

# MCKINNEY-VENTO HOMELESS EDUCATION GRANT 2012-2014 RUBRIC

**100 POINTS TOTAL**

## 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:**
  - a) When the 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.
  - b) The number of homeless children and youth identified in the service area during the last school year. **List numbers for each consortium member separately.**
  - c) The number of homeless children and youth directly served by the applicant and each consortium member district during the last school year
  - d) The total number of homeless children and youth the applicant plans to serve directly with this grant, if this application is successful. **List numbers for each consortium members separately.**
- Describe the area in which services to homeless students will be provided by the applicant (names of districts, counties, cities, urban vs. rural, population, etc.).
- Briefly describe the educational and related needs identified in the needs assessment process. Indicate the needs that will be met through other 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.

<b>Marginal</b> (lacks sufficient information; requires clarification or additional information)	<b>Adequate</b> (clear and complete)	<b>Exemplary</b> (well conceived and thoroughly developed)
<b>Points: 0-5</b>	<b>Points: 6-8</b>	<b>Points: 9-10</b>
<p>A. There is no evidence of a needs assessment or the needs assessment is not current.</p> <p>B. The needs assessment is not comprehensive (does not include partners).</p> <p>C. Data on the number of homeless students identified and served has not been included.</p> <p>D. The needs identified are not related to the purpose of the M-V grant.</p> <p>E. The service area for the grant is not identified or is limited to one school building.</p>	<p>F. There is evidence of a systematic needs assessment and documentation of identified needs.</p> <p>G. Data is provided on the number of homeless students identified and the number to be served, including those in consortium member districts.</p> <p>H. Identified needs are related to the purpose of the M-V grant.</p> <p>I. The service area for grant-funded services is specified and described.</p>	<p>J. Meets all criteria for <i>Adequate</i>.</p> <p>K. Detailed results from a current needs assessment are provided with supporting data.</p> <p>L. 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.</p> <p>M. 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.</p>

## 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 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, 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.

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<p><b>Points: 0-8</b></p>	<p><b>Points: 9-15</b></p>	<p><b>Points: 16-20</b></p>
<p>A. Description of planned programs and services is vague and not connected to the needs identified in the needs assessment.</p> <p>B. Major objectives are not consistent with the purpose of the CURRENT M-V grant and grant criteria.</p> <p>C. Identified activities are not related to the accomplishment of the objectives.</p> <p>D. The proposed program supplants existing local, state or federal program(s) or includes non-allowable components.</p>	<p>E. The plan of operation includes programs and services that address the identified needs of homeless children, as well as a well-planned timeline of activities.</p> <p>F. Major objectives are important, attainable, and consistent with the purpose of the M-V grant and grant criteria.</p> <p>G. Identified activities are integral to the accomplishment of the plan's objectives.</p> <p>H. Proposed program supplements, and does not supplant, existing local, state, and federal programs.</p>	<p>I. Meets all criteria for <i>Adequate</i>.</p> <p>J. Programs and services proposed are clearly designed to meet the needs identified in the needs assessment.</p> <p>K. Proposed services will help remove barriers to enrollment and attendance in school and academic success for homeless children and youth.</p> <p>L. The services described clearly supplement regular educational programs to assist homeless children and youth to succeed in school.</p> <p>M. 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.).</p> <p>N. The proposal describes how parents of homeless children and youth will be informed of their educational rights and involved in the education of their children.</p>

### 3. Coordination of Services and Activities - 15 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.
- Describe how the M-V services in the consortium are coordinated with other district programs, (such as Title I, Special Education, Migrant, ELL, Section 31a, etc.), to provide additional instructional assistance to homeless children and youth.
- 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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<p><b>Points: 0-5</b></p>	<p><b>Points: 6-10</b></p>	<p><b>Points: 11-15</b></p>
<p>A. There is no evidence of a formal collaborative agreement with another school district or community agency to deliver services to homeless children and youth.</p> <p>B. The proposal describes no coordination or very limited coordination between the school, consortium member districts, community, and other state agency services for the homeless.</p> <p>C. No coordination is evident between M-V and other school programs and services that provide instructional and non-instructional support.</p> <p>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.</p>	<p>E. The proposal describes the coordination of services between the M-V grant program and other school, consortium districts, community, and state agency services for homeless children and youth.</p> <p>F. The proposal specifically describes the services and activities the applicant will provide under the grant and the services that the consortium members and community collaborative partners will provide, <u>including a timeline</u>.</p> <p>G. The proposal contains a clear description of how M-V services are coordinated with other supplementary instructional programs (Title I, ELL, or Section 31a, etc.) to address the educational needs of homeless students.</p> <p>H. The proposal describes how parents/guardians of homeless children and youth will be informed and educated about their educational rights.</p> <p>I. The proposal describes efforts to involve homeless parents/guardians in their children’s education.</p>	<p>J. Meets all criteria for <i>Adequate</i>.</p> <p>K. The proposal indicates formal collaborative partnerships with other school districts, consortium members, the CoC, community programs, agencies, and/or state agencies to deliver services to homeless children and youth. (The CoC is a mandatory partner. ALL LEAs in the ISD – at a minimum – must be invited into consortium.)</p> <p>L. The proposal describes the services that each community collaborative partner will provide.</p> <p>M. 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.</p>

#### 4. Commitment and Capacity - 10 points

- Describe the history, progress, and previous successes of the M-V Homeless Education Program in the applicant’s district and consortium member districts.
- Briefly 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 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.
- Describe the direct and in-kind support the consortium member districts and collaborative partners will provide to the grant program.

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<p><b>Points: 0-5</b></p>	<p><b>Points: 6-8</b></p>	<p><b>Points: 9-10</b></p>
<p>A. Policies and procedures that are described are unrelated to enrollment and integration of homeless children and youth into regular school programs.</p> <p>B. The application 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.</p> <p>C. No description is provided of the direct or in-kind support to be provided by consortium member districts or collaborative partners.</p>	<p>D. The applicant has described policies and procedures in place to accomplish the enrollment and integration of homeless children and youth into regular school programs.</p> <p>E. The application describes applicant district’s direct and/or in-kind financial support for the M-V grant program, including a Local Share in the grant budget.</p> <p>F. The proposal describes the direct and/or in-kind support to be provided by the consortium member districts or collaborative partners, <u>including the amount of Title I Set-Asides for consortium members</u>.</p>	<p>G. Meets all criteria for <i>Adequate</i>.</p> <p>H. The applicant describes a history of success in assisting in enrollment and integration of homeless children and youth into regular school programs.</p> <p>I. The application details the direct and in-kind support to be provided by each of the collaborative partners and consortium member districts.</p> <p>J. The applicant provides data to support the success of previous programs.</p> <p>K. The proposal lists the services to be provided with Title I set-aside amounts for each consortium member district.</p>

**5. Evaluation Plan - 15 points**

- Describe how the applicant will be able to show results, using school district level data, if the M-V grant is effective in removing barriers to the enrollment, attendance, and academic success of homeless children and youth. (Resource: NCHE Needs Assessment and Program Evaluation Toolkit)
- Provide specific measurable program goals and objectives for the grant and the data that will be used to show the achievement of each objective.
- Include a timeline for measuring and analyzing the data, as well as the names/roles of staff members who will be responsible for gathering, analyzing, and reporting the data to the MDE.
- Identify the current grant contact persons for the fiscal agent, any subcontracted service agency, the collaborative partners, and the M-V Liaisons for each consortium member district.

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<p><b>Points: 0-5</b></p>	<p><b>Points: 8-11</b></p>	<p><b>Points: 12-15</b></p>
<p>A. The data used does not have a clear relationship to the proposed goals.</p> <p>B. Deadlines for completion of program activities are not provided or fall outside of the program reporting requirements.</p> <p>C. Deadlines for gathering and analyzing program data fall outside of the program reporting requirements.</p> <p>D. Evaluation responsibilities of the program staff members are not clear or are not addressed.</p> <p>E. Contacts are not provided for consortium members, collaborative partners, or liaisons in the program.</p>	<p>F. The proposal includes specific measurable goals and objectives.</p> <p>G. The proposal specifies data that will demonstrate the achievement of identified goals and objectives.</p> <p>H. The proposal includes a timeline and identifies responsible parties for all planned activities.</p> <p>I. The proposal includes a timeline for gathering, analyzing, and reporting data.</p> <p>J. The program evaluation responsibilities of staff members are described.</p> <p>K. The grant contact persons for the applicant, the consortium member, and collaborative partners are clearly identified.</p>	<p>L. Meets all criteria for <i>Adequate</i>.</p> <p>M. Data is used to illustrate both needs and program success.</p> <p>N. The timeline is used as a grant management tool to ensure program accountability.</p> <p>O. The plan includes measurable program goals and objectives for consortium members and collaborative partners.</p> <p>P. The plan describes how the applicant will maintain the consistent participation and reporting of consortium member districts and collaborative partners throughout the grant period.</p>

## 6. Budget - 10 points

- The budget reflects efficient use of M-V program 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, and describes how the Title I, Part A set aside/reservation of funds will be determined, used, and reported to the applicant/fiscal agent.
- IF FUNDS ARE ALLOCATED TO CONSORTIUM MEMBERS OR SUBCONTRACTED TO SERVICE AGENCIES, THE PROPOSAL DESCRIBES HOW FISCAL CONTROL WILL BE MAINTAINED BY GRANTEE FISCAL AGENT.

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<p><b>Points: 0-5</b></p>	<p><b>Points: 6-8</b></p>	<p><b>Points: 9-10</b></p>
<p>A. The budget does not effectively support proposed goals and objectives.</p> <p>B. There is evidence in the budget or proposal of supplanting with either M-V or other federal funds.</p> <p>C. The budget reflects expenditures beyond the appropriate use of local M-V funds.</p> <p>D. The proposal does not address amounts or uses of consortium members' Title I, Part A set-asides or reservations.</p> <p>E. IF FUNDS ARE ALLOCATED OR SUBCONTRACTED: The proposal does not describe how fiscal control will be maintained by grantee fiscal agent.</p>	<p>F. The budget uses program funds effectively to meet proposed objectives.</p> <p>G. M-V grant funds are coordinated with other local, state, and/or federal funds to provide comprehensive support and programming for homeless students.</p> <p>H. M-V grant funds do not supplant other district funds to provide services to homeless children and youth.</p> <p>I. The budget reflects expenditures within appropriate local use of M-V grant funds.</p> <p>J. The proposal or budget reflects reserved amounts, formulas, and/or for all consortium member districts' Title I, Part A reserved funds for serving homeless students.</p> <p>K. IF FUNDS ARE ALLOCATED OR SUBCONTRACTED: The proposal describes how fiscal control will be maintained by grantee fiscal agent.</p>	<p>L. Meets all criteria for <i>Adequate</i>.</p> <p>M. The expenditures are directly tied to the activities described in the application narrative.</p> <p>N. The budget and/or narrative describe the direct and in-kind financial support that the applicant district, consortium members, and the collaborative partners will provide to support the needs of homeless children and youth.</p> <p>O. The budget details amounts/formulas and planned appropriate uses of Title I, Part A set-aside reservations for the applicant district and consortium member districts.</p> <p>P. IF FUNDS ARE ALLOCATED OR SUBCONTRACTED: The proposal details how and by whom fiscal control will be maintained by grantee fiscal agent.</p>

**7. Accountability Plan - 10 points**

- The applicant district and all consortium member districts include homeless students in district and state assessments.
- The applicant district and 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 to the fiscal agent, M-V grant coordinator, and the state’s Homeless Education Program Office upon request.

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<p><b>Points: 0-5</b></p>	<p><b>Points: 6-8</b></p>	<p><b>Points: 9-10</b></p>
<p>A. The proposal does not address the inclusion of homeless students in district and state assessments.</p> <p>B. The applicant does not have a successful history of reporting homeless students in the state-level student database system. - OR - If the applicant’s history is less than successful, specific plans and strategies to improve this outcome are not included in the proposal.</p> <p>C. Issues of accurate and timely reporting of homeless students are not addressed in the proposal.</p>	<p>D. The proposal demonstrates inclusion of homeless students in district and state assessments by the applicant and consortium member districts.</p> <p>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.</p> <p>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. - OR - If the applicant’s history is less than successful, specific plans and strategies to improve this outcome are detailed in the proposal.</p>	<p>G. Meets all criteria for <i>Adequate</i>.</p> <p>H. The proposal includes a detailed plan for providing training for applicant and consortium member district staff regarding accurate coding and reporting of homeless students in the state student database system.</p> <p>I. The proposal includes a detailed plan for ensuring accurate and timely reporting of homeless student data in the state student database system.</p> <p>J. The proposal includes strategies for ensuring accurate and timely reporting of such data upon request to the fiscal agent, M-V grant coordinator, and the state’s Homeless Education Program Office.</p>

**8. Overall Merit - 10 points**

**Applicants:**

**Do not include narrative comments for this section in your application. Grant reviewers will assign points for overall merit based on how well these specific criteria were addressed in the application.**

- The proposal is consistent with the primary purpose of the grant: to provide direct services to ensure the enrollment, attendance, participation, and success of homeless children and youth in school.
- The various parts of the proposal are consistent. Expenditures are tied to activities which reflect objectives that are directly related to the identified needs of homeless children and youth.
- Program outcomes are measured and reported in an accurate and timely manner.
- There is evidence of formal collaborative agreements between the applicant, other school programs, other school districts, community and/or state agencies, and the local Continuum of Care.

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<p><b>Points: 0-5</b></p>	<p><b>Points: 6-8</b></p>	<p><b>Points: 9-10</b></p>
<p>A. The purpose is not clear or not aligned with the primary purpose of M-V grant.</p> <p>B. The various parts of the proposal do not work together in a consistent way to meet the stated goals and objectives.</p> <p>C. Expenditures are not tied to the activities, goals and objectives, or are not related to the identified needs of homeless students in the consortium.</p> <p>D. The proposal does not address the applicant's previous successful grant completion or grant management.</p>	<p>E. The proposal included specific activities and timelines to plan, provide, and evaluate services to ensure the enrollment, attendance, and success of homeless children and youth in school.</p> <p>F. All parts of the proposal are consistent with the purpose of the M-V grant.</p> <p>G. Expenditures are tied to activities which reflect objectives that are related to the identified needs.</p> <p>H. Evidence of formal collaborative agreement with other school programs, other school districts, community and/or state agencies, <u>and</u> the local Continuum of Care is provided.</p> <p>I. Evidence is provided regarding previous success of the applicant in grant completion and management.</p>	<p>J. Meets all criteria for <i>Adequate</i>.</p> <p>K. The proposal provides compelling evidence for the achievement of grant objectives.</p> <p>L. There is documentation of formal collaborative agreements with other school programs, other school districts, community and/or state agencies, <u>and</u> the local Continuum of Care.</p> <p>M. The proposal builds upon a previously successful M-V Homeless Education Program (whether or not previously funded by M-V).</p>