

**NORTH DAKOTA DEPARTMENT OF PUBLIC INSTRUCTION**

**McKinney – Vento Education of Homeless Children and Youth  
Grant Application – LEA  
Scoring Rubric Summary**

School District Name

<b><u>Part</u></b>	<b><u>Title</u></b>	<b><u>Points Available</u></b>	<b><u>Average Points</u></b>
Part I	General Information	(5 points)	_____
Part II	Program Abstract	(10 points)	_____
Part III	Needs Assessment	(10 points)	_____
Part IV	LEA Policies and Procedural Changes	(10 points)	_____
Part V	Program Description	(25 points)	_____
Part VI	Goals and Objectives	(25 points)	_____
Part VII	Personnel	(10 points)	_____
Part VIII	Collaboration	(20 points)	_____
Part IX	Evaluation	(15 points)	_____
Part X	Budget	(15 points)	_____
Part XI	Statement of Assurances	(5 points)	_____
<b><u>Grand Total</u></b>		(150 points)	_____

**General Grant Comments**

**Education of Homeless Children and Youth Grant Application – LEA  
Rubric Scoring Document**

**PART I – GENERAL INFORMATION** – (see Grant Application Guidance, page 6)

The LEA will include contact information and grant information, which should include the following:

- School District Information
- Authorized Representative
- Authorized Representative Contact Information
- Local Education Liaison
- Additional Contact Person (if needed)
- Signatures
- Geographic Area
- Estimated Number to be Served
- Project Period
- Federal Funds Requested
- Title I, Part A Set Aside

<b>Incomplete</b> 0-1 points	<b>Acceptable</b> 2-4 points	<b>Advanced</b> 5 points
<input type="checkbox"/> Applicant includes only the school district contact information. <input type="checkbox"/> Signatures are not provided. <input type="checkbox"/> The Local Liaison is not identified.	<input type="checkbox"/> Applicant provides majority of the information requested. <input type="checkbox"/> All signatures are provided. <input type="checkbox"/> The Local Liaison is identified.	<input type="checkbox"/> Applicant provides all of the information requested. <input type="checkbox"/> All signatures are provided. <input type="checkbox"/> The Local Liaison is identified.
<b>Part I – General Information Score</b>		<input type="checkbox"/> <b>Incomplete</b> <input type="checkbox"/> <b>Acceptable</b> <input type="checkbox"/> <b>Advanced</b>
<b>Part I – Strengths</b>		<b>Part I – Weaknesses</b> ■

**PART II – PROGRAM ABSTRACT** – (see Grant Application Guidance Document, page 6)

The applying applicant shall include a program abstract outlining the following:

- General, overall description of proposed program
- School district or consortium serving
- School district demographics
- Types of services provided

<b>Incomplete</b> 0-3 points	<b>Acceptable</b> 4-7 points	<b>Advanced</b> 8-10 points
<input type="checkbox"/> Applicant minimally describes the proposed program. <input type="checkbox"/> Applicant does not identify the school district or consortium in which they will be serving. <input type="checkbox"/> Applicant does not address the demographics of the district. <input type="checkbox"/> Applicant minimally describes the services provided through the proposed program.	<input type="checkbox"/> Applicant adequately describes the proposed program. <input type="checkbox"/> Applicant identifies the school district or consortium in which they will be serving. <input type="checkbox"/> Applicant minimally addresses the demographics of the district. <input type="checkbox"/> Applicant describes the services provided through the proposed program.	<input type="checkbox"/> Applicant thoroughly describes the proposed program. <input type="checkbox"/> Applicant identifies the school district or consortium in which they will be serving and provides a description of the district. <input type="checkbox"/> Applicant addresses the demographics of the district. <input type="checkbox"/> Applicant thoroughly describes the services provided through the proposed program.
<b>Part II – Program Abstract Score</b> _____		<input type="checkbox"/> <b>Incomplete</b> <input type="checkbox"/> <b>Acceptable</b> <input type="checkbox"/> <b>Advanced</b>
<b>Part II – Strengths</b> ■		<b>Part II – Weaknesses</b>

**PART III – NEEDS ASSESSMENT** – (see Grant Application Document, pages 6-7)

<b>Incomplete</b> 0-3 points	<b>Acceptable</b> 4-7 points	<b>Advanced</b> 8-10 points
<input type="checkbox"/> The applicant minimally describes the need to implement a homeless program in the district.  <input type="checkbox"/> Applicant does not provide the percentage of homeless individuals.  <input type="checkbox"/> Applicant does not document the sources from which this information was obtained.	<input type="checkbox"/> The applicant describes the need to implement a homeless program in the district, addressing demographic issues.  <input type="checkbox"/> Applicant provides the percentage of homeless individuals.  <input type="checkbox"/> Applicant briefly describes the sources from which this information was obtained.	<input type="checkbox"/> The applicant thoroughly describes the need to implement a homeless program in the district including information on: the estimated number of homeless individuals to be served, those who are currently getting services through the district, those residing in shelters, cars, hotels, etc.  <input type="checkbox"/> Applicant provides the percentage of homeless individuals and disaggregates it by preschool, elementary school, middle school and high school.  <input type="checkbox"/> Applicant describes the sources from which this information was obtained.
<b>Part III – Needs Assessment Score</b> ____		<input type="checkbox"/> <b>Incomplete</b> <input type="checkbox"/> <b>Acceptable</b> <input type="checkbox"/> <b>Advanced</b>
<b>Part III – Strengths</b> ■		<b>Part III – Weaknesses</b> ■

**Part IV – LEA POLICIES AND PROCEDURAL CHANGES** – (see Grant Application Guidance Document, pages 7-9)

<p align="center"><b>Incomplete</b> 0-3 points</p>	<p align="center"><b>Acceptable</b> 4-7 points</p>	<p align="center"><b>Advanced</b> 8-10 points</p>
<p><input type="checkbox"/> Applicant does not provide a description of the policies and procedures that are implemented or planned to be implemented to ensure homeless children and youth are served.</p> <p><input type="checkbox"/> Applicant does not address the current barriers faced by homeless students.</p> <p><input type="checkbox"/> Applicant does not describe their plan to address each of the barriers.</p> <p><input type="checkbox"/> Applicant does not describe how they ensure that homeless children and youth receive the same free, appropriate public education.</p> <p><input type="checkbox"/> Applicant does not have a dispute resolution process and does not provide a timeline of when the plan will be developed.</p>	<p><input type="checkbox"/> Applicant provides a brief description of the policies and procedures that are implemented or planned to be implemented to ensure homeless children and youth are served.</p> <p><input type="checkbox"/> Applicant briefly addresses the current barriers faced by homeless students. This may include some of the following: immediate enrollment, Free and Reduced Meal programs, school of origin, records transfer and availability, attendance areas and policies, school placement, and dispute resolution process.</p> <p><input type="checkbox"/> Applicant has a minimal plan to address several of the barriers.</p> <p><input type="checkbox"/> Applicant briefly describes how they ensure that homeless children and youth receive the same free, appropriate public education and is given every chance to succeed.</p> <p><input type="checkbox"/> Applicant does not have a dispute resolution process however applicant provides a timeline of when the plan will be developed.</p>	<p><input type="checkbox"/> Applicant provides a thorough description of the policies and procedures that are implemented or planned to be implemented to ensure homeless children and youth are served. This includes a description of how students are mainstreamed or given the same opportunity as non-homeless students.</p> <p><input type="checkbox"/> Applicant thoroughly addresses the current barriers faced by homeless students. These barriers may include: immediate enrollment, Free and Reduced Meal programs, school of origin, records transfer and availability, attendance areas and policies, school placement and, dispute resolution process.</p> <p><input type="checkbox"/> Applicant has a detailed plan to address the majority of the barriers.</p> <p><input type="checkbox"/> Applicant thoroughly describes how they ensure that homeless children and youth receive the same free, appropriate public education and is given every chance to succeed.</p> <p><input type="checkbox"/> Applicant has enclosed a dispute resolution process.</p>
<p><b>Part IV – LEA Policies and Procedural Changes Score</b> _____</p>		<p><input type="checkbox"/> <b>Incomplete</b></p> <p><input type="checkbox"/> <b>Acceptable</b></p> <p><input type="checkbox"/> <b>Advanced</b></p>
<p><b>Part IV – Strengths</b></p> <p>■</p>	<p><b>Part IV – Weaknesses</b></p> <p>■</p>	

**PART V – PROGRAM DESCRIPTION** – (see Grant Application Guidance Document, page 9)

<b>Incomplete</b> 0-7 points	<b>Acceptable</b> 7-15 points	<b>Advanced</b> 15-25 points
<input type="checkbox"/> Applicant does not describe how the activities will assist students to enroll, attend, and succeed in school.  <input type="checkbox"/> Applicant does not describe how it has reduced the barriers for homeless children and youth.  <input type="checkbox"/> Applicant does not include information on how it plans to educate the community and its employees of the rights of homeless children and youth.  <input type="checkbox"/> Applicant does not address its efforts to include parents as a part of the academic success of their children.	<input type="checkbox"/> Applicant briefly describes how the activities will assist students to enroll, attend, and succeed in school.  <input type="checkbox"/> Applicant has a minimal description of how it has reduced the barriers for homeless children and youth.  <input type="checkbox"/> Applicant includes information on how it plans to educate the community and its employees of the rights of homeless children and youth.  <input type="checkbox"/> Applicant briefly addresses its efforts to include parents as a part of the academic success of their children.	<input type="checkbox"/> Applicant thoroughly describes how the activities will assist students to enroll, attend, and succeed in school.  <input type="checkbox"/> Applicant has a thorough description of how it has reduced the barriers for homeless children and youth.  <input type="checkbox"/> Applicant includes information on how it plans to educate the community and its employees of the rights of homeless children and youth. The Local Liaison plays a role with this.  <input type="checkbox"/> Applicant is actively involving and including parents as a part of the academic success of their children.
<b>Part V – Program Description Score</b> _____		<input type="checkbox"/> <b>Incomplete</b> <input type="checkbox"/> <b>Acceptable</b> <input type="checkbox"/> <b>Advanced</b>
<b>Part V – Strengths</b> ■		<b>Part V – Weaknesses</b> ■

**PART VI – GOALS AND OBJECTIVES** – (see Grant Application Guidance Document, pages 9-10)

<p align="center"><b>Incomplete</b> 0-7 points</p>	<p align="center"><b>Acceptable</b> 7-15 points</p>	<p align="center"><b>Advanced</b> 15-25 points</p>
<p><input type="checkbox"/> Applicant has not included an administration goal or the goal is very poor.</p> <p><input type="checkbox"/> Applicant has not included an evaluation goal or the goal is very poor.</p> <p><input type="checkbox"/> Applicant has not included a collaboration goal or the goal is very poor.</p> <p><input type="checkbox"/> Applicant has not included a policies and procedures goal or the goal is very poor.</p> <p><input type="checkbox"/> Applicant has not included any goals or objectives of their own.</p>	<p><input type="checkbox"/> Applicant has established an administration goal. The goal is somewhat clear and somewhat attainable. Some of the objectives, evaluation method, person/party responsible, and timeline are included.</p> <p><input type="checkbox"/> Applicant has established an evaluation goal. The goal is somewhat clear and somewhat attainable. Some of the objectives, evaluation method, person/party responsible, and timeline are included.</p> <p><input type="checkbox"/> Applicant has established a collaboration goal. The goal is somewhat clear and somewhat attainable. Some of the objectives, evaluation method, person/party responsible, and timeline are included.</p> <p><input type="checkbox"/> Applicant has established a policies and procedures goal. The goal is somewhat clear and somewhat attainable. Some of the objectives, evaluation method, person/party responsible, and timeline are included.</p> <p><input type="checkbox"/> Applicant has included goals and objectives of their own.</p>	<p><input type="checkbox"/> Applicant has established an administration goal. The goal is clear and attainable. The objectives, evaluation method, person/party responsible, and timeline are included.</p> <p><input type="checkbox"/> Applicant has established an evaluation goal. The goal is clear and attainable. The objectives, evaluation method, person/party responsible, and timeline are included.</p> <p><input type="checkbox"/> Applicant has established a collaboration goal. The goal is clear and attainable. The objectives, evaluation method, person/party responsible, and timeline are included.</p> <p><input type="checkbox"/> Applicant has established a policies and procedures. The goal is clear and attainable. The objectives, evaluation method, person/party responsible, and timeline are included.</p> <p><input type="checkbox"/> Applicant has included goals and objectives of their own and they are appropriate for meeting the needs of homeless children and youth.</p>
<p><b>Part VI – Goals and Objectives Score</b> _____</p>		<p><input type="checkbox"/> <b>Incomplete</b></p> <p><input type="checkbox"/> <b>Acceptable</b></p> <p><input type="checkbox"/> <b>Advanced</b></p>
<p><b>Part VI – Strengths</b></p> <p>■</p>		<p><b>Part VI – Weaknesses</b></p>

**PART VII – PERSONNEL** – (see Grant Application Guidance Document, pages 10-12)

<p align="center"><b>Incomplete</b> 0-3 points</p>	<p align="center"><b>Acceptable</b> 4-7 points</p>	<p align="center"><b>Advanced</b> 8-10 points</p>
<p><input type="checkbox"/> Applicant does not address how proposed project will be supervised and staffed. Applicant does not include information on the Local Liaison.</p> <p><input type="checkbox"/> Applicant does not identify those people who participated in writing this grant.</p>	<p><input type="checkbox"/> Applicant briefly addresses how proposed project will be supervised and staffed. Applicant includes some information on the Local Liaison.</p> <p><input type="checkbox"/> Applicant briefly identifies those people who participated in writing this grant.</p>	<p><input type="checkbox"/> Applicant thoroughly describes how proposed project will be supervised and staffed. Applicant includes information on the Local Liaison.</p> <p><input type="checkbox"/> Applicant identifies those people who participated in writing this grant and includes the role they played in the planning process.</p>
<p><b>Part VII – Personnel Score</b> _____</p>		<p><input type="checkbox"/> <b>Incomplete</b></p> <p><input type="checkbox"/> <b>Acceptable</b></p> <p><input type="checkbox"/> <b>Advanced</b></p>
<p><b>Part VII – Strengths</b></p> <p>■</p>		<p><b>Part VII – Weaknesses</b></p>

**PART VIII – COLLABORATION** – (see Grant Application Guidance Document, page 12)

<p align="center"><b>Incomplete</b> 0-5 points</p>	<p align="center"><b>Acceptable</b> 6-12 points</p>	<p align="center"><b>Advanced</b> 12-20 points</p>
<input type="checkbox"/> Applicant does not describe the coordination or collaboration with other entities that serve homeless children and youth.  <input type="checkbox"/> Applicant does not describe the collaboration and integration of services within the school to serve homeless children and youth.	<input type="checkbox"/> Applicant briefly describes the coordination or collaboration with other entities that serve homeless children and youth.  <input type="checkbox"/> Applicant briefly describes the collaboration and integration of services within the school to serve homeless children and youth.	<input type="checkbox"/> Applicant thoroughly describes the coordination or collaboration with other entities that serve homeless children and youth.  <input type="checkbox"/> Applicant thoroughly describes the collaboration and integration of services within the school to serve homeless children and youth.
<p><b>Part VIII – Collaboration Score _____</b></p>		<input type="checkbox"/> <b>Incomplete</b> <input type="checkbox"/> <b>Acceptable</b> <input type="checkbox"/> <b>Advanced</b>
<p><b>Part VIII - Strengths</b></p> <p>■</p>		<p><b>Part VIII - Weaknesses</b></p> <p>■</p>

**PART IX – EVALUATION** – (see Grant Application Guidance Document, page 12)

<p align="center"><b>Incomplete</b> 0-4 points</p>	<p align="center"><b>Acceptable</b> 5-10 points</p>	<p align="center"><b>Advanced</b> 10-15 points</p>
<input type="checkbox"/> Applicant does not provide a description of the evaluation process. <input type="checkbox"/> Applicant does not provide the procedures that will be/are planned to be used to collect assessment data on students who are considered to be homeless. <input type="checkbox"/> Applicant does not provide a timeline for the activities and evaluations process of the proposed project.	<input type="checkbox"/> Applicant minimally provides a description of the evaluation process. <input type="checkbox"/> Applicant minimally provides the information on how they will be or plan to collect assessment data on students who are considered to be homeless. <input type="checkbox"/> Applicant provides a timeline for the activities and evaluations process of the proposed project.	<input type="checkbox"/> Applicant thoroughly provides a description of the evaluation process. <input type="checkbox"/> Applicant thoroughly provides the information on how they will be or plan to collect assessment data on students who are considered to be homeless. <input type="checkbox"/> Applicant provides a detailed timeline for the activities and evaluations process of the proposed project.
<p><b>Part IX – Evaluation Score _____</b></p>		<input type="checkbox"/> <b>Incomplete</b> <input type="checkbox"/> <b>Acceptable</b> <input type="checkbox"/> <b>Advanced</b>
<p><b>Part IX – Strengths</b></p> <p>■</p>		<p><b>Part IX – Weaknesses</b></p> <p>■</p>

**PART X – BUDGET** – (see Grant Application Guidance Document, pages 12-13)

<b>Incomplete</b> 0-4 points	<b>Acceptable</b> 5-10 points	<b>Advanced</b> 10-15 points
<input type="checkbox"/> Budget summary form is incomplete and has significant errors.  <input type="checkbox"/> Budget narrative is incomplete or provides little to no description of budgetary items.	<input type="checkbox"/> Budget summary form is completed with minimal error.  <input type="checkbox"/> Budget narrative is brief, addressing all budgetary items in most of the categories.	<input type="checkbox"/> Applicant thoroughly and accurately completed the budget summary form.  <input type="checkbox"/> Budget narrative is very detailed describing each budgetary area in which funds are being spent in each area.
<b>Part X – Budget</b> _____		<input type="checkbox"/> <b>Incomplete</b> <input type="checkbox"/> <b>Acceptable</b> <input type="checkbox"/> <b>Advanced</b>
<b>Part X – Strengths</b> ■	<b>Part X – Weaknesses</b> ■	

**PART XI– STATEMENT OF ASSURANCES** – (see Grant Application Guidance Document, page 14)

<b>Incomplete</b> 0-1 points	<b>Acceptable</b> 2-4 points	<b>Advanced</b> 5 points
<input type="checkbox"/> Applicant has not included Statement of Assurances.	<input type="checkbox"/> Applicant has provided the Statement of Assurances and has included either the Authorized Representative or the Local Liaison's information and signature.	<input type="checkbox"/> Applicant has provided the Statement of Assurances and has included both the Authorized Representative and the Local Liaison's information and signatures.
<b>Part XI – Statement of Assurances Score</b> _____		<input type="checkbox"/> <b>Incomplete</b> <input type="checkbox"/> <b>Acceptable</b> <input type="checkbox"/> <b>Advanced</b>