

CONNECTICUT STATE DEPARTMENT OF EDUCATION
Office of Student Supports and Organizational Effectiveness
Bureau of Health/Nutrition, Family Services and Adult Education

Request for Proposals (RFP)
EDUCATION FOR HOMELESS CHILDREN AND YOUTH

July 1, 2015 - June 30, 2018



Purpose: To establish a competitive grant program to assist local and regional boards of education with the facilitation of the enrollment, attendance and success of homeless children and youth in schools through the availability of funds under Public Law 111-5, Title VII (Part B) Homeless Education and Subtitle B of Title VII of the McKinney-Vento Homeless Assistance Act, 42 U.S.C. 11431 et seq.

Proposals Due: June 8, 2015

Published: May 7, 2015

RFP #078

CONNECTICUT STATE DEPARTMENT OF EDUCATION

Dr. Dianna R. Wentzell
Commissioner Designate

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Levy Gillespie
Equal Employment Opportunity Director
State of Connecticut Department of Education
25 Industrial Park Road
Middletown, CT 06457
860-807-2101
Levy.Gillespie@ct.gov

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I. General Information

The McKinney-Vento Act guarantees a free, appropriate public education for all homeless children and youth by removing barriers to their enrollment and attendance in school and supporting their educational success. The goals of the McKinney-Vento Act are:

- to remove barriers to the enrollment, attendance and or success of homeless children and youth;
- to provide immediate enrollment of homeless children who are not already enrolled;
- to provide school stability for students experiencing homelessness by allowing them to remain in their school of origin;
- to promote school success and completion for homeless students; and
- to support collaboration between school districts and community agencies serving homeless students.

This Request for Proposals (RFP) has been issued for the purpose of soliciting responsive applications for the development and/or continuation of programs that meet the needs of homeless children and youth through federal funding administered through the McKinney-Vento Title X, Part C appropriation.

II. Purpose of McKinney-Vento Funding

The purpose of McKinney-Vento Education of Homeless Children and Youth (EHCY) funding is to facilitate the enrollment, attendance and success in school of homeless children and youth. In order to accomplish this mission, it is necessary to offer educational and related services to homeless children and youth to supplement the traditional classroom experience. Services provided with McKinney-Vento EHCY funds must not replace the regular academic program and must be designed to expand upon or improve services provided as part of the school's regular academic program.

III. Eligibility

Any local or regional board of education or regional educational service center (RESA) applying on behalf of a local or regional board of education that serves an identified homeless population of children and youth located within Connecticut is eligible to apply through this RFP.

The term "homeless children and youth" is defined as:

- children and youth 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 lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
- children and youth who have a primary nighttime residence that is a private or public 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 they are living in circumstances described above.

Any local or regional board of education or RESA may submit, or be included in, no more than one proposal.

IV. Funding Guidelines and Authorized Activities

Grants may be used for programs on school grounds or at other facilities. Schools must not provide services in settings within a school that segregate homeless children and youth from other children and youth, except as necessary for short periods of time for health and safety emergencies, or to provide temporary, special, and supplementary services. To the maximum extent practicable, services shall be provided through other existing programs that integrate homeless and nonhomeless individuals. All school districts are required to develop, review and revise policies to eliminate barriers to accessing educational opportunities and academic success for homeless children and youth, regardless of whether they receive McKinney-Vento EHCY funds.

Successful efforts to address the issues affecting students who experience homelessness can only stem from a broad, comprehensive approach based on the collaborative efforts of educators and various service providers working together. Therefore, any application for funding must identify key partnerships with other local and state organizations that serve homeless children and youth.

McKinney-Vento EHCY funds must be used to assist homeless children and youth with enrolling, attending and succeeding in school. Funding may support the specific activities outlined in the law as outlined in Table A below.

Authorized Activities for McKinney-Vento EHCY Funding (Table A)

The provision of tutoring, supplemental instruction and enriched educational services that are linked to the achievement of the same challenging state academic content standards and student academic achievement standards that the State establishes for other children and youth.
The provision of expedited evaluations of the strengths and needs of homeless children and youth, including needs and eligibility for programs and services (such as educational programs for gifted and talented students, children with disabilities and students with limited English proficiency, services provided under Title I of the No Child Left Behind Act of 2002 or similar state or local programs, programs in vocational and technical education, and school nutrition programs).
Professional development and other activities for educators and pupil services personnel that are designed to heighten the understanding and sensitivity of such personnel to the needs of homeless children and youth, the rights of such children and youth under this subtitle, and the specific educational needs of runaway and homeless youth.
The provision of referral services to homeless children and youth for medical, dental, mental health and other health services.
The provision of assistance to defray the excess cost of transportation for students under section 722(g)(4)(A), not otherwise provided through federal, state or local funding, where necessary, to enable students to attend the school selected under section 722(g)(3).
The provision of developmentally appropriate early childhood education programs, not otherwise provided through federal, state, or local funding, for preschool-aged homeless children.
The provision of services and assistance to attract, engage and retain homeless children and youth, and unaccompanied youth, in public school programs and services provided to non-

homeless children and youth.
The provision of before- and after-school programs mentoring, and summer programs for homeless children and youth in which a teacher or other qualified individual provides tutoring, homework assistance and supervision of educational activities.
If necessary, the payment of fees and other costs associated with tracking, obtaining, and transferring records necessary to enroll homeless children and youth in school, including birth certificates, immunization or medical records, academic records, guardianship records, and evaluations for special programs or services.
The provision of education and training to the parents of homeless children and youth about the rights of and resources available to such children and youth.
The development of coordination between schools and agencies providing services to homeless children and youth, as described in section 722(g)(5).
The provision of pupil services (including violence prevention counseling) and referrals for such services.
Activities to address the particular needs of homeless children and youth that may arise from domestic violence.
The provision of school supplies, including those supplies to be distributed at shelters or temporary housing facilities, or other appropriate locations.
The provision of other extraordinary or emergency assistance needed to enable homeless children and youth to attend school.

V. Duration of the Grant

The Connecticut State Department of Education (CSDE) anticipates available funding for a three-year period: July 1, 2015 – June 30, 2018, subject to availability of funds. Programs must submit applications addressing the RFP for a three-year period, FY 2016, FY 2017, and FY 2018. For year two and year three, the CSDE will require grantee agencies to submit a summary of the prior year’s activities, objectives achieved, an annual budget for the ongoing program year and applicable revisions to the original application submitted.

VI. Funds Available

This program is 100 percent federally funded. This application is intended to award program funding administered through the McKinney-Vento Title X, Part C appropriation. The total amount targeted for programs for each fiscal year aligned in this proposal is approximately \$350,000. The CSDE anticipates continued funding based upon the regular, annual McKinney-Vento Title X, Part C appropriation.

The amount of individual grants awarded may be contingent upon negotiations to the level of funding requested and the CSDE reserves the right to negotiate budget amounts accordingly. All subsequent year funding is dependent upon the CSDE receiving its regular McKinney-Vento EHCY allocation from the United States Department of Education.

The McKinney-Vento EHCY program is intended to combine the resources and expertise from a variety of educational programs and services to meet the needs of children, youth and families who are experiencing homelessness. This application requires that an applicant provide a minimum of 50 percent cash contribution to a maximum of 100 percent contribution for any McKinney-Vento EHCY grant request (see Table B for “Matching” alignment and guidelines for funding).

Applicants that demonstrate greater match funding are eligible to apply for increased award amounts. Any McKinney-Vento EHCY funding request beyond \$40,000 will not be considered.

Applicants unable to commit any cash match for the purposes of this grant are eligible to apply for a maximum grant of \$10,000.

Matching funds must be expended to support the program on specific line items and documented in the proposed budget. All matching funds must be specifically related to the proposed program and the source of matching funds must be identified. Indicate the source(s) of the cash match in the Budget Packet (Appendix F) of the application. The CSDE strongly encourages grantees to use a cash match from Federal Title I, Part A (Education of the Disadvantaged) funding.

Applicants are required to certify that the cash match for this program is not being applied toward another program. Examples of appropriate cash contributed specifically to cover the actual costs of the program include, but are not limited to: funds from other federal or state sources; contributions from local governments or sponsors; and gifts solicited from local businesses, corporate, charitable and other foundation sources. Any cash match must be verifiable from the records of the applicant reporting the match, entered into the applicant’s accounting records and be auditable from those records.

Matching Alignment and Guidelines for McKinney-Vento Funding (Table B)

McKinney-Vento EHCY Request	Minimum 50% Match	Minimum 100% Match	TOTAL PROGRAM BUDGET
10,000	N/A	-	10,000
11,000	5,500	-	16,500
12,000	6,000	-	18,000
13,000	6,500	-	19,500
14,000	7,000	-	21,000
15,000	7,500	-	22,500
16,000	8,000	-	24,000
17,000	8,500	-	25,500
18,000	9,000	-	27,000
19,000	9,500	-	28,500
20,000	10,000	-	30,000
21,000	-	21,000	42,000
22,000	-	22,000	44,000
23,000	-	23,000	46,000
24,000	-	24,000	48,000
25,000	-	25,000	50,000
26,000	-	26,000	52,000
27,000	-	27,000	54,000
28,000	-	28,000	56,000
29,000	-	29,000	58,000
30,000	-	30,000	60,000
31,000	-	31,000	62,000

32,000	-	32,000	64,000
33,000	-	33,000	66,000
34,000	-	34,000	68,000
35,000	-	35,000	70,000
36,000	-	36,000	72,000
37,000	-	37,000	74,000
38,000	-	38,000	76,000
39,000	-	39,000	78,000
40,000	-	40,000	80,000

While this RFP is for a three-year period, the initial grant cycle is for one year, July 1, 2015, through June 30, 2016. Grantees will be required to demonstrate success during year one in order to be funded for the second and third year. Successful grantees will be required to submit annual budgets for the grant periods beginning July 1, 2016, and July 1, 2017.

VII. Application Deadline

Applications (original and three copies), IRRESPECTIVE OF POSTMARK DATE AND MEANS OF TRANSMITTAL, must be received by 4:30 p.m. on Monday, June 8, 2015. EXTENSIONS SHALL NOT BE GIVEN. Applications may be mailed or hand delivered to:

Louis B. Tallarita, Education Consultant
Connecticut State Department of Education
Office of Student Supports and Organizational Effectiveness
Bureau of Health/Nutrition, Family Services and Adult Education
25 Industrial Park Road
Middletown, Connecticut 06457-1543

Facsimile ("Faxed") copies of proposals will not be accepted. Only proposals with an original signature will be accepted as timely filed. The CSDE will return any application and will not score any application that does not adhere to the application deadline described in this section.

VIII. Proposal Guidelines and Requirements

The proposal must be typewritten and double spaced, on single sided, unruled white paper (8 ½" by 11"), unstapled, and with a 12 point font size. The CSDE must receive, by the deadline date, four copies, one of which must bear original signature(s) of the authorized official(s) of the submitting agency on the cover page, the Statement of Assurances, and the Certification Regarding Debarment and Suspension. The proposal must include a table of contents that references the responses to the required information. Please number pages consecutively, beginning with the abstract page. All proposals must adhere to the format described in this section. The CSDE reserves the right to reject any application that does not adhere to the format described in this section.

The following items must be included in the application:

- A. Proposal Cover: A template for the cover page is provided in Appendix A. The cover page must contain all the required information, the signature of the authorized official of the submitting agency, and the date of board approval.

- B. Proposal Abstract: A template for this is provided in Appendix B. The proposal abstract may not exceed one page and should provide a summary of the major components of the program design.
- C. Proposal Narrative: A template for this is provided in Appendix C. The proposal narrative may be up to eight pages and must have the following:
1. Statement of Demonstrated Need: The purpose of this section is to clearly identify the compelling conditions, problems or issues that offer a strong rationale for why support should be provided. The statement of demonstrated need should include:
 - an assessment of Public School Information System (PSIS) data related to children and youth, including preschool aged children, identified as homeless under the McKinney-Vento Act and reported in 2013-14. For purposes of comparison or measure, prior year data for 2012-13 and preliminary data for 2014-15 may also be included;
 - socio-economic and demographic and trend data from other cited sources that is relevant to children (including infants and toddlers), youth and families represented in the community; and
 - needs assessment data that justify the proposed program you are proposing and the current gaps in access and/or service in the applicant's delivery of services.
 2. Program Description: The purpose of this section is to describe what will be achieved by the program and how it will be accomplished. The program description should include:
 - goal statement(s) that articulate(s) how the program will facilitate the enrollment, retention and educational success of homeless children and youth;
 - clearly stated objectives, activities/strategies, measurable outcomes and evaluation method proposed;
 - a timeline of the activities and services for which assistance is sought depicting each phase or aspect of the program;
 - a description of both the administrative structure and appropriate staffing for the program that includes the role of designated local homeless education liaisons; and
 - an explanation of how the proposed activities surpass the basic requirements of every school district to address the needs of all homeless students and improve services as part of the school's regular academic program.
 3. Collaboration: The purpose of this section is to distinguish the linkages and support available to assist with the proposed program. The collaboration narrative should include:
 - a description of the internal alignment of school district programs (Title IA, preschool, Individuals with Disabilities Education Act (IDEA), etc.) that exist to support the program and demonstrates how both school and community resources will be utilized and not duplicated to support the program;
 - a description of community partnerships, agencies and programs (shelters, youth programs, social services, business partners, faith-based agencies, housing support agencies, Head Start, HUD Continuum of Care, etc.) that enhance the effectiveness of the program;
 - a description of other available resources that support the needs identified in the application; and
 - the amount and source of matching funds as described in Section VI of this RFP.

4. Documentation and Evaluation: The purpose of this section is to present a plan that measures the extent to which goals and objectives of the proposed program are achieved. The documentation and evaluation narrative should include:
 - strategies for assessing both short-term and long-term progress toward achieving program objectives and generating data to make changes for program improvement;
 - the designated person responsible for documentation and evaluation of the program; and
 - a description of all internal and external resources to be utilized for program evaluation.

- D. 2013-14 District Data Table for Homeless Children and Youth: A template for this table is provided in Appendix D and must contain all the required information. Data for this table is available as part of the PSIS reporting system and based upon individual student data extracted from electronic student management systems.

- E. Program Objective(s) Chart: A template for this chart is provided in Appendix E and must contain all the required information. Information presented in this chart should identify the objective(s) and summarize the activities related to planning, implementation and evaluation.

- F. Budget Packet: A template for this packet is provided in Appendix F and must contain all the required information.

- G. Statement of Assurances: A template for this document is provided in Appendix G. One of the four copies of the proposal submitted must bear an original signature(s) of the authorized official(s) of the applicant on the Statement of Assurances.

- H. Certifications: A template for this document is provided in Appendix H. One of the four copies of the proposal submitted must bear an original signature(s) of the authorized official(s) of the applicant on the Certification Regarding Debarment and Suspension.

- I. Affirmative Action Plan: If a current Affirmative Action Plan is on file with the CSDE Office of Affirmative Action, complete Appendix I and submit as part of the proposal. Applicants who do not have an Affirmative Action plan on file with the CSDE must obtain and submit a completed packet with their grant application. An Affirmative Action packet can be obtained through the CSDE Affirmative Action Office:

Connecticut State Department of Education
Affirmative Action Office
25 Industrial Park Road
Middletown, Connecticut 06457-1543
860-807-2101

One of the four copies submitted must bear an original signature(s) of the authorized official(s).

- J. Date of Local Board or Agency Acceptance: A letter that verifies the local Board approval must accompany the proposal on June 8, 2015. If this is not possible, a letter must be included stating when approval is anticipated. This approval must be forwarded no later than June 30, 2015.

IX. Obligations of Grantees

All bidders are hereby notified that the grant to be awarded is subject to contract compliance requirements as set forth in Connecticut General Statutes, Section 4a-60 and 4a-60a and Sections 4a-68j-1 et seq., of the Regulations of Connecticut State Agencies.

Furthermore, the grantee must submit periodic reports of its employment and subcontracting practices in such form, in such manner and at such time as may be prescribed by the Commission on Human Rights and Opportunities.

X. Freedom of Information Act:

All of the information contained in a proposal submitted in response to this RFP is subject to the provisions of the Freedom of Information Act (FOIA), Sections 1-200 et seq. The FOIA declares that, except as provided by federal law or state statute, records maintained or kept on file by any public agency (as defined in the statute) are public records and every person has the right to inspect such records and receive a copy of such records.

XI. Management Control of the Program and Grant Consultation Role of CSDE Personnel

The grantee must have complete management control of this grant. While CSDE staff may be consulted for their expertise, they will not be directly responsible for the selection of sub-grantees or vendors, nor will they be directly involved in the expenditure and payment of funds.

The CSDE staff may conduct on-site monitoring visits to all grant programs. The purpose of site visits are as follows:

- to ensure that the program is meeting the requirements of the funding legislation;
- to review program progress toward attaining relevant goals and objectives;
- to improve program quality;
- to provide assistance in identifying and resolving problems; and
- to assist the CSDE in identifying future technical assistance and professional development needs.

Each grantee awarded funds under the McKinney-Vento EHCY program must provide a year-end report following the end of each fiscal year, consistent with the grant application and in the manner and form as prescribed by the CSDE. All grantees are expected to document relevant data deemed necessary in assessing all applicable goals and objectives of their McKinney-Vento EHCY grant. Procedures and formats for documentation and evaluation that collects information consistent across all program sites will be provided by the CSDE to successful grantees awarded funding.

XII. Technical Assistance/Bidder's Conference Call

A bidder's conference call is planned to review the parameters of this RFP. The call will be held by the CSDE on May 18, 2015, at 2:00 p.m. and is planned to provide assistance with responses to the RFP. This bidder's conference call is optional. Anyone interested in participating in the bidder's conference call must R.S.V.P. by May 15, 2015, to Marie Aligata by phone at 860-807-2061 or e-mail: marie.aligata@ct.gov. Bidders registered for the call will be forwarded instructions for accessing the conference line.

XIII. Review of Proposals and Grant Awards

Complete proposals will be reviewed and rated by a committee of professionals. Proposals will be rated according to the Evaluation Criteria contained in Appendix J. Applicants are advised to review the Evaluation Criteria for specific priority areas when writing their proposals.

The CSDE reserves the right to make grant awards under this program without discussion with the applicants. Therefore, proposals should be submitted in the most favorable terms from both a technical and cost standpoint. All awards are dependent upon the CSDE receiving its allocation from the United States Department of Education.

Grant amounts will be determined based on the appropriation. Applicants will be notified in writing as to the final disposition of their proposal. All awards are subject to the availability of federal funds. Grants are not final until the award letter is executed. Applicants awarded funds under this grant program are cautioned not to commit such funds until an official grant award letter is received.

APPENDIX A
RFP #078

A. Proposal Cover

Program No. _____
(CSDE Use Only)

RFP #078
Sec. P.L. 107-110, Sub. VII B

Agency: _____

Rev. 04/15

CONNECTICUT STATE DEPARTMENT OF EDUCATION
OFFICE OF STUDENT SUPPORTS AND ORGANIZATIONAL EFFECTIVENESS

Applicant Agency
(Name, address, & phone)

Local Program Title

Agency Contact Person:
(Name, address, phone)

Program Dates
From: _____ To: _____

I, _____, the undersigned authorized chief administrative official of this agency, submit this application on behalf of the participating agency, attest to the appropriateness and accuracy of the information contained herein, certify that this application, if funded, will comply with all relevant requirements of P.L. 107-110, McKinney-Vento Homeless Assistance Act, Subtitle VII B, and that the Statement of Assurances and all other assurances made herein will be fully implemented.

Signature: _____ Title: _____

Name (typed): _____ Date: _____

Date of Board/Agency Approval: _____

APPENDIX B
RFP #078

B. Proposal Abstract

The proposal abstract may not exceed one page and should provide a summary of the major components of the program design.

APPENDIX C

RFP #078

C. Proposal Narrative

The proposal narrative should prescribe to the guidelines and requirements prescribed on page six of the RFP, cannot exceed eight pages and must have the following:

1. **Statement of Demonstrated Need:** Identify the compelling conditions, problems or issues that offer a strong rationale for why support should be provided.

2. **Program Description:** Describe what will be achieved by this program and how it will be accomplished. Any applicant that received McKinney-Vento funding in the prior 2012-15 funding period must include evidence of the program's past success and a description of how a future program will build upon its success and not simply duplicate past efforts.

3. **Collaboration:** Distinguish the linkages and support available to assist with the proposed program.

4. **Documentation and Evaluation:** Present a plan that measures the extent to which goals and objectives of the proposed program are achieved.

APPENDIX D

RFP #078

D. 2013-14 District Data Table for Homeless Children and Youth

Applicant Name: _____

1. Total Number of Homeless Students Enrolled (2013-14 PSIS Data). Do not include any children who are already in foster care. Children who are in foster care are not considered homeless. McKinney-Vento EHCY funds may only be used to offer educational and related services to homeless children and youth, as defined in Section III (page 1) of this RFP.

GRADE LEVEL	NUMBER OF HOMELESS STUDENTS ENROLLED
Ages 3-5 (not K)	
K	
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
Total Homeless Students	

2. Total Number of Homeless Students by Type of Temporary Housing (2013-14 PSIS Data)

TYPE OF TEMPORARY HOUSING			
Shelter (including transitional housing, awaiting foster care)	Doubled-up (i.e., living with another family)	Unsheltered (e.g., cars, parks, campgrounds, substandard, etc.)	Hotels/Motels

APPENDIX E
RFP #078

E. Program Objective(s) Chart

Applicant Name: _____

Complete this page for each objective identified as part of the proposal narrative.

Objective #: _____

Objective: _____

	Activities to Achieve the Objective	Number of Homeless Students to be Impacted	Time Frame to Complete the Activities	Measurable Outcomes	Data Sources to be Used
1					
2					
3					

F. Budget Packet

ED 114 BUDGET FORM

The applicant must complete the following ED 114 Budget Form with anticipated line item total expenditures FY 2015-16. Successful grantees will submit a new ED 114 State Budget Form and Budget Alignment and Justification page for Year 2 (2016-17) and Year 3 (2017-18) at the beginning of each fiscal year. Indirect costs (917) will be considered only for eligible grantees.

APPLICANT NAME:		TOWN/AGENCY CODE:	
GRANT TITLE:	McKinney-Vento		
PROJECT TITLE:	Education of Homeless Children and Youth		
ACCOUNTING CLASSIFICATION: FUND: 12060 SPID: 20770 YEAR: 2015 PROG: 82079 CF1: CF2:			
GRANT PERIOD: 07/01/2015 – 06/30/2016		AUTHORIZED AMOUNT:	
AUTHORIZED AMOUNT BY SOURCE:			
LOCAL BALANCE:	CARRY-OVER DUE:	CURRENT DUE: \$	
CODES	DESCRIPTIONS	BUDGET AMOUNT	
100	Personal Services - Salaries		
200	Personal Services - Employee Benefits		
300	Purchased Professional and Technical Services		
400	Purchased Property Services		
500	Other Purchased Services		
600	Supplies		
700	Property		
800	Other Objects		
917	Indirect Costs		
	TOTAL		
Original Request Date:			
Revised Request Date:		<i>Connecticut State Department of Education Program Manager Authorization</i>	<i>Date of Approval</i>

BUDGET ALIGNMENT AND JUSTIFICATION
McKinney-Vento EHCY Funds

Applicant Name: _____

Line Items	Description	McKinney-Vento EHCY Request	Objective #
100			
200			
300			
400			
500			
600			
700			
800			
917			
	TOTAL		

IMPORTANT:

1. Refer to the *Budget Code Descriptions* on page 18 for budget line item descriptions and include how each proposed expenditure was calculated.
2. Budget information must be aligned with how the requested grant funds will be expended in relationship to the objectives and activities identified in Appendix E.
3. “Indirect Costs” are allowable only for agencies with a CSDE approved indirect rate.

BUDGET ALIGNMENT AND JUSTIFICATION
Program Matching Funds

Applicant Name: _____

Line Items	Description	Cash Match Source and Amount	Objective #
100			
200			
300			
400			
500			
600			
700			
800			
917			
	TOTAL		

IMPORTANT:

1. Refer to the *Budget Code Descriptions* on page 18 for budget line item descriptions and include how each proposed expenditure was calculated.
2. Budget information must be aligned with how the cash funds used as part of the required program match will be expended in relationship to the objectives and activities identified in Appendix E.
3. “Indirect Costs” are allowable only for agencies with a CSDE approved indirect rate.

MAJOR BUDGET CODE DESCRIPTIONS

100	Personal Services - Salaries. Amounts paid to both permanent and temporary grantee employees, including personnel substituting for those in permanent positions. This includes gross salary for personal services rendered while on the payroll of the grantees.
200	Personal Services - Employee Benefits. Amounts paid by the grantee on behalf of employees; these amounts are not included in the gross salary, but are in addition to that amount. Such payments are fringe benefit payments and, while not paid directly to employees, nevertheless are part of the cost of personal services.
300	Purchased Professional and Technical Services. Services which by their nature can be performed only by persons or firms with specialized skills and knowledge. While a product may or may not result from the transaction, the primary reason for the purchase is the service provided. Included are the services of architects, engineers, auditors, dentists, medical doctors, lawyers, consultants, teachers, accountants, etc.
400	Purchased Property Services. Services purchased to operate, repair, maintain, and rent property owned or used by the grantee. These services are performed by persons other than grantee employees. While a product may or may not result from the transaction, the primary reason for the purchase is the service provided.
500	Other Purchased Services. Amounts paid for services rendered by organizations or personnel not on the payroll of the grantee (separate from Professional and Technical Services or Property Services). While a product may or may not result from the transaction, the primary reason for the purchase is the service provided.
600	Supplies. Amounts paid for items that are consumed, worn out, or deteriorated through use; or items that lose their identity through fabrication or incorporation into different or more complex units or substances.
700	Property. Expenditures for acquiring fixed assets, including land or existing buildings, improvements of grounds, initial equipment, additional equipment and replacement of equipment.
800	Other Objects. Amounts paid for goods and services not otherwise classified above.
917	Indirect Costs. Costs incurred by the grantee which are not directly related to the program but are a result thereof. Grantees must submit indirect cost proposals to the CSDE to apply for a restricted and unrestricted rate. Only grantees that have received rate approvals are eligible to claim indirect costs.

STATEMENT OF ASSURANCES

CONNECTICUT STATE DEPARTMENT OF EDUCATION
STANDARD STATEMENT OF ASSURANCES
GRANT PROGRAMS

PROJECT TITLE:

THE APPLICANT:

HEREBY ASSURES THAT:

(insert Agency/School/CBO Name)

- A. The applicant has the necessary legal authority to apply for and receive the proposed grant;
- B. The filing of this application has been authorized by the applicant's governing body, and the undersigned official has been duly authorized to file this application for and on behalf of said applicant, and otherwise to act as the authorized representative of the applicant in connection with this application;
- C. The activities and services for which assistance is sought under this grant will be administered by or under the supervision and control of the applicant;
- D. The project will be operated in compliance with all applicable state and federal laws and in compliance with regulations and other policies and administrative directives of the State Board of Education and the Connecticut State Department of Education;
- E. Grant funds shall not be used to supplant funds normally budgeted by the agency;
- F. Fiscal control and accounting procedures will be used to ensure proper disbursement of all funds awarded;
- G. The applicant will submit a final project report (within 60 days of the project completion) and such other reports, as specified, to the Connecticut State Department of Education, including information relating to the project records and access thereto as the Connecticut State Department of Education may find necessary;
- H. The Connecticut State Department of Education reserves the exclusive right to use and grant the right to use and/or publish any part or parts of any summary, abstract, reports, publications, records and materials resulting from this project and this grant;
- I. If the project achieves the specified objectives, every reasonable effort will be made to continue the project and/or implement the results after the termination of state/federal funding;

- J.** The applicant will protect and save harmless the State Board of Education from financial loss and expense, including legal fees and costs, if any, arising out of any breach of the duties, in whole or part, described in the application for the grant;
- K.** At the conclusion of each grant period, the applicant will provide for an independent audit report acceptable to the grantor in accordance with Sections 7-394a and 7-396a of the Connecticut General Statutes, and the applicant shall return to the Connecticut State Department of Education any moneys not expended in accordance with the approved program/operation budget as determined by the audit;

L. REQUIRED LANGUAGE (NON-DISCRIMINATION)

References in this section to “contract” shall mean this grant agreement and to “contractor” shall mean the Grantee.

(a) For purposes of this Section, the following terms are defined as follows:

- i. "Commission" means the Commission on Human Rights and Opportunities;
- ii. "Contract" and “contract” include any extension or modification of the Contract or contract;
- iii. "Contractor" and “contractor” include any successors or assigns of the Contractor or contractor;
- iv. "Gender identity or expression" means a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person's core identity or not being asserted for an improper purpose;
- v. “good faith" means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations;
- vi. "good faith efforts" shall include, but not be limited to, those reasonable initial efforts necessary to comply with statutory or regulatory requirements and additional or substituted efforts when it is determined that such initial efforts will not be sufficient to comply with such requirements;
- vii. "marital status" means being single, married as recognized by the state of Connecticut, widowed, separated or divorced;
- viii. "mental disability" means one or more mental disorders, as defined in the most recent edition of the American Psychiatric Association's "Diagnostic and Statistical Manual of Mental Disorders", or a record of or regarding a person as having one or more such disorders;
- ix. "minority business enterprise" means any small contractor or supplier of materials fifty-one percent or more of the capital stock, if any, or assets of which is owned by a person or persons: (1) who are active in the daily affairs of the enterprise, (2) who have the power to direct the management and policies of the enterprise, and (3) who are members of a minority, as such term is defined in subsection (a) of Connecticut General Statutes § 32-9n; and
- x. "public works contract" means any agreement between any individual, firm or corporation and the State or any political subdivision of the State other than a municipality for construction, rehabilitation, conversion, extension, demolition or repair of a public building, highway or other changes or improvements in real property, or which is

financed in whole or in part by the State, including, but not limited to, matching expenditures, grants, loans, insurance or guarantees.

For purposes of this Section, the terms "Contract" and "contract" do not include a contract where each contractor is (1) a political subdivision of the state, including, but not limited to, a municipality, (2) a quasi-public agency, as defined in Conn. Gen. Stat. Section 1-120, (3) any other state, including but not limited to any federally recognized Indian tribal governments, as defined in Conn. Gen. Stat. Section 1-267, (4) the federal government, (5) a foreign government, or (6) an agency of a subdivision, agency, state or government described in the immediately preceding enumerated items (1), (2), (3), (4) or (5).

- (b) (1) The Contractor agrees and warrants that in the performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, mental retardation, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by such Contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the State of Connecticut; and the Contractor further agrees to take affirmative action to insure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, mental retardation, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by the Contractor that such disability prevents performance of the work involved; (2) the Contractor agrees, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, to state that it is an "affirmative action-equal opportunity employer" in accordance with regulations adopted by the Commission; (3) the Contractor agrees to provide each labor union or representative of workers with which the Contractor has a collective bargaining Agreement or other contract or understanding and each vendor with which the Contractor has a contract or understanding, a notice to be provided by the Commission, advising the labor union or workers' representative of the Contractor's commitments under this section and to post copies of the notice in conspicuous places available to employees and applicants for employment; (4) the Contractor agrees to comply with each provision of this Section and Connecticut General Statutes §§ 46a-68e and 46a-68f and with each regulation or relevant order issued by said Commission pursuant to Connecticut General Statutes §§ 46a-56, 46a-68e and 46a-68f; and (5) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor as relate to the provisions of this Section and Connecticut General Statutes § 46a-56. If the contract is a public works contract, the Contractor agrees and warrants that he will make good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials on such public works projects.
- (c) Determination of the Contractor's good faith efforts shall include, but shall not be limited to, the following factors: The Contractor's employment and subcontracting policies, patterns and practices; affirmative advertising, recruitment and training; technical assistance activities and such other reasonable activities or efforts as the Commission may prescribe that are designed to ensure the participation of minority business enterprises in public works projects.
- (d) The Contractor shall develop and maintain adequate documentation, in a manner prescribed by the Commission, of its good faith efforts.

- (e) The Contractor shall include the provisions of subsection (b) of this Section in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with Connecticut General Statutes §46a-56; provided if such Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.
- (f) The Contractor agrees to comply with the regulations referred to in this Section as they exist on the date of this Contract and as they may be adopted or amended from time to time during the term of this Contract and any amendments thereto.
- (g) (1) The Contractor agrees and warrants that in the performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or the State of Connecticut, and that employees are treated when employed without regard to their sexual orientation; (2) the Contractor agrees to provide each labor union or representative of workers with which such Contractor has a collective bargaining Agreement or other contract or understanding and each vendor with which such Contractor has a contract or understanding, a notice to be provided by the Commission on Human Rights and Opportunities advising the labor union or workers' representative of the Contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (3) the Contractor agrees to comply with each provision of this section and with each regulation or relevant order issued by said Commission pursuant to Connecticut General Statutes § 46a-56; and (4) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor which relate to the provisions of this Section and Connecticut General Statutes § 46a-56.
- (h) The Contractor shall include the provisions of the foregoing paragraph in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with Connecticut General Statutes § 46a-56; provided, if such Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.

M. The grant award is subject to approval of the Connecticut State Department of Education and availability of state or federal funds.

The applicant agrees and warrants that Sections 4-190 to 4-197, inclusive, of the Connecticut General Statutes concerning the Personal Data Act and Sections 10-4-8 to 10-4-10, inclusive, of the Regulations of Connecticut State Agencies promulgated there under are hereby incorporated by reference.

Additional assurances for McKinney-Vento Grant:

- N.** The applicant assures that its combined fiscal effort per student, or the aggregate expenditures of that agency and the State with respect to the provision of free public education by such agency for the fiscal year preceding the fiscal year for which the determination is made, was not less than 90 percent of such combined fiscal effort or aggregate expenditures for the second fiscal year preceding the fiscal year for which the determination is made.
- O.** The applicant certifies that it will comply with, or will use requested funds to comply with paragraphs (3) through (7) of section 722(g) of the McKinney-Vento Act.
- P.** The applicant assures that the cash match identified in this grant proposal has not been used as funding in any other project.

I, the undersigned authorized official; hereby certify that these assurances shall be fully implemented.

Superintendent
Signature:

Name: *(typed)*

Title: *(typed)*

Date:

AFFIRMATIVE ACTION PLAN CERTIFICATION

I, the undersigned authorized official, hereby certify that the current affirmative action packet for _____ is on file with the Connecticut State Department of Education. The Affirmative Action Plan is, by reference, part of this application.

Signature of Authorized Official

Date

Name

Title

EVALUATION CRITERIA
Cover Page

Eligible Applicant: _____

Total Points Awarded: _____

Recommended for Funding: Yes _____ No _____

Required Information	Yes	No	Comments
Cover Page (addresses all information and signed)			Appendix A
Proposal Format (Item VIII page 5 RFP re: typewritten, double spacing, font size, etc.)			
Abstract (provides a brief summary of program's design and objectives)			Appendix B
Statement of Assurances (completed and signed)			Appendix G
Table of Contents (references the responses to the required information)			
Certification that Current Affirmative Action Plan is on File (completed and signed)			Appendix H
Local Board or Agency Acceptance (letter confirming date of approval)			

Category	Maximum Score	Reader's Score
Statement of Demonstrated Need	20	
Program Description	25	
Collaboration	15	
Documentation & Evaluation	15	
Budget	20	
Special Considerations	5	
TOTAL	100	

Reviewer's Name: _____

Signature: _____

Date: _____

RATING SCALE:

Criteria are to be rated according to the five-point scale shown:

5 Point Scale	0	1	2	3	4	5
	Not Provided	Poor	Fair	Average	Good	Excellent

Statement of Demonstrated Need (Max 20 pts)	Reader's Score	Reader's Comments
Provides a thorough description of the applicant community. (5 pts)		
District Data Table (Appendix D) is complete with 2013-14 data and validates the need identified. (5pts)		
Demonstrates a strong need for this program in the community that is strengthened by data from key stakeholders and other relevant sources. (5 pts)		
Describes ways in which the applicant has identified the specific needs of children and youth who are homeless and how this information was used to identify program needs. (5 pts)		
Program Description (Max 25 pts)	Reader's Score	Reader's Comments
Provides a concise statement of the goal(s) of the program that clearly aligns with how the enrollment, retention and educational success of homeless children are achieved. (5 pts)		
Provides realistic program objectives that are clearly stated in measurable terms and intended to impact learning gains among children and youth experiencing homelessness. (5 pts)		
Describes specific activities, strategies and a related timeline that will be used to achieve measurable outcomes. (5 pts)		
Program Objective(s) Chart (Appendix E) is completed for all stated objectives and provides additional understanding of the overall program description. (5pts)		
Describes clearly an administrative structure and staffing for the program that shows name(s), position(s) and responsibilities, including the role of the homeless education liaison in the program. (5 pts)		
Collaboration (Max 15 pts)	Reader's Score	Reader's Comments
Provides specific resources leveraged in support of this program, including the specific source and amount of the cash match required in this RFP. (5 pts.)		
Describes a plan for which schools are able to link community resources and other services available to homeless children and youth and their families. (5 pts)		
Provides a summary of existing services to disadvantaged children and youth that demonstrates how the applicant will build upon, and not duplicate, those provided through other school resources or other service providers. (5 pts)		

Documentation and Evaluation (Max 15 pts)	Reader's Score	Reader's Comments
Describes a process to be used in evaluating the success of the proposed program and measures the degree to which each objective is achieved. (5 pts)		
Describes a process to collect feedback related to this program for use in local evaluation and program improvement. (5pts)		
Describes a process to collect and evaluate data for every child or youth receiving services through this grant, including the designated person(s) responsible for data and evaluation. (5 pts)		
Budget (Max 20 pts)	Reader's Score	Reader's Comments
The completed ED 114 Budget Form (contained in Appendix F) outlines the proposed use of McKinney-Vento funds among the allowable line items. (5 pts)		
<u>Budget Alignment and Justification for McKinney-Vento Funds</u> (contained in Appendix F) provides a complete description of how these funds will be used in support of this program and corresponds with the specific program objectives outlined in the Objective(s) Chart (Appendix E). (5 pts)		
<u>Budget Alignment and Justification for Program Matching Funds</u> (contained in Appendix E) provides a complete description of how these funds will be used in support of this program and corresponds with the specific program objectives outlined in the Objective(s) Chart (Appendix E). (5 pts)		
The complete budget packet submitted for this proposal is reasonable and appropriate for the scope of program design and intended objectives. (5 pts)		
Special Consideration (5 pts)	Reader's Score	Reader's Comments
For any applicant that received program funding in the prior 2012-15 funding period, strong evidence of the program's past success is presented in the application and provides a clear understanding of how a future program would build upon past success and not simply duplicate past efforts.		
TOTAL		

SUMMARY COMMENTS AND RECOMMENDATIONS:
(Attach additional pages if needed.)