

# REQUEST FOR APPLICATIONS

**RFA # GD0-MKV-FY2021**

**District of Columbia**

**Office of the State Superintendent of Education**



**FY2021 McKinney-Vento Homeless Assistance Grant**

Request for Application (RFA) Release Date

**June 8, 2020**

Pre-Application Conferences (Mandatory)

**June 16, 2020 (webinar)**

**July 1, 2020 (in-person or webinar)**

Intent to Apply Deadline (Mandatory)

**July 8, 2020 by 3 p.m.**

Application Submission Deadline

**July 24, 2020 by 3 p.m.**

# Table of Contents

<b>INDEX</b>	<b>PAGE</b>
<b>Checklist for Application</b> .....	<b>4</b>
<b>1. General Information</b> .....	<b>5</b>
1.1 Overview.....	5
1.2 Purpose of Grant Funds.....	5
1.3 Services .....	5
1.4 Eligibility and Funding Priorities .....	6
1.5 Allowable Uses of Funds .....	7
1.6 Program Quality .....	8
<b>2. Project Requirements</b> .....	<b>9</b>
2.1 General Requirements.....	9
2.2 Performance Reports.....	9
2.3 Homeless Education Training.....	9
2.4 Evaluation .....	10
<b>3. Award Information</b> .....	<b>10</b>
3.1 RFA Release Date.....	10
3.2 Pre-Application Conference .....	10
3.3 Intent to Apply .....	10
3.4 Contact Person(s).....	11
3.5 Application Due Date .....	11
3.6 Amount of Funding .....	11
3.7 Anticipated Amount and Number of Awards .....	12
3.8 Award Period .....	12
3.9 Grant Award Payments.....	13
<b>4. Application and Submission Overview</b> .....	<b>14</b>
4.1 Overview of the Enterprise Grants Management System (EGMS) Application.....	14
A. Application Overview	
B. Contact Information	
C. Priority Points	
D. Needs Assessment	
E. Project Narrative	



F. Implementation Plan (includes Goals and Budget)	
G. Detailed Planning Expenditures (the Budget)	
H. Assurances	
4.2 Application Scoring Overview .....	15
4.3 Submission Process .....	22
<b>5. Review Panel and Selection Process.....</b>	<b>22</b>
5.1 Review Panel Criteria .....	22
5.2 Review and Selection Process .....	22
<b>6. Award Administration .....</b>	<b>23</b>
6.1 Grant Award Notice and Payments.....	23
6.2 Audits.....	23
6.3 Monitoring and Reporting .....	23
6.4 Confidentiality .....	24
6.5 Non-Discrimination in Delivery of Services .....	24
6.6 Appearance of a Conflict of Interest.....	25
6.7 Additional Terms and Conditions.....	25
<b>7. Program Contact Information.....</b>	<b>26</b>
7.1 Technical Assistance Questions .....	26
7.2 MKV Grant Program Contact Person.....	26
<b>8. Resources .....</b>	<b>26</b>
8.1 Resources.....	26
8.2 Definition of Terms.....	27
8.3 Appendix A: Intent to Apply .....	30
8.4 Appendix B: Assurances.....	31
8.5 Appendix C: Reviewer Scoring Rubric.....	42
8.6 Appendix D: Reviewer Scoring Summary Sheet.....	49

**Checklist for Application**  
**FY2021 McKinney-Vento Homeless Assistance Act Grant**

- The applicant submitted the Intent to Apply form **by 3 p.m. on July 8, 2020.**
- The Intent to Apply form can be found in Appendix A and on the Office of the State Superintendent of Education (OSSE) website at <https://osse.dc.gov/service/homeless-education-program>.
- The applicant attended one of the three pre-application conferences. Please see Section 3 in the Request for Application (RFA).
- The applicant completed all steps required by the RFA and submitted a complete application, through OSSE's Enterprise Grants Management System (EGMS) that contains all the information and appendices requested. Please see Section 4 for an overview of the application components.
- The application adheres to the directions and criteria of each section of this RFA.
- The application was submitted **by 3 p.m. on July 24, 2020** through EGMS.

*Please note: All required application elements must be submitted by entering information directly into the required sections in EGMS. Documents may be attached as appendices or supplemental materials only.*

**PLEASE NOTE**

**Applications are due by 3 p.m. on July 24, 2020.**

**Applications submitted at or after 3:01 p.m. EST on July 24, 2020 will not be reviewed.**

All applications must be submitted through the Enterprise Grants Management System (EGMS). For more information about EGMS, please visit <http://grants.osse.dc.gov/>.

Please avoid last minute technical submission issues by submitting early. OSSE strongly recommends submitting your application by 1 p.m. to ensure a smooth submission.



# Request for Applications RFA# GD0-MKV-FY2021

## **Section 1: General Information**

### **1.1 Overview**

The Office of the State Superintendent of Education (OSSE) invites local educational agencies (LEAs) to apply for federal funding for the McKinney-Vento Homeless Assistance grant program via this Request for Applications (RFA). This funding is authorized by Title VII-B of the McKinney-Vento Homeless Assistance Act (hereinafter, "MKV") of 1987, Section 726, as reauthorized on Dec. 10, 2015 by Title IX, Part A of the Every Student Succeeds Act (ESSA) and made effective on Oct. 1, 2016.

Detailed information regarding the McKinney-Vento statute is available at the following links: <http://www2.ed.gov/programs/homeless/legislation.html> or <https://nche.ed.gov/mckinney-vento>.

**All local educational agencies (LEAs), with or without this funding, must ensure that children and youth who are experiencing homelessness have equal access to the same free, appropriate public education as provided to all other children and youth.**

### **1.2 Purpose of Grant Funds**

The intent of the grant is to provide supplemental funding to help (1) facilitate the identification, enrollment, attendance, and success in school of children and youth experiencing homelessness; and (2) ensure children and youth experiencing homelessness have equal access to the same free, appropriate, public education as provided to all other students. Services provided through this grant cannot replace regular academic programming.

### **1.3 Services**

Services shall, to the maximum extent practicable, be provided through existing programs and mechanisms that integrate children and youth experiencing homelessness with non-homeless children and youth. Services may be provided on school grounds or at other facilities.



Any LEA in the District, regardless of whether it receives MKV funding, shall not provide services in settings within a school that segregate homeless children and youth from other children and youth, except as necessary for short periods of time for health and safety emergencies or to provide temporary, special, and supplementary services to meet the unique needs of homeless children and youth (<https://www2.ed.gov/policy/elsec/leg/essa/index.html>, or <https://www2.ed.gov/policy/education-for-hcy-non-regulatory-guidance>).

#### **1.4 Eligibility and Funding Priorities**

LEAs in the District of Columbia are eligible to apply. Awards will be made on the basis of the need of the LEA and the quality of the applications submitted. When distributing funding, OSSE will prioritize LEAs with a high level of need, as represented by enrollment data. Competitive Priority will be awarded to applicants that meet one or more of the following criteria, up to a cumulative total of not more than 15 points:

- LEAs with a high number of identified children and youth experiencing homelessness, as compared to LEA's overall student population<sup>1</sup>;
- LEAs with a significant increase<sup>2</sup> of identified children and youth experiencing homelessness in the previous school year;
- LEAs with a high percentage<sup>3</sup> of identified children and youth experiencing homelessness, as compared to the number of children and youth experiencing homelessness identified in the District of Columbia; or
- LEAs with a high percentage of newly identified children and youth experiencing homelessness due to school sites being located near youth and family emergency shelters, hotels, transitional living programs, and drop-in centers in the District of Columbia.

---

<sup>1</sup> The percentage of students newly identified as experiencing homeless in FY20 is equal to at least 10 percent of the LEA's total student population.

<sup>2</sup> The percentage of students newly identified as experiencing homeless in FY20 has increased by at least 5 percent when compared to the percentage identified as homeless in FY19.

<sup>3</sup> The percentage of students experiencing homelessness enrolled at the LEA represents more than 10 percent of all students experiencing homelessness identified in the District of Columbia.

## 1.5 Allowable Uses of Funds

LEAs may use MKV funds to carry out the purposes of MKV, including:

1. The provision of tutoring, supplemental instruction, and enriched educational services that are linked to the achievement of the same challenging State academic standards as the State establishes for other children and youth.
2. The provision of expedited evaluations of the strengths and needs of homeless children and youth, including needs and eligibility for programs and services (such as educational programs for gifted and talented students, children with disabilities, and English learners, services provided under Title I of the Elementary and Secondary Education Act of 1965 or similar State or local programs, programs in career and technical education, and school nutrition programs).
3. Professional development and other activities for educators and specialized instructional support personnel that are designed to heighten the understanding and sensitivity of such personnel to the needs of homeless children and youth, the rights of such children and youth under MKV, and the specific educational needs of runaway and homeless youth.
4. The provision of referral services to homeless children and youth for medical, dental, mental, and other health services.
5. The provision of assistance to defray the excess cost of transportation for students under section 722(g)(4)(A), not otherwise provided through Federal, State, or local funding, where necessary.
6. The provision of developmentally appropriate early childhood education programs, not otherwise provided through Federal, State, or local funding, for preschool-aged homeless children.
7. The provision of services and assistance to attract, engage, and retain homeless children and youth, particularly homeless children and youth who are not enrolled in school, in public school programs and services provided to non-homeless children and youth.
8. The provision, for homeless children and youth, of before- and after-school, mentoring, and summer programs in which a teacher or other qualified individual provides tutoring, homework assistance, and supervision of educational activities.
9. If necessary, payment of fees and costs associated with tracking, obtaining, and transferring records necessary to enroll homeless children and youth in school. The records may include birth certificates, immunization or other required health records,

academic records, guardianship records, and evaluations for special programs and services.

10. The provision of education and training to the parents and guardians of homeless children and youth about the rights of, and resources available to such children and youth, and other activities designed to increase the meaningful involvement of parents and guardians of homeless children and youth in the education of such children and youth.
11. The development of coordination between schools and agencies providing services to homeless children and youth, as described in section 722(g)(5).
12. The provision of specialized instructional support services (including violence prevention counseling) and referrals for such services.
13. Activities to address the particular needs of homeless children and youth that may arise from domestic violence and parental mental health or substance abuse problems.
14. The adaptation of space and purchasing of supplies for any non-school facilities made available to provide services.
15. The provision of school supplies, including those supplies to be distributed at shelters or temporary housing facilities, or other appropriate locations.
16. The provision of other extraordinary or emergency assistance needed to enable homeless children and youth to attend school and participate fully in school activities.

## **1.6 Program Quality**

In determining program quality, OSSE will consider the following:

1. The number of homeless children and youth enrolled in the LEA, including children in the LEA's Early Learning Program, the applicant's needs assessment, and the likelihood that the program presented in the application will meet such needs;
2. The types, intensity, and coordination of the services to be provided under the program;
3. The extent to which the applicant will promote meaningful involvement of parents or guardians of homeless children or youths in the education of their children;
4. The extent to which homeless children and youth will be integrated into the regular education program;
5. The quality of the applicant's evaluation plan for the program;
6. The extent to which services provided will be coordinated with other services available to homeless children and youth and their families;



7. The extent to which the LEA will use the subgrant to leverage other resources, including by maximizing nonsubgrant funding for the position of the LEA liaison and the provision of transportation;
8. How the LEA will use funds to serve homeless children and youth under section 1113(c)(3) of the ESEA; and
9. The extent to which the LEA's program meets such other measures as the SEA considers indicative of a high-quality program, such as the extent to which the LEA will provide case management or related services to unaccompanied youths.

## **Section 2: Project Requirements**

### **2.1 General Requirements**

Subrecipients are responsible for reviewing and revising policies that may act as barriers to the identification, enrollment, and retention of children and youth experiencing homeless. See use of funds section for further detail.

### **2.2 Performance and Census Reports**

Subrecipients must submit annual performance and census reports requested by OSSE. These reports are collected to determine how the LEA (1) assesses the educational needs of children and youth experiencing homelessness and (2) distributes available resources equitably. Successful applicants will receive further detail regarding these reporting responsibilities.

### **2.3 Homeless Education Training**

Subrecipients are strongly encouraged to participate in OSSE trainings (via in-person and webinars) and attend at least one national conference each year to increase knowledge regarding homeless education and the plight of families experiencing homelessness. In addition to in-person training sessions, on-going training opportunities are offered via webinar to help homeless education staff increase capacity and develop essential proficiencies to successfully work with children and youth experiencing homelessness. For example:

- OSSE's Homeless Education Program (HEP) offers "Monthly Dialogues" via webinar to provide targeted technical assistance.
- The National Center for Homeless Education (NCHE) offers on-going webinars, covering a wide variety of topics, to help homeless liaisons build capacity to ensure they are

equipped to fulfill their responsibilities. Information on NCHE webinars can be found at <https://nche.ed.gov/group-training/>.

- SchoolHouse Connection offers webinars on a wide variety of topics, including early learning and homelessness. Information on SchoolHouse Connection webinars and additional resources can be found at <https://www.schoolhouseconnection.org/resources/>.

## 2.4 Evaluation

Subrecipients must implement an evaluation plan to ensure that program goals are met.

<https://nche.ed.gov/monitoring-and-evaluation/>.

## **Section 3: Award Information**

### 3.1 RFA Release Date

The release date of the RFA is **Monday, June 8, 2020**. The on-line application is available in OSSE's EGMS at <http://grants.osse.dc.gov/>.

### 3.2 Pre-Application Conference

The mandatory pre-application conferences will be held on the following dates and times:

- Webinar: **June 16, 2020 at 11 a.m. – 12:30 p.m.**
- In-person or webinar: **July 1, 2020 at 2 - 4 p.m. (OSSE – Charles Drew Conference Room, Sixth Floor, Room 622 or GoToWebinar)**

Potential applicants may register for the June 16 webinar session [here](#) or for the July 1 in-person session [here](#) or via webinar [here](#). Each interested applicant must have at least one representative attend one of the above webinars to meet the attendance requirement for this grant. This representative should be someone who is employed directly by the prospective applicant.

### 3.3 Intent to Apply

All eligible LEAs seeking to receive funding under this RFA must submit their Intent to Apply notification form (please see appendix A), signed by an authorized official of the entity, via email to [Danielle.Rollins@dc.gov](mailto:Danielle.Rollins@dc.gov) by 3 p.m. on July 8, 2020.



### 3.4 Contact Person

Applicants are advised that the following OSSE staff member is the authorized contact person for this grant competition: **Danielle C. Rollins**.

### 3.5 Application Due Date

Applications are due **July 24, 2020** by 3 p.m. and must be submitted through EGMS. Applications submitted after 3 p.m. on July 24, 2020 will not be forwarded to the review panel for funding consideration. Any additions or deletions to an application will not be accepted after the deadline—no exceptions will be made. **Applicants are encouraged to submit applications early to avoid technical difficulties. OSSE strongly encourages applicants to submit by 1 p.m. to ensure a smooth submission.** Please submit all questions in writing to:

**Homeless Education Program**  
**Attn: Danielle C. Rollins**  
Community Learning and School Support (CLASS)  
Office of the State Superintendent of Education (OSSE)  
Division of Systems and Supports, K-12  
1050 First St., NE, Fifth Floor  
Washington, DC 20002  
[Danielle.Rollins@dc.gov](mailto:Danielle.Rollins@dc.gov)

Please submit all questions by 3 p.m. on July 17, 2020 to allow enough time for a response from the Homeless Education Program contact person before the competition closes.

### 3.6 Amount of Funding

The amount of available funds for subawards is no less than 75 percent of the amount awarded to OSSE for FY21. The FY21 award will be used as follows:

<b>Funding Categories</b>	<b>Funding Allocations</b>
<b>FY21 Federal Award to OSSE</b>	\$315,175.00
• Reservation for State (25%)	(\$78,793.75)
• Reservation for Subgrants (75%)	\$236,381.25
• Subgrant Anticipated Carryover Funds from FY20	\$135,263.66
<i>Total Funding Available for Subgrants</i>	<i>\$371,644.91</i>
FY21-FY22 Set Aside Funds for Continuing Awards Reservation and FY23 Competition Reservation	(\$171,644.91)
<b>Balance Available for FY21 Competition</b>	<b>\$200,000.00</b>

### 3.7 Anticipated Amount and Number of Awards

Past awards have ranged from approximately \$600 to \$86,000. OSSE reserves the right to fund applicants at a lesser amount than requested if it is deemed that the project can be implemented with less funding than requested or if federal funding is not sufficient to fully fund all applications that merit award. Awards *may* be extended for a maximum of two additional years if the sub-recipient's program remains in compliance with all grant requirements. Programs are renewed from year-to-year and a modified continuation application will be required to extend funding beyond the initial award year. Continuing awards are subject to the continuing availability of funding.

Applications are ranked by reviewer scores and the highest-ranking applications are funded until available funding is exhausted. OSSE anticipates awarding 3-6 awards based on the highest-ranking applications.

### 3.8 Award Period

The grant programmatic and fiscal implementation period will be from the date of the award to September 30, 2023. Year one funds must be obligated by September 30, 2021. Projects that successfully demonstrate substantial progress and programmatic and fiscal reporting compliance during the award period *may* be eligible to receive continuation awards for an additional two years if funds remain available. ***No more than 15 percent of the award may be carried over to the next program period. Any amounts over 15 percent will be returned to OSSE. If OSSE withholds the funding of a subgrantee because the subgrantee exceeded this carryover limitation, the subgrantee will be provided with the ability to appeal the determination.***

The program periods are:

- Year 1: October 2020 – September 2021 (original program period)
- Year 2: October 2021 – September 2022 (continuation)
- Year 3: October 2022 – September 2023 (continuation)

Subgrants are reviewed annually for consideration for continued funding. Compliance with programmatic and fiscal implementation and reporting is considered. To continue receiving



federal education funds, subrecipients must establish eligibility by submitting a continuation application to OSSE in accordance with the relevant program statute(s) and any additional rules established by OSSE.

### 3.9 Grant Award Payments

In accordance with 2 CFR section 200.305(b)(3) of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements, OSSE has implemented a reimbursement process for all subrecipients. Subrecipients shall receive payments for services that have been rendered and for costs that have been paid (not merely incurred) after they substantiate that the cost is allowable for submitted program expenditures.

Grant award payments may be reimbursed on a monthly basis. MKV subrecipients are required to submit reimbursement requests on at least a quarterly basis to ensure that subrecipients consistently spend down funds and avoid lapsing funds at the end of the funding cycle.

Targeted spending rates have been identified for each quarter:

Quarter	Spend down percent	Submitted by	Period Covered
Q1	<b>10 percent</b>	January 15	October – December
Q2	<b>30 percent</b>	April 15	January – March
Q3	<b>60 percent</b>	July 15	April – June
Q4	<b>85-100 percent</b>	December 1	July – September*

*\*If less than 100 percent is obligated/spent down by the end of the funding cycle for years 1 and 2, subrecipients **may carry over up to 15 percent**. Subrecipients have until September 30 in year three to spend or obligate allocated funds.*

Once OSSE has fully approved the application and issued an official Grant Award Notification (GAN), subrecipients may then receive payment for allowable expenditures made during the grant period through the reimbursement request process. To receive a reimbursement for grant program expenditures, OSSE subrecipients must complete and submit the applicable reimbursement request electronically via the EGMS. Detailed policy and template instructions are available at <http://grants.osse.dc.gov/info/training>.

## **Section 4: Application and Submission Overview**

### **4.1 Overview of the EGMS Application**

This section provides information on the required content of application submissions. The complete electronic application form is located in EGMS at the following link: <http://grants.osse.dc.gov/> and the application must be completed in EGMS. To receive more information or to request a printed copy of this RFA, please see section 8 of this RFA. **No required elements of the proposal can be submitted as appendices or attachments.**

The EGMS application includes the following components:

- A. Application Overview
- B. Contact Information
- C. Priority Points: Applicants who meet the specified criteria are eligible to receive priority points.
- D. Needs Assessment: A summary of the educational and related needs of homeless children and youth in the area served by the LEA/School (not to exceed 2,000 characters per text box).
- E. Project Narrative (not to exceed 2,000 characters per text box) to include:
  - i. The extent of need for the proposed project;
  - ii. Goals, objectives and measurable indicators of success;
  - iii. Plan of operation;
  - iv. Coordination of the project as it relates to:
    - Title I, Part A, including the provision of Title I, Part A services at non-Title I schools, if applicable.
    - Other federal funding to provide services to students experiencing homelessness.
  - v. Evaluation and dissemination of plan(s);
  - vi. Supporting Students with Disabilities;
  - vii. Management plan, including key personnel;
  - viii. Project timeline;
  - ix. Professional development and awareness activities;
  - x. Policies and Procedures; and
  - xi. Future Plan (impact of evaluation and sustainability plan).

F. Implementation Plan: This section consists of four pages/tabs (or Parts 1, 2, 3, and 4). Each page consists of a list of activities with additional supporting information requested. Please select all activities that pertain to your project and provide all requested information for each activity selected. If the activities listed on the page do not apply to your project, please move on to the next page until you have reviewed all activities and made the appropriate selections that align with your proposed project (text boxes are limited to 2,000 characters).

G. Detailed Planning Expenditures (the Budget)

H. Assurances:

- i. ESEA Assurances
- ii. McKinney-Vento Homeless Assistance (MKV) Program Specific Assurances
- iii. Central Data Assurances
- iv. General Agreement Assurances

## 4.2 Application Scoring Overview

CONTACT INFORMATION
<p><b>Description:</b> Every application must identify a Point of Contact (POC) for the proposed MKV program. The following information must be provided in the contact information section:</p> <ul style="list-style-type: none"> <li>• Application Approval/Disapproval Copy Email Addresses. Up to five email addresses may be entered to receive copies of automated approval/disapproval notices in addition to the Superintendent or Authorized Representative of applicant LEA /School.</li> <li>• Please note: the Superintendent or Authorized Representative will automatically receive notices.</li> </ul>
Scoring Criteria: The Application cannot be submitted if this section is incomplete
<b>Value:</b> <input type="checkbox"/> Met
PRIORITY POINTS
<p><b>Description:</b></p>

(1) LEAs serving students experiencing homelessness in prekindergarten through the twelfth grade within the District of Columbia are eligible to apply. When distributing funding, OSSE will prioritize LEAs with a high level of need as represented by enrollment data. Competitive Priority will be awarded to applicants that meet one or more of the following criteria, up to a cumulative total of not more than 15 points:

- The percentage of students newly identified as experiencing homelessness in FY19 is equal to at least 10 percent of the LEA's total student population (5 pts);
- The percentage of students newly identified as experiencing homelessness in FY19 has increased by at least 5 percent when compared to the percentage identified as homeless in FY18 (5 pts); or
- The percentage of students experiencing homelessness enrolled at the LEA represents more than 10 percent of all students experiencing homelessness identified in the District of Columbia (5 pts).
- LEAs with a high percentage of newly identified children and youth experiencing homelessness due to school sites being located near youth and family emergency shelters, hotels, transitional living programs, and drop-in centers in the District of Columbia. (15 pts).

**Total Value: 15 points**

### NEEDS ASSESSMENT SUMMARY

**Description:** A compelling proposal will clearly define an identified issue or problem that is supported by the proposed project, which must be summarized within the application. The needs assessment must assess the educational and related needs of homeless children and youth in the LEA service area (which will also be undertaken as part of the needs assessments for other disadvantaged groups).

A needs assessment is a systemic review of information collected from a variety of sources, analyzed to determine strengths and weaknesses, and prioritized for action in the proposal. For guidance regarding how to conduct effective needs assessment, access <https://nche.ed.gov/needs-assessment/> for guidance and templates for



planning, implementing, and evaluating services to students experiencing homelessness.

Below are suggestions for the required needs assessment:

1. Summarize the methods used to complete the needs assessment.
2. Clearly state the educational and/or related academic needs facing the homeless children and youth in the LEA.
3. Select data sources used to perform the needs assessment, and summarize how the specific data collected confirms existence of the problem, issue and its source(s) or root cause. This may include information about the students, parents of the students and schools that the proposed project will serve.

The following are suggestions of content that could be included in this section:

- Utilize multiple methods to document the issue, for example:
  - The number of homeless shelters that serve families with school aged children,
  - The population served,
  - A breakdown of the homeless children and youth by grade level, survey, analysis of school records, previous studies, or focus groups. All are options.
- Utilize local data to document the issue(s) in the service area. Include relevant demographic information and other statistics about the population that will potentially be served by the proposed project.
- Identify the population primarily affected by the issue/problem.
- Identify when and where the problem exists.
- Document the factors contributing to the problem.
- Document current or past efforts to address the issue and illustrate the reasons why those efforts were unsuccessful or inadequate to address the total need.
- Provide the applicant's history and expertise in dealing with the issue and past successes. If the entity does not have prior experience coordinating a homeless education program, provide reasons that the applicant can meet the issue with success.

Specify the consequences or the internal accountability factors that will result from not meeting the needs of the issue.

In determining need, OSSE will consider the following:

1. The extent to which the proposed use of funds will facilitate the identification, enrollment, retention, and educational success of homeless children and youth.
2. The extent to which the application reflects coordination with other public agencies (local or state-level) that serve homeless children and youth.

**Total Value: 25 points**

## PROJECT NARRATIVE

**Description:** The Project Narrative provides a description of the services and programs that the LEA will provide. This is an opportunity to convince readers that the proposed project is sound. Provide as much detail as possible. Clearly describe the policies and procedures that the LEA will undertake to ensure that its activities would not isolate or stigmatize homeless children and youth. Use the Appendices to include supplemental information that may be important for the reader but will not fit within the Project Narrative. For additional clarity, it is important to reference any supplemental information included in the appendices within the body of the proposal. Your narrative must address:

- Extent of Need
- Goals, Objectives and Measurable Indicators of Success
- Plan of Operation
- Coordination of the project as it relates to:
  - Title I, Part A, including the provision of Title I, Part A services at non-Title I schools, if applicable.
  - Other federal funding to provide services to students experiencing homelessness
- Evaluation and Dissemination of Plan
- Supporting Students with Disabilities
- Management Plan including Key Personnel

- Project Timeline
- Professional Development and Awareness Activities
- Policies and Procedures
- Future Plans (Impact of Evaluation and sustainability plan)

Be sure to:

- Identify the plan of operation by specifying who will be responsible for each activity and for the implementation timeline.
- Describe the plan to evaluate the project, disseminate the plan, and to use the evaluation results to improve future activities.
- Describe any planned professional development and awareness activities.
- Proofread the Project Narrative once it is completed. Check for style inconsistencies, redundancies, repetition, factual omissions, and unexplained assumptions.

When writing the Project Narrative, keep the following suggestions in mind:

- Be concise and clear. Readers need to quickly and easily understand the components of the proposed project and how it will address stated needs.
- Do not assume the reader is familiar with the proposed project; readers represent diverse backgrounds. Avoid jargon and define all acronyms.

**Evaluation:** Subrecipients are required to submit annual evaluation reports. Your evaluation plan should be consistent with the goal(s) and objective(s) described earlier. Keep in mind that the evaluation will consider the entire project, beginning to end. The evaluation should not be viewed as what is done after the project's completion, but as an integral element in the project's design, planning, and implementation. A solid, ongoing plan that evaluates milestones quarterly will allow the project manager to make informed decisions regarding the modifications needed to ascertain the necessary results. Identify what the evaluation will seek to answer and what strategies will be used to determine answers to the evaluation questions.

**Awareness Building:** Provide details on the dissemination process for the proposed project; i.e., what types of media will be used to disseminate information. For example:

- Newsletters/Posters
- Parent or School Community Events
- Parent-teacher Conferences
- Internet/Email
- Community Outreach
- Robocalls
- Social Media

**Supporting Students with Disabilities:** Please provide a description of how your LEA will ensure that students with disabilities who are experiencing homelessness have access to supports and meaningfully participate in the activities and programs described in this grant application.

**Management Plan And Critical Personnel:** Provide a description of proposed project supervision and how the LEA will ensure the plan will be implemented. Describe how the program will cooperate and coordinate services with Title I programs, Head Start, Even Start, and other public education programs available locally for which children and youth experiencing homelessness are eligible.

All LEAs must develop or adopt policies and procedures to ensure that transportation is provided to assist children and youth experiencing homelessness to attend and succeed in school. Please provide a description of how the LEA reviews and revises, policies to remove barriers to the identification, enrollment, and retention of children and youth experiencing homelessness, such as providing transportation, as requested by a parent/guardian or unaccompanied youth, to and from the school of origin. Also, please describe how your LEA addresses issues concerning transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship along with special attention given to ensuring the identification, enrollment, and attendance of homeless children and youth who are not currently attending school.

**Professional Development:** All LEAs must adopt policies and procedures to guarantee that a staff member is designated to serve as the homeless liaison and that homeless liaisons participate in the professional development and technical assistance provided to ensure students experiencing homelessness are properly identified and given the necessary supports to be successful in school and life. Describe the methods through which the LEA's proposed program will provide specific, in-service training for homeless liaisons and staff development for school personnel in meeting the needs of families experiencing homelessness, the rights of students experiencing homelessness, best practices for implementing homeless education programming, statewide efforts, and advocacy for students experiencing homelessness.

**Total Value: 30 points**

### IMPLEMENTATION PLAN

**Description:** Activities are the specific steps taken to accomplish the project objectives and involve direct service to clients (students, teachers, parents). These events or activities may take place on a single date or over a period of time. The description should clearly indicate how funds will be used. Strategies are broad approaches (methods, procedures, techniques) employed to accomplish the evidenced outcomes. Provide a justification describing the strategies selected and how these strategies will assist in achieving the outcomes.

**Total Value: 30 points**

### ASSURANCES

**Description:** Applicants must review and assure OSSE of their intent to implement this program in accordance with all applicable statutes, regulations, program plans, and applications as detailed in the EGMS.

**Scoring Criteria:** Applications cannot be submitted if this section is incomplete.

**Value:**  Met

### **4.3 Submission Process**

To apply for grant funds, a McKinney-Vento Homeless Assistance Grant application must be completed and submitted by the deadline using OSSE's online EGMS. The EGMS system will automatically confirm receipt and time/date stamp all submissions. Applications submitted after 3 p.m. on **July 24, 2020** will not be accepted or forwarded to the review panel for consideration.

## **Section 5: Review Panel and Selection Process**

### **5.1 Review Panel Criteria**

The review panel for this RFA will be comprised of a minimum of three neutral, qualified, professional individuals who are external to OSSE and have been selected for their unique qualifications, knowledge and expertise in the objectives of the elementary, secondary and specialized education fields. The review panel is responsible for scoring and ranking applications and making recommendations for funding consideration. A copy of the review rubric is provided (see Attachment C).

Reviewers are not expected to search the internet or other references/resources, make assumptions, or search beyond the section of the application that is under review for responses to and/or evidence of scoring criteria. It is imperative that responses to and/or evidence of the scoring criteria are located in the appropriate sections of the application.

### **5.2 Review and Selection Process**

The recommendations of the review panel are advisory only and not binding on OSSE. The final decision regarding awards is vested solely with OSSE. OSSE reserves the right to accept or deny any or all applications if OSSE determines it is in the best interest of OSSE to do so. After reviewing the recommendations of the panel and any other information considered relevant, OSSE shall make decisions regarding which applications will be awarded and the amounts to be funded. Upon approval, selected awardees will be notified through EGMS.

## **Section 6: Award Administration**

### **6.1 Grant Award Notice and Payments**

In order to be awarded a grant, organizations must establish eligibility by submitting an application to OSSE, in accordance with the relevant program statute(s) and this RFA. Each awarded applicant will receive a Grant Award Notification (GAN), generated through OSSE's enterprise grants management system (EGMS), that will include the amount of award, award agreement, terms and conditions of the award, and any supplemental information required. Once OSSE has fully approved the application and issued an official GAN, grantees may then receive payment for allowable expenditures for which obligation was made during the grant period. OSSE has implemented a reimbursement process for all grantees. Grant award payments are reimbursable on a monthly, bi-monthly, or quarterly basis. Program costs must be paid by the grantee to the payee prior to requesting reimbursement; it is not sufficient for costs merely to be incurred. Compliance with programmatic and fiscal implementation and reporting will be considered in paying reimbursement requests. To receive reimbursement for grant program expenditures, OSSE grantees must complete and submit a reimbursement request electronically using EGMS.

### **6.2 Audits**

At any time before final payment and during the required record retention period, the District and/or federal government may audit the applicant's expenditure statements and source documentation.

### **6.3 Monitoring and Reporting**

The recipient will cooperate with any evaluation of the program, such as providing OSSE requested data and access to records and pertinent staff. Monitoring efforts are designed to determine the grantee's level of compliance with federal and/or District requirements and identify specifically whether the grantee's operational, financial and management systems and practices are adequate to account for program funds, in accordance with federal and/or District requirements. OSSE will evaluate each subrecipient's risk of noncompliance with Federal statutes, regulations, and the terms and conditions of the subaward for purposes of determining the appropriate subrecipient monitoring. The evaluation may include consideration of such factors as whether the results of the subrecipient's audits, on-site reviews, or other monitoring



indicates conditions that necessitate adjustments to the pass-through entity's own records. OSSE will consider taking enforcement action against noncompliant subrecipients (see 2 CFR§200.338). Failure to maintain compliance with such requirements may result in payment suspension, disallowance of costs or termination of the grant.

Grantees shall be required to cooperate with all requirements and information requests by OSSE relating to evaluation of the program and the collection of data, information, and reporting on outcomes regarding the program and activities carried out with grant funds. Grantees shall be required to reply and acknowledge OSSE's information requests within 48 hours and to provide requested information within ten business days.

Subrecipients are required to complete an Annual Performance Report (APR), complete reimbursement workbooks on at least a quarterly basis, submit periodic census reports, and complete an annual evaluation of programmatic activities. Timely submission of reports is essential to ensure compliance with local and federal requirements. Further guidance will be provided to successful applicants.

#### **6.4 Confidentiality**

Except as otherwise provided by local or federal law, no recipient shall use or reveal any research, statistical, or personally identifiable information for any purpose other than that for which such information was obtained in accordance with this grant program. Such information, and any copy of such information shall be immune from legal process and shall not, without the consent of the person furnishing such information, be admitted as evidence or used for any purpose in any action, suit, or judicial, legislative, or administrative proceeding.

#### **6.5 Non-Discrimination in Delivery of Services**

The grant recipient shall comply with the District of Columbia Human Rights Act of 1977, as amended, (D.C. Official Code § 2-1401.01 et seq.) which prohibits discrimination based on race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, source of income, disability, status as a victim of an interfamily offense, place of residence or business, or credit information.



## 6.6 Appearance of a Conflict of Interest

The grant recipient shall ensure that no individual in a decision-making capacity will engage in any activity, including participation in the selection of a vendor, the administration of an award, or an activity supported by award funds, if the appearance of a conflict of interest would be involved. An appearance of a conflict of interest would arise when the individual, any member of the individual's immediate family, the individual's partner; or an organization that employs, or is about to employ, any of the aforementioned, has a financial or personal interest in the firm or organization selected for a contract.

## 6.7 Additional Terms and Conditions

The following terms and conditions apply to this competition ONLY:

- Funding for this award is contingent on OSSE's continued availability of funds. The RFA does not commit OSSE to make an award.
- OSSE reserves the right to accept or deny any or all applications if OSSE determines it is its best interest to do so. OSSE shall notify the applicant if it rejects that applicant's proposal. OSSE may suspend or terminate an outstanding RFA pursuant to its own grant-making rule(s) or any applicable federal regulation or requirement.
- OSSE reserves the right to issue addenda and/or amendments subsequent to the issuance of the RFA, or to rescind the RFA.
- OSSE shall not be liable for any costs incurred in the preparation of applications in response to the RFA. Applicant agrees that all costs incurred in developing the application are the applicant's sole responsibility.
- OSSE may conduct pre-award on-site visits to verify information submitted in the application and to determine if the applicant's facilities are appropriate for the services intended.
- OSSE may enter into negotiations with an applicant and adopt a firm funding amount or other revision of the applicant's proposal that may result from negotiations.
- OSSE shall provide the citations to the statute and implementing regulations that authorize the grant; all applicable federal and District regulations; payment provisions identifying how the grantee will be paid for performing under the award; reporting requirements, including programmatic, financial and any special reports required by OSSE; and compliance conditions that must be met by the grantee.

- If there are any conflicts between the terms and conditions of the RFA and any applicable federal or local law or regulation, or any ambiguity related thereto, then the provisions of the applicable law or regulation shall control and it shall be the responsibility of the applicant to ensure compliance.

## **Section 7: Program Contact Information**

### **7.1 Technical Assistance Questions**

Please email questions to Danielle C. Rollins at [Danielle.Rollins@dc.gov](mailto:Danielle.Rollins@dc.gov). Every effort will be made to respond to questions within two business days. Technical assistance questions and responses will be shared with all applicants who attend the pre-application conferences and who email their contact information as indicated above. Please include RFA# **GD0-MKV-FY2021** in the subject line of your email.

### **7.2 MKV Grant Program Contact Person**

For further information regarding this RFA competitive process, please contact: **Danielle C. Rollins**, Homeless Education Program Analyst at [Danielle.Rollins@dc.gov](mailto:Danielle.Rollins@dc.gov).

## **Section 8: Resources**

### **8.1 Resources**

- LEGISLATION: <https://www.ed.gov/programs/homeless/legislation.html>
- NON-REGULATORY GUIDANCE:  
<https://www2.ed.gov/policy/elsec/leg/essa/160240ehcyguidanceupdated082718.docx>
- OSSE WEBSITE: <https://osse.dc.gov/>
- HOMELESS EDUCATION NATIONAL CONFERENCE: <https://naehcy.org/conference/>
- LIAISON TOOLKIT & TRAINING WEBINARS: <https://nche.ed.gov/homeless-liaison-toolkit>  
& <https://nche.ed.gov/group-training/>
- COMPLAINT PROCEDURES FOR ELEMENTARY AND SECONDARY EDUCATION ACT PROGRAMS AND GRANTS: <https://osse.dc.gov/publication/policy-complaint-procedures-elementary-secondary-education-act-programs-and-competitive>

- **FEDERALLY FUNDED FOOD PROGRAMS:** <https://www.fns.usda.gov/programs-and-services>
- **SCHOOLHOUSE CONNECTION TRAINING WEBINARS:** <https://www.schoolhouseconnection.org/resources/>

## 8.2 Definition of Terms (Related to Homeless Children and Youth)

The term **“homeless children and youth”** is defined as:

- Children and youth who lack a fixed, regular, and adequate nighttime residence;
- Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
- Children and youth who are residing in hotels, motels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
- Children and youth who are living in an emergency or transitional shelter
- Children and youth who are abandoned in hospitals
- Children and youth who have a primary nighttime residence that is a private or public place not designed for, or ordinarily used as a regular sleeping accommodation for human beings;
- Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings;
- Migratory children who qualify as homeless because they are living in circumstances described above; and
- Unaccompanied youth (“youth who are not in the physical custody of a parent or guardian”) who qualify as homeless because they live in any of the aforementioned circumstances.

**Free and Appropriate Public Education:** is defined as the educational programs and services provided to the children and youth of the State and that are consistent with State school attendance laws, to include special populations, such as homeless children and youth. Additionally, the State Educational Agency, shall ensure that each child of a homeless individual, and each homeless youth, has equal access to a free, appropriate public education. If the homeless children and youth meet the eligibility criteria they must be included in programs and services, which include but are not limited to transportation services, gifted and talented

programs, and all Title I services provided. Title I services include local educational programs (e.g., Educational Services and extended day programs), educational programs for students with disabilities, educational programs for students with limited English proficiency, programs in vocational education, and school meal programs.

**School-aged Children:** According to the District of Columbia Compulsory School Attendance Amendment Act of 1990, as amended (D.C. Code 38-201 et seq.), all children of compulsory school age are required to attend school, including a public school, private or parochial school, or a private instructor. Compulsory school attendance age is five years to the eighteenth (18<sup>th</sup>) date of birth of the student. Children ages three (3) and above are eligible to attend pre-kindergarten programs. However, students identified and/or determined to be in need of special education services are eligible for extended school attendance ages. These students are eligible to attend school from ages three (3) until their twenty-second (22<sup>nd</sup>) birth date.

**School of Origin:** is defined as the school that the child/youth attended when permanently housed or the school in which the child was last enrolled, including a pre-school.

**Doubled-Up:** describes children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason. Families who are living in doubled-up circumstances voluntarily for purposes of saving money are generally not considered homeless.

**Transient/Transitory:** is defined as in a state of mobility and lacking a fixed, regular and adequate nighttime residence.

**Dispute Resolution Process:** is the method used to determine a school placement decision that is in the best interest of the child or youth. This process may be required in cases when parents/guardians or an unaccompanied youth object to the initial determination made by school personnel regarding school selection or other school enrollment decision for the homeless child or youth.

**LEA Homeless Liaison:** is the staff person designated by the administrators of the particular LEA. Each LEA in the state must, as mandated by federal law, designate and submit the name

of the designee to the state for purposes of carrying out the duties assigned to the local lead (homeless) liaison by the McKinney-Vento Homeless Assistance Act upon request or as required.

**School-based Homeless Liaison:** is the local school staff member appointed by the principal or school administrator. This individual is generally a school counselor, clinician, school psychologist, parent coordinator, or the registrar who serves as the immediate on-site point of contact for children and families experiencing homelessness or transition.

### ***Office of the State Superintendent of Education***

In accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Title II of the Americans with Disabilities Act of 1990, and the D.C. Human Rights Act of 1977, the Office of the State Superintendent of Education does not discriminate on the basis of actual or perceived race, color, religion, national origin, sex, age, marital status, sexual orientation, gender identity or expression, personal appearance, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, or place of residence or business in its programs and activities. Sexual harassment is a form of sex discrimination, which is prohibited by the D.C. Human Rights Act. In addition, harassment based on any of the above-protected categories is prohibited. Discrimination in violation of the aforementioned laws will not be tolerated. Violators will be subject to disciplinary action.

**For further information on Federal non-discrimination regulations, contact the Office for Civil Rights at [ocr.dc@ed.gov](mailto:ocr.dc@ed.gov), call (800) 872-5327, or visit <https://www2.ed.gov/about/offices/list/ocr/index.html>.**

**For further information on the D.C. Human Rights Act of 1977, contact the D.C. Office of Human Rights at [ohr@dc.gov](mailto:ohr@dc.gov), call or call (202) 727-4559 or visit [www.ohr.dc.gov](http://www.ohr.dc.gov).**

**Appendix A**

**McKinney-Vento Homeless Assistance Grant Program  
RFA# GD0-MKV-FY2021**

**Official Intent to Apply Notification**

*(Must complete and submit this form by email to: [Danielle.Rollins@dc.gov](mailto:Danielle.Rollins@dc.gov)  
no later than 3 p.m. on Wednesday, July 8, 2020)*

*(PDF Submission Preferred)*

---

**TO:** OSSE Division of Systems and Supports, K-12  
**Attn:** Danielle C. Rollins, Program Analyst  
Danielle.Rollins@dc.gov

**FROM:** \_\_\_\_\_  
(LEA or Organization Name)

**RE:** Intent to Apply for FY 2021 McKinney-Vento Homeless Assistance Grant

---

LEA or Organization Name: \_\_\_\_\_

LEA or Organization Address: \_\_\_\_\_  
\_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Person Telephone: \_\_\_\_\_

Contact Person Email: \_\_\_\_\_

\* \* \*

***I understand that the deadline for the grant application is 3 p.m. on July 24, 2020 and that late applications will not be reviewed.***

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(LEA or Organization Official)



## Appendix B

### McKinney-Vento Homeless Assistance Grant Program RFA# GD0-MKV-FY2021

#### Assurances

---

##### ESEA Assurances

The LEA hereby assures the SEA that it will/is:

1. Ensure that this program and title will be administered in accordance with all applicable statutes, regulations, program plans, and applications. (Section 8306(a)(1)) Ensure that the control of funds provided under this program and title to property acquired with program funds will be in a public agency or in an eligible private agency, institution, organization, or Indian tribe, if the law authorizing the program provides for assistance to those entities. (Section 8306(a)(2)(A))
2. Ensure the public agency, eligible private agency, institution, or organization, or Indian tribe will administer the funds and property to the extent required by the authorizing statutes. (Section 8306(a)(2)(B))
3. Ensure the applicant will adopt and use proper methods of administering each such program, including— (A) the enforcement of any obligations imposed by law on agencies, institutions, organizations, and other recipients responsible for carrying out each program; and (B) the correction of deficiencies in program operations that are identified through audits, monitoring, or evaluation. (Section 8306(a)(3))
4. Ensure the applicant will cooperate in carrying out any evaluation of each such program conducted by or for the State educational agency, the Secretary, or other Federal officials. (Section 8306(a)(4))
5. Ensure the applicant will use such fiscal control and fund accounting procedures as will ensure proper disbursement of, and accounting for, Federal funds paid to the applicant under each such program. (Section 8306(a)(5))
6. Ensure the applicant will— (A) submit such reports to the State educational agency (which shall make the reports available to the Governor) and the Secretary as the State educational agency and Secretary may require to enable the State educational agency and the Secretary to perform their duties under each such program. (Section 8306(a)(6)(A))
7. Maintain such records, provide such information, and afford such access to the records as the State educational agency (after consultation with the Governor) or the Secretary may reasonably

require to carry out the State educational agency's or the Secretary's duties. (Section 8306(a)(6)(B))

8. Afford a reasonable opportunity for public comment on the application and considered such comment. (Section 8306(a)(7))
9. If the LEA has a designated open forum or a limited public forum, the LEA shall not deny equal access or a fair opportunity to meet to, or discriminate against, any group officially affiliated with the Boy Scouts of America, or any other youth group listed in title 36 of the United States Code (as a patriotic society), that wishes to conduct a meeting within that designated open forum or limited public forum, including denying such access or opportunity or discriminating for reasons based on the membership or leadership criteria or oath of allegiance to God and country of the Boy Scouts of America or of the youth group listed in title 36 of the United States Code (as a patriotic society). (Section 8525(b)(1))
10. Provide, upon a request made by a military recruiter or an institution of higher education, access to the name, address, and telephone listing of each secondary school student served by the local educational agency, unless the parent of such student has submitted the prior consent request, in accordance with the opt-out process described in Section 8528.
11. Establish and implement laws, regulations, or policies that prohibit the LEA or any individual who is a school employee, contractor, or agent of the LEA, from assisting a school employee, contractor, or agent in obtaining a new job, apart from the routine transmission of administrative and personnel files, if the individual or LEA knows, or has probable cause to believe, that such school employee, contractor, or agent engaged in sexual misconduct regarding a minor or student in violation of the law, in accordance with and subject to the exceptions of Section 8546.
12. Understand the importance of privacy protections for students and is aware of the responsibilities of the LEA under section 444 of the General Education Provisions Act (20 U.S.C. 1232g) (commonly known as the "Family Educational Rights and Privacy Act of 1974"). (Section 8548)
13. In compliance with D.C. Official Code § 38-231 which requires the expulsion from school for a period of not less than 1 year a student who brings a firearm to school, as determined on a case by case basis and consistent with the Individuals with Disabilities Education Act (20 U.S. C. 1400 et seq.). The LEA further assures that it will provide OSSE with a description of the circumstances surrounding any expulsions required by D.C. Official Code § 38-231, including the name of the school concerned, the number of students expelled from such school, and the type of firearm. (Section 8561(b) & (d))
14. Ensure compliance with Nonsmoking Policy for Children's Services, in accordance with Section 8573.



## **McKinney-Vento Program Specific Assurances**

1. The LEA has adopted policies and practices to ensure that homeless children and youth are not stigmatized or segregated on the basis of their status as homeless.
2. The LEA has adopted policies and practices to ensure that transportation is provided, at the request of the parent or guardian (or in the case of an unaccompanied youth, the liaison), to and from the school of origin, in accordance with the following as applicable:
  - A. If the child or youth continues to live in the area served by the LEA in which the school of origin is located, the child's or youth's transportation to and from the school of origin shall be provided or arranged by the local educational agency in which the school of origin is located.
  - B. If the child's or youth's living arrangements in the area served by the LEA of origin terminate and the child or youth, though continuing the child's or youth's education in the school of origin, begins living in an area served by another LEA, the LEA of origin and the LEA in which the child or youth is living shall agree upon a method to apportion the responsibility and costs for providing the child or youth with transportation to and from the school of origin. If the LEAs are unable to agree upon such method, the responsibility and costs for transportation shall be shared equally.
3. The LEA has adopted policies and practices to ensure participation by liaisons in professional development and technical assistance activities, as determined appropriate by the Office of the Coordinator.
4. The LEA assures that its 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.
5. The LEA complies with, or will use requested funds to comply with, paragraphs (3) through (7) of section 11432(g) of the McKinney-Vento Act.
6. The LEA will collect and promptly provide data requested by the State Coordinator pursuant to paragraphs (1) and (3) of section 11432(f) of the McKinney-Vento Act.
7. The LEA will meet the requirements of section 11432(g)(3) of the McKinney-Vento Act.
8. The LEA assures that it performed a needs assessment of the educational and related needs of homeless children and youth enrolled; examined the extent to which the proposed use of funds will facilitate the enrollment, retention, and educational success of homeless children and youth; and developed its McKinney-Vento program based upon the identified needs.
9. The LEA assures that the needs assessment, including the quantitative data sources identified, will be available to OSSE for monitoring purposes and technical assistance where appropriate.

## **Central Data Assurances**

Applicants will be required to attest to the following specific assurances:

1. We shall comply with all terms and provisions of the *OSSE Subrecipient Monitoring Policy*, as may be amended.
2. We shall provide, upon request and pursuant to any timelines and/or formatting requirements established by OSSE in the LEA Data Management Policy, as applicable, or other OSSE data collection directive or policy, any records or data for the purposes of compliance with the federal or state data collection and reporting requirements, including ED Facts, compliance with federal or state grant administration requirements, inclusion, and/or preparation of the Annual School Report Card.
3. We are able to maintain adequate files and records and can and will meet all grant reporting requirements;
4. Our fiscal records are kept in accordance with Generally Accepted Accounting Principles (GAAP) and account for all funds, tangible assets, revenue, and expenditures whatsoever; that all fiscal records are accurate, complete and current at all times; and that these records will be made available for audit and inspection as required.
5. We have demonstrated administrative and financial capability to provide and manage the proposed services and ensure an adequate administrative performance and audit trail;
6. If required by the grant making agency, we are able to secure a bond, in an amount not less than the total amount of the funds awarded, against losses of money and other property caused by fraudulent or dishonest acts committed by any employee, board member, officer, partner, shareholder, or trainee;
7. We have the financial resources and technical expertise necessary for the production, construction, equipment and facilities adequate to perform the grant or sub grant, or the ability to obtain them;
8. We have a satisfactory record performing similar activities as detailed in the award or, if the grant award is intended to encourage the development and support of organizations without significant previous experience, that we have otherwise established that we have the skills and resources necessary to perform the grant;
9. We have a satisfactory record of integrity and business ethics;
10. We have the necessary organization, experience, accounting and operational controls, and technical skills to implement the grant, or the ability to obtain them;
11. We are in compliance with the applicable District licensing and tax laws and regulations;
12. We meet all other qualifications and eligibility criteria necessary to receive an award under applicable laws and regulations;
13. Recipient agrees to indemnify and hold harmless OSSE, its officers, agents, employees and contractors (collectively the "Grantor") from and against all claims, losses, liabilities, penalties, fines,



forfeitures, demands, causes of action, suits, costs and expenses incidental thereto (including cost of defense and attorney's fees), resulting from, arising out of, or in any way connected to activities to be performed by Recipient, Recipient's officers, employees, agents, servants, subgrantees, subcontractors, or any other person acting on for or by permission of the Recipient in performance of this grant agreement. Recipient assumes all risks for direct and indirect damage or injury to the property or persons used or employed in performance of this grant agreement. Recipient shall also repair or replace any Grantor property that is damaged by the Recipient, Recipient's officers, employees, agents, servants, subgrantees, subcontractors, or any other person acting for or by permission of the Recipient while performing services hereunder. The duty to indemnify covers any claim against the Grantor for its alleged failure to monitor or manage the Recipient where the underlying claim arises from the conduct, action, or omission of the Recipient, the Recipient's officers, employees, agents, servants, subgrantees, subgrantors, or any other person acting for or by permission of the Recipient in performance of the services under the grant agreement..

The indemnification obligation under this section shall not be limited by the existence of any insurance policy or by any limitation on the amount or type of damages, compensation or benefits payable by the Recipient or any subgrantee or subcontractor, and shall survive the termination of this grant agreement. The Grantor agrees to give the Recipient written notice of any claim of indemnity under this section. Additionally, the Recipient shall have the sole authority to control the defense or settlement of such claim, provided that no contribution or action by the Grantor is required in connection with the settlement. Monies due or to become due the Recipient under the Grant Agreement may be retained by the Grantor as necessary to satisfy any outstanding claim which the Grantor may have against the Recipient.;

14. We will retain all records, supporting documents, statistical records, and all other records pertinent to a Federal or local award for a period of five years from the date of submission of the final expenditure report or other required report, as appropriate. DC City-Wide Grants Manual and Sourcebook §8.8 Agency Post-Award Responsibilities; 34 CFR §81.31(c).
15. If the grant is locally funded, the recipient assures that it will (1) maintain effective control over, and accountability for, all personal property purchased with local grant funds by adequately safeguarding all assets, particularly equipment and any computing devices, and assuring that they are used solely for authorized purposes and (2) seek disposition instructions from OSSE when equipment (property with a purchase price of greater than \$5,000) acquired under an award is no longer needed. OSSE further reserves the right to require the grantee to return the grant-funded share of any equipment or residual inventory of unused supplies (all tangible property other than equipment) exceeding \$5,000 in total aggregate value at the end of the grant period.

16. Recipient assures it will abide by the prohibitions and protections required by the District of Columbia December 18, 2017 Mayor's Order 2017-313, Sexual Harassment Policy, Guidance and Procedures, as applicable to grantees.
17. Recipient assures it can comply with the required or proposed delivery or performance schedule, taking into consideration all existing and reasonably expected commercial and governmental business commitments;
18. Recipient assures it complies with applicable Drug and Alcohol Testing provisions of the Child and Youth, Safety and Health Omnibus Amendment Act of 2004 (CYSHA).
19. The recipient may copyright any work that is subject to copyright and was developed, or for which ownership was acquired, under the award. If the grant is locally funded, the recipient grants OSSE a worldwide, non-exclusive, royalty-free, perpetual, and irrevocable license for any copyrightable work to (i) access, reproduce, publicly perform, publicly display, and distribute the copyrightable work; (ii) prepare derivative works and reproduce, publicly perform, publicly display and distribute those derivative works; and (iii) otherwise use the copyrightable work, provided that in all such instances attribution is given to the copyright holder.

## **Acknowledgement Assurances**

The recipient shall comply with all applicable District and Federal statutes and regulations as may be amended from time to time, including, but not necessarily limited to:

1. The Americans with Disabilities Act of 1990, Pub. L. 101-336, July 26, 1990, 104 Stat. 327 (42 U.S.C. § 12101 et seq.)
2. Rehabilitation Act of 1973, Pub. L. 93-112, Sept. 26, 1973, 87 Stat. 355 (29 U.S.C. § 701 et seq.)
3. The Hatch Act, Pub. L. 103-94 (5 U.S. Code § 7321 et seq.)
4. The Fair Labor Standards Act, Chap 676, 52 Stat, 1060 (29 U.S.C. § 201 et seq.)
5. The Clean Air Act pub. L. 108-201, February 24, 2004, (42 U.S.C. Chap 85 et seq.)
6. The Hobbs Act (Anti-Corruption), Chap 537, 60 St. 420 (18 U.S.C. § 1951)
7. Equal Pay Act of 1963, Pub. L. 88-38, June 10, 1963, 77 Stat. 56 (29 U.S.C. § 201)
8. Age Discrimination Act of 1975, Pub. L. 94-135, Nov. 28, 1975, 89 Stat. 728 (42 U.S.C. § 6101 et seq.)
9. Age Discrimination in Employment Act, Pub. L. 90-202, Dec. 15, 1967, 81 Stat. 602 (29 U.S.C. § 621 et seq.)
10. Title IX of the Education Amendments of 1972, Pub. L. 92-318, June 23, 1972, 86 Stat. 235, (20 U.S.C. § 1001)
11. Immigration Reform and Control Act of 1986, Pub. L. 99-603, Nov. 6, 1986, 100 Stat. 3359, (8 U.S.C. § 1101)
12. Family Medical Leave Act of 1993, Pub. L. 103-3, Feb. 5, 1993, 107 Stat. 6 (5 U.S.C. § 6381 et seq.)
13. Assurance of Nondiscrimination and Equal Opportunity (29 CFR § 34.20)
14. District of Columbia Human Rights Act of 1977 (D.C. Official Code § 2-1401.01)
15. Title VI of the Civil Rights Act of 1964
16. District of Columbia Language Access Act of 2004, DC Law 15 -414, (D.C. Official Code § 2-1931 et seq.)
17. Lobbying Disclosure Act of 1995, Pub. L. 104-65, Dec 19, 1995, 109 Stat. 693, (31 U.S.C. § 1352)
18. The Occupational Safety and Health Act of 1970, Pub. L. 91-596, Dec. 29, 1970, 84 Stat. 1590 (26 U.S.C. 651 et.seq.)
19. Drug Free Workplace Act of 1988, Pub. L. 100-690, 102 Stat. 4304 (41 U.S.C. § 701 et seq.)
20. District of Columbia Language Access Act of 2004, D.C. Law 15-414, D.C. Official Code § 2-1931 et seq.)
21. Fair Criminal Record Screening Amendment Act of 2014, D.C. Official Code § 24-1351
22. Byrd Anti-Lobbying Amendment (31 U.S.C. § 1352)
23. Uniform Relocation Assistance and Real Property Acquisition Act of 1970, as amended (P.L. No. 91-646)



24. Flood Disaster Protection Act of 1973, as amended (P.L. 93-234; 42 U.S.C. § 4002)
25. National Historic Preservation Act of 1966, as amended (P.L. 89-665; 16 U.S.C. § 470 et seq.),  
Executive Order 11593
26. Coastal Barrier Resources Act, as amended (P.L. 97-348; 16 U.S.C. 3501 et seq.)
27. D.C. Minimum Wage Amendment Act of 2013 (D.C. Law 9-248, D.C. Official Code 32-1001 et seq.)

### **Certifications**

The applicant shall be required to provide the following certifications:

#### 1. Lobbying

If the grant is federally funded and as required by Section 1352, Title 31 of the U.S. Code and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies, to the best of his or her knowledge and belief, that

- A. No federal appropriated funds have been paid or will be paid, by or on behalf of the aforesigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement;
- B. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal grant or cooperative agreement, the aforesigned shall complete and upload Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. The form may be uploaded within the applicant's application in EGMS.
- C. The applicant shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.
- D. If awarded a grant, the applicant assures that it shall file a disclosure form at the end of each calendar quarter in which there occurs any event that requires disclosure or that materially affects the accuracy of any previously filed disclosure under 28 CFR Part 69, "New Restrictions on Lobby." See 28 CFR § 69.110(c).

#### 2. Debarment, Suspension, and Other Responsibility Matters

If the grant is federally funded and as required by applicable federal regulations implementing Office of Management and Budget (OMB) guidelines at 2 CFR Part 180, "Guidelines to Agencies on



Government-wide Debarment and Suspension (Non-procurement),” for prospective participants in a covered transaction:

A. The applicant certifies that it and its principals:

- i. Are not presently debarred, suspended, proposed for debarment, excluded, disqualified, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal Court, or voluntarily excluded from covered transactions by any Federal department or agency.
- ii. Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes; commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice; or commission of any other offense indicating a lack of business integrity or business honesty that seriously and directly affects your present responsibility;
- iii. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in subparagraph (i) of this certification; and
- iv. Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attached an explanation to this application.

C. If awarded a grant, the applicant assures that it shall give immediate written notice to OSSE if it failed to disclose information relating to the conditions above or, if due to changed circumstances, the applicant or any of its principals now meet the conditions above.

### 3. Criminal Offenses or Legal Proceedings

The applicant must disclose in a written statement whether the applicant or any of its officers, partners, principals, members, associates, or key employees, within the last three years prior to the date of the application has:

- A. Been indicted or had charges brought against them (if still pending) and/or been convicted of any crime or offense involving financial misconduct or fraud; or
- B. Been the subject of legal proceedings from the provision of services by the organization.

If the response for 3(A) or 3(B) is in the affirmative, the applicant shall fully describe any such indictments, charges, convictions, or legal proceedings (and the status and disposition thereof) and the surrounding circumstances in writing and provide documentation of the circumstances. If



awarded a grant, the applicant assures it shall give immediate written notice to OSSE if it failed to disclose information relating to the conditions above or, if due to changed circumstances, the applicant or any of its officers, partners, principals, members, associates, or key employees now meet the conditions above.

The applicant is prohibited from including any individual's personally identifiable information, including but not limited to any data protected under the Family Educational Rights and Privacy Act, without also providing that individual's written consent for the release of that information. Personally identifiable information is information that can be used to distinguish or trace an individual's identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual.

4. Political Campaigns and Contributions (for locally funded grants of \$100,000 or more)

If the grant is \$100,000 or more of local funds and in accordance with D.C. Official Code §1-328.15, I certify, under penalty of perjury, that the applicant is eligible to receive this grant award because the applicant and any of its officers, principals, partners, or members has not made a contribution (as that term is defined in D.C. Official Code §1-1161.01) or solicited such a contribution to be made for a District of Columbia general election within the time periods as described below:

- A. The applicant is ineligible to receive this grant from the date a contribution or solicitation for a contribution was made and continuing for one year after the general election for which the contribution or solicitation for contribution was made, whether or not the contribution was made before the primary election, to any of the following:
  - i. An elected District of Columbia official who is or could be involved in influencing or approving the award of this grant;
  - ii. A candidate for elective District of Columbia office who is or could be involved in influencing or approving the award of this grant; or
  - v. A political committee affiliated with a District candidate or elected District official described in (i) or (ii) above.
- B. The applicant is ineligible to receive this grant from the date a contribution or solicitation for a contribution was made and continuing for eighteen (18) months after the general election for which the contribution or solicitation for contribution was made to any of the following
  - i. A constituent-service program or fund, or substantially similar entity, controlled, operated, or managed by:
    - (1) An elected District official who is or could be involved in influencing or approving this grant; or
    - (2) A person under the supervision, direction, or control of an elected District official who is or could be involved in influencing or approving this grant;



ii. A political party; or

iii. An entity or organization:

(1) That a candidate or elected District official described in (a) or (b) of this paragraph, or a member of his or her immediate family, controls; or

(2) In which a candidate or elected District official described in (a) or (b) of this paragraph has an ownership interest of 10 % or more.

5. Compliance with Tax and Other Payments

The applicant certifies that it is current and shall remain current on payment of all federal and District taxes, as applicable, including Unemployment Insurance taxes and Workers' Compensation premiums. This statement of certification shall be accompanied, as appropriate, by a Clean Hands Certificate from the District of Columbia Office of Tax and Revenue (OTR) stating that the entity has complied with the filing requirements of District of Columbia tax laws and has paid taxes due to the District of Columbia, or is in compliance with any payment agreement with OTR. A Clean Hands Certificate may be obtained from [MyTax.DC.gov](http://MyTax.DC.gov). The applicant is required to submit the Clean Hands Certificate here.

6. Certificate of Good Standing

Any registered domestic entity or registered foreign entity must obtain a Certificate of Good Standing from the D.C. Department of Consumer Affairs (DCRA). The Certificate of Good Standing verifies that an entity meets the regulatory requirements of the DCRA's Corporations Division. A Certificate of Good Standing may be obtained from <https://corponline.dkra.dc.gov/>. OSSE does not require the submission of a Certificate of Good Standing but reserves the right to obtain the certificate from an entity at any point during the application and/or grant period.

McKinney-Vento Homeless Assistance Grant Program  
RFA# GD0-MKV-FY2021

**Reviewer Scoring Rubric**

Date of Review: \_\_\_\_\_

<b>Applicant Name:</b>			
<b>Application #:</b>		<b>Reviewer's Initials:</b>	
<b>Section A: MANDATORY REQUIREMENTS (Met/Not Met)</b>			
<b>CRITERIA</b>	<b>ACCEPTABLE SUBMISSION</b>		<b>Met/Not Met</b>
<b>Contact Information</b>	All of the following information must be provided on the contact information page in order for the applicant to meet this requirement: <ul style="list-style-type: none"> <li>▪ Application Approval/Disapproval person(s) Email Addresses. Up to five email addresses may be entered to receive copies of automated approval/disapproval notices</li> <li>▪ Head of School/Chancellor</li> <li>▪ Summer Contact</li> <li>▪ Homeless Liaison Contact</li> <li>▪ MKV Homeless Assistance Grant Application Contact</li> </ul>		<input type="checkbox"/> MET <input type="checkbox"/> NOT MET
<b>ASSURANCES</b>	All assurances must be accepted		<input type="checkbox"/> MET <input type="checkbox"/> NOT MET
<b><i>Applicants that have not completed the contact information page and the assurances and that do not meet the criteria described above will <u>not be</u> considered for funding and will not be reviewed beyond this point.</i></b>			
<b>Section B: PRIORITY POINTS (15 out of 100 points)</b>			
LEAs serving students experiencing homelessness in prekindergarten through the twelfth grade within the District of Columbia are eligible to apply. When distributing funding, OSSE will prioritize LEAs with a high level of need, as represented by enrollment data. Competitive priority points will be awarded to applicants that meet one or more of the following criteria, up to a cumulative total of not more than 15 points: <ul style="list-style-type: none"> <li>• LEAs with a high number of identified children and youth experiencing homelessness as compared to LEA's overall student population;</li> <li>• LEAs with a significant increase of identified students experiencing homelessness in the previous school year;</li> <li>• LEAs with a high percentage of identified homeless children and youth as compared to the number of homeless children and youth identified in the District of Columbia; or</li> <li>• LEAs with a high percentage of newly identified children and youth experiencing homelessness due to school sites being located near youth and family emergency shelters, hotels, transitional living programs, and drop-in centers in the District of Columbia.</li> </ul>			
<b>Points = 5</b>	<b>Points = 5</b>	<b>Points = 5</b>	<b>Points = 15</b>
The percentage of students newly identified as experiencing homeless in FY20 is equal to at least 10 percent of the LEA's total student population. (5 pts.)	The percentage of students newly identified as experiencing homeless in FY20 has increased by at least 5 percent when compared to the percentage identified as homeless in FY19. (5 pts.)	The percentage of students experiencing homelessness enrolled at the LEA represents more than 10 percent of all students experiencing homelessness identified in the District of Columbia. (5 pts.)	The percentage of newly identified children and youth experiencing homelessness due to school sites being located near youth and family emergency shelters, hotels, transitional living programs, and drop-in



**Section C: STATEMENT OF NEED (25 out of 100 points)**

The applicant provides a compelling proposal that clearly defines the issue(s) or problem(s) supported by the needs assessment. The applicant clearly describes the needs assessment, including the sources from which the information was collected; the process used to analyze the data; and the way in which the analysis was used to determine strengths, weaknesses and prioritized action in the application.

<b>SCORING CATEGORY</b>	All required data is completed (assurances, data sources, etc.) and the description of the method for identifying homeless children and youth and of identified needs is thorough and reflects a clear understanding of the law.	All required data is completed (assurances, data sources, etc.) and the description of the method for identifying homeless children and youth and of identified needs is clear.	All required data is not completed (ex: data sources, etc.) and/or the description of the method for identifying homeless children and youth and/or of identified needs is partial or vague on the method for identifying homeless children and youth.	All required data sections have not been completed (methods, data sources, identified need etc.) and/or the applicant does not describe a method for identifying homeless children and youth and/or does not specify identified needs.
	<b>EXCELLENT</b>	<b>GOOD</b>	<b>FAIR</b>	<b>POOR</b>
	All 5 sections have been completed and there is a clear relationship between the data and the identified needs as described below.	All 5 sections have been completed and there is a clear relationship between the data and the identified needs as described below.	4 or 5 of the elements listed below are included as described below.	1-3 of the elements listed below are included as described below.
<b>N/A</b>				Blank or nonresponsive (0 pts.)
<b>SOURCES</b>	<ul style="list-style-type: none"> <li>Needs assessment includes the most current available data (e.g. from the State Comprehensive Homeless Data system) (5 pts.)</li> </ul>	<ul style="list-style-type: none"> <li>At least three data sources are included in the needs assessment. (3 pts.)</li> </ul>	<ul style="list-style-type: none"> <li>At least three data sources are included in the needs assessment. (2 pts.)</li> </ul>	<ul style="list-style-type: none"> <li>At least one data source is included in the needs assessment. (1 pt.)</li> </ul>
<b>METHODS</b>	<ul style="list-style-type: none"> <li>Methodology is thoroughly explained. (2 pts.)</li> <li>The proposed plan was comprehensive and included elements that clearly address the process used to analyze the data, how to use the analysis to determine strengths and weaknesses, and thoroughly describes steps taken to prioritize proposed activities. (3 pts.)</li> </ul>	<ul style="list-style-type: none"> <li>Methodology is clearly explained. (1 pt.)</li> <li>The proposed plan includes elements that address the process used to analyze the data, how to use the analysis to determine strengths and weaknesses, and describes some steps taken to prioritize proposed activities. (2 pt.)</li> </ul>	<ul style="list-style-type: none"> <li>Methodology is explained, but is not clear. (1 pt.)</li> <li>The proposed plan includes elements that address the process used to analyze the data, but the way in which the analysis was used to determine strengths and weaknesses to prioritize proposed activities was unclear. (1 pt.)</li> </ul>	<ul style="list-style-type: none"> <li>Methodology is vague and unclear. (1 pt.)</li> </ul>

<b>NEEDS</b>	<ul style="list-style-type: none"> <li>The needs assessment is clearly stated and is aligned with the data. (5 pts.)</li> </ul>	<ul style="list-style-type: none"> <li>The needs assessment is clearly described, but the alignment with the data is not explicit. (3 pts.)</li> </ul>	<ul style="list-style-type: none"> <li>The needs assessment is vague and does not align with the data, which has been provided. (2 pts.)</li> </ul>	<ul style="list-style-type: none"> <li>The needs assessment is not described, but data is included in the application. (1 pt.)</li> </ul>
<b>LAW</b>	<ul style="list-style-type: none"> <li>The narrative includes a thorough examination of processes/strategies to ensure MKV requirements are met, such as identification of students experiencing homelessness, immediate enrollment, development of policies and procedures implemented to ensure barriers are eliminated and students are not stigmatize. (5 pts.)</li> </ul>	<ul style="list-style-type: none"> <li>The narrative includes a reasonable discussion of processes/ strategies to ensure MKV requirements are met. (3 pts.)</li> </ul>	<ul style="list-style-type: none"> <li>The narrative includes a partial discussion of processes/ strategies to ensure MKV requirements are met. (2 pts.)</li> </ul>	<ul style="list-style-type: none"> <li>The narrative does not include a discussion of processes/strategies to ensure MKV requirements are met. (1 pt.)</li> </ul>
<b>QUALITY</b>	<ul style="list-style-type: none"> <li>The narrative includes current and reliable homeless data and provides logical conclusions that are clearly related to the proposed plan to meet MKV requirements. (5 pts.)</li> </ul>	<ul style="list-style-type: none"> <li>The narrative includes current and reliable homeless data, but does not provide logical conclusions. (3 pts.)</li> </ul>	<ul style="list-style-type: none"> <li>The narrative includes homeless data, but does not provide logical conclusions. (2 pts.)</li> </ul>	<ul style="list-style-type: none"> <li>The narrative includes homeless data, but does not provide logical conclusions. (1 pt.)</li> </ul>
<b>Reviewer Comments:</b>		Strengths:	Weaknesses:	
<b>Total Points:</b>				



	<p>project milestones to help monitor progress, and a clear evaluation plan. (2 pts.)</p> <ul style="list-style-type: none"> <li>Includes robust professional development and awareness activities plans. (2 pts.)</li> <li>Demonstrates how the program will use evaluation data to improve future activities. (2 pts.)</li> </ul>	<p>monitor progress and a limited evaluation plan. (2 pts.)</p> <ul style="list-style-type: none"> <li>Includes a partial professional development and awareness activities plan. (2 pts.)</li> <li>Somewhat describes how the program will utilize evaluation data to improve future activities. (2 pts.)</li> </ul>	<p>and or an evaluation plan. (1 pt.)</p> <ul style="list-style-type: none"> <li>Includes professional development plans, but does not mention awareness activities. (1 pt.)</li> <li>Indicates the use of evaluation data, but does not describe how data will be used to improve future activities. (2 pts.)</li> </ul>	
<b>POLICIES</b>	<p>The narrative:</p> <ul style="list-style-type: none"> <li>Includes policies and procedures that the LEA will implement to ensure that its activities do not isolate/ stigmatize homeless children and youth. (5 pts.)</li> <li>Clearly describes the LEA's process to review and revise, as needed, policies, procedures, and/or practices that may act as barriers to the identification, enrollment, retention, and success of students experiencing homelessness. (5 pts.)</li> <li>Provides an overview of the LEA's procedure for resolving disputes regarding the enrollment and educational services of homeless children and youth. (5 pts.)</li> </ul>	<p>The narrative:</p> <ul style="list-style-type: none"> <li>Includes an ambiguous description policies and procedures that the LEA will implement to ensure that its activities would not isolate or stigmatize homeless children and youth. (2 pts.)</li> <li>Somewhat describes the LEA's process to review and revise, as needed, policies, procedures, and/or practices that may act as barriers to the identification, enrollment, retention, and success of students experiencing homelessness. (2 pts.)</li> <li>Provides a limited overview of the LEA's procedure for resolving disputes regarding the enrollment and educational services of homeless children and youth. (2 pts.)</li> </ul>	<p>The narrative includes:</p> <ul style="list-style-type: none"> <li>A vague description of policies and procedures that the LEA will implement to ensure that its activities would not isolate or stigmatize homeless children and youth. (2 pts.)</li> <li>Vaguely describes the LEA's process to review and revise, as needed, policies, procedures, and/or practices that may act as barriers to the identification, enrollment, retention, and success of students experiencing homelessness. (2 pts.)</li> <li>A vague overview of the LEA's procedure for resolving disputes regarding the enrollment and educational services of homeless children and youth. (2 pts.)</li> </ul>	<p>Descriptions that include vague or unclear references to the following:</p> <ul style="list-style-type: none"> <li>policies and procedures that the LEA will implement to ensure that its activities would not isolate or stigmatize homeless children and youth (1 pt.)</li> <li>process to review and revise, as needed, policies, procedures, and/or practices that may act as barriers to the identification, enrollment, retention, and success of students experiencing homelessness. (1 pt.)</li> <li>an overview of the LEA's procedure for resolving disputes regarding the enrollment and educational services of homeless children and youth. (1 pt.)</li> </ul>
<b>Reviewer Comments:</b>	Strengths:		Weaknesses:	
			<b>Total Points:</b>	

## Section E: IMPLEMENTATION PLAN (30 out of 100 points)

The Plan of Operation discusses the strategies and activities that will be used to accomplish the project's outcomes. For this section, the applicant provides detailed descriptions of how each of the McKinney-Vento Act policies and requirements will be addressed in planning, policy or practice of the local educational agency.

<b>SCORING CATEGORY</b>	<p>All required data is completed (assurances, data sources, etc.) and the plan clearly and thoroughly describes strategies and activities that address the following required elements:</p> <ul style="list-style-type: none"> <li>• identifying homeless children and youth;</li> <li>• ensuring school stability;</li> <li>• identifying needs of identified students;</li> <li>• ensuring access for preschool-aged students;</li> <li>• collaborating with other service providers;</li> <li>• providing professional development opportunities;</li> <li>• removing educational barriers;</li> <li>• preventing stigmatization and segregation;</li> <li>• protecting privacy; and</li> <li>• implementing the dispute resolution process.</li> </ul>	<p>All required data is completed (assurances, data sources, etc.) and the plan describes strategies and activities that address the following required elements:</p> <ul style="list-style-type: none"> <li>• identifying homeless children and youth;</li> <li>• ensuring school stability;</li> <li>• identifying needs of identified students;</li> <li>• ensuring access for preschool-aged students;</li> <li>• collaborating with other service providers;</li> <li>• providing professional development opportunities;</li> <li>• removing educational barriers;</li> <li>• preventing stigmatization and segregation;</li> <li>• protecting privacy; and</li> <li>• implementing the dispute resolution process.</li> </ul>	<p>All required data is not completed (ex: data sources, etc.) and/or the description of the method for identifying homeless children and youth and/or of identified needs is clear partial or vague on the method for identifying homeless children and youth.</p>	<p>All required data sections have not been completed (methods, data sources, identified need etc.) and the applicant does not describe a method for identifying homeless children and youth and/or does not specify identified needs.</p>
	<b>EXCELLENT</b>	<b>GOOD</b>	<b>FAIR</b>	<b>POOR</b>
	<p>All required data is completed (assurances, data sources, etc.) and the detailed planning expenditures (budget) clearly aligns with all sections within the application, especially the identified needs.</p>	<p>All required data is completed and there is some relationship between the detailed planning expenditures (budget) and identified needs.</p>	<p>All required data is completed, but the relationship between the detailed planning expenditures (budget) and identified needs is vague.</p>	<p>Required data is completed, but the relationship between the detailed planning expenditures (budget) does not clearly align with identified needs.</p>
<b>N/A</b>			<p>Blank or nonresponsive (0 pts.)</p>	

<b>BUDGET</b>	<ul style="list-style-type: none"> <li>• Activities for which funding is to be used are clearly identified and descriptions are thorough. (5 pts.)</li> <li>• Activities for which funding is to be used are clearly stated and seamlessly aligns with programmatic goals. (5 pts.)</li> <li>• The activity descriptions clearly identify how funds will be used (who will be paid, what will be purchased, structure of program, implementation timeline etc.). (5 pts.)</li> <li>• The amount of funding is clearly specified per line item and the descriptions are clear and concise and align with programmatic goals. (5 pts.)</li> </ul>	<ul style="list-style-type: none"> <li>• Activities for which funding is to be used are identified. (4 pts.)</li> <li>• Activities for which funding is to be used are stated and aligns with programmatic goals. (3 pts.)</li> <li>• The activity descriptions identify how funds will be used (who will be paid, what will be purchased, structure of program, implementation timeline etc.). (3 pts.)</li> <li>• The amount of funding is specified per line item, clear and aligns with programmatic goals. (3 pts.)</li> </ul>	<ul style="list-style-type: none"> <li>• Activities for which funding is to be used are identified, but vague or unclear. (3 pts.)</li> <li>• Activities for which funding is to be used are identified, but is vague and does not fully align with programmatic goals. (1 pt.)</li> <li>• A description of activities is identified, but how funds will be used (who will be paid, what will be purchased, structure of program, implementation timeline etc.) is vague. (1 pt.)</li> <li>• The amount of funding requested is specified, but descriptions are not clear and do not align with programmatic goals. (1 pt.)</li> </ul>	<ul style="list-style-type: none"> <li>• Several required elements are missing. (0 pt.)</li> <li>• Activities for which funding is to be used are identified, but does not align with programmatic goals. (1 pt.)</li> <li>• A description of activities is referenced, but how funds will be used (who will be paid, what will be purchased, structure of program, implementation timeline etc.) is missing. (1 pt.)</li> <li>• The amount of funding is specified, but descriptions are unclear and do not align with programmatic goals. (1 pt.)</li> </ul>
<b>ALIGNMENT</b>	<ul style="list-style-type: none"> <li>• Goals and objectives are clearly identified. (5 pts.)</li> <li>• An implementation timeline is specified and is thorough and comprehensive. (5 pts.)</li> </ul>	<ul style="list-style-type: none"> <li>• Goals and objectives are identified. (3 pts.)</li> <li>• An implementation timeline is clearly specified. (4 pts.)</li> </ul>	<ul style="list-style-type: none"> <li>• Goals and objectives are identified, but are vague or do not align. (2 pts.)</li> <li>• An implementation timeline is specified, but is vague. (2 pts.)</li> </ul>	<ul style="list-style-type: none"> <li>• Goals and objectives are identified, but are not clearly stated and do not align. (1 pt.)</li> <li>• An implementation timeline is included, but is unclear or incomplete. (1 pt.)</li> </ul>
<b>Reviewer Comments:</b>	Strengths:		Weaknesses:	
<b>Total Points:</b>				



**Appendix D**

**McKinney-Vento Homeless Assistance Grant Program  
RFA# GD0-MKV-FY2021**

**Reviewer Scoring Summary Sheet**

Date of Review: \_\_\_\_\_

<b>Applicant Name:</b>			
<b>Application #:</b>		<b>Reviewer's Initials:</b>	
<b>Criteria</b>		<b>Possible Points</b>	<b>Application Points</b>
Contact Information		MET/NOT MET	MET/NOT MET
Assurances		MET/NOT MET	MET/NOT MET
Priority Points		15	
Statement of Need		25	
Project Narrative		30	
Implementation Plan		30	
<b>TOTAL</b>		<b>100</b>	
<b><u>Reviewer's Comments</u></b>			
Evaluate the quality of the application in its entirety. Aside from your general comments in the individual sections, consider how well (strengths/weaknesses) the whole application flowed and was logical in the spaces below.			
General Comments:			
Strengths:		Weaknesses:	
<b>Reviewer's Signature:</b>			<b>Date:</b>

