

GC#16-009 2016-2019 FUNDING OPPORTUNITY
2016-2019 McKinney Vento Grant Program

Purpose	The purpose of McKinney-Vento funding is to facilitate the enrollment, attendance, and success in school of homeless children and youth.
Eligible Applicants	<p>For this funding opportunity, New York State local educational agencies (LEAs), which for the purposes of this RFP are public school districts, BOCES, and charter schools, are eligible to apply (BOCES may only apply as a part of a consortium). The NYC Department of Education is the eligible school district applicant in NYC, not individual Community School Districts. LEAs must have identified a minimum average of 100 students in temporary housing in the 2012-13, 2013-14, and 2014-2015 school years in order to be eligible for funding. LEAs that have identified a three year average fewer than 100 students in temporary housing may submit an application as a consortium of LEAs in order to bring the total to 100. Please see “Who is Eligible to Apply for McKinney-Vento Funding” in the Guidelines below for more information.</p> <p>Please note all consortium members must be LEAs and must be a direct provider of services. Consortium members CANNOT be third-party contractors. The consortium member that is designated as the lead applicant/fiscal agent must be an LEA and must also be a direct provider of services. BOCES are only eligible to apply as a part of a consortium; a BOCES cannot apply on its own. Consortium applicants MUST submit with their applications Attachment A, “Consortium Member Agreement and Statement of Assurances,” or the application will not be considered.</p>
Funding	Funding comes from the U.S. Department of Education, through the Education of Homeless Children and Youth Program authorized by the McKinney-Vento Homeless Education Act. McKinney-Vento grant awards are contingent on the annual state allocation. Approximately \$4 million per year is expected to be available.
Webinar/ Questions and Answers	<p>A webinar will be held on January 20, 2016 at 2:00 p.m. To register for the webinar, please visit: https://attendee.gotowebinar.com/register/9190156162293398018</p> <p>Questions regarding this RFP may be submitted to homelessrfp@nysed.gov. The deadline for questions is January 26, 2016 A Questions and Answers Summary will be posted no later than February 3, 2016 at: http://www.p12.nysed.gov/funding/currentapps.html.</p>
Application Due Date	<p>A complete hardcopy application with an original, authorized signature and one copy must be postmarked by the application deadline, February 26, 2016.</p> <p>Additionally, an electronic version of the complete application in Microsoft Word (.doc) or portable document format (.pdf) must be received in the RFP email inbox by February 26, 2016.</p> <p>Email address for electronic submission: homelessrfp@nysed.gov. Mailing address for the application: New York State Education Department 89 Washington Avenue, Grants Management, Room 481 EBA Albany NY 12234 Attn: McKinney-Vento Education of Homeless Children and Youth Application</p>
Non-Mandatory Notice of Intent	The Notice of Intent (NOI) is not a requirement for submitting a complete application by the application date; however, NYSED strongly encourages all prospective applicants to submit an NOI to ensure a timely and thorough review and rating process. A non-profit applicant’s NOI will also help to facilitate timely review of their prequalification materials. The notice of intent is a simple email notice stating your organization’s (use the legal name) intent to submit an application for this grant. Please also include your organization’s NYS Vendor ID. The due date is February 5, 2016. Please send the NOI to homelessrfp@nysed.gov .

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GUIDELINES:

2016 – 2019 MCKINNEY-VENTO COMPETATIVE GRANT PROGRAM

Purpose of McKinney-Vento Funding	<p>Services provided with McKinney-Vento funds must not replace the regular academic program and must be designed to expand upon or improve services provided to homeless students, also referred to as students in temporary housing in this application, as part of the school's regular academic program, including compliance with the McKinney-Vento Act and related statutes. Applicants should also consider a student's social and emotional needs related to overall school success in the planning and proposal of their McKinney-Vento Homeless Education Program.</p> <p>For the text of the federal McKinney-Vento Act and related information, please see www.nysteachs.org.</p>
Who is Eligible to Apply	<p>For this funding opportunity, New York State local educational agencies (LEAs), which include public school districts, BOCES, and charter schools, are eligible to apply.</p> <p>LEAs must have identified a minimum average of 100 students in temporary housing in the 2012-13, 2013-14, and 2014-2015 school years in order to be eligible for funding. For example, if a district identified 75 students as homeless in SY 2012-13, 95 students as homeless in SY 2013-14, and 140 students as homeless in SY 2014-15, the district would be eligible for funding because the average for the three years is 103. The three-year averages for all districts and charter schools are posted on the NYS-TEACHS' website: [http://nysteachs.org/media/SED_SIRS_DUP3YRS.xlsx]. The averages are calculated using duplicated data from the data warehouse. Duplicated data is used to better reflect the fluid movement of students within LEAs. For more information on the data warehouse, also known as Student Information Repository System or SIRS, see: http://www.p12.nysed.gov/irs/data_collection.html.</p> <p>LEAs that have identified a three-year average fewer than 100 students in temporary housing may submit an application as a consortium of LEAs whose total identified students in temporary housing is equal to or greater than 100, on average across all three school years. BOCES are eligible to apply for a McKinney-Vento grant as a part of a consortium. However a BOCES cannot apply on its own.</p> <p>For example, if:</p> <ul style="list-style-type: none">• District A has an average of 90 students in temporary housing in schools years 2012-13, 2013-14, and 2014-15;• District B has an average of 80 students in temporary housing during the same time period;• District C has an average of 95 students in temporary housing during the same time period; and• Districts A, B, and C apply as a consortium,• Then, the total for their consortium is 265 students in temporary housing. <p><u>Please note that BOCES do not have averages of students identified as homeless. The total number of students identified as homeless for any consortium will be the sum of the averages of the component districts in the consortium. Any BOCES included in a consortium will not have any students factored into the total for the consortium.</u></p> <p>The application must be submitted by an identified lead LEA that will serve as fiscal agent for the funding. A BOCES can serve as the lead, or member, LEA of one or more consortiums. A program contact as the lead LEA will oversee the implementation of the project, arrange the disbursement of funds to participating LEAs, and submit required reports and documentation to NYSED as requested. Please note that a school district or charter school can only be included in one</p>

	<p>application (e.g. a school district may not apply on its own and as a part of a consortium). Consortium applicants must submit Attachment A, "Consortium Member Agreement."</p> <p><i>Please note all consortium members, including the LEA designated as the lead applicant/fiscal agent, must be eligible recipients and be a direct provider of services. Consortium members CANNOT include third-party contractors.</i></p>
<p><u>New Prequalification Requirement</u></p>	<p>The State of New York has implemented a new statewide prequalification process (described in http://www.grantsreform.ny.gov/Grantees) designed to facilitate prompt contracting for not-for-profit vendors. All not-for-profit vendors (BOCES and public school districts are exempt) are required to pre-qualify prior to grant application. This includes all currently funded not-for-profit institutions that have already received an award and are in the middle of the program cycle. The pre-qualification must be completed by all not-for-profit institutions prior to the application deadline in order to receive an award under this RFP. Please review the additional information regarding this requirement in the Prequalification for Individual Applications section below.</p>
<p>Funding Structure</p>	<p>Source: U.S. Department of Education, through the Education of Homeless Children and Youth Program authorized by the McKinney-Vento Homeless Education Act. McKinney-Vento grant awards are contingent on the annual state allocation.</p> <p>Funding Period: The grant period will be July 1, 2016 – June 30, 2019. Years 2 and 3 will be authorized based upon submission of a satisfactory annual program report that includes progress towards stated activity outcomes and an associated budget review. Funding for Years 2 and 3 will be awarded at the same level as Year 1.</p> <p>Structure: Baseline Grant (Part 1): The Baseline Grant is intended to support LEAs in their efforts to promote school success for students in temporary housing. Funding will be structured as follows based on the LEA's/Consortium's average number of students identified as homeless:</p> <ul style="list-style-type: none"> • 100-200 students identified- up to \$40,000 per year • 201-300 students identified – up to \$50,000 per year • 301-600 students identified – up to \$60,000 per year • 601 -1000 students identified – up to \$75,000 per year • 1001-2000 students identified – up to \$95,000 per year • 2001-50,000 students identified – up to \$120,000 per year • LEAs/consortia with >50,000 students identified as homeless may request a maximum total award of \$2.2 million per year. <p>Grant funds will be available for Baseline grant awards for applications scoring at least 60 points in rank order until the funds are exhausted. Applications will be ranked from highest to lowest score on the Baseline grant application and will be awarded per year as described above.</p> <p>Enhanced Grant for Trauma-Sensitive Schools (Part 2): \$200,000 of the total funding available each year will be set aside to award Enhanced Grants to LEAs who also receive Baseline Grants until the funds are exhausted. If an LEA or consortium of LEAs is selected for a Baseline Grant (Part 1), SED will review Part 2 of the LEA/consortium's application. If the LEA/consortium is NOT selected for a Baseline Grant, it is NOT eligible for an enhanced grant for trauma-sensitive schools and SED will NOT review Part 2 of the LEA's/consortium's application. The Baseline Grant (Part 1) is mandatory for Enhanced Grant for Trauma-Sensitive Schools funding (Part 2).</p> <p>The Enhanced Grant for Trauma-Sensitive Schools is intended to support LEAs in their efforts to take very deliberate steps towards creating and implementing trauma-sensitive programs (<i>see</i></p>

	<p><i>"Allowable Activities" on page 6 for more information).</i></p> <p>Funding will be structured at up to \$20,000 per year for 3 years <i>(in addition to Baseline Grant funds).</i></p> <p>If there are any leftover funds after all fundable Enhanced Grants are awarded, those funds will be returned to the Baseline Grant level to fund any eligible unfunded LEAs/consortiums.</p>
<p>Application Scoring and Awards</p>	<p>Funds are awarded based on the quality of the application. Strong applications will provide thorough, thoughtful answers to all relevant points described in the instructions, with particular emphasis on activities that go beyond the minimum requirements of identification, immediate enrollment, transportation, and free meals outlined in the McKinney-Vento Act <i>(examples of activities that go beyond minimum requirements include: mentoring and/or tutoring programs, coordination of counseling services, family support and/or programming, professional development, community outreach, etc.)</i>. In addition, budget proposals should clearly reflect the stated program activities.</p> <p>Only applications from eligible applicants postmarked by the due date will be reviewed and rated. The scores of the reviewers will be totaled and then averaged to arrive at the final score for each application.</p> <p>For the Baseline Grant application (Part 1), the highest scoring applications, scoring at least 60 points, will be awarded Baseline Grants. If there are not sufficient grant funds available for all fundable Baseline Grant applications scoring at least 60 points, applications will be ranked from highest to lowest score and will be awarded, in rank order, until the grant funds are exhausted. In the event of a tie score, the application with the higher score on Program Design and Implementation Plan will be ranked higher. In the event of a tie score on Program Design and Implementation Plan, the application serving the higher number of students identified as homeless will be ranked higher.</p> <p>For the Enhanced Grant for Trauma-Sensitive Schools (Part 2), the highest scoring applications receiving at least 36 points on Part 2 will be funded. Only applicants with a successful Part 1 application will be reviewed and rated. In the event of a tie score, the application with the higher score on Program Activities will be ranked higher. In the event of a tie score on Program Activities, the application serving the higher number of students identified as homeless will be ranked higher.</p> <p><i>NYSED reserves the right to eliminate any budget item or activity deemed unallowable or inappropriate in the budget narrative or FS-10 form.</i></p> <p><i>See the Evaluation Rubric for more detail about how applications will be scored.</i></p>
<p>Required Reporting and Cohort Participation</p>	<p>ALL GRANTEES: The program contact or authorized representative for each funding recipient will be required to submit a Year-End Report at the completion of each program/fiscal year (June 30th). The report will outline progress towards program outcomes as well as grant spending. It will also ask for an outline of the LEA's implementation plan for the coming program/fiscal year.</p> <p>The Year-End Report form will be made available on the NYS-TEACHS website (www.nysteachs.org) and will also be emailed to all grant-funded LEAs well in advance of the June 30th deadline.</p> <p>LEAs will be required to provide achievement, school mobility, and attendance data in the fall.</p> <p>Finally, the McKinney-Vento Liaison (or another authorized representative) from each funded LEA is required to participate in:</p> <ul style="list-style-type: none"> • McKinney-Vento Grantee Conference Calls <i>(3 per school year)</i> • An annual in-person McKinney-Vento Grantee meeting in Albany each spring <i>(grant funds</i>

	<p><i>may be used for travel and overnight stay costs.)</i></p> <ul style="list-style-type: none"> Any third party needs assessment and/or evaluation requests for data, survey responses, and/or site visits. <p>ENHANCED GRANTEES ONLY: In addition to the reporting and cohort requirements listed above for all grantees, the ten Enhanced Grantees will also be expected to:</p> <ul style="list-style-type: none"> Participate in an initial planning meeting (in-person or virtually) with SED, NYS-TEACHS, and/or experts in the trauma-sensitivity field. This meeting will happen in the beginning of Year 1 of the grant cycle. It is expected that the majority of year 1 will be spent researching, planning, and/or designing. Participate in mid-year check-ins throughout the 3-year grant cycle with SED, NYS-TEACHS, and/or a field expert to address successes and challenges. The purpose of these conversations is to course correct as needed in order to serve students in temporary housing effectively and ensure fidelity to trauma-sensitive practices. Check-ins may be done in person or virtually. Grantees will not be required to travel other than to the spring grantee meeting in Albany referenced above. <p><i>Note: All grant programs must maintain current programmatic and fiscal records for a minimum of seven years after the grant period is over and make them available during any requested monitoring visits and/or site visits.</i></p>
<p>Allowable Activities</p>	<p>All McKinney-Vento grant activities should be rooted in the core principles of the McKinney-Vento Act: that students in temporary housing should have access to the services and supports needed to enroll, attend, and succeed in school. Activities undertaken must not isolate or stigmatize students in temporary housing and cannot <i>replace</i> regular academic programs.</p> <p>Successful McKinney-Vento Grant applicants will develop programs that incorporate three elements:</p> <ul style="list-style-type: none"> <u>LEA and School System Support</u>: Remove barriers and develop trauma-sensitive policies, procedures, and programs, which support school enrollment, stability, and success of children and youth in temporary housing. <u>Student Performance Support</u>: Provide educational and social-emotional/trauma-sensitive supports for students in temporary housing to assist them in meeting the same performance measures (academic, social, behavioral) as their permanently housed peers. <u>Collaboration and Communication</u>: Develop and maintain relationships among schools; between schools and district-wide programs/policies; and with local businesses, community-based organizations, and/or neighboring school districts to provide high quality care and whole-child support. <p>Services may be provided through programs on school grounds or at other facilities (<i>e.g., shelters or community centers</i>).</p> <p><u>BASELINE GRANT:</u> Federal and state law mandate that all LEAs:</p> <ul style="list-style-type: none"> Identify students experiencing homelessness through coordination with other entities and agencies; Ensure continued enrollment in the school of origin for students in temporary housing and provide free transportation back to that school; Immediately enroll students in temporary housing even if they don't have the paperwork normally needed; Connect students in temporary housing with services in school to which they are entitled

(e.g., free meals, Title I services) and those for which they may be eligible (e.g., pre-k, special education), and make appropriate referrals to services outside of school (e.g., mental health services, medical services, dental services, Head Start).

McKinney-Vento Competitive Grant funds **CANNOT** be used to implement these mandated services. Rather, funds **MUST** be used to provide supportive academic and social-emotional programming beyond the federal and state mandated minimum.

For a full list of mandated responsibilities, please see Sections 722(g)(3) & 732(g)(6) of the McKinney-Vento Act.

Allowable activities for the Baseline Grant include:

- The provision of tutoring, supplemental instruction, and enriched educational services as well as transportation to and from said services.
- Before-school and after-school, mentoring, and summer programs with a teacher or other qualified individual as well as transportation related to these programs and services.
- Provision of student support services including mental health counseling and violence prevention counseling as well as transportation related to these services.
- School or community based programs focused on building executive functioning skills such as coping, self-regulation, and leadership.
- School supplies.
- Professional development for educators and other school or district personnel.
- Provision of developmentally appropriate early childhood education programs, not otherwise provided.
- Provision of education and training to parents of students in temporary housing about educational rights and resources that are available.
- Adaptation of space, purchase of supplies for non-school facilities (e.g., *stimulating and age-appropriate play/study spaces within shelters or “calming corners” in classrooms*)
- Salary for the full- or part-time McKinney-Vento liaison if he/she spends 100% of time on McKinney-Vento related activities.

ENHANCED GRANT FOR TRAUMA-SENSITIVE SCHOOLS:

Research has shown that chronic stress and trauma (including homelessness) are major obstacles to school success for many students in temporary housing. The negative effects of trauma are physiological and psychological, and can be long lasting. However, research has also shown that the negative effects of chronic stress and trauma can be mitigated through specific trauma-sensitive strategies.

The purpose of the Enhanced Grant for Trauma-Sensitive Schools is to ensure that students in temporary housing can “succeed in school” by addressing their unique learning needs resulting from stress and trauma. For maximum impact, experts recommend **a school-wide approach** to trauma-sensitivity that addresses the negative effects of chronic stress or trauma through a focus on school climate. For the Enhanced Grant, an LEA can choose to **focus on one school or several**. Partnering with the chosen school(s)’s leader and/or the district’s superintendent is required.

LEAs should design a school-wide approach that addresses the following three essential elements:

- **Creating a safe and supportive environment** (e.g., *predictable and safe environments*)

at critical transition points for families and students including, for example, a welcoming enrollment office or a calm and supportive bus ride to and from school.)

- **Fostering secure attachments** (e.g., consistent one-on-one relationships with adults; participation in a mentoring program in school or in a community-based program; etc.)
- **Strengthening a student's non-cognitive skills** (e.g., programs/curricula designed to teach or improve students' ability to be resilient, self-regulate, or cope or in a healthy way)

Examples of activities that can be paid for using enhanced grant funds include:

- Costs associated with trauma-sensitivity related planning (e.g., needs-assessment, after-hours planning meetings, research materials, approved consultant fees, etc.). Note: It is expected that "planning costs" will encompass a significant portion of the grant money during Year 1.
- Payment to school or district staff to develop trauma-sensitivity related professional development and/or trainings.
- Payment to school or district staff to attend trauma-sensitivity related professional development and/or planning meetings, including payment for per diem substitute staff if needed.
- Stipends for mentors/volunteers participating in a program aimed at fostering secure attachments.
- Design and create "peace corners," "calming corners," or other physical improvements to schools and shelters that promote a safe and supportive environment.
- Provisions (e.g., transportation, snacks, supplies, etc.) for before-school and after-school activities related to one or more of the above-mentioned three essential elements.
- Costs associated with providing high-quality family programming (e.g., parenting classes, support groups for parents of teenagers, community events, etc.).
- Collaboration with local Pre-K providers to incorporate trauma-sensitive practices and services (e.g., adding self-soothing lessons to their curriculum, adding home-visiting services to their offerings, etc.).
- Costs associated with facilitating a partnership between the district, family shelters, and/or local organizations to create safe and supportive shelter facilities (e.g., offering Pre-K classes onsite; creating age-appropriate play spaces or learning spaces, providing a bright and welcoming family room for recreational activities, etc.).
- Collaboration with home-visiting programs and/or expansion of counseling services both in-school and out-of-school.
- Supplies/Materials associated with providing training and support around self-care and/or secondary trauma for staff, volunteers, and/or caregivers.
- Home-visiting programs that engage parents and/or assist them in being trauma-sensitive with their own children (e.g. The Parent-Teacher Home Visiting Project or National Education Association)

Note: Interested applicants are encouraged to review the following resources, which can aid in developing a strong local plan for trauma-sensitive schools.

SUGGESTED “READ FIRST” RESOURCES:

- The Introductory Toolkit: The School Success Framework (NYS-TEACHS)
- Understanding Traumatic Stress in Children (National Center on Family Homelessness)
- Helping Traumatized Children Learn (Trauma and Learning Policy Initiative - a partnership of Massachusetts Advocates for Children and Harvard Law School)
VOLUME 1: A Report and Policy Agenda
VOLUME 2: Creating and Advocating for Trauma-Sensitive Schools
- Resilience and At-Risk Children and Youth (National Center for Homeless Education)

EXAMPLES OF TRAUMA-SENSITIVE APPROACHES AND MODELS:

- Turnaround for Children
- Trauma-Sensitive Schools from the Trauma and Learning Policy Institute
- Yale Center for Emotional Learning , RULER method
- Collaborative for Academic, Social, and Emotional Learning (CASEL) (Elementary and Secondary Education)
- Collaboration with pre-K programs to make the learning environments more safe and supportive (e.g., NYC Statement on Positive Behavior Guidance in Pre-K for All and EarlyLearn NYC Programs or Head-Start Trauma-Smart)
- Collaborative Problem Solving
- Support for Students Exposed to Trauma (SSET)
- Attachment, Self-Regulation, and Competency (ARC)

ADDITIONAL RESOURCES:

- The Adverse Childhood Experiences Study (ACEs) website: <http://www.cdc.gov/violenceprevention/acestudy> or <http://acestoohigh.com/>
- The School Success page on the NYS-TEACHS website: <http://nysteachs.org/info-topic/schoolsuccess.html>
- The Trauma and Learning Policy Institute website: <http://traumasensitiveschools.org/>
- Center for Social Innovation (Trauma Trainings)

Required Components

A complete application (Part 1) for the **Baseline Grant** includes:

- Cover page
- Sections A-C
- Attachment A – Consortium Member Agreement (*if applicable*)
- FS-10 Budget Form & Budget Narrative (Part 1)
- MWBE Documents

A complete application (Part 2) for the **Enhanced Grant for Trauma-Sensitive Schools** includes:

- Everything from Part 1
- Program Summary (Narrative)
- Chart 1: Activities Chart
- Chart 2: Resources and Staffing Chart
- FS-10 Budget Form & Budget Narrative (Part 2)
- MWBE Documents

NOTE: Part 1 (Baseline Grant) and Part 2 (Enhanced Grant) each require a separate and complete

	budget in addition to the grant sections listed above. Both parts will be reviewed and rated on their appropriateness and cost-effectiveness. NYSED reserves the right to eliminate any budget item or activity deemed unallowable or inappropriate.
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ADDITIONAL INFORMATION

PREQUALIFICATION FOR INDIVIDUAL APPLICATIONS

(BOCES and public school districts are exempt)

Pursuant to the New York State Division of Budget Bulletin H-1032, dated June 7, 2013, New York State has instituted key reform initiatives to the grant contract process which require not-for-profits to register in the Grants Gateway and complete the Vendor Prequalification process in order for proposals to be evaluated. Information on these initiatives can be found on the [Grants Reform Website \(http://www.grantsreform.ny.gov/\)](http://www.grantsreform.ny.gov/).

Proposals received from not-for-profit applicants that have not Registered and are not Prequalified in the Grants Gateway on the proposal due date of 5:00 PM on 02/26/16 cannot be evaluated. Such proposals will be disqualified from further consideration

Below is a summary of the steps that must be completed to meet registration and prequalification requirements.

The [Vendor Prequalification Manual](#)

(http://www.grantsreform.ny.gov/sites/default/files/docs/VENDOR_POLICY_MANUAL_V.2_10.10.13.pdf) on the Grants Reform Website details the requirements and an [online tutorial \(http://grantsreform.ny.gov/youtube\)](http://grantsreform.ny.gov/youtube) are available to walk users through the process.

1) **Register for the Grants Gateway.**

- On the Grants Reform Website, download a copy of the [Registration Form for Administrator \(http://grantsreform.ny.gov/sites/default/files/RegistrationFormforAdministratorfillable.pdf\)](http://grantsreform.ny.gov/sites/default/files/RegistrationFormforAdministratorfillable.pdf). A signed, notarized original form must be sent to the Division of Budget at the address provided in the instructions. You will be provided with a Username and Password allowing you to access the Grants Gateway.
- If you have previously registered and do not know your Username please email grantsreform@budget.ny.gov. If you do not know your Password please click the [Forgot Password \(https://grantsgateway.ny.gov/IntelliGrants_NYSGG/PersonPassword2.aspx?Mode=Forgot\)](https://grantsgateway.ny.gov/IntelliGrants_NYSGG/PersonPassword2.aspx?Mode=Forgot) link from the main log in page and follow the prompts.

2) **Complete your Prequalification Application.**

- Log in to the [Grants Gateway\(https://grantsgateway.ny.gov/IntelliGrants_NYSGG/login2.aspx\)](https://grantsgateway.ny.gov/IntelliGrants_NYSGG/login2.aspx) **If this is your first time logging in**, you will be prompted to change your password at the bottom of your Profile page. Enter a new password and click SAVE.
- Click the *Organization(s)* link at the top of the page and complete the required fields including selecting the State agency you have the most grants with. This page should be completed in its entirety before you SAVE. A *Document Vault* link will become available near the top of the page. Click this link to access the main Document Vault page.

- Answer the questions in the *Required Forms* and upload *Required Documents*. This constitutes your Prequalification Application. Optional Documents are not required unless specified in this Request for Proposal.
- Specific questions about the prequalification process should be referred to your agency representative at prequal@mail.nysed.gov or to the Grants Reform Team at grantsreform@budget.ny.gov.

3) Submit Your Prequalification Application

- After completing your Prequalification Application, click the **Submit Document Vault Link** located below the Required Documents section to submit your Prequalification Application for State agency review. Once submitted the status of the Document Vault will change to *In Review*.
- If your Prequalification reviewer has questions or requests changes you will receive email notification from the Gateway system.
- Once your Prequalification Application has been approved, you will receive a Gateway notification that you are now prequalified to do business with New York State.

Vendors are strongly encouraged to begin the process as soon as possible in order to participate in this opportunity.

WHAT IS NYSED'S MWBE POLICY FOR THE MCKINNEY-VENTO GRANT?

Minority and Women-Owned Business Enterprise (M/WBE) Participation Goals Pursuant to Article 15-A of the New York State Executive Law

The following M/WBE requirements apply when an applicant submits an application for grant funding that exceeds \$25,000 for the full grant period. All forms referenced here can be found in the M/WBE Documents section at the end of this RFP.

All applicants are required to comply with NYSED's Minority and Women-Owned Business Enterprises (M/WBE) policy. Compliance can be achieved by one of the three methods described below. Full participation by meeting or exceeding the M/WBE participation goal for this grant is the preferred method.

M/WBE participation includes services, materials, or supplies purchased from minority and women-owned firms certified with the NYS Division of Minority and Women Business Development. Not-for-profit agencies are not eligible for this certification. For additional information and a listing of currently certified M/WBEs, see <https://ny.newnycontracts.com/FrontEnd/VendorSearchPublic.asp?TN=ny&XID=4687>

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; and

For multi-year grants, applicants should use the total budget for the full multi-year term of the grants in the above calculation. The M/WBE Goal Calculation Worksheet is provided for use in calculating the dollar amount of the M/WBE goal for this grant application.

M/WBE participation does not need to be the same for each year of a multi-year grant.

All requested information and documentation should be provided at the time of submission. If this cannot be done, the applicant will have thirty days from the date of notice of award to submit the necessary documents and

respond satisfactorily to any follow-up questions from the Department. Failure to do so may result in loss of funding.

METHODS TO COMPLY

An applicant can comply with NYSED's M/WBE policy by one of three methods:

- 1. Full Participation** - This is the preferred method of compliance. Full participation is achieved when an applicant meets or exceeds the participation goals for this grant.

COMPLETE FORMS:

- M/WBE Goal Calculation Worksheet
- M/WBE Cover Letter
- M/WBE 100 Utilization Plan
- M/WBE 102 Notice of Intent to Participate

- 2. Partial Participation, Partial Request for Waiver** - This is acceptable only if good faith efforts to achieve full participation are made and documented, but full participation is not possible.

COMPLETE FORMS:

- M/WBE Goal Calculation Worksheet
- M/WBE Cover Letter
- M/WBE 100 Utilization Plan
- M/WBE 101 Request for Waiver
- M/WBE 102 Notice of Intent to Participate
- M/WBE 105 Contractor's Good Faith Efforts

- 3. No Participation, Request for Complete Waiver** - This is acceptable only if good faith efforts to achieve full or partial participation are made and documented, but do not result in any participation by M/WBE firm(s).

COMPLETE FORMS:

- M/WBE Goal Calculation Worksheet
- M/WBE Cover Letter
- M/WBE 101 Request for Waiver
- M/WBE 105 Contractor's Good Faith Efforts

GOOD FAITH EFFORTS

Applicants must make a good faith effort to solicit NYS certified M/WBE firms as subcontractors and/or suppliers to achieve the goals for this grant. Solicitations may include, but are not limited to: advertisements in minority and women-centered publications; solicitation of vendors found in the NYS Directory of Certified Minority and Women-Owned Business Enterprises (see <https://ny.newnycontracts.com/FrontEnd/VendorSearchPublic.asp?TN=ny&XID=4687>); and the solicitation of minority and women-oriented trade and labor organizations.

Good faith efforts include actions such as setting up meetings or announcements to make M/WBEs aware of supplier and subcontracting opportunities, identifying logical areas of the grant project that could be subcontracted to M/WBE firms, and utilizing all current lists of M/WBEs who are available for and may be interested in subcontracting or supplying goods for the project.

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. NYSED reserves the right to reject any application for failure to document "good faith efforts."

REQUEST FOR WAIVER

When full participation cannot be achieved, applicants must submit a Request for Waiver (M/WBE 101). Requests for Waivers must be accompanied by documentation explaining the good faith efforts made and reasons they were unsuccessful in obtaining M/WBE participation.

NYSED reserves the right to approve the addition or deletion of subcontractors or suppliers to enable applicants to comply with the M/WBE goals, provided such addition or deletion does not impact the technical proposal and/or increase the total budget.

All payments to Minority and Women-Owned Business Enterprise subcontractor(s) should be reported to the NYSED M/WBE Program Unit using the M/WBE 103 Quarterly M/WBE Compliance Report. This report should be submitted on a quarterly basis and can be found at www.oms.nysed.gov/fiscal/MWBE/forms.html.

NYSED's M/WBE Coordinator is available to assist applicants in meeting the M/WBE goals. The Coordinator can be reached at MWBE@nysed.gov.

Equal Employment Opportunity Reporting (EEO) Pursuant to Article 15-A of the New York State Executive Law

Applicants must complete and submit form EEO 100: Staffing Plan.

Vendor Responsibility

State law requires that the award of state contracts be made to responsible vendors. Before an award is made to an applicant, which is a not-for-profit entity, a for-profit entity, a private college or university or a public entity not exempted by the Office of the State Comptroller, NYSED must make an affirmative responsibility determination. The factors to be considered include: legal authority to do business in New York State; integrity; capacity- both organizational and financial; and previous performance. Before an award of \$100,000 or greater can be made to a covered entity, the entity will be required to complete and submit a Vendor Responsibility Questionnaire. School districts, Charter Schools, BOCES, public colleges and universities, public libraries, and the Research Foundation for SUNY and CUNY are some of the exempt entities. For a complete list, see:

http://www.osc.state.ny.us/vendrep/resources_docreq_agency.htm.

NYSED recommends that vendors file the required Vendor Responsibility Questionnaire online via the New York State VendRep System. To enroll in and use the New York State VendRep System, see the VendRep System Instructions available at http://www.osc.state.ny.us/vendrep/vendor_index.htm or go directly to the VendRep System online at <https://portal.osc.state.ny.us>.

Vendors must provide their New York State Vendor Identification Number when enrolling. To request assignment of a Vendor ID or for VendRep System assistance, contact the Office of the State Comptroller's Help Desk at 866-370-4672 or 518-408-4672 or by email at ciohelpdesk@osc.state.ny.us.

Vendors opting to complete and submit a paper questionnaire can obtain the appropriate questionnaire from the VendRep website www.osc.state.ny.us/vendrep or may contact NYSED or the Office of the State Comptroller's Help Desk for a copy of the paper form.

Subcontractors:

For non-exempt vendors using subcontractors, a Vendor Responsibility Questionnaire and a NYSED vendor responsibility review are required for a subcontractor where:

- the subcontractor is known at the time of the contract award;
- the subcontractor is not an entity that is exempt from reporting by OSC; and
- the subcontract will equal or exceed \$100,000 over the life of the contract.

Workers' Compensation Coverage and Debarment

New York State Workers' Compensation Law (WCL) has specific coverage requirements for businesses contracting with New York State and additional requirements which provide for the debarment of vendors that violate certain sections of WCL. The WCL requires, and has required since introduction of the law in 1922, the heads of all

municipal and State entities to ensure that businesses have appropriate workers' compensation and disability benefits insurance coverage *prior* to issuing any permits or licenses, or *prior* to entering into contracts.

Workers' compensation requirements are covered by WCL Section 57, while disability benefits are covered by WCL Section 220(8). The Workers' Compensation Benefits clause in Appendix A – STANDARD CLAUSES FOR NEW YORK STATE CONTRACTS states that in accordance with Section 142 of the State Finance Law, a contract shall be void and of no force and effect unless the contractor provides and maintains coverage during the life of the contract for the benefit of such employees as are required to be covered by the provisions of the WCL.

Under provisions of the 2007 Workers' Compensation Reform Legislation (WCL Section 141-b), any person, or entity substantially owned by that person: subject to a final assessment of civil fines or penalties, subject to a stop-work order, or convicted of a misdemeanor for violation of Workers' Compensation laws Section 52 or 131, is barred from bidding on, or being awarded, any public work contract or subcontract with the State, any municipal corporation or public body for one year for each violation. The ban is five years for each felony conviction.

PROOF OF COVERAGE REQUIREMENTS

The Workers' Compensation Board has developed several forms to assist State contracting entities in ensuring that businesses have the appropriate workers' compensation and disability insurance coverage as required by Sections 57 and 220(8) of the WCL.

Please note – an ACORD form is not acceptable proof of New York State workers' compensation or disability benefits insurance coverage.

Proof of Workers' Compensation Coverage

To comply with coverage provisions of the WCL, the Workers' Compensation Board requires that a business seeking to enter into a State contract submit appropriate proof of coverage to the State contracting entity issuing the contract. For each new contract or contract renewal, the contracting entity must obtain ONE of the following forms from the contractor and submit to OSC to prove the contractor has appropriate workers' compensation insurance coverage:

- **Form C-105.2** – Certificate of Workers' Compensation Insurance issued by private insurance carriers, or **Form U-26.3** issued by the State Insurance Fund; or
- **Form SI-12**– Certificate of Workers' Compensation Self-Insurance; or **Form GSI-105.2** Certificate of Participation in Workers' Compensation Group Self-Insurance; or
- **CE-200**– Certificate of Attestation of Exemption from NYS Workers' Compensation and/or Disability Benefits Coverage.

Proof of Disability Benefits Coverage

To comply with coverage provisions of the WCL regarding disability benefits, the Workers' Compensation Board requires that a business seeking to enter into a State contract must submit appropriate proof of coverage to the State contracting entity issuing the contract. For each new contract or contract renewal, the contracting entity must obtain ONE of the following forms from the contractor and submit to OSC to prove the contractor has appropriate disability benefits insurance coverage:

- **Form DB-120.1** - Certificate of Disability Benefits Insurance; or
- **Form DB-155**- Certificate of Disability Benefits Self-Insurance; or
- **CE-200**– Certificate of Attestation of Exemption from New York State Workers' Compensation and/or Disability Benefits Coverage.

For additional information regarding workers' compensation and disability benefits requirements, please refer to the New York State Workers' Compensation Board website at:

<http://www.wcb.ny.gov/content/main/Employers/busPermits.jsp>. Alternatively, questions relating to either workers' compensation or disability benefits coverage should be directed to the NYS Workers' Compensation Board, Bureau of Compliance at (518) 486-6307.

NYSED's Reservation of Rights

NYSED reserves the right to: (1) reject any or all proposals received in response to the RFP; (2) withdraw the RFP at any time, at the agency's sole discretion; (3) make an award under the RFP in whole or in part; (4) disqualify any bidder whose conduct and/or proposal fails to conform to the requirements of the RFP; (5) seek clarifications of proposals; (6) use proposal information obtained through site visits, management interviews and the state's investigation of a bidder's qualifications, experience, ability or financial standing, and any material or information submitted by the bidder in response to the agency's request for clarifying information in the course of evaluation and/or selection under the RFP; (7) prior to the bid opening, amend the RFP specifications to correct errors or oversights, or to supply additional information, as it becomes available; (8) prior to the bid opening, direct bidders to submit proposal modifications addressing subsequent RFP amendments; (9) change any of the scheduled dates; (10) waive any requirements that are not material; (11) negotiate with the successful bidder within the scope of the RFP in the best interests of the state; (12) conduct contract negotiations with the next responsible bidder, should the agency be unsuccessful in negotiating with the selected bidder; (13) utilize any and all ideas submitted in the proposals received; (14) unless otherwise specified in the solicitation, every offer is firm and not revocable for a period of 90 days from the bid opening; (15) require clarification at any time during the procurement process and/or require correction of arithmetic or other apparent errors for the purpose of assuring a full and complete understanding of an offeror's proposal and/or to determine an offeror's compliance with the requirements of the solicitation; (16) to request best and final offers.

HOW SHOULD AN LEA DETERMINE WHICH ACTIVITIES TO INCLUDE IN ITS APPLICATION?

When beginning to outline a local program, LEAs are encouraged to review the ten "*McKinney-Vento Standards and Indicators of a Quality Program*" developed by National Center on Homeless Education (NCHE). The standards can be downloaded from the NCHE website here:

http://center.serve.org/nche/pr/st_ind.php

LEAs are also strongly **encouraged to conduct a needs-assessment** to identify the major educational and social emotional needs of homeless children and youths in the LEA/consortium and tailor its application to meet those needs. For example, The National Center for Homeless Education's, "*Educating Homeless Children and Youth: Conducting Needs Assessments and Evaluating Services - A Guide for SEAs, LEAs, and Local Schools*" templates for conducting such needs assessments may be downloaded here:

http://center.serve.org/nche/pr/na_eval.php.

For those LEAs applying for the **Enhanced Grant for Trauma-Sensitive Schools**, we recommend completing a separate needs-assessment or self -assessment specifically focused on trauma-sensitive practices. Two suggested resources for completing such an assessment include:

- "[Creating and Advocating for Trauma-Sensitive Schools,](#)" Chapter 2 beginning on page 30
- "[Trauma Informed Organizational Self-Assessment](#)", Page 3

WHAT IS NYSED'S CONSORTIUM POLICY FOR THE MCKINNEY-VENTO GRANT?

Participants can form a consortium to apply for the grant. In order to do so, the consortium must meet the following requirements:

- A. The consortium must designate one of the members to serve as the applicant/ fiscal agent for the grant. The applicant agency/fiscal agent must be an eligible grant recipient. All other consortium members must be eligible grant participants, as defined by the program statute or regulation.

- B. In the event a grant is awarded to a consortium, the grant or grant contract will be prepared in the name of the applicant agency/fiscal agent, not the partnership/consortium, since the group is not a legal entity.
- C. The applicant agency/fiscal agent must meet the following requirements:
- a) Must be an eligible grant recipient as defined by statute;
 - b) Must receive and administer the grant funds and submit the required reports to account for the use of grant funds;
 - c) Must require consortium members to sign an agreement with the fiscal agent that specifically outlines all services each partner agrees to provide.
 - d) Cannot act solely as a flow-through for grant funds to pass to other recipients. The fiscal agent must provide a minimum of 20% of the direct services supported by this grant, as reflected in the budget, except where SUNY or CUNY Research Foundations are the fiscal agent.
 - e) Must be an active member of the consortium.
 - f) Is PROHIBITED from sub-granting funds to other recipients. The applicant/fiscal agent is permitted to contract for services with other consortium partners or consultants to provide services that the fiscal agent cannot provide itself.
 - g) Must be responsible for the performance of any services provided by the partners, consultants, or other organizations and must coordinate how each plan to participate.

A proposal from a consortium may include other LEAs to achieve the minimum number of 100 students in temporary housing to be served by this grant.

- **NOTE:** *The lead LEA in a consortium--which may be a BOCES, school district, or charter school--may use all of the funding and not disperse any to other consortium LEAs, or it may allocate up to 80% of the award to the consortium LEAs. It is up to the LEAs that are a part of the consortium to agree upon a method of apportionment of funding and articulate that in the consortium's application. Consortium partners are required to sign an agreement with the fiscal agent that specifically outlines all services each partner agrees to provide. This agreement needs to be included in the RFP application as part of Attachment A.*

Requirements applicable to all applicants:

1. The applicant/lead fiscal agent must be an active member of the program. The applicant cannot act as a flow-through for grant funds to pass to other recipients. NYSED has established a minimum level of twenty percent (20%) of the total annual budget to be provided by the fiscal agent.
2. The applicant/lead fiscal agent is PROHIBITED from sub-granting funds to other recipients. The fiscal agent is permitted to contract for services with other consortium partners or consultants to provide services that the fiscal agent cannot provide itself.
3. The applicant/ lead fiscal agent is responsible for the performance of any services provided by the partners, sub-contractors, consultants, or other organizations and must coordinate how each plan to participate.
4. Any changes in sub-contractors require the prior approval of NYSED.
5. The fiscal agent must follow its own procurement rules and regulations for the selection of subcontractors.

CAN UNSUCCESSFUL APPLICANTS RECEIVE A DEBRIEFING?

All unsuccessful applicants may request a debriefing within five (5) business days of receiving notice from NYSED. Bidders may request a debriefing letter on the selection process regarding this RFP by submitting a written request to:

NYS Education Department
Contract Administration Unit
89 Washington Avenue

Room 501W EB
Albany, NY 12234
Attn: RFP#GC16-009

The program office will provide a written summary of the proposal's strengths and weaknesses, as well as recommendations for improvement. Within ten (10) business days, the program staff will issue a written debriefing letter to the applicant.

WHAT ARE THE GRANT AWARD PROTEST PROCEDURES?

Applicants who receive a notice of non-award may protest the NYSED award decision subject to the following:

1. The protest must be in writing and must contain specific factual and/or legal allegations setting forth the basis on which the protesting party challenges the contract award by NYSED.
2. The protest must be filed within ten (10) business days of receipt of a debriefing letter. The protest letter must be filed with:

NYS Education Department
Contract Administration Unit
89 Washington Avenue
Room 501W EB
Albany, NY 12234

3. The NYSED Contract Administration Unit (CAU) will convene a review team that will include at least one staff member from each of NYSED's Office of Counsel, CAU, and the Program Office. The review team will review and consider the merits of the protest and will decide whether the protest is approved or denied. Counsel's Office will provide the bidder with written notification of the review team's decision within seven (7) business days of the receipt of the protest. The original protest and decision will be filed with OSC when the contract procurement record is submitted for approval and CAU will advise OSC that a protest was filed.
4. The NYSED Contract Administration Unit (CAU) may summarily deny a protest that fails to contain specific factual or legal allegations, or where the protest only raises issues of law that have already been decided by the courts.

DO I NEED TO REGISTER WITH THE FEDERAL SYSTEM FOR AWARD MANAGEMENT (SAM)?

Yes. In order to be awarded federal funds, an agency must be registered (and then maintain a current registration) in the federal System for Award Management known as SAM (<http://www.sam.gov>). SAM is a government-wide, web-enabled database that collects, validates, stores and disseminates business information about organizations receiving federal funds. Information on an agency's registration in SAM needs to be provided on the Payee Information Form that must be submitted with the application.

WHAT IS THE PAYEE INFORMATION FORM/NYSED SUBSTITUTE W-9?

The Payee Information Form is a packet containing the Payee Information Form itself and an accompanying NYSED Substitute W-9. The NYSED Substitute W-9 may or may not be needed from your agency. Please follow the specific instructions provided with the form. The Payee Information Form is used to establish the identity of the applicant organization and enables it to receive federal (and/or State) funds through the NYSED. An on-line version of the packet is available at <http://www.oms.nysed.gov/cafe/forms/PIform.pdf>

Application forms, instructions, and related materials begin on the next page.

APPLICATION AND RELATED MATERIALS

2016 – 2019 McKinney-Vento Competitive Grant

SUBMISSION PROCESS:

The McKinney-Vento Competitive grant application it made up of two parts.

- **Part 1 (REQUIRED): The Baseline Grant**
 - Cover page
 - Sections A-C. Each section includes:
 - Instructions
 - Narrative
 - Accompanying Chart(s)
 - Attachment A – Consortium Member Agreement (*if applicable*)
 - FS-10 Budget Form & Budget Narrative (Part 1)
 - MWBE Documents

- **Part 2 (ONLY REQUIRED IF LEA IS APPLYING FOR ENHANCED GRANT):
The Enhanced Grant for Trauma-Sensitive Schools**

The enhanced grant application requires a completed Part 1 (Baseline Grant) as well as additional sections including:

- Program Summary (Narrative)
- Chart 1: Activities Chart
- Chart 2: Resources and Staffing Chart
- FS-10 Budget Form & Budget Narrative (Part 2)
- MWBE Documents

**Please see the application checklist on the following page for a list of all application components.
One electronic copy (saved as one Word or PDF file) should be submitted to:**

homelessrfp@nysed.gov

with the subject line "MV Application, LEA name, last name of the program contact."

In Addition, one Original and One copy should be mailed to:

New York State Education Department
89 Washington Avenue
Grants Management, Room 481 EBA
Albany NY 12234

Attn: McKinney-Vento Education of Homeless Children and Youth Application

Application Checklist

Listed below are the required documents for a complete application package, in the order that they should be submitted. Use this checklist to ensure that your application submission is complete and in compliance with application instructions.

Required Documents	Checked-Applicant	Checked SED
Application Cover Page with Original Signature of Chief Administrative Officer/Superintendent or his/her designee (<i>Please note that your signature on the application page indicates that you agree to the "Assurances, certifications, Appendix A, and Appendix A-1G" that appear at the end of this application</i>)	<input type="checkbox"/>	<input type="checkbox"/>
Payee Information Form (if applicable) http://www.oms.nysed.gov/cafe/forms/PIform.pdf	<input type="checkbox"/>	<input type="checkbox"/>
Application Checklist	<input type="checkbox"/>	<input type="checkbox"/>
<i>Part 1 (Baseline Grant), Section A (Demographics and Statement of Need): Narrative and Accompanying Charts</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Part 1 (Baseline Grant), Section B (Program Design and Implementation Plan): Narrative and Accompanying Charts</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Part 1 (Baseline Grant), Section C (Performance Measures and Evaluation): Narrative and Accompanying Charts</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Part 1 (Baseline Grant), Attachment A – Consortium Member Agreement (if applicable)</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Part 1 (Baseline Grant), FS-10 Budget (signature required)</i> http://www.oms.nysed.gov/cafe	<input type="checkbox"/>	<input type="checkbox"/>
<i>Part 1 (Baseline Grant), Budget Narrative</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Part 2 (Enhanced Grant), Program Narrative (if applicable)</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Part 2 (Enhanced Grant), Activities Grant (if applicable)</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Part 2 (Enhanced Grant), Resources and Staffing Chart (if applicable)</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Part 2 (Enhanced Grant), FS-10 Budget (signature required)</i> http://www.oms.nysed.gov/cafe (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
<i>Part 2 (Enhanced Grant), Budget Narrative (if applicable)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Worker's Compensation Documentation (encouraged)	<input type="checkbox"/>	<input type="checkbox"/>
Disability Benefits Documentation (encouraged)	<input type="checkbox"/>	<input type="checkbox"/>
Is the applicant prequalified, if required? (While no documentation is required with the application, the applicant may be required to	<input type="checkbox"/>	<input type="checkbox"/>

prequalify in order to be eligible for this grant opportunity)			
M/WBE Documents Package (original signatures required)			
<input type="checkbox"/> Full Participation <input type="checkbox"/> Request Partial Waiver <input type="checkbox"/> Request Total Waiver			
	Forms Required		
Type of Form	Full Participation	Request Partial Waiver	Request Total Waiver
Calculation of M/WBE Goal Amount	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M/WBE Cover Letter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M/WBE 100 Utilization Plan	<input type="checkbox"/>	<input type="checkbox"/>	N/A
M/WBE 102 Notice of Intent to Participate	<input type="checkbox"/>	<input type="checkbox"/>	N/A
M/WBE 105 Contractor's Good Faith Efforts	N/A	<input type="checkbox"/>	<input type="checkbox"/>
M/WBE 101 Request for Waiver Form and Instructions	N/A	<input type="checkbox"/>	<input type="checkbox"/>
EEO 100 Staffing Plan and Instructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SED Comments:			
Has the applicant complied with the application instructions? <input type="checkbox"/> Yes <input type="checkbox"/> No			
SED Reviewer: _____ Date: _____			

Baseline Grant Part 1: Section A – Demographics and Statement of Need

Instructions: In the spaces below labeled “narrative,” please include a brief (500 words or less *combined*, not including charts) description of the LEA/consortium’s current needs of and support for students in temporary housing. Please be sure to address EACH of the following bullet points in this section:

- Local trends in identification and primary nighttime residence over the past three years;

Narrative:

- local need through references to academic and social/emotional functioning (including barriers) of students in temporary housing, which are validated by results of a needs assessment (presented by the LEA) and/or data from the student management system;

Narrative:

- Effective programming currently in place (*including data/research about the programming and funding streams if applicable*); and

Narrative:

- Community resources available (*include percent of time that a local liaison is able to devote to homeless education as well as any LEA support and/or federal program support in place*).

Narrative:

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

(2) Please provide the homeless identification totals by grade level for your LEA below. If applying as a consortium, include each constituent LEA as a separate row. Add additional rows as necessary

LEA Name	2014-2015: TOTAL #	Ages 3-5	K	1	2	3	4	5	6	7	8	9	10	11	12

	HOMELESS STUDENTS	(Not K)													
Grand Total															

(3) Please provide the sum total of identified students by primary nighttime residence for the LEA/consortium. The 2014-2015 Total by Nighttime Residence should match the Grand Total 2014-2015 homeless identified, above.

2014-2015 TOTAL BY NIGHTTIME RESIDENCE	Shelter (including transitional housing)	Doubled-up (i.e. living with another family)	Unsheltered (i.e. cars, parks, campgrounds, etc.)	Hotels/Motels

Baseline Grant Part 1: Section B - Program Design and Implementation Plan

Instructions: In the spaces below labeled “narrative,” please include a brief (500 words or less **combined**, not including charts) overview of the LEA/consortium’s proposed McKinney-Vento program. Please be sure to address EACH of the following bullet points in this section:

- The types of services/activities that the LEA/consortium plans to offer

Narrative:

- A description of how the activities reflect the current academic and social-emotional needs (*including needs resulting from chronic stress or trauma*) of students identified as homeless

Narrative:

- Who the activities are intended to serve (*i.e. unaccompanied youth, Pre-K students, students who have fled domestic violence, etc.*)

Narrative:

- Description of current or planned collaboration with community agencies and other LEAs or LEAs in the Consortium (*i.e. department of social services, shelters, county Youth Bureau, Runaway and Homeless Youth programs and shelters, community action agencies, Head Start, Continuum of Care, business partners, faith-based agencies, etc.*).

Narrative:

NOTE: It is strongly encouraged that applicants undertake a needs assessment to help determine the current needs of students and reasonable expectations for improvement prior to submission of the grant application.

Accompanying Charts:

In the first chart below (**Chart #1**), please list:

- **Activity:** the specific activities that the LEA/consortium will implement. Activities listed must go beyond the minimum requirements of the McKinney-Vento Act (i.e., activities must go beyond ensuring immediate enrollment, provision of transportation to the school of origin, provision of free meals, etc.) and must be consistent with the activities described above in the narrative.
- **Operational Plan:** the number of students to be served each year and the total for the three years.
- **Outreach:** how the LEA/consortium will recruit students for participation in the activity.
- **Staffing and Supplies:** some combination of name; title; organization; basis for making the staffing selection; description of expertise; etc. and needed supplies for the activity.
- **Timeline:** the timeframe for when the proposed activities will take place. Applicants should allow for a reasonable amount of time for ramping up new programming, recruiting new staff and students to participate in the activities, and implementing the activities.
- **Budget:** the amount of McKinney-Vento grant funds needed to implement the activity. If a particular activity does not require McKinney-Vento grant funds, write N/A in the appropriate space.

Add rows as necessary.

Chart #1

Activity	Operational Plan	Outreach	Staffing and Supplies	Timeline	Budget (1 st year)
<i>Example: 6-8th grade "homework help" group that will also incorporate academic goal setting</i>	<i>We plan to serve 30-40 students in groups of 5 for a total of approximately 100 students over the 3-year grant period. The groups will meet with their teacher/mentor 3 times a week during lunch. At least one of the three weekly meetings will focus on goal setting and progress towards completion.</i>	<i>The liaison will meet with the middle school teachers to identify which students would move benefit from participation in the program.</i>	<i>We will recruit 6-9 teachers/mentors from the local middle school where we will pilot this program.</i>	<i>We will work to recruit and train the teachers/mentors in the Fall and launch the program in January.</i>	<i>\$5,000 – stipend for mentors and outreach materials for parents.</i>

In the second chart below (**Chart #2**), please include information about how the LEA/consortium will leverage funding sources other than the McKinney-Vento Baseline Grant to serve children and youth who are homeless. Particular attention will be paid to how applicants maximize other funding sources for the position of the liaison and the provision of transportation, and how the applicant uses Title I, Part A set-aside funds to serve children and youth who are homeless. In particular, the chart below should include:

- **Funding Source:** each source of funding being used to specifically serve children and youth who are homeless.
- **Funding Amount:** the amount of funding from each source that has been or will be reserved to specifically serve children and youth who are homeless.
- **Description of Services:** how the funding will be used to specifically serve children and youth who are homeless.

Add rows as necessary.

Chart #2

Funding Source	Funding Amount	Description of Services
<i>Example: Title I, Part A funds</i>	\$10,000	Portion of the salary for the full-time McKinney-Vento Liaison.

Baseline Grant Part 1: Section C – Measures of Success and Evaluation

Instructions: In the space below labeled “narrative,” please include a brief (500 words or less **combined**, not including charts) description of what type of improvement and/or change you expect to see as a result of implementing the activities listed in section B. Please reference both academic and social-emotional improvements as well as any relevant community, family, and/or LEA improvements.

Narrative:

Accompanying Chart:

In the chart below, please list:

- **Activity:** each activity from Section B.
- **Intended Outcome:** what you expect to see as a result of each activity. The Intended Outcomes should be specific and clearly reflect what effective implementation of the individual activities look like.
- **Measure of Success:** how you will know if you’ve reached your intended outcome. Measures must be specific, measurable either using qualitative data (*such as self-reported opinion from a survey on improved student/family engagement*) or using quantitative data (*such as student attendance data*), achievable, and timely-bound.

Add more rows as necessary.

Activity <i>(copy/ paste from Section B chart above)</i>	Intended Outcome	Measure of Success
<i>Example: 6-8th grade “homework help” group that will also incorporate academic goal setting</i>	<i>Students participating in the program will increase their academic achievement through building their self-motivation (i.e. goal setting)</i>	<i>At the end of each month, 90% of students (36 students) will have accomplished at least one of the goals they set for themselves as measured by the joint review of students’ goal-setting worksheets by students and teachers/mentors.</i>

Baseline Grant Part 1: Budget Narrative and Forms (FS-10)

Instructions:

The grant award period will begin on July 1, 2016 and end on June 30, 2019, with the initial project period (Year 1) being July 1, 2016 through June 30, 2017. **Separate Budget Narrative and FS-10 forms must be submitted for both the Baseline Grant and the Enhanced Grant of this initial year.**

For Year 1 funding (7/1/16 – 6/30/17), applicants must submit two budget-related forms:

- **Budget Narrative: Appendix #1**

Narrative forms must provide a clear explanation of how the proposed expenditures are appropriate and necessary to support the project activities and how the proposed expenditures are reasonable for the number of participating students.

- **FS-10: Budget**

FS-10 in [Excel](#)  (124 KB) - recommended; please enable macros

FS-10 in [Word](#)  (90 KB) | **FS-10** in [.pdf](#) 

The FS-10 Budget Form and information about the categories of expenditures and general information on allowable costs, applicable cost principles and administrative regulations are available in the Fiscal Guidelines for Federal and State Aided Grants at <http://www.oms.nysed.gov/cafe/guidance/guidelines.html>.

The FS-10 must bear the original signature of the Chief School/Administrative Officer.

For more information, visit the website: <http://www.oms.nysed.gov/cafe/guidance/faqs.html>

Baseline and Enhanced Grant funds for Years 2 and 3 will be awarded based on the approval of subsequent 12-month program budgets.

As a guide, costs may include: tutoring, supplemental instruction, and enriched educational services not otherwise provided through Federal, State, or local funding; early childhood programs not otherwise provided through Federal, State, or local funding; violence prevention counseling; excess transportation costs (*i.e. costs not covered by State Aid or Medicaid reimbursement*); professional development for educators and pupil services personnel to heighten the understanding and sensitivity to needs of homeless children and youth and the rights of such youth; expedited evaluations; referral to health services; school supplies, emergency assistance to enable homeless children and youth to attend school; the development of coordination between schools and agencies providing services to homeless children and youth.

NOTE ABOUT FUNDING FOR SALARIES: McKinney-Vento grant funds can be used for salaries (for example, the McKinney-Vento liaison's salary) ONLY if that person(s) spends 100% of his or her time on activities that are McKinney-Vento related. Additionally, the percentage of funds used for each individual's salary is capped at 50% or \$25,000, whichever is lower.

For example,

- If a McKinney-Vento liaison is paid \$30,000, then up to \$15,000 in grant funds can be used for his/her salary.
- If a McKinney-Vento liaison is paid \$60,000 a year, then \$25,000 (the max) can be used toward salary.

As an alternative, Title I funds may be used to pay for McKinney-Vento Liaison salary:
http://www.nysteachs.org/media/Title_1_ExpansionMVSet-AsideFunds6-30-2014.pdf

The McKinney-Vento Homeless Assistance Act lists approved use of funds and may be found at the NYS-TEACHS website Non-regulatory Guidance pages 24-26: http://www.nysteachs.org/media/INF_Fed_MVGuidance_Jul04.pdf

END OF PART 1

PART 2 (Optional): Enhanced Grant for Trauma-Sensitive Schools

If you are applying for the Enhanced Grant for Trauma-Sensitive Schools, please make sure that your Baseline Grant (Part 1) is complete in addition to Part 2, pages 26-31.

The purpose of the Enhanced Grant for Trauma-Sensitive Schools is to ensure that students in temporary housing can “succeed in school” by addressing their unique learning needs resulting from stress and trauma. For details on **allowable activities and examples** of trauma-sensitive strategies and related activities, **please refer to pages 5-7** of this application. Activities other than those listed will be considered as long as there is a clear connection to trauma-sensitivity.

As the LEA develops a school-wide plan, keep in mind the following:

- An LEA may focus on one school or several. The LEA must work in partnership with the school leader(s) and a school-based planning team;
- Individual activities/programs can take place at a school, BOCES, shelter, community center, agency, or a family’s temporary housing when appropriate;
- An LEA may develop a new school-wide initiative or expand upon an existing initiatives;
- Successful applicants will describe how the enhanced grant will specifically benefit students in temporary housing; and
- Be creative and consider local needs, resources, and culture.

Instructions:

In the table below (Program Type), please indicate which type of program the LEA will implement and indicate your intention to include all three trauma-sensitive elements.

PROGRAM TYPE

<p>Our trauma-sensitive program(s) will include: (choose one)</p> <p><input type="checkbox"/> One school</p> <p><input type="checkbox"/> Multiple schools</p>	<p><input type="checkbox"/> We will incorporate the following trauma-sensitive elements:</p> <ol style="list-style-type: none">1. Creating a safe and supportive environment2. Fostering secure attachments3. Strengthening a student’s non-cognitive skills
--	--

Enhanced Grant Part 2: - Program Narrative

In the boxes below labeled "Narrative," please provide a summary (750 words or less *combined*, not including charts), of your trauma-sensitive program design and related activities. Please be sure to address EACH of the following bullet points in this section:

- The type of program(s) the LEA plans to implement and why the LEA has chosen that specific approach.

Narrative:

- The need the program will address.

Narrative:

- The intended result of the program.

Narrative:

- School(s) chosen for participation and reasons for its/their inclusion

Narrative:

- How the approach will directly benefit students in temporary housing.

Narrative:

- The approximate number of students enrolled in the school(s) where the planned trauma-sensitive approach will be implemented and of those, the number who are in temporary housing. How the approach will directly benefit students in temporary housing.

Narrative:

- The type of planning the LEA will use to ensure fidelity to a trauma-sensitive approach or framework (e.g., *"Creating and Advocating for Trauma-Sensitive Schools"; Chapter 2 beginning on page 30 or "Trauma Informed Organizational Self-Assessment; Page 3"*).

Narrative:

- Where and when training for staff will take place.

Narrative:

- If the LEA plans to bring in a consultant/organization to lead trauma-sensitivity work, why the consultant/organization been chosen and what the anticipated scope of work is.

Narrative:

Accompanying Charts:

1. Activity Chart
2. Resources and Staffing Chart

Enhanced Grant Part 2: - Program Activities

(1.) ACTIVITY CHART: In the chart below, please consider the individual activities needed to implement the trauma-sensitive program(s) described in your narrative summary. In particular, please include:

- **Activity:** all specific program activities described in the narrative summary.
- **Related Essential Element:** which essential element each activity is connected to (*i.e. safe and supportive environment; secure attachment; non-cognitive skills*).
- **Intended Outcome:** what effective implementation of the activity will look like (*i.e. the goal*).
- **Measure of Success:** how the applicant will determine whether the Intended Outcome has been reached. The Measures of Success should be specific, measurable, achievable, and timely-bound.

Add rows as necessary.

Activity	Related Essential Element (i.e. safe and supportive environment; secure attachment; non-cognitive skills)	Intended Outcome	Measure of Success
<p>Example: Weekly planning meetings with the McKinney-Vento liaison and a school-based team of principal, A.P., guidance counselor, and select teachers to design a set of school-wide policies that incorporate trauma-sensitive elements in order to create a safe and supportive environment</p>	<p>Safe and supportive environment</p>	<p>By the end of year 1, the team will have a set of policies ready for school-wide implementation in year 2. The new trauma-sensitive policies will aim to make all students feel safe and supported by incorporating self-soothing lessons/routines into each day, ensuring calm transitions throughout the day, and adopting a strengths-based approach to discipline.</p>	<ul style="list-style-type: none"> • Members of the school-based team will attend 80% of the planning meetings • The final set of school policies will be clearly linked to trauma-sensitive elements as evaluated by content expert • The new policies will be rolled out to all teachers in the spring with a PD plan for infusing the concepts into daily routines/lessons in the fall • Outcomes from survey at the end of Year 3 will indicate that 80% of respondent students feel that the school environment has improved (e.g., school staff more supportive, hallways and classrooms more calm, etc.) • Outcomes from survey at the end of Year 3 will indicate that 80% of respondent school staff feel that the school environment has improved (e.g., fewer behavioral challenges with students)
<p>Example: Recruit and train mentors for a school-wide mentoring program that will teach executive functioning skills (i.e. self-management, organization, goal setting) and promote resilience</p>	<p>Fostering secure attachments and strengthening non-cognitive skills</p>	<p>Students' self-confidence and connection to a caring adult will increase as will their goal setting skills</p>	<ul style="list-style-type: none"> • Increased rate of attendance in mentoring program, evidencing improved trust in and attachment to adult mentor (e.g., 80% of students will have 90% attendance by end of Year 2) • Outcomes from annual survey indicate that 80% of students in the program feel that their goal-setting and organizational skills have improved. • Outcomes from annual survey will indicate that

			<i>80% of mentors and classroom teachers feel that students participating in the program have improved their goal-setting and organizational skills.</i>

Enhanced Grant Part 2: - Resources and Staffing Chart

(2.) RESOURCES AND STAFFING CHART: For this chart, please consider the staffing, supplies, and budgetary needs associated with implementing the program(s). In particular, please include:

- **Activity:** the activities listed on the Activity Chart above.
- **Staff and Supplies:** all of the resources that will be needed to support the activity listed in the first column.
Budget: a reasonable and appropriate dollar amount needed to support each activity. If a particular activity does not require staffing, supplies, and/or funds, simply write “not applicable” in the appropriate columns.

Add rows as necessary.

Activity	Staffing and Supplies	Budget (1 st Year)
<i>Example: Weekly planning meetings with the McKinney-Vento liaison and a school-based team of principal, assistant principal, guidance counselor, and select teachers to design a set of school-wide policies that incorporate trauma-sensitive elements in order to create a safe and supportive environment</i>	<i>School based planning team (for year 1). Funding for over-time pay for after-hours planning when necessary. Books/Resources on trauma-sensitive schools to provide a framework for the new policies.</i>	<i>\$5000 for over-time pay. \$2000 for books/resources related to trauma-sensitive schools.</i>
<i>Example: Recruit and train mentors for school-wide mentoring program for students in high school that will help them improve executive functioning skills (i.e. self-management, organization, goal setting) and promote resilience</i>	<i>50 mentors (20 mentees each) and monthly stipends for mentors</i>	<i>\$200 per mentor, per month (\$20K total per school year)</i>

Enhanced Grant Part 2 Budget Narrative and Forms (FS-10)

Instructions:

The grant award period will begin on July 1, 2016 and end on June 30, 2019, with the initial project period (Year 1) being July 1, 2016 through June 30, 2017. **Separate Budget Narrative and FS-10 forms must be submitted for both the Baseline Grant and the Enhanced Grant of this initial year.**

For Year 1 funding (7/1/16 – 6/30/17), applicants must submit two budget-related forms:

- **Budget Narrative: Appendix #1**

Narrative forms must provide a clear explanation of how the proposed expenditures are appropriate and necessary to support the project activities and how the proposed expenditures are reasonable for the number of participating students.

- **FS-10: Budget**

FS-10 in [Excel](#)  (124 KB) - recommended; please enable macros

FS-10 in [Word](#)  (90 KB) | **FS-10** in [.pdf](#) 

The FS-10 Budget Form and information about the categories of expenditures and general information on allowable costs, applicable cost principles and administrative regulations are available in the Fiscal Guidelines for Federal and State Aided Grants at <http://www.oms.nysed.gov/cafe/guidance/guidelines.html>.

The FS-10 must bear the original signature of the Chief School/Administrative Officer.

For more information, visit the website: <http://www.oms.nysed.gov/cafe/guidance/faqs.html>

Baseline and Enhanced Grant funds for Years 2 and 3 will be awarded based on the approval of subsequent 12-month program budgets.

As a guide, costs may include: tutoring, supplemental instruction, and enriched educational services not otherwise provided through Federal, State, or local funding; early childhood programs not otherwise provided through Federal, State, or local funding; violence prevention counseling; excess transportation costs (*i.e. costs not covered by State Aid or Medicaid reimbursement*); professional development for educators and pupil services personnel to heighten the understanding and sensitivity to needs of homeless children and youth and the rights of such youth; expedited evaluations; referral to health services; school supplies, emergency assistance to enable homeless children and youth to attend school; the development of coordination between schools and agencies providing services to homeless children and youth.

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- If a McKinney-Vento liaison is paid \$60,000 a year, then \$25,000 (the max) can be used toward that individual's salary.

As an alternative, Title I funds may be used to pay for McKinney-Vento Liaison salary:
http://www.nysteachs.org/media/Title_I_ExpansionMVSet-AsideFunds6-30-2014.pdf

The McKinney-Vento Homeless Assistance Act lists approved use of funds and may be found at the NYS-TEACHS website Non-regulatory Guidance pages 24-26: http://www.nysteachs.org/media/INF_Fed_MVGuidance_Jul04.pdf

END OF PART 2

FOR NYSED USE

2016 – 2019 McKinney-Vento Education of Homeless Children and Youth
Competitive Grant Application Review Sheet

LEA Name: _____

LEA Contact: _____

Agency Code:

								0	0	0	0
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Total Homeless Number: _____

Total (with or without Consortium) needs to be at least 100 to apply. Statistics may be found on the number of students reported as homeless for 2014-2015 school year at: <http://www.nysteachs.org/info-topic/statistics.htm>

The LEA/Consortium applying for (check all that apply):

- Part 1 – Baseline Grant
- Part 2 – Enhanced Grant for Trauma-Sensitive Schools

Reviewer: _____

Review Date: _____

FOR NYSED USE

**PART 1: Baseline Grant
Proposal Evaluation Rubric**

Applicant:				
Consortium Application: <input type="checkbox"/> Yes <input type="checkbox"/> No	Reviewer Initials	Date Review Completed	Total Potential Part 1 Funding <i>(Baseline dollars + Identification dollars)</i>	Score (100 Possible)

Rating Guidelines

- Very Good:** Specific and comprehensive. Complete, detailed, and clearly articulated information as to how the criteria are met. Well-conceived and thoroughly developed services and coordination activities to achieve the academic and social-emotional success of students in temporary housing.
- Good:** General, but sufficient detail. Adequate information as to how the criteria are met, but some areas are not fully explained and/or questions remain. Some minor inconsistencies and weaknesses.
- Fair:** Questionable and/or non-specific. Information about approach and strategies is limited. Lacks focus and detail.
- Poor:** Barely addresses criteria, fails to provide information, provides inaccurate information, or provides information that requires substantial clarification as to how the criteria are met.
- Missing:** Does not address the criteria, simply re-states the criteria, or is literally missing

Part 1: A – Demographics and Statement of Need (15 points) <i>Grading based on Section A Narrative & the three Accompanying Charts</i>	Very Good	Good	Fair	Poor	Missing
Clearly articulates a description of the LEA/consortia’s current needs of and support for students in temporary housing, including: <ul style="list-style-type: none"> Local trends in identification and primary nighttime residence over the past three years; and Local need through references to academic and social/emotional functioning (including barriers) of students in temporary housing, which are validated by results of a needs assessment (presented by the LEA) and/or data from the student management system. 	5	3.75	2.50	1.25	0

<p>Describes</p> <ul style="list-style-type: none"> • Effective programming currently in place <i>(including data/research about the programming and funding streams if applicable)</i>; and • Community resources available (including percent of time that a local liaison is able to devote to homeless education <i>as well as any LEA support and/or federal program support in place</i>). 	7	5.25	3.50	1.75	0
<p>Complete homeless identification data over past three years (<i>Chart 1</i>); Complete identification totals by grade level (<i>Chart 2</i>); and complete identification of primary nighttime residence (<i>Chart 3</i>).</p>	3	2.25	1.50	.75	0
<p>Section A Comments:</p>					

<p>Part 1: Section B - Program Design and Implementation (45 points)</p> <p><i>Grading based on Section B Narrative & accompanying charts</i></p>	Very Good	Good	Fair	Poor	Missing
<p>The Narrative clearly outlines an overview of the LEA/consortium's proposed McKinney-Vento program, including:</p> <ul style="list-style-type: none"> • The types of services/activities that the LEA/consortium plans to offer • A description of how the activities reflect the current academic and social-emotional needs <i>(including needs resulting from chronic stress or trauma)</i> of students identified as homeless • Who the activities are intended to serve (<i>i.e. unaccompanied youth, Pre-K students, students who have fled domestic violence, etc.</i>) 	10	8	6	4	0

<p>Narrative summary includes</p> <ul style="list-style-type: none"> Description of current or planned collaboration with community agencies and other LEAs or LEAs in the consortium (<i>i.e. department of social services, shelters, county Youth Bureau, Runaway and Homeless Youth programs and shelters, community action agencies, Head Start, Continuum of Care, business partners, faith-based agencies, etc.</i>). 	4	3	2	1	0
<p>Chart #1 lists the specific activities the LEA/consortium will implement. Activities listed go beyond minimum requirements of the McKinney-Vento Act and must be consistent with the activities described above in the narrative.</p>	11	8.5	5.5	3	0
<p>Chart #1 lists the operational plan, the number of students to be served each year, and the total for the three years and includes how the LEA/consortium will recruit students for participation in each activity.</p>	8	6	4	2	0
<p>Each activity on Chart #1 provides information on how the activity or service will be staffed, including some combination of name, title, organization, basis for making the staffing selection, description of expertise, etc.</p>	5	3.75	2.50	1.25	0
<p>Each activity on Chart #1 provides a reasonable timeframe for ramping up new programming, recruiting new staff and students to participate in the activities, and implementing the activities.</p>	3	2.25	1.50	.75	0
<p>The budget column on Chart #1 lists the amount of McKinney-Vento grant funds needed to implement the activity. If a particular activity does not require grant funds, there is an N/A in the appropriate space.</p>	2	1.5	1	.5	0
<p>Chart #2 indicates that the LEA/consortium will leverage funding sources other than the McKinney-Vento Baseline Grant to serve children and youth who are homeless, with particular attention to how applicants maximize other funding sources for the position of the liaison and the provision of transportation, and how the applicant uses Title I, Part A set-aside funds to serve children and youth who are homeless.</p>	2	1.5	1	.5	0
<p>Section B Comments:</p>					

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C – Measures of Success and Evaluation (20 points) <i>Grading based on Narrative & accompanying chart</i>	Very Good	Good	Fair	Poor	Missing
Narrative summary gives a description of what type of improvement and/or change that is expected as a result of implementing the activities listed in Section B, using both academic and social-emotional improvements as well as any relevant community, family, and/or LEA improvements.	8	6	4	2	0
The accompanying chart reflects includes an intended outcome for each activity that is specific and clearly reflects what effective implementation of the individual activity looks like.	8	6	4	2	0
The accompanying chart identifies a measure of success for each activity that indicates how one would know that they have reached the intended outcome. The measure of success for each intended outcome is specific, measurable (either qualitatively or quantitatively), achievable, and timely-bound.	4	3	2	1	0

Section C Comments:

FOR NYSED USE

FINAL TALLY OF POINTS FOR PART 1

Program (80 points)	Total Points Awarded
A – Demographics and Statement of Need (15 points)	
B - Program Design and Implementation (45 points)	
C – Performance Measures and Evaluation (20 points)	
Part 1 Program Total	

Budget (20 points)					
Budget Forms for Part 1 (20 points) <i>Grading based on budget narrative and FS-10 form</i>	Very Good	Good	Fair	Poor	Missing
Description of the budget for an action/activity is clear.	5	3.75	2.50	1.25	0
Description of the proposed expenditures is appropriate, reasonable, allowable, and necessary to support the project activities.	5	3.75	2.50	1.25	0
The proposed expenditures are reasonable for the number of participating students.	5	3.75	2.50	1.25	0
Illustrates all proposed expenditures do not supplant or duplicate positions and/or activities already funded through other sources.	5	3.75	2.50	1.25	0
Part 1 Budget Total					

Both Sections (100 points)	Total Points Awarded
Part 1 Program	
Part 1 Budget	
Part 1 Grand Total:	

FOR NYSED USE

PART 2: Enhanced Grant for Trauma-Sensitive Schools Proposal Evaluation Rubric

Applicant:				
Type of Program:	Reviewer Initials	Date Review Completed	Part 2 score	Score (75 Possible)
<input type="checkbox"/> One school <input type="checkbox"/> Multiple schools				

Rating Guidelines

- Very Good:** Specific and comprehensive. Complete, detailed, and clearly articulated connection to the three essential elements of trauma-sensitive schools. Well-conceived and thoroughly developed services and coordination activities to achieve the academic and social-emotional success of students in temporary housing.
- Good:** General, but sufficient detail. Some connection to the essential elements. Adequate information as to how the criteria are met, but some areas are not fully explained and/or questions remain. Some minor inconsistencies and weaknesses.
- Fair:** Questionable and/or non-specific. Information about approach and strategies is limited. Lacks focus and detail.
- Poor:** Barely addresses criteria, fails to provide information, provides inaccurate information, or provides information that requires substantial clarification as to how the criteria are met.
- Missing:** Does not address the criteria, simply re-states the criteria, or is literally missing

Program Narrative (20 points) <i>Grading based the narrative summary</i>	Very Good	Good	Fair	Poor	Missing
<ul style="list-style-type: none"> • The narrative clearly provides a summary of the trauma-sensitive program design and identifies: The type of program(s) the LEA plans to implement and why the LEA has chosen that specific approach. • The need the program will address. • The intended result of the program. 	5	3.75	2.50	1.25	0
The narrative identifies: <ul style="list-style-type: none"> • School(s) chosen for participation and reasons for its/their inclusion • How the approach will directly benefit students in temporary housing. • The approximate number of students enrolled in the school(s) where the planned trauma-sensitive approach will be implemented and of those, the number who are in temporary housing. 	5	3.75	2.50	1.25	0

<p>The narrative clearly identifies:</p> <ul style="list-style-type: none"> • The type of planning the LEA will use to ensure fidelity to a trauma-sensitive approach or framework (e.g., <i>“Creating and Advocating for Trauma-Sensitive Schools”</i>; Chapter 2 beginning on page 30 or <i>“Trauma Informed Organizational Self-Assessment; Page 3”</i>). • Where and when training for staff will take place. • If the LEA plans to bring in a consultant/organization to lead trauma-sensitivity work, why the consultant/organization been chosen and what the anticipated scope of work is. 	10	8	6	4	0
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Narrative Summary Comments:

Program Activities (25 points) <i>Grading based on Chart 1</i>	Very Good	Good	Fair	Poor	Missing
Activity: The activities are specific and explain how the applicant will implement the program described in the narrative summary.	10	8	6	4	0
Related Essential Element: The activities are connected to one or more of the three trauma-sensitive essential elements.	4	3	2	1	0
Intended Outcome: The Intended Outcomes describe what effective implementation of each activity will look like (i.e. the goal).	6	4.5	3	1.50	0
Measure of Success: The Measures of Success clearly describe how the applicant will determine whether the Intended Outcome has been reached. The Measures should be specific, measurable, achievable, and timely-bound.	5	3.75	2.50	1.25	0

Chart 1 (Activities) Comments:

Resources and Staffing Chart (15 points) <i>Grading based on Chart 2</i>	Very Good	Good	Fair	Poor	Missing
Each activity from chart 1 is reflected on chart 2. It is clearly outlined in column 2 (<i>Staffing/Supplies</i>) what resources will be needed to support each activity/action.	10	8	6	4	0
The budget for each activity listed is reasonable, and appropriate to support the activity from column 1.	5	3.75	2.50	1.25	0
Chart 2 (Resources and Staffing) Comments:					

FOR NYSED USE
FINAL TALLY OF POINTS FOR PART 2

Program (60 points)	Total Points Awarded
Narrative (Program Summary) (20 points)	
Chart 1 – Activity Chart (25 points)	
Chart 2 – Resources and Staffing Chart (15 points)	
Part 2 Program Total	

Budget (20 points)					
Budget Forms for Part 2 (20 points) <i>Grading based on budget narrative and FS-10 form</i>	Very Good	Good	Fair	Poor	Missing
Description of the budget for an action/activity is clear.	5	3.75	2.50	1.25	0
Description of the proposed expenditures is appropriate, reasonable, allowable, and necessary to support the project activities.	5	3.75	2.50	1.25	0
The proposed expenditures are reasonable for the number of participating students.	5	3.75	2.50	1.25	0
Illustrates all proposed expenditures do not supplant or duplicate positions and/or activities already funded through other sources.	5	3.75	2.50	1.25	0
Part 2 Budget Total					

Both Section (80 points)	Total Points Awarded
Part 2 Program	
Part 2 Budget	
Part 2 Grand Total:	

New York State Education Department McKinney-Vento Education of Homeless Children and Youth Assurances, Certifications, and Terms and Conditions

By **signing the certification on the application cover page** you are ensuring accountability and compliance with State and federal laws, regulations, and grants management requirements, including the following assurances, certifications, and terms and conditions.

Federal Assurances and Certifications, General:

- Assurances – Non-Construction Programs
- Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters
- Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions
- General Education Provisions Act Assurances

Federal Assurances and Certifications, NCLB (if appropriate):

The following are required as a condition for receiving any federal funds under the Elementary and Secondary Education Act, as amended by the No Child Left Behind Act of 2001.

- NCLB Assurances
- School Prayer Certification

New York State Assurances and Certifications: (For discretionary grant programs only.)

- Appendix A
- Appendix A-1G

McKinney-Vento Homeless Education Act Assurances

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Note: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Education Department Program Contact listed in the Application. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, and by signing the Application Cover Page, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management, and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C §§ 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) "§§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§" 290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328), which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§ 276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §§874) and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327-333), regarding labor standards for federally assisted construction sub-agreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in

the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.

11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1721 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.)
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.), which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, Audits of States, Local Governments, and Non-Profit Organizations.
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

Standard Form 424B (Rev. 7-97), Prescribed by OMB Circular A-102, Authorized for Local Reproduction, as amended by New York State Education Department

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of the Application Cover Page provides for compliance with certification requirements under 34 CFR Part 82, "New Restrictions on Lobbying," and 34 CFR Part 85, "Government-wide Debarment and Suspension (Nonprocurement)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Education determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 34 CFR Part 82, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 34 CFR Part 82, Sections 82.105 and 82.110, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

As required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR Part 85, for prospective participants in primary covered transactions, as defined at 34 CFR Part 85, Sections 85.105 and 85.110--

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (2)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transaction (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

ED 80-0013, as amended by the New York State Education Department

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND
VOLUNTARY EXCLUSION — LOWER TIER COVERED TRANSACTIONS**

This certification is required by the Department of Education regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, for all lower tier transactions meeting the threshold and tier requirements stated at Section 85.110.

Instructions for Certification

1. By signing the Application Cover Page, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms “covered transaction,” “debarred,” “suspended,” “ineligible,” “lower tier covered transaction,” “participant,” “person,” “primary covered transaction,” “principal,” “proposal,” and “voluntarily excluded,” as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled “Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion-Lower Tier Covered Transactions,” without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

ED 80-0014, as amended by the New York State Education Department

**NEW YORK STATE DEPARTMENT OF EDUCATION
GENERAL EDUCATION PROVISIONS ACT ASSURANCES**

These assurances are required by the General Education Provisions Act for certain programs funded by the U.S. Department of Education. These assurances are not applicable to certain programs, such as the No Child Left Behind Act. If you have any questions, please contact NYSED.

As the authorized representative of the applicant, by signing the Application Cover Page, I certify that:

- (1) that the local educational agency will administer each program covered by the application in accordance with all applicable statutes, regulations, program plans, and applications;
- (2) that the control of funds provided to the local educational agency under each program, and title to property acquired with those funds, will be in a public agency and that a public agency will administer those funds and property;
- (3) that the local educational agency will use fiscal control and fund accounting procedures that will ensure proper disbursement of, and accounting for, Federal funds paid to that agency under each program;
- (4) that the local educational agency will make reports to the State agency or board and to the Secretary as may reasonably be necessary to enable the State agency or board and the Secretary to perform their duties and that the local educational agency will maintain such records, including the records required under section 1232f of this title, and provide access to those records, as the State agency or board or the Secretary deem necessary to perform their duties;
- (5) that the local educational agency will provide reasonable opportunities for the participation by teachers, parents, and other interested agencies, organizations, and individuals in the planning for and operation of each program;
- (6) that any application, evaluation, periodic program plan or report relating to each program will be made readily available to parents and other members of the general public;
- (7) that in the case of any project involving construction –
 - (A) the project is not inconsistent with overall State plans for the construction of school facilities, and
 - (B) in developing plans for construction, due consideration will be given to excellence of architecture and design and to compliance with standards prescribed by the Secretary under section 794 of title 29 in order to ensure that facilities constructed with the use of Federal funds are accessible to and usable by individuals with disabilities;
- (8) that the local educational agency has adopted effective procedures for acquiring and disseminating to teachers and administrators participating in each program significant information from educational research, demonstrations, and similar projects, and for adopting, where appropriate, promising educational practices developed through such projects; and
- (9) that none of the funds expended under any applicable program will be used to acquire equipment (including computer software) in any instance in which such acquisition results in a direct financial benefit to any organization representing the interests of the purchasing entity or its employees or any affiliate of such an organization.

NO CHILD LEFT BEHIND ACT ASSURANCES

These assurances are required for programs funded under the No Child Left Behind Act.

As the authorized representative of the applicant, by signing the Application Cover Page, I certify that:

- (1) each such program will be administered in accordance with all applicable statutes, regulations, program plans, and applications;
- (2) (A) the control of funds provided under each such program and title to property acquired with program funds will be in a public agency or in a nonprofit private agency, institution, organization, or Indian tribe, if the law authorizing the program provides for assistance to those entities; and
(B) the public agency, nonprofit private agency, institution, or organization, or Indian tribe will administer the funds and property to the extent required by the authorizing statutes;
- (3) the applicant will adopt and use proper methods of administering each such program, including—
(A) the enforcement of any obligations imposed by law on agencies, institutions, organizations, and other recipients responsible for carrying out each program; and
(B) the correction of deficiencies in program operations that are identified through audits, monitoring, or evaluation;
- (4) the applicant will cooperate in carrying out any evaluation of each such program conducted by or for the State educational agency, the Secretary, or other Federal officials;
- (5) the applicant will use such fiscal control and fund accounting procedures as will ensure proper disbursement of, and accounting for, Federal funds paid to the applicant under each such program;
- (6) the applicant will—
(A) submit such reports to the State educational agency (which shall make the reports available to the Governor) and the Secretary as the State educational agency and Secretary may require to enable the State educational agency and the Secretary to perform their duties under each such program; and
(B) maintain such records, provide such information, and afford such access to the records as the State educational agency (after consultation with the Governor) or the Secretary may reasonably require to carry out the State educational agency's or the Secretary's duties;
- (7) before the application was submitted, the applicant afforded a reasonable opportunity for public comment on the application and considered such comment;
- (8) the applicant has consulted with teachers, school administrators, parents, nonpublic school representatives and others in the development of the application to the extent required for the applicant under the program pursuant to the applicable provisions of the No Child Left Behind Act;
- (9) in the case of a local educational agency, as a condition of receiving funds under the No Child Left Behind Act, the applicant is complying with the requirements of Education Law § 3214(3)(d) and (f) and the Gun-Free Schools Act (20 U.S.C. § 7151);
- (10) in the case of a local educational agency, as a condition of receiving funds under the No Child Left Behind Act, the applicant is complying with the requirements of 20 U.S.C. § 7908 on military recruiter access;
- (11) in the case of a local educational agency, as a condition of receiving funds under the No Child Left Behind Act, the applicant is complying with the requirements of 20 U.S.C. § 7904 on constitutionally protected prayer in public elementary and secondary schools;

(12) in the case of a local educational agency, as a condition of receiving funds under the No Child Left Behind Act, the applicant is complying with the requirements of Education Law § 2802(7), and any state regulations implementing such statute and 20 U.S.C. § 7912 on unsafe school choice; and
(13) in the case of a local educational agency, the applicant is complying with all fiscal requirements that apply to the program, including but not limited to any applicable supplement not supplant or local maintenance of effort requirements.

SCHOOL PRAYER CERTIFICATION

As a condition of receiving federal funds under the Elementary and Secondary Education Act, as amended by the No Child Left Behind Act of 2001 (NCLB), the local educational agency hereby certifies that no policy of the local educational agency prevents, or otherwise denies participation in, constitutionally protected prayer in public elementary schools and secondary schools, as detailed in the current guidance issued pursuant to NCLB Section 9524(a)..

McKinney-Vento Assurances

- I. McKinney-Vento funds will be used as in accordance with the requirements set forth in Section 722(g)(3) through (7) of the McKinney-Vento Act, Section 3209 of the New York State Education Law, and Section 100.2(x) of the Commissioner’s Regulations.
- II. Any subcontracts for certain activities will be supervised by the LEA or district fiscal agent.
- III. Participation by LEA’s in this proposal will be conducted in accordance with all Federal, State, and local laws and requirements.
- IV. Supporting documents for expenditures under this program will be maintained in an orderly manner to permit audit of expenditures and will be made available to appropriate officials on request.
- V. Annual reports for services provided under this grant will be sent to the New York State Education Department by the given due date or risk the discontinuation of future McKinney-Vento funding.

Appendix A
STANDARD CLAUSES FOR NYS CONTRACTS

The parties to the attached contract, license, lease, amendment or other agreement of any kind (hereinafter, "the contract" or "this contract") agree to be bound by the following clauses which are hereby made a part of the contract (the word "Contractor" herein refers to any party other than the State, whether a contractor, licensor, licensee, lessor, lessee or any other party):

1. EXECUTORY CLAUSE. In accordance with Section 41 of the State Finance Law, the State shall have no liability under this contract to the Contractor or to anyone else beyond funds appropriated and available for this contract.

2. NON-ASSIGNMENT CLAUSE. In accordance with Section 138 of the State Finance Law, this contract may not be assigned by the Contractor or its right, title or interest therein assigned, transferred, conveyed, sublet or otherwise disposed of without the State's previous written consent, and attempts to do so are null and void. Notwithstanding the foregoing, such prior written consent of an assignment of a contract let pursuant to Article XI of the State Finance Law may be waived at the discretion of the contracting agency and with the concurrence of the State Comptroller where the original contract was subject to the State Comptroller's approval, where the assignment is due to a reorganization, merger or consolidation of the Contractor's business entity or enterprise. The State retains its right to approve an assignment and to require that any Contractor demonstrate its responsibility to do business with the State. The Contractor may, however, assign its right to receive payments without the State's prior written consent unless this contract concerns Certificates of Participation pursuant to Article 5-A of the State Finance Law.

3. COMPTROLLER'S APPROVAL. In accordance with Section 112 of the State Finance Law (or, if this contract is with the State University or City University of New York, Section 355 or Section 6218 of the Education Law), if this contract exceeds \$50,000 (or the minimum thresholds agreed to by the Office of the State Comptroller for certain S.U.N.Y. and C.U.N.Y. contracts), or if this is an amendment for any amount to a contract which, as so amended, exceeds said statutory amount, or if, by this contract, the State agrees to give something other than money when the value or reasonably estimated value of such consideration exceeds \$10,000, it shall not be valid, effective or binding upon the State until it has been approved by the State Comptroller and filed in his office. Comptroller's approval of contracts let by the Office of General Services is required when such contracts exceed \$85,000 (State Finance Law Section 163.6-a). However, such pre-approval shall not be required for any contract established as a centralized contract through the Office of General Services or for a purchase order or other transaction issued under such centralized contract.

4. WORKERS' COMPENSATION BENEFITS. In accordance with Section 142 of the State Finance Law, this contract shall be void and of no force and effect unless the Contractor shall provide and maintain coverage during the life of this contract for the benefit of such employees as are required to be covered by the provisions of the Workers' Compensation Law.

5. NON-DISCRIMINATION REQUIREMENTS. To the extent required by Article 15 of the Executive Law (also known as the Human Rights Law) and all other State and Federal statutory and constitutional non-discrimination provisions, the Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex (including gender identity or expression), national origin, sexual orientation, military status, age, disability, predisposing genetic characteristics, marital status or domestic violence victim status. Furthermore, in accordance with Section 220-e of the Labor Law, if this is a contract for the construction, alteration or repair of any public building or public work or for the manufacture, sale or distribution of materials, equipment or supplies, and to the extent that this contract shall be performed within the State of New York, Contractor agrees that neither it nor its subcontractors shall, by reason of race, creed, color, disability, sex, or national origin: (a) discriminate in hiring against any New York State citizen who is qualified and available to perform the work; or (b) discriminate against or intimidate any employee hired for the performance of work under this contract. If this is a building service contract as defined in Section 230 of the Labor Law, then, in accordance with Section 239 thereof, Contractor agrees that neither it nor its subcontractors shall by reason of race, creed, color, national origin, age, sex or disability: (a) discriminate in hiring against any New York State citizen who is qualified and available to perform the work; or (b) discriminate against or intimidate any employee hired for the performance of work under this contract. Contractor is subject to fines of \$50.00 per person per day for any violation of Section 220-e or Section 239 as well as possible termination of this contract and forfeiture of all moneys due hereunder for a second or subsequent violation.

6. WAGE AND HOURS PROVISIONS. If this is a public work contract covered by Article 8 of the Labor Law or a building service contract covered by Article 9 thereof, neither Contractor's employees nor the employees of its subcontractors may be required or permitted to work more than the number of hours or days stated in said statutes, except as otherwise provided in the Labor Law and as set forth in prevailing wage and supplement schedules issued by the State Labor Department. Furthermore, Contractor and its subcontractors must pay at least the prevailing wage rate and pay or provide the prevailing supplements, including the premium rates for overtime pay, as determined by the State Labor Department in accordance with the Labor Law. Additionally, effective April 28, 2008, if this is a public work contract covered by Article 8 of the Labor Law, the Contractor understands and agrees that the filing of payrolls in a manner consistent with Subdivision 3-a of Section 220 of the Labor Law shall be a condition precedent to payment by the State of any State approved sums due and owing for work done upon the project.

7. NON-COLLUSIVE BIDDING CERTIFICATION. In accordance with Section 139-d of the State Finance Law, if this contract was awarded based upon the submission of bids, Contractor affirms, under penalty of perjury, that its bid was arrived at independently and without collusion aimed at restricting competition. Contractor further affirms that, at the time Contractor submitted its bid, an authorized and responsible person executed and delivered to the State a non-collusive bidding certification on Contractor's behalf.

8. INTERNATIONAL BOYCOTT PROHIBITION. In accordance with Section 220-f of the Labor Law and Section 139-h of the State Finance Law, if this contract exceeds \$5,000, the Contractor agrees, as a material condition of the contract, that neither the Contractor nor any substantially owned or affiliated person, firm, partnership or corporation has participated, is participating, or shall participate in an international boycott in violation of the federal Export Administration Act of 1979 (50 USC App. Sections 2401 et seq.) or regulations thereunder. If such Contractor, or any of the aforesaid affiliates of Contractor, is convicted or is otherwise found to have violated said laws or regulations upon the final determination of the United States Commerce Department or any other appropriate agency of the United States subsequent to the contract's execution, such contract, amendment or modification thereto shall be rendered forfeit and void. The Contractor shall so notify the State Comptroller within five (5) business days of such conviction, determination or disposition of appeal (2NYCRR 105.4).

9. SET-OFF RIGHTS. The State shall have all of its common law, equitable and statutory rights of set-off. These rights shall include, but not be limited to, the State's option to withhold for the purposes of set-off any moneys due to the Contractor under this contract up to any amounts due and owing to the State with regard to this contract, any other contract with any State department or agency, including any contract for a term commencing prior to the term of this contract, plus any amounts due and owing to the State for any other reason including, without limitation, tax delinquencies, fee delinquencies or monetary penalties relative thereto. The State shall exercise its set-off rights in accordance with normal State practices including, in cases of set-off pursuant to an audit, the finalization of such audit by the State agency, its representatives, or the State Comptroller.

10. RECORDS. The Contractor shall establish and maintain complete and accurate books, records, documents, accounts and other evidence directly pertinent to performance under this contract (hereinafter, collectively, "the Records"). The Records must be kept for the balance of the calendar year in which they were made and for six (6) additional years thereafter. The State Comptroller, the Attorney General and any other person or entity authorized to conduct an examination, as well as the agency or agencies involved in this contract, shall have access to the Records during normal business hours at an office of the Contractor within the State of New York or, if no such office is available, at a mutually agreeable and reasonable venue within the State, for the term specified above for the purposes of inspection, auditing and copying. The State shall take reasonable steps to protect from public disclosure any of the Records which are exempt from disclosure under Section 87 of the Public Officers Law (the "Statute") provided that: (i) the Contractor shall timely inform an appropriate State official, in writing, that said records should not be disclosed; and (ii) said records shall be sufficiently identified; and (iii) designation of said records as exempt under the Statute is reasonable. Nothing contained herein shall diminish, or in any way adversely affect, the State's right to discovery in any pending or future litigation.

11. IDENTIFYING INFORMATION AND PRIVACY NOTIFICATION.

(a) Identification Number(s). Every invoice or New York State Claim for Payment submitted to a New York State agency by a payee, for payment for the sale of goods or services or for transactions (e.g., leases, easements, licenses, etc.) related to real or personal property must include the payee's identification number. The number is any or all of the following: (i) the payee's Federal employer identification number, (ii) the payee's Federal social security number, and/or (iii) the payee's Vendor Identification Number assigned by the Statewide Financial System. Failure to include such number or numbers may delay payment. Where the payee does not have such number or numbers, the payee, on its invoice or Claim for Payment, must give the reason or reasons why the payee does not have such number or numbers.

(b) Privacy Notification. (1) The authority to request the above personal information from a seller of goods or services or a lessor of real or personal property, and the authority to maintain such information, is found in Section 5 of the State Tax Law. Disclosure of this information by the seller or lessor to the State is mandatory. The principal purpose for which the information is collected is to enable the State to identify individuals, businesses and others who have been delinquent in filing tax returns or may have understated their tax liabilities and to generally identify persons affected by the taxes administered by the Commissioner of Taxation and Finance. The information will be used for tax administration purposes and for any other purpose authorized by law. (2) The personal information is requested by the purchasing unit of the agency contracting to purchase the goods or services or lease the real or personal property covered by this contract or lease. The information is maintained in the Statewide Financial System by the Vendor Management Unit within the Bureau of State Expenditures, Office of the State Comptroller, 110 State Street, Albany, New York 12236.

12. EQUAL EMPLOYMENT OPPORTUNITIES FOR MINORITIES AND WOMEN.

In accordance with Section 312 of the Executive Law and 5 NYCRR 143, if this contract is: (i) a written agreement or purchase order instrument, providing for a total expenditure in excess of \$25,000.00, whereby a contracting agency is committed to expend or does expend funds in return for labor, services, supplies, equipment, materials or any combination of the foregoing, to be performed for, or rendered or furnished to the contracting agency; or (ii) a written agreement in excess of \$100,000.00 whereby a contracting agency is committed to expend or does expend funds for the acquisition, construction, demolition, replacement, major repair or renovation of real property and improvements thereon; or (iii) a written agreement in excess of \$100,000.00 whereby the owner of a State assisted housing project is committed to expend or does expend funds for the acquisition, construction, demolition, replacement, major repair or renovation of real property and improvements thereon for such project, then the following shall apply and by signing this agreement the Contractor certifies and affirms that it is Contractor's equal employment opportunity policy that:

(a) The Contractor will not discriminate against employees or applicants for employment because of race, creed, color, national origin, sex, age, disability or marital status, shall make and

document its conscientious and active efforts to employ and utilize minority group members and women in its work force on State contracts and will undertake or continue existing programs of affirmative action to ensure that minority group members and women are afforded equal employment opportunities without discrimination. Affirmative action shall mean recruitment, employment, job assignment, promotion, upgradings, demotion, transfer, layoff, or termination and rates of pay or other forms of compensation;

(b) at the request of the contracting agency, the Contractor shall request each employment agency, labor union, or authorized representative of workers with which it has a collective bargaining or other agreement or understanding, to furnish a written statement that such employment agency, labor union or representative will not discriminate on the basis of race, creed, color, national origin, sex, age, disability or marital status and that such union or representative will affirmatively cooperate in the implementation of the Contractor's obligations herein; and

(c) the Contractor shall state, in all solicitations or advertisements for employees, that, in the performance of the State contract, all qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Contractor will include the provisions of "a", "b", and "c" above, in every subcontract over \$25,000.00 for the construction, demolition, replacement, major repair, renovation, planning or design of real property and improvements thereon (the "Work") except where the Work is for the beneficial use of the Contractor. Section 312 does not apply to: (i) work, goods or services unrelated to this contract; or (ii) employment outside New York State. The State shall consider compliance by a contractor or subcontractor with the requirements of any federal law concerning equal employment opportunity which effectuates the purpose of this section. The contracting agency shall determine whether the imposition of the requirements of the provisions hereof duplicate or conflict with any such federal law and if such duplication or conflict exists, the contracting agency shall waive the applicability of Section 312 to the extent of such duplication or conflict. Contractor will comply with all duly promulgated and lawful rules and regulations of the Department of Economic Development's Division of Minority and Women's Business Development pertaining hereto.

13. CONFLICTING TERMS. In the event of a conflict between the terms of the contract (including any and all attachments thereto and amendments thereof) and the terms of this Appendix A, the terms of this Appendix A shall control.

14. GOVERNING LAW. This contract shall be governed by the laws of the State of New York except where the Federal supremacy clause requires otherwise.

15. LATE PAYMENT. Timeliness of payment and any interest to be paid to Contractor for late payment shall be governed by Article 11-A of the State Finance Law to the extent required by law.

16. NO ARBITRATION. Disputes involving this contract, including the breach or alleged breach thereof, may not be submitted to binding arbitration (except where statutorily authorized), but must, instead, be heard in a court of competent jurisdiction of the State of New York.

17. SERVICE OF PROCESS. In addition to the methods of service allowed by the State Civil Practice Law & Rules ("CPLR"), Contractor hereby consents to service of process upon it by registered or certified mail, return receipt requested. Service hereunder shall be complete upon Contractor's actual receipt of process or upon the State's receipt of the return thereof by the United States Postal Service as refused or undeliverable. Contractor must promptly notify the State, in writing, of each and every change of address to which service of process can be made. Service by the State to the last known address shall be sufficient. Contractor will have thirty (30) calendar days after service hereunder is complete in which to respond.

18. PROHIBITION ON PURCHASE OF TROPICAL HARDWOODS. The Contractor certifies and warrants that all wood products to be used under this contract award will be in accordance with, but not limited to, the specifications and provisions of Section 165 of the State Finance Law, (Use of Tropical Hardwoods) which prohibits purchase and use of tropical hardwoods, unless specifically exempted, by the State or any governmental agency or political subdivision or public benefit corporation. Qualification for an exemption under this law will be the responsibility of the contractor to establish to meet with the approval of the State.

In addition, when any portion of this contract involving the use of woods, whether supply or installation, is to be performed by any subcontractor, the prime Contractor will indicate and certify in the submitted bid proposal that the subcontractor has been informed and is in compliance with specifications and provisions regarding use of tropical hardwoods as detailed in §165 State Finance Law. Any such use must meet with the approval of the State; otherwise, the bid may not be considered responsive. Under bidder certifications, proof of qualification for exemption will be the responsibility of the Contractor to meet with the approval of the State.

19. MACBRIDE FAIR EMPLOYMENT PRINCIPLES. In accordance with the MacBride Fair Employment Principles (Chapter 807 of the Laws of 1992), the Contractor hereby stipulates that the Contractor either (a) has no business operations in Northern Ireland, or (b) shall take lawful steps in good faith to conduct any business operations in Northern Ireland in accordance with the MacBride Fair Employment Principles (as described in Section 165 of the New York State Finance Law), and shall permit independent monitoring of compliance with such principles.

20. OMNIBUS PROCUREMENT ACT OF 1992. It is the policy of New York State to maximize opportunities for the participation of New York State business enterprises, including minority and women-owned business enterprises as bidders, subcontractors and suppliers on its procurement contracts.

Information on the availability of New York State subcontractors and suppliers is available from:

NYS Department of Economic Development
Division for Small Business
Albany, New York 12245
Telephone: 518-292-5100
Fax: 518-292-5884
email: opa@esd.ny.gov

A directory of certified minority and women-owned business enterprises is available from:

NYS Department of Economic Development
Division of Minority and Women's Business Development
633 Third Avenue
New York, NY 10017
212-803-2414
email: mwbecertification@esd.ny.gov
<https://ny.newnycontracts.com/FrontEnd/VendorSearchPublic.asp>

The Omnibus Procurement Act of 1992 requires that by signing this bid proposal or contract, as applicable, Contractors certify that whenever the total bid amount is greater than \$1 million:

(a) The Contractor has made reasonable efforts to encourage the participation of New York State Business Enterprises as suppliers and subcontractors, including certified minority and women-owned business enterprises, on this project, and has retained the documentation of these efforts to be provided upon request to the State;

(b) The Contractor has complied with the Federal Equal Opportunity Act of 1972 (P.L. 92-261), as amended;

(c) The Contractor agrees to make reasonable efforts to provide notification to New York State residents of employment opportunities on this project through listing any such positions with the Job Service Division of the New York State Department of Labor, or providing such notification in such manner as is consistent with existing collective bargaining contracts or agreements. The Contractor agrees to document these efforts and to provide said documentation to the State upon request; and

(d) The Contractor acknowledges notice that the State may seek to obtain offset credits from foreign countries as a result of this contract and agrees to cooperate with the State in these efforts.

21. RECIPROcity AND SANCTIONS PROVISIONS.

Bidders are hereby notified that if their principal place of business is located in a country, nation, province, state or political subdivision that penalizes New York State vendors, and if the goods or services they offer will be substantially produced or performed outside New York State, the Omnibus Procurement Act 1994 and 2000 amendments (Chapter 684 and Chapter 383, respectively) require that they be denied contracts which they would otherwise obtain. NOTE: As of May 15, 2002, the list of discriminatory jurisdictions subject to this provision includes the states of South Carolina, Alaska, West Virginia, Wyoming, Louisiana and Hawaii. Contact NYS Department of Economic

Development for a current list of jurisdictions subject to this provision.

22. COMPLIANCE WITH NEW YORK STATE INFORMATION SECURITY BREACH AND NOTIFICATION ACT.

Contractor shall comply with the provisions of the New York State Information Security Breach and Notification Act (General Business Law Section 899-aa; State Technology Law Section 208).

23. COMPLIANCE WITH CONSULTANT DISCLOSURE LAW.

If this is a contract for consulting services, defined for purposes of this requirement to include analysis, evaluation, research, training, data processing, computer programming, engineering, environmental, health, and mental health services, accounting, auditing, paralegal, legal or similar services, then, in accordance with Section 163 (4-g) of the State Finance Law (as amended by Chapter 10 of the Laws of 2006), the Contractor shall timely, accurately and properly comply with the requirement to submit an annual employment report for the contract to the agency that awarded the contract, the Department of Civil Service and the State Comptroller.

24. PROCUREMENT LOBBYING.

To the extent this agreement is a "procurement contract" as defined by State Finance Law Sections 139-j and 139-k, by signing this agreement the contractor certifies and affirms that all disclosures made in accordance with State Finance Law Sections 139-j and 139-k are complete, true and accurate. In the event such certification is found to be intentionally false or intentionally incomplete, the State may terminate the agreement by providing written notification to the Contractor in accordance with the terms of the agreement.

25. CERTIFICATION OF REGISTRATION TO COLLECT SALES AND COMPENSATING USE TAX BY CERTAIN STATE CONTRACTORS, AFFILIATES AND SUBCONTRACTORS.

To the extent this agreement is a contract as defined by Tax Law Section 5-a, if the contractor fails to make the certification required by Tax Law Section 5-a or if during the term of the contract, the Department of Taxation and Finance or the covered agency, as defined by Tax Law 5-a, discovers that the certification, made under penalty of perjury, is false, then such failure to file or false certification shall be a material breach of this contract and this contract may be terminated, by providing written notification to the Contractor in accordance with the terms of the agreement, if the covered agency determines that such action is in the best interest of the State.

26. IRAN DIVESTMENT ACT.

By entering into this Agreement, Contractor certifies in accordance with State Finance Law §165-a that it is not on the "Entities Determined to be Non-Responsive Bidders/Offerers pursuant to the New York State Iran Divestment Act of 2012" ("Prohibited Entities List") posted at: <http://www.ogs.ny.gov/about/regs/docs/ListofEntities.pdf>

Contractor further certifies that it will not utilize on this Contract any subcontractor that is identified on the Prohibited Entities List. Contractor agrees that should it seek to renew or extend this Contract, it must provide the same certification at the time

the Contract is renewed or extended. Contractor also agrees that any proposed Assignee of this Contract will be required to certify that it is not on the Prohibited Entities List before the contract assignment will be approved by the State.

During the term of the Contract, should the state agency receive information that a person (as defined in State Finance Law §165-a) is in violation of the above-referenced certifications, the state agency will review such information and offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased its engagement in the investment activity which is in violation of the Act within 90 days after the determination of such violation, then the state agency shall take such action as may be appropriate and provided for by law, rule, or contract, including, but not limited to, imposing sanctions, seeking

compliance, recovering damages, or declaring the Contractor in default.

The state agency reserves the right to reject any bid, request for assignment, renewal or extension for an entity that appears on the Prohibited Entities List prior to the award, assignment, renewal or extension of a contract, and to pursue a responsibility review with respect to any entity that is awarded a contract and appears on the Prohibited Entities list after contract award.

(January

2014)

APPENDIX A-1 G

General

- A. In the event that the Contractor shall receive, from any source whatsoever, sums the payment of which is in consideration for the same costs and services provided to the State, the monetary obligation of the State hereunder shall be reduced by an equivalent amount provided, however, that nothing contained herein shall require such reimbursement where additional similar services are provided and no duplicative payments are received.
- B. This agreement is subject to applicable Federal and State Laws and regulations and the policies and procedures stipulated in the NYS Education Department Fiscal Guidelines found at <http://www.nysed.gov/cafe/>.
- C. For each individual for whom costs are claimed under this agreement, the contractor warrants that the individual has been classified as an employee or as an independent contractor in accordance with 2 NYCRR 315 and all applicable laws including, but not limited to, the Internal Revenue Code, the New York Retirement and Social Security Law, the New York Education Law, the New York Labor Law, and the New York Tax Law. Furthermore, the contractor warrants that all project funds allocated to the proposed budget for Employee Benefits, represent costs for employees of the contractor only and that such funds will not be expended on any individual classified as an independent contractor.
- D. Any modification to this Agreement that will result in a transfer of funds among program activities or budget cost categories, but does not affect the amount, consideration, scope or other terms of this Agreement must be approved by the Commissioner of Education and the Office of the State Comptroller when:
 - a. The amount of the modification is equal to or greater than ten percent of the total value of the contract for contracts of less than five million dollars; or
 - b. The amount of the modification is equal to or greater than five percent of the total value of the contract for contracts of more than five million dollars.
- E. Funds provided by this contract may not be used to pay any expenses of the State Education Department or any of its employees.

Terminations

- A. The State may terminate this Agreement without cause by thirty (30) days prior written notice. In the event of such termination, the parties will adjust the accounts due and the Contractor will undertake no additional expenditures not already required. Upon any such termination, the parties shall endeavor in an orderly manner to wind down activities hereunder.

Responsibility Provisions

- A. **General Responsibility Language**
The Contractor shall at all times during the Contract term remain responsible. The Contractor agrees, if requested by the Commissioner of Education or his or her designee, to present evidence of its continuing legal authority to do business in New York State, integrity, experience, ability, prior performance, and organizational and financial capacity.
- B. **Suspension of Work (for Non-Responsibility)**
The Commissioner of Education or his or her designee, in his or her sole discretion, reserves the right to suspend any or all activities under this Contract, at any time, when he or she discovers information that calls into question the responsibility of the Contractor. In the event of such suspension, the Contractor will be given written notice outlining the particulars of such suspension. Upon issuance of such notice, the Contractor must comply with the terms of the suspension order. Contract activity may resume at such time as the Commissioner of Education or his or her designee issues a written notice authorizing a resumption of performance under the Contract.

C. Termination (for Non-Responsibility)

Upon written notice to the Contractor, and a reasonable opportunity to be heard with appropriate SED officials or staff, the Contract may be terminated by the Commissioner of Education or his or her designee at the Contractor's expense where the Contractor is determined by the Commissioner of Education or his or her designee to be non-responsible. In such event, the Commissioner or his or her designee may complete the contractual requirements in any manner he or she may deem advisable and pursue available legal or equitable remedies for breach.

Safeguards for Services and Confidentiality

- A. Any copyrightable work produced pursuant to said agreement shall be the sole and exclusive property of the New York State Education Department. The material prepared under the terms of this agreement by the Contractor shall be prepared by the Contractor in a form so that it will be ready for copyright in the name of the New York State Education Department. Should the Contractor use the services of consultants or other organizations or individuals who are not regular employees of the Contractor, the Contractor and such organization or individual shall, prior to the performance of any work pursuant to this agreement, enter into a written agreement, duly executed, which shall set forth the services to be provided by such organization or individual and the consideration therefor. Such agreement shall provide that any copyrightable work produced pursuant to said agreement shall be the sole and exclusive property of the New York State Education Department and that such work shall be prepared in a form ready for copyright by the New York State Education Department. A copy of such agreement shall be provided to the State.
- B. All reports of research, studies, publications, workshops, announcements, and other activities funded as a result of this proposal will acknowledge the support provided by the State of New York.
- C. This agreement cannot be modified, amended, or otherwise changed except by a written agreement signed by all parties to this contract.
- D. No failure to assert any rights or remedies available to the State under this agreement shall be considered a waiver of such right or remedy or any other right or remedy unless such waiver is contained in a writing signed by the party alleged to have waived its right or remedy.
- E. Expenses for travel, lodging, and subsistence shall be reimbursed in accordance with the policies stipulated in the aforementioned Fiscal guidelines.
- F. No fees shall be charged by the Contractor for training provided under this agreement.
- G. Nothing herein shall require the State to adopt the curriculum developed pursuant to this agreement.
- H. All inquiries, requests, and notifications regarding this agreement shall be directed to the Program Contact or Fiscal Contact shown on the Grant Award included as part of this agreement.
- I. This agreement, including all appendices, is, upon signature of the parties and the approval of the Attorney General and the State Comptroller, a legally enforceable contract. Therefore, a signature on behalf of the Contractor will bind the Contractor to all the terms and conditions stated therein.
- J. The parties to this agreement intend the foregoing writing to be the final, complete, and exclusive expression of all the terms of their agreement.

Iran Divestment Act

As a result of the Iran Divestment Act of 2012 (Act), Chapter 1 of the 2012 Laws of New York, a new provision has been added to the State Finance Law (SFL), § 165-a, effective April 12, 2012. Under the Act, the Commissioner of the Office of General Services (OGS) will be developing a list (prohibited entities list) of "persons" who are engaged in "investment activities in Iran" (both are defined terms in the law). Pursuant to SFL § 165-a(3)(b), the initial list is expected to be issued no later than 120 days after the Act's effective date, at which time it will be posted on the OGS website.

New York State Education Department

By entering into this Contract, Contractor (or any assignee) certifies that once the prohibited entities list is posted on the OGS website, it will not utilize on such Contract any subcontractor that is identified on the prohibited entities list.

Additionally, Contractor agrees that after the list is posted on the OGS website, should it seek to renew or extend the Contract, it will be required to certify at the time the Contract is renewed or extended that it is not included on the prohibited entities list. Contractor also agrees that any proposed Assignee of the Contract will be required to certify that it is not on the prohibited entities list before SED may approve a request for Assignment of Contract

During the term of the Contract, should SED receive information that a person is in violation of the above-referenced certification, SED will offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased its engagement in the investment which is in violation of the Act within 90 days after the determination of such violation, then SED shall take such action as may be appropriate including, but not limited to, imposing sanctions, seeking compliance, recovering damages, or declaring the Contractor in default.

SED reserves the right to reject any request for assignment for an entity that appears on the prohibited entities list prior to the award of a contract, and to pursue a responsibility review with respect to any entity that is awarded a contract and appears on the prohibited entities list after contract award.

Rev. 6/4/13

McKinney-Vento Education of Homeless Children and Youth

Appendix: #1 MCKINNEY-VENTO BUDGET NARRATIVE

MCKINNEY-VENTO BUDGET NARRATIVE

SY 2016-19

MUST BE SUBMITTED WITH EACH BUDGET (BASELINE and/or ENHANCED)

LEA:	FOR MCKINNEY-VENTO GRANT: (circle) Baseline Enhanced
BEDSCODE:	

CODE/ BUDGET CATEGORY	EXPLANATION OF EXPENDITURES IN THIS CATEGORY <i>(must provide a clear explanation of how the proposed expenditures are appropriate and necessary to support the project activities and how the proposed expenditures are reasonable for the number of participating students.)</i>
<i>Code 15 Professional Salaries</i>	
<i>Code 16 Support Staff Salaries</i>	
<i>Code 40 Purchased Services</i>	
<i>Code 46 Travel Expenses</i>	
<i>Code 80 Employee Benefits</i>	

CODE/ BUDGET CATEGORY	EXPLANATION OF EXPENDITURES IN THIS CATEGORY <i>(must provide a clear explanation of how the proposed expenditures are appropriate and necessary to support the project activities and how the proposed expenditures are reasonable for the number of participating students.)</i>
Code 90 <i>Indirect Cost</i>	
Code 49 <i>BOCES Services</i>	
Code 30 <i>Minor Remodeling</i>	
Code 20 <i>Equipment</i>	

M/WBE Documents

M/WBE Goal Calculation Worksheet

(This form should reflect Multi-Year Budget Summary Totals)

RFP # and Title: _____

Applicant Name: _____

The M/WBE participation 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 the total budget, excluding the sum of funds budgeted for direct personal services (i.e., professional and support staff salaries) and fringe benefits, as well as rent, lease, utilities, and indirect costs, if these are allowable expenditures.

Please complete the following table to determine the dollar amount of the M/WBE goal for this grant application.

	Budget Category	Amount budgeted for items excluded from M/WBE calculation	Totals
1.	Total Budget		
2.	Professional Salaries		
3.	Support Staff Salaries		
4.	Fringe Benefits		
5.	Indirect Costs		
6.	Rent/Lease/Utilities*		
7.	Sum of lines 2, 3, 4, 5, and 6		
8.	Line 1 minus Line 7		
9.	M/WBE Goal percentage (30%)		0.30
10.	Line 8 multiplied by Line 9 =MWBE goal amount		

*If not included in #5

M/WBE COVER LETTER Minority & Woman-Owned Business Enterprise Requirements

NAME OF GRANT PROGRAM _____

NAME OF APPLICANT _____

In accordance with the provisions of Article 15-A of the NYS Executive Law, 5 NYCRR Parts 140-145, Section 163 (6) of the NYS Finance Law and Executive Order #8 and in fulfillment of the New York State Education Department (NYSED) policies governing Equal Employment Opportunity and Minority and Women-Owned Business Enterprise (M/WBE) participation, it is the intention of the New York State Education Department to provide real and substantial opportunities for certified Minority and Women-Owned Business Enterprises on all State contracts. It is with this intention the NYSED has assigned M/WBE participation goals to this contract.

In an effort to promote and assist in the participation of certified M/WBEs as subcontractors and suppliers on this project for the provision of services and materials, the bidder is required to comply with NYSED's participation goals through one of the three methods below. Please indicate which one of the following is included with the M/WBE Documents Submission:

- Full Participation – No Request for Waiver (PREFERRED)
- Partial Participation – Partial Request for Waiver
- No Participation – Request for Complete Waiver

By my signature on this Cover Letter, I certify that I am authorized to bind the Bidder's contractually.
Typed or Printed Name of Authorized Representative of the Firm
Typed or Printed Title/Position of Authorized Representative of the Firm
Signature/Date

M/WBE UTILIZATION PLAN

INSTRUCTIONS: All bidders/applicants submitting responses to this procurement/project must complete this M/WBE Utilization Plan unless requesting a total waiver and submit it as part of their proposal/application. The plan must contain detailed description of the services to be provided by each Minority and/or Women-Owned Business Enterprise (M/WBE) identified by the bidder/applicant.

Bidder/Applicant's Name _____

Telephone/Email: _____/_____

Address _____

Federal ID No.: _____

City, State, Zip _____

RFP No.: _____

Certified M/WBE	Classification (check all applicable)	Description of Work (Subcontracts/Supplies/Services)	Annual Dollar Value of Subcontracts/Supplies/Services
NAME ADDRESS CITY, ST, ZIP PHONE/E-MAIL FEDERAL ID No.	NYS ESD Certified MBE _____ WBE _____		\$ _____
NAME ADDRESS CITY, ST, ZIP PHONE/E-MAIL FEDERAL ID No.	NYS ESD Certified MBE _____ WBE _____		\$ _____

PREPARED BY (Signature) _____

DATE _____

SUBMISSION OF THIS FORM CONSTITUTES THE BIDDER/APPLICANT'S ACKNOWLEDGEMENT AND AGREEMENT TO COMPLY WITH THE M/WBE REQUIREMENTS SET FORTH UNDER NYS EXECUTIVE LAW, ARTICLE 15-1, 5 NYCRR PART 143 AND THE ABOVE REFERENCE SOLICITATION. FAILURE TO SUBMIT COMPLETE AND ACCURATE INFORMATION MAY RESULT IN A FINDING OF NONCOMPLIANCE AND/OR PROPOSAL/APPLICATION DISQUALIFICATION.

NAME AND TITLE OF PREPARER: _____
(print or type)

TELEPHONE/E-MAIL _____

DATE _____

REVIEWED BY _____ DATE _____

UTILIZATION PLAN APPROVED YES/NO DATE _____

NOTICE OF DEFICIENCY ISSUED YES/NO DATE _____

NOTICE OF ACCEPTANCE ISSUED YES/NO DATE _____

**M/WBE SUBCONTRACTORS AND SUPPLIERS
NOTICE OF INTENT TO PARTICIPATE**

INSTRUCTIONS: Part A of this form must be completed and signed by the Bidder/Applicant unless requesting a total waiver. Parts B & C of this form must be completed by MBE and/or WBE subcontractors/suppliers. The Bidder/Applicant must submit a separate M/WBE Notice of Intent to Participate form for each MBE or WBE as part of the proposal/application.

Bidder/Applicant Name: _____ Federal ID No.:

Address: _____ Phone No.:

City _____ State _____ Zip Code _____ E-mail:

Signature of Authorized Representative of Bidder/Applicant's Firm
Bidder/Applicant's Firm

Print or Type Name and Title of Authorized Representative of

Date: _____

PART B - THE UNDERSIGNED INTENDS TO PROVIDE SERVICES OR SUPPLIES IN CONNECTION WITH THE ABOVE PROCUREMENT/APPLICATION:

Name of M/WBE: _____ Federal ID No.:

Address: _____ Phone No.:

City, State, Zip Code _____ E-mail:

BRIEF DESCRIPTION OF SERVICES OR SUPPLIES TO BE PERFORMED BY MBE OR WBE:

DESIGNATION: ___ MBE Subcontractor ___ WBE Subcontractor ___ MBE Supplier ___ WBE Supplier

PART C - CERTIFICATION STATUS (CHECK ONE):

_____ The undersigned is a certified M/WBE by the New York State Division of Minority and Women-Owned Business Development (MWBD).

_____ The undersigned has applied to New York State's Division of Minority and Women-Owned Business Development (MWBD) for M/WBE certification.

THE UNDERSIGNED IS PREPARED TO PROVIDE SERVICES OR SUPPLIES AS DESCRIBED ABOVE AND WILL ENTER INTO A FORMAL AGREEMENT WITH THE BIDDER/APPLICANT CONDITIONED UPON THE BIDDER/APPLICANT'S EXECUTION OF A CONTRACT WITH THE NYS EDUCATION DEPARTMENT.

The estimated dollar amount of the agreement \$ _____

Signature of Authorized Representative of M/WBE Firm

Date

Printed or Typed Name and Title of Authorized Representative

M/WBE 102

M/WBE CONTRACTOR GOOD FAITH EFFORTS CERTIFICATION (FORM 105)

PROJECT/CONTRACT # _____

I, _____
(Bidder/Applicant)

_____ of _____
(Title) (Company)

_____ () _____
(Address) (Telephone Number)

do hereby submit the following as *evidence* of our good faith efforts to retain certified minority- and women-owned business enterprises:

(1) Copies of its solicitations of certified minority- and women-owned business enterprises and any responses thereto;

(2) If responses to the contractor's solicitations were received, but a certified minority- or woman-owned business enterprise was not selected, the specific reasons that such enterprise was not selected;

(3) Copies of any advertisements for participation by certified minority- and women-owned business enterprises timely published in appropriate general circulation, trade and minority- or women-oriented publications, together with the listing(s) and date(s) of the publication of such advertisements;

(4) Copies of any solicitations of certified minority- and/or women-owned business enterprises listed in the directory of certified businesses;

(5) The dates of attendance at any pre-bid, pre-award, or other meetings, if any, scheduled by the State agency awarding the State contract, with certified minority- and women-owned business enterprises which the State agency determined were capable of performing the State contract scope of work for the purpose of fulfilling the contract participation goals;

(6) Information describing the specific steps undertaken to reasonably structure the contract scope of work for the purpose of subcontracting with, or obtaining supplies from, certified minority- and women-owned business enterprises.

(7) Describe any other action undertaken by the bidder to document its good faith efforts to retain certified minority - and women- owned business enterprises for this procurement.

Submit additional pages as needed.

Authorized Representative Signature

Date

M/WBE CONTRACTOR UNAVAILABLE CERTIFICATION

RFP#/PROJECT NAME _____

I, _____ (Authorized Representative) _____ (Title) _____ (Bidder/Applicant's Company)

(Address) _____ () _____ (Phone)

I certify that the following New York State Certified Minority/Women Business Enterprises were contacted to obtain a quote for work to be performed on the abovementioned project/contract.

List of date, name of M/WBE firm, telephone/e-mail address of M/WBEs contacted, type of work requested, estimated budgeted amount for each quote requested.

<u>DATE</u>	<u>M/WBE NAME</u>	<u>PHONE/EMAIL</u>	<u>TYPE OF WORK</u>	<u>ESTIMATED BUDGET</u>	<u>REASON</u>
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____

To the best of my knowledge and belief, said New York State Certified Minority/Women Business Enterprise contractor(s) was/were not selected, unavailable for work on this project, or unable to provide a quote for the following reasons: Please check appropriate reasons given by each MBE/WBE firm contacted above.

- _____ **A.** Did not have the capability to perform the work
- _____ **B.** Contract too small
- _____ **C.** Remote location
- _____ **D.** Received solicitation notices too late
- _____ **E.** Did not want to work with this contractor
- _____ **F.** Other (give reason) _____

Authorized Representative Signature

Date

Print Name

REQUEST FOR WAIVER FORM

BIDDER/APPLICANT NAME:

TELEPHONE:

ADDRESS:

EMAIL:

FEDERAL ID NO.:

CITY, STATE, ZIPCODE:

RFP#/PROJECT NO.:

INSTRUCTIONS: By submitting this form and the required information, the bidder/applicant certifies that Good Faith Efforts have been taken to promote M/WBE participation pursuant to the M/WBE goals set forth under this RFP/Contract. Please see Page 2 for additional requirements and document submission instructions.

BIDDER/APPLICANT IS REQUESTING (check all that apply):

MBE Waiver - A waiver of the MBE goal for this procurement is requested.

WBE Waiver - A waiver of the WBE goal for this procurement is requested.

Total **Partial** _____%

Total **Partial** _____%

Waiver Pending ESD Certification

(check here if subcontractor or supplier is not certified M/WBE, but an application for certification has been filed with Empire State Development)

Subcontractor/Supplier Name: _____

Date of application filing: _____

PREPARED BY (*Signature*): _____

DATE: _____

SUBMISSION OF THIS FORM CONSTITUTES THE BIDDER/APPLICANT'S ACKNOWLEDGEMENT AND AGREEMENT TO COMPLY WITH THE M/WBE REQUIREMENTS SET FORTH UNDER NYS EXECUTIVE LAW, ARTICLE 15-A, 5 NYCRR PART 143, AND THE ABOVE REFERENCED SOLICITATION. FAILURE TO SUBMIT COMPLETE AND ACCURATE INFORMATION MAY RESULT IN A FINDING OF NONCOMPLIANCE AND/OR PROPOSAL DISQUALIFICATION.

NAME OF PREPARER: TITLE OF PREPARER: TELEPHONE: EMAIL:	<p>FOR AUTHORIZED USE ONLY</p> REVIEWED BY: _____ DATE: _____ WAIVER GRANTED <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> TOTAL WAIVER <input type="checkbox"/> PARTIAL WAIVER <input type="checkbox"/> ESD CERTIFICATION WAIVER <input type="checkbox"/> NOTICE OF DEFICIENCY <input type="checkbox"/> CONDITIONAL WAIVER COMMENTS:
---	--

REQUIREMENTS AND DOCUMENT SUBMISSION INSTRUCTIONS

When completing the Request for Waiver Form, please check all boxes that apply. To be considered, the Request for Waiver Form must be accompanied by documentation for items 1-11, as listed below. If a Waiver Pending ESD Certification is requested, please see Item 11 below. Copies of the following information and all relevant supporting documentation must be submitted along with the request.

1. A statement setting forth your basis for requesting a partial or total waiver.
2. The names of general circulation, trade association, and M/WBE-oriented publications in which you solicited certified M/WBEs for the purposes of complying with your participation goals.
3. A list identifying the date(s) that all solicitations for certified M/WBE participation were published in any of the above publications.
4. A list of all certified M/WBEs appearing in the NYS Directory of Certified Firms that were solicited for purposes of complying with your certified M/WBE participation levels.
5. Copies of notices, dates of contact, letters, and other correspondence as proof that solicitations were made in writing and copies of such solicitations, or a sample copy of the solicitation if an identical solicitation was made to all certified M/WBEs.
6. Provide copies of responses made by certified M/WBEs to your solicitations.
7. Provide a description of any contract documents, plans, or specifications made available to certified M/WBEs for purposes of soliciting their bids and the date and manner in which these documents were made available.
8. Provide documentation of any negotiations between you, the Bidder/Applicant and the M/WBEs undertaken for purposes of complying with the certified M/WBE participations goals.
9. Provide any other information you deem relevant which may help us in evaluating your request for a waiver.
10. Provide the name, title, address, telephone number and email address of the Bidder/Applicant's representative authorized to discuss and negotiate this waiver request.
11. Copy of notice of application receipt issued by Empire State Development (ESD).

NOTE: Unless a Total Waiver has been granted, Bidder/Applicant will be required to submit all reports and documents pursuant to the provisions set forth in the procurement and/or contract, as deemed appropriate by NYSED, to determine M/WBE compliance.

EQUAL EMPLOYMENT OPPORTUNITY - STAFFING PLAN (Instructions on Page 2)

Applicant Name: _____

Telephone: _____

Address: _____

Federal ID No.: _____

City, State, ZIP: _____

Project No: _____

Report includes:

Work force to be utilized on this contract OR

Applicant's total work force

Enter the total number of employees in each classification in each of the EEO-Job Categories identified.

EEO - Job Categories	Total Work Force	Race/Ethnicity - report employees in only one category																	
		Hispanic or Latino		Not-Hispanic or Latino															
				Male					Female										
		Male	Female	White	African-American or Black	Native Hawaiian or Other Pacific Islander	Asian	American Indian or Alaska Native	Two or More Races	Disabled	Veteran	White	African-American	Native Hawaiian or Other Pacific Islander	Asian	American Indian or Alaska Native	Two or More Races	Disabled	Veteran
Executive/Senior Level Officials and Managers																			
First/Mid-Level Officials and Managers																			
Professionals																			
Technicians																			
Sales Workers																			
Administrative Support Workers																			
Craft Workers																			
Operatives																			
Laborers and Helpers																			
Service Workers																			
TOTAL																			

PREPARED BY (Signature): _____
 NAME AND TITLE OF PREPARER: _____

DATE: _____
 TELEPHONE/EMAIL: _____

STAFFING PLAN INSTRUCTIONS

General Instructions: All Bidders/Applicants in the proposal/application must complete an EEO Staffing Plan (EEO 100) and submit it as part of the package. Where the work force to be utilized in the performance of the State contract/project can be separated out, the Bidder/Applicant shall complete this form only for the anticipated work force to be utilized on the State contract/project. Where the work force to be utilized in the performance of the State contract/project cannot be separated out, the Bidder/Applicant shall complete this form for Bidder/Applicant's total work force.

Instructions for Completing:

1. Enter the Project number that this report applies to, along with the name, address, and federal ID number of the Bidder. Check the appropriate box to indicate if the work force being reported is just for the contract/project or the Bidder/Applicant's total work force.
2. Bidder/Applicant's total work force.
3. Check off the appropriate box to indicate if the Bidder completing the report is the contractor or subcontractor.
4. Enter the total work force by EEO job category.
5. Break down the total work force by gender and race/ethnic background and enter under the heading Race/Ethnicity. Contact the M/WBE Coordinator, mwbe@mail.nyused.gov, if you have any questions. Enter the name, title, phone number and email address for the person completing the form. Sign and date the form in designated areas.
6. designated areas.

RACE/ETHNIC IDENTIFICATION

For purposes of this form NYSED will accept the definitions of race/ethnic designations used by the federal Equal Employment Opportunity Commission (EEOC), as those definitions are described below or amended hereafter. (Be advised these terms may be defined differently for other purposes under NYS statutory, regulatory, or case law). Race/ethnic designations as used by the EEOC do not denote scientific definitions of anthropological origins. For the purposes of this report, an employee may be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging. The race/ethnic categories for this survey are:

- **Hispanic or Latino** - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
- **White (Not Hispanic or Latino)** - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- **Black or African American (Not Hispanic or Latino)** - A person having origins in any of the black racial groups of Africa.
- **Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)** - A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- **Asian (Not Hispanic or Latino)** - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- **American Indian or Alaska Native (Not Hispanic or Latino)** - A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
- **Two or More Races (Not Hispanic or Latino)** - All persons who identify with more than one of the above five races.
- **Disabled** - Any person who has a physical or mental impairment that substantially limits one or more major life activity; has a record of such an impairment; or is regarded as having such an impairment
- **Vietnam Era Veteran** - a veteran who served at any time between and including January 1, 1963 and May 7, 1975.

Attachment A
Consortium Member Agreement and Statement of Assurances
For Consortium Applicants Only

The McKinney-Vento Grant Consortium (lead LEA and/or component LEAs assures that it will:

- Comply with NYSED’s Consortium Policy for Federal and State Grants (page 15)
- Comply with the McKinney-Vento Act, and will use requested funds to comply with paragraphs (3) through (7) of section 722(g);
- Collaboratively design and implement a program to serve homeless students as described in Part 1 of the lead LEA’s application for McKinney-Vento Grant funds;
- Keep records on the project;
- Submit annual fiscal and programmatic reports (including aggregate data on students identified as homeless) for submission to the New York State Education Department;
- Ensure that activities carried out by the agency will not isolate or stigmatize homeless children and youths; and
- Maintain ongoing communication and coordination among consortium members to implement a fully integrated program and carry out all consortium responsibilities.

Additional lead LEA responsibilities

- [Add additional points as needed]

Additional component LEAs responsibilities

- [Add additional points as needed]

1. Name of lead LEA:

LEA Code:

Print Name of Superintendent:

Signature of Superintendent:

2. Name of component LEA:

LEA Code:

Print Name of Superintendent:

Signature of Superintendent:

3. Name of component LEA:

LEA Code:

Print Name of Superintendent:

Signature of Superintendent:

4. Name of component LEA:

LEA Code:

Print Name of Superintendent:

Signature of Superintendent:

5. Name of component LEA:

LEA Code:

Print Name of Superintendent:

Signature of Superintendent:

Add LEAs as necessary