

Questions and Answers Summary

RFP#16-009

Title: 2016-2019 McKinney-Vento Grant Program

Please Note: There has been an update to the RFP.

1. Please note that the RFP has been corrected to remove a third bullet from the “WHAT IS NYSED’S MWBE POLICY FOR THE MCKINNEY-VENTO GRANT?” section on page 10. Only those expenses listed in #1 & #2 below should be excluded from the total grant request in order to calculate the M/WBE goal. Please see Question #1 under the M/WBE section of this Questions and Answers Summary.

Page 10 now reads: The M/WBE participation goal for this grant is 30% of each applicant’s total discretionary non-personal service budget over the entire term of the grant. Discretionary non-personal service budget is defined as total budget, excluding the sum of funds budgeted for:

1. direct personal services (i.e., professional and support staff salaries) and fringe benefits;
2. rent, lease, utilities and indirect costs, if these items are allowable expenditures.

Please note that we have clarified the information in the “Allowable Activities for the Baseline Grant” and the “Note About Funding for Salaries”

2. Please note that NYSED is clarifying language found on pages 6 and 25/31 of the RFP: “McKinney-Vento grant funds can be used for salaries ONLY if that person(s) spends 100% of his or her time on activities that are McKinney-Vento related” means that *any portion of their time (for example, 0.5 FTE of a 1 FTE employee) assigned to McKinney-Vento related activities must be dedicated to McKinney-Vento related activities* and cannot include any other project activities. Please see the answer to question #10 under the Fiscal section of this Questions and Answers Summary for more information.

Program

Consortium/BOCES:

1.

Q: *We only have 108 students identified for 9 school districts hence is this worth a consortium effort to pursue? Does this mean that the LEA for the consortium would receive the \$40,000 for 9 districts?*

A: **If the 3 year average of students identified as homeless for the 9 districts is greater than 100, than they are eligible to apply as a consortium. Yes, a consortium with 100-200 students identified as homeless may request up to \$40,000 per year for the Baseline Grant. The LEA identified as the “lead LEA” is responsible for determining how the \$40,000 per year would be distributed among the 9 districts as discussed and agreed to by the consortium members. It does not necessarily have to be an even split. It is up to the applicant to determine if it is worth the effort to pursue this grant opportunity.**
2.

Q: *Must a BOCES be part of any consortium applications?*
3.

Q: *Is it required that a BOCES be a part of a consortium? If so, are they responsible for reporting and budget?*

A: **A consortium is NOT required to include a BOCES as one of its members. However, a BOCES is only eligible to apply for the grant as a part of a consortium; a BOCES cannot apply as a single entity. The lead LEA (BOCES or otherwise) is responsible for reporting and budgeting.**
4.

Q: *Can a BOCES be the lead applicant for multiple consortium grants?*

A: **Yes, a BOCES can be the lead LEA for multiple consortium grants. However, school districts cannot be a part of multiple consortia.**
5.

Q: *Will there be any support provided through NYS-TEACHS to link school districts interested in forming a consortium for the purpose of applying for this grant? My school district has a yearly average of 11 M-V eligible students.*

A: **Unfortunately, neither NYS-TEACHS nor NYSED is able to provide recommendations on school district collaboration for the purpose of a consortium grant application.**
6.

Q: *Attachment A was previously referred to as an individual MOU signed by each district. Do all members of the Consortium need to sign the same document?*

A: **All members of a consortium must sign the “Consortium Member Agreement,” which is referred to as “Attachment A” and can be found on the last page of the application. As you gather original signatures, it may be necessary to submit multiple copies of “Attachment A” and this is acceptable.**

Trauma Sensitive Schools/ Enhanced Grant:

7.

Q: *Is there a definition or for Trauma Sensitive Schools?*

A: **For the purposes of the “Enhanced Grant for Trauma-Sensitive Schools,” a trauma-sensitive school takes into consideration the negative impact that chronic stress and trauma can have on students and ensures that they have access to a (1) a safe and supportive learning environment, (2) a secure attachment to a nurturing adult, and (3) the opportunity to strengthen non-cognitive**

skills. The manner in which a school and/or district provides those elements can be flexible. Please see pages 6-8 of the application for suggested programs and resources that further define “trauma-sensitive schools.”

8. **Q:** *If applying as a Consortium with multiple Districts, may an LEA applicant focus the efforts of the enhanced grant for trauma informed programming to one district or school within the consortium?*
A: Yes, the Enhanced Grant for Trauma-Sensitive schools may focus on one district and/or school within a consortium grant. The Baseline Grant funds would need to serve all consortium districts, but the Enhanced Grant funds can be targeted to one or several schools.
9. **Q:** *So if I want to apply for one district -- would I say multiple schools if I want to implement at elementary middle and elementary schools?*
A: Assuming this question refers to the Enhanced Grant for Trauma-Sensitive Schools, you would check the box for “multiple schools” if you plan to implement trauma-sensitive programming at the elementary and middle school.

Resources/Planning:

10. **Q:** *Is there somewhere we can access the PPT to print out?*
11. **Q:** *If we missed the webinar for McKinney-Vento grant is there any way to access the materials online?*
A: A PDF version of the PPT from the 1.20.16 Informational Webinar (*including links*) can be found on the NYSED website [here](#) or the NYS-TEACHS website [here](#).
12. **Q:** *Can we get the links that are in the PPT?*
A: A PDF version of the PPT from the 1.20.16 Informational Webinar (*including links*) can be found on the NYSED website [here](#) or the NYS-TEACHS website [here](#).
13. **Q:** *I'm not sure if you went over this, but what are the criteria used to identify students as "transitional"?*
A: Under the McKinney-Vento definition students living in “transitional” housing such as Runaway/Homeless Youth shelters or “couch surfing” should count as McKinney-Vento eligible as their primary nighttime residence is not “regular.”
14. **Q:** *Are additional attachments allowed to be submitted, such as an organizational chart, diagrams, key staff resumes, etc.?*
A: Yes, you may submit additional materials if you’d like to the extent that they directly relate to the information requested in the APPLICATION AND RELATED MATERIALS section of the RFP. If the materials do not directly relate to the information requested and the corresponding scoring criteria, they will not be considered.
15. **Q:** *Can we put a graphic representation into a narrative block?*
A: Yes, you may include a graphic representation.
16. **Q:** *In Section A, there are four narrative boxes. Does the 500-word limit pertain to the number of words in each box, or to the combined number of words for all four boxes?*
A: The 500 word limit for each section’s narrative refers to a combined total for the multiple boxes (i.e. bullet points). In other words, 500 words for all of Section A, 500 words for all of Section B, and 500 words for all of Section C.

17. **Q:** The chart on page 21 does not leave room to record the data from the 2014 – 2015 school year (*first chart below*). Since the data is requested, but there is no column in the chart provided to record it, should we leave it out or use the [*second*] chart below to substitute?

Accompanying Charts (3): Number of Students Identified as Homeless

(1) Please provide the homeless identification totals for your LEA/consortium over the **past 3 years**.

2012-2013 TOTAL NO. OF HOMELESS STUDENTS IDENTIFIED	2013-2014 TOTAL NO. OF HOMELESS STUDENTS IDENTIFIED	AVERAGE NO. HOMELESS STUDENTS IDENTIFIED SY12-13, SY13-14, SY14-15

2012-2013 TOTAL NO. OF HOMELESS STUDENTS IDENTIFIED	2013-2014 TOTAL NO. OF HOMELESS STUDENTS IDENTIFIED	2014-2015 TOTAL NO. OF HOMELESS STUDENTS IDENTIFIED	AVERAGE NO. HOMELESS STUDENTS IDENTIFIED SY12-13, SY13-14, SY14-15

A: Chart #1 (*page 21*) does not need to include the 2014-2015 school year total; only SY12-13, SY13-14, and the 3 year average. The SY14-15 total will be factored into this 3 year average. This is because charts #2 and #3 (*pages 21 and 22*) go on to ask detailed information about SY14-15.

18. **Q:** Would SED consider extending the application deadline due to the timing of the February School Break? (The ESD/SVP 2016-21 Grant deadline was extended one week due to the December/Winter Break.)

A: Often SED’s grant applications are due 6 weeks after RFP posting. The MV Grant application has a 7 week deadline, already accounting for the February break (Posted on Jan. 11; Deadline is Feb. 26).

19. **Q:** For Part I/Baseline Grant’s Chart #1 (p. 23 in RFP):

- a. are the \$\$ amounts listed in the Budget Column expected to total the grant amount requested?
- b. are we required to list activities in the Budget Column that do not cost anything?
- c. if we use funds to hire a salaried staff member who will be expected to complete multiple activities listed in Chart #1, how do we complete the Budget Column for that salaried position?

A: a) No, the amount in chart #1 of Section B (pg. 23) does not need to equal the total grant amount. Chart #1 in Section B asks for estimates on activity costs. We realize that activity costs may not encapsulate ALL costs. Chart #1 budget figures should also include any activities covered by other funding sources. All costs to be covered by requested McKinney Vento Grant funds need to be accounted for on the actual budget documents (FS-10 as well as the Budget Narrative).

- b) The focus of Chart #1 should be the program activities. If the activity listed in Chart #1 for Section B does not require funding, simply write “n/a” in the budget column for that item.
- c) Applicants should try to estimate the portion of the staff member’s time/salary that may be allocated to a particular activity. An example of this: If “homework help” takes 20% of the salaried individual’s’ time the Budget column should reflect 20% of the salary.

20. **Q:** *Besides the word count limit in the narrative section, are there other guidelines for text in the narrative sections, charts, and budget narrative? For example: font, font size, line spacing, page limit, etc.?*

A: There are no restrictions or guidelines for font, size, line spacing, number of pages, etc. You may include a chart within the narrative if it helps to illustrate your point.

FISCAL

1. **Q:** *If the budget will be expended primarily through direct services provided to students through staffing, would hiring practices that include a significant emphasis on recruiting a well-diversified staff?*

A: This question is not entirely clear. Applicants will make decisions regarding staffing and recruitment, while complying with RFP requirements. Please see “Allowable Activities” Baseline Grant on page 6 of the RFP.

2. **Q:** *In Chart 2, Section B of the Baseline Grant application we are asked to provide information regarding how the LEA/consortium will leverage funding sources other than the McKinney Vento grant to serve homeless children and youth. For a consortium grant, should we provide a breakdown of each specific consortium member's funding sources, or combine funding sources where multiple districts are using the same/similar sources of funding. For instance, District 1 may provide \$2,000, District 2 \$4,000 and District 3 zero dollars in Title I, Part A funds. Should this appear on one line as \$6,000 in Title I, Part A funds provided by the consortium as a whole, or have separate lines showing District 1's \$2,000 and District 2's \$4,000 in Title I, Part A funds?*

A: The combined funding can show up on one line (i.e. \$6000 in Title I, Part A) funds. In the column labeled “description of service,” you can add a note about what funding is coming from which district to the extent that it is known and/or decided.

3. **Q:** *In regards to the Enhanced Grant. Since the first year will involve a great deal of planning, trainings, meetings, consultations what if the allocated \$20,000 is not spent that year. Could the money be carried over to year two of the grant?*

A: Carryover of funds is not permitted for this program.

4. **Q:** *In a Part II Enhanced Grant proposal, the first year of the work is anticipated to be primarily a planning year. Activities during that year will look different from activities in Years 2 and 3 when the plans from Year 1 are being implemented and, consequently, the budget may be very different in Year 1 vs. Years 2 and 3. We are required to submit, however, an FS-10 only for Year 1. Please provide some guidance as to budgeting for the Enhanced Grant, particularly should we determine that we may require less money in Year 1 when we are planning, as opposed to Years 2 and 3 when we will be implementing activities and will be needing the full \$20,000 annually to accomplish the work.*

A: Request the maximum dollars, not to exceed the \$20,000, in Year 1 as that establishes the funding amount for Years 2 and 3. Grantees will only be reimbursed for actual project expenses incurred and therefore may not receive the full amount that is awarded. Carryover of funds is not permitted for this program. Funding for Years 2 and 3 will be awarded at the same level as Year 1

5. **Q: We see that there are salary caps in the grant regarding a Homeless Liaison's salary--50% of the salary or \$25,000, whichever is lower. Our district utilizes a consultant as our Homeless Liaison...is a consultant in this role subject to the same salary caps as an employee?**

A: Yes, all consultants are subject to the same salary cap as an employee. For additional information please see The "Note About Funding for Salaries" section on page 25 of the RFP.

6. **Q: I am my district's homeless liaison and attendance teacher. Can I request that a small portion of my salary be covered by the MV grant?**

A: Yes. Please see "Note About Funding for Salaries", page 25 of the RFP for further information.

7. **Q: Can I request summer hours of employment to be paid for by the MV grant?**

A: Yes. Please see "Note About Funding for Salaries", page 25 of the RFP for further information.

8. **Q: Should I submit to attend the NAEHCY Conferences for each of the 3 years even if I cannot attend all 3 years? I plan to attend this year in Orlando.**

A: The total amount requested in Year 1, establishes the funding amount for Years 2 and 3. The Budget (FS-10) should reflect the specific funding request for year 1. Grantees will only be reimbursed for actual project expenses incurred and therefore may not receive the full amount that is awarded. Funding for Years 2 and 3 will be awarded at the same level as Year 1.

9. **Q: I currently work with a local church to feed 112 of my school district's needy/homeless students each weekend. We have been doing this for 5 years. Am I able to support them financially via MV grant money? I would love to be able to provide them with \$1000 or more. It costs \$6 per student, per week. That's \$672/week times 35 weeks a year. It costs over \$23,000 to run this program - sometimes more or less as number of students fluctuates. Any money I could provide them would help.**

A: No, as LEAs must use McKinney-Vento funds to assist homeless children and youth in enrolling, attending, and succeeding in school. However, meals/snacks that are a part of a fundable McKinney Vento educational activity or program are allowed.

10. **Q: We have traditionally included 0.1 or 0.2 FTE of an employee's salary to serve as liaison. She is a full-time employee, but spends .2 FTE on McKinney Vento-specific activities. In reading the salary notes on page 25 of the RFP, is it correct that we could only include 50% of her salary for the 0.2 FTE she spends on McKinney Vento activities?**

A: Yes. McKinney-Vento grant funds may be used for salaries ONLY if that person(s) spends 100% of his or her McKinney Vento time on activities that are McKinney-Vento related. In the example given above; 20% (.20FTE) of the employee's time specifically spent on McKinney-Vento activities and (if in this example) the employee is paid a total sum of \$50,000.00 then 20% (.20 FTE) of this sum total equals \$10,000, therefore the McKinney Vento funded portion which is then capped at 50% of the McKinney Vento salary, is \$5000 of grant funds.

M/WBE

1. **Q:** Are BOCES Services excluded from the M/WBE calculation? If BOCES Services are excluded from the M/WBE calculation, where on the M/WBE Goal Calculation Worksheet do we subtract them so they are not included in calculating the M/WBE goal percentage?

A. No, BOCES services should not be excluded as part of the M/WBE goal calculation; the RFP was amended to remove the following statement from page 10:

“3.that portion of the budget in purchased services used for direct educational services provided by public or not for profit organizations.”

2. **Q:** A separate budget and FS-10 is required for the Part II Enhanced Grant. Do we do a separate M/WBE package for the Enhanced Grant, or do we combine the budget figures from both the Part I Baseline Grant and the Part II Enhanced Grant to develop a single M/WBE package?

A: Please provide a separate M/WBE package for each of the submitted budgets.

3. **Q:** M/WBE Participation...

We've run into the following issues when considering participation options to follow, they do not easily fit into a category level.

A. M/WBE compliance can be met in three different ways - Full compliance, Executive Chamber approval of Partial Waiver, or Full Waiver. Many agencies typically find M/WBE availability in the purchased services, training and supplies/materials categories of the budget.

What does an LEA do if...

1. Their program proposal is based on successfully establishing and maintaining the partnerships necessary to provide for commodities to be donated?

In those cases, the budget to staff “direct service” provision goes up and the funds needed to secure commodities go down proportionally, as does the ratio for 30%

Applicants must comply with the M/WBE requirements of this grant. Applicants must engage in, and document, good faith efforts to obtain goods or services from NYS certified M/WBE firms. If a waiver request is submitted, it should be accompanied by documentation of good faith efforts.

The MWBE Coordinator is available throughout the application and procurement process and can be reached at MWBE@nysed.gov.

2. The SED website (<https://ny.newnycontracts.com/FrontEnd/VendorSearchPublic.asp>) with the directory of all approved contractors and vendors had no applicants in any of the necessary certified commodities needed for program operation?

The M/WBE Coordinator is available throughout the application and procurement process to help identify certified M/WBE vendors. The Coordinator can be reached at MWBE@nysed.gov.

3. The approved list of vendors do not include any sanctioned for the specific commodities called for by the needs assessment?

For example, there are “0” certified M/WBE vendors in our county for ESD-E-0967: SCHOOL BUS TRANSPORTATION, how would an LEA process a “good faith” attempt to meet compliance regulations if their greatest area of need (and therefore budget allocation) is for bus transportation and not one M/WBE enterprise was awarded a contract?

Applicants must make a good faith effort to solicit NYS certified M/WBE firms as subcontractors and/or suppliers to achieve the goals.

Applicants should document their efforts to comply with the stated M/WBE goals and submit this with their applications as evidence. Examples of acceptable documentation can be found in form M/WBE 105-Contractor’s Good Faith Efforts. Please see page 11 of the RFP for further information on Good Faith Efforts.

The M/WBE Coordinator is available throughout the application and procurement process to help identify certified M/WBE vendors. The Coordinator can be reached at MWBE@nysed.gov.

4. *There is an approved vendor of a specific commodity, but their pricing is 3x higher than other accepted SED Contract vendors on the approved bidders list?*

All Applicants must make a good faith effort to solicit NYS certified M/WBE firms as subcontractors and/or suppliers to achieve the goals. Applicants should document their efforts to comply with the stated M/WBE goals and submit this with their applications as evidence. Examples of acceptable documentation can be found in form M/WBE 105-Contractor’s Good Faith Efforts. Please see page 11 of the RFP for further information on Good Faith Efforts.

A: NYSED reserves the right to reject any waiver request for failure to document “good faith efforts.”

4. **Q:** My agency will be partnering with a LEA on an application. In regards to the M/WBE requirements I find the RFP confusing. On p. 10 the RFP indicates that direct educational services provided by a not-for-profit as a purchased service will be excluded from the discretionary non-personal service budget. However, on the M/WBE calculation worksheet where would purchased direct educational services be listed in order to exclude from M/WBE calculations?

A: The RFP was amended to remove the following statement from page 10:

“3.that portion of the budget in purchased services used for direct educational services provided by public or not for profit organizations.”