



GRANT INFORMATION GUIDE

McKinney-Vento Education for Homeless Children and Youth Program and Supplemental Innovations Grant

Maryland State Department of Education

200 West Baltimore Street
Baltimore, Maryland 21201

Deadline

October 24, 2023
No later than 5:00 p.m. EDT

MARYLAND STATE DEPARTMENT OF EDUCATION

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Program Description

The McKinney-Vento Act's Education for Homeless Children and Youth Program seeks to remove barriers to the identification, enrollment and success of children and youth experiencing homelessness in school, including preschool. The program establishes education rights for parents, guardians, and unaccompanied youth, including the rights to immediate enrollment in school, full participation, school stability, transportation, partial credits, access to early childhood services, and access to a dispute process. The program provides funding for state educational agencies to ensure compliance with the law and for competitive subgrants to Local Educational Agencies (LEAs).

Authorization

[Subtitle VII-B of the McKinney-Vento Act](#), reauthorized in 2015 by Title IX, Part A of the Every Student Succeeds Act

GRANT OVERVIEW

Name of Grant Program

McKinney-Vento Education for Homeless Children and Youth Program

Purpose

The purpose of the McKinney-Vento Education for Homeless Children and Youth Program Grant Information Guide and Application is to provide LEAs with clear, objective guidance for completing the Application for Participation for the McKinney-Vento Education for Homeless Children and Youth Program grant.

Dissemination

This Grant Information Guide (GIG) was released on August 24, 2023.

Deadline

Applications for participation must be received at MSDE at or before 5:00 p.m. EDT on October 24, 2023.

Grant Period

The grant period is July 1, 2023, through September 30, 2024.

Funding Amount Available

The estimated amount available for all LEAs is \$2,135,862.00. Each LEA was informed of the range of funding for which it is eligible to apply prior to August 4, 2023.

Estimated Number of Grants

Every LEA in the state is eligible for a McKinney-Vento Education for Homeless Children and Youth Program grant. The number of grants awarded will depend solely upon the total available funding, the number of applicants, and objective application scoring.

Submission Instructions

The Application for Participation in the McKinney-Vento Education for Homeless Children and Youth Program is available as a Word document and can be downloaded from the MSDE [Office of Grants Administration and Compliance website](#). Applicants must save their final applications as pdf files and submit them via email to **both** mckinneyvento.msde@maryland.gov and patricia.julianelle@maryland.gov. Applications must be received at MSDE at or before 5:00 pm EDT on October 24, 2023. Applicants should read the entire guide carefully prior to completing the application and address any questions to Patricia Julianelle, State Homeless Education Coordinator.

State Responsibilities

MSDE is responsible for providing required information, data, documentation, and technical assistance to facilitate the grantee's performance of the work and is responsible for ensuring LEA compliance with the McKinney-Vento Act. MSDE will provide professional development and technical assistance to LEAs as required by law and when requested.

Program Contact

Patricia Julianelle

State Homeless Education Coordinator

410-767-5153

patricia.julianelle@maryland.gov

Eligibility

Every LEA in the state is eligible for a McKinney-Vento Education for Homeless Children and Youth Program grant. The grant is competitive. Pursuant to federal law, MSDE must “make subgrants to local educational agencies for the purpose of facilitating the identification, enrollment, attendance, and success in school of homeless children and youths.” 42 U.S.C. §11433(a)(1). In addition, MSDE must “make competitive subgrants to local educational agencies that submit applications.... 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.” 42 U.S.C. §11433(c)(1).

Use of Funds

McKinney-Vento Education for Homeless Children and Youth Program grant may be used “for activities that carry out the purpose of this subtitle, including the following:

- The provision of tutoring, supplemental instruction, and enriched educational services are linked to the achievement of the same challenging State academic standards as the State establishes for other children and youths.
- The provision of expedited evaluations of the strengths and needs of homeless children and youths, including needs and eligibility for programs and services (such as educational programs for gifted and talented students, children with disabilities, and English learners, services provided under title I of the Elementary and Secondary Education Act of 1965 or similar State or local programs, programs in career and technical education, and school nutrition programs).
- Professional development and other activities for educators and specialized instructional support personnel that are designed to heighten the understanding and sensitivity of such personnel to the needs of homeless children and youths, the rights of such children and youths under this subtitle, and the specific educational needs of runaway and homeless youths.
- The provision of referral services to homeless children and youths for medical, dental, mental, and other health services.
- 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 section 722(g)(3).
- The provision of developmentally appropriate early childhood education programs, not otherwise provided through Federal, State, or local funding, for preschool-aged homeless children.
- The provision of services and assistance to attract, engage, and retain homeless children and youths, particularly homeless children and youths who are not enrolled in school, in public school programs and services provided to non-homeless children and youths.
- The provision for homeless children and youths of before- and after-school, mentoring, and summer programs in which a teacher or other qualified individual provides tutoring, homework assistance, and supervision of educational activities.
- If necessary, the payment of fees and other costs associated with tracking, obtaining, and transferring records necessary to enroll homeless children and youths in school, including birth certificates, immunization or other required health records, academic records, guardianship records, and evaluations for special programs or services.
- 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.
- The development of coordination between schools and agencies providing services to homeless children and youths, as described in section 722(g)(5).
- The provision of specialized instructional support services (including violence prevention counseling) and referrals for such services.

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

42 U.S.C. §11433(d).

Additional MSDE guidance on allowable uses of funds can be found in the Budget and Budget Narrative section of this document and in Appendix J.

Funds may not be used for:

- Construction, renovation, or repair of any school facility, except as authorized under SEC. 8526. [20 U.S.C. 7906],
- Developing or distributing materials, or operating programs or courses of instruction directed at youth, which are designed to promote or encourage sexual activity, whether homosexual or heterosexual,
- Distributing or to aiding in the distribution by any organization of legally obscene materials to minors on school grounds,
- Providing sex education or HIV-prevention education in schools unless that instruction is age appropriate and includes the health benefits of abstinence, or
- Operating a program of contraceptive distribution in schools.

GETTING STARTED

LEARN

- Read this document and appendices in their entirety, as they provide a comprehensive overview of the requirements, expectations, and scoring rubric for the McKinney-Vento Education for Homeless Children and Youth grant and the optional Supplemental Innovations Grant Opportunity.
- Attend the customer service sessions for an introduction to the new McKinney-Vento Education for Homeless Children and Youth Program application and the optional Supplemental Innovations Grant Opportunity, detailed guidance regarding the requirements, expectations and scoring rubric, and an opportunity to ask questions.
- Read the Additional Recipient Assurances carefully. Those assurances are specific to the McKinney-Vento Education for Homeless Children and Youth Program. MSDE will evaluate compliance with each of those assurances as core elements of Annual Program Review and grant reports.

CONSIDER

- Examine the needs of children and youth experiencing homelessness in the LEA, including preschool-aged children. What goals, objectives, and action steps do those needs trigger in the LEA?
- Evaluate how the needs, goals, outcomes, action steps, and budget of the project fit together.
- Consider the entire application as a single, linear story about how the LEA will use this grant to improve outcomes for children and youth experiencing homelessness. Chapter 1 is the Extent of Need; Chapter 2 is the Project Plan; Chapter 3 is Key Personnel; and Chapter 4 is the Budget and Budget Narrative. Each chapter should be based on the previous one and part of a single, unified story.

COLLABORATE

- The McKinney-Vento Education for Homeless Children and Youth grant should be a collaborative project among the designated McKinney-Vento liaison, Title I Part A Coordinator, and other LEA and school staff working with children and youth experiencing homelessness, including children under age six.
- Build authentic connections with students and families experiencing homelessness to solicit feedback on services and needs and build capacity for families experiencing homelessness, unaccompanied youth, and family-facing professionals to increase student and family engagement.

McKinney-Vento Application Requirements

COVER PAGE

As part of the Cover Page, applicants will indicate the Program Manager and other Program Contacts, as well as the amount of funding requested within the allowable funding range. Grant amount ranges are based on the number of children and youth experiencing homelessness in the LEA in the 2021-22 school year, the percentage of economically disadvantaged students in the LEA in the 2021-22 school year, and a small bonus for small LEAs. Each LEA has been informed of the range of funding for which it is eligible to apply.

ADDITIONAL RECIPIENT ASSURANCES

The McKinney-Vento Act requires applications for McKinney-Vento grants to include an “assurance that the applicant complies with, or will use requested funds to comply with, paragraphs (3) through (7) of section 722(g)” and an “assurance that the local educational agency will meet the requirements of section 722(g)(3)” of the Act. 42 U.S.C. §§11433(b)(4) & (7). The Act also contains additional assurance requirements of grantees, including assurances related to the adequate use of Title I, Part A funds to support children and youth experiencing homelessness and family engagement. All these required assurances are included in the “Additional Recipient Assurances” section of the application. MSDE will evaluate compliance with each of these assurances as core elements of Annual Program Review and grant reports.

PROJECT ABSTRACT (1 PAGE)

In the Project Abstract, introduce the project to the reader (up to 500 words). The abstract should be a factual, brief explanation of the project’s goals, objectives, and key action steps. Do not assume the reader is familiar with the proposed project. The project abstract must answer specific questions regarding how the LEA will build capacity for families experiencing homelessness, unaccompanied youth, and family-facing professionals to increase student and family engagement.

PROJECT NARRATIVE

The project narrative consists of the following sections.

- Project Abstract (5 points)
- Extent of Need (30 points)
- Plan of Operation, Key Personnel, and Timeline (50 points)
- Budget and Budget Narrative (15 points)

EXTENT OF NEED

Applicants must describe the need for the grant using quantitative data. The data must clearly substantiate the need for the goals, objectives, action steps, and budget outlined in the project plan. Certain specific data points are required. In August of 2023, MSDE provided much of this data to LEAs. The data applicants provide in the application must match the data MSDE shared in August of 2023.

In addition to the required data, applicants also may provide additional information that substantiates the need for the project's specific goals, outcomes, action steps, and budget. This additional information may be quantitative or qualitative.

PLAN OF OPERATION, KEY PERSONNEL AND TIMELINE

The Plan of Operation combines the key action steps, evaluation measures and timeline that will be implemented to achieve the project's goals and outcomes. By increasing resources for struggling learners, each Plan of Operation will align with the Blueprint for Maryland's Future.

Goals

Each application must state at least one, and at most four, measurable goals. Some goals are required, based on LEA data from the 2021-2022 school year. All LEAs with required goals received notification of their required goals from MSDE in August of 2023. Applicants applying for both McKinney-Vento Education for Homeless Children and Youth and Supplemental Innovations Grant funds may include their required goals in either application or in both applications. Required goals are as follows:

- If the LEA identified less than the state averages of 1.9% of all students and 6.9% of economically disadvantaged students as homeless, the LEA **must** adopt the goal to increase the rate of identification of children and youth experiencing homelessness by X%. (The LEA will define the target percentage.)
- If the LEA identified less than the state average of 3.4% of all Pre-K students as homeless, the LEA **must** adopt the goal to increase the rate of identification of Pre-K children experiencing homelessness by X%. (The LEA will define the target percentage.)
- If the chronic absenteeism rate for students experiencing homelessness in the LEA was above the state average for McKinney-Vento students of 65.64, and the difference between the chronic absenteeism rates of homeless and economically disadvantaged students was greater than the state average (14.9 percentage points), the LEA **must** adopt the goal to decrease the chronic absenteeism rates of children and youth experiencing homelessness by X%. (The LEA will define the target percentage.)
- If the LEA's proficiency rates for students experiencing homelessness were lower than the state average in both English Language Arts (15%) and Mathematics (5.48%), the LEA **must** adopt the goal to increase the academic achievement of children and youth experiencing homelessness by X%. (The LEA will define the target percentage.)

In addition to the applicable required goals (if any), applicants also may design their own goals, up to a **maximum of four goals total**. Applicants that do not meet the criteria for any required goals nonetheless are encouraged to consider selecting one or more required goals, aligned with the Extent of Need statement. Goals should have a three-year horizon, covering the full term of this three-year grant. All goals must be measurable.

Measurable Outcomes

Applicants must design at least one measurable outcome for each goal. Measurable outcomes are the anticipated, incremental outcomes to be accomplished along the way to achieving each goal. Outcomes must address student-level improvements, rather than the completion of activities. For example, "500 school staff will be trained" is not a valid outcome. Training staff is an activity; an outcome of that activity could be, "Identification of unaccompanied youth will increase by 20% due to teachers, counselors, and administrators being trained." Each goal must have at least one measurable outcome that meets Strategic, Measurable, Ambitious, Realistic, Time-bound, Inclusive, and Equitable (SMARTIE) criteria and must be based on the data. Measurable outcomes must be both ambitious and attainable based on LEA data. Outcomes may cover a single year or multiple years. Multi-year outcomes should be broken down into annual outcome targets.

Suggested (not required) SMARTIE outcomes for each required goal include:

- Increase the rate of identification of children and youth experiencing homelessness by X%. (In each case, the LEA will select the target rate for each outcome.)
 - Increase identification of unaccompanied youth by X%.
 - Increase identification of preschool aged children by X%.
 - Increase identification of students with disabilities, English Learners, and/or students of color by X%.
 - Increase identification at certain grade levels by X%.
 - Increase identification in the 10% of schools with the lowest identification rates by X%.
 - Increase identification in the 10% of schools with the highest FARMS rates by X%.
 - Increase overall identification by X%.
- Increase the rate of identification of children under age 5 experiencing homelessness by X%. (In each case, the LEA will select the target rate for each outcome.)
 - Increase identification of children attending Head Start and Early Head Start programs by X%.
 - Increase identification of children attending Pre-K by X%.
 - Increase identification of children with disabilities not yet in kindergarten by X%.
 - Increase identification of preschool aged English Learners and/or children of color by X%.
 - Increase identification of children receiving maternal home visiting services by X%.
 - Increase Pre-K identification in the 10% of schools with the lowest identification rates by X%.
 - Increase Pre-K identification in the 10% of schools with the highest FARMS rate by X%.
 - Increase overall Pre-K identification by X%.
- Decrease the chronic absenteeism rates of children and youth experiencing homelessness by X%. (In each case, the LEA will select the target rate for each outcome.)
 - Increase attendance at one (or more) particular grade level(s) by X%.
 - Increase attendance of unaccompanied youth by X%.
 - Increase attendance of students with disabilities, English Learners, and/or students of color by X%.

- Increase attendance in the 10% of schools with the most identified students experiencing homelessness by X%.
- Increase attendance in the 10% of schools with the highest FARMS rate by X%.
- Increase the academic achievement of children and youth experiencing homelessness by X%. (In each case, the LEA will select the target rate for each outcome.)
 - Increase MCAP scores in one subject area (math, language arts) by X%.
 - Increase MCAP scores at one (or more) particular grade level(s) by X%.
 - Increase MCAP scores of unaccompanied youth by X%.
 - Increase MCAP scores of English Learners, and/or students of color by X%.
 - Increase MCAP scores in the 10% of schools with the most identified students experiencing homelessness by X%.
 - Increase MCAP scores in the 10% of schools with the highest FARMS rate by X%.

Applicants must complete the chart provided in the application for each goal (both required and chosen goals). The chart includes rows for goals, measurable outcomes, and action steps, with space for additional, required details. Applicants must complete all the information for each goal and objective. Applicants may add rows as needed for additional outcomes and/or action steps. Appendix F contains sample plans for each required goal. Applicants are strongly encouraged to read Appendix F prior to completing the plan of operation to gain a clear understanding of the expectations for this section of the application.

The following information **must** be included for **each** goal:

- At least one measurable outcome.
- The rationale for each outcome.
 - How does the outcome follow from the data and the "Extent of Need" statement?
- The action step(s) the applicant proposes to implement to meet the objective and goal.
 - What does the applicant propose to do?
 - Each objective must have at least 1 action step, described in sufficient detail to allow an objective determination of whether it has been completed.
- The basis for choosing that action step.
 - Why does the applicant believe that action step will accomplish the objective?
 - What is the logic, research, or experience that supports the action step?
 - Consider using evidence-based interventions: practices or programs that have evidence to show that they are effective at producing results and improving outcomes when implemented.
- The timeline for completion of the action step.
 - How will the action step be implemented over time?
 - Grant recipients will be required to report on progress made on each action step at the midpoint and the end of each grant year.
- The personnel responsible for completing the action step.
- The ongoing evaluation plan for the action step.
 - How will the applicant monitor progress toward objectives on an ongoing basis?
 - What will trigger an adjustment or change to an action step?

Key Personnel

In the key personnel section, applicants will identify the LEA's designated McKinney-Vento liaison and explain how the liaison works in partnership with the Program Manager (if the liaison is not also the Program Manager). The designated McKinney-Vento liaison will be required to attend mandatory professional development opportunities, participate in Annual Program Review, and complete the statutory duties required of the liaison (see Appendix H, 42 U.S.C. §11432(g)(6)(A)). Applicants also will describe the team of professionals implementing the McKinney-Vento Act in the LEA, the total staff FTE dedicated to McKinney-Vento implementation, and any additional staff expected to participate in grant implementation, grant reporting, or Annual Program Review.

McKinney-Vento Budget and Budget Narrative

The budget and budget narrative must include all the expenditures necessary to implement the plan of operation and address the needs identified in the application. The application should tell a single, linear story about how the LEA will use this grant to improve outcomes for children and youth experiencing homelessness. The budget and budget narrative should flow clearly and logically from the Extent of Need, Plan of Operation, Key Personnel, and Timeline.

All expenditures in the budget must be reasonable, necessary, allowable, and allocable. The budget narrative must be sufficiently detailed to allow an objective determination that the expenditures are reasonable and necessary. Each individual cost should be itemized. The budget narrative must include:

- Identification of the specific objective and action step the expenditure is designed to meet.
- Description of the proposed expenditure: What is being purchased?
 - For staff, include details such as number of hours, hourly rate, and number of staff.
 - For services, include details such as the number of children and youth served and the frequency and duration of the services.
 - Include a brief budget description that explains how the funds will be used to support the objective/action step.
- Calculation: The calculation for the proposed expenditures, including a cost breakdown.
 - For conference attendance, provide a breakdown of costs (e.g., registration, lodging, travel, meals) and job titles of all attendees.
 - For purchased items such as clothing and supplies:
 - specify the type of clothing (e.g., pants, coats, socks, shoes, shirts, etc.) and type of supplies (e.g., pencils, pens, calculators, notebooks, highlighters, backpacks, hygiene kits, etc.) to be purchased;
 - provide an estimate or actual quantities; and
 - provide estimated or actual costs.
- Funding sources:
 - The budget narrative must indicate the amount of funding proposed to be drawn from McKinney-Vento grant funds, as well as the amount and use of Title IA funds and other public or private funds dedicated to the project.
- Total: The total cost for the proposed expenditure must follow from the details shared in the calculation column and must align directly with the calculation (i.e., the calculation must yield this total).

Detailed budget description guidelines and an example of a detailed budget description are attached as Appendix G. Specific information on allowable uses of McKinney-Vento funds can be found in the “Use of Funds” section of this grant information guide on page 5, which contains the exact list of allowable uses of funds from section 723(d) of the McKinney-Vento Act (Appendix H).

Applicants are limited in the amount of funds that can be used for transportation. Funds may be used for transportation costs that are clearly related to project goals and measurable outcomes. Such transportation

costs may include personnel costs (such as dedicated McKinney-Vento transportation routers), gas cards, gas reimbursement, buses, public transportation, cabs, vans, or other modes of transportation consistent with LEA policies for the following:

- Academic support/tutoring outside of the regular school day
- Extracurricular activities
- Preschool or other early childhood education programs
- Career and Technical Education classes or activities
- Support for transitions to post-secondary education (e.g., college visits)
- Summer school
- Mentoring programs
- Evening high school
- Credit recovery programs
- Family engagement
- Transportation to the school of origin within the first five school days after enrollment or move.

If an applicant seeks to request McKinney-Vento funds for school of origin transportation beyond the first five days after school enrollment or a school move, the applicant should contact the State Homeless Education Coordinator prior to submitting the application. McKinney-Vento funds can cover only the excess costs of transportation to the school of origin, and as a general rule, the McKinney-Vento budget for school of origin transportation cannot exceed 33% of the total budget for the proposed project, including Title I and other financial support. Here is a sample of the budget template included in the application.

1. Salaries & Wages (list each position separately)

Objective and Action Step the Line Item is Intended to Meet	Line-Item Description	Calculation	McKinney-Vento Request Total	Title I, Part A Total	Other Funds Total	Total
	Total for salaries and wages:					

Supplemental Innovations Grant

Name of Grant Program

Supplemental Innovations Grant

Purpose

The Supplemental Innovations Grant has the same primary purposes as the McKinney-Vento Education for Homeless Children and Youth Program: to remove barriers to the identification, enrollment and success of children and youth experiencing homelessness in school, including preschool. However, **the Supplemental Innovations Grant is an optional, additional grant opportunity** to provide additional funding to LEAs that wish to propose goals and objectives that will incorporate the needs of children and youth experiencing homelessness into efforts to implement three specific pillars of the Blueprint for Maryland's Future: early childhood education, college and career readiness, and resources for students to be successful. Specifically, grant funds must be applied to goals, objectives, and action steps directly related to one or more of the following goals:

- Early childhood education (including Pre-K) enrollment and success for children experiencing homelessness.
- Career and Technical Education enrollment and success for youth experiencing homelessness.
- Increasing positive discipline and behavior interventions for children youth experiencing homelessness.
- Supporting trauma-informed training/initiatives with a specific focus on homelessness.
- Increasing successful transitions into post-secondary education for youth experiencing homelessness.
- Enhancing Early Warning Systems that specifically include homelessness.
- Improving identification, attendance, participation, and/or achievement for children and youth experiencing homelessness who are English learners.
- Improving identification, attendance, participation, and/or achievement for children and youth experiencing homelessness who have disabilities.
- Establishing or enhancing collaborations with Community Schools.

Applicants may address any questions to Patricia Julianelle, State Homeless Education Coordinator, at patricia.julianelle@maryland.gov, (410) 767-5153.

Grant Period

The grant period for Supplemental Innovations Grant is July 1, 2023, through September 30, 2024. **No grant extensions will be approved for the Supplemental Innovations Grant.** Supplemental Innovations Grants are one-time awards (not renewable).

Funding Amount Available

The estimated amount available for all LEAs is \$600,000. Each LEA was informed of the range of Supplemental Innovations Grant funding for which it is eligible to apply prior to August 4, 2023.

Eligibility

Every LEA in the state that applies for the McKinney-Vento Education for Homeless Children and Youth grant is eligible for a Supplemental Innovations Grant. The grant is competitive.

Use of Funds

Supplemental Innovations Grant funds may be used for any expenditures that are permissible under the McKinney-Vento Act or American Rescue Plan – Homeless Children and Youth (ARP-HCY) guidance. Permissible uses for McKinney-Vento Act funds can be found in Appendix H (see 42 U.S.C. 11432(d)). Permissible uses for ARP-HCY funds are included in Appendices I and J. Applicants are encouraged to maximize innovation, creativity, and evidence-based practices.

Application Requirements for the Supplemental Innovations Grant

The Supplemental Innovations Grant section of the application is optional and should be completed only by applicants who wish to be considered for a Supplemental Innovations Grant.

PLAN OF OPERATION

The Plan of Operation section of the application incorporates goals, measurable objectives, and action steps. Applicants must complete the chart provided in the application for each project goal. The chart includes rows for goals, measurable outcomes, and action steps, with space for additional, required details. Applicants must complete all the information for each goal and objective. Applicants may add rows as needed for additional outcomes and/or action steps.

Goals

Each application must state at least one, and at most four, measurable goals. Goals **must** be directly related to one or more of the following:

- Early childhood education (including Pre-K) enrollment and success for children experiencing homelessness.
- Career and Technical Education enrollment and success for youth experiencing homelessness.
- Increasing positive discipline and behavior interventions for children youth experiencing homelessness.
- Supporting trauma-informed training/initiatives with a specific focus on homelessness.
- Increasing successful transitions into post-secondary education for youth experiencing homelessness.
- Enhancing Early Warning Systems that specifically include homelessness.
- Improving identification, attendance, participation, and/or achievement for children and youth experiencing homelessness who are English learners.
- Improving identification, attendance, participation, and/or achievement for children and youth experiencing homelessness who have disabilities.
- Establishing or enhancing collaborations with Community Schools.

Measurable Outcomes

After forming their goals, applicants must design at least one measurable outcome for each goal. Measurable outcomes are the anticipated, incremental outcomes to be accomplished along the way to achieving each goal. Measurable outcomes must meet Strategic, Measurable, Ambitious, Realistic, Time-bound, Inclusive, and Equitable (SMARTIE) criteria and must be based on the data. They must address student-level improvements, rather than the completion of activities. For example, “McKinney-Vento and Head Start staff will meet monthly” is not a valid outcome. Meetings are an activity; an outcome of that activity could be, “After developing a shared release of information and referral form, enrollment of children experiencing homelessness in Head Start programs will increase by 20%.”

Applicants must explain the rationale for each outcome: How does the outcome follow from the data and the “Extent of Need” statement? Measurable outcomes must be both ambitious and attainable based on LEA data.

Sample goals and corresponding measurable outcomes are provided in Appendix F, to illustrate for applicants the difference between goals and measurable outcomes and to provide guidance regarding strong SMARTIE outcomes. **Supplemental Innovations Grant goals, outcomes, and action steps must be concluded by September 30, 2024.**

Action Steps

Action steps are the specific programs or activities the applicant proposes to implement. Action steps describe what the applicant proposes to do with the grant funds to meet the grant objectives and goals. Each objective must have at least one action step, described in sufficient detail to allow an objective determination of whether it has been completed. In addition, applicants must explain:

- The basis for choosing that action step.
 - Why does the applicant believe that action step will accomplish the objective?
 - What is the logic, research, or experience that supports the action step?
 - Consider using evidence-based interventions: practices or programs that have evidence to show that they are effective at producing results and improving outcomes when implemented.
- The timeline for completion of the action step.
 - How will the action step be implemented over time?
 - Grant recipients will be required to report on progress made on each action step at the midpoint and the end of each grant year.
- The personnel responsible for completing the action step.
- The ongoing evaluation plan for the action step.
 - How will the applicant monitor progress toward objectives on an ongoing basis?
 - What will trigger an adjustment or change to an action step?

Supplemental Innovations Grant Budget and Budget Narrative

The budget and budget narrative (10 points) must include all the expenditures necessary to implement the project plan and address the needs identified in the application. The Supplemental Innovations Fund application should tell a single, linear story about how the LEA will use this grant to improve outcomes for children and youth experiencing homelessness, aligned with specific pillars of the Blueprint for Maryland's Future. The budget and budget narrative must meet the same requirements, follow the same guidelines, and use the same format as the budget and budget narrative for the McKinney-Vento Education for Homeless Children and Youth grant.

Supplemental Innovations Grant funds can be used for transportation costs to the same extent as McKinney-Vento Education for Homeless Children and Youth funds, with the exception that **Supplemental Innovation Grant funds cannot be used for transportation to the school of origin at all.**

Appendices

The following Appendices must be included in the proposal for funding, but do not apply to the page limit of the Project Narrative:

- Appendix A: A signed [Recipient Assurances page](#)
- Appendix B: A signed MSDE [C-1-25 Budget Form](#) for the McKinney-Vento Education for Homeless Children and Youth grant.
- Appendix C: Budget narrative for the McKinney-Vento Education for Homeless Children and Youth grant.
- Appendix D: A signed [C-1-25 Budget Form](#) for the Supplemental Innovations grant (if applicable)
- Appendix E: Budget narrative for the Supplemental Innovations grant (if applicable)

The following Appendices are included with the application for applicant reference. They are **not** to be returned with the application for funding.

- Appendix F: [Sample Project Plans](#)
- Appendix G: [Detailed Budget Description Guidelines](#)
- Appendix H: [McKinney-Vento Act](#)
- Appendix I: [Frequently Asked Questions on allowable Uses of American Rescue Plan – Homeless Children and Youth \(ARP-HCY\) Funds](#)
- Appendix J: Guidance on Allowable Uses of McKinney-Vento Funds**
- [Appendix J-1:](#) ARP-HCY and McKinney-Vento Act Allowable Expenditure Checklist #1 Summer Programs, After-School Programs, and Other Enrichment Services
- [Appendix J-2:](#) ARP-HCY and McKinney-Vento Act Allowable Expenditure Checklist #2 Short-Term, Temporary Housing
- [Appendix J-3:](#) ARP-HCY and McKinney-Vento Act Allowable Expenditure Checklist #3 Food
- [Appendix J-4:](#) ARP-HCY and McKinney-Vento Act Allowable Expenditure Checklist #4 Store Cards and Prepaid Debit Cards

Application Scoring

The McKinney-Vento Act requires that “subgrants shall be awarded on the basis of the need of [local educational] agencies for assistance under this subtitle and the quality of the applications submitted.” Additional criteria for evaluating applications that the statute either requires or suggests are included in Appendix H (see 42 U.S.C. §11433(c)). MSDE will evaluate all applications using consistent, objective criteria. All reviewers will score applications based on the rubric below. The highest scoring applications will be funded. Applications with lower scores may be funded if sufficient funds are available and if the applicants revise their applications based upon feedback from MSDE.

McKinney-Vento Education for Homeless Children and Youth grant applications will be scored independently from Supplemental Innovations Grant applications. However, Supplemental Innovations Grant applications will be scored using the applicable sections of the scoring rubric provided on the next page.

McKinney-Vento Grant Fund Scoring Rubric

Areas	Level 3 Exceeds Criteria	Level 2 Meets Criteria	Level 1 Insufficiently Meets Criteria
Project Abstract (5 points)	The abstract includes the required information. The description of procedures to collect feedback on services and needs from parents and youth experiencing homelessness is specific. The applicant articulates a compelling plan to provide information about the McKinney-Vento program and available services to families, students, and staff. Ambitious, attainable plans to coordinate within the LEA and with community agencies are described clearly.	The abstract includes the required information. However, plans to provide information about the McKinney-Vento program and available services to families, students, and staff are not innovative or compelling. Plans to coordinate within the LEA miss key partners.	The abstract does not include some of the required information. Plans do not clearly describe attainable goals or activities.

Areas	Level 3 Exceeds Criteria	Level 2 Meets Criteria	Level 1 Insufficiently Meets Criteria
<p>Extent of Need (30 points)</p>	<p>All required quantitative data are provided clearly and completely. Additional quantitative and/or qualitative information is provided and gives the viewer a compelling picture of the extent of the need.</p> <p>Taken together, the information provided substantiates a very significant need.</p>	<p>All legally required data are provided. Some additional quantitative and/or qualitative information is provided.</p> <p>Taken together, the information provided substantiates an average need.</p>	<p>Many required data points are missing. Data may be difficult or impossible to decipher.</p> <p>No additional quantitative and/or qualitative information is provided.</p> <p>Taken together, the information provided does not substantiate a significant need.</p>
<p>Plan of Operation, Key Personnel, and Timeline (50 points)</p>	<p>The applicant included all applicable required goals. All goals are SMARTIE. Goals are clearly based on the needs.</p> <p>The applicant included measurable, SMARTIE outcomes for each goal. Outcomes bear a clear and compelling relationship to both the goals and the needs. Outcomes are ambitious and attainable. The rationale for every outcome is sound and evidence based.</p> <p>The applicant articulates clear, compelling action steps and provides a basis for every action step. The basis for every action step references logic, research, or experience. Most or all action steps are evidence-</p>	<p>The applicant included all applicable required goals. Some goals are SMARTIE.</p> <p>The applicant included measurable, SMARTIE outcomes for each goal. The explanation of how the outcomes relate to the goals and/or needs is sufficient but lacks more compelling evidence. Some outcomes are not ambitious and/or attainable.</p> <p>The applicant articulates clear action steps and provides a basis for every action step. The application could benefit from additional references to logic, research, or experience as a basis for every action step. Most or all are evidence-based. Action steps will integrate</p>	<p>The applicant did not include all applicable required goals. Goals are not SMARTIE.</p> <p>The applicant did not include measurable outcomes for each goal. Some outcomes are not SMARTIE. Some outcomes are action steps, rather than outcomes.</p> <p>The applicant does not include an action step for every outcome. The applicant does not explain the basis for every action step. Action steps would segregate children or youth experiencing homelessness from other students.</p> <p>There is no clear plan for ongoing evaluation. Evaluation plans do not address how to make program adjustments to maximize impact.</p>

Areas	Level 3 Exceeds Criteria	Level 2 Meets Criteria	Level 1 Insufficiently Meets Criteria
	<p>based. Action steps will integrate children or youth experiencing homelessness with other students (although supplemental services may be provided to children or youth experiencing homelessness separately from other students when appropriate).</p> <p>The applicant clearly describes how progress toward objectives will be monitored on an ongoing basis. Objective standards are established that will trigger an adjustment or change to action steps. The ongoing evaluation plan appears sufficient to maximize the likelihood of the applicant achieving the outcomes and goals.</p> <p>Key Personnel: All required information is provided. Considering the LEA size and data, the total staff FTE dedicated to McKinney-Vento responsibilities appears fully sufficient for robust legal compliance and model grant project implementation. The McKinney-Vento liaison is the Program Manager, or, if the McKinney-Vento liaison is not the Program Manager, the applicant</p>	<p>children or youth experiencing homelessness with other students (although supplemental services may be provided to children or youth experiencing homelessness separately from other students when appropriate).</p> <p>The applicant clearly describes how progress toward objectives will be monitored on an ongoing basis. The application lacks objective standards that will trigger an adjustment or change to action steps. The reviewer is not confident that the ongoing evaluation plan will maximize the likelihood of the applicant achieving the outcomes and goals.</p> <p>Key Personnel: All required information is provided. Considering the LEA size and data, the total staff FTE dedicated to McKinney-Vento responsibilities appears minimally sufficient for legal compliance and grant project implementation. The collaborative relationship between the McKinney-Vento liaison and the Program Manager, if applicable, is not clearly explained.</p>	<p>Key Personnel: Required information is missing. The total staff FTE dedicated to McKinney-Vento responsibilities appears insufficient for legal compliance and grant project implementation.</p> <p>The timeline is either missing or does not include a time frame for all action steps.</p>

Areas	Level 3 Exceeds Criteria	Level 2 Meets Criteria	Level 1 Insufficiently Meets Criteria
	<p>clearly explained how the two staff members work together and each individual's responsibilities related to the McKinney-Vento Act. The coordination appears to be an effective and efficient implementation strategy.</p> <p>The timeline is clear and displays a thoughtful understanding of how the project is likely to unfold over time. The timeline is ambitious and attainable.</p>	<p>There is a timeline for all action steps. The timeline for some activities necessary to implement the action steps is missing. The timeline is not ambitious and/or attainable.</p>	
<p>Budget and Budget Narrative (15 points)</p>	<p>The applicant indicates the use of Title I, Part A funds to cover a significant portion of the total project cost. Additional funds (donations, in-kind, other LEA funds) also contribute key resources to the project. The C-1-25 form is complete. All expenditures are allowable. The application shows detailed calculation breakdowns for salaries, fringe, and all other costs charged to the grant. There are no calculation errors.</p> <p>The budget narrative includes all the required</p>	<p>Title I, Part A funds cover a legally compliant portion of the total project cost, but that portion is not significant. Additional funds (donations, in-kind, other LEA funds) contribute minimally to the project. The C-1-25 form is complete. All expenditures are allowable. There are no calculation errors. The application shows basic calculation breakdowns for salaries, fringe, and all other costs charged to the grant.</p> <p>The budget narrative includes all the required information (e.g., all seven required headers are</p>	<p>The applicant does not indicate sufficient use of Title I, Part A funds. Little or no additional funds (donations, in-kind, other LEA funds) are indicated. The C-1-25 form is incomplete. There are some calculation errors. Some expenditures are not allowable.</p> <p>The budget narrative does not include all the required information (e.g., all seven required headers are not included). The budget narrative lacks sufficient detail to determine if all expenditures are</p>

Areas	Level 3 Exceeds Criteria	Level 2 Meets Criteria	Level 1 Insufficiently Meets Criteria
	<p>information (e.g., all seven required headers are included). A clear, logical flow from the needs to the project plan and to the budget is obvious and compelling.</p>	<p>included). A clear, logical flow from the needs to the project plan and to the budget is discernible.</p>	<p>reasonable, necessary, allowable, and allocable.</p>

Reporting Requirements

Grantees must comply with the following reporting requirements:

Date	Reporting Requirements for Each Year
January 15, 2024	Initial Narrative Report (C-1-25-C)
July 31, 2024	Second Narrative Report (C-1-25-C)
September 30, 2024	Final Fiscal and Narrative Report

The Program Manager will be required to submit one written, annual report during each year of the program period. Recipients of Supplemental Innovations grants will report on that grant within the same annual report. The annual report is likely to require the following basic information:

- The same data are required in the grant application, but for the most recent academic year.
- Quantitative data on progress toward measurable outcomes and goals and whether progress is on track.
 - An explanation for any delays in expected progress toward measurable outcomes and goals.
 - A description of any proposed changes to measurable outcomes or goals and an explanation of the rationale for those proposed changes.
- A description of any changes to action steps and an explanation for those changes.
 - A description of any changes to the anticipated timeline and an explanation for those changes.
- A detailed description of what the LEA has done to build capacity for families experiencing homelessness, unaccompanied youth, and family-facing professionals to increase student and family engagement, including each of the following:
 - how will the project has collected feedback on services and needs from parents and youth experiencing homelessness;
 - how the project has provided information about the McKinney-Vento program and available services to all families and youth in the LEA;
 - how the project has provided homelessness training to school staff that interact frequently with families and youth, including registrars, secretaries, teachers, administrators, counselors, social workers, PPWs, and transportation providers; and
 - how the project has coordinated with community schools, Title I, Judy Centers, and other LEA departments and community-based organizations to identify and serve children and youth experiencing homelessness (including children who are not old enough to attend school or who have left school) and to support outreach to families.
- Any changes to key personnel.
- Any changes to the total staff FTE dedicated to McKinney-Vento responsibilities.
- A financial report showing total spending and remaining funds dated within 30 days of the report.

- A description of anticipated budget amendments and an explanation of the rationale for the amendments.
- In addition, the Program Manager must participate in at least one, one-on-one LEA meeting with the State Homeless Education Coordinator during each year of the program period, virtually or in-person. The meetings will occur at even intervals between due dates for written annual reports and will provide an opportunity for the State Homeless Education Coordinator and the Program Manager to discuss progress toward goals and outcomes, challenges, potential budget amendments, and needed professional development or technical assistance.
- Grantees also will be required to submit interim and final progress reports for each grant they receive (C-1-25 C interim progress report and C-1-25 D final progress report).

Notes: Any requests for amendments must be submitted at least 45 days before the grant period ends and must be submitted using the C-1-25 B form found in the [Grant Budget Forms Workbook](#) on the [MSDE grants webpage](#). Final invoices must be submitted no later than 60 days after the grant period ends.

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 Operations

Maryland State Department of Education
200 W. Baltimore Street - 2nd Floor
Baltimore, Maryland 21201-2595

410-767-0123 - voice

410-767-0431 - fax

410-333-6442 - TTY/TDD

The General Education Provisions Act (GEPA)

Each application must develop and describe the steps the applicant proposes to take to ensure equitable access to, and equitable participation in, the project or activity to be conducted with such assistance, by addressing the special needs of students, teachers, and other program beneficiaries to overcome barriers to equitable participation.

Customer Service Support Sessions

MSDE will hold three customer service sessions for all applicants. During the sessions, MSDE personnel will provide an overview of the new McKinney-Vento Education for Homeless Children and Youth Program application and the Supplemental Innovations Grant Opportunity, and give detailed guidance regarding the requirements, expectations, submission process, and scoring rubric, and provide an opportunity to ask questions. The sessions will be offered on:

Thursday, August 31, 2023

2:00 p.m. – 3:30 p.m.

Video call link: <https://us06web.zoom.us/j/84461212693>

Wednesday, September 6, 2023

9:30 a.m. – 11:00 a.m.

Video call link: <https://us06web.zoom.us/j/92012345678>

Thursday, September 14, 2023

11:30 a.m. – 1:00 p.m.

Video call link: <https://us06web.zoom.us/j/91234567890>

MSDE staff will also be available to provide technical assistance throughout the grant application process. Contact Patricia Julianelle at patricia.julianelle@maryland.gov with questions related to the McKinney-Vento Education for Homeless Children and Youth Program grant.

This funding opportunity, including all attachments and updates, can be downloaded from the [MSDE Office of Grants Administration and Compliance website](#).

Attachments

McKinney-Vento Education for Homeless Children and Youth Program and Supplemental Innovations Grant Opportunity applications for funding and Appendices

Grant Timeline

The timeline below provides important dates for the McKinney-Vento Education for Homeless Children and Youth Program and Supplemental Innovations Grant Opportunity.

Date	Reporting Requirements for Each Year
August 24, 2023	Application for participation and the Grant Information Guide are released to LEAs
August 31, 2023	Customer service support session
September 6, 2023	Customer service support session
September 14, 2023	Customer service support session
October 24, 2023	Completed grant applications due to MSDE
November 22, 2023	Scoring complete
November 22, 2023	LEAs are informed of grant awards
December 14, 2023	Successful applicants receive signed C-1-25s and Notice of Grant Awards

Note: any requests for amendments must be submitted at least 45 days before the grant period ends and must be submitted using the C-1-25-B form found in [Grant Budget Forms Workbook](#) on the [MSDE grants webpage](#). Final invoices must be submitted no later than 60 days after the grant period ends.