

Arizona Department of Education

STEWART B. MCKINNEY HOMELESS ASSISTANCE ACT APPLICATION INSTRUCTIONS

Directions for FY2012-2014

Directions to apply for FY2012 Stewart B. McKinney Homeless Assistance Grants are described below. The ADE will award grants of up to \$100,000 to support projects that facilitate the enrollment, attendance and success in school of homeless children and youth. **This year will begin a new three year funding period for the award date (likely to be October 1, 2011) to June 30, 2014. Three year projects are contingent upon funding availability from the U.S. Department of Education and yearly evaluation of program objectives and compliance with fiscal requirements.** The requirements for subgrants for the Education of Homeless Children and Youth can be found in the *No Child Left Behind Act*, Title X, Part C, Section 723. The applications will be evaluated based on need of the LEA for assistance and the quality of the applications as outlined in the evaluation criteria accompanying these instructions. Grant awards will not be made to LEAs that are out of compliance with state or federal requirements. Please read these directions and the additional material supplied with this information packet carefully.

Contact information:

School Effectiveness Division Programs – Stewart B. McKinney Homeless Assistance Program

For program questions, call Frank Migali at 602-542-4963. The ADE will provide a pre-application workshop for potential subgrantees. Announcements will be posted on the Calendars/Conferences/Events web page of the ADE web site at http://www.ade.az.gov/cal_conf_evnts.asp

Grants System:

For problems or General Statement of Assurances information, call (602) 542-3452 or e-mail at Grants@ade.az.gov.

On-line Access:

Call the ADE Support Center (602) 542-7378.

OVERVIEW

The purpose of the Stewart B. McKinney Homeless Assistance Program is to assist local educational agencies (LEAs) in assuring homeless children and youth have equitable instructional and non-instructional services through supplemental federal funding for homeless students pre-school through twelfth grade. The McKinney-Vento Homeless Assistance Act, originally passed in 1987 to assist homeless people, includes protections of the rights of children and youth who are homeless to attend school. The No Child Left Behind Act of 2001 (NCLB) reauthorizes the McKinney-Vento Act and expands the rights of children, youth and families who are homeless. Title X, Part C of the NCLB –

Homeless Education - gives more flexibility to states and communities, requires more accountability from schools, requires use of proven scientifically-based research, and increases parental choice.

Carryover Rule: If the local education agency was awarded a grant for **FY11** and will have carryover into **FY12**, the LEA may only apply for up to the total amount of the sub grant minus your carryover. For example, if in FY 2009 the LEA was awarded \$100,000 and will have \$25,000 in carryover the LEA may only apply for \$75,000.

The services provided with these funds cannot replace the regular academic program and must be designed to expand upon or improve services provided as part of the school's regular academic programs. In its application, the LEA must demonstrate to the satisfaction of the ADE that its policies and procedures ensure that homeless children and youth are not segregated from the student population, that they receive equal access to and may participate in all instructional and non-instructional programs, that they are immediately enrolled at the school of origin, that the LEA provides transportation to the school of origin, and that the LEA offers parental choice.

FUNDING

1000 plus Identified McKinney-Vento Students in FY 11 - \$100,000
700 – 999 Identified McKinney-Vento Students in FY 11 - \$80,000
500 – 699 Identified McKinney-Vento Students in FY 11 - \$60,000
300 – 499 Identified McKinney-Vento Students in FY 11 - \$40,000
100 – 299 Identified McKinney-Vento Students in FY 11 - \$25,000
0 – 99 Identified McKinney-Vento Students in FY 11 - \$15,000

DOCUMENTATION

Although an LEA is not required to submit a lengthy application for ADE review and approval, it is important to remember that the LEA must MAINTAIN ADEQUATE DOCUMENTATION OF PROGRAM COMPONENTS AND ACTIVITIES FOR A PERIOD OF THREE YEARS AFTER THE FINAL COMPLETION REPORT HAS BEEN SUBMITTED for local dissemination, evaluation purposes, and program audit and review. However, the LEA MUST maintain records for longer than THREE years for unresolved audit findings.

An LEA has the option to use any format or systematic means for documenting program activities, purposes, rationale, etc. However, the LEA is responsible and must be certain that the ESSENTIAL ELEMENTS of the program information have been recorded in any locally designed formats to ascertain their completeness under statutory and regulatory requirements. The assurances with the NCLB Interim and Final Consolidated Plans, the NCLB Consolidated Application, and the Stewart B. McKinney Homeless Assistance Act Application describe some of the activities that must be documented.

APPLICATION PROCESS

Each LEA must submit a **yearly application** that **establishes a budget** for the year. Note the following requirements in the application process for this year:

- ♦ All applications will be submitted on the ADE Internet Web Site (www.ade.az.gov) through a direct link from the Grants Management HOME page and will be **due by 5 PM on Monday, August 08, 2011**.
- ♦ In addition to the budget information and budget descriptions, this application includes a Supplemental Application that must be completed in order to submit the application. Applications will be evaluated based on this information, as outlined in the accompanying scoring rubric.

- ♦ The NCLB Final Consolidated Plan and Updates require LEAs to develop procedures for collecting data to establish baselines and performance targets under five goals. Achievement data must be disaggregated by a variety of categories so that performance targets for each can be written. Achievement goals for Stewart B. McKinney Homeless Assistance Act Programs should be linked to the goals in the NCLB Final LEA Consolidated Plan.
- ♦ Successful grantees will be notified following the scoring of the applications by the review panel and the approval by the State Board of Education.

To apply electronically: Electronic submission greatly reduces the processing time and improves the accuracy of the data/information you submit. The direct link to the Grants Management Home Page is www.ade.az.gov/gme/. If you do not have Internet access, contact the ADE Support Center for assistance.

In order to access the On-Line Applications, the user must have a current General Statement of Assurance on file with the Arizona Department of Education. The General Statement of Assurance is the contract between the Local Educational Agency (LEA) and the Arizona Department of Education that ensures the LEA will follow all ADE policies and procedures pertaining to the programs for which the LEA is applying. Passwords to access the On-Line Applications are issued to signatories of the current General Statement of Assurance on file with the ADE. For more information please contact the Grants Management Office at (602) 542-3452 or e-mail at Grants@ade.az.gov

ON-LINE APPLICATION INSTRUCTIONS

All Stewart B. McKinney Homeless Assistance Act Applications must be submitted electronically. Prior to beginning the on-line process, it is recommended that the LEA review the narrative questions required in the Supplemental Application section at the end of the application. These directions are available for downloading in the Application Downloads section of the Grants System. The ADE Grants System will “time-out” after one hour per page. Pages do not save automatically; each page must be saved before proceeding to the next. If you prepare narrative answers in a word processing document, cut and paste the responses into the appropriate boxes, and then save. You will be able to complete the application without losing data to system time limits. Narrative answers are not limited to the space on your screen; the box will expand to fit your response.

COVER PAGE

- ♦ Enter the name of the Project Director/Contact.
- ♦ Enter the Phone Number.
- ♦ Enter the Project Period Begin and End Dates.

The default for the BUDGET PERIOD is: Begin **July 1, 2011** and End **June 30, 2011**.

- ♦ Enter E-mail Address(es)

BUDGET LINE ITEMS

For assistance in completing the **FY 2012** Budget Line Items Report, refer to the Chart of Accounts and Expense Classifications—Uniform System of Financial Records (USFR). If you have questions or need further assistance, please call the School Finance Unit of the Arizona Department of Education at (602) 542-5695, or the Accounting Service Division of the Office of the Auditor General at (602) 553-0333. Additional copies of the USFR may be purchased from the Arizona Department of Education, Central Distribution, by calling (602) 542-3088.

- ♦ Enter budget amounts for each line item.
- ♦ Indirect Costs (rate is automatically computed). Each program has a limit on what percent of the funds can be designated indirect costs. The LEA will be unable to exceed that limit. The LEA may choose to use more of the funds in the program and establish a smaller indirect cost than the limit. Indirect costs are unallowable for property or fixed asset purchases. **Note: Some programs may limit indirect cost expenditures.**
- ♦ Capital Outlay / Fixed Assets
- ♦ Verify that Line Item Totals and Project Budget Total Amounts do not exceed allocation amount

BUDGET JUSTIFICATIONS

- Enter brief descriptions of the program costs under the appropriate **Function and Object Code** for each line item. These **must match the line items on the Budget Line Item Report**.
- Verify Total Amount Budgeted for EACH Line Item Total and Project Budget Total.

PAYMENT SCHEDULE

- Enter the requested payment amount the LEA will need for its first month's payment. Additional payments from the balance of funds will be made from RSP (remaining scheduled payments) to the LEA by submitting monthly cash management reports. The **Final** payment schedule will be determined by ADE.

REMINDER: An LEA's payments may be interrupted if the LEA accumulates excess cash or fails to submit cash management reports on time or does not provide the Consolidated State Performance Report each year.

Select **Save/Continue** to proceed to the Supplemental Application Section. A list of the narrative items is included in this packet. You may download this file from the Application Downloads in the Grants System to your computer to complete the narrative answers, then copy and paste them into the on-line application. Since you will not be able to submit your application without completing the Supplemental Application section, **all data will be submitted on line.**

Supplemental Application Data

Provide the number of K-12 students identified in SAIS with a Homeless Need for your LEA for **FY11**.

1. Summarize how the duties of the Homeless Liaison are assigned. Is one person responsible or are the duties delegated to several? Include the percentage of his/her job description reserved for McKinney Vento duties. Explain who will be responsible for overseeing the implementation of the Sub Grant.
2. Program Design #1 (required)
 - A. Identify and justify a specific need. **(7500 Characters Max)**
 - B. Check the applicable Authorized Activities from the list provided.
 - C. Describe the strategies and programs that will be implemented with the grant money in order to meet the need above. **(7500 Characters Max)**
 - D. Explain how you will determine that progress was made towards meeting the need. **(7500 Characters Max)**
3. Program Design #2 (optional)
 - A. Identify and justify a specific need. **(7500 Characters Max)**
 - B. Check the applicable Authorized Activities from the list provided.
 - C. Describe the strategies and programs that will be implemented with the grant money in order to meet the need above. **(7500 Characters Max)**
 - D. Explain how you will determine that progress was made towards meeting the need. **(7500 Characters Max)**
4. Program Design #3 (optional)
 - A. Identify and justify a specific need. **(7500 Characters Max)**
 - B. Check the applicable Authorized Activities from the list provided.
 - C. Describe the strategies and programs that will be implemented with the grant money in order to meet the need above. **(7500 Characters Max)**
 - D. Explain how you will determine that progress was made towards meeting the need. **(7500 Characters Max)**

Scoring:

- Compliance with the NCLB Monitoring Cycles, **FY11** Homeless Data Collection and **FY11** McKinney-Vento On-Site Monitoring Review (if applicable) are prerequisites. **Applications will only be scored for compliant LEAs.**
- Each application will receive a maximum of 103 points on the corresponding scoring rubric.
- The LEA's budget line items must match the program design, for 10 points.
- 90 points will be determined by the Program Designs. Each Program Design will be scored on a 90-point scale, and the number of Designs chosen will be averaged.
- Up to 3 bonus points will be awarded to applications that include letters of support or Memorandums of Understanding from local agencies that serve homeless children, youth, and families.
- No preference will be given to applications based on the quantity (1, 2, or 3) of Program Designs.
- LEAs with an average application score of less than 70 will not be considered for allocations.
- LEAs with an average application score of 70 or greater will be rank ordered by score.
- When multiple LEAs receive identical average application scores, they will be rank ordered by the percentage of homeless students within their total enrollment for **FY11**, according to SAIS.
- Funding will be allocated from the top of the rank order down, until it is exhausted.

SCORING RUBRIC FY12

(One will be used for each Program Design submitted)

1. The LEA's budget line items match the program design. (10 points possible)

2. Summarize how the duties of the Homeless Liaison are assigned. Is one person responsible or are the duties delegated to several? Include the percentage of his/her job description reserved for McKinney Vento duties. Explain who will be responsible for overseeing the implementation of the Sub Grant. (informational only - not scored)

3. Program Design # _____

A. Identify and justify a specific need. (30 points possible)

- Need is compelling. (6)*
- Addresses services that are/are not available in the area.(6)*
- Supported by data (qualitative and quantitative).(6)*
- Identifies the approximate number of homeless students to benefit from the program.(6)*
- Clearly impacts the enrollment, retention, and educational success of homeless children and youth.(6)*

B. Check the applicable Authorized Activities from the list provided. (not scored)

C. Describe the strategies and programs that will be implemented with the grant money in order to meet the need above. (30 points possible)

- The proposed program and services clearly align with the identified need.(5)*
- Includes a description as to how the program and services will expand or enhance existing services.(5)*
- Services are clearly supplemental. Funding is NOT to be used to fund existing programs.(5)*
- Identifies and describes key community partnerships, including coordination with local and State agencies that serve homeless children, youth, and families. (5)*
- Prioritizes direct services to students and their families.(5)*
- Action steps are apparent for implementing the program.(5)*
- Identifies the position and percentage of time of all staff funded under this program, if applicable.*

D. Explain how you will determine that progress was made towards meeting the need. (30 points possible)

- Sets measurable objectives that align with the needs and program design. (6)*
- Identifies a variety of data sources to track and document the impact of the program (6)*
- Identifies possible sources of written evidence to demonstrate progress towards meeting the identified need. (6)*
- Includes timelines and benchmarks for evaluating program implementation. (6)*
- Indicates, specifically, who is responsible for tracking and documenting the progress of homeless children and youth.(6)*

E. Bonus points (3 possible)

Up to 3 bonus points will be awarded to applications that include letters of support or Memorandums of Understanding from local agencies that serve homeless children, youth, and families. Letters must be mailed to Frank Migali at ADE, 1535 W. Jefferson St. BIN #14, Phoenix, AZ 85007 and **must be postmarked by August 8, 2011.**