

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

**APPLICATION FOR PARTICIPATION**

Maryland State Department of Education  
200 West Baltimore Street  
Baltimore, Maryland 21201

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

**MARYLAND STATE DEPARTMENT OF EDUCATION**

**Mohammed Choudhury**State Superintendent of Schools   
Secretary-Treasurer, Maryland State Board of Education

**Deann Collins, Ed.D.**Deputy Superintendent of Teaching and Learning

**Wes Moore**Governor

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# Instructions

1. Complete this application electronically by typing directly into the fillable fields and charts.
2. Do not alter or remove sections.
3. Applicants should read the entire Grant Information Guide carefully prior to completing the application and address any questions to and patricia.julianelle@maryland.gov.
4. When finished, save the application document as a pdf to your computer and obtain appropriate signatures.
5. The completed application should be saved as a pdf and submitted via email to both [mckinneyvento.msde@maryland.gov](mailto:mckinneyvento.msde@maryland.gov) and [patricia.julianelle@maryland.gov](mailto:patricia.julianelle@maryland.gov). Applications must be received at MSDE at or before 5:00 pm EDT on October 24, 2023.

# Proposal Cover Page

Program Title:

Project/Program Manager/Director Name:

Project/Program Manager/Director Phone:

Project/Program Manager/Director email:

Name of LEA:

LEA Address:

LEA Unique Entity ID Number

Additional Program Contact and Title:

Program Contact Address:

Program Contact Phone Number(s) and Email:

Amount of the McKinney-Vento Education for Homeless Children and Youth Program request for grant period (July 1, 2023 – September 30, 2024): $

Supplemental Innovations Grant request for grant period (July 1, 2023 – September 30, 2024): $

Estimated Annual Cost of Program/Project and Type of Funds

Federal $

State/Local $

Other $

(Should agree with Proposed Budget)

Name of Superintendent/CEO

Superintendent/CEO Signature and Date

Program Manager Signature and Date

# Additional Recipient Assurances

Grantee shall comply with the McKinney-Vento Act (42 U.S.C. §§11431-11435), including (but not limited to) provisions related to:

* immediate enrollment;
* school of origin and best interest determinations;
* transportation;
* dispute resolution;
* preschool;
* partial credits;
* professional development for LEA and school personnel; and
* integration of students experiencing homelessness.

Grantee has policies and procedures, consistent with section 722(e)(3) of the McKinney-Vento Act, that the agency will implement to ensure that activities carried out by the agency will not isolate or stigmatize children and youth experiencing homelessness.

The grantee shall collect and promptly provide data requested by the State Coordinator pursuant to paragraphs (1) and (3) of section 722(f) of the McKinney-Vento Act.

Grantee’s 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.

Grantee shall reserve an adequate amount of Title I, Part A funds for McKinney-Vento students through the homeless set-aside (see 20 U.S.C. §6313(c)(3)), base the amount of the reservation on an assessment of the needs of children and youth experiencing homelessness in the LEA (including preschool-aged children) in consultation and coordination with the designated homeless liaison, and use the reserved funds on an annual basis.

Grantee shall build capacity for families, unaccompanied youth, and family-facing professionals to promote meaningful involvement of parents, guardians, and caregivers’ children or youth experiencing homelessness in the education of their children and to increase student and family engagement, including:

* collecting parent and youth feedback on services and needs;
* providing information about the McKinney-Vento program and available services to all families and students in the LEA; and
* providing professional development at least annually to school staff that interface frequently with families and youth, including registrars, secretaries, teachers, administrators, counselors, social workers, PPWs, and transportation providers.

The designated liaison for each grantee shall attend at least one in-person professional development opportunity provided by MSDE each year of the grant period and at least two virtual professional development or technical assistance opportunities offered by MSDE each year of the grant period.

A representative for each grantee shall submit one written annual report during each year of the grant period.

A representative for each grantee shall participate in one meeting with the State Homeless Education Coordinator during each year of the program period, virtually or in-person. The meetings will occur at even intervals between due dates for written annual reports and will provide an opportunity for the State Homeless Education Coordinator and the LEA representative(s) to discuss progress toward goals, challenges, potential budget amendments, and needed technical assistance.

Name of Superintendent/CEO

Superintendent/CEO Signature and Date

Program Manager Signature and Date

# Project Narrative

## PROJECT ABSTRACT (500 WORDS)

In the Project Abstract, briefly explain the following:

* The specific project goals and corresponding objectives, with a brief summary of key action steps to meet each objective.
* A description of how the LEA will build capacity for families experiencing homelessness, unaccompanied youth, and family-facing professionals to increase student and family engagement, including each of the following:

How will the project collect feedback on services and needs from parents and youth experiencing homelessness?

How will the project provide information about the McKinney-Vento program and available services to all families and youth in the LEA?

How will the project provide homelessness training to school staff that interact frequently with families and youth, including registrars, secretaries, teachers, administrators, counselors, social workers, PPWs, and transportation providers?

How will the project coordinate with community schools, Title I, Judy Centers, and other LEA departments and community-based organizations to identify and serve children and youth experiencing homelessness (including children who are not old enough to attend school or who have left school) and to support outreach to families?

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## EXTENT OF NEED

Provide the following data points for the 2021-2022 school year. Data provided must match the data that MSDE shared with LEAs in July of 2023:

* The number of children and youth the LEA identified as homeless, birth through 12th grade, disaggregated by race, ethnicity, English Learner status, recipients of special education, and unaccompanied youth.
* The percentage of the overall student body identified as homeless. (For example, if 30,000 students attended the LEA, and 600 students were identified as experiencing homelessness, the percentage would be 2%.)
* The percentage of all Pre-K students identified as homeless. (For example, if the LEA had 200 students in Pre-K, and 10 of those students were experiencing homelessness, the percentage would be 5%.)
* The chronic absenteeism rates for economically disadvantaged students and for students experiencing homelessness.
* The student mobility rates for rates for economically disadvantaged students and for students experiencing homelessness (if available).
* MCAP proficiency rates for economically disadvantaged students and for students experiencing homelessness, for both English Language Arts and Mathematics.

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The plan of operation must match the needs indicated by the above data. In addition to providing the required data, applicants should provide below any additional information that substantiates the need for the project's specific goals, outcomes, action steps, and budget, such as:

* additional data (such as graduation rates, student discipline rates, rates of participation in extracurricular activities or enrichment activities, or participation in Career and Technical Education); and/or
* a narrative of up to 500 words.

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## Plan of Operation, Key Personnel and Timeline

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

#### Goals

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

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

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

#### Measurable Outcomes

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

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

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

Complete the chart below for each project goal (both required and chosen goals). Add rows as needed for additional outcomes and/or action steps. The following information **must** be included for **each** goal:

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

Appendix F contains sample plans for each required goal. **Prior to completing the plan of operation**, applicants are strongly encouraged to read Appendix F to gain a clear understanding of the expectations for this section of the application.

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| **Goal 1:** |
| **Outcome 1:** |
| **Rationale for Outcome 1:** |
| **Action Step 1:** |
| **Basis for Action Step 1:** |
| **Timeline for Completion:** |
| **Responsible Personnel:** |
| **Ongoing Evaluation Plan:** |
| **Outcome 2 (optional):** |
| **Rationale for Outcome 2:** |
| **Action Step 1:** |
| **Basis for Action Step 1:** |
| **Timeline for Completion:** |
| **Responsible Personnel:** |
| **Ongoing Evaluation Plan:** |

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| **Goal 2:** |
| **Outcome 1:** |
| **Rationale for Outcome 1:** |
| **Action Step 1:** |
| **Basis for Action Step 1:** |
| **Timeline for Completion:** |
| **Responsible Personnel:** |
| **Ongoing Evaluation Plan:** |
| **Outcome 2 (optional):** |
| **Rationale for Outcome 2:** |
| **Action Step 1:** |
| **Basis for Action Step 1:** |
| **Timeline for Completion:** |
| **Responsible Personnel:** |
| **Ongoing Evaluation Plan:** |
| **Goal 3:** |
| **Outcome 1:** |
| **Rationale for Outcome 1:** |
| **Action Step 1:** |
| **Basis for Action Step 1:** |
| **Timeline for Completion:** |
| **Responsible Personnel:** |
| **Ongoing Evaluation Plan:** |
| **Outcome 2 (optional):** |
| **Rationale for Outcome 2:** |
| **Action Step 1:** |
| **Basis for Action Step 1:** |
| **Timeline for Completion:** |
| **Responsible Personnel:** |
| **Ongoing Evaluation Plan:** |
| **Goal 4:** |
| **Outcome 1:** |
| **Rationale for Outcome 1:** |
| **Action Step 1:** |
| **Basis for Action Step 1:** |
| **Timeline for Completion:** |
| **Responsible Personnel:** |
| **Ongoing Evaluation Plan:** |
| **Outcome 2 (optional):** |
| **Rationale for Outcome 2:** |
| **Action Step 1:** |
| **Basis for Action Step 1:** |
| **Timeline for Completion:** |
| **Responsible Personnel:** |
| **Ongoing Evaluation Plan:** |

### Key Personnel

* Provide the name and title of the LEA’s designated McKinney-Vento liaison. This person should have the primary responsibility for implementing the McKinney-Vento Act in the LEA.
  + The designated McKinney-Vento liaison will be required to attend required professional development opportunities, participate in Annual Program Review, and complete the statutory duties required of the liaison ([42 U.S.C. §11432(g)(6)(A))](https://uscode.house.gov/view.xhtml?req=granuleid:USC-2000-title42-section11432&num=0&edition=2000).

| **Name of the LEA’s designated McKinney-Vento liaison** | **Title** | **Total FTE** |
| --- | --- | --- |
|  |  |  |

* Is the designated McKinney-Vento liaison the same person as the Program Manager listed on the Proposal Cover Page**? No  Yes** 
  + If not, explain In the box below how the two staff members work together, and each individual’s responsibilities related to the McKinney-Vento Act.
* Provide the titles of other staff responsible for liaison duties ([42 U.S.C. §11432(g)(6)(A](https://uscode.house.gov/view.xhtml?req=granuleid:USC-2000-title42-section11432&num=0&edition=2000))).

| **Name of other staff responsible for liaison duties** | **Title** | **Total FTE** |
| --- | --- | --- |
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*Add more rows, if necessary*

* Provide the names and titles of other staff who are expected to assist with grant implementation, grant reporting, and Annual Program Review.

| **Name of other staff who are expected to assist with grant implementation, grant reporting, and Annual Program Review** | **Title** |
| --- | --- |
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*Add more rows, if necessary*

# McKinney-Vento Budget and Budget Narrative

* The project’s budget must detail all project expenses in a detailed, itemized budget.
* The budget narrative must provide sufficient detail to allow for an objective determination that each expenditure is reasonable, necessary, allowable, and allocable.
* All expenditures must fall under one of the sixteen allowable uses of McKinney-Vento funds outlined in 42 U.S.C. §11433(d) (see Appendix H).
* The budget narrative must show detailed cost breakdowns for all costs, showing how each line-item cost was calculated.
* It is advisable to take an inventory of existing equipment, materials, and supplies before developing the budget.
* Reviewers must be able to see a clear, logical flow from the needs to the plan of operation and to the budget.
* All costs described in the plan of operation should appear in the budget narrative and must have a corresponding entry in the itemized budget.
* The budget narrative must clearly indicate the amount and use of Title IA funds and other public or private funds dedicated to the project.
* The use of Title I, Part A funds is required and is included in the grant scoring rubric.
* Indicate the LEA Indirect Cost rate.
* Submit the budget on the MSDE Grant Budget C-1-25 form (Appendix B).
* Submit a detailed budget narrative with each of the seven required headers indicated below, and without any additional headers.
* Applicants may use the format provided below or an alternative format, but each and only each of the headers indicated below must be included and completed. Add more rows when necessary.
* Applicants must divide the budget narrative into sections that correspond to the Categories/Programs and the Budget Objects on the MSDE Grant Budget C-1-25 form, as shown below.

**1. Salaries & Wages (list each position separately)**

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

Using the space below, explain how the costs for salaries & wages above are necessary, reasonable, and cost-effective.

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| --- |
| Type response here. |

**2. Contracted Services**

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

Using the space below, explain how the costs for contracted services above are necessary, reasonable, and cost-effective.

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| Type response here. |

**3. Supplies & materials**

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

Using the space below, explain how the costs for supplies & materials above are necessary, reasonable, and cost-effective.

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| Type response here. |

**4. Other charges**

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

Using the space below, explain how the costs for other charges above are necessary, reasonable, and cost-effective.

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| Type response here. |

**5. Equipment**

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

Using the space below, explain how the costs for equipment above are necessary, reasonable, and cost-effective.

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| Type response here. |

**6. Transfers (indirect costs)**

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

Using the space below, explain how the costs for transfers (indirect costs) above are necessary, reasonable, and cost-effective.

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| Type response here. |

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| Total McKinney-Vento Education for Homeless Children and Youth Program amount requested: |

# Supplemental Innovations Grant Opportunity

Applicants should complete the Supplemental Innovations Grant Opportunity section **only if** they wish to apply for a Supplemental Innovations Grant.

## Plan of Operation and Timeline

The Plan of Operation includes the key action steps, evaluation measures and timeline that will be implemented to achieve your goals and outcomes. While the McKinney-Vento Education for Homeless Children and Youth Program grant aligns with the entire Blueprint for Maryland’s Future, the Supplemental Innovations Grant focuses on the specific Blueprint Pillars of Early Childhood Education, College and Career Readiness, and Resources for Students to be Successful.

#### Goals

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

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

#### Measurable Outcomes

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

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

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

Complete the chart below for each project goal (both required and chosen goals). Add rows as needed for additional outcomes and/or action steps. The following information **must** be included for **each** goal:

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

Appendix F contains sample plans for each required goal. **Prior to completing the plan of operation**, applicants are strongly encouraged to read Appendix F to gain a clear understanding of the expectations for this section of the application.

|  |
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| **Goal 1:** |
| **Outcome 1:** |
| **Rationale for Outcome 1:** |
| **Action Step 1:** |
| **Basis for Action Step 1:** |
| **Timeline for Completion:** |
| **Responsible Personnel:** |
| **Ongoing Evaluation Plan:** |
| **Outcome 2 (optional):** |
| **Rationale for Outcome 2:** |
| **Action Step 1:** |
| **Basis for Action Step 1:** |
| **Timeline for Completion:** |
| **Responsible Personnel:** |
| **Ongoing Evaluation Plan:** |

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| --- |
| **Goal 2:** |
| **Outcome 1:** |
| **Rationale for Outcome 1:** |
| **Action Step 1:** |
| **Basis for Action Step 1:** |
| **Timeline for Completion:** |
| **Responsible Personnel:** |
| **Ongoing Evaluation Plan:** |
| **Outcome 2 (optional):** |
| **Rationale for Outcome 2:** |
| **Action Step 1:** |
| **Basis for Action Step 1:** |
| **Timeline for Completion:** |
| **Responsible Personnel:** |
| **Ongoing Evaluation Plan:** |

# Supplemental Innovation Grant Budget and Budget Narrative

The Supplemental Innovations Grant budget and budget narrative must follow the same requirements and guidelines as the McKinney-Vento Education for Homeless Children and Youth Program grant. The budget must be submitted on a separate MSDE Grant Budget C-1-25 form (Appendix D). All expenditures must be allowable under the American Rescue Plan-Homeless Children and Youth (ARP-HCY) Program (see Appendix I and Appendix J).

**1. Salaries & Wages (list each position separately)**

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

Using the space below, explain how the costs for salaries & wages above are necessary, reasonable, and cost-effective.

|  |
| --- |
| Type response here. |

**2. Contracted Services**

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

Using the space below, explain how the costs for contracted services above are necessary, reasonable, and cost-effective.

|  |
| --- |
| Type response here. |

**3. Supplies & materials**

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

Using the space below, explain how the costs for supplies & materials above are necessary, reasonable, and cost-effective.

|  |
| --- |
| Type response here. |

**4. Other charges**

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

Using the space below, explain how the costs for other charges above are necessary, reasonable, and cost-effective.

|  |
| --- |
| Type response here. |

**5. Equipment**

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

Using the space below, explain how the costs for equipment above are necessary, reasonable, and cost-effective.

|  |
| --- |
| Type response here. |

**6. Transfers (indirect costs)**

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

Using the space below, explain how the costs for transfers (indirect costs) above are necessary, reasonable, and cost-effective.

|  |
| --- |
| Type response here. |

|  |
| --- |
| Total Supplemental Innovations Grant amount requested: |

# Appendices

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

Appendix A: A signed [Recipient Assurances page](https://www.marylandpublicschools.org/about/Documents/Grants/GrantRecipientAssurances.pdf)

Appendix B: A signed MSDE [C-1-25 Budget Form](https://www.marylandpublicschools.org/programs/Pages/CTE/PerkinsV/Budget-and-Budget-Amendments.aspx) for the McKinney-Vento Education for Homeless

Children and Youth grant.

Appendix C: Budget narrative for the McKinney-Vento Education for Homeless Children and Youth

grant.

Appendix D: A signed [C-1-25 Budget Form](https://www.marylandpublicschools.org/programs/Pages/CTE/PerkinsV/Budget-and-Budget-Amendments.aspx) for the Supplemental Innovations grant (if applicable)

Appendix E: Budget narrative for the Supplemental Innovations grant (if applicable)

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

Appendix F: Sample Project Plans

Appendix G: Detailed Budget Description Guidelines

Appendix H: McKinney-Vento Act

Appendix I: Frequently Asked Questions on allowable Uses of American Rescue Plan – Homeless

Children and Youth (ARP-HCY) Funds.

Appendix J: [Guidance on Allowable Uses of McKinney-Vento Funds](https://msdeps-my.sharepoint.com/personal/pjulianelle_msdeps_org/_layouts/15/onedrive.aspx?id=%2Fpersonal%2Fpjulianelle%5Fmsdeps%5Forg%2FDocuments%2FARP%2DHCY%20documents&view=0)