities. (Section 723(a)(2)(A)(i)). If services are provided on school grounds, **the schools may use McKinney-Vento funds to provide the same services to other children and youths who are determined by the LEA to be at risk of failing in, or dropping out of, school.** (Section 723(a)(2)(B)(i)).

1. Is there any way to get feedback on our applications prior to submission?

KDE cannot provide any feedback prior to submission. Some districts utilize other staff to act as mock reviewers or to provide feedback in grant preparation. Some districts hire grant professionals to provide those services as well.

1. Counts of students who are homeless are not final until June. The cover page asks for "actual" 2020-21 Total LEA Homeless Enrollment. Is this correct or should it be the "actual" count for 2019-20? Similar issue on page 25 asking whether the percentage of all Title I set-aside funds for 2020-21 have been spent on homeless activities. Final expenditure of funds won't occur until June.

Please see the revised RFA. The updated RFA can be accessed on the KDE competitive grants page.

1. Do you have an example of an allowed supplemental use of funds for FRYSC programs/services provided to all students?

To the maximum extent practicable, an LEA must provide McKinney-Vento services through existing programs and mechanisms that integrate homeless and non-homeless children and youths. (Section 723(a)(2)(A)(ii)). LEAs may provide subgrant services through programs on school grounds or at other facilities. (Section 723(a)(2)(A)(i)). If services are provided on school grounds, **the schools may use McKinney-Vento funds to provide the same services to other children and youths who are determined by the LEA to be at risk of failing in, or dropping out of, school.** (Section 723(a)(2)(B)(i)). See the Authorized Activities list beginning on page 7 for the RFA. The updated RFA can be accessed on the KDE competitive grants page.

1. On page 31, do we still list our District's Title I match on the front page as we have in the past?  Also, on final budget page we should include both Title I set aside and MKV ask in the final total even though we are only asking for a grant amount and not the match funds?

Yes. In the Title I, Part A application, every district must address the homeless set aside, which includes the amount used to serve homeless students and a narrative which includes a description of the services/supports along with the methodology used to determine the amount of the homeless set aside. The McKinney-Vento set aside is only applicable to districts who are awarded the MV Grant. The amount of their Title I, Part A MV set aside must be the amount that the district has agreed to set aside each year that they receive the grant. This amount is separate from the homeless set aside; for example, you cannot split the amount between the homeless set aside and the MV set aside. The MV set aside is an amount a district sets aside in addition to the homeless set aside.

1. Can we then get a new RFA sent out to us, so we have the most up to date RFA with corrections?

The updated RFA can be accessed from the KDE competitive grants page.

1. Page 19: 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) explain evidence and do we blind that evidence? Does that evidence count towards the total 15 pages? So how do we blind that?

The letters of support are in addition to the 15 pages of the narrative and should be blinded according to the provisions of the RFA. You can upload your letters as PDF’s and then electronically blind them prior to submission.

1. Do we label them as attachments? Yes.
2. Is this being recorded or notes from questions being asked going to be sent out?

Due to TEAMS platform issues, a new video was created. Please see the KDE website link at the top of this page.

1. Are we supposed to send a blind copy of only the narrative or the entire proposal?

The blind copy should contain everything the reviewer needs to score your application.

1. I don't see anything addressing sustainability, may be my foggy brain.

The SEA awards McKinney-Vento subgrants to LEAs competitively on the basis of the need of the LEAs requesting assistance and the quality of their applications. (Section 723(c)(1)). In determining need, the SEA must consider the needs of homeless children and youths and the ability of the LEA to meet such needs. (Section 723(c)(2)). The SEA may also consider: the number of homeless children and youths enrolled in early childhood education and other preschool programs, elementary schools, and secondary schools, within the area served by the LEA; the extent to which the proposed use of funds will facilitate the identification, enrollment, retention, and educational success of homeless children and youths; the extent to which the application reflects coordination with other local and State agencies that serve homeless children and youths; **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 such other criteria as the SEA deems appropriate. (Section 723(c)(2)(A)-(D)).

1. Do the tables need to be double-spaced or can they be single spaced?

Tables can be single spaced.

1. On page 22 it said 10 points, but on page 23 it said they are worth 20 points...which is it?

Twenty points. Please refer to the revised RFA, which can be found on the KDE Competitive Grants page.

1. Notary signature - I am a notary, can I notarize my Superintendent's signature?  If so, can it be a stamped seal, or does it have to be a raised seal?  I know the State of Kentucky changed their notary rules.

Yes, you may notarize your superintendent’s signature. Stamped seals are acceptable.

Please reference the updated information below about electronic notarization.

The Kentucky Department of Education will accept an electronic notarized signature. The Secretary of State website contains information on electronic notaries: [http://web.sos.ky.gov/notaries/Index](https://nam11.safelinks.protection.outlook.com/?url=http%3A%2F%2Fweb.sos.ky.gov%2Fnotaries%2FIndex&data=04%7C01%7Cjennifer.bryant%40education.ky.gov%7C20ca6b5c325e4db52b2208d88a671de7%7C9360c11f90e64706ad0025fcdc9e2ed1%7C0%7C0%7C637411522768118207%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=lueCI0XjrqwrHbBqMkqDyCBM9AJrQnhAawxeR2b1Elw%3D&reserved=0). Senate Bill 150, passed in relation to the COVID-19 pandemic, also provides the following:

For purposes of complying with any law, rule, order, or other requirement relating to the receipt of testimony or signature from any party or witness, or the acknowledgement or notarization of any document, for any legal purpose:

(a) Individuals, whether acting for themselves or in a representative capacity, not in the same physical location shall be considered in the presence of one another if the individuals can communicate via a video teleconference in real time to the same extent as if they were physically present in the same location; and

(b) Any document resulting from a video teleconference conducted in accordance with paragraph (a) of this subsection may be executed, acknowledged, or notarized in counterparts, which together shall be considered a single document;

I suggest you contact the Secretary of State for additional information regarding electronic notaries as well as your board attorney who can provide you legal advice.

1. If the Superintendent signs the Assurance page, does the Financial Director need to sign it too?  It appears they do, but I heard it could be just the Superintendent only, and the Financial Director is only if the Superintendent is unavailable to sign.  Just need clarification.

Yes, both signatures are needed.

1. I just noted it says the end date is September of 2022.  I thought this was a three-year grant cycle is it now a 1 year?

As detailed throughout the RFA, the grant gets reevaluated on a yearly basis for three years to ensure that fiscal responsibilities and activities align. So, when it says the grant period is from Oct. 1, 2021 – Sept. 2022, that is the first year in the cycle. The SEA will review the projects/proposals/quarterly budget documents/etc. to determine if the district will continue to receive the funds for the next year. Then, again for the third year.

1. Attached is the grant as it is on the website.  Are we supposed to fill it out as a form (starting on page 14) or are we supposed to recreate it?

Yes. You will complete the fields in the form and submit it as your grant application. The fifteen-page limit only counts those responses to sections 2-7. All other required pages and attachments do not count toward the page limit.

1. I ask that because there are margin, spacing, table, font instructions page limits?  That would mean we would writing it more like as it was previously where we create and entire proposal, but it is a form, so do we fill out the form and know that the spacing and margins are built in then the page limit is very limiting because the form itself already is very long or to we recreate everything on the form?

You will complete the fields in the form and submit it as your grant application. The fifteen-page limit only counts those responses to sections 2-7. All other pages and attachments do not count toward the page limit. The text in the document will automatically appear single spaced but can be edited to meet the guidelines in the RFA.

1. I removed everything and the form for the narrative sections is 10 pages.  That leaves only 5 for narrative, correct? Assuming the budget pages, signature pages, scoring page, table page do not count in the total?

The 15-page limit applies to completing the narrative questions in sections 2-7.  All other forms and attachments are not included in the page limit.  All answers should be entered into the form provided in the RFA and not in a separate narrative document.

1. We are allowed to use 19-20 data, right?  Should be changed the form to reflect that we are using 19-20 or is it to be assumed?

Yes, you may use 19-20 data. The RFA has been updated and the updates should post on the competitive grants page Feb. 5th or earlier.

1. The first page of the grant should be the scoring sheet (pg 13)? So, when the document is open the first thing the reviewers sees is the scoring sheet?

Yes, however, the 15-page limit applies to completing the narrative questions in sections 2-7.  All other forms and attachments are not included in the page limit.  All answers should be entered into the form provided in the RFA and not in a separate narrative document.

1. I just wanted to confirm that the numbers we are using on page 14 are numbers (data) from the 19-20 school year.

Yes, see the updated RFA on the KDE competitive grants page.

1. According to the RFA, the contract award is October 2021 to September 2022 which is a 12-month contract.  The technical assistance session indicated that the contract award is July 2021 to September 2022 which is a 15-month contract. Can you clarify the correct contract award dates for the McKinney-Vento Homeless Grant?

As detailed throughout the RFA, the grant gets reevaluated on a yearly basis for three years to ensure that fiscal responsibilities and activities align. So, when it says the grant period is from Oct. 1, 2021 – Sept. 2022, that is the first year in the cycle. The SEA will review the projects/proposals/quarterly budget documents/etc. to determine if the district will continue to receive the funds for the next year. Then, again for the third year.

1. In Section 1 of the application, it requests the 2020-2021 homeless enrollment.  Is there a certain date that we need to use to report this information since the total enrollment for 2020-2021 isn't complete until the end of the year?

Districts should use 19-20 data. The updated RFA can be accessed on the KDE competitive grants page.

1. Can you clarify the points possible for Section 5:
   1. 1 - 5 points
   2. 2 - 5 points
   3. 3 - 10 points
   4. 4 - 10 points
   5. 5 - 5 points
   6. 6 - 10 points on page 21 and 20 points on page 23

Please see the revised RFA along with the rubrics. The updated RFA can be accessed on the KDE competitive grants page.

1. I have a question about the format of the McKinney-Vento grant. Is there an electronic version of the grant aside from the RFA that we fill in with our narrative for each section? I see that there are parts of the RFA that are editable so I was not sure if I should just copy those charts into my own document? Please advise.

Responses should be typed into the editable Word RFA document.

1. The components of the application listed in the RFA (page 12) do not line up with the core components of the MV Technical Session slides (slide 16) or video.  Which order and description should we follow for the McKinney Vento Grant application?

Please follow the order in the RFA application.

1. On the attachments:

Attachment 1 is the Subgrant application - Does this begin with the template on page 14 of the RFA? Yes.   Is the actual application a typed 15-page submission that addresses the core components listed in the MV Technical Session?

The 15-page limit applies to completing the narrative questions in sections 2-7.  All other forms and attachments are not included in the page limit.  All answers should be entered into the form provided in the RFA and not in a separate narrative document.

Attachment 2 is the Federal Funds Budget Form - where is this form located?  Is it the budget template beginning on page 27 of the RFA?

Yes.

Attachment 3 is the FFATA Data Collection Form - where is the template for this located?

Please see the updated RFA available on the KDE Competitive Grants page – specifically pages 2 & 3.

Attachment 4 LEA Notice of Rights for Homeless Students and Policy and Attachment 5 LEA Process for Dispute Resolution and Policy - do we include our district's information? Yes.

1. Is there a particular order (other than numeric) for the items to be in for submission (do we follow page 12 of the RFA)?  Yes. Do we include page 13 of the RFA?

Yes, but it does not count in the 15-page narrative limit for sections 2-7. Please note revision to page 13.

1. Is the Assurances & Signature cover page part of Section 8 or should it be in the front of the application? It is a part of Section 8.
2. I have the following questions regarding the McKinney-Vento Homeless Grant:

Section 5, Question 3 (page 19) requires evidence of coordination such as letters of support, agreement, or collaboration.  Where should this evidence go?  Do we need to include it as a separate attachment or include it after the question? A separate attachment would be fine.

Section 5, Question 5 (page 21):  Do we only include the description of the personnel that will be funded through the grant or all involved in our homeless program? Please include all “key personnel” and “If an agency outside of the school will be providing direct services, include a brief contract agreement for those services…” (# 5, p. 21).

Can the McKinney-Vento Strategic Plan (beginning on page 21) be typed as landscape? Refer to format requirements – p.11.

Does the McKinney-Vento Strategic Plan have to include 5 objectives?  Can we have more (or less)? The MV strategic plan must include at least five objectives. At least one objective MUST address the KDE priority of Transition Readiness.

Do we need to include all the object codes on the budget or only the ones in which we will be requesting funds? Only include the codes for which you will be requesting funds.

SALARY QUESTIONS:

1. My full-time liaison salary is paid by the district. I am not allowed to write the salary into the federal grant because that is an example of supplanting?

Generally, supplanting would occur when 1) services that are required to be provided through state or local funds are provided by federal funds or 2) when something is paid by state/local funds in one year and then paid for out of federal funds the next.  In example 2, a district would be required to maintain fiscal effort from year to year in maintaining state/locally funded services and positions.  Item 2, however, may be rebutted if, for example, a cut in state/local funds would result in the elimination of the service/position, and the program is deemed necessary.  In that case, a district would have to document to any auditor the services/position would be eliminated directly due to the budget cut, maintaining documentation of the budgetary reduction and the decision-making that would lead to the cut.

1. I am confused about paying the salary of the liaison using MV Grant funds as discussed in the technical assistance session.  In the past, we have used the MV funds to pay the salary for a full-time MV liaison.  Is this something that we can continue to do if awarded, or do we have to "expand a salary" as discussed in the technical session?  What does "expand a salary" mean?

Subgrants are designed to expand or improve upon services provided as part of a school’s regular academic program; but not to replace any existing services. (42 U.S.C. § 11433(a)(2)(A)(iii)). The services may be provided through programs on school grounds or other facilities and must, to the maximum extent practicable, be provided through existing programs that integrate homeless children and youth with non-homeless children and youth. (42 U.S.C. §§ 11433(a)(2)(A)(i),(ii)). Please refer to previous questions and answers related to supplement, not supplant requirements.

1. So, to clarify you can use them to expand a salary or a service, but you cannot just do the same thing you were already doing in the prior grant.  It has to be new or expanded?

Subgrants are designed to expand or improve upon services provided as part of a school’s regular academic program; but not to replace any existing services. (42 U.S.C. § 11433(a)(2)(A)(iii)). The services may be provided through programs on school grounds or other facilities and must, to the maximum extent practicable, be provided through existing programs that integrate homeless children and youth with non-homeless children and youth. (42 U.S.C. §§ 11433(a)(2)(A)(i),(ii)). Please refer to previous questions and answers related to supplement, not supplant requirements.

1. So, a salary is partly paid by Title I then the MVP grant will allow for a full-time liaison? That what you mean? Yes, McKinney-Vento Grant could supplement the portion of a liaison salary paid by Title I, A.

Please refer to previous questions and answers related to supplement, not supplant requirements.

1. Can we request what we are doing, or does it have to be expanded so now the district has to pick up the full salary now?

Please refer to previous questions and answers related to supplement, not supplant requirements.

1. Is it considered supplemental if we want to do a better job identifying students experiencing homelessness?

Each year, the State educational agency (SEA) must make subgrants to local educational agencies (LEAs) “for the purpose of facilitating the identification, enrollment, attendance, and success in school of homeless children and youths.” (42 U.S.C. § 11433(a)(1))20 These subgrants are competitive and awarded based on need and quality of the application. (42 U.S.C. § 11433(c)(1)).

Using more staff?

Applicants should include a staffing plan for the program with duties that link clearly to the activities, goals, and needs.

And we can request that from the grant even if we are already getting that?

Please refer to previous questions and answers related to supplement, not supplant requirements.

1. MV has been paying 50% of my salary for X years. Can I continue to do the same work and continue to have 50% of my salary funded though this cycle of the grant?

You may do the same and expand the salary for the amount of work you will do in the program. Please refer to previous questions and answers related to supplement, not supplant requirements.

1. MV has been paying 50% of my salary. Can I increase that amount to 75%?  What justification do I have to provide to do that?

Please refer to previous questions and answers related to supplement, not supplant requirements. Time and effort documentation may be provided for justification.

1. Another funding source pays 50% of the salary of a homeless liaison, can I use MV to pay for the other 50% of their salary? What justification do I have to provide for that?

If Title I or another federal program’s money has been used previously to pay salary and now will be transferred to MV, that is NOT supplanting. Please refer to previous questions and answers related to supplement, not supplant requirements.

1. We want to expand our work with homeless students and want to hire new positions, either certified or classified for this work. Can I do that?

Yes. Classified positions need supervision if providing academic services.

1. Can we remove the scoring matrix?

No.