

# McKinney-Vento/Homeless Education RFP-FY23

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State Homeless Coordinator

[mdek12.org](https://mdek12.org)



MISSISSIPPI  
DEPARTMENT OF  
EDUCATION

March 27, 2023



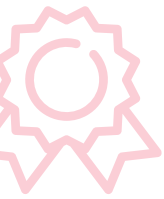
## VISION

To create a world-class educational system that gives students the knowledge and skills to be successful in college and the workforce, and to flourish as parents and citizens



## MISSION

To provide leadership through the development of policy and accountability systems so that all students are prepared to compete in the global community



1

**ALL** Students Proficient and Showing Growth in All Assessed Areas



2

**EVERY** Student Graduates from High School and is Ready for College and Career



3

**EVERY** Child Has Access to a High-Quality Early Childhood Program

**EVERY** School Has Effective Teachers and Leaders

4



**EVERY** Community Effectively Uses a World-Class Data System to Improve Student Outcomes

5



**EVERY** School and District is Rated “C” or Higher

6



- Program Overview
- FY23 McKinney-Vento RFP
- Authorized Activities
- McKinney-Vento Standards and Indicators



# Program Overview

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- The McKinney-Vento program is designed to address the challenges that students experiencing homelessness face in enrolling, attending, and succeeding in school.
- The MS Department of Education (MDE) must ensure that **each** homeless child and youth has equal access to the same free, appropriate public education, including a public preschool education.

- MDE and Local Educational Agencies (LEAs) are required to take steps to review and revise laws, regulations, practices, or policies that may act as barriers to the identification, enrollment, attendance, or success in school of homeless children and youth.
- Each LEA is required to have a designated LEA Homeless Liaison who is able to carry out the duties and responsibilities according to the Act.

The purpose of the McKinney-Vento grant is to:

- facilitate the enrollment, attendance, and success in school of homeless children and youths
- provide services through existing programs and mechanisms that integrate homeless children and youths with non-homeless children and youths; and




The purpose of the McKinney-Vento grant is to: **expand or improve services** provided as part of a **school's regular academic program**, but not to replace such services provided under such program.

- Identification
- School Stability
- School Enrollment
- Support for Academic Success
- Child-Centered, Best Decision Making

*McKinney-Vento Act Section 722(g)*

To ensure more reliable, accurate data, districts must use homeless data on the MSIS Month 9 report for FY22.



# FY23 McKinney-Vento Request for Proposal

Important Dates	Activity
March 15, 2023	RFP Issued
March 15, 2023	Email and Post to MDE Website/Newspaper
March 22, 2023	2 <sup>nd</sup> Advertised Notice in Newspaper
March 27, 2023	Pre-Proposal Workshops
<b>March 30, 2023</b>	<b>Deadline for submitting questions</b>
April 3, 2023	Questions will be posted to the MDE website
<b>April 17, 2023 — 2:00 pm</b>	<b>Proposals due</b>
April 18-21, 2023	Evaluation of proposals
June 15, 2023	State Board of Education approval
June 16, 2023	Notification of awards (contingent upon SBE approval)

1. Signed Cover Sheet (Form 1)—*Required Signature(s) and/or Approval*

## 2. McKinney-Vento Grant Application

- Needs Assessment
- Program Description
- Legal Requirements
- Program Coordination and Collaboration
- Dispute Resolution Policy and Procedures
- Program Evaluation
- Budget Narrative

3. Federal Assurances (Form 2)

4. Standard Terms and Conditions (Form 3)—*Required Signature*

5. Signed Conflict of Interest (Form 4)—*Required Signature*

6. Verification of the registration or an active UEI must be submitted with the proposal



A signed proposal packet shall be submitted electronically in a PDF format via RFXS no later than **Tuesday, April 17, 2023, by 2:00 p.m. Central Standard Time (CST)**. Applicants shall allow at least 72 hours in advance of the due date to consider unforeseen technical issues. Proposals received after the time designated in the solicitation shall be considered late and shall not be considered for an award. ***The subject line shall specify the name of the solicitation and the name of the entity submitting the response.***

## Proposal Submission-Option 2

An original signed proposal packet **with number (1) copies** shall be shipped/mailed and received in a sealed envelope at the MDE no later than **Tuesday, April 17, 2023**, by 2:00 p.m. Central Standard Time (CST). **The return address label must be visible on the sealed envelope and include the name of the individual/entity submitting a response.**

Shipping instructions are provided below:

Mississippi Department of Education

**Monique Corley, Director**

*Office of Procurement*

FY23 McKinney-Vento Homeless Assistance Program

500 Greymont Avenue

Suite G

Jackson, MS 39202

**(DO NOT OPEN)**

Proposals that do not conform to the requirements of the solicitation will be rejected by the Mississippi Department of Education. Proposals will be rejected for reasons below:

- The proposal is received late. Late proposals will be maintained unopened in the procurement file.
- The proposal contains unauthorized amendments to the requirements outlined in the solicitation.

- The proposal required signatures have not been obtained.
- The proposal contains misleading signatures, statements, or references.
- The proposal is incomplete or contains irregularities that make the proposal indefinite or ambiguous.
- Proposals that do not meet and conform to all requirements as outlined in *Required Submission*.

- The Applicant has previously been cited with major and/or significant deficiencies by the MDE in one or more programs or included on the debarment list.
- Required forms and attachments are not included in the proposal.
- The proposal is determined non-responsive.
- The UEI number is inactive or restricted upon verification, if applicable.

- The Applicant owes the State money.
- The Applicant did not perform prior services in a proper, workmanlike, and/or dignified manner.
- The Format and Procedure for Submission and Delivery of Proposals Section was not followed.
- The proposal packet was attached as a “link” in response to the solicitation.
- In person delivery.

All proposals become the property of the state of Mississippi.

## **a. Appeals Federal Process**

In accordance with federal rules, MDE provides Subgrantees or Applicants with the opportunity for a hearing to appeal MDE's final action. (34 C.F.R. 76.401(a), 34 C.F.R. 76.783 and 20 U.S.C. 1231b-2) Specifically the Subgrantee or Applicant must allege that MDE took any of the following actions that violate Federal or State law, regulations, rules, or governing guidelines:

1. Failing to approve, or disapproving of, the proposal or project in whole or in part.
2. Failing to provide the amount of funds in accordance with requirements of the statutes and regulations.
3. No other grounds for appeal will be accepted or considered.



4. To request a hearing, the Subgrantee or Applicant must file a full and complete written appeal, including:

the issue(s) in dispute, the legal authority or other basis for the appeal position, and the remedy sought within 30 days of the MDE's action (e.g., notification of any action under 1 and 2 above). The request must have an original signature of the authorized agent who signed the proposal. If that individual is not available, the request must have the original signature of another individual who is authorized to sign official documents.

5. An original and two copies of the request for a hearing must be submitted by one of the following methods:

Certified mail with a return receipt required (within 30 days based on the postmark) to:

**State Superintendent of Education**

The Mississippi Department of Education

**APPEAL NOTICE** (Name of grant)

500 Greymont Avenue

Suite G

Jackson, Mississippi 39201

Within 30 days of receiving the hearing request, MDE will hold a hearing on the record to review its action. The Subgrantee or Applicant will receive notice of the hearing and will have the opportunity to participate and be represented by counsel. The hearing will be conducted by an impartial hearing officer.

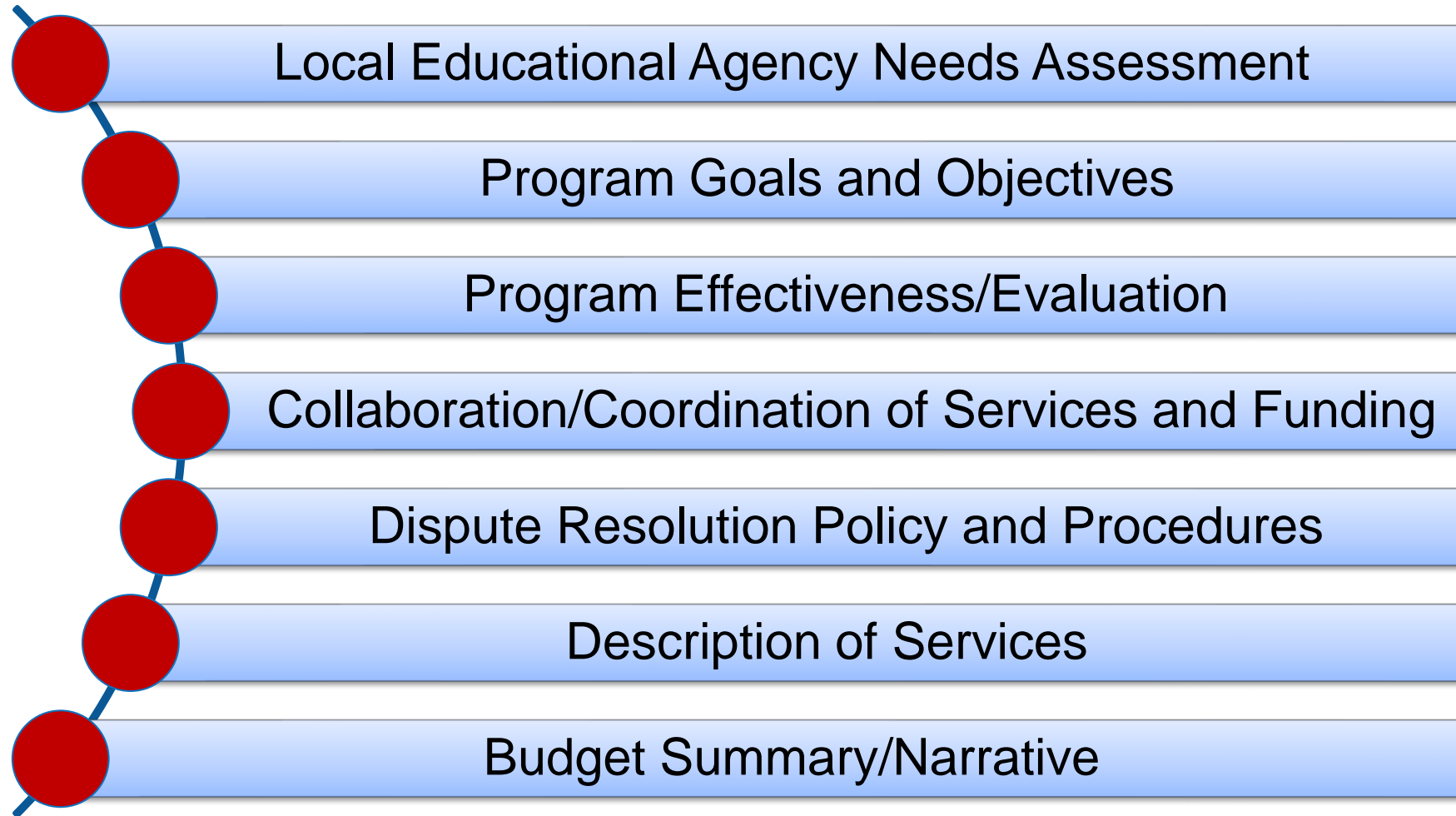
During the hearing, the parties will have the opportunity to present and challenge evidence in an orderly fashion before an impartial decision maker. No later than 10 days after the hearing, the hearing officer, as the impartial decision maker, will issue a written ruling on behalf of MDE including findings of fact and reasons for the ruling. The parties may waive these deadlines by mutual consent in writing.

MDE will rescind its action if it determines the action conflicts with Federal or State laws and regulations governing the grant program. If after review, MDE does not rescind its action, the Subgrantee or Applicant may appeal to the Secretary of the US Department of Education within 20 days of being notified as a result.

MDE will make all records pertaining to any review or appeal of the Subgrantee or Applicant available at reasonable times and places to the Subgrantee or Applicant. This includes records of other Subgrantees and Applicants.

- Written questions concerning the solicitation should be emailed to: [federalprograms2@mdek12.org](mailto:federalprograms2@mdek12.org)
- The deadline for submitting written questions by email is **Thursday, March 30, 2023, at 5:00 p.m. Central Standard Times (CST).**

The answers to the questions will be provided to the general public on **Monday, April 3, 2023** on the MDE's website [www.mdek12.org](http://www.mdek12.org) under the Public Notices Section/Request for Applications, Qualifications, and Proposal. No individual replies will be granted.





- The original signatures of ALL appropriate district personnel are required.
- The UEI number must be included.

## Needs Assessment (15 pts.)

A needs assessment is the process of gathering information to guide program development and implementation.

Complete the chart below with total number of homeless children and youth served during the previous school years in each grade level range, as identified in the Month 9 Mississippi Student Information System (MSIS) Report. **(5 points)**

School Year	Preschool	Grades K-5 <sup>th</sup>	Grades 6 <sup>th</sup> -8 <sup>th</sup>	Grades 9 <sup>th</sup> -12 <sup>th</sup>	Total
2019-2020					
2020-2021					
2021-2022					

- Describe the non-academic needs and barriers of homeless children and youth identified in the chart above. (Section 723(b)(1)) **(5 points)**
- Describe the academic needs of the homeless subgroup in the LEA. (Section 723(b)(1)) **(5 points)**

- Describe the program to be supported. Indicate ways in which the program will increase student academic success through quality instruction and go beyond the requirements of the McKinney-Vento Act. (Section 723(b)(2)) **(12.5 points)**
- Describe the goals of the proposed homeless program and the vision of the program's impact on increasing student achievement. How will the school district determine if student achievement has increased? (Section 723(b)(2)) **(12.5 points)**

Describe how the district will meet the following legal requirements through policy and/or procedures:

- Identification (Section 722(g)(1)(B)) **(2 points)**
- Immediate enrollment (Section 722(g)(3)(C)) **(2 points)**
- School Stability (Section 722 (g)(3)(B)) **(2 points)**
- Transportation (Section 722(g)(4)(A)) **(2 points)**

- Entitlement of services to parents and children (Section 722(g)(4); Section 722(g)(5); Section 722(g)(6)(A)) **(2 points)**
- Enrollment disputes (Section 722(g)(3)(E)) **(2 points)**
- Describe the current policies and procedures that the LEA already has in place to ensure that homeless children and youth are informed of their rights and are not isolated or stigmatized. (Section 722(g)(1)(J)(i)) **(3 points)**

- Describe how the homeless children and youth will be identified and recruited for the program, including unaccompanied homeless youth. (Section 722(g)(1)(B)) **(5 points)**
- Describe how the district will coordinate with shelters, local motels, hotels, temporary shelters, and other agencies or programs, such as Head Start, that provide services to homeless children and youth. (Section 722(g)(5)(A)) **(5 points)**

- Describe how the McKinney-Vento program personnel will collaborate with the school district's Title I office, special education office, transportation office, and other federal and state programs administered by the school district to maximize services to students experiencing homelessness. (Section 722(f)(4)) **(5 points)**



- \_\_\_\_\_ \* Amount of the Title I, Part A set-aside designated by your LEA for homeless education.
- Provide a brief description of key personnel who will be involved and anticipated activities. If you intend to hire staff as part of your proposal, indicate the qualifications that you will be looking for and the planned responsibilities for those individuals. Describe what services will be provided and by whom. (Section 722(g)(1)(K); Section 723(g)(6)) **(5 points)**

- Describe the dispute resolution plan for the LEA in accordance with the McKinney-Vento Act and State Board of Education Homeless Dispute Resolution Procedures policy. **(2.5 points)**
- Include the district dispute resolution policy and a sample of the forms used to resolve disputes. **(2.5 points)**

Describe the process the LEA will undertake (including methodology) to determine the following: (Section 723(c)(3)(E); Section 722(f)(1))

- Program implementation with fidelity **(2.5 points)**
- Evidence of project goals and outcomes met **(2.5 points)**
- Program effectiveness (based on data) **(2.5 points)**
- Steps to adjust and enhance current and future program activities based on data collected from program evaluation **(2.5 points)**

### **BUDGET OVERVIEW**

#### Budget Overview Form A (REQUIRED)

All Applicants must complete Form A and provide an overview to support the budget that is presented as part of this solicitation. This overview must address all components listed, if applicable.

### **BUDGET SUMMARY**

Budget Summary Form B (REQUIRED)

Applicant must complete Form B and provide a breakdown by the applicable budget categories shown.

### **BUDGET NARRATIVE**

Budget Narrative Form C for Year One Only (REQUIRED)

Please pay attention to applicable program specific instructions and allowable expenditures.

1. Provide an itemized budget breakdown for each applicable budget category listed in the budget summary pages.
2. Provide the rate and base on which fringe benefits are calculated.
3. Provide other explanations or comments you deem necessary.

4. Administrative and indirect cost rates for non-profits are to be handled according to Office of Management and Budget (OMB) Uniform Guidance: Cost Principles, Audit, and Administrative Requirements for Federal Awards and in accordance with the governing authority of that specific non-profit.
5. There is a 20% cap on administrative costs.
6. Enter the indirect cost rate that will be in effect during the funding period. Use the restricted rate. In addition, enter the estimated amount of the base to which the rate is applied, and the total indirect expense.

# Authorized Activities

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- Tutoring, supplemental instruction, and enriched educational services linked to the state content standards
- Expedited evaluations of the strengths and needs of homeless children and youth (such as gifted programs, children with disabilities, English Learners (ELs), services provided under Title I, programs in vocational education, and school nutrition programs)

- Professional development and other activities for educators and specialized instructional support personnel
- Referral services to homeless children and youths for medical, dental, mental health, and other health services

- Defray the excess cost of transportation for students not otherwise provided through federal, state, or local funding
- Developmentally appropriate early childhood education programs not otherwise provided through federal, state, or local funding for preschool-aged homeless children

- Services and assistance to attract, engage, and retain homeless children and youth (particularly homeless children and youth who are not enrolled in school)
- Before- and after-school mentoring and summer programs

- Payment of fees and other costs associated with tracking, obtaining, and transferring records necessary to enroll homeless children and youth
- Education and training on the rights and resources available to the parents of homeless children and youth

- Coordination between schools and agencies providing services to homeless children and youth
- Specialized instructional support services and referrals for such services
- Activities to address the needs of homeless children and youth that may arise from domestic violence, parental mental health, or substance abuse problems

- Adaptation of space and purchase of supplies for any non-school facilities to provide services
- School supplies
- Any other extraordinary or emergency assistance needed to enable homeless children and youth to attend school and participate fully in school activities

# McKinney-Vento Standards & Indicators

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- There are 16 national quality indicators (Appendix A of the RFP).
- These were developed by the National Center for Homeless Education (NCHE), along with State Homeless Coordinators, local homeless liaisons, federal programs staff, parents, and representatives from national organizations.

- These standards and indicators will assist in ensuring your program for homeless students is aligned with national expectations.
- *See Appendix A.*

## Student Performance Standards

1. All homeless students participate fully in school.
2. All homeless students show academic progress.

## LEA Support Standards

### **The LEA:**

3. Identifies all homeless children and youth through outreach to all homeless children and youth and to specific subgroups including preschool-aged children, unaccompanied homeless youth, out-of-school youth, and migrant children and youth.
4. Removes barriers to enrollment for homeless students.

5. Maintains all homeless students in their school of origin when in their best interest.
6. Provides homeless students all educational services for which they are eligible.

## LEA Outreach and Collaboration Standards

### **The LEA:**

7. Links homeless students and their families to community services.
8. Informs all parents/guardians of homeless children and youth about the educational and related opportunities available to their children and opportunities to participate in their children's education.

9. Informs all unaccompanied homeless youth about the educational and related opportunities available to them.
10. Conducts awareness activities for educators and community service providers regarding the rights and needs of homeless children and youth.

### The LEA:

11. Coordinates and collaborates within the LEA to increase identification of homeless students, plan support activities, align procedures and practices, and leverage resources.
12. Coordinates and collaborates with community agencies, organizations, and business partners to deliver comprehensive services in an efficient manner, expands or leverages resources, and participates in policy discussions.



### LEA Program Management Standards

#### **The LEA:**

13. Local liaison has sufficient time, training, and support to carry out his or her duties.
14. Has policies and procedures that remove educational barriers for homeless children and youth.

15. Provides professional development and other support to school personnel serving homeless children and youth.
16. Utilizes data for needs assessment and program planning.

### **Mississippi Office of Federal Programs, Title IX, Part A**

<http://www.mdek12.org/OFP/Title-IX-Part-A>

### **National Association for the Education of Homeless Children and Youth**

<http://www.naehcy.org/>

### **U.S.D.E. Guidance on Homeless Children and Youth**

<http://www.ed.gov/news/press-releases/education-department-releases-guidance-homeless-children-and-youth>



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