McKinney-Vento Homeless Assistance Program
Fiscal Year 2019 Request for Applications

The deadline for all Fiscal Year 2019 McKinney-Vento Homeless Assistance Program applications is April 27, 2018, at 5 p.m.

- Applications must be submitted via the Comprehensive Continuous Improvement Plan (CCIP);
- The superintendent/CCIP authorized representative of the submitting organization must "Final Approve" the application prior to the deadline;
- No extensions will be permitted once the CCIP closes.

The Ohio Department of Education will host bidders' conferences for interested parties to learn more about the grant opportunity. Register through STARS. The conferences are scheduled as follows:

> **Jan. 8, 2018**
> Webinar 1:30-3:30
>
> **Jan. 17, 2018**
> Corporate College Conference Center
> 4400 Richmond Rd., Room 205
> Warrensville Hts., Ohio 44128
> **Morning Session 10 a.m.-noon; Afternoon Session 2-4 p.m.**
>
> **Jan. 23, 2018**
> Deer Creek State Park Lodge and Conference Center
> 22300 State Park Rd. 20, White Oak Room
> Mt. Sterling, Ohio 43143
> **Morning Session 10 a.m.-noon; Afternoon Session 2-4 p.m.**

Sessions are repeated - it is only necessary to attend one session.

For more information regarding the McKinney-Vento Homeless Assistance Program, go to http://education.ohio.gov/McKinneyVento.

For assistance specific to the McKinney-Vento application, please contact Susannah Wayland at Susannah.wayland@education.ohio.gov or (614) 387-7725 or Tom Dannis at Tom.dannis@education.ohio.gov or (614) 752-1481.

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GUIDANCE FOR APPLICANTS

OVERVIEW

Through the McKinney-Vento Homeless Assistance Act of 1987, as amended by ESSA 2015, federal funds are available to each state to support program that meet the needs of homeless children and youth. The Ohio Department of Education must use the funds to competitively distribute grants to districts and schools for the establishment of projects and collaborations that promote identification, enrollment, attendance and success of homeless children and youth in school, including preschool. Subgrants will be awarded on a competitive basis to districts and schools that have developed programs that go above and beyond the requirements of the law and that document effective collaboration between districts and service providers to ensure that homeless children receive needed services. Subgrants will be awarded for a **two-year cycle**.

The goals of the act are as follows:
- Provide immediate enrollment of homeless children who are not already enrolled. This includes reviewing and revising any laws, regulations, practices or policies that may act as barriers to the enrollment, attendance or success of homeless children and youth;
- Provide school stability for a student experiencing homelessness by allowing him or her to remain in the school of origin when it is in the child's or youth's best interest, and provide transportation to and from the student's school of origin at the parent's/guardian's or unaccompanied youth's request;
- Ensure that homeless students are provided services in such a way that they are not isolated or stigmatized;
- Promote school success and completion for homeless students;
- Support collaboration between school districts and community agencies serving homeless students.

The Department highly recommends that applicants review the information found in the [Education for Homeless Children and Youth Program Non-Regulatory Guidance](#) document. All subgrantees of federal funds are required to understand and are held accountable for implementing programs within the law. Ohio utilizes the U.S. Department of Education Non-Regulatory Guidance as a platform for program implementation.

In addition, the Ohio Department of Education expects subgrantees to understand and implement programs with fidelity. Subgrants must structure and facilitate meaningful communication between the school staff, and the McKinney-Vento subgrantees must provide ongoing opportunities for program stakeholders to discuss all issues pertaining to the McKinney-Vento program. Subgrantees will recruit, hire and train all program staff in accordance with the stipulations of the approved application. Subgrantees must provide a description of how collaborations are established and maintained with community agencies and programs (shelters, youth programs, social services, business partners, faith-based agencies, housing support agencies, HUD continuum of care, etc.). Failure to follow program guidelines or failure to correct an area of noncompliance may result in the holding, reduction or termination of awarded funds during any year of the grant award.

DEFINITION OF HOMELESSNESS

McKinney-Vento Homeless Assistance Act defines a homeless individual as one who **lacks a fixed, regular and adequate nighttime residence.** Based on the McKinney-Vento definition, children and youths should be considered homeless if they:
- Share the housing of others due to loss of housing, economic hardship or similar reason;
- Live in motels, hotels, trailer parks or camping grounds due to lack of adequate alternative accommodations;
- Live in emergency or transitional shelters;
- Live in a public or private place not designed for humans to live, or;
- Live in cars, parks, abandoned buildings, substandard housing, bus or train stations or similar settings. Substandard housing includes those that lack common utilities or have infestations, mold or other health/wellness dangers.

THE PURPOSE OF MCKINNEY-VENTO SUBGRANTS

The McKinney-Vento Act guarantees a free, appropriate public education for all homeless children and youth by removing barriers to their identification, enrollment and attendance in school and supporting their educational success.

The purpose of McKinney-Vento subgrant is to facilitate the identification, enrollment, attendance and academic success of homeless children and youth.

SERVICES
- Services may be provided through programs on school grounds or at other facilities;
- Services shall, to the extent practicable, be provided through existing programs and mechanisms that integrate homeless children and youths with non-homeless children and youths;
- Services shall be designed to expand or improve services provided as part of a school's regular academic program but not replace such services;
- Services shall not be provided within a school that segregates homeless children and youths from other children and youths.

APPLICATIONS
Applications must include:
- An assessment of the educational and related needs of homeless children and youths;
- A description of the services and programs that will be provided to address those needs;
- An assurance that the LEA meets the fiscal effort requirements;
- An assurance that the LEA will use subgrant funds as allowed by Section 722(g)(3) through (7) and Section 723(d) of the McKinney-Vento Act;
- A description of policies and procedures that the district will implement to ensure that activities carried out by the district will not isolate or stigmatize homeless children and youth;
- An assurance that the LEA will collect and promptly provide data requested by the state coordinator; and
- An assurance that the LEA will meet requirements contained in Section 722(g)(3).

GRANT ASSURANCES
Completion and submission of a McKinney-Vento grant application constitutes acceptance of all identified assurances and agreement to abide by the results of the selection process. Each program stakeholder is required to read the assurances in the CCIP application prior to submitting and approving an application. Please refer to program-specific assurances in Appendix D.

FINDINGS FOR RECOVERY
All district applicants receiving an approvable score will be searched in the Auditor of State's Database for Findings for Recovery. This database is used by local governments and state agencies to check and ensure, as required by law, that public contracts are not awarded to districts for which a Finding for Recovery has been issued and remains unresolved.

The Auditor of State has established a database, pursuant to Ohio Revised Code 9.24, to list all persons who have unresolved findings for recovery, dating back to Jan. 1, 2001. Before entering into a public contract described above, a state agency or political subdivision is required to verify that the person does not appear in this database. Districts with unresolved findings may be ineligible to receive McKinney-Vento subgrant funds.

PROVISION FOR CARRYOVER FUNDS
Carryover will not be allowed for subgrantees. Exceptions must be justified with a description of extenuating circumstances and approved by the Office of Federal Programs director. Unused funds will be swept and moved into the next funding year's allocation pool of funds.

GRANT TERMINATION

The Ohio Department of Education's Office of Federal Programs reserves the right to withhold, reduce or terminate funding awards on discovery of the following, but not limited to: violation of grant rules, violation of law, violation of program assurances, failure to respond to a noncompliance, failure to implement a corrective action plan, failure to address data or monitoring requirements, and/or failure to make corrections based on technical assistance and/or violation of health, safety or civil rights.

ELIGIBILITY

All Ohio districts are eligible to apply. Districts may subcontract with other agencies; however, the district assumes responsibility for setting program goals and monitoring program accomplishments. The district will serve in the capacity of fiscal agent. A community school may apply as a district. Districts must use McKinney-Vento subgrant funds to assist homeless children and youth with enrolling, attending and succeeding in school. In particular, the funds may support the specific activities outlined in law. All proposals must describe how the grant-funded activities are tied to at least one goal.

AWARDS

The Ohio Department of Education awards competitive subgrants to districts that submit applications. Subgrants shall be awarded on the basis of the need of such districts for assistance under this subtitle and the quality of the application submitted. *(Boldface lettering indicates changes in the law.)* The Department will consider:

- The number of homeless children and youths enrolled in **early childhood education and other** preschool **programs** and elementary and secondary schools within the area served by the district. The needs of such children and youths and the ability of the district to meet such needs.

- The extent to which the proposed use of funds will facilitate the **identification**, enrollment, retention and educational success of homeless children and youths.

- The extent to which the application reflects coordination with other local and state agencies that serve homeless children and youths.

- The extent to which the applicant exhibits in the application and in current practice (**as of the date of this submission of the application**) a commitment to education for all homeless children and youths.

- The types, intensity and coordination of the services to be provided under the program.

- The extent to which **the applicant will promote meaningful** involvement of parents or guardians of homeless children or youths in the education of their children.

- The extent to which homeless children and youths will be integrated into the regular education program.

- The quality of the applicant's evaluation plan for the program.

- The extent to which services provided will be coordinated with other services available to homeless children and youths and their families.

- **The extent to which the district will use the subgrant to leverage resources, including by maximizing non-subgrant funding for the position of the liaison and the provision of transportation**.

- **How the district will use funds to serve homeless children and youth under ESSA (section 1113(c)(3).**

- **The extent to which the district will provide case management or related services to unaccompanied youths** (optional).

EDUCATIONAL SERVICE CENTERS – DESCRIPTION

Educational service centers are regional service organizations offering services and programs to identified districts within their service areas. Educational service centers may apply for McKinney-Vento funds to provide services for identified homeless students or increase the identification of homeless students within their service areas. As educational service centers provide services to many districts, applications for

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funding should include a description of services to be provided to all districts and special consideration should be given to the districts within the educational service area that have the highest need. Individual districts within the service area of a McKinney-Vento-served educational service center may choose to apply separately for a McKinney-Vento competitive grant to service their homeless populations. Should such districts receive grants, their homeless data would no longer be included in the data reported by the educational service center and therefore may affect the amount awarded to the educational service center.

SUBMISSION

This application is electronic only. Applications submitted via fax, email or postal mail will **NOT** be read. Applicants must have access to the Comprehensive Continuous Improvement Plan (CCIP), a secure electronic portal. LEAs applying for this grant must use their Information Retrieval Numbers (IRN).

The CCIP usually slows down due to large traffic on the last days of the submission period. We recommend that the application be finalized prior to the deadline. Allow time for resolution of last minute issues. Due to the high volume of calls into the office prior to the application deadline, it will be very difficult to receive help on the last day of submission. The application will close promptly at 5 p.m. Eastern Standard Time. NO extensions will be granted for organizations experiencing technical difficulties. All access requirements and system tests must be completed in advance of the closing of the application.

ACCESSING AND USING THE CCIP

All transactions regarding the McKinney-Vento grant are conducted through the CCIP. In the event an application is approved and the applicant becomes a subrecipient, subsequent communication, funding awards, notifications, payments and program updates will be through the CCIP.

To establish an Ohio Department of Education SAFE account, click on SAFE link at the top of any page on the Department's website. Each individual who will be attending events or accessing secure information on the website must complete a profile.

Once a SAFE account has been created, to Access the CCIP, users will sign in by clicking on the SAFE link at the top of any page on the Department's website. Enter your account name and password and click *Sign In*. CCIP will appear on the user's application menu. If you forget your account information, you can use the *Request a Reminder* feature. This will require your email address, date of birth and the last four digits of your Social Security number.

To complete the application or to move the application through the various stages of approval, users must have the following roles assigned in the Ohio Educational Directory System (OEDS).

CCIP ROLES IN THE OHIO EDUCATIONAL DIRECTORY (OEDS)

Users without one of these roles (superintendent, treasurer, CCIP authorized representative, and CCIP fiscal representative) in OEDS will need one of the following roles to access the CCIP:
Data Entry Funding-CCIP will grant users update access to **all** funding applications.
Data Entry Planning-CCIP will grant users update access to the planning tool.
Data View Funding-CCIP will grant users read-only access to all draft funding applications.
Data View Planning-CCIP will grant users read-only access to all active plans.

Once the application draft is complete, only the assigned treasurer and superintendent/CCIP authorized representative can approve the draft application. **The Ohio Department of Education does not receive the application until the superintendent/CCIP authorized representative "FINAL APPROVES" the application.** Applicants can continue to improve the application while in "DRAFT" status. Once FINAL APPROVED and submitted by the superintendent/CCIP authorized representative, no changes can be made to the application. The Ohio Department of Education will not return the application once it is Final Approved.

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APPLICATION DEADLINE

The deadline for all FY18 McKinney-Vento grant applications is April 27, 2018, at 5 p.m. All applications must be submitted via the Comprehensive Continuous Improvement Plan (CCIP) and approved by the applicant's superintendent/CCIP authorized representative prior to the deadline. No extensions are permitted once the CCIP closes.

Note: The CCIP is an electronic grant application submission and planning tool system used by the Department. The system "times out" after 60 minutes of inactivity. A timer is located on each page of the CCIP and restarts the 60-minute countdown as you "save" or move from one page to another within the system. If you type on the same page for more than 60 minutes, you will lose your work. We suggest that you answer the grant application questions in a word processing document first and then copy and paste into the CCIP. This will allow you to do a character count prior to inputting the answers into the CCIP. Check the CCIP for character limits. No sections can be left blank.

AUTHORIZED ACTIVITIES FOR LOCAL EDUCATION AGENCY GRANTS

The following are authorized activities of LEA grants, under Section 723(d) of the McKinney-Vento Homeless Assistance Act: McKinney-Vento Subgrant Authorized Activities.

PROGRAM COMPLIANCE MONITORING

Potential subrecipients should be aware that there are monitoring requirements. These activities are grant requirements. The U.S. Department of Education requires that each McKinney-Vento recipient participate in the subgrantee monitoring process. The Ohio Department of Education developed and implemented the monitoring process comprised of the following components:

- The Ohio Department of Education will conduct regularly scheduled onsite monitoring, desk monitoring and self-survey monitoring up to once per year.

COMPETITIVE GRANT REVIEW READ

Upon the closing of the CCIP, all applications are reviewed by the Ohio Department of Education to ensure eligibility and application requirements are met. All criteria must include details of collaborations, contact information, locations, staffing, goals, strategies, action steps, budgeting and all questions in the application. If the application is incomplete, it will not progress to the competitive grant read.

Applicants are responsible for ensuring that all information is entered in the appropriate areas of the application. Information inappropriately entered into sections may not be recognized by the readers assigned to the rate the applications. Readers are not required to search the application sections for additional explanation nor will readers make assumptions or interpretations about the intent of the applicant's response.

The Ohio Department of Education utilizes an independent McKinney-Vento grant reader pool. The Department screens and trains grant readers prior to the scoring of applications. Associates of organizations applying for a grant are NOT eligible to participate in the grant reader pool. The rater will assure that no conflict of interest exists between the rater and the application under consideration.

Prior to final application calibration (scoring), Department staff will review all application scores and identify grant reader discrepancies. The grant readers will resolve discrepancies so that the ranking process is as precise as possible. Applications with discrepancies are those considered to have four or more prompts with greater than a three-point difference. These applications will be given back to the readers to address the differences. Discrepancies may be resolved via email or conference call. The application scores are considered to be "clean" as long as fewer than four prompts indicate a difference of more than three points.

Grant read review scores will be applied to a statistical program that normalizes individual reviewer's scores. The score sheets will undergo a comprehensive analysis by a third-party contractor to determine the ranking of each application.

SUSTAINABILITY

Subgrantees, local education agencies and community-based organizations need to work together in making critical links to sustaining McKinney-Vento programing beyond the grant period. Applicants should bring together community organizations with the local education agency to determine how best to leverage resources for the long-term sustainability of the programs.

FUNDING AWARDS

The state educational agency shall, in accordance with the requirements of this subtitle and from amounts made available to it under section 726, make competitive subgrants to local educational agencies that submit applications under subsection (b). Such subgrants shall be awarded on the basis of the need of such agencies for assistance under this subtitle and the quality of the applications submitted.

Size of Grants: Grants are expected to be funded in the following ranges based on the LEA's reported count of homeless students in the 2016-2017 Education Management Information System (EMIS).

Tier 1: 45-100 up to $25,000

Tier 2: 101-199 up to $35,000

Tier 3: 200-299 up to $45,000

Tier 4: 300-600 up to $75,000

Tier 5: 601-2, 000 +up to $ 400,000

The Office of Federal Programs will determine the number of local McKinney-Vento programs to be funded based on the federal funding award to the state of Ohio and the state's funding priorities. Typically, the highest scoring applications can be recommended for funding. The funding will be for a one-year cycle.

NOTIFICATION OF AWARD

We anticipate that the competitive grant read process will be complete and final decisions will be made by the end of June of the funding year. Applicants will receive electronic notification of all funding decisions via the CCIP History Log Comments.

Note: All applicants are responsible for updating contact information. Updates are made in the Ohio Educational Directory System (OEDS) system. OEDS automatically sends updates to CCIP. All treasurers and superintendents identified in OEDS can enter approvals in CCIP. The superintendent is authorized to make changes in the contacts in the OEDS system. The superintendent also should identify one person in OEDS as the OEDS administrator. In addition to the superintendent and treasurer, the OEDS administrator is the only other person who can make changes to the system.

Appendix A
Scoring Rubric

This scoring rubric provides the questions that applications must answer and guides the competitive grant read process to score McKinney-Vento grant applications. Trained grant readers use the following rubric to assign scores for individual applications. Applicants are encouraged to review this rubric to develop responses that gain maximum consideration for each prompt.

The purpose of McKinney-Vento subgrant is to facilitate the identification, enrollment, attendance and success in school of homeless children and youth. The goals of the act are as follows:

- Provide immediate enrollment of homeless children who are not already enrolled. This includes reviewing and revising any laws, regulations, practices or policies that may act as barriers to the enrollment, attendance or success of homeless children and youth;
- Provide school stability for a student experiencing homelessness by allowing him or her to remain in the school of origin when this is in the child's or youth's best interest, and provide transportation to and from the student's school of origin at the parent's/guardian's or unaccompanied youth's request;
- Ensure that homeless students are provided services in such a way that they are not isolated or stigmatized;
- Promote school success and completion for homeless students;
- Support collaboration between school districts and community agencies serving homeless students.

**Applicants should be aware that any response that appears to include incorrect or misleading information to receive maximum points would be subject to removal from the scoring process or to the termination clause if discovered after funding is awarded.

**Applicants should be aware that the Department does not seek clarification to responses on the initial application. Scores are based on responses at the time of submission.

PROMPT 1. NEEDS ASSESSMENT

Provide the numbers of homeless students identified in EMIS for school year 2016-2017. Provide a concise narrative that demonstrates a need for the proposed program. Describe how each grade band will be served.

- Describe the educational and other tangible and intangible needs of homeless children and youth unique to your school's service area.

Score	Criteria
5	Exceptionally strong evidence of need indicated by the numbers and the narrative.
4	Strong evidence of need indicated by the numbers and the narrative.
3	Sufficient evidence of need indicated by the numbers and the narrative.
2	Limited evidence of need indicated by the numbers and the narrative.
1	Insufficient evidence of need indicated by the numbers and the narrative.
0	No evidence of need indicated by the numbers and the narrative.

PROMPT 2. GOALS, STRATEGIES AND ACTIVITIES

Explain the strategies, and action steps (activities) the grantee will implement to achieve the three goals below. Also include how the grantee will set a target for each goal and measure progress.

- Goal 1: Reduce chronic absenteeism for homeless children and youth;
- Goal 2: Improve identification, enrollment, retention, achievement and success for homeless children and youth;
- Goal 3: Increase the graduation rate for homeless children and youth.

Score	Criteria
5	Exceptionally strong evidence that strategies and action steps are specific, measurable, attainable, reasonable and timely for meeting the educational needs of a homeless youth.
4	Strong evidence that strategies and action steps are specific, measurable, attainable, reasonable and timely for meeting the educational needs of a homeless youth.
3	Sufficient evidence that strategies and action steps are specific, measurable, attainable, reasonable and timely for meeting the educational needs of a homeless youth.
2	Limited evidence that strategies and action steps are specific, measurable, attainable, reasonable and timely for meeting the educational needs of a homeless youth.
1	Insufficient evidence that strategies and action steps are specific, measurable, attainable, reasonable and timely for meeting the educational needs of a homeless youth.
0	No evidence that strategies and action steps are specific, measurable, attainable, reasonable and timely for meeting the educational needs of a homeless youth.

PROMPT 3. INTEGRATION INTO CONTINUOUS IMPROVEMENT PLAN

Describe how this program will be coordinated/integrated with the regular education program. Describe how the district will use Title I programing/funding to serve homeless children and youth. If the district is involved in the OIP process tell how the program will be supported through this process.

- Describe how youths will be integrated into the regular education program, including the provision of expedited evaluations of the strengths and needs of homeless children and youths and the 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 ESSA of 2015 or similar state and local programs in career and technical education; and school nutrition programs.

Score	Criteria
5	Exceptionally strong evidence of the integration of homeless education into the CCIP and of joint planning efforts within the district.
4	Strong evidence of the integration of homeless education into the CCIP and joint planning efforts within the district.
3	Sufficient evidence of the integration of homeless education into the CCIP and joint planning efforts within the district.
2	Limited evidence of the integration of homeless education into the CCIP and joint planning efforts within the district.
1	Insufficient evidence of the integration of homeless education into the CCIP and joint planning efforts within the district.
0	No evidence of the integration of homeless education into the CCIP and joint planning efforts within the district.

PROMPT 4. EVIDENCE BASED PRACTICE

How will you incorporate evidence-based research? Describe the evidence-based materials and/or strategies that will be used in the program and how the materials and/or strategies will affect progress toward the proposed program goals, strategies and action steps.

- Describe how these strategies will serve the diverse needs of homeless children and youth.

Score	Criteria
5	Exceptionally strong evidence that materials/strategies used are grounded in evidence-based practice(s).
4	Strong evidence that materials/strategies used are grounded in evidence-based practice(s).
3	Sufficient evidence that materials/strategies used are grounded in evidence-based practice(s).
2	Limited evidence that materials/strategies used are grounded in evidence-based practice(s).
1	Insufficient evidence that materials/strategies used are grounded in evidence-based practice(s).
0	No evidence that materials/strategies used are grounded in evidence-based practice(s).

PROMPT 5. ADDRESSING THE NEEDS OF PRESCHOOL CHILDREN and UNACCOMPANIED YOUTH

Describe how you will you identify and provide for the needs of homeless preschool children.
Describe how you will you identify and provide for the needs of unaccompanied youth, including case management and related services?

- Describe how you engage with Head Start and other early childhood programs to address the needs of families with children in the early childhood setting;
- Describe how you will engage with early intervention services under part C of the Individuals with Disabilities Education Act (IDEA Part C);
- Describe how you will engage with and provide for the needs of unaccompanied youth, in particular homeless children and youth who are not enrolled in school;
- Include how you will provide case management or related services to unaccompanied youths, including services related to college and career readiness.

Score	Criteria
5	Exceptionally strong evidence outlining plans to address needs of homeless preschool children and unaccompanied youth.
4	Strong evidence outlining plans to address needs of homeless preschool children and unaccompanied youth.
3	Sufficient evidence outlining plans to address needs of homeless preschool children and unaccompanied youth.
2	Limited evidence outlining plans to address needs of homeless preschool children and unaccompanied youth.
1	Insufficient evidence outlining plans to address needs of homeless preschool children and unaccompanied youth.
0	No evidence outlining plans to address needs of homeless preschool children and unaccompanied youth.

PROMPT 6. CAPACITY TO IMPLEMENT

What is your capacity to implement this grant?

- Describe how personnel will effectively engage families, children, youth and stakeholders within and outside of the district in supporting the needs of the homeless population.

Score	Criteria
5	Exceptionally strong evidence of capacity to implement the program.
4	Strong evidence of capacity to implement the program.
3	Sufficient evidence of capacity to implement the program.
2	Limited evidence of capacity to implement the program.
1	Insufficient evidence of capacity to implement the program.
0	No evidence of capacity to implement the program.

PROMPT 7. PROFESSIONAL DEVELOPMENT

Describe your professional development plan for all individuals connected to this program? Describe how professional development will be provided to the district representatives as well as to collaborative agencies and neighboring districts. Describe what professional development activities will be engaged in to keep those involved in program activities up to date on the best practices for meeting the needs of homeless children and youth.

- Provide a description of the 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 under the subtitle and the specific educational needs of runaway children and youth;

- Provide professional development opportunities for local district personnel to assist such personnel in identifying and meeting the needs of homeless children and youths, and provide training on the definitions of terms related to homelessness.

Score	Criteria
5	Exceptionally strong evidence that identifies specific professional development and/or activities/meetings/seminars/workshops connected to homeless education.
4	Strong evidence that identifies specific professional development and/or activities/meetings/seminars/workshops connected to homeless education.
3	Sufficient evidence that identifies specific professional development and/or activities/meetings/seminars/workshops connected to homeless education.
2	Limited evidence that identifies specific professional development and/or activities/meetings/seminars/workshops connected to homeless education.
1	Insufficient evidence that identifies specific professional development and/or activities/meetings/seminars/workshops connected to homeless education.
0	No evidence that identifies specific professional development and/or activities/meetings/seminars/workshops connected to homeless education.

PROMPT 8. PARENT/GUARDIAN/CARETAKER INVOLVEMENT

Describe the provision of education and training to the parents and guardians of homeless children, as well as youth rights and resources available to such children and youths. Describe other activities designed to increase meaningful involvement.

- Describe the provision of specialized instructional support services and referrals for such services;
- Describe activities to address needs that may arise as a result of domestic violence and parental mental health or substance abuse problems;
- Describe how these services will be provided;
- Include the outside agencies that may be used to support and facilitate these services or trainings;
- Describe the activities and resources that will be utilized.

Score	Criteria
5	Exceptionally strong evidence outlining and describing the involvement of parents, guardians and caretakers of homeless children and youth with their education.
4	Strong evidence outlining and describing the involvement of parents, guardians and caretakers of homeless children and youth with their education.
3	Sufficient evidence outlining and describing the involvement of parents, guardians and caretakers of homeless children and youth with their education.
2	Limited evidence outlining and describing the involvement of parents, guardians and caretakers of homeless children and youth with their education.
1	Insufficient evidence outlining and describing the involvement of parents, guardians and caretakers of homeless children and youth with their education.
0	No evidence outlining and describing the involvement of parents, guardians and caretakers of homeless children and youth with their education.

PROMPT 9. PARTNERSHIP COMMITMENT: STAKEHOLDERS INVOLVED
Who are your major partners? Describe each partner's role and involvement in your program.

- Tell about the partnerships you currently have and those you plan to establish to help promote awareness, as well as help meet the needs of the homeless population. Be explicit in the active role these stakeholders will take and services they will provide;
- Describe the development of coordination between schools and agencies providing services to homeless children and youths, including coordination with emergency, transitional and permanent housing agencies.

Score	Criteria
5	Exceptionally strong evidence of collaboration with partners for services to homeless children and youth.
4	Strong evidence of collaboration with partners for services to homeless children and youth.
3	Sufficient evidence of collaboration with partners for services to homeless children and youth.
2	Limited evidence of collaboration with partners for services to homeless children and youth.
1	Insufficient evidence of collaboration with partners for services to homeless children and youth.
0	No evidence of collaboration with partners for services to homeless children and youth.

PROMPT 10. PROGRAM EVALUATION
How will you evaluate your progress in achieving your goals and objectives?
- Describe strategies and activities for assessing progress toward achieving program objectives and generating information to make changes for program improvement. Provide a description of staff time and internal and external resources to be utilized for program evaluation.

Score	Criteria
5	Exceptionally strong evidence of systematic process to evaluate program effectiveness along with the achievement of identified goals and strategies.
4	Strong evidence of systematic process to evaluate program effectiveness along with the achievement of identified goals and strategies.
3	Sufficient evidence of systematic process to evaluate program effectiveness along with the achievement of identified goals and strategies.
2	Limited evidence of systematic process to evaluate program effectiveness along with the achievement of identified goals and strategies.
1	Insufficient evidence of systematic process to evaluate program effectiveness along with the achievement of identified goals and strategies.
0	No evidence of systematic process to evaluate program effectiveness along with the achievement of identified goals and strategies.

PROMPT 11. BUDGET
How are you spending these funds? Include an explanation of each expenditure; include object and purpose code and how each expenditure aligns with your goals in an efficient and effective manner. Provide details about how the district Title I set-aside will be used, including if funds will be used for the position of the liaison and the provision for transportation. Include a description of how non-subgrant funds will be used to leverage resources.
- Provide a detailed budget narrative explaining how you will utilize grant funds to support identification, enrollment, attendance and academic success for homeless children and youth.

- Describe how the district will use the subgrant to leverage resources, including maximizing non-subgrant funding for the position of the liaison and the provision for transportation.

Score	Criteria
5	Exceptionally strong evidence of clear use of these funds and alignment with program goals, strategies and action steps.
4	Strong evidence of systematic process to evaluate program effectiveness along with the achievement of identified goals and strategies.
3	Sufficient evidence of systematic process to evaluate program effectiveness along with the achievement of identified goals and strategies.
2	Limited evidence of systematic process to evaluate program effectiveness along with the achievement of identified goals and strategies.
1	Insufficient evidence of systematic process to evaluate program effectiveness along with the achievement of identified goals and strategies.
0	No evidence of systematic process to evaluate program effectiveness along with the achievement of identified goals and strategies.

PROMPT 12. TIMELINE
What is your program implementation timeline for the fiscal year?
- Provide a timeline that represents ongoing daily work, as well as a realistic amount of activities, events and projects for the use of funds.

Score	Criteria
5	Exceptionally strong evidence of systematic organization of schedule outlined.
4	Strong evidence of systematic organization of schedule outlined.
3	Sufficient evidence of systematic organization of schedule outlined.
2	Limited evidence of systematic organization of schedule outlined.
1	Insufficient evidence of systematic organization of schedule outlined.
0	No evidence of systematic organization of schedule outlined.

PROMPT 13. SUSTAINABILITY
How will your initiative sustain itself if/when funding is reduced or ended?
- Describe a sustainability plan to be developed to sustain the program and services should the grant funding end. Tell how your district will use set-aside funds to support the program efforts. Include potential additional partnerships and linkages, including other funding streams and in-kind services that will enable the program to continue if the award were to end. Identify the staff position and qualifications for developing the sustainability process.

Score	Criteria
5	Exceptionally strong evidence of identified means to sustain program if and when funding is reduced or ended.
4	Strong evidence of identified means to sustain program if and when funding is reduced or ended.
3	Sufficient evidence of identified means to sustain program if and when funding is reduced or ended.
2	Limited evidence of identified means to sustain program if and when funding is reduced or ended.
1	Insufficient evidence of identified means to sustain program if and when funding is reduced or ended.

0	No evidence of identified means to sustain program if and when funding is reduced or ended.

Appendix B

CREATING A SECURE APPLICATION FOR ENTERPRISE (SAFE) ACCOUNT

(All applicants must obtain a SAFE Account)
You will need to enter an Ohio driver license or an Ohio state ID number to establish a SAFE account.

1. Access education.ohio.gov.
2. Click the "SAFE" link near the top of the Ohio Department of Education home page.
3. Click "Sign Up."
4. Follow the directions on the screen.

Appendix C

Ohio Educational Directory System (OEDS) Access for New Superintendents and Treasurers
All new superintendents and treasurers must first enter their personal information in the Ohio Educational Directory System (OEDS) to establish themselves in the Department's systems.

To do this, the superintendent, treasurer or LEA data custodian designated by the superintendent must:

1. Access education.ohio.gov.
2. On the Department home page, click the "SAFE" link near the top of the page.
3. Enter SAFE (Secure Access for Enterprise) account name and password.
4. When the next page displays, click "OEDS-R."
5. Follow the on-screen instructions.
6. Enter the superintendent and treasurer email addresses.
7. OEDS will export the superintendent and treasurer information to the CCIP.

If the LEA does not have a secure Ohio Department of Education Web Portal account, the data custodian will have to set up the account at https://safe.ode.state.oh.us/portal/signup/.

LEA data custodians having trouble entering information in OEDS should review the OEDS Desk Manual (or obtain training from their data acquisition sites).
You also may contact the OEDS-R support team at OEDS.ContactUs@education.ohio.gov.

Appendix D

By submitting this application, you agree to the following Assurances

ASSURANCES

McKinney-Vento Homeless Assistance Act, Subtitle VII-B Reauthorized Dec. 10, 2015, by Title IX, Part A of the Every Student Succeeds Act (Effective Oct. 1, 2016).

I hereby assure that the local educational agency's combined fiscal effort per student, or the aggregate expenditures of that agency and the state with respect to the provision of free public education by such agency

for the fiscal year preceding the fiscal year for which the determination is made, was not less than 90 percent of such combined fiscal effort or aggregate expenditures for the second fiscal year preceding the fiscal year for which the determination is made.

I hereby assure that the applicant complies with, or will use requested funds to comply with, paragraphs (3) through (7) of section 722(g).

I hereby assure that the local educational agency will collect and promptly provide data requested by the state coordinator pursuant to paragraphs (1) and (3) of section 722(f).

I hereby assure that the local educational agency will meet the requirements of section 722(g)(3).

I hereby assure that supporting documents for expenditures under this program will be maintained in an orderly manner to permit audit of expenditures and will be made available to appropriate officials on request.

I hereby assure that subcontracts for certain activities of the grant will be supervised by the same district fiscal agent.

I hereby assure that the information contained in this application is accurate and complete.

I hereby assure that the board of the above named LEA has authorized me as its representative to file this application.

Appendix E

FREQUENTLY ASKED QUESTIONS
1. CCIP System
2. Eligibility
3. Expenditures
4. Types of Services
5. Funding and Carryover
6. Grant Scoring/Application
7. Monitoring

CCIP SYSTEM

Q. What if I am having technical problems getting in the CCIP?

A. You must have an active SAFE account name and password. If you are unable to access the CCIP system, check for a technical problem at your local level. You may need to call (614) 466-4161 and request CCIP technical assistance.

Q. I am having problems completing my CCIP application. What should I do?

A. Recheck your steps in the CCIP. Work with your district's CCIP coordinator to determine the problem.

   If you are still experiencing problems, send an e-mail to Susannah.wayland@education.ohio.gov.

ELIGIBILITY

Q. Who can apply?

A. Any district in Ohio may apply as long as it has 45 or more homeless students reported.

Q. If I am a new applicant, what data do I use to populate the Needs Assessment?

A. A new applicant would need to use the EMIS data (2016-2017 school year) that reports that number of homeless students identified in the district.

Q. If I am a current subgrantee, what numbers do I use to populate the Needs Assessment?

A. A current subgrantee would use the consolidated state performance report data (2016-2017 school year), which reflects the number of students served in your program.

Q. How many applicants will be funded?

A. Currently, there are 18 funded programs: three educational service centers and 15 districts. There is no limit to the number of programs that can be funded; however, the funds are limited and therefore only quality applicants will be considered.

Q. May an LEA that is within the service area of an ESC with a McKinney-Vento subgrant apply separately for subgrant funds to service its homeless population?

A. Yes. A district having at least 45 identified homeless students may complete an application for a McKinney-Vento subgrant. Should such district be awarded a subgrant, its homeless data would no longer be included in the data reported by the ESC and may affect the amount awarded to the ESC.

EXPENDITURES

Q. Is food an allowable expense?

A. No, generally food is not an allowable expense.

Q. How do I know what type of activities are allowable?

A. A list of allowable activities is available here: McKinney-Vento Sub grant Authorized Activities.

Q. What do we need to do to submit revision requests to our grant application?

A. Revisions to the McKinney-Vento grant application should be minimal due to this being a competitive grant. Grant readers score applications based on original content. On occasion, however, a revision request may be submitted providing it does not change the initial intent of the application. Grantees should make the appropriate changes to the budget and enter a detailed note in the CCIP Comment Log explaining what the changes are and why the changes are being requested. If the budget is not changing, place a note in the CCIP Comment Log explaining the requested change and submit the revision request for approval. Per EDGAR 80.30: All revision requests must obtain prior approval from the Ohio Department of Education.

NOTE: Budget revision requests for less than 10 percent in any one cell do not need to be submitted for Department approval.

Q. What is expected of a homeless liaison?

A. The local liaison serves as one of the primary contacts between homeless families and school staff, district personnel, shelter workers and other service providers. The liaison coordinates services to ensure that homeless children and youth enroll in school and have the opportunity to succeed academically.

Q. Are there any carryover funds for McKinney-Vento subgrantees?

A. No, grantees must obligate all current-year grant funds by the end of the fiscal year (June 30). The grant period is the same as a fiscal year, which is July 1 of the year in which the grant application is approved through June 30 of the following year.

Q. What is the Title I set-aside? What types of services may an LEA provide to homeless students with funds reserved?

A. Title I, Part A funds may be used to provide a wide variety of services to homeless students. In addition to providing services to assist homeless students in meeting the state's challenging academic standards, Title I, Part A funds may be used to provide services to homeless children and youths, including those in Title I schools, that may not ordinarily be provided to other Title I students. For example, to help homeless students effectively take advantage of educational opportunities, an LEA may use Title I, Part A funds to provide, where appropriate, items or services including, but not limited to:
- Items of clothing, particularly if necessary to meet a school's dress or uniform requirement;
- Clothing and shoes necessary to participate in physical education classes;
- Student fees that are necessary to participate in the general education program;
- Personal school supplies, such as backpacks and notebooks;
- Birth certificates necessary to enroll in school;
- Immunizations;
- Food;
- Medical and dental services;
- Eyeglasses and hearing aids;
- Counseling services to address anxiety related to homelessness that is impeding learning;
- Outreach services to students living in shelters, motels and other temporary residences;
- Extended learning time (before and after school, Saturday classes, summer school) to compensate for lack of quiet time for homework in shelters or other overcrowded living conditions;
- Tutoring services, especially in shelters or other locations where homeless students live;
- Parental involvement specifically oriented to reaching out to parents of homeless students;
- Fees for advanced placement and international baccalaureate testing;
- Fees for college entrance exams, such as the SAT or ACT; and
- GED testing for school-age students.

Two principles govern the use of Title I, Part A funds to provide such services to homeless students. First, the services must be reasonable and necessary to assist homeless students to take advantage of educational opportunities. Second, Title I, Part A funds must be used only as a last resort when funds or services are not available from other public or private sources, such as the USDA's National School Lunch Program and Breakfast Program, public health clinics or local discretionary funds (sometimes provided by the PTA) used to provide similar services for economically disadvantaged students.

Q. How should an LEA determine the amount of funds to reserve for comparable services under Title I, Part A?

A. Funds reserved for comparable services may be determined based on a needs assessment of homeless children and youths in the LEA, taking into consideration the number of homeless children and youths identified by the LEA and their unique needs.

Q. May Title I, Part A funds reserved be used to fund the local liaison position?

A. Yes. Title I, Part A homeless set-aside funds may be used to fund all or part of the homeless liaison's salary, even if that person has no Title I duties. In larger districts with significant numbers of identified homeless students enrolled, an LEA may also use Title I funds to support, as necessary, additional staff carrying out the required duties of the local liaison.

Q. What federal funds may an LEA use to defray the excess cost of school of origin transportation?

A. An LEA receiving McKinney-Vento subgrant funds may use these funds to defray the excess cost of school of origin transportation. An LEA also may use Title I, Part A funds reserved to defray the excess costs of transporting homeless students to and from their schools of origin.)).

Q. How much funding may I ask for?

A. Your funding is based on need reflected from the consolidated state performance report data provided. Please refer to the tiers below to see how much your district is eligible for. In addition to the consolidated state performance report data, the quality of your application will be considered in the funding decision.

Tier 1: 45-100 up to $25,000

Tier 2: 101-199 up to $35,000

Tier 3: 200-299 up to $45,000

Tier 4: 300-600 up to $75,000

Tier 5: 601-2, 000 +up to $ 400,000

GRANT SCORING/APPLICATION

Q. How many readers score a grant application?

A. Each grant application is read and scored by three readers.

Q. When is the application due?

A. The application opens in January and is due April 27, 2018, at 5 p.m.

MONITORING

Q. What kind of reporting requirements will there be?

A. All subgrantees will be required to complete a review annually. Up to once per year, a program will be monitored on-site, by desk review or by self-survey using the CCIP Checklist.