



APPLICATION FOR PARTICIPATION

McKinney-Vento Homeless Education Assistance Improvement Act as Amended by Every Student Succeeds Act (ESSA)

Maryland State Department of Education

200 West Baltimore Street
Baltimore, Maryland 21201

Deadline

February 20, 2023
No later than 5:00 pm EST

**MARYLAND STATE DEPARTMENT
OF EDUCATION**

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Secretary-Treasurer, Maryland State Board of Education

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Instructions

Complete this application electronically by typing directly into the fillable fields and charts. Do not alter or remove sections. When finished, save the application document as a pdf to your computer and obtain appropriate signatures. The completed application should be saved as a pdf and emailed to:

Shanna Edmond Education Program Supervisor Interim Coordinator for Homeless and Migrant Education
mckinneyvento.msde@maryland.gov or shanna.edmond@maryland.gov

Proposal Cover Page

Program name: McKinney-Vento Education for Homeless Children and Youth Program.

Name of LEA: [Click here to enter text.](#)

Address: (including 9 Digit zip Code): [Click here to enter text.](#)

Program Manager and Title:

Address:

Phone Number: [Click here to enter text.](#)

Email Address: [Click here to enter text.](#)

Additional Program Contact & Title:

Address:

Telephone Number:

Email Address:

AWARD NOTIFICATION: LEAs will be notified by email of approved grant applications.

STATEMENT OF POLICY: (Section 721)

The Maryland State Department of Education (MSDE) McKinney-Vento Education for Homeless Children and Youth Program shall ensure:

(1) Each child of a homeless individual and each homeless youth have equal access to the same free, appropriate public education, including a public preschool education, as provided to other children and youth.

(2) Support Local Education Systems (LEAs) as they address barriers that homeless children and youth may face in enrolling, attending, and succeeding in school.

(3) Under this program, State and Local Education Systems (SEAs and LEAs) must ensure that all homeless children and youth have equal access to the same free, appropriate public education, including a public preschool education, as other children, and youth.

(4) Homeless children and youth should have access to the educational and other services that they need to enable them to meet the same challenging State academic standards to which all students are held. In addition, homeless students may not be separated from the mainstream school environment. States and LEAs are required to review and undertake steps to revise laws, regulations, practices, or policies that may act as barriers to the enrollment, attendance, or success of homeless children and youth in school.

THE GENERAL EDUCATION PROVISIONS ACT (GEPA), SECTION 427:

Each applicant must include a succinct description of the steps the applicant will take to ensure equitable access to, and participation in, this federally assisted program for homeless children and youth, teachers, and other program beneficiaries regardless of gender, race, national origin, color, disability, or age. Based on the circumstances of the local education system, the applicant should determine whether these or other barriers may prevent homeless children and youth, teachers, or other program beneficiaries from access to, or participation in this federally funded project or activity.

Type response here.

Superintendent or Head of Agency Printed Name

Date

Superintendent or Head of Agency Signature

Date

Project Abstract (1 page)

Summarize the project for the reader in one page. Refer to the Grant Information Guide for further guidance.

Type response here.

Project Narrative

Refer to the Grant Information Guide for further guidance.

(15- Page limit double spaced)

The Project Narrative must include the following components:

- Extent of Need
- Goals, Objectives, and Milestones
- Plan of Operation
- Evaluation
- Management Plan/Key Personnel

Extent Of Need

1. Determine the extent to which the project is meeting specific needs of the target population.
2. Present quantitative data in support of specific population and schools/programs served and related educational services
 - a. Estimated total number of children and youth, birth to 21years, residing in the county:
 - b. Estimated total number of homeless children and youth that will be enrolled in the LEA for the 2022-2023 school year:
 - c. Number of families in transition living in the LEA:
 - d. Number of families in transition living in other LEAs:
 - e. Number of families in transition living in another state:
 - f. Number of families doubled-up:
 - g. Number of families unsheltered:
 - h. Number of families in motel/hotels:
 - i. Number of unaccompanied youths:
 - j. Number of homeless children Birth through 2 yrs.:
 - k. Number of homeless students' grades Pre-K – 5:
 - l. Number of homeless students grades 6-8:
 - m. Number of homeless students grades 9-12:
 - n. Number of homeless students with disabilities:

- o. Number of homeless ELL students:
- p. Number of homeless gifted and talented students:
- q. Number of free and reduced families in transition:
- r. Number of families in transition impacted by domestic violence
- s. Number of homeless youths who received assistance from counselors to advise youth and prepare and improve the readiness of youth for career, employment, or post-secondary education:

Goals, Measurable Outcomes and Milestones

Communicate the goals, measurable outcomes, and milestones of the program. Refer to the Grant Information Guide for further guidance.

Goal #1: Click here to enter text.
Measurable Outcome: Click here to enter text.
Milestone: Click here to enter text.

Goal #2: Click here to enter text.
Measurable Outcome: Click here to enter text.
Milestone: Click here to enter text.

Goal #3: Click here to enter text.
Measurable Outcome: Click here to enter text.
Milestone: Click here to enter text.

**Add more rows if necessary*

PLAN OF OPERATION

Describe the process the LEA will use to review and revise any policies, guidelines, and practices to ensure the LEA eliminates barriers to the immediate enrollment, comparable services, coordination and collaboration, professional development, and prohibition of segregation of children and youth experiencing homelessness. *(Please include in the Appendices an updated copy of the LEA's Policies/Procedures/Guidelines).

Refer to the Grant Information Guide for further guidance.

Type response here.

EVALUATION AND DISSEMINATION

Describe how the LEA's McKinney-Vento Education for Homeless Children and Youth project will provide for rigorous and objective evaluation of progress toward the project's goals and objectives and the approach that will be used to evaluate the program according to the following **five** federal program standards.

Type response here.

Standard	Type of data and method of data collection	Evaluation Measure	Goal
Standard 1. Within one full day of an attempt to enroll in a school, homeless children and youth will be in attendance.			Click here to enter text.
Standard 2. Homeless pre-k to 12 children and youth will have stability in school.			Click here to enter text.
Standard 3. Homeless children and youth will receive specialized services when eligible.			Click here to enter text.
Standard 4. Parents, or persons acting as parents of homeless children and youth, will participate meaningfully in their children's education.			Click here to enter text.

<p>Standard 5. Homeless children and youth in grades 3-12 will meet the State’s academic standards.</p>			
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Describe in detail what success will look like and the criteria that will be used to determine and measure success. Specify the individuals or groups who will conduct the evaluation. What are their qualifications?

Type response here.

Dissemination: Describe how the LEA will communicate how the evaluation results will be disseminated to major stakeholders and individuals interested in the project. Descriptions of the types of reports and other by-products developed during the project may be made available.

Type response here.

Key Personnel and Management Plan

The management plan clearly defines the roles, responsibilities, tasks, and deadlines of key contributors to make sure your program is a success. Ensure that all administrative and key personnel responsible for the successful implementation and monitoring of the grant requirements are captured here. Provide resume(s) as an appendix. Be sure to include the Steering Committee members. Refer to the Grant Information Guide for further guidance.

Key Personnel

Name	Title, Partner Organization	Responsibilities	Time Devoted
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

**Add more rows if necessary*

Management Plan

MSDE Requirements	LEA Actions/Activities	Date	Name and Title of Person Responsible
Interim Progress Report (C-1-25C)		March 31, 2023	Click here to enter text.
Final Progress Report (C1-25D)		November 30,2023	Click here to enter text.
Annual Homeless Education Survey		October 2023	Click here to enter text.
Consolidated State Report Data		December 2024	Click here to enter text.
Three-Year End-of-Cycle Report		May 30,2024	Click here to enter text.
Annual Financial Report (AFR)		November 30,2023	Click here to enter text.
Annual on-site and/ or desk monitoring		Spring 2023	Click here to enter text.

STEERING COMMITTEE INFORMATION

The project should have a steering committee to govern the project. Duties of the steering committee include establishing major program policies, reviewing quarterly evaluation reports, and making recommendations for programmatic change. Steering committee members should represent the major stakeholders in the project. (e.g., representatives from project partners, parents, principals, Board of Education). Steering committees that are too large are often non-productive. Project directors act as advisors to the committee. The duties, members and meeting dates of the committee should be identified in this section of the project proposal.

STAKEHOLDERS/STEERING COMMITTEE SY 2022-2023

Partner	Role in the Project	Goal or objective	Benefit to project	Specific contribution to project	Benefit to Partner

Project Timeline

Applicants must provide a timeline for all proposed activities using the chart provided in the application. Refer to the Grant Information Guide for a sample timeline.

Proposed Activities	Date of Implementation

**Add more rows if necessary*

Budget and Budget Narrative (no page limit)

Please provide a detailed description of the requested funds that will be spent by using the categories listed below. Add more rows if needed. An MSDE [Grant Budget C-125](#) form must be completed, signed and submitted as an appendix. The budget narrative below must also be submitted as an appendix. For allowable cost/fund use refer to the Grant Information Guide for further guidance.

Salaries & Wages (list each position separately)

Contracted Services

Supplies & materials

Equipment

Other charges

Transfers (indirect costs)

Line item to include detailed budget description	Calculation	McKinney-Vento Requested Amount	Title I, Part A Set-Aside Description & Amount	Other Funds Source & Amount	Total
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

Total amount requested: \$ Click here to enter text.

Appendix

The following Appendices must be included in the proposal for funding, but do not apply to the page limit of the Project Narrative.

Appendices

- A. LSS Policies/Procedures/Guidelines for homeless children and youth
- B. Memoranda of Agreement/Understanding (MOA/MOU) with Partners
- C. Shelter Housing for Children and Youth Tracking Certification
- D. Professional Development Plan (to include action description, bragging and end dates, person responsible, participants and topics)
 - E. Resumes of Key Personnel: A resume for each person playing a key role in the project, only information relevant to the project should be included
- F. Job descriptions for any new positions that are created for this project
- G. Complete Budget Narrative
- H. [signed C-1-25 MSDE budget form](#)
- I. [signed recipient assurances page](#)

**APPENDIX
SHELTER HOUSING FOR CHILDREN AND YOUTH TRACKING CERTIFICATION
SY 2022-2023**

I certify the following shelters provide assistance to homeless families, children, and youth. The Local School System’s Homeless Education Coordinator/Liaison is in regular contact and communication with the local shelters’ director and staff to coordinate efforts for school enrollment and participation for all students.

Local School System:

Homeless Education Coordinator/Liaison:

Name
Telephone
Cell Phone

Homeless Education Coordinator / Liaison’s Email:

NAME OF SHELTER and CONTACT PERSON	ADDRESS/TELEPHONE/EMAIL	POPULATION SERVED

Signature - Homeless Education Coordinator/Liaison

Date

ASSURANCES
MCKINNEY-VENTO EDUCATION FOR HOMELESS CHILDREN AND YOUTH PROGRAM

By receiving funds under this grant award, I hereby agree, as grantee, to comply with the following terms and conditions:

1. Programs and projects funded in total or in part through this grant shall operate in compliance with State and federal statutes and regulations, including but not limited to the 1964 Civil Rights Act and amendments, the Code of Federal Regulations (CFR) 34, the Elementary and Secondary Education Act, Education Department General Administrative Regulations (EDGAR), the General Education Provisions Act (GEPA) and the Americans with Disabilities Act.
2. The Maryland State Department of Education (MSDE) may, as it deems necessary, supervise, evaluate, and provide guidance and direction to grantee in the conduct of activities performed under this grant. However, MSDE's failures to supervise, evaluate, or provide guidance and direction shall not relieve grantee of any liability for failure to comply with the terms of the grant award.
3. Grantee shall establish and maintain fiscal control and fund accounting procedures, as set forth in 34 CFR Parts 76 & 80 and in applicable statute and regulation.
4. Grantee shall adhere to MSDE reporting requirements, including the submission of all required reports. Failure to submit complete, accurate, and timely progress and final reports may result in the withholding of subsequent grant payments until such time as the reports are filed.
5. Entities receiving federal funds of \$750,000 or more must have an annual financial and compliance audit in accordance with OMB Circular A-133.
6. Grantees shall retain all records of its financial transactions and accounts relating to this grant for a period of three years, or longer if required by federal regulation, after termination of the grant agreement. Such records shall be made available for inspection and audit by authorized representatives of MSDE.
7. Grantees must receive prior written approval from the MSDE Program Monitor before implementing any programmatic changes with respect to the purposes for which the grant was awarded.
8. Grantees must receive prior written approval from the MSDE Program Monitor for any Budgetary realignment of \$1,000 or 15% of total object, program, or category of expenditure, *whichever is greater*. Grantees must support the request with the reason for the requested change. Budget realignments must be submitted at least 45 days prior to the end of the grant period.
9. Requests for grant extensions, when allowed, must be submitted at least 45 days prior to the end of the grant period.
10. Grantee shall repay any funds that have been finally determined through the federal or State audit resolution process to have been misspent, misapplied, or otherwise not properly accounted for, and further agrees to pay any collection fees that may subsequently be imposed by the federal and/or State government.
11. If the grantee fails to fulfill its obligations under the grant agreement properly and on time, or otherwise violates any provision of the grant, including failure to maintain proper documentation and records as required by pertinent federal and State statute and regulations, MSDE may suspend or terminate the grant by written notice to the grantee. The notice shall specify those acts or omissions relied upon as cause for suspension or termination. Grantee shall repay MSDE any funds that have been determined through audit to have been misspent, unspent, misapplied, or otherwise not properly accounted for. The repayment may be made by an offset to funds that are otherwise due the grantee.

I further certify that all the facts, figures and representations made with respect to the grant application and grant award, including exhibits and attachments, are true and correct to the best of my knowledge, information, and belief.

LEA Superintendent/CEO	Name of LEA	Date