

# Louisiana Believes

**TITLE VII-B of the McKinney- Vento Homeless Assistance Act,  
Reauthorized by Title IX, Part A of the Every Student Succeeds  
Act**

## **REQUEST FOR APPLICATIONS**

**Three Year Competitive Application – 2017-2018**

**March 2017**

LOUISIANA DEPARTMENT OF EDUCATION

1.877.453.2721

[www.louisianabelieves.com](http://www.louisianabelieves.com)



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## OVERVIEW

### Introduction

The Louisiana Department of Education (LDOE) is soliciting applications for the 2017-2018 Education for Homeless Children and Youth (EHCY) program authorized under Title VII-B of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.) (McKinney-Vento Act). The McKinney-Vento Act was originally authorized in 1987 and most recently re-authorized in December 2015 by Every Student Succeeds Act (ESSA) to fund subgrants to local education agencies (LEAs) or one or more LEAs that may form an LEA consortium to apply for this grant to maximize resources to provide services and supports for students who are experiencing homelessness.

Any LEA in the state of Louisiana is eligible to apply for funding. Individual school campuses may not apply for funding, though an individual campus may be served through a LEA's program. One or more local educational agencies may form an LEA consortium to apply for this grant to maximize resources to service students. When utilizing this approach, only one of the LEAs will serve as the fiscal agent. A signed agreement between the LEAs must be created affirming the consortium guidelines and services. Homeless shelters may not apply for funding, but they may receive services from a McKinney-Vento grant.

The LDOE McKinney-Vento Program uses the U.S. Department of Education's Non-Regulatory Guidance for the Education for Homeless Children and Youths Program, Title VII-B of the McKinney-Vento Homeless Assistance Act, reauthorized by Every Student Succeeds Act (December 10, 2015) under Title IX issued on July 27, 2016 to administer this grant. The complete manual is found at <https://www2.ed.gov/policy/elsec/leg/essa/160240ehcyguidance072716updated0317.pdf>.

**This competitive grant will be awarded based on the quality and comprehensiveness of the applicants' program plans. The LDOE will look to see that the LEA has determined the specific needs of students identified as homeless within the LEA and that it has developed a plan to address these specific needs. When developing a plan, the applicant should focus on addressing** three indicators: Student Achievement and Performance Outcomes, School/LEA Support Outcomes, and Collaboration Outcomes. These indicators were developed by the National Center for Homeless Education at SERVE and have proven to be successful components of a quality plan to address the needs of students experiencing homelessness. For more information on the Standards and Indicators for Quality McKinney-Vento Programs, visit [http://www.serve.org/nche/downloads/st\\_and\\_ind\\_2006\\_rev.doc](http://www.serve.org/nche/downloads/st_and_ind_2006_rev.doc) or contact LDOE's State Homeless Coordinator, at [Tasha.Anthony@la.gov](mailto:Tasha.Anthony@la.gov) or 225-219-2949.

### Purpose

The McKinney-Vento Homeless Education Act provides competitive subgrants to LEAs to expand support services to children experiencing homelessness; to create greater awareness and sensitivity of district and school staff about ways to identify students who may be experiencing homelessness; and to provide additional services to these children to increase their chances for academic success. LEAs or LEA consortiums may apply for these federal funds to provide activities for, and services to, students experiencing homelessness, including preschool-aged homeless children, that enable such children and youth to **enroll in, attend and succeed in school**.

The LDOE encourages applicants to use McKinney-Vento funding while braiding other funds,

when appropriate, to address the specific needs of students experiencing homelessness, and to provide a variety of supplemental comprehensive services to support students experiencing homelessness.

### **Application Instructions**

Please review and follow all instructions carefully when completing this application. Each of the following sections has specific requirements that must be met in order for consideration during the review process.

- Part I – Application Introduction
- Part II – Application Narrative
- Part III – Application Proposed Budget

If you have any questions or need technical assistance during the application process, contact the LDOE State Homeless Coordinator, at [Tasha.Anthony@la.gov](mailto:Tasha.Anthony@la.gov) or 225-219-2949.

- Use Arial 12-point font in a Word document and number the pages (completed application will range from 8-13 pages)
- Upload Parts I, II, and III of the application as an attachment in the 2016-2017 electronic Grants Management System (eGMS) on the Homeless Budget Detail Page. <https://egmsp.doe.louisiana.gov/LDEGMSWeb/logon.aspx>
- Refer to the Appendices and Rubric for further instructions and clarification.

**A completed application with accompanying documents must be uploaded into the 2016-2017 Electronic Grants Management System (eGMS) no later than 5:00pm on April 21, 2017.**

## **Three-Year McKinney-Vento Homeless RFA (FY2017-2020)**

The application introduction and narrative should be organized into sections following the sequence presented below.

### **Part I Application Introduction**

- Application for Project Funds Page
- Project Abstract (cannot exceed one (1) page)
  - Briefly describe the proposed program including the number of students to be served (February 1, 2017 homeless count), program goals and objectives, a description of the intended services, and an overview of the project collaborations.
- Table of Contents – The table of contents should begin after the Project Abstract.

### **Part II Application Narrative**

#### **Demographics and Need [Should not exceed three (3) pages]**

Describe the demographics and needs of the identified students experiencing homelessness in the LEA or consortium. Conduct a needs assessment to identify the major educational needs of homeless children and youths in the LEA and tailor the application to meet these needs by providing factual data and directly relating the problems addressed by the proposal. Statistics and areas that may be documented in the needs statement include the following:

- Current number of students experiencing homelessness and how it compares with the past three years (LEA's trends in homeless identification) (See Appendix A);
- Mobility rate, dropout rate, and graduation rate of students experiencing homelessness (explanations for increases or decreases);
- Living situations of students and families served and barriers faced by the students;
- Description of current academic needs, major barriers, and success of homeless children and youth;
- Poverty data of LEA describing the need for this funding;
- Description of how the LEA is currently meeting the needs of students experiencing homelessness including collaboration with other local, national, or community organizations or funding from other sources.

The National Center for Homeless Education's *Educating Homeless Children and Youth: Conducting Needs Assessments and Evaluating Services—A Guide for SEAs, LEAs, and Local Schools* includes a template for conducting a needs assessment. The guidebook is available at [http://center.serve.org/nche/pr/na\\_eval.php](http://center.serve.org/nche/pr/na_eval.php).

#### **Program Design and Implementation of Goals and Objectives [Should not exceed six (6) pages]**

Goals and objectives are clear statements of what the applicant proposes to accomplish with the proposed project. All goals and objectives must reflect the results of the needs assessment, mirror the purpose of this subgrant program, and address the needs identified in the previous section.

A goal is a statement or statements that explain the purpose of your project (also known as what the project wishes to accomplish with the end in mind). The goal sets the fundamental, long-range direction. Typically, goals are broad statements that express the desired change(s) by the end of the grant period.

Applicants are reminded that the goal of McKinney-Vento Act is to improve the academic success of homeless children and youths. This program focuses on the required identification, enrollment, and attendance of students in homeless situations, moving towards the goal of academic success. All the identified needs and activities in a successful application will be related to the identification, enrollment, attendance, and academic success of homeless students. The goal that underlies everything and serves as the foundation for a successful program will be the academic success of homeless students.

Objectives are statements that define the results the applicant expects to achieve throughout the proposed project. Objectives break the goal down into smaller parts that provide specific, measurable actions by which the goal can be accomplished. Objectives refer to specific activities in a proposal and must be specific, measurable, achievable, relevant, and time-specific. In this section of the proposal, identify no more than three (3) specific activities, or objectives, by which the goal will be accomplished.

A program narrative description should discuss how the LEA or LEA consortiums will address the stated goal(s) and objectives in the proposed program, including the following:

- How identified needs will be addressed;
- A description of intended activities<sup>1</sup>, implementation steps, and timelines of activities that:
  - remove barriers and develop policies and procedures which support identification, enrollment, retention and success of students experiencing homelessness;
  - provide educational and social support for students in prekindergarten through 12th grade experiencing homelessness, and to assist them in meeting the same academic standards as all students; and
  - provide a comprehensive approach, through coordination of funding and collaboration of services, to meet the needs of students experiencing homelessness.

A budget narrative that describes:

- how the grant request coordinates with various sources of funding and services for the proposed program, including coordination of how Title I, Part A set-asides were determined and used to support the needs of students;
- how funds will be utilized to supplement the applicant's current homeless program; and
- how funds will be utilized to support students experiencing homelessness and identified as one or more of the following: migrant, early childhood, special needs, etc.

For more information on the general requirements for McKinney-Vento grant funds, see appendix B.

### **Part III Application Proposed Budget**

**Proposed Budget** – Upload a budget detail and summary which demonstrates a connection between the activities of the grant request and the applicant's overall McKinney-Vento program in the electronic Grants Management System (see Appendix C for allowable McKinney-Vento Grant Activities).

The preliminary funding formula is **\$80 per identified homeless student (Note: This amount does not reflect the final allocation. Upon approval of the application by the Louisiana Department of Education, the LEA or LEA Consortium will be required to submit a revised budget narrative reflecting the final allocation).**

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<sup>1</sup> McKinney-Vento data standards, indicators, and examples of relevant program activities may be found at [center.serve.org/nche/downloads/Webinar/resp\\_activ.doc](http://center.serve.org/nche/downloads/Webinar/resp_activ.doc)



## Louisiana Department of Education Budget Summary

Name of Eligible Recipient: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_

Program: McKinney-Vento Homeless Program  
 Program Fiscal Year: 2017-2018  
 Project Number: \_\_\_\_\_  
 Submitted by: \_\_\_\_\_  
 Telephone #: ( )  
 Email: \_\_\_\_\_

Source of Funds: X Federal \_\_\_\_\_ State

Object Code	Expenditure Category	Amount
100	Salaries	\$0
200	Employee Benefits	\$0
300	Purchased Professional/Tech Svcs.	\$0
400	Purchased Property Services	\$0
500	Other Purchased Services	\$0
600	Supplies	\$0
800	Other Objects	\$0
	<b>Subtotal - Operating Budget</b>	<b>\$0</b>
	Indirect Costs (if applicable) Approved _____%	\$0
700	Property	\$0
900	Other Uses of Funds	\$0
<b>GRAND TOTAL</b>		<b>\$0</b>

### GRANTEE INFORMATION

### STATE DEPARTMENT OF EDUCATION

Representative of the entity: \_\_\_\_\_ Date: \_\_\_\_\_

Approved Division Director/Designee: \_\_\_\_\_ Date: \_\_\_\_\_

Approved Grants Management Director/Designee: \_\_\_\_\_ Date: \_\_\_\_\_

**EMAIL TO:**

[LDEGrants@la.gov](mailto:LDEGrants@la.gov)

## Louisiana Department of Education Budget Detail

Name of Eligible Recipient: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_

Program: McKinney-Vento Homeless Program  
 Program Fiscal Year: 2017-2018  
 Project Number: \_\_\_\_\_  
 Submitted by: \_\_\_\_\_  
 Telephone #: ( )  
 Email: \_\_\_\_\_

Source of Funds:  Federal \_\_\_\_\_ State

Object Code	Expenditure Category	Amount
<b>100</b>	<b>SALARIES</b>	
	<b>Under each salary heading, provide the following:</b>	
	<b>1. Denote # of full-time employees in each group and % Full Time.</b>	
	<b>2. For part-time employees, provide applicable rates.</b>	
	<b>3. Attach a job description for all new positions.</b>	
	Officials/Administrators/Managers	
	Teachers	
	Clerical/Secretarial	
	Aides/Paraprofessionals	

	Substitutes (Provide daily rate X # of days or hourly rate X # of hours.)			
	Daily Rate:	\$0.00	X 0	\$0.00
	Hourly Rate:	\$0.00	X 0	\$0.00
	Stipends (Provide daily X # of days or hourly rate X # of hours.)			
	Daily Rate:	\$0.00	X 0	\$0.00
	Hourly Rate:	\$0.00	X 0	\$0.00
	Other Salaries (Specify below and include similar description as classes above.)			
	<b>TOTAL SALARIES</b>			<b>\$0.00</b>
<b>200</b>	<b>EMPLOYEE BENEFITS</b>			
	Health Insurance			
	FICA (6.2%) - Provide Total Salary Amount used to determine benefit cost.			
	\$0.00	X	6.2%	\$0.00
	Medicare (1.45%) -Provide Total Salary Amount used to determine benefit cost.			
	\$0.00	X	1.45%	\$0.00
	Teacher Retirement (27.2%)- Provide Total Salary Amount used to determine benefit cost.			
	\$0.00	X	27.2%	\$0.00
	School Employees (32.3%)- Provide Total Salary Amount used to determine benefit cost.			
	\$0.00	X	32.3%	\$0.00
	Unemployment Comp. ( %)-Provide Total Salary Amount and Rate used to determine benefit cost.			
	\$0.00	X	0.000%	\$0.00
	Worker's Comp. ( %)-Provide Total Salary Amount and Rate used to determine benefit cost.			
	\$0.00	X	0.000%	\$0.00
	Tuition Reimbursement			



	TOTAL PURCHASED PROF/TECH SERV.	\$0.00
400	<b>PURCHASED PROPERTY SERVICES</b>	
	For every service budgeted, provide the following:	
	1. List sites.	
	2. List applicable rates.	
	Repairs/Maintenance (List types - e.g. equipment, etc.)	
	Rental of Equipment (List types - e.g. copier, computer, etc.)	
	Other Purchased Property Services (Specify below.)	
	TOTAL PURCHASED PROPERTY SERVICES	\$0.00
500	<b>OTHER PURCHASED SERVICES</b>	
	For all services budgeted, provide the following:	
	1. List sites	
	2. List applicable rates	
	For all travel costs budgeted provide the following:	
	1. Positions of employees to travel	
	2. Conferences to be attended	
	3. Mileage rates as applicable for local travel	
	Liability Insurance -	



