




March 15, 2022

TO: Eligible Applicants

FROM: Dr. Carmen I. Ayala 
State Superintendent of Education

SUBJECT: **NOTICE OF FUNDING OPPORTUNITY (NOFO) / REQUEST FOR PROPOSALS (RFP):**
Fiscal Year 2023 McKinney-Vento Education for Homeless Children

CSFA Number: 586-48-0422
CSFA Title: McKinney Education for Homeless Children

CFDA Number: 84.196
CFDA Title: McKinney-Vento Education for Homeless Children and Youth Program

Program Overview

Eligibility and Application Information

Eligible Applicants: Regional Offices of Education (ROEs), Intermediate Service Centers (ISCs), school districts, public university laboratory schools approved by the Illinois State Board of Education (ISBE), and charter schools that serve children age 3 to 21 are eligible to apply for the area in which they are located. See <https://www.isbe.net/Documents/IL-Map-with-Contacts.pdf>.

NOTE: The State of Illinois Grant Accountability and Transparency Act (GATA) requires applicants to complete Prequalification requirements before applying for any grant. This includes completion of the Grantee Registration and prequalification process through the Illinois GATA Web Portal at <https://www2.illinois.gov/sites/GATA/Grantee/Pages/default.aspx>. Grant applications must be submitted by the application deadline indicated in this NOFO/RFP. Applicants are advised to complete the prequalification requirements well in advance of the NOFO/RFP deadline.

Successful grant applicants will be required to complete an FY 2023 Fiscal and Administrative Risk Assessment in the form of an Internal Controls Questionnaire (ICQ) available through the GATA Web Portal, an FY 2023 Organizational Risk Assessment through the ISBE Web Application Security (IWAS) system, and the FY 2023 Programmatic Risk Assessment that is found within the electronic Grant Management System budget. Grant awards will not be executed until the FY 2023 ICQ, Organizational Risk Assessment and Programmatic Risk Assessment are completed.

Dun and Bradstreet Universal Numbering System (DUNS) Number and System for Award Management (SAM): Each applicant (unless the applicant is an individual or federal or state awarding agency that is exempt from those requirements under 2 CFR § 25.110(b) or (c), or has an exception approved by the federal or state awarding agency under 2 CFR § 25.110(d)) is required to:

- (i) Be registered in SAM before submitting its application. If you are not registered in SAM, you may do so at www.sam.gov;
- (ii) Provide a valid DUNS number in its [application](#); and
- (iii) Continue to maintain an active SAM registration with current information at all times during which it has an active federal, federal pass-through, or state award or an application or plan under consideration by a federal or state awarding agency. ISBE may not consider an application for a

federal pass-through or state award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements.

[Code of Federal Regulations / Title 2 - Grants and Agreements / Vol. 1 / 2014-01-01192](#)

This grant is subject to the provisions of:

- [Grant Accountability and Transparency Act, 30 ILCS 708/1 et seq.](#)
- [Administrative Rules for GATA, 44 Ill. Admin. Code Part 7000](#)

Merit-Based Review and Selection Process for Competitive Grants: ISBE is required to design and execute a merit-based review and selection process for applications. This process is incorporated by reference in all applicable funding opportunities. Applicants are advised to refer to the [ISBE Merit-Based Review Policy](#).

Cost Sharing or Matching: This RFP does not have a cost matching requirement. Proposals that score under 80 points will not be funded.

Grant Period: The grant period will begin no sooner than July 1, 2022, and will extend from the execution date of the grant until June 30, 2023. Successful applicants may reapply via continuing application for up to one additional year(s). Funding in the subsequent years will be contingent upon compliance with federal and state law, state grant-making rules, passage of sufficient appropriations for the program, and satisfactory performance in the preceding grant period. No promise or undertaking made in this NOFO/RFP is an assurance that a grant agreement will be renewed, nor does this NOFO/RFP create any right to or expectation of renewal.

Submission Dates and Times/Other Submission Requirements: Proposals can be submitted electronically through the ISBE Attachment Manager or mailed no later than **4 p.m. April 29, 2022**. Directions for each submission method are found below.

Electronic Submission: Completed proposals submitted electronically should be scanned into PDF with all supporting documents and required signatures. The ISBE Attachment Manager is found at <https://sec1.isbe.net/attachmgr/default.aspx>. Choose ULMER, KATHERINE from the drop-down menu in Receiver Information. Submit the application using the button at the bottom of the page no later than **4 p.m. on April 29, 2022**.

Mailed Proposals: Mail the original and **an electronic copy of the proposal on a USB flash drive** to **Katherine Ulmer, Wellness Department E-222, 100 North 1st Street, Springfield, IL 62777-0001** to ensure the NOFO/RFP response is in the ISBE offices no later than **4 p.m. on April 29, 2022**. It is advised to use certified mail with a guaranteed delivery date and a return receipt requested.

Late proposals will not be accepted.

Proposals must be received at ISBE by 4 p.m. APRIL 29, 2022.

Grant Award Notice: It is anticipated that successful applicants will receive a Notice of Award via email approximately 90 days after the application deadline. The award letter is NOT an authorization to begin performance or expenditures. After the merit-based appeal timeframe has ended, awardees will receive additional information from the program area that includes the next steps for finalizing the grant. Monies spent prior to programmatic approval are done so at the applicant's own risk.

Technical Assistance Session: A technical assistance session will be held at **1:30 p.m. on March 24, 2022**. Meeting information is found at <https://www.isbe.net/Pages/Homeless.aspx>. Attendance is not required.

Changes to NOFO/RFP: ISBE will post any changes made to the NOFO/RFP prior to April 22, 2022, at <https://www.isbe.net/Pages/Request-for-Proposals.aspx>. Applicants are advised to check the site before submitting a proposal.

Agency Contact: For more information on this NOFO/RFP, contact [Kate Ulmer](#) at (217) 782-5270 or Homeless@isbe.net.

Grant Award: Annual grant awards will be available to fund programs under this NOFO/RFP in FY 2023. It is anticipated that individual grant awards will range from a minimum of \$ 200,000 to a maximum of \$ 1,100,000. Applicants must consider the Student Information System Local Education Agency LEA homeless count(s) reported for each area; the proportion of the total FY 2022 Title I, Part A funding provided to school districts in each area in relation to the total state allocation; and the demonstrated need of the area for homeless services when requesting grant funds.

- Area 1: \$ 653,465
- Area 2: \$ 280,947
- Area 3: \$ 205,399
- Area 4: \$ 257,011
- Area 5: \$ 340,356
- Area 6: \$ 464,684
- Area 7: \$ 1,098,136

General Information

Program Background and Description

Program Purpose:

The purpose of NOFO/RFP is to fund one lead area liaison (LAL) in each of the six areas of the state and CPS, as designated by the Illinois Association of Regional Superintendents of Schools, to assist school district homeless liaisons in each area in implementing the requirements of the McKinney-Vento Homeless Assistance Act. Each LAL will be responsible for awarding subgrants to school districts in its area through a competitive process to enable school districts showing the greatest need to establish local programs in meeting the requirements of the McKinney-Vento Homeless Assistance Act. In addition to school districts, university laboratory schools approved by ISBE and charter schools are also eligible to apply for a subgrant.

Program Description:

The Education for Homeless Children and Youth program is authorized under Title VI-B of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq) (McKinney-Vento Act). The McKinney-Vento Act is designed to address the challenges that homeless children and youths face enrolling, attending, and succeeding in school. Illinois is a regionally designated state that has established procedures to ensure that homeless children and youth are afforded the same opportunities to be successful learners as all children and youth. The landscape for providing those opportunities is coordinated by the Illinois' state coordinator for the education of homeless children and youth. The state coordinator oversees an office of the coordinator and LALs. The LAL will provide ISBE-sponsored professional development and technical assistance to the LEA homeless liaisons and school staff on removing the barriers to homeless children and youth's education. The barriers (e.g., lack of immunizations and health records, birth certificates, school records, and other documents, residency documents required for non-homeless students, guardianship issues) must be removed and the homeless children and youth must be immediately enrolled. The LAL and LEA liaison must work together to meet the requirements.

See <https://www.isbe.net/Pages/Homeless.aspx> and <https://nche.ed.gov/legislation/mckinney-vento/>.

Federal Description:

The Education for Homeless Children and Youth program is authorized under TITLE VI-B of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq) (McKinney-Vento Act). The McKinney-Vento Act is designed to address the challenges that homeless children and youths face in enrolling, attending, and succeeding in school. A focus of the federal grant is to remove barriers to the education of homeless children and youth. The U.S. Department of Education allocates McKinney-Vento funding annually to states based on their proportion of the Title 1, Part A federal allocation. States must subgrant funds competitively within the state to be used for program implementation. Illinois is a regional state and subgrants are awarded to ROEs, ISCs, school districts, public university laboratory schools approved by ISBE, and charter schools that serve children ages 3 to 21. They are eligible to apply for the area (region) in which they are located. States must distribute no less than 75 percent of their annual McKinney-Vento allocation to subgrantees.

Program Background/History:

The McKinney-Vento Homeless Education Act of 1987 is authorized under TITLE VI, Subtitle B (42 USC 11431 et seq.). The program was most recently reauthorized as the McKinney-Vento Act (Title X, Part C of the Every Student Succeeds Act). It is designed to address the problems that homeless children and youth face in enrolling, attending, and succeeding in school. 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 student academic achievement standards to which all students are held. Under this NOFO/RFP, funding is provided on a competitive basis to lead area liaisons serving LEAs located within their respective regional areas (i.e., Areas 1-7) to assist with the implementation of the provisions of the McKinney-Vento Homeless Assistance Act.

The Act requires that each school district in a state, regardless of whether it receives a homeless program grant, meet [certain conditions](#) when educating homeless children and youth. These conditions include the following:

- A. Every school district must designate a local liaison for homeless children and youth who will be available to provide supportive, sensitive identification and enrollment of families with children and youth experiencing homelessness.
- B. The school district is prohibited from segregating a homeless student in a separate school, a separate program within a school, or separate transportation based upon the student's status as homeless.
- C. Each school district must adopt policies and practices to ensure that transportation is provided, at the request of the parent, guardian, unaccompanied youth, surrogate guardian, or caregiver, to and from the school of origin.
- D. If a dispute about school enrollment arises, the school district must immediately admit a student experiencing homelessness to the school in which enrollment is sought by the parent, guardian, unaccompanied youth, surrogate guardian, or caregiver, pending resolution of the dispute.
- E. School placement determinations must be made on the basis of the student's best interest as defined in Section G1-2 of the non-regulatory [guidance](#).
- F. When enrolling a student, each school must include data about the homeless condition of the student in ISBE's Student Information System.

Selected LALs will be expected to provide technical assistance, training, and services to all of the school district homeless liaisons. LALs are also expected to help families and homeless students access education, housing, and social and health-related services in their region of coverage to ensure that each homeless child and youth has equal access to the same free and appropriate public education, including a public preschool education, as other children and youth.

Successful applicants must demonstrate knowledge and understanding of the McKinney-Vento requirements; therefore, applicants are encouraged to review the federal non-regulatory [guidance](#).

Program Objectives:

The objective of the program is to address the challenges that homeless children and youth have faced in enrolling, attending, and succeeding in school. It must be ensured that each homeless child and youth has equal access to the same free and appropriate public education, including preschool education, as all other children and youth. Barriers to homeless children's education must be removed to prepare them for future success.

- a) Explain process of providing information and assistance to homeless families and unaccompanied youth in a timely manner.
- b) Explain process to collect data on other children under the age of 6 and identify the need for referral to Birth to 3 programs and other early childhood programs.
- c) Describe how it will be ensured that school districts within the area are following the Dispute Resolution Process and that stakeholders understand the process.
- d) Describe the process used to review school policies and practices that may act a barrier to homeless children and youth.

Policy Requirements:

There are no State Board of Education policy requirements for this posting.

Performance Measures:

The subgrantee will provide 12 training or opportunities for professional development in McKinney-Vento training for all district McKinney-Vento liaisons and special groups.

The subgrantee will arrange three Continuum of Care Consortia service providers.

Targets:

The subgrantee will provide 10 training or opportunities for professional development in McKinney-Vento training for all district McKinney-Vento liaisons.

The subgrantee will arrange two Continuum of Care Consortia service providers.

Performance Standards:

The subgrantee will provide eight training or opportunities for professional development in McKinney-Vento training for all district McKinney-Vento liaisons.

The subgrantee will arrange one Continuum of Care Consortia service provider.

Deliverables and Milestones:

1. The subgrantees will provide a report showing the delivery of professional development to the McKinney-Vento liaisons in school districts and ROEs/ISCs within their area quarterly and provide qualitative and quantitative information from participants involved in the training.
2. The subgrantee will monitor and verify the accuracy of local school district webpages and liaison information at the beginning and in mid-school year increments.
3. The subgrantees will convene community advisory groups on homelessness. The advisory groups at minimum must include parents, students, educators, and area social service agency providers.
4. The subgrantees will participate in an Individual Student Success Pilot.
5. The subgrantees will work with ISBE Community Partnership award recipients in the development of action plans and their implementation.
6. The subgrantees will participate in Area SEL/Trauma HUB trainings.
7. Professional development must be provided to LEA special groups (e.g., secretaries, early childhood staff, teachers, and administrators) by the subgrant liaisons. Sign-in sheets must be submitted to ISBE quarterly.
8. In partnership with ISBE, subgrantees will plan and host statewide and regional McKinney-Vento Conferences and workshops.
9. Attendance is required at ISBE professional development and meetings.
10. An annual grant periodic performance report must be submitted via IWAS.

Funding Information

Introduction:

All grant funds disbursed to administer the McKinney-Vento program and all related services must be handled in accordance with the authorizing legislation; the corresponding federal guidance; the State and Federal Grant Administration Policy, Fiscal Requirements, and Procedures handbook; and 23 Illinois Administrative Code 100 (Requirements for Accounting, Budgeting, Financial Reporting, and Auditing). Funding levels during the grant period for new grantees and previously funded grantees are anticipated as follows; All grantees will be level-funded at the initial award amount for each year of the life of the grant.

Cost Sharing or Matching:

This RFP does not have a cost matching requirement.

Indirect Cost Rate:

The federal Uniform Guidance at 2 CFR 200 requires that grantees be provided the opportunity to seek indirect cost reimbursements based on negotiated indirect cost reimbursement rates. Rates are determined and applied as follows.

Local Education Agencies

- LEA indirect cost rates are developed in accordance with a delegation of authority agreement between ISBE and the U. S. Department of Education (ED). The plan includes both a restricted and unrestricted rate for each individual LEA. Both the restricted and unrestricted LEA rates are published on the ISBE website. The FY 2019 rates are available at <https://www.isbe.net/Pages/Indirect-Cost-Rate-Plan.aspx>. In the past, only the restricted rate was allowed when budgeting indirect cost reimbursements.

LEAs have the ability to seek indirect cost reimbursement at the published unrestricted rate for any program other than those identified as restricted by ED.

- Newly organized LEAs, ROEs, ISCs, area vocational centers, charter schools, university laboratory schools and governmental entities formed by a joint agreement among LEAs utilize either the statewide average of LEA unrestricted or restricted indirect rates as appropriate, depending on program.
- LEAs that jointly administer federal program(s) utilize either the approved unrestricted or restricted indirect cost rates for the administrative district of the joint program as appropriate, depending on program.

Non-LEAs

- Programs eligible for an unrestricted indirect cost rate; not-for-profit entities; community-/faith-based organizations; and other non-LEA, non-university subgrantees utilize rates negotiated through the Governor's Office of Management and Budget centralized process in which they will have the option to:
 - o Select the 10 percent de minimis rate.
 - o Submit documentation supporting a rate determined through negotiation with their federal cognizant agency.
 - o Negotiate a rate.

Non-LEA, non-university grantees may initiate the unrestricted indirect cost rate negotiation process through the GATA grantee portal at: <https://grants.illinois.gov/portal/>.

- Federal programs requiring the use of a restricted indirect cost rate, not-for-profit entities, community-/faith-based organizations, and other non-LEA subgrantees shall utilize the 8 percent default rate described at 34 CFR 76.564.
- Colleges and universities will be limited to a maximum indirect cost rate of 8 percent or other indirect cost rate calculated by their cognizant federal agency, whichever is less, for grants administered by ISBE.

Costs associated with Fiscal Support Services (2520), Internal Support Services (2570), Staff Support Services (2640), Data Processing Services (2660), and Direction of Business Support Services (2510) charged to the Educational Fund are properly budgeted as indirect costs.

Funding Restrictions:

Allowable Expenditures:

- A. Salaries and benefits (professional and clerical)
- B. Clerical services
- C. Materials and supplies
- D. Printing
- E. Postage
- F. Telephone and fax
- G. Cost for travel for the purpose of meeting with subgrantees and delivering services to school districts located in the area served
- H. Training costs (material, travel, and lodging)
- I. Costs pertaining to attendance at statewide and annual national meetings and community and organization educational presentations

The applicant must include in its proposed budget all anticipated costs for travel expenses, fees, and other out-of-pocket expenses that align with the State of Illinois travel guide.

Authorized Activities:

- A. LEAs must use McKinney-Vento subgrant funds to assist homeless children and youths with enrolling, attending, and succeeding in school. Funds may be used for the following specific activities, as outlined in § 11433(d), that are authorized for this program.
- B. 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 youths.
- C. 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 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).
- D. 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 youths, the rights of such children and youths under this part, and the specific educational needs of runaway and homeless youths.
- E. The provision of referral services to homeless children and youths for medical, dental, mental, and other health services.
- F. The provision of assistance to defray the excess cost of transportation for students under § 11432(g)(4)(A), not otherwise provided through federal, state, or local funding, where necessary to enable students to attend the school selected under § 11432(g)(3). This cost *cannot* exceed 20 percent of the total award amount.
- G. The provision of developmentally appropriate early childhood education programs, not otherwise provided through federal, state, or local funding, for preschool-aged homeless children.
- H. The provision of services and assistance to attract, engage, and retain homeless children and youths, particularly homeless children and youths who are not enrolled in school, in public school programs and services provided to non-homeless children and youths.
- I. 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.

- J. 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 other required health records, academic records, guardianship records, and evaluations for special programs or services.
- K. The provision of education and training to the parents and guardians of homeless children and youths about the rights of, and resources available to, such children and youths, and other activities designed to increase the meaningful involvement of parents and guardians of homeless children or youths in the education of such children or youths.
- L. The development of coordination between schools and agencies providing services to homeless children and youths, as described in § 11432(g)(5).
- M. The provision of specialized instructional support services (including violence prevention counseling) and referrals for such services.
- N. Activities to address the particular needs of homeless children and youths that may arise from domestic violence and parental mental health or substance abuse problems.
- O. 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.
- P. The provision of school supplies, including those supplies to be distributed at shelters or temporary housing facilities, or other appropriate locations.
- Q. The provision of other extraordinary or emergency assistance needed to enable homeless children and youths to attend school and participate fully in school activities.
- R. Applicants are allowed to use subgrant funds for travel to mandatory meetings.
- S. Applicants may budget subgrant funds for up to five days of travel for the annual National Association for the Education of Homeless Children and Youth [conference](#).
- T. All uses of subgrant funds, including meeting or conference travel expenses, *must* be detailed in the budget narrative.

Non-allowable Uses of Funds:

- A. Any portion of residential costs for students, including daily meals
- B. Site facility purchase, construction, or remodeling of sites or facilities
- C. Dues and memberships
- D. Equipment other than for instructional purposes (function 1000)
- E. Cell phones
- F. Internet
- G. Rent for facility owned by the grantee
- H. Grant proposal writing activities
- I. Food, including daily meals for students or families
- J. Rent or utilities
- K. Costs associated with non-educational field trips (such as amusement or fun parks)
- L. Costs associated with very high-priced educational field trips
- M. Gift cards or other incentives for students or project staff
- N. Providing or supporting religious activities
- O. Purchase of promotional items
- P. Purchase of any types of vehicles to transport students
- Q. Supplies related to COVID-19
- R. Cost of transportation cannot exceed 20 percent of the total award amount.

McKinney-Vento subgrant funds must supplement, not supplant, existing services and may not be used to supplant federal, state, local, or non-federal funds. Projects may not use subgrant funds to pay for existing

levels of services funded from any other sources. Section 723(a)(3) of the McKinney-Vento Homeless Assistance Act states that subgrantees must use funds to expand or improve services provided as part of a school's regular academic program and those funds must not be used to replace services provided under the regular academic program. All students, including homeless and other disadvantaged students, must be provided at least the same level and quality of education and services with state and local funds as all other students receive from state and local funds. McKinney-Vento funds must be used to expand or to improve upon those programs and services. Subgrant funds may not be used for purchases that do not directly support the approved work plan.

Required use of funds

Each grantee will be required to use \$10,000 toward a professional conference as directed by ISBE. This portion of the grant is to pay for room rentals and keynote speakers. No federal funds are to be used for food or beverages.

Monitoring:

Each grantee will be assessed for financial and programmatic risk through GATA as well as monitored for implementation and program fidelity by ISBE. Grantees will be required to participate in monthly calls, desktop monitoring, or on-site monitoring. In addition, some grantees may be identified for financial monitoring conducted by ISBE's Federal and State Monitoring Department. Monitors will check program compliance and adherence to the activities outlined in the original proposals submitted by the grantees. The results of the monitoring visit will also be considered in determining the continuation of funding in subsequent years of the grant. Grantees who expend \$750,000 or more in total combined federal funds must have a single audit conducted for that year in accordance with the provisions of the Office of Management and Budget Circular A-133: Audit of States, Local Governments and Non-Profit Organizations. Where applicable, grantees must submit these audits to ISBE at the end of each fiscal year of the grant. Failure to comply with any of the above requirements within the timeframe specified by ISBE may result in monitoring findings and potentially a loss of continuation funds. Funds may be frozen until such a time that the requirements are fulfilled.

Stevens Amendment:

For purposes of compliance with Section 511 of P.L. 101-166 (the "Stevens Amendment"), applicants are advised that 100 percent of the funds for this program are derived from federal sources. The total amount of federal funding involved is \$3.3 million.

Reporting Requirements

Periodic financial reporting should be completed at a minimum quarterly via the IWAS system. Programmatic reporting should be completed at a minimum annually via the IWAS system. Additional reporting requirements are listed below.

Additional Reporting:

Quarterly professional development reports will be submitted to homeless@isbe.net.

1. Grant project manager and fiscal manager will be identified, and their names will be submitted to ISBE within 30 days of award notice.
2. Partnership memorandum(s) of understanding will be completed and submitted to ISBE within 30 days of award notice.
4. A complete program evaluation report will be submitted to ISBE's point contact person within 30 days of the grant's completion. An external evaluation is encouraged, but not required. (LEAs may set aside up to 5 percent of their funds to pay for a formal evaluation.)

Content and Form of Application Submission

Instructions: Each application must be submitted in the format outlined below to be considered complete. A complete application will include all required components (the numbered items below) and signatures when mentioned. Please use the checkboxes in front of the numbers as a checklist when assembling your completed application. It is advised to attach a copy of the completed checklist with the application.

- 1. Uniform Application for State Grant Assistance (Attachment 1):** Include the name, address, and telephone and fax numbers of the entity; email, name, and telephone number of the contact person; Federal Employer Identification number; DUNS number; SAM CAGE Code; and all other listed information. The Application page must be signed by an official authorized to submit proposals.
- 2. Program Narrative (Attachment 2)** maximum 10 pages: Provide an overview of the program plan and the relevance to the selected objective(s). Include rationale for program activities and intended impact for students, families, school staff, and community members. Follow the specifications found under Program Narrative Requirements beginning on page 13.
- 3. Objectives and Activities (Attachment 3)** maximum 5 pages: Use the form provided to list the objectives and activities of the proposed project in a time-specific format.
- 4. Federal Budget Summary (Attachment 4):** The budget **MUST** be submitted on this form. No other budget form will be accepted. District budgets **MUST** be signed by the district superintendent. Other applicants should have an authorized official sign the form
- 5. Budget Summary Breakdown (Attachment 4A):** The Budget Summary Breakdown **MUST** include descriptions of the anticipated expenditures, correlated to the line items set forth in the Federal Budget Summary. The Budget Summary Breakdown should also include subcontract information, if applicable.
- 6. Letters of Continuum of Care Service Providers (Attachment 5):** Each proposal must include the name and contact information of each proposed Continuum of Care Consortia service provider. Each proposal must also include a signed partnership letter designating the coordination of services, a summary of the coordination and collaboration activities, and an assurance that the applicant has collaborated with its region in developing the proposal. Label each page in the upper right “Attachment 5 / Page ___ of ___” and use a minimum font size equivalent to Arial 11.

Program Narrative Requirements

The Program Narrative must address each narrative requirement in the order in which it is presented. Label each portion of the narrative. The narratives will be limited to 10 pages. Information beyond the 10-page limit will not be included in the review process.

Section 1 - Needs Assessment

- a) Describe the population served. Include the number of each in the categories below that operate in that area.
School Districts:
School Buildings:
Teachers:
Administrators:
Shelters:
Community Groups:
- b) Document the LEA's trends in homeless identification over the past two years with an analysis.
- c) Provide data and/or feedback on the effectiveness of existing programming and resources to assist McKinney-Vento students.
- d) Detail how data was collected and analyzed. Include plan details for a program evaluation report for the grant's completion.

Section 2 - Competitive Grants

- a) Explain how funds will be competitively awarded.
- b) Describe formula used for awarding subgrants.

Section 3 - Lead Area Liaison Duties

- a) Identify training that will be offered to local school districts and how the effectiveness will be measured.
- b) Explain process by which families, students, and community members will be engaged in meeting the needs of youth experiencing housing insecurity.
- c) Explain the process by which it will be verified each local liaison has been trained and their information will be updated in the ISBE portal.
- d) Explain how ongoing needs of students, families, and districts will be met throughout the year.

Section 4 – Coordination of Services

- a) Provide evidence of how effective coordination with private, nonprofit entities, social service agencies, and other agencies will occur.
- b) Explain how applicant will work with Continuum of Care Consortia operating in the area.
- c) Detail collaboration with of a variety of partnerships.

See rubric starting on page 15 for more information on details to include.

Review Criteria

Application Review and Selection Process

The selection of the grantees will be based upon the overall quality of the application. The scoring is based upon the following criteria:

- Need is defined as the identification of stakeholders, facts, and evidence that demonstrate the proposal supports the grant program purpose.
- Capacity is defined as the ability of an entity to execute the grant project according to the project requirements.
- Quality is defined as the totality of features and characteristics of a service, project, or product that indicate its ability to satisfy the requirements of the grant program.
- *Competitive grant* is defined as the ability of an entity to execute the project according to the grant requirements.
- *Lead Area Liaison Duties* are defined as the ability to provide professional and technical assistance to school districts, students, and families.
- *Program Objectives* are defined as the ability to assist homeless families with information, referrals and dispute resolutions.
- *Coordination of Services* is defined as the partnerships made with community organizations.
- *Budget* is defined as the ability to spend funds over a defined period of time for the given activity.

Proposals that score under 80 points will not be funded.

Tiebreaker

In the event of a tie, the applicant with the most Continuum of Care Consortia memoranda will be given priority.

Evaluation Criteria

These overall criteria are built into the rubric on the next page. The attachment number in the parentheses following the criteria lists the portion of the proposal that will be used to determine if the criteria has been met. The points for each section as well as the individual criteria are also included in the rubric.

Following the notification of grant awards, an applicant may request copies of reviewer scores and comments by contacting Kate Ulmer at homeless@isbe.net.

Selection criteria and point values are as follows:

Not Provided	Very Limited	Somewhat Limited	Moderate	Strong	Very Strong
0	1	2	3	4	5
Proposal requirements are absent.	Proposal provides very few details to meet the project outcomes.	Proposal is unclear and lacks enough evidence to meet project outcomes.	Proposal provides moderate detail and conveys potential to meet project outcomes.	Proposal provides good detail and strong evidence to meet project outcomes.	Proposal exceeds expectations and provides a solid plan to meet project outcomes.

Section 1: Needs Assessment - 25 Points	Possible Points
Describe the population served, including demographic information, average household income, Title I funding, etc. (Attachment 2 - Program Narrative)	5
Document the LEA's trends in homeless identification over the past two years with an analysis (e.g., possible explanations for increases or decreases). (Program Narrative)	5
Provide data and/or feedback on the effectiveness of existing programming and resources to assist McKinney-Vento students. (Attachment 2 - Program Narrative)	5
Provide detail on how the data were collected and analyzed to determine program effectiveness and details of a program effectiveness report at the grant completion. (Attachment 2 - Program Narrative)	5
Explain how the data demonstrate improvement (or not) on the part of students served (e.g., improved attendance, improved academic skills, increased participation in statewide assessment, improved performance on statewide assessments, etc.). (Attachment 2 - Program Narrative)	5
Section 2: Competitive Grants 10 Points	Possible Points
Explain how funds will be competitively awarded. (Attachment 2 - Program Narrative)	5
Describe the formula used for awarding the subgrants. (Attachment 2 - Program Narrative)	5
Section 3: Lead Area Liaison Duties 20 Points	Possible Points
Identify trainings that will be offered to local school districts to ensure all school personnel have access to professional learning opportunities throughout the year. Explain how the effectiveness of professional learning opportunities will be measured. (Attachment 2 - Program Narrative)	5
Explain the process by which families, students and community members will be engaged in meeting the needs of youth experiencing housing insecurity. (Program Narrative)	5
Explain the process by which it is verified that each local liaison has been trained, and their information is updated in the ISBE portal. (Attachment 2 - Program Narrative)	5
Explain how the applicant intends to meet the ongoing needs of students, families, and districts throughout the year. (Attachment 2 - Program Narrative)	5
Section 4: Coordination of Services 15 Points	Possible Points
Provide evidence for how effective coordination with private, nonprofit entities, social service agencies, and other agencies will occur. (Attachment 2 - Program Narrative)	5

Provide evidence to show that the applicant will work with Continuum of Care Consortia operating in their area. (Program Narrative)	5
Provide variety of partnerships as shown by the included partnership letters. (Include as Attachment 5)	5
Section 5: Program Objectives 20 Points	Possible Points
Describe the process that the applicant will use to provide information and assistance to homeless families and unaccompanied youth to meet their needs in a timely manner (e.g., referrals for medical, dental, health related, etc.). (Attachment 3 -- Objectives and Activities)	5
Provide evidence of a process to collect data on other children below the age of 6 in homeless families to identify the need for referral to Birth to 3 programs and other early childhood programs. (Objectives and Activities)	5
Describe how the applicant will ensure that all school districts within their area are following the Dispute Resolution Guidelines. Detail how it will ensure that all stakeholders understand the Dispute Resolution Process. (Objectives and Activities)	5
Provide evidence of a process to be used to review school district policies and practices that may act as barriers to the enrollment and regular attendance of homeless children and youth. (Objectives and Activities)	5
Section 6: Budget 10 Points	Possible Points
The proposed budget is consistent with the proposal's activities and is cost-effective. (Attachment 4 – Federal Budget Summary, Attachment 4A – Budget Summary Breakdown)	5
The budget reflects efficient use of the McKinney-Vento program funds. (Attachment 4 & 4A)	5