

LEA
Application

Education for
Homeless
Children and
Youth Program

McKinney-Vento
Homeless Education
Assistance
Improvement Act as
amended by the Every
Student Succeeds Act
(ESSA)



Request for Renewal
Year 3 of 3

School Year 2016-2017

Maryland State Department of Education
200 West Baltimore Street
Baltimore, Maryland 21201

Deadline for Submission
August 22, 2016
3:00 p.m.

PROGRAM DESCRIPTION

Name of Grant Program:

McKinney-Vento Education for Homeless Children and Youth Program

AUTHORIZATION:

Section 724(g) of the McKinney-Vento Homeless Assistance Act (McKinney-Vento Act), as amended by the Every Student Succeeds Act (ESSA), December 2015, (Pub. L.114-95).

DISSEMINATION: July 8, 2016

DEADLINE: August 22, 2017

Last delivery will be accepted at the security desk at the Baltimore Street entrance of the Nancy S. Grasmick State Education Building, 200 West Baltimore Street, Baltimore, Maryland 21201 **no later than 3:00 p.m.** Call extension 70279 for pick-up and receipt.

TECHNICAL ASSISTANCE/WEBINAR: July 21, 2016 at 1 :30 p.m.

TOTAL FUNDS AVAILABLE: \$ 773,230

LENGTH OF GRANTS: July 1, 2016- September 30, 2017

ESTIMATED NUMBER OF GRANTS: 11

ESTIMATED GRANT RANGE: \$15,000 - \$89,000

ELIGIBLE APPLICANTS:

The LEAs with 2015-2016 McKinney-Vento subgrant funding: Anne Arundel County, Baltimore County, Charles County, Harford County, Howard County, Prince George's County, Somerset County, Saint Mary's County, Washington County, Wicomico County, and Worcester County.

AWARD NOTIFICATION: LEAs will be notified by mail of approved grant applications.

STATEMENT OF POLICY: (Section 721)

The Maryland State Department of Education (MSDE) McKinney-Vento Education for Homeless Children and Youth Program shall ensure:

- (1) Each child of a homeless individual and each homeless youth have equal access to the same free, appropriate public education, including a public preschool education, as provided to other children and youth.
- (2) Support Local Education Agencies (LEAs) as they address barriers that homeless children and youth may face in enrolling, attending, and succeeding in school.
- (3) 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 academic standards to which all students are held. In addition, homeless students may not be separated from the mainstream school environment.
- (4) States and LEAs are required to review and undertake steps to revise laws, regulations, practices, or policies that may act as barriers to the enrollment, attendance, or success of homeless children and youth in school.

ALLOWABLE COSTS/FUND USE: [Every Student Succeeds Act (ESSA) Sec.723 (d)]

Activities must focus on services documented by the local school system that will facilitate the enrollment, retention, and educational achievement of homeless children and youth.

ALLOWABLE ACTIVITIES:

- 1) 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 established for other children and youth.
- 2) 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 ESEA of 1965 or similar State or local programs, programs in career and technical education, and school nutrition programs.
- 3) 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 youth, the rights of such children and youth, and the specific educational needs of runaway and homeless youth. *(Include the LEA's professional development plan in the Appendices).*
- 4) The provision of referral services for homeless children and youth for medical, dental, mental, and other health services.
- 5) The provision of assistance to defray the excess cost of transportation for students under section 722(g)(4)(A), not otherwise provided through Federal, State, or local funding, where necessary to enable students to attend the school selected under sections 722(g)(3).
- 6) The provision of developmental appropriate early childhood education programs, not otherwise provided through Federal, State, or local funding, for preschool-aged homeless children.
- 7) 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 youth.
- 8) The provision for homeless children and youths of before-and-after school, mentoring and summer school programs in which a teacher or other qualified individual provides tutoring, homework assistance, and supervision of educational activities.
- 9) If necessary, the payment of fees and other costs associated with tracking, obtaining, and transferring records necessary to enroll homeless children and youth in school, including birth certificates, immunization or other required health records, academic records, guardianship records, and evaluations for special programs or services.
- 10) 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 and youths in the education of such children and youths.
- 11) The provision of specialized instructional support services (including violence prevention counseling) and referrals for such services.

- 12) Activities to address the particular needs of homeless children and youth that may arise from domestic violence and parental mental health or substance abuse problems.
- 13) 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.
- 14) The provision of school supplies, including those supplies to be distributed at shelters or temporary housing facilities, or other appropriate locations.
- 15) The provision of other extraordinary or emergency assistance needed to enable homeless children and youth to attend school and participate fully in school activities.

REQUIRED COMPONENTS:

Proposals must contain the following to be considered for funding and assembled in the order indicated.

1. Proposal Cover Sheet (including **LEA DUNS number**)
2. General Assurances (signed)
3. Table of Contents
4. Project Narrative (25-page limit)
 - a. Extent of Need
 - b. Goals, Objectives, and Milestones
 - c. Plan of Operation
 - d. Evaluation and Dissemination Plan
 - e. Management Plan/Key Personnel
 - f. Coordination and Collaboration
5. Budget (C-1-25) and Budget Narrative

REPORTING REQUIREMENTS:

Sub-Grantees must submit:

- Interim Progress Report (C-1-25 C) – March 31, 2017
- Final Progress Report (C-1-25-D) – November 30, 2017
- A three year, end-of-cycle evaluation report - TBD
- Annual Financial Report (AFR) – November 30, 2017
- In addition, grantees will participate in at least one on-site and/or desk monitoring per funding cycle.

APPENDICES:

- a) Stakeholders/Steering Committee
- b) LEA Policy/Procedures/Guidelines (**due October 1, 2016**)
- c) MEMORANDA of Agreement/Understanding (MOA/MOU)
- d) Shelter Housing for Children and Youth Tracking Certification
- e) Professional Development Plan for school year 2016-2017

THE GENERAL EDUCATION PROVISIONS ACT (GEPA), SECTION 427:

Each applicant must include a succinct description of the steps the applicant will take to ensure equitable access to, and participation in, this federally-assisted program for homeless children and youth, teachers, and other program beneficiaries regardless of gender, race, national origin, color, disability or age. Based on the circumstances of the local school system, the applicant should determine whether these or other barriers may prevent homeless children and youth, teachers or other program beneficiaries from access to, or participation in this federally funded project or activity.

SUBMISSION REQUIREMENTS:

- a. An application package including the cover sheet, signed assurances, program abstract, table of contents, program narrative, budget (C-1-25) and budget narrative and GEPA statement.
- b. Application package excluding proposal cover sheet, assurances, program abstract, table of contents, budget (C-1-25) and budget narrative, GEPA statement and appendices must not exceed twenty-five (25) pages.
- c. The abstract must not exceed one (1) page – double space.
- d. The original application for Education for Homeless Children and Youth Act McKinney-Vento Grant Form must be signed in **blue ink** (*Copies of the Application Form may not be color photocopied*).
- e. All pages of the Project Narrative must use one-inch margins, be numbered, and a font size of 12-point. Proposals that fail to meet this requirement will be rejected.
- f. Charts, worksheets, and tables, if applicable, may use single spacing and a type size of 10-point font.
- g. All copies of the proposal should be on standard size (8½" x 11") paper of regular weight.
- h. Send an electronic copy of the completed application to Ms. Valerie Ashton-Thomas at **Valerie.ashton-thomas@maryland.gov**. In addition, an unbound original proposal, together with (1) copy, in Microsoft Word 2003 or later version format, must be submitted by **August 22, 2016 by 3:00 p.m. (Eastern Time) to:**

Maryland State Department of Education
Nancy S. Grasmick State Education Building
200 West Baltimore Street – 4TH Floor
Baltimore, Maryland 21201-2595
Attention: Valerie Ashton-Thomas

PROPOSAL REVIEW:

- The 2016-2017 Request for Renewal (RFR) grant application is year 3 of a three-year cycle. Continuation funding will be determined in relation to:
 - Extent of need based on the number of homeless children and youths enrolled in early childhood education and other preschool programs, elementary schools, and secondary schools within the area served by the Local Education Agency (LEA), and shall consider the needs of such children and youths and the ability of the LEA to meet such needs;
 - The extent to which the proposed use of funds will facilitate the identification, enrollment, retention, and education 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 LEA exhibits in the application and in current practice a commitment to education for all homeless children and youths;
 - Available funding;
 - Quality of application; and
 - Other factors deemed important by MSDE.
- Each subgrantee will undergo a risk assessment established by MSDE prior to the awarding of federal funds. Additional criteria used will consists of: 1) the LEA's ability to provide a greater distribution of funded activities to address the range of homeless students enrolled or residing in the district and their educational needs; 2) the LEA's ability to conduct data analysis and evaluation activities to track graduation and attendance rates; and 3) monitoring students' performance and progress toward the past year's goals and objectives and continuous improvement in the second year. The RFR grant application will be pre-screened for submission requirements and required sections.
- A review team established by the Maryland State Department of Education (MSDE) will evaluate and provide written feedback to applicants on the status of the application.
- Immediate response will be required for any application pending clarification and/or additional information.
- Final approval for awards will be determined by the Assistant State Superintendent, Division of Student, Family, and School Support.

NON-DISCRIMINATION STATEMENT:

The Maryland State Department of Education does not discriminate on the basis of age, ancestry/national origin, color, disability, gender identity/expression, marital status, race, religion, sex, or sexual orientation in matters affecting employment or in providing access to programs and activities and provides equal access to the Boy Scouts and other designated youth groups. For inquiries related to Department policy, please contact:

Equity Assurance and Compliance Office
Office of the Deputy State Superintendent for Finance and Administration
Maryland State Department of Education
200 W. Baltimore Street - 6th Floor
Baltimore, Maryland 21201-2595
410-767-0426 - voice
410-767-0431 - fax
410-333-6442 - TTY/TDD

Program contact for inquiries regarding this publication:

Valerie Ashton-Thomas, Coordinator
Homeless Education and Neglected, Delinquent and At-risk Programs
Program Improvement and Family Support Branch
Phone: (410) 767-0314 Fax: (410) 333-8010
Email: vashton-thomas@msde.state.md.us.

PROPOSAL COVER SHEET

MCKINNEY-VENTO EDUCATION FOR HOMELESS CHILDREN AND YOUTH PROGRAM

Name of LEA:

LEA DUNS Number:

Address (including 9 digit zip code):

Program Manager & Title:

Address:

Telephone Number:

Fax Number:

E-mail Address:

Additional Program Contact & Title:

Address:

Telephone Number:

Fax Number:

E-mail Address:

Funding Request:

Name of Superintendent/CEO

Signature

Date

RECIPIENT ASSURANCES

By receiving funds under this grant award, I hereby agree, as grantee, to comply with the following terms and conditions:

1. Programs and projects funded in total or in part through this grant shall operate in compliance with State and federal statutes and regulations, including but not limited to the 1964 Civil Rights Act and amendments, the Code of Federal Regulations (CFR) 34, the Elementary and Secondary Education Act, Education Department General Administrative Regulations (EDGAR), the General Education Provisions Act (GEPA) and the Americans with Disabilities Act (ADA). Vendors, subgrantees, and/or consultants; including officers and employees shall comply with the Family Educational Rights and Privacy Act at all times (20 U.S.C. §1232g).

2. Grantee shall assure that its facilities are accessible to individuals with disabilities as required by the ADA and applicable regulations. The grantee shall not discriminate against individuals with disabilities in the provision of its services and programs unless to do so would be an undue burden or result in fundamental alteration in the program as those terms are used in the ADA and its implementing regulation. The State reserves the right to inspect the grantee's facilities at any time to determine if the grantee is in compliance with ADA. The grantee shall bear sole responsibility for assuring that its programs conforms for the section 501c. of the ADA (42 USC 12201) as a bona fide benefit plan. The grantee shall indemnify and hold the State harmless in any administrative proceeding or action brought pursuant to the ADA for all damages, attorneys' fees, litigation expenses and costs, if such action or proceeding arises from the acts of grantee, grantee's employees, agents or subgrantees.

3. By accepting federal funds, the recipients certify that they have complied with Federal Executive Order 12549, Debarment and Suspension set forth in 2 CFR §180, and that, a signed Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion form has been filed with Maryland State Department of Education Project Monitor.

4. Grantee shall establish and maintain fiscal control, fund accounting procedures by fund, as set forth in 2 CFR §200 and in applicable statute and regulation. By accepting federal funds, the recipient agrees that the amount of the grant award is contingent upon the receipt of federal funds. Grantee shall retain all records of its financial transactions and accounts relating to this grant for a period of five years, or longer if required by federal regulation. Such records shall be made available for inspection and audit by authorized representatives of MSDE.

5. Entities expending federal funds of \$750,000 or more in a single fiscal year, must have an annual financial and compliance audit in accordance with 2 CFR Subpart F 200.500 et. seq.

6. The Maryland State Department of Education (MSDE) may, as it deems necessary, supervise, evaluate and provide guidance and direction to grantee in the conduct of activities performed under this grant. However, MSDE's failure to supervise, evaluate or provide guidance and direction shall not relieve grantee of any liability for failure to comply with the terms of the grant award.

7. Grantee shall adhere to MSDE reporting requirements, including the submission of all required reports. Failure to submit complete, accurate, and timely progress and final reports may result in the withholding of subsequent grant payments until such time as the reports are filed.

8. Grantee must receive prior written approval from the MSDE Program Monitor before implementing any programmatic changes with respect to the purposes for which the grant was awarded. Unless a division implements a stricter policy, grantee must receive prior written approval from the MSDE Program Monitor for any budgetary realignment of \$1,000 or 15% of total object, program or category of expenditure, *whichever is greater*. Grantee must support the request with the reason for the requested change. Budget realignments must be submitted at least 45 days prior to the end of the grant period.

9. Requests for grant extension, when allowed, must be submitted at least 45 days prior to the end of the grant period.

10. Grantee shall insure that programs and projects that offer web-based or technology band instructional products or programs which are funded in total or in part through this grant will operate in compliance with Section 508 of the 6/27/2016 15:29:58 Notice of Grant Award 3 Federal Rehabilitation Act of 1973 as amended and Section 7-910 of the Education Article, Annotated Code of Maryland.

11. Grantee shall repay any funds that have been determined through the federal or State audit process to have been misspent, misapplied, or otherwise not properly accounted for, and further agrees to pay any collection fees that may subsequently be imposed by the federal and/or State government. The repayment may be made by an offset to funds that are otherwise due the grantee.

I further certify that all of the facts, figures and representations made with respect to the grant application and grant award, including exhibits and attachments, are true and correct to the best of my knowledge, information, and belief.

Superintendent of Schools/Head of Grantee Agency

Date

PROJECT NARRATIVE (25- page limit)

The Project Narrative must include the following components:

- Extent of Need
- Goals, Objectives, and Milestones
- Plan of Operation
- Evaluation
- Management Plan/Key Personnel

The Extent of Need must:

1. Cite research supporting your continued need for this project.
2. State what data were collected to confirm the existence of the problem, the sources of the data, and the methods used to collect them.
3. Present quantitative data in support of specific population and schools/programs served and related educational services:
 - a. Estimated total number of children and youth, birth to 21 years, residing in the county: _____
 - b. Estimated total number of homeless children and youth that will be enrolled in District schools for the 2016-2017 school year: _____
 - c. Number of families in homeless situations living in the LEA: _____
 - d. Number of families in homeless situations living in other LEAs: _____
 - e. Number of families in homeless situations living in another state: _____
 - f. Number of families doubled-up: _____
 - g. Number of families unsheltered: _____
 - h. Number of families in motel/hotels: _____
 - i. Number of families in shelters: _____
 - j. Number of unaccompanied youth: _____
 - k. Number of homeless children Birth – 2: _____
 - l. Number of homeless students grades Pre K – 5: _____
 - m. Number of homeless students grades 6-8: _____
 - n. Number of homeless students grades 9-12: _____
 - o. Number of out-of-school homeless students through age 21: _____
 - p. Number of homeless students with disabilities: _____
 - q. Number of homeless English learners: _____
 - r. Number of homeless gifted and talented students: _____
 - s. Number of free and reduced families in homeless situations: _____
 - t. Number of families in homeless situations impacted by domestic violence: _____

4. Document current or past efforts to address the problem.
5. Explain why the current or past efforts failed or are inadequate to address the total need. Include any additional relevant demographics and other statistics about the population you intend to serve.
6. Describe the wider impact on the local community if the problem is not addressed.

Goals, Objectives, and Milestones (must contain the following information):

- a. **Target Population:** Specify the population the project will address. Program services must aim to increase student achievement.
- b. **Goals:** Establish realistic goals based on a review of the research literature relevant to interventions and performance measures. Goals must specify a measurement instrument or source and reference indicators (e.g., test scores, absentee rates, report card grades, promotion rates, parental educational levels).
- c. **Objective Statements:** Must set a specific date for attainment (e.g., month and year).
- d. **Milestone statements:** Must be set in measurable terms with specific dates for attainment and aligned with project objectives and strategies.

For this section, describe the goals, objectives, and milestones using the following Alignment Chart. Describe the strategies and activities you will use to accomplish your outcomes in the Alignment Chart. The proposed strategies and activities must meet the academic needs of the target population as described in the Extent of Need.

GOALS, OBJECTIVES, AND MILESTONES ALIGNMENT CHART

Goal(s)	Objective(s)	SY 2016-17 Milestone(s)	Identified Need(s)	SY 2016-17 Key Strategies	SY 2016-17 Key Activities
Goal 1:	1.1	1.1.1			
		1.1.2			
		1.1.3			
	1.2	1.2.1			
		1.2.2			
		1.2.3			
Goal 2:	2.1	2.1.1			
		2.1.2			
		2.1.3			
	2.2	2.2.1			
		2.2.2			
		2.2.3			

Rows may be added or deleted as needed.

Plan of Operation:

Describe any proposed revisions to the 2016-2017 RFR application, from the original approved 2014-2015 project grant, based on outcomes indicated in the Mid-Year Progress Report and the anticipated outcomes in the Final Progress Report for school year 2015-2016.

Briefly indicate the process the LEA will use to review and revise any policies, guidelines and practices to ensure consistency with the Every Student Succeeds Act (ESSA). Describe the efforts that will be used by the LEA to eliminate barriers to the identification of homeless children and youths or the enrollment of homeless children and youths in schools. Describe how each of the following McKinney-Vento requirements will be addressed in planning, policy or practice of the local school system.

- a. School of Origin**
- b. School Stability**
- c. Immediate Enrollment**
- d. Records**
- e. Enrollment Disputes**
- f. Placement Choice**
- g. Privacy**
- h. Contact Information**
- i. Comparable Services**
- j. Coordination and Collaboration**
(Include Memoranda of Agreement/Understanding (MOA/MOU) in Appendices).
- k. Professional development**
(Include the LEA's professional development plan in the Appendices).
- l. Prohibition of Segregation:**

Evaluation, Dissemination, and Technical Assistance Plan:

Subgrantees must complete mid and final progress reports to demonstrate its progress toward achieving its goal(s) and objective(s) described in the program narrative. The final End-of-Three Year Cycle evaluation will consider the entire project, beginning to end. The results of the evaluation must be: (1) used to refine, improve, and strengthen the program and to refine the performance measures; and (2) made available to the public upon request, with public notice of such availability provided.

Describe how the LEA's McKinney-Vento Education for Homeless Children and Youth project will provide for rigorous and objective evaluation of progress toward the project's goals and objectives. Describe the approach that will be used to evaluate the program according to the following **five** federal program standards.

Standard 1. Within one full day of an attempt to enroll in a school, homeless children and youth will be in attendance.

Standard 2. Homeless pre-k to 12 children and youth will have stability in school.

Standard 3. Homeless children and youth will receive specialized services when eligible.

Standard 4. Parents, or persons acting as parents of homeless children and youth, will participate meaningfully in their children's education.

Standard 5. Homeless children and youth in grades 3-12 will meet the State's academic standards.

Describe how the project will provide for the use of data for determining program effectiveness and continuous program improvement.

Specify the individuals or groups who will conduct the annual evaluation. Describe their qualifications and the responsibilities of key personnel.

Provide details on how you will disseminate the findings from your project.

Please note: The LEA’s budget should reflect sufficient funds to carry out a thorough and useful evaluation.

Management Plan/Key Personnel:

Provide information on how the project will be supervised and staffed. Submit a detailed and time-specific management plan with pre-assigned responsibilities to include the following. The duties of the local school liaison are in Section 722(6) (A).

- Participation in technical assistance opportunities offered by the SEA
- Submission of required reports
- Regularly monitoring the performance of the program during implementation
- Startup activities
- Assuring continuity and quality of the program during implementation
- Regularly monitoring fiscal requirements on the uses and spend-down of funds
- Submission of program evaluation data
- Purchasing and distribution of program supplies, equipment, and materials
- Professional development activities
- Stakeholder and staff meetings

List on your Management Plan Worksheet, in chronological order, all major management actions necessary to implement the program during the first year of funding.

Management Plan/Key Personnel Template

Action Description	Beginning & End Dates	Person Responsible
Brief Description # 1	Date	Name or Position
Brief Description # 2	Date	Name or Position
Brief Description # 3	Date	Name or Position
MSDE Requirements		
Interim Progress Report (C-1-25C)	March 31, 2017	Name or Position
Final Progress Report (C-1-25D)	November 30, 2017	Name or Position
Annual Count Report	December 2016/January 2017	Name or Position
Consolidated State Report Data	January 2017	Name or Position
Three-Year Evaluation Report	December 31, 2017	Name or Position
Annual Financial Report (AFR)	November 30, 2017	Name or Position
Annual on-site and/or desk monitoring	Spring 2017	Name or Position

Budget and Budget Narrative:

Your program’s budget should detail year three of the project. It should demonstrate the extent to which the budget is **reasonable, necessary, supplemental, allowable, allocable and cost-effective**. All costs described in the program financial description will appear in the budget narrative and must have a corresponding entry in the itemized budget for year three. Begin your budget with a discussion justifying any line item expenses that are not obvious from the program narrative. Explain how you estimated the cost of your line items. Show how your budget is cost effective. Immediately following your justification, include a line-item description using the format in the example below. Group line items according to the following categories: *Salaries and Wages; Contracted Services; Supplies and Materials; Other Charges; Equipment; Transfers*. Total each category.

Each line must be detailed and specific. Light refreshments provided to parents that attend a family involvement meeting or training is acceptable. USDE agrees that providing food for parents as an incentive for them to attend trainings and meetings is appropriate. However, food costs must be reasonable and necessary. **The per person “rule of thumb” for purchasing food for parent meetings is: Light snacks - \$2- \$3 or less; Breakfast - \$3 - \$5 or less; Lunch - \$5 - \$8 or less; Dinner - \$8 - \$11 or less.** Homeless children and youth are eligible for child nutrition programs and therefore costs associated with meals/snacks for programs would be covered under such programs. Food costs for staff, rental of a facility is not allowable. Cost estimates for using requested funds must be reasonable with current market prices. Use the format indicated by the following excerpt from a sample Budget Narrative.

Title I funds, in concert with the McKinney-Vento funds, can provide extended learning programs that integrate academic services. McKinney-Vento funds can also meet the needs of parents seeking instructional services (such as tutoring) for their children. McKinney-Vento funds may also work in collaboration with programs to supplement services to target populations such as unaccompanied youth students.

Other Federal programs can also complement local McKinney-Vento funds. Many current 21st CCLC programs are eligible to receive funds through the U.S. Department of Agriculture (USDA) Food and Nutrition Service for “After-school Snacks,” and in some cases to provide supper to young children. Local communities can also participate in USDA’s Summer Food Service program. These snacks and meals can contribute to the nutritional services provided in local programs. Services made available through funds from Temporary Assistance to Needy Families (administered by the U.S. Department of Health and Human Services - HHS) can be combined with McKinney-Vento to serve children outside of the regular school day. McKinney-Vento can also utilize Federal funding available through local prevention grants under Title V of the Juvenile Justice and Delinquency Prevention Act (administered by the Office of Juvenile Justice and Delinquency Prevention in the U.S. Department of Justice).

Use the format indicated by the following excerpt from a sample Budget Narrative.

(SAMPLE BUDJET TEMPLATE)

Line Item	Calculation	McKinney -Vento Requested Amount	Title I, Part A Set-Aside Description & Amount	Other Funds Source & Amount	Total for Category
Project Director based on SACPS salary for Admin. Specialist, level 3	Full-time@\$40,000/year X .5 = \$20,000	\$20,000			\$20,000
Total Salaries and Wages		\$20,000			\$20,000

Computer Trainer from ABC Computer Services	\$200/day x 4 days	\$800			\$800
Total Contracted Services		\$800			\$800
Total Direct Costs		\$20,800			\$20,800
Indirect Costs (LEA negotiated rate)		\$624			\$624
TOTAL Requested		\$21,424			\$21,421

Note: As the State Education Agency and pass through for federal funds, MSDE is under obligation to proactively monitor subawards to ensure compliance with federal and state laws and regulations governing the programs to be administered in accordance with the new Federal Uniform Administrative Requirements 2 CFR §200.331 (d) and (e). MSDE will conduct a risk analysis prior to awarding federal funds and may place certain conditions on the grant, based on the determined level of risk.

BUDGET FORM – C-1-25

The C-1-25 budget form to use may be downloaded from the MSDE website at: Programs; Title I; Current Title I applications and reports; MSDE budget/grant forms – Insert MSDE’s web link to budget forms.

The C-1-25 budget form must be signed by the State Agency Financial/Budget Officer and the State Agency Chief Executive Officer.

MSDE budget forms are available in Excel format through the local finance officer or the MSDE Bridge to Excellence Master Plan Web Site at www.marylandpublicschools.org

Appendix A

STAKEHOLDERS/STEERING COMMITTEE

Partner	Role in the Project	Goal or Objective	Benefit to Project	Specific Contribution to Project	Benefit to Partner

Appendix B

LEA POLICY/PROCEDURES/GUIDELINES

Appendix C

MEMORANDA OF AGREEMENTS/UNDERSTANDING (MOA/MOU)

**LEA PROFESSIONAL DEVELOPMENT PLAN
SCHOOL YEAR 2016-2017**