

Request for Application

Three Year Subgrant

Initial Award: 2024 – 2025

**(Reassessed 2025-2026 & 2026-2027: Awards based upon funding and progress toward goals.)**

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| **Deadline**  **April 18, 2024, at 4 p.m. ET**  (Applications received after 4 p.m. [ET] will NOT be reviewed.) | **Issued By**  Kentucky Department of Education  Office of Continuous Improvement and Support |
| **Email All Questions To**  Kentucky Department of Education  Procurement Branch  [KDERFP@education.ky.gov](mailto:KDERFP@education.ky.gov)  (Questions will only be accepted via email.)  **February 21, 2024, at 4 p.m. (ET)** | **Submit Applications To**  [**KDERFP@education.ky.gov**](mailto:KDERFP@education.ky.gov)  (Only electronic applications will be accepted.) |

**Special Instructions:**

* Only public school districts are eligible to apply and serve as the project’s fiscal agent.
* Services must be provided district-wide.
* Districts may collaborate as a consortium and submit one application (i.e., County and independent districts, or neighboring counties). One district must be identified in the application to serve as the fiscal agent.
* Applicants are responsible for monitoring [KDE’s Competitive Grants webpage](https://education.ky.gov/districts/business/Pages/Competitive%20Grants%20from%20KDE.aspx) for amendments and updates to the posted RFA and supporting materials.
* Plagiarism is strictly prohibited.  The use of AI to generate application content will also be considered plagiarism.
* Must be registered in the [System for Awards Management and](https://sam.gov/content/home) have a Unique Entity Identifier (UEI), a CAGE Code number and maintain an active registration.
* The Kentucky Department of Education (KDE) reserves the right to waive minor technical issues.

February 16, 2024 RFA Edits:

* Page 10: Short-term hotel stays were removed from unallowable and added as an allowable use of funds under code B.
* Pages 13 & 26: Limit of six pages for the budget, delete the unused codes.
* Page 17: Rubric items 5.2 and 5.4 were edited to be worth 10 points each.

**Solicitation Schedule**

| **Date** | **Event** | **Location** | **Participation** |
| --- | --- | --- | --- |
| February 6, 2024 | RFA released | Online | Not Applicable (N/A) |
| February 15, 2024 | Technical assistance (TA) webinar | Online | Attending or watching this recorded TA session is recommended. If accommodations are needed, please email [Zach Stumbo](mailto:zachary.stumbo@education.ky.gov) seven days before to arrange. |
| February 21, 2024 | Questions deadline | Email | N/A |
| February 26, 2024 | FAQ posted | Online | N/A |
| April 18, 2024 | Proposal deadline | Send to KDE | Required |
| April 30 – May 3, 2024 | Proposal peer review | Online | N/A |
| On or around May 23, 2024 | Awardees are posted to KDE website | Online | N/A |
| Summer 2024 | MOA process (KDE & LEA) | N/A | Districts |
| June/July 2024 | District plans reviewed | N/A | N/A |
| October 1, 2024 | Funding available to LEA | N/A | Districts |

**Introduction**

As authorized under Title IX, Part A of ESSA: Education for Homeless Children and Youth Program, the Office of Continuous Improvement and Support is issuing a Request for Applications (RFA) from local educational agencies to develop and implement programs that facilitate the enrollment, attendance, and success of homeless children and youth in school. This competitive subgrant may be used to provide temporary, special, and supplementary services to meet the unique needs of homeless children and youth.

**McKinney-Vento Homeless Assistance Act**

The McKinney-Vento Homeless Assistance Act defines homeless children and youth as individuals who lack a fixed, regular, and adequate nighttime residence and includes:

* children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals;
* children and youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
* children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and,
* migratory children who qualify as homeless because the children are living in circumstances described above.

**Purpose**

* Provide immediate enrollment of homeless children and youth 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 choice opportunities for homeless students, including transportation to the student’s school of origin, if the parent/guardian or unaccompanied youth prefer to remain in the school of origin and it is determined that such placement is in the student’s best interest.
* Provide opportunities for parent involvement in enrollment decisions.
* Ensure that homeless students have equal access to the same free, appropriate public education, including a public preschool education, as provided to other children and youth.
* Ensure that homeless students are provided services in such a way that they are not isolated or stigmatized.
* Promote school (or GED) success and completion for homeless students.
* Support collaboration between school districts and social service agencies serving homeless students.

**Collaboration**

The McKinney-Vento Homeless Education Program is designed to promote collaboration between and within LEAs and community-based human service organizations. LEAs **must** collaborate with at least one community-based organization, public agency, or other nonprofit organization to qualify for funding through this grant. For this application, collaboration means that the community agency(ies) should assist the LEA in preparing and implementing the McKinney-Vento Homeless Education Grant. Applicants chosen for grant awards will be those that show strong evidence of true collaboration with one or more community partners (i.e., the partnership is more than a partnership on paper).

In addition to collaboration with community partners, McKinney-Vento programs must collaborate with other education programs. Title I programs are a required partner under Title I of the Elementary and Secondary Education Act. Applicants **must** show a reasonable, necessary Title I, Part A set-aside for their districts on their Title I applications in order to be considered for funding. The set-aside **must** be an actual dollar amount shown in the attached Budget form; in-kind contributions do not qualify. The set-aside **must** be clearly identifiable as provided specifically for the district’s homeless students to directly address needs exacerbated by or due to housing status.

Collaboration between the McKinney-Vento program and other programs **must involve more than the act of simply allocating a set-aside**. Evidence should show that Title I (and other school district program staff) and the LEA Homeless Education liaison mutually aid each other to identify and address specific needs of homeless students within the school district. Other education programs that must be involved as a part of the education of homeless students due to federal and state law and regulations include, but are not limited to, special education, transportation, vocational education, and the National School Lunch and Breakfast Program.

**Funding**

The Kentucky Department of Education shall make grants to local education agencies (LEAs) when such funds become available through a competitive application process. The KDE anticipates funding for 10-15 programs. Awards will vary depending on the availability of federal funds. KDE approximates receiving **$1,615,189** based upon an average of previous years’ awards, as well as the following Kentucky needs (list is not all inclusive): size of the homeless population, strength of academic services proposed, allowable expenditures and potential start-up programs. Districts should design a Homeless Education Program that addresses needs identified through a comprehensive assessment with a focus on academic achievement. Budgets should be developed based on the program design and should accurately reflect the amounts needed for effective implementation. The median award for this grant in 2023 was approximately **$118,000**. Districts may or may not receive the total amount requested within their proposals. The award is based on the district’s program design and homeless count.

# Funding Source

Kentucky’s McKinney-Vento program is funded through the U.S. Department of Education, Public Law 100-77: McKinney-Vento Homeless Assistance Act of 1987 (Title VII, Subtitle B, Sec. 722).

**Services**

Services provided with this subgrant shall not replace the regular academic program and shall be designed to supplement or improve services provided as part of the school's regular academic program. Grants will be awarded to LEAs based upon the review and rating of their applications. Applications must be compliant with Section 6 [704 KAR 7:090](https://apps.legislature.ky.gov/law/kar/titles/704/007/090/) which states in part:

* Not less than fifty (50) percent of amounts provided under a grant to LEAs shall be used to provide primary services of tutoring, remedial education services, or other education services to homeless children or unaccompanied youth.
* Not less than thirty-five (35) nor more than fifty (50) percent of amounts provided to LEAs shall be used for related activities for homeless children or unaccompanied youth including expedited evaluations, professional development for school personnel, referrals for medical, dental, mental and other health services, transportation, before- and after-school care, and school supplies.

Districts must demonstrate programmatic alignment rooted in data-based decision-making with current Kentucky curriculum standards.

**Note:**Grants shall be for a term of one year, renewable for up to two additional 1-year terms based on the availability of Federal Homeless Education funds and **grantee performance each year.** The KDE shall determine annually whether additional funding will be provided based upon completed and projected activities, analysis of prior year’s outcome data, fiscal management, and participation in yearly state-required training.

**General Requirements**

* Districts must use McKinney-Vento Homeless Education funds to expand or improve educational programs and services currently provided through the school’s regular academic program.
* Districts must demonstrate coordination and collaboration among existing programs and services.
* Districts must be in compliance with the requirements for homeless education outlined in Title IX, Part A of the Every Student Succeeds Act (ESSA).
* Districts must coordinate the programs and services provided through this grant with programs and services provided under Title I, Part A.
  + Each applicant must list the amount of Title I, Part A funds set-aside that will be specifically targeted toward the McKinney-Vento Homeless Education program described in this application. The McKinney-Vento set-aside should reflect an appropriate amount to support and implement the activities outlined in the application. **This amount is in addition to set-aside funds required under ESSA (homeless set-aside) that are directed toward homeless students attending schools not served by Title I, Part A.**
  + Title I funds may be used to provide services to homeless children not attending a Title I school.
  + A portion of Title I funds may be used to pay for a Homeless Liaison.
  + Title I funds may be used to provide transportation for homeless youth to their school of origin.
* Districts may **not** use funds from this program to supplant funds from nonfederal sources. Districts may **not** use funds from this program to replace the regular academic program. Districts must maintain documentation that clearly demonstrates the supplementary nature of these funds. The supplement, not supplant provision also includes programs and services provided to all students through local family resource and youth services centers.
* To the maximum extent practical, districts should provide services and programs that integrate homeless children and youth with those who are not homeless.
* Districts may **not** use funds to provide services in settings within a school that segregate homeless children and youth from those who are not homeless except for short periods of time due to health and safety emergencies or for providing temporary, special, and supplementary services.
* Districts must report accountability data from the ESSA report based on timelines set forth by KDE.
* Funded programs will participate in ongoing technical assistance during the 3-year grant period. Programs will be monitored using a KDE-developed monitoring document and additional monitoring may occur through a desk audit.

Services may be provided through programs on school grounds or at other facilities (e.g., shelters and nonprofit community social service centers). Where services are provided through programs on school grounds, such services also may be made available to children or youth who are determined by the local educational agency to be at risk of failing or dropping out of school, except that priority for such services shall be given to homeless children and homeless youth.

To the maximum extent practical, services shall be provided through programs and mechanisms that integrate homeless and non-homeless individuals. Activities undertaken must not isolate or stigmatize homeless children and youth. Services provided are not intended to replace the regular academic program. *Collaboration and coordination with other local and state agencies that serve homeless children and youth is required.*

**Authorized Activities**

The following are examples of **measurable outcomes** derived from the Authorized Activities of Local Education Agency subgrants, under **McKinney-Vento,** Section 723(d) and Section 6 [704 KAR 7:090](https://apps.legislature.ky.gov/law/kar/titles/704/007/090/) which requires the following spending categories for the grant funding:

* Not less than fifty (50) percent of amounts provided under a grant to LEAs shall be used to provide primary services of tutoring, remedial education services, or other education services to homeless children or unaccompanied youth. This spending category will be referred to as Educational Services (E) found within Appendix 6: Proposed Budget for the McKinney Vento Homeless Education Program.
* Not less than thirty-five (35) nor more than fifty (50) percent of amounts provided to LEAs shall be used for related activities for homeless children or unaccompanied youth including expedited evaluations, professional development for school personnel, referrals for medical, dental, mental and other health services, transportation, before- and after-school care, and school supplies. This spending category will be referred to as Reducing Barriers (B) found within Appendix 6: Proposed Budget for the McKinney Vento Homeless Education Program.
* Allowable spending not described in either category will be referred to as Miscellaneous (M) found within Appendix 6: Proposed Budget for the McKinney Vento Homeless Education Program.

Please note that when budgeting, a homeless liaison’s salary must be assigned to miscellaneous, unless the liaison is providing direct services from a category below with the appropriate time and effort documented.

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| **Spending Category** | **Authorized Activities with Examples** |
| E | Tutoring, supplemental instruction, and enriched educational services   * Educational salaries (based on time and effort) for direct educational services for liaison and/or faculty/staff * Pre/post test score improvement * School success, seen in grade and score improvement * Participation and performance on state assessments * High school or GED completion |
| E | Provision of developmentally appropriate early childhood education programs, not otherwise provided   * Increase in the enrollment and attendance of homeless preschoolers in local public programs such as Even Start and Head Start. |
| E | Provision of services and assistance to attract, engage, and retain homeless children and youth and unaccompanied youth in public school programs   * Documentation of identification procedures and support services provided * Increase in the percentage of homeless youth completing school |
| E | Provision of education and training to parents of homeless students about educational rights and resources that are available   * Brochures, newsletters, posters, etc., distributed to parents and providers, on the rights of homeless children to an appropriate education * Increase in homeless parent and youth calls regarding rights and resources * Increase in percentage of homeless families involved in school enrollment decisions |
| E | Before and after school, mentoring, and summer programs with a teacher or other qualified individual with an educational purpose   * Increase in the number of hours of education programs for homeless children and youth during non-school time * Improved school performance of participants as based on testing, grades, teachers' assessments, etc. * Increased college and career readiness and accessibility |
| B | Expedited student evaluations, including gifted and talented, special education, and limited English proficiency   * Liaison or staff salaries (based on time and effort) spent reducing barriers for students experiencing homelessness * Evaluations are made and records are transferred in a timely manner * Increased percentage of homeless children accessing education services for which they are eligible (e.g. Title I, special education, LEP services) |
| B | Professional development for educators and other school personnel   * Increase in numbers of public-school personnel who are aware of and sensitive to the needs of homeless children and youth. * Increase in awareness and sensitivity training opportunities for school personnel and community. |
| B | Referrals for medical, dental, other health services, and social services   * Liaison or staff salaries (based on time and effort) spent reducing barriers for students experiencing homelessness * Increase in percentage of families referred for services * Increase in percentage of homeless children who are immunized * Increase in percentage of pregnant homeless teens receiving prenatal care |
| B | Coordination between schools and external service-providing agencies   * Liaison or staff salaries (based on time and effort) spent reducing barriers for students experiencing homelessness * Increase in numbers of agencies participating in school programs * Increase in number of homeless families and youth receiving case-managed services from collaborating agencies |
| B | Provision of pupil services (including violence prevention counseling) and referrals for such services   * Liaison or staff salaries (based on time and effort) spent reducing barriers for students experiencing homelessness * Documentation of referrals and participation rates |
| B | Addressing needs of homeless children and youth arising from domestic violence   * Liaison or staff salaries (based on time and effort) spent reducing barriers for students experiencing homelessness * Increase in education services (such as tutoring, adaptation of space for studying) for children at domestic violence shelters |
| B | School supplies, such as books and other homework supplies, for distribution at shelters and temporary housing facilities   * Liaison or staff salaries (based on time and effort) spent reducing barriers for students experiencing homelessness * Increase percentage of homeless children with supplies needed to attend school |
| B | Extraordinary or emergency assistance to enable homeless children to attend school   * Liaison or staff salaries (based on time and effort) spent reducing barriers for students experiencing homelessness * Increase percentage of homeless children and youth attending school ready to learn. * Decrease in barriers that keep homeless children from attending school * Short-term emergency hotel stays |
| M | A portion of a liaison’s salary, as set forth by Section 6 of [704 KAR 7:090](https://apps.legislature.ky.gov/law/kar/titles/704/007/090/).   * Between 0-15% of the award may be spent on the liaison’s salary and fringe benefits that are not directly linked to either direct educational benefits or a reduction in barriers. * Other sources for liaison salary might include district Title I, Part A set aside or other district funds. |
| M | The payment of fees and other costs associated with tracking, obtaining, and transferring records necessary to enroll homeless children and youth   * Decrease in the amount of time used to obtain records of homeless children and youth   Improved tracking of students from and to new schools and communities; information is shared promptly between schools |

In addition, these funds may be used to attend the [National Association for the Education of Homeless Children and Youth](https://naehcy.org/) (NAEHCY) conference. The project liaison should plan to attend at least once during the three-year cycle; a team of staff who supervise or directly work with students experiencing homelessness is preferred. The team is expected to create and provide district-wide training on homeless education following the NAEHCY conference.

**Unallowable Activities**

To be clear, not all activities that might be categorized within the above activities are allowable. For example, the following are **unallowable in most circumstances**.

* Rent or utilities for children and youth or their families
* Bedding
* Gifts, rewards, or prizes
* Entertainment or social activities
* Food aside from light snacks or approved welfare
* Using funds to replace the regular academic program
* Furniture
* Building-related repairs and renovations
* Graduation gowns, incentives, senior year mementos
* Fees as defined in [702 KAR 3:220](https://nam11.safelinks.protection.outlook.com/?url=https%3A%2F%2Fapps.legislature.ky.gov%2Flaw%2Fkar%2F702%2F003%2F220.pdf&data=05%7C01%7Czachary.stumbo%40education.ky.gov%7C8dd4abf56d4c4229993c08da8c0dd8da%7C9360c11f90e64706ad0025fcdc9e2ed1%7C0%7C0%7C637976288339503685%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=WUxigNzAPyP8Ona4hAvroqHYMHhiEufv%2B7NsVwlDw3c%3D&reserved=0)
* Non-educational field trips, and field trips that occur during the school day

**Contract Award**

Awarded applicants will enter into contracts with the Kentucky Department of Education. Tentative dates of contract are October 2024 – September 2025. No activities can be charged to the grant until the contract has been approved by the Commonwealth’s Finance and Administration Cabinet. The district will be reimbursed quarterly based on the resubmission of quarterly reports containing both MUNIS and narrative reports. Future funding contracts will be awarded on an annual basis.

### Indirect Costs

Awards are subject to the non-supplanting and restricted rate requirements of EDGAR at 34 CFR 76.563. Indirect costs are allowed.  The LEA's restricted indirect cost rate is available at [Indirect Costs 2023-2024](https://www.education.ky.gov/_layouts/download.aspx?SourceUrl=https://www.education.ky.gov/districts/FinRept/Documents/Indirect%20Costs%202023-2024%20ADA.xlsx). Indirect costs are costs that have been incurred for common joint purposes and not direct grant costs.

# Application Review Process

Applications will be evaluated by a grant review panel of at least three independent reviewers using the scoring rubric included in the application. **Only requests that score 70% or higher will be considered for funding.**

# Monitoring

Awardees will be monitored by the Kentucky Department of Education. Monitoring will focus on the **progress of each grant recipient in meeting the objectives stated in the approved grant application**. Monitoring will address the number and quality of services being provided to eligible participants, and it will include a review of documented activities in the areas of identification, policy and procedure review, and enrollment, fiscal management, completion of required training, and collaboration activities.

Programs will be monitored using a department-approved monitoring protocol. Any awardee receiving an unsatisfactory monitoring report will be required to submit evidence to show corrective actions have been implemented. Awardees receiving unsatisfactory monitoring reports that do not submit or appropriately implement corrective action(s) within the timeframe specified on the monitoring report will be ineligible for funding the following year.

The U.S Office of Management and Budget’s Uniform Guidance requires that each grant recipient submit an annual performance and budget report for each grant program year; specifically, 42 U.S.C. § 11432(f)(5) of the McKinney-Vento Act, and the Code of Federal Regulations 2 §200.331 requires the Kentucky Department of Education (KDE) to monitor districts’ program implementation through these reports. The annual reports are submitted to the Kentucky Department of Education on forms provided by the Kentucky Department of Education. Information gathered from the annual report will be included in a report submitted to the United States Department of Education.

In addition to the required monitoring, districts awarded in this 2024-25 competition will be **required** to submit quarterly reimbursement requests to support the KDE’s overall monitoring responsibilities. Grantees in this cohort of funded applicants who do not successfully complete monitoring, reimbursements, or KDE technical assistance in a timely manner, **will not be allowed to compete for McKinney-Vento funds in the FY27 competition.** The KDE regularly monitors quarterly reports to determine if requests are detailed, submitted in a timely manner, include required information, and align with the approved budget. KDE will provide trainings that grantees must attend.

Projects ending with a funding balance greater than 15% of the award, may be denied renewal funding for a period of one year after the project end date.

**Application Components**

**Applications should be submitted with the following information. Failure to include a component in the submitted application may deem the proposal non-responsive, thereby eliminating the proposal from the competition.**

* **Application Cover Page**
* **Signature Page**
* **McKinney-Vento Assurances**
* **Table of Contents (not to exceed 1 double-spaced page; created by applicant)**
* **Application Narrative (not to exceed 15 pages; additional pages will not be read/reviewed)**
* **LEA Homeless Education Information & Normalization Form**
* **Applicant’s “LEA Notice of Rights for Homeless Students”**
* **Applicant’s “LEA Process for Dispute Resolution and Policy”**
* **If appropriate, applicant’s Direct Services Provider Contract(s) (See Part 5)**
* **McKinney-Vento Strategic Plan (Attachment 4)**
* **Evidence of Collaboration (Attachment 5 and, as appropriate, attached evidence)**
* **Completed Proposed Budget Summary (Attachment 6)**
* Certifications regarding lobbying, debarment, suspension, and other responsibility matters; and drug-free workplace requirements **(Attachment 7)**
* **Letters of Agreement from External Collaboration Agencies (limit of 10 letters)**

**Format Requirements**

The application narrative is where the applicant responds to the specific criteria in the Scoring Rubric (pages 16-18). The narrative must identify the target population and describe services that will be provided to youth and their families. Responses should be clear, complete, and written in order of the rubric. In addition:

* Narrative text MUST be in 12-point Arial font—not condensed or narrow versions—and double spaced.
* Narrative text within charts and graphs may be 10-point and single spaced.
* Bullets may be single spaced and should be in 12-point font.
* All margins for the narrative section should be 1 inch (top, bottom, and sides).
* All pages should be single-sided and double-spaced.
* **Application Narrative may not exceed 15 double-spaced pages. Pages submitted in addition to the allowed limit and required forms will not be read or scored**.
* Limit of six pages for the budget; please delete all unused codes.
* **Pages MUST be numbered consecutively with the Narrative beginning on page one. (Do not number the application cover, assurances, or table of contents.)**
* **Bulleted lists, charts, and graphs must not comprise more than 20% of the narrative.**

**Submission of Proposal**

The application must be received in the KDERFP email inbox no later than **4 p.m. ET, April 18, 2024**. Applications received after this time and date stamp will not be reviewed or considered for award.

1. Submit the completed application in its entirety, including all signatures PDF format. Save the original application as **MV District Name**; for example, Franklin County would save the original application as MV Franklin.
2. Submit a redacted copy to submit with your application. **The redacted copy MUST NOT contain any identifying information** including district name, school name, county name, and city name. Save the redacted application as **MV District name B;** for example, MV Franklin B.
3. To submit applications:

* On the subject line of the email, type **MV District Name.**
* Email to [KDERFP@education.ky.gov](mailto:KDERFP@education.ky.gov).
* **The date/time on the received email must be on or before 4 p.m. ET April 18, 2024.**
* Applications will be scored as received. Please ensure applications are complete before submission.
* Keep in mind that email coming into the KDE is routed for security purposes through multiple networks and servers. Allow ample time for this and the possibility that email is not always received on the first try.
* Applications received after the deadline will not be reviewed or considered for award.
* Applicants **can request confirmation of receipt** **in their submission email**. KDE will confirm the receipt of the email and attachments (if any). Please note the KDE does not open attachments to check for accuracy.
* Do not add others on application submission emails.
* Do not send Google docs, documents from Google drives, Word documents or other formats. All files must be in an optimized PDF format.
* Each PDF attachment **MUST** be less than 10,000 KB (or 10 MB) in size. Please work with your technology staff to ensure the correct file size. Files that are above the size limit will not be reviewed or eligible for an award.

**Redacting Instructions**

Redacting/Blinding is the removal of identifying information from an application. Identifying information for this application is the **district name, school name, county name, and city name**. Names of individuals and signatures should **NOT** be blinded/redacted.

Redacted copies should be completely redacted electronically using black highlighting or XXX-ing out using the find and replace or replace features, e.g., XXX or X XX.

Please review the redacted copy before submitting to ensure all identifying information within all sections of the application, including required forms, is redacted.

**Technical Review Sessions & Submission of Questions**

The KDE will host a single technical assistance session for potential applicants on **February 15, 2024**. Applicants are encouraged to attend the live session. The KDE also intends to post the video session on the Competitive Grants home page, barring any technical issues. However, this live session is the only opportunity to ask live questions of the KDE staff regarding the grant.

All questions regarding the McKinney-Vento grant competition—including verbal or written questions during the technical assistance session—must be submitted to the KDE mailbox at [KDERFP@education.ky.gov](mailto:KDERFP@education.ky.gov) by 4:00 pm (ET), **February 21, 2024**.Responses to questions will be posted to the KDE website on or around **February 26, 2024**. The KDE FAQ document will represent the full and final answers to applicant questions.

**Scoring Rubric / Evaluation Criteria**

The following Evaluation Criteria serve as both an outline for the application narrative and the scoring rubric for peer review panels. The application narrative should be written in the order presented here, and high-quality proposals will label their responses using the sections and numbering system provided. The responses to these criteria may not exceed 15 double-spaced pages. Required attachments noted within the criteria do not count against that page limit.

| **Evaluation Criteria** | **Maximum Points** |
| --- | --- |
| **Part 1: LEA Homeless Education Information**  1.1 Briefly describe the types and numbers of schools and/or districts to be served by the project and the estimated number of students to be served annually.  1.2 Using the required Attachment 3, provide the requested information regarding Basic Information on your program, type of temporary housing, specific grade-level information for the 2022-23 school year, and the LEA’s free/reduced lunch percentages.  ***Note:*** *For 2022-23 information, numbers must reflect an actual count and not a general estimate or guess.* | 5 points |
| **Part 2: Needs Assessment**  2.1 Describe the overall needs of homeless children and youth (and their families) unique to your project’s service area including, at a minimum, their physical welfare, barriers to enrollment in school and supportive services, and attendance. (5 points)  2.2 Using data related to participating schools and districts, describe the gaps or disparities in academic success for homeless students and youth as compared to their classmates, including key grade or school levels that—the applicant’s analysis indicates—need the most support. (5 points)  2.3 Describe the applicant’s ability to meet those needs including the desired outcomes of the project for the targeted population. (5 points) | 15 points |
| **Part 3: LEA Homeless Education Policies and Procedures**  3.1 Describe the current policies and procedures the applicant already has in place or will implement to ensure homeless children and youth are informed of their rights. (5 points)  3.2 Describe existing and/or future strategies to ensure homeless children and youth are not isolated or stigmatized. (5 points)  3.3 Describe specific activities or strategies to ensure schools within the applicant’s service area are open and welcoming to homeless students and youth (e.g., schools do not prohibit enrollment or require students to enroll in or attend a separate school). (5 points)  ***Note:*** *To receive points for this section, applicants MUST include as attachments to this application the LEA Notice of Rights for Homeless Students and the LEA Process for Dispute Resolution and Policy.* | 15 points |
| **Part 4: Project Description**  4.1 Describe the services and programs to be provided by this project that will address the needs of targeted children and youth (and families). This should include basic information about the project’s mission, included partners, and expected activities and outcomes. (5 points)   * 1. Describe how project activities will align to Kentucky Academic Standards and curriculum and will work to increase the academic success of students experiencing homelessness and high mobility. (5 points)   2. Describe steps that are currently taken by the LEA to ensure it complies with the McKinney-Vento law and applicable state laws related to students experiencing homelessness. (5 points). | 15 points |
| **Part 5: Grant Management Plan**  5.1 Describe how homeless children and youth will be identified and recruited for the grant plan. (5 points)  5.2 Describe how you will identify and serve homeless children and youth with specific academic needs, including but not limited to students who struggle academically, students identified as gifted, students who are not meeting reading at benchmark by third grade, students at risk of dropping out, etc. (10 points)  5.3 Describe how the grant project will enable and assist parents to be involved in their child's education. (5 points)  5.4 Provide a brief description of key personnel—existing or to-be-hired—who will be involved, including qualifications and anticipated responsibilities. If an outside agency will provide direct services, describe the services to be provided and who will provide those services as well as a description of the fiscal arrangements between the LEA and service provider. *Also* *attach* ***the Direct Services Provider Contract*** *for those services*. (10 points)   * 1. Attach a completed **McKinney-Vento Strategic Plan** (Attachment 4) with project objectives, activities, students impacted, timeframe, measurable outcomes, and data sources. At least one objective **must** address the KDE priority of Transition Readiness (academic or career) to receive points for this section. Maximum points will be awarded only if the plan is completed **and** aligned to the stated needs of homeless students and youth in the participating schools. (15 points) | 45 points |
| **Part 6: Collaboration (Internal, External)**  6.1 Describe how schools will coordinate activities with other school/district programs throughout the year, including but not limited to LEA’s Child Nutrition Program, Title I office, Special Education office, Transportation office, and other federal and state programs administered by the LEA. (5 points)  6.2 Describe and provide evidence regarding how schools will coordinate with external agencies such as shelters, local motels, hotels, other temporary shelter places, and other agencies or programs providing services to homeless children and youth. Evidence should include letters of support, agreement, or collaboration. The attached evidence must clearly state the activities, programs, services, etc., to be provided to the local project by each external agency. At least one external collaboration is required. (10 points)  ***Note:*** *To receive full credit for Part 6, be sure to list each collaborator and the type of evidence provided on* ***Attachment 5****; this form will serve as a cover page to any included letters or agreements referenced in 6.2.* | 15 points |

|  |  |
| --- | --- |
| **Part 7: Project Evaluation**  7.1 Describe the process to be used—that is, the approach(es) or methodology—to determine whether:   * + all steps of the grant project have been fully and faithfully implemented,   + grant project goals and outcomes have been met, and   + the project has been effective. (5 points)   7.2 Describe the project’s continuous improvement cycle, i.e., the process used to adjust and enhance current and future grant project activities based on data collected from project evaluation. (5 points) | 10 points |
| **Part 8: Project Budget and Budget Narrative**  8.1 In addressing the project budget, the applicant should:   1. Note the percentage of the 2022-23 Title I Set-Aside funds spent on activities for homeless children and youth. If the amount was less than 100%, explain. 2. Describe the process used to determine the amount of Title I, Part A, Set-Aside for 2023-2024. 3. Spending Categories: [704 KAR 7:090](https://apps.legislature.ky.gov/law/kar/titles/704/007/090/) Requires that 50% or more be spent on educational services (E), at least 35% of the remaining be spent on reducing barriers (B), and any allowable expense can be spent on the remaining 15% miscellaneous (M). 4. Using Attachment 6, present the actual and planned set-asides for the year indicated, as well as a brief list of the related activities that align with the plan in Parts 4—6. (5 points)   8.2 Provide a detailed budget in the form provided that includes complete explanations of requested expenses that are reasonable and adequate in relation to planned activities and the requirements of the federal funding guidelines. (5 points)  Use the Matching Funds column to designate funds and services to be provided by each collaborating partner (Title I, Part A Homeless Set-aside, local partners, etc.). ***The Matching Funds total column must reflect the inclusion of the total McKinney-Vento set aside allocation from Title I, Part A funds for the LEA to serve homeless students. There must be matching funds provided.***  ***In the PowerPoint and FAQ expenses being reasonable, allocable, necessary, and documented is referenced repeatedly. Should we add a bullet about that?*** | 10 points |
| **Points Possible** | **130** |

**McKinney-Vento**

**Application Cover Page**

| **DISTRICT NAME** |  | |
| --- | --- | --- |
| **DISTRICT ADDRESS** |  | |
| **CAGE Code Number** |  | |
| **Unique Entity Identifier (UEI)** |  | |
| **SUPERINTENDENT** |  | Phone:  Email: |
| **GRANT CONTACT/WRITER** |  | Phone:  Email: |

I assure the attached application contains accurate information. I understand grant applications with incorrect or falsified information will not be considered for review or will be revoked once awarded. I assure the application has been reviewed and approved for implementation by all shareholders and the district and school will comply with all requirements, both technical and programmatic, pertaining to the grant. Failure to continuously meet compliance requirements and deadlines could result in partial or complete loss of funding of grant and may impact future funding.

**Assurance of Commitment from the Superintendent**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Superintendent Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notary Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notary Commission Expiration Date

**Attachment 1: Superintendent Signature Page**

I/We confirm by the signature(s) below that the attached proposal was reviewed and approved for implementation by the district superintendent or designee. I/We agree to the requirements listed in the McKinney Vento Grant RFA and will comply with the assurances applicable to this grant.

| **District** | **Signature** | **Date** |
| --- | --- | --- |
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Notary Commission Expiration Date

**Attachment 2: Assurances & Signatures Continued**

**McKinney-Vento Homeless Education Program**

The district(s) assures it will:

1. Remove barriers that hinder the enrollment of homeless students.
2. Administer the program in accordance with all applicable statutes, regulations and applications.
3. Use funds for the purposes described in its application for funding and will retain control of these funds and title to any property acquired with these funds.
4. Provide all reports and data to the Kentucky Department of Education (KDE) as are reasonable and necessary to enable the Department to perform its duties. This includes annually reporting of Adequately Yearly Progress data based on the ESSA in the areas tested for all students served by this program.
5. Maintain records to assure the correctness and certification of such reports, including information relating to the educational effect on homeless children and youth.
6. Make these records accessible as the KDE may find necessary.
7. Not exceed the district’s maximum salary schedule for a specific job classification for personnel hired with program funds.
8. Maintain accurate time logs and documentation of services for personnel working in this program (**actual time spent working directly with program**).
9. Plan specific activities to involve the parents of homeless children and youth in the program to the greatest extent possible.
10. Comply with or will use requested funds according to local education agency requirements outlined in Section 722(g) of the McKinney-Vento Homeless Assistance Act. Section 722(2)(a) states the state (KDE) and local educational agencies (districts) are to comply with or will comply with the provisions contained in Consolidated State Application to the U.S. Department of Education.
11. Ensure the homeless education program does not isolate or stigmatize homeless children and youth.
12. Ensure that the coordinator will be involved in professional development which could include attending the National Homeless Conference and KDE sponsored professional development.
13. Ensure that the coordinator will have log-in accessibility to the Student Information System (Infinite Campus), OR ensure the liaison is provided, upon request and in a timely manner, with Infinite Campus reports related to homeless students in the district.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

District Superintendent Date

**Consortium Instructions:** If applying as a consortium, the lead superintendent (District Fiscal Agent) should complete the below signature section with each partnering district that is identified on the Cover Page. Add or remove lines as needed.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

District Superintendent/District Fiscal Agent Date

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Consortium Member #2/Superintendent Date

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Consortium Member #3/Superintendent Date

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Consortium Member #4/Superintendent Date

**Attachment 3: LEA Homeless Education Information / Normalization**

|  |  |  |  |
| --- | --- | --- | --- |
| **Basic Information** | | | |
| LEA McKinney-Vento Homeless Education Liaison: | | Telephone Number: | |
| E-mail Address: | | Fax Number: | |
| Subgrant Start Date:  **October 1, 2024** | Subgrant End Date:  **September 30, 2025** | | Amount Requested:  $ |
| Actual 2022 - 2023 Total LEA Enrollment: | | Actual 2022 - 2023 LEA Homeless Enrollment: | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Homeless Students Reported by Type of Temporary Housing**  **School Year 2022 – 2023** | | | |
| Shelter  (including transitional housing, etc.) | Doubled-up  (living with another family) | Unsheltered  (cars, parks, campgrounds, substandard, etc.) | Hotels/Motels |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **School Year 2022 – 2023** | |  |  |
| **Grade Level** | **Number of Homeless Students ENROLLED in LEA** |  | **Free/Reduced**  **Meals Data** |
|  |
| Ages 3-5 (not K) |  |  | Total number of low-income students in LEA in 2022 – 2023: |
| K |  |  |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  | Percentage of total student population who were identified as low-income in LEA in 2022 – 2023: |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |  |
| 8 |  |  |  |
| 9 |  |  |  |
| 10 |  |  |  |
| 11 |  |  |  |
| 12 |  |  |  |
| Ungraded |  |  |  |
| **Total Number of Homeless Students** |  |  |  |

**Attachment 4: McKinney-Vento Strategic Plan**

The strategic plan will be used throughout the three-year period to gauge progress toward overall projected outcomes. Each LEA should determine the appropriate number and type of objectives. Applicants should feel free to add objectives as needed to fully describe the planned activities and outcomes of the project. To be clear, the KDE does not require a specific number of objectives within the Strategic Plan.\* However, applicants must include at least one objective related to Transition Readiness (academic or career).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Objective 1:** | | | | | |
| Activities to achieve the objective  (All activities for the 3-year period) | # of homeless students impacted | Time frame  (include year) | Measurable outcomes | Data sources | Funding and source |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Objective 2:** | | | | | |
| Activities to achieve the objective  (All activities for the 3-year period) | # of homeless students impacted | Time frame  (include year) | Measurable outcomes | Data sources | Funding and source |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Objective 3:** | | | | | |
| Activities to achieve the objective  (All activities for the 3-year period) | # of homeless students impacted | Time frame  (include year) | Measurable outcomes | Data sources | Funding and source |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**\*Include as many objectives as needed to demonstrate planned activities, students impacted, outcomes, etc.**

**Attachment 5**

**Evidence of Collaboration**

In the table provided below, please list the internal and external collaborators for the project, the activities already in place or planned, the services or resources to be provided, and, for external collaborators only, the type of evidence provided by that collaborator. Add additional rows to the tables as needed. Listed evidence (e.g., letters) should be attached to your proposal using this form as a cover page. At least one external collaborator is required; failure to include at least one could make your application unresponsive and eliminate it from the competition.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **INTERNAL**  **Collaborating Program** | **Activities in Place** | **Activities Planned** | **Services/Resources Provided** | **Type of Evidence (e.g., letter, MOU)** |
|  |  |  |  | **Not Applicable** |
|  |  |  |  | **Not Applicable** |
|  |  |  |  | **Not Applicable** |
|  |  |  |  | **Not Applicable** |
|  |  |  |  | **Not Applicable** |
|  |  |  |  | **Not Applicable** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EXTERNAL**  **Collaborating Agency** | **Activities in Place** | **Activities Planned** | **Services/Resources Provided** | **Type of Evidence (e.g., letter, MOU)** |
|  |  |  |  |  |
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**Include evidence of the External Collaborating Agencies with this completed form in your submitted application.**

**Attachment 6**

**Proposed Budget Summary**

**SY 2024-2025 McKinney Homeless Education Program Budget**

**Instructions**: Use this form to provide a detailed, itemized explanation of expenditures for each MUNIS Code. Not all MUNIS codes listed need to be used. However, the LEA may not use grant monies for any MUNIS code that is not listed. Successful approval of the budget is pending further review by the KDE. Funds must be used to supplement or expand services for homeless students and youth; supplanting is prohibited. Limit of 6 pages; please delete all unused codes.

Applicants may delete unused MUNIS Codes from this budget form.

**Reminder:** Section 6 of [704 KAR 7:090](https://apps.legislature.ky.gov/law/kar/titles/704/007/090/) requires the following spending categories for the grant funding:

* Not less than fifty (50) percent of amounts provided under a grant to LEAs shall be used to provide primary services of tutoring, remedial education services, or other education services to homeless children or unaccompanied youth. [This spending category will be referred to as **Educational Services (E)**].
* Not less than thirty-five (35) nor more than fifty (50) percent of amounts provided to LEAs shall be used for related activities for homeless children or unaccompanied youth including expedited evaluations, professional development for school personnel, referrals for medical, dental, mental and other health services, transportation, before- and after-school care, and school supplies. [This spending category will be referred to as **Reducing Barriers (B)**].
* Allowable spending not described in either category will be referred to as **Miscellaneous (M)**.

| **MUNIS Code** | **Description of Activity** | **Amount Requested Per Spending Category E, B, M** | | | **Matching Funds[[1]](#footnote-2)** | **Narrative Description**  **(Match to Spending Categories)** |
| --- | --- | --- | --- | --- | --- | --- |
| **E** | **B** | **M** |
| 0110 | Certified Services (Contract) |  |  |  |  |  |
| 0111 | Extended Days (Contract) |  |  |  |  |  |
| 0112 | Extra Duty (Contract) |  |  |  |  |  |
| 0113 | Other Certified (not part of contract) |  |  |  |  |  |
| 0115 | Certified Undetermined Pay |  |  |  |  |  |
| 0120 | Certified Substitute |  |  |  |  |  |
| 0130 | Classified Salaries |  |  |  |  |  |
| 0131 | Other Classified Pay |  |  |  |  |  |
| 0140 | Classified Overtime |  |  |  |  |  |
| 0160 | Licensed |  |  |  |  |  |
| 0170 | Paraprofessional |  |  |  |  |  |
| 0211 | Life Insurance |  |  |  |  |  |
| 0212 | Health Insurance |  |  |  |  |  |
| 0213 | Liability Insurance |  |  |  |  |  |
| 0214 | Dental Insurance |  |  |  |  |  |
| 0215 | Long Term Disability |  |  |  |  |  |
| 0216 | Retired Health/Life Insurance |  |  |  |  |  |
| 0219 | Other Group Insurance |  |  |  |  |  |
| 0221 | Employer FICA Contribution |  |  |  |  |  |
| 0222 | Employer Medicare Contribution |  |  |  |  |  |
| 0231 | KTRS Employer Contribution |  |  |  |  |  |
| 0232 | CERS Employer Contribution |  |  |  |  |  |
| 0233 | Other Employee Retirement |  |  |  |  |  |
| 0251 | State Unemployment Insurance |  |  |  |  |  |
| 0253 | KSBA Unemployment Insurance |  |  |  |  |  |
| 0260 | Workmen’s Compensation Insurance |  |  |  |  |  |
| 0270 | Other Health Care Benefits, COBRA |  |  |  |  |  |
| 0291 | Sick Leave Payments |  |  |  |  |  |
| 0293 | Meal Reimbursements Taxable Portion |  |  |  |  |  |
| 0294 | Federally Funded Health Benefits |  |  |  |  |  |
| 0295 | Federally Funded Life Insurance |  |  |  |  |  |
| 0296 | Federally Funded State Admin. Fee |  |  |  |  |  |
| 0297 | Federally Funded Flex Spending |  |  |  |  |  |
| 0298 | Other Employee Paid Benefits |  |  |  |  |  |
| 0321 | Workshop Consultant |  |  |  |  |  |
| 0322 | Education Consultant |  |  |  |  |  |
| 0335 | Professional Consultant |  |  |  |  |  |
| 0338 | Registration Fees |  |  |  |  |  |
| 0339 | Other Professional Training and Development Skills |  |  |  |  |  |
| 0345 | Medical Services |  |  |  |  |  |
| 0352 | Other Technical Services |  |  |  |  |  |
| 0425 | Pest Control Services |  |  |  |  |  |
| 0426 | Laundry/ Dry Cleaning (as needed for students) |  |  |  |  |  |
| 0441 | Land or Building Rental |  |  |  |  |  |
| 0443 | Rentals of Computers & Related Equipment |  |  |  |  |  |
| 0444 | Copier Rental |  |  |  |  |  |
| 0511 | Student Transportation services (purchased from another KY District) |  |  |  |  |  |
| 0513 | Student Transportation (bus token-Public Conveyance) |  |  |  |  |  |
| 0519 | Student Transportation services Other Student Transportation |  |  |  |  |  |
| 0531 | Postage and Box Rent |  |  |  |  |  |
| 0532 | Communications Telephone |  |  |  |  |  |
| 0533 | Communications On-line Network |  |  |  |  |  |
| 0534 | Cell Phone Services |  |  |  |  |  |
| 0536 | Radio Services |  |  |  |  |  |
| 0538 | Shipping/Delivery/Freight Services |  |  |  |  |  |
| 0541 | Advertising: Radio & Television |  |  |  |  |  |
| 0542 | Advertising: Newspaper |  |  |  |  |  |
| 0549 | Advertising: Other Advertising |  |  |  |  |  |
| 0552 | Printing and Binding Posters |  |  |  |  |  |
| 0553 | Printing and Binding Publications |  |  |  |  |  |
| 0559 | Printing and Binding – Other |  |  |  |  |  |
| 0580 | Travel |  |  |  |  |  |
| 0581 | Travel – In State |  |  |  |  |  |
| 0582 | Travel – Out of District |  |  |  |  |  |
| 0584 | Travel – Out of State |  |  |  |  |  |
| 0585 | Travel – Meals |  |  |  |  |  |
| 0586 | Travel – Hotels |  |  |  |  |  |
| 0589 | Travel – Other |  |  |  |  |  |
| 0591 | Services Purchased from another District or Ed. Agency within KY |  |  |  |  |  |
| 0592 | Services Purchased from a School District or Ed. Agency outside KY |  |  |  |  |  |
| 0610 | General Supplies |  |  |  |  |  |
| 0616 | Food Non-instructional Non-food Service (light snacks) |  |  |  |  |  |
| 0617 | Food Instructional Non-Food Service (emergencies) |  |  |  |  |  |
| 0621 | Natural Gas (ee matrix) |  |  |  |  |  |
| 0622 | Electricity (see matrix) |  |  |  |  |  |
| 0623 | Bottled Gas (see matrix) |  |  |  |  |  |
| 0624 | Fuel Oil (see matrix) |  |  |  |  |  |
| 0625 | Coal (see matrix) |  |  |  |  |  |
| 0626 | Gasoline – Data required for federal reporting |  |  |  |  |  |
| 0627 | Diesel Fuel – Data required for federal reporting |  |  |  |  |  |
| 0629 | Alternative Fuels |  |  |  |  |  |
| 0642 | Periodicals and Newspapers |  |  |  |  |  |
| 0643 | Supplementary Books, Study Guides, & Curriculum |  |  |  |  |  |
| 0645 | Audio Visual Materials |  |  |  |  |  |
| 0647 | Reference Materials |  |  |  |  |  |
| 0650 | Technology related supplies |  |  |  |  |  |
| 0651 | Supplies-Technology related devices |  |  |  |  |  |
| 0652 | Supplies-Technology related devices other |  |  |  |  |  |
| 0653 | Software-Technology Related |  |  |  |  |  |
| 0672 | Student Activities- Personal Services |  |  |  |  |  |
| 0673 | Student Activities- Fees/ Registration |  |  |  |  |  |
| 0674 | Student Activities- Awards |  |  |  |  |  |
| 0675 | Student Activities- Org. Supplies |  |  |  |  |  |
| 0676 | Student Activities- Scholarships |  |  |  |  |  |
| 0679 | Student Activities- Other |  |  |  |  |  |
| 0680 | Welfare Spending (except for utilities) |  |  |  |  |  |
| 0692 | Health Supplies |  |  |  |  |  |
| 0695 | Furniture & Fixture Supplies (for the program) |  |  |  |  |  |
| 0697 | Other Supplies and Materials (for the program) |  |  |  |  |  |
| 0732 | Vehicles (KDE Approval) |  |  |  |  |  |
| 0733 | Furniture and Fixtures |  |  |  |  |  |
| 0734 | Technology Related Hardware (Technology Related Hardware per unit amounts under $5,000.00 use object code 0650) |  |  |  |  |  |
| 0735 | Technology Software |  |  |  |  |  |
| 0739 | Other Equipment |  |  |  |  |  |
| 0810 | Dues (only for National Homeless Dues) |  |  |  |  |  |
| 0893 | Other Misc - Uniform |  |  |  |  |  |
| 0894 | Other Misc - Instructional Field Trips |  |  |  |  |  |
| 0895 | Other Misc - Other Student Travel |  |  |  |  |  |
| 0896 | Student Wages (KDE Approval) |  |  |  |  |  |
| 0913 | Indirect Cost |  |  |  |  |  |
|  | | **E** | **B** | **M** |  |  |
| **Subtotals** | |  |  |  |
| **Total amount budgeted (Add Subtotals for E, B, M)** | |  | | |  |  |
|  |  |  | | |  |  |

1. Calculate the percentage budgeted for E (Subtotal E divided by Total Amount Budgeted, times 100): Click or tap here to enter text.

Percentage is 50% or more? Yes No

1. Calculate the percentage budgeted for B (Subtotal B divided by Total Amount Budgeted, times 100): Click or tap here to enter text.

Percentage is 35% - 50%? Yes No

1. Calculate the percentage budgeted for M: (Subtotal M divided by Total Amount Budgeted, times 100): Click or tap here to enter text.

Percentage is no more than 15%? Yes No

**Attachment 7:**

**Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of the form provides for compliance with certification requirements under 34 CFR Part 82, “New Restrictions on Lobbying,” and 34 CFR Part 85, “Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants).” The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Education determines to award the covered transaction, grant, or cooperative agreement.

**1. LOBBYING**

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 34 CFR Part 82, for persons entering into a grant or cooperative agreement over $100,000, as defined at 34 CFR Part 82, Sections 82.105 and 82.110, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form–LLL, “Disclosure Form to Report Lobbying,”, in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

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**2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS**

As required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR Part 85, for prospective participants in primary covered transactions as defined at 34 CFR Part 85, Sections 85.105 and 85.110:

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (2)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transaction (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

**3. DRUG-FREE WORKPLACE**

**(GRANTEES OTHER THAN INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees , as defined at 34 CFR Part 85, Section 85.605 and 85.610:

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee’s workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about:

(1) The dangers of drug abuse in the workplace;

(2) The grantee’s policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that as a condition of employment under the grant, the employee will:

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, Grants Policy and Oversight Staff, U.S. Department of Education, 400 Maryland Avenue, S.W. (Room 3652, GSA Regional Office Building No. 3), Washington, DC 20202-4248. Notice shall include the identification number(s) of each affected grant:

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency:

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check [ ] if there are workplaces on file that are not identified here.

**DRUG-FREE WORKPLACE**

**(GRANTEES WHO ARE INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610:

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conduction any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Director, Grants Policy and Oversight Staff, Department of Education, 400 Maryland Avenue, S.W. (Room 3652, GSA Regional Office Building No. 3), Washington, DC 20202-4248. Notice shall include the identification number(s) of each affected grant.

**I hereby certify that the district will comply with the above certifications.**

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| --- |
| NAME OF APPLICANT |
| PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE |
| SIGNATURE DATE |

1. Matching funds may be included from Title I, Part A McKinney-Vento set-aside, partners, in-kind donations, and other local sources, this is a required element to show the program will be holistically supported and not supplanting prior spending. [↑](#footnote-ref-2)