# McKinney-Vento Homeless Education Grant
# 2015-2017 Rubric
## 100 Points Total

Office of Field Services
Special Populations Unit
Homeless Education Program

## 1. Statement of Need - 10 Points

**Describe the process used to assess the needs of homeless children and youth. Include the following in the description:**

- When the consortium needs assessment was conducted, individuals/districts/agencies involved, what types of data were reviewed, whether the assessment was part of a comprehensive needs assessment for other programs such as Title I, Section 31a, CoC, community service agencies, etc. (Resource: NCHE Needs Assessment Toolkit)
- Describe the area in which services to homeless students will be provided by the applicant (names of districts, counties, cities, urban vs. rural, population, community resources, etc.).
- Briefly describe the educational and related needs identified in the needs assessment process. Indicate the needs that will be met through other LEA or locally-funded programs/services and the needs that will be addressed with McKinney-Vento (M-V) grant funds. Utilize district needs assessment for Title I, as well as other district-level assessments. In the case of a consortium, utilize all applicable LEA needs assessments.

| **Marginal**<br>(lacks sufficient information; requires clarification or additional information) | **Adequate**<br>(clear and complete) | **Exemplary**<br>(well-conceived and thoroughly developed) |
|---|---|---|
| 1-A. There is no evidence of a needs assessment or the needs assessment is not current. **0 points**<br>1-B. The needs assessment is not comprehensive (does not include partners). **0 points**<br>1-C. Data on the number of homeless students identified and served has not been included. **0 points**<br>1-D. The needs identified are not related to the purpose of the M-V grant. **0 points**<br>1-E. The service area for the grant is not identified or is limited to one school building. **0 points** | 1-F. There is evidence of a systematic needs assessment and documentation of identified needs. **1 point**<br>1-G. Data is provided on the number of homeless students identified and the number to be served, including those in consortium member districts. **1 point**<br>1-H. Identified needs are related to the purpose of the M-V grant. **1 point**<br>1-I The identified service area includes more than one school district and/or public school academy with the applicant acting as fiscal agent for the area. **1 point** | 1-J. Detailed results from a current needs assessment are provided with supporting data. **2 points**<br>1-K. Complete data is provided on the number of homeless students in the service area, the number served during the last school year, and the number planned to be served with the funds secured by this grant, including those in consortium member districts. **2 points**<br>1-L. The identified service area includes the majority of school districts and/or public school academies with the applicant acting as fiscal agent for the area. **2 points** |

**2. Plan of Operation - 20 points**

- Describe the programs and/or services that the applicant has planned to meet the needs identified in the applicant's comprehensive needs assessment. Programs and services funded by this grant must address the removal of barriers to enrollment, attendance, and academic success for homeless children and youth, as well as all other grant criteria listed in the grant announcement memo.
- Include in the description of services to be provided: location of services, method for serving homeless children and youth, services provided by consortium members and collaborating partners, and services provided with Title I-A reserved funds, as well as how the M-V services will supplement and not supplant typical academic services to improve the academic achievement of homeless children and youth. **Include a 3-year timeline of planned grant activities.** (Sample form on MDE-OFS websites.)

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|---|---|---|
| 2-A. Description of planned programs and services is vague and not connected to the needs identified in the needs assessment. **0 points**<br><br>2-B. Major objectives are not consistent with the CURRENT M-V grant criteria or do not include ALL grant criteria. **0 points**<br><br>2-C. Identified activities are not related to the accomplishment of the objectives. **0 points**<br><br>2-D. The timeline of planned activities is missing or does not span the 3-year grant period. **0 points**<br><br>2-E. The proposed program supplants existing local, state or federal program(s) or includes non-allowable components. **0 points** | 2-F. The plan of operation includes programs and services that address the identified needs of homeless children. **1 point**<br><br>2-G. Proposed services will help remove barriers to enrollment and attendance in school and promote academic success for homeless children and youth. **1 point**<br><br>2-H. Major objectives are important, attainable and consistent ALL grant criteria: focus on improving academic achievement, parent/ family engagement, outreach to special populations, and program evaluation. **2 points**<br><br>2-I. Major goals and objectives are consistent with the CURRENT M-V grant criteria and include ALL grant criteria. **2 points**<br><br>2-J. Identified activities are integral to the accomplishment of the plan's objectives. **2 points**<br><br>2-K. The activities and services described clearly supplement regular educational programs to assist homeless children and youth to succeed in school. **1 point** | 2-L. Programs and services proposed are clearly aligned with the needs identified in the consortium needs assessment. **2 points**<br><br>2-M. The plan of operation includes a well-planned timeline of specific activities spanning the 3-year grant period. **2 points**<br><br>2-N. Goals of the proposal are consistent with ALL CURRENT M-V grant criteria and S.M.A.R.T. objectives describe strategies and activities to meet these goals. **3 points**<br><br>2-O. The proposal addresses the requirement to include homeless children and youth into the regular education programs and into existing supplemental programs (Title I, Section 31a, gifted, etc.). **2 point**<br><br>2-P. The proposal includes a specific evaluation plan, using the NCHE Program Evaluation Toolkit and/or the MDE Evaluation Tool. **2 points** |

**3. Coordination of Services and Activities - 20 points**

- Describe the services and activities that the applicant and consortium member districts will provide under the M-V grant, as well as the services that collaborative partners will provide.
- Describe how the M-V programs/services are coordinated with services provided by applicant district, consortium members, community, and/or state agencies to homeless children and youth. (The CoC is a mandatory partner. ALL LEAs in the ISD – at a minimum – must be invited into consortium.)
- Describe how the M-V services in the consortium are coordinated with other district programs, demonstrate outreach to all Special Populations, and provide additional instructional support to homeless children and youth. Be sure to address ALL grant criteria in the list of funding priorities.
- Describe the consortium's efforts made to involve parents/guardians of homeless children and youth in their child's education, including activities planned, outreach and communication strategies, and plans to maintain such involvement.

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|---|---|---|
| 3-A. There is no evidence of formal collaborative agreements with other school districts or community agencies to deliver services to homeless children and youth. **0 points**<br>3-B. The proposal describes no coordination or very limited coordination between the fiscal agent, consortium member districts, community, and other state agency services for the homeless. **0 points**<br>3-C. No coordination is evident between M-V and other school programs and services that provide instructional and non-instructional support. **0 points**<br>3-D. No involvement of parents/ guardians of homeless children is described, or parent/guardian involvement is limited and not related to the child's education. **0 points** | 3-E. The proposal describes the coordination of services between the fiscal agent and consortium member districts, community, and state agency services for homeless children and youth. **2 points**<br>3-F The proposal documents the specific services that each community collaborative partner will provide, using signed forms in the grant application. **2 points**<br>3-G. The proposal contains a clear description of how M-V services are coordinated with other supplementary instructional programs (Title I, ELL, Section 31a, etc.) to address the educational needs of homeless students, including the use of Title I Reserved Funds. **2 points**<br>3-H. The proposal describes how parents and guardians of homeless children and youth will be informed about their educational rights and engaged in the education of their children. **2 points** | 3-I. The proposal documents formal collaborative partnerships with other consortium districts, the CoC, community programs, agencies, and state agencies to deliver services to homeless children/youth. **3 points**<br>3-J. The proposal specifically describes the services & activities the applicant, consortium members and collaborative partners will provide within the 3-year grant timeline. **3 points**<br>3-K. The proposal details outreach efforts to include other Special Populations (migrant, English learners, immigrant, refugee, homeless students with disabilities, unaccompanied homeless and/or runaway youth and LGBTQ youth, etc.). **3 points**<br>3-L. The proposal details strategies and activities to involve and engage parents/guardians of homeless children and youth in their education, as well as to educate parents/guardians about the educational rights of homeless children/youth. **3 points** |

## 4. Commitment and Capacity - 15 points

- Describe the history, progress, and previous successes of the M-V Homeless Education Program in the applicant's district and consortium member districts.
- Describe the policies and procedures the applicant and consortium member districts have in place to accomplish the enrollment and integration of homeless children and youth into regular school programs.
- Describe how the applicant will assist consortium member districts to meet or exceed the minimum MDE recommended criteria for District McKinney-Vento Homeless Education Liaisons by providing training and technical assistance for consortium LEAs, PSAs, and ISDs in facilitating the enrollment, attendance, participation, and academic success of homeless children and youth and by supporting and increasing the capacity of Liaisons to perform the duties required in the M-V law.
- Describe the direct and in-kind financial support the applicant will provide to ensure the success of the M-V grant, including a Local Share in the grant budget, as well as the Title I-A Reservation for each consortium member district.
- Describe the direct and in-kind support the consortium member districts and collaborative partners will provide to the grant program. (Title I reservations of funds by consortium members are included in the NOT local share, but should be provided as an attachment, if possible.)

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|---|---|---|
| 4-A. Policies and procedures described are unrelated to removing barriers to the enrollment and integration of homeless children and youth into regular school programs. **0 points**<br><br>4-B. The proposal does not specify any applicant district support, either direct or in-kind, for the M-V grant program, and/or does not provide a Local Share in the grant budget. **0 points**<br><br>4-C. No description is provided of the direct or in-kind support to be provided by consortium member districts or collaborative partners. **0 points**<br><br>4-D. Liaison capacity or training is not addressed in the proposal. **0 points** | 4-E. The proposal describes policies and procedures in place to accomplish the enrollment and integration of homeless children and youth into regular school programs. **1 point**<br><br>4-F. The proposal details the direct and in-kind support to be provided by the fiscal agent and each of the collaborative partners. **1 point**<br><br>4-G. The proposal includes a fiscal agent's Local Share in the grant budget. **1 point**<br><br>4-H. The proposal describes how the applicant will build the capacity of Liaisons to fulfill the duties required in the MV law. **2 points**<br><br>4-I. The proposal lists the services to be provided with Title I Reserved Funds for each consortium member district. **2 points** | 4-J. The proposal describes a history of success in assisting in enrollment and integration of homeless children and youth into regular school programs. **2 points**<br><br>4-K. The proposal details the direct and/or in-kind support to be provided by the fiscal agent, consortium member districts and collaborative partners, including the amount of Title I Reserved Funds for all consortium members. **3 points**<br><br>4-L. The proposal details training and support provided to build the capacity of Liaisons and reduce Liaison turnover, based on the MDE criteria for successful Liaisons. **3 points** |

## 5. Evaluation Plan - 15 points

- Describe in detail how the applicant will be able to show results, using school district level data, of the effectiveness of the M-V grant in removing barriers to the enrollment, attendance, and academic success of homeless children and youth. (Resources: NCHE Needs Assessment and Program Evaluation Toolkit, MDE Program Evaluation Tool)
- Provide specific measurable program goals and S.M.A.R.T. objectives for the grant and identify the data that will be used to show the achievement of each objective.
- Include a timeline for measuring and analyzing the data, describe how the consortium will use data to make decisions about services and activities, and identify staff members who will be responsible for gathering, analyzing, and reporting the data to the MDE.
- Identify the 2015-17 grant contact persons for the fiscal agent, the grant coordinator, any subcontracted service agency, the collaborative partners, and the current M-V Liaisons for each consortium member district.

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|---|---|---|
| 5-A. The data cited does not have a clear relationship to the proposed goals. **0 points**<br><br>5-B. Deadlines for completion of program activities are not provided or fall outside of the program reporting requirements. **0 points**<br><br>5-C. Deadlines for gathering/analyzing program data fall outside of the program reporting requirements. **0 points**<br><br>5-D. Evaluation methods or tools are not described in the proposal. **0 points**<br><br>5-E. Responsibilities of the program staff for evaluation are not clear or are not addressed. **0 points**<br><br>5-F. Contacts are not provided for consortium members, collaborative partners, or liaisons in the program. **0 points** | 5-G. The proposal specifies data that will demonstrate the achievement of identified goals and objectives. **1 point**<br><br>5-H. The proposal includes a timeline and identifies responsible parties for all planned activities. **1 point**<br><br>5-I. The proposal includes a timeline for gathering, analyzing, and reporting data. **1 point**<br><br>5-J. The grant contacts for the fiscal agent, grant coordinator, consortium members, and collaborative partners are clearly identified, and program evaluation responsibilities of each are clearly described. **1 point**<br><br>5-K. The plan details strategies the applicant will employ to maintain the consistent participation and reporting of consortium member districts and collaborative partners throughout the grant period. **2 points** | 5-L. Data is used to illustrate both needs and previous program success. **2 points**<br><br>5-M. A detailed 3-year timeline is used as a grant management tool to ensure program accountability. **2 points**<br><br>5-N. Evaluation methods are detailed in the grant timeline for each goal and objective in the proposed program. **3 points**<br><br>5-O. The proposal details how annual evaluation results will be used to improve project outcomes for future grant years. **2 points** |

## 6. Budget - 10 points

- The budget reflects appropriate and efficient use of M-V program funds to meet the needs of homeless students.
- If fundraising activities are to be undertaken for use by the MV program, these are described in the timeline, along with a description of the use of such funds to supplement the MV grant funds and district uses of funds.
- The budget areas/items are within appropriate local use of M-V funds, based on MDE and USED Guidance.
- The proposal addresses collaboration with Title I, Part A programs of consortium member districts, any training provided to consortium members, and how the Title I, Part A Homeless Reservation for each consortium member will be used and reported to the applicant/fiscal agent.
- IF FUNDS ARE DIRECTLY ALLOCATED TO CONSORTIUM MEMBERS OR SUBCONTRACTED TO SERVICE AGENCIES, THE PROPOSAL DESCRIBES HOW FISCAL CONTROL WILL BE MAINTAINED BY THE GRANT FISCAL AGENT.

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|---|---|---|
| 6-A. The budget does not effectively support proposed goals and objectives. **0 points**<br><br>6-B. There is evidence in the budget or proposal of supplanting with either M-V or other federal funds. **0 points**<br><br>6-C. The budget reflects expenditures outside the appropriate use of local M-V funds. **0 points**<br><br>6-D. The proposal does not address amounts or uses of consortium members' Title I, Part A reservations for homeless students. **0 points**<br><br>6-E. IF GRANT FUNDS ARE ALLOCATED OR SUBCONTRACTED: The proposal does not describe how fiscal control will be maintained by grant fiscal agent. **0 points** | 6-F. The budget reflects appropriate and effective use of funds to meet proposed objectives, with no supplanting of other state, federal or local funds. **1 point**<br><br>6-G. The proposal reflects coordination of grant funds with other local, state, and/or federal funds to provide comprehensive support and programming for homeless students. **1 point**<br><br>6-H Fundraising activities and grant staff responsibilities for these are described in the proposal, along with planned uses of such funds. **1 point**<br><br>6-I. IF GRANT FUNDS ARE ALLOCATED OR SUBCONTRACTED: The proposal details how fiscal control will be maintained by grantee fiscal agent. **1 point** | 6-J. The budget and/or narrative detail the direct and in-kind financial support that the fiscal agent, consortium members, and collaborative partners will provide to support the needs of homeless children and youth. **2 points**<br><br>6-K. The budget details amounts and planned appropriate uses of Title I, Part A Homeless Reservations for the fiscal agent (if applicable) and all consortium member districts. **2 points**<br><br>6-L. The proposal or budget reflects reserved amounts and/or completed templates for all consortium member districts' Title I, Part A reservations for serving homeless students. **2 points** |

## 7. Accountability Plan - 10 points

- The proposal describes how all consortium member districts promote the inclusion of homeless students in district and state assessments.
- The proposal describes methods used to ensure that all consortium member districts identify and code homeless students accurately in a pupil accounting system compatible with the state-level student database system (MSDS).
- The proposal describes strategies to be used to insure accurate and timely reporting of homeless students into the state-level student information system (MSDS) for all consortium member districts.
- The proposal describes strategies to be used to ensure accurate and timely reporting of homeless students by consortium members to the fiscal agent, M-V grant coordinator, and the state's Homeless Education Program Office.

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|---|---|---|
| 7-A. The proposal does not address the inclusion of homeless students in district and state assessments. **0 points**<br><br>7-B. The applicant does not have a successful history of reporting homeless students in the state-level student database system. **0 points**<br><br>7-C. Issues of accurate and timely reporting of homeless students are not addressed in the proposal. **0 points** | 7-D. The proposal describes strategies and activities to promote inclusion of homeless students in district and state assessments by the fiscal agent and consortium member districts. **1 point**<br><br>7-E. The proposal describes training to be provided to consortium member districts to ensure accurate and timely coding of homeless students into the state student database system. **1 point**<br><br>7-F. The proposal describes the commitment of the applicant and all consortium member districts to accurate and timely reporting of homeless student data to the state's Homeless Education Program Office. **1 point** | 7-G. The proposal includes a detailed plan for ensuring accurate and timely reporting of homeless student data in the state student database system. **2 points**<br><br>7-H. The proposal includes strategies and activities for ensuring accurate and timely reporting of homeless student data upon request to the fiscal agent, M-V grant coordinator, and the state's Homeless Education Program Office. **2 points**<br><br>7-I. The proposal describes how the grant coordinator and/or liaisons will access LEA data on the academic achievement of homeless students, as well as how such data will be used to improve student outcomes. **3 points** |