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| **Name of Grant Program:** McKinney-Vento Homeless Education Grant **Fund Code:** 310 |

#### PART III - REQUIRED PROGRAM INFORMATION

**All applicants must respond to questions 1, 2, 3, 4 and 15 (budget). See the Request for Proposals (RFP) for details on the grant sub-categories for which a district may apply. Note where points are listed that these are the maximum points that can be awarded during the review process for responses to those questions.**

**GENERAL INFORMATION** (all applicants)

1. Contact information (5 points):

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| 1. District name |  |
| 1. Homeless liaison   (name, phone and email) |  |
| 1. Grant contact   (name, phone and email) |  |

1. Indicate the grant programs sub-category(ies) for which the district is applying:
   * A. Support Services
   * B. School-Housing Partnership
   * C. Regional Homeless Education Liaison
2. Collaboration (15 points):

Describe the local *Homeless Education Program Services Coordination Committee* or established local committee/council convened to assess the needs and to assist in the provision of services to the district’s homeless student population. Membership on the Services Coordination Committee must reflect a broad spectrum of internal and external service providers. Provide:

* 1. a list of members;
  2. the proposed meeting dates (a minimum of four (4) meetings per year is required);
  3. a Memorandum of Understanding (MOU) signed by the school district superintendent, homeless education liaison and Committee members; or
  4. if participating on an established local committee/council attach an MOU with the committee chair ensuring that homeless education will be an agenda item at least four (4) times per year.

1. Needs Assessment (15 points):

Using no more than two (2) pages and with the input of the Service Coordination Committee or local committee/council provide an *assessment of the needs of homeless students and resources* available to address them (both within the school district and in the broader community). Include:

* 1. an estimate of the number of homeless students the district anticipates serving during the fiscal year 2018-2019 (FY19) grant cycle and how the district arrived at that estimate; and
  2. a description of any gaps in services/resources or areas of concern.

1. Describe the district’s coordination with Title I to address the needs of homeless children and youth. (10 points)
2. **Support Services:** to address the basic and ongoing needs of homeless students.

Applicants requesting funding for this program sub-category must respond to questions 5 and 6. The responses to question five (5) should not exceed two (2) pages.

1. Provide a description of the program’s activities that address the gaps/concerns identified in the Needs Assessment. (25 points)
2. Using the *McKinney-Vento Homeless Education Grant Activity Form* (see RFP Required Forms section), identify the selected Grant Priorities and describe the related program activities. (25 points)
3. **School-Housing Partnership:** to engage, stabilize and re-house homeless families with school age children or unaccompanied homeless youth by partnering with a homeless/housing service provider

Applicants requesting funding for this program must respond to questions 7, 8, 9, and 10. The responses to these questions should not exceed a total of four (4) pages

1. Provide a description of the School-Housing Partnership including (10 points):
2. the name of the homeless/housing service provider(s) and the provider’s representative the district will partner with;
3. the experience the homeless/housing service provider(s) brings to the partnership;
4. the name of the person(s) representing the district;
5. the frequency of meetings;
6. how the partnership will maintain appropriate student and family confidentiality; and
7. a Memorandum of Understanding signed by the superintendent and the partner’s authorized representative that reflects the above partnership.
8. Describe the specific barriers or gaps in services to engaging, stabilizing, and re-housing the families of school-age children and/or unaccompanied homeless youth, particularly any local factors contributing to homelessness. Include a summary of relevant past efforts and lessons learned by either or both of the partners. (15 points)
9. Describe how the grant funds will support the partnership and the development and implementation of the School-Housing Partnership plan. Include: (15 points)
   1. how these funds will be coordinated with other federal, state, local, and/or private funds including resources contributed by the partner(s) to address the engagement, stabilization and re-housing of homeless families with school-age children and/or unaccompanied homeless youth;
   2. how the plan will address the above mentioned barriers and gaps, prioritizes housing in proximity to the students’ schools of origin, and aims to prevent any future housing instability of each family/unaccompanied youth;
   3. how families will be served in the event of high demand,
   4. the roles and responsibilities of the partners; and
   5. an implementation timeline.
10. Describe how success of the partnership will be measured in terms of services provided, housing obtained, academic performance and attendance of the students. (10 points)
11. **Regional Homeless Education Liaisons:** to support a network of experienced homeless education liaisons that provide technical assistance, training, and mentoring to other local homeless education liaisons in collaboration with the state coordinator for homeless education.

Applicants requesting funding for this program must respond to questions 11, 12, 13, and 14. The responses to these questions should not exceed a total of four (4) pages.

See the *McKinney-Vento Regional Homeless Education Liaison Job Description* in the Additional Information section of the RFP for duties of the regional liaison position.

As part of the grant review process for this program, DESE staff will conduct phone interviews of proposed regional liaisons between June 13 and 27, 2018.

1. Describe the capacity of the proposed regional liaison to fulfill the duties as outlined in the McKinney-Vento Regional Homeless Education Liaison Job Description. (10 points)
2. Describe a recent training or presentation provided by the proposed regional liaison. Include the content covered, who and how many attended, and its strengths and weaknesses. (10 points)
3. Provide a brief response, written by the proposed regional liaison, to each of the following scenarios. (20 points)
   1. A homeless liaison and guidance counselor call to ask about a student with whom they are working. The student has just acknowledged that he is staying at his girlfriend’s house in another district after being told to leave home by his parents. The student’s parents report he is welcome to come home but must follow their rules. The student is working part time at a coffee shop but does not have a car to get to school or work. The liaison wants to know what the district’s obligations are if the student chooses to live with his girlfriend.
   2. District A calls with concerns that a young student enrolled in the district is being denied enrollment in District B where the (homeless) family is sheltered. The student is an English Learner (EL) and is receiving EL services, and has an Individualized Education Program (IEP). District B claims it is in the student’s best interest to return to the school of origin in District A where services are already in place for the student. The parents do not have a car, acknowledge they cannot afford to return to District A and want to keep their child close by. They want to enroll in District B. Currently the student has missed three days of school. How and where should the student go to school?
   3. Over the past month several cases have come up of families being denied shelter and having nowhere to go. A couple of families are doubled up, one family is in a campground, and others are couch-surfing. What do you suspect is going on, how might you determine why families are being turned away, and how can a school/district address this issue and best serve the students?
4. Describe a successful collaboration the proposed regional liaison has developed with a local service provider. (10 points)

**BUDGET** (All Applicants)

1. Budget and details (10 points)
2. complete the standard budget pages found in the Required Forms section of the RFP; and
3. using the *McKinney-Vento Budget Narrative Form* (found in the Required Forms section of the RFP), provide a budget narrative that explains in detail how program expenditures relate to the proposed activities.