

EDUCATION FOR HOMELESS CHILDREN AND YOUTH

Request for Proposals

FOR APPLYING FOR FUNDING UNDER
THE MCKINNEY-VENTO HOMELESS ASSISTANCE ACT

FUNDS ARE RECEIVED BY THE
NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION
FROM THE
UNITED STATES DEPARTMENT OF EDUCATION
WASHINGTON, DC



3 YEAR GRANT

Opening Date in CCIP: December 5, 2022
Deadline for Submission: February 6, 2023
Application submitted in CCIP

PUBLIC SCHOOL OF NORTH CAROLINA STATE BOARD OF EDUCATION
DEPARTMENT OF PUBLIC INSTRUCTION
RALEIGH, NORTH CAROLINA 27699-6351

INFORMATION & APPLICATION FOR PUBLIC SCHOOL UNITS

The North Carolina Homeless Education Program (NCHPEP) at The SERVE Center at UNCG and its Role in the McKinney-Vento Subgrant Process

In January 2009, the North Carolina Department of Public Instruction (NCDPI) contracted with the SERVE Center at the University of North Carolina-Greensboro (UNCG) to implement the North Carolina Homeless Education Program (NCHPEP).

The SERVE Center carries out all state-level programmatic responsibilities related to the implementation of the McKinney-Vento Act, including conducting the competition to award subgrants to local education agencies. The subgrant process will be carried out in accordance with the North Carolina State Board of Education Policy for competitive and discretionary grants.

All correspondences related to the subgrant application process will be directed to Lisa Phillips, State Coordinator for the Education of Homeless Children & Youth, at lisa.phillips@dpi.nc.gov or 336-315-7491. In addition, all questions and responses will be added weekly to an FAQ document posted in the CCIP document library.

NCDPI will handle all fiscal aspects of the subgrant process, and upon approval, PSUs will complete budgetary submissions in their budgetary builder.

The McKinney-Vento Act

What is the purpose of the McKinney-Vento Act?

The McKinney-Vento Act guarantees a free, appropriate public education for all homeless children and youth by removing barriers to their enrollment and attendance in school and supporting their educational success.

What are the goals of the Act?

- Provide immediate enrollment of homeless children who are not already enrolled. This includes reviewing and revising any laws, regulations, practices, or policies that may act as barriers to the enrollment, attendance, or success of homeless children and youth
- Provide school stability for students experiencing homelessness by allowing them to remain in their school of origin when this is in the child's or youth's best interest and by providing transportation to and from the student's school of origin at the parent's/guardian's or unaccompanied youth's request
- Ensure that homeless students are provided services in such a way that they are not isolated or stigmatized
- Promote school success and completion for homeless students
- Support collaboration between school districts and community agencies serving homeless students

McKinney-Vento Subgrants

What is the purpose of McKinney-Vento subgrants?

The purpose of McKinney-Vento subgrants is to facilitate the enrollment, attendance, and success in school of children and youth experiencing homelessness.

Who is eligible to apply for a subgrant?

All North Carolina Public School Units (PSUs) are eligible to apply. PSUs may subcontract with other agencies; however, the local school system assumes all responsibility for setting program goals and monitoring program accomplishments. The PSU will serve in the capacity of fiscal agent.

What is the funding?

The funding source is the U.S. Department of Education, through the McKinney-Vento Homeless Education Assistance Improvements Act of 2001 (Title X, Part C of the *No Child Left Behind Act*, P.L. 107-110) as amended by the Every Student Succeeds Act of 2015. Subgrant funding is contingent upon the annual state allocation.

Size of Grants:

Based on the PSUs' reported count of homeless students in the 2021-2022SY in PowerSchool, grants are expected to be in the following ranges:

- Tier 1: 50-150 homeless students – Grant range up to \$30,000 for each year of the grant
- Tier 2: 151-400 homeless students – Grant range up to 60,000 for each year of the grant
- Tier 3: 401-650 homeless students – Grant range up to 90,000 for each year of the grant
- Tier 4: 651-900 homeless students – Grant range up to \$120,000 for each year of the grant
- Tier 5: More than 900 homeless students – Grant range up to \$150,000 for each year of the grant

PSUs with less than 50 reported homeless students may submit an application with a consortium of districts whose number of identified students is at least 50.

Grant Period:

Each project is awarded funds for a period of time beginning July 1 and ending September 30 of the following fiscal year.

Funds for Years 2 and 3 will be authorized upon submission of a satisfactory annual program report and budget expenditure report for the previous year.

The start date of funding may vary according to the date of receipt of funds from the U.S. Department of Education.

What are the funding guidelines?

Services provided with McKinney-Vento Act funds must not replace the regular academic program and must be designed to expand upon or improve services provided to homeless students as part of the school's regular academic program, including compliance with McKinney-Vento statutes (See Appendix C). Subgrants are awarded based on the identified needs and the quality of the application.

What are the provisions of the McKinney-Vento Act related to services for homeless children and youth provided through subgrants?

Services may be provided through programs on school grounds or at other facilities (e.g., shelters, nonprofit community organizations, and social service centers), face-to-face, virtual, or in a blending learning environment. Where services are provided through programs on school grounds, such services may be made available to homeless children or youth who the PSU determines to be at risk of failing or dropping out of school. Services can be provided before or after school, on the weekends, and when school is not in session.

To the maximum extent practical, services shall be provided through programs and mechanisms that integrate children and youth experiencing homelessness with their housed peers. Activities undertaken must not isolate or stigmatize homeless children and youth. Services provided under this program are not intended to replace the regular academic program.

Collaboration with other local and State agencies that serve homeless children and youth is required.

What are authorized activities for subgrants in the McKinney-Vento Act?

PSUs must use McKinney-Vento subgrant funds to assist homeless children and youth with enrolling, attending, and succeeding in school. In particular, the funds may support the specific activities outlined in the law in Section 723 and that are listed below.

Authorized Activities for McKinney-Vento Subgrants (Section 723)

(1) The provision of tutoring, supplemental instruction, and enriched educational services that are linked to the achievement of the same challenging state academic content standards and challenging state student academic achievement standards the State establishes for other children and youths.
(2) The provision of expedited evaluations of the strengths and needs of homeless children and youths, including needs and eligibility for programs and services (such as educational programs for gifted and talented students, children with disabilities, and students with limited English proficiency, services provided under Title I of the Elementary and Secondary Education Act of 1965 or similar State or local programs, programs in vocational and technical education, and school nutrition programs).
(3) Professional development and other activities for educators and pupil services personnel that are designed to heighten the understanding and sensitivity of such personnel to the needs of homeless children and youths, the rights of such children and youths under this subtitle, and the specific educational needs of runaway and homeless youths.
(4) The provision of referral services to homeless children and youths for medical, dental, mental, and other health services.
(5) The provision of assistance to defray the excess cost of transportation for students not otherwise provided through Federal, State, or local funding, where necessary, to enable students to attend the school of origin.
(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 youths, and unaccompanied youths, in public school programs and services provided to non-homeless children and youths.
(8) The provision for homeless children and youths 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, the payment of fees and other costs associated with tracking, obtaining, and transferring records necessary to enroll homeless children and youths in school, including birth certificates, immunization or medical records, academic records, guardianship records, and evaluations for special programs or services.
(10) The provision of education and training to the parents of homeless children and youths about the rights of and resources available to such children and youths.
(11) The development of coordination between schools and agencies providing services to homeless children and youths.
(12) The provision of pupil services (including violence prevention counseling) and referrals for such services.

(13) Activities to address the particular needs of homeless children and youths that may arise from domestic violence.
(14) The adaptation of space and purchase of supplies for any non-school facilities made available under subsection (a)(2) to provide services under this subsection.
(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 youths to attend school.

Requirements of the Grant

- The lead project contact or authorized representative, appointed homeless liaison(s), and Superintendent for each PSU applicant must sign the Statement of Assurances & Approval Signatures document (Attachment A). These persons must have the authority to ensure that the PSU will fulfill all statutory and regulatory requirements for reporting, auditing, and monitoring.
- The Superintendent must also sign the Debarment Certification. See Attachment B for details.
- The appointed homeless liaison or project contact for each grant recipient will be required to submit an annual report by June 30 of each year of the project period. An End of Year (EOY) Reporting Systems Screenshot Sample found in Appendix G will be used for reporting purposes in year one. This completed form will be submitted along with a budget expenditure report electronically to the State Coordinators' office. EOY reporting will also be required in year two and three of the grant cycle.
- All grant programs must maintain current programmatic and fiscal records and make them available during program quality reviews (PQRs, also known as monitoring). PQRs occur on-site, virtual, in group settings, and/or in collaboration with other Federal Programs at least once during the grant cycle. Sample indicators for a Program Quality Review are located in Appendix H. All grant programs must maintain fiscal and program records for a minimum of five years after the grant period is over.
- All project funds should be spent according to the approved project proposal in the proposed time frame; any discrepancies from the approved project proposal must be requested in a budget amendment to the State Coordinator's office before the expenditure and included in the annual report.
- A PSU that has more than the allowable carryover amount of 10% must provide the reason for the carryover and a plan to spend the remaining funds in a request. The request is to be submitted by the appointed homeless liaison to the assigned program specialist at NCHEP for the State Coordinator's review.

Applying as a Consortium

PSUs, which include charter schools, that have identified less than 50 homeless students may submit an application as a consortium of PSUs whose total number of identified homeless students is greater than 50. The application must be submitted by an identified lead PSU that will serve as the fiscal agent for the grant. A program contact at the lead PSU will oversee the implementation of the grant, arrange the disbursement of funds to participating PSUs, and submit required reports and documentation. Each consortium applicants must submit Attachment A with the required representative signatures.

Strategies for Submitting a Strong Proposal

- Read *Application Procedures and Instructions for the Proposal Narrative* carefully
- Request approval from the district administration before beginning the process of applying
- Contact the CCIP Administrator to:
 - Discuss the process for applying
 - Agree to a date for submitting the application
 - Develop a written plan for communicating and collaborating on the grant
- Identify collaborative programs and partners to include in the planning process
- Collect student and program data before beginning the application process
- Include the PSU name on each page of the attachments
- Provide all requested information both in the proposal narrative and in the attachments
- Ensure that clear linkages exist between the needs, objectives, activities, outcomes, and expenses
- Ensure that only authorized activities are included in the proposal
- Review the Criteria for Proposal Review Example in Appendix F
- Review the proposal checklist in Appendix A before submission
- Allow time for colleagues to review the proposal before the submission deadline
- Obtain required signatures in CCIP before the deadline for submission; It is recommended to collect signatures one week in advance
- Submit the application in advance of the deadline to allow time for any issues with the process to be handled by the PSU; no extensions will be granted

APPLICATION PROCEDURES

- **The application must be submitted in CCIP. The application includes attachments and appendices that all PSUs, including charter schools, must review and submit.**
- Questions about the subgrant process and application may be submitted to the state coordinator, Lisa Phillips, at lisa.phillips@dpi.nc.gov. In addition, questions and responses will be included in the weekly FAQ document located in the CCIP document library.
- **Proposals must be submitted by 12:00 p.m. on February 6, 2023. There will be no extensions granted.**

NC Homeless Education Program Contact Information:

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State Coordinator for the Education of Homeless Children & Youth
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<https://hepnc.uncg.edu>
<https://www.dpi.nc.gov/districts-schools/federal-program-monitoring/homeless-program-monitoring>

PROPOSAL NARRATIVE

INSTRUCTIONS

For each section of the proposal narrative, additional information will also be included in the attachments to complete. The narrative discussion should reference the information in the attachments but does not need to duplicate the information.

A. Current Status and Statement of Need (20 points)

The proposal narrative should include:

- Current status of the program
 - Number of students identified as homeless in the 2021-2022 PowerSchool data collection,
 - 0-5-year-old siblings of students identified, preschool-aged children,
 - Socio-economic and demographic data, trends that include underserved populations of students,
 - Attendance rates, academic success, and graduation rates,
 - Data from the PSUs recent needs assessment
- Available resources
 - Resources in the community, outreach programs in place,
 - PSU support internally, including the percent of time that the local liaison and others devote to homeless education,
- Identification of significant needs of homeless children and youth in the PSU that will be addressed in the proposal,
- For current subgrantees only
 - Discussion of the effectiveness of the current program; services that have been provided, and program data to support responses

B. Program Description (30 points)

The proposal narrative should include:

- Discussion of the links between the needs, objectives, activities, and outcomes
- Explanation of how the proposed activities do not replace the regular academic program and expand upon or improve services provided to homeless students as part of the school's regular academic program
- Description of staffing and management for the program
- Description of any subcontractors, basis for their selection, and ways their efforts are integrated with the overall program design

Complete Attachments:

Attachment C: Program Objectives, Activities, Measures, & Data Sources

Attachment D: Staffing Chart for Subgrant Activities

C. Collaboration (15 points)

The proposal narrative should include:

- Collaborations within the PSU that elaborates on information included in Attachments E and F
- Collaborations with external community agencies and programs (shelters, youth programs, social services, business partners, faith-based agencies, housing support agencies, Head Start, HUD Continuum of Care, etc.) that elaborate on information included in Attachment F

Complete Attachments:

Attachment E –Title I, Part A and McKinney-Vento Coordination

Attachment F – Collaboration Chart

D. Program Evaluation (15 points)

The proposal narrative should include:

- Strategies for assessing progress toward achieving program objectives and generating information to make changes for program improvement
- Discussion should reflect the measurable objectives in, Attachment C, and the questions asked in Appendix G – EOY Reporting Systems: Screenshot Sample
- Description of staff time and internal and external resources to be utilized for program evaluation

E. Budget (20 points)

The proposal narrative should include:

- Explanation of expenses linked to activities and objectives
- Cost and resource sharing within the PSU, including other federal programs
- Cost and resource sharing with external agencies and partners

Complete Attachments:

Attachment G: Budget Allocation by Activity & Cost Sharing for Each Year of the Subgrant

- 2023-2024SY that is year 1 of 3 of the grant cycle
- 2024-2025SY that is year 2 of 3 of the grant cycle, and
- 2025-2026SY that is year 3 of 3 of the grant cycle

For Consortium Applicants Only – Consortium Management

Complete Attachments:

Attachment A: Cover Sheet, Assurances,, and Approval Signatures for Consortium Members