

BIE-Bureau of Indian Education



School Grant Application & Guidance

The McKinney-Vento Education for Homeless Children and Youth Act, as amended by the Every Student Succeeds Act, Title IX, Part A of Public Law 114-95CFDA #84.196

2018-2021

(School Years 2018-19; 2019-20; 2020-21)

Application Deadline: **May 14, 2018, 5:00pm (MDT)**

Contact Information:

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The purpose of the McKinney-Vento Act is to ensure that each homeless child and youth has equal access to the same free, appropriate public education as is provided to other children and youth by removing barriers to enrollment and attendance in school and supporting their educational success.

TABLE OF CONTENTS

General Information	1
Application Information.....	4
Deadline.....	4
Grant Requirements.....	4
Scoring Weights	5
Criteria for Award	6
Review and Scoring Process.....	6
Appeal Process.....	7
Sub-grant Application	8
Part I, II, III, & IV	8
Appendices.....	12
Local Liaison Responsibilities	12
Ten Standards	13
Examples of Authorized Activities with Measurable Outcomes	14

GENERAL INFORMATION

What is the statutory authority for the program?

- The program is authorized under Title IX, Part A of the McKinney-Vento Homeless Assistance Act (42 USC 11431 et seq.).

What are the program's guidelines?

- The United States Department of Education (Department of Education) awards McKinney-Vento grants to State Educational Agencies (SEAs). For the purposes of the Act, the Department of Education considers the BIE as an eligible SEA grantee and BIE funded schools as eligible subgrantees.
- The BIE awards program funding to sub-grantees competitively on the basis of the 1) need of the sub-grantees requesting assistance; and 2) quality of their applications. Sub-grantee applications for program funding are evaluated based upon the criteria and process described in the "Application Information" section.
- Pursuant to the review and rating process described in the "Application Information" section, the BIE determines each grant recipients final award.
- Services provided with McKinney-Vento Act funds must not replace regular academic programs;
- Projects funded by the program must be designed to expand or improve homeless services to eligible students as part of the school's regular academic program, in accordance with the Act and its associated regulations.
- Sub-grantees must report data into NASIS and other reporting documents regarding their homeless children youth which includes:
 - Homeless students enrolled
 - Homeless served
 - Academic Achievement in Math, Reading/Language Arts, and Science
 - Assessment participation in Math, Reading/Language Arts, and Science
 - Graduate/Completers
 - Dropouts
 - Title I Schoolwide Plan participants
- All awards are contingent upon funding appropriations made by the Congress.
- Additional guidelines regarding program funding is provided on pages two (2) and three (3) of this application under "permissible expenditures."

What is the purpose of McKinney-Vento Act subgrants?

The purpose of McKinney-Vento sub-grants is to facilitate the enrollment, attendance, and success in school of homeless children and youth.

Who is eligible to apply for a sub-grant?

All Bureau of Indian Education (BIE) funded schools.¹

Does the school need to have a minimum number of homeless students to apply?

¹ A BIE-funded school is defined as any school providing an academic program from kindergarten through twelfth grade which receives Indian School Equalization Program (ISEP) funds.

Yes. The school must have a minimum of 25 students identified in the Native American Student Information System (NASIS) according to the school’s identification policies and procedures which is aligned to the Title IX, Part A of the McKinney-Vento Homeless Assistance Act and definition.

What are the provisions of the permissible sub-grantee program expenditures? McKinney-Vento Act related to services for homeless children and youth provided through subgrants?

Program funds must be used to assist homeless children and youths in enrolling, attending, and succeeding in school. In particular, the funds may support the following activities:

(1) The provision of tutoring, supplemental instruction, and enriched educational services that are linked to the achievement of the same challenging state academic content standards and challenging state student academic achievement standards the State establishes for other children and youths.
(2) The provision of expedited evaluations of the strengths and needs of homeless children and youths, including needs and eligibility for programs and services (such as educational programs for gifted and talented students, children with disabilities, and students with limited English proficiency), services provided under Title I of the Elementary and Secondary Education Act of 1965 or similar state or local programs, programs in vocational and technical education, and school nutrition programs).
(3) Professional development and other activities for educators and pupil services personnel that are designed to heighten the understanding and sensitivity of such personnel to the needs of homeless children and youths, the rights of such children and youths under this subtitle, and the specific educational needs of runaway and homeless youths.
(4) The provision of referral services to homeless children and youths for medical, dental, mental, and other health services.
(5) The provision of assistance to defray the excess cost of transportation for students under section 722(g)(4)(A) of the Act, not otherwise provided through Federal, State, or local funding, where necessary to enable students to attend the school selected under section 722(g)(3).
(6) The provision of developmentally appropriate early childhood education programs, not otherwise provided through Federal, State, or local funding, for preschool-aged homeless children.
(7) The provision of services and assistance to attract, engage, and retain homeless children and youths, and unaccompanied youths, in public school programs and services provided to non-homeless children and youths.
(8) The provision for homeless children and youths of before- and after-school, mentoring, and summer programs in which a teacher or other qualified individual provides tutoring, homework assistance, and supervision of educational activities.
(9) If necessary, the payment of fees and other costs associated with tracking, obtaining, and transferring records necessary to enroll homeless children and youths in school, including birth certificates, immunization or medical records, academic records, guardianship records, and evaluations for special programs or services.
(10) The provision of education and training to the parents of homeless children and youths about the rights of and resources available to such children and youths.
(11) The development of coordination between schools and agencies providing services to homeless children and youths, as described in section 722(g)(5) of the Act.
(12) The provision of pupil services (including violence prevention counseling) and referrals for such services.
(13) Activities to address the particular needs of homeless children and youths that may arise from domestic violence.

(14) The adaptation of space and purchase of supplies for any non-school facilities made available under subsection (a)(2) to provide services under this subsection.

(15) The provision of school supplies, including those supplies to be distributed at shelters or temporary housing facilities, or other appropriate locations.

(16) The provision of other extraordinary or emergency assistance needed to enable homeless children and youths to attend school.

May McKinney-Vento subgrant funds be used to support the Local Liaison’s Salary?

Applicants may use McKinney-Vento subgrant funds to support the portion of the Local Liaison’s salary allocable to the functions identified under section 722(g)(6) of the Act. However, applicants are strongly encouraged to maximize nonsubgrant funds, such as Title I, Part A funds, to support this position.

APPLICATION INFORMATION

Deadline

The school will submit **ONE** completed application and the application must be received on **May 14, 2018** by the Division of Performance and Accountability (DPA).

The two methods to submit your application are: 1) USPS Mail or 2) Electronically. Hand delivered applications are discouraged. Faxed applications will not be accepted.

- 1) USPS Mail: You can mail your application vial U.S. Postal Service in time delivery on or before May 14, 2018; or via private express mail service, e.g. UPS or Federal Express to, to guarantee delivery on or before May 14, 2018. Address your application package to the attention of --

Valerie Todacheene, McKinney-Vento State Coordinator
Bureau of Indian Education
Division of Performance & Accountability
1011 Indian School Rd. NW, Suite 332
Albuquerque, NM 87104

- 2) Electronic submission: You may also submit your application electronically in Adobe Acrobat PDF format to the email below --

Email: valerie.todacheene@bie.edu

If the application is approved, funds will be distributed by July 1st. The application will not be returned but copies will be made available upon request. **Please keep a copy of your application on file.**

Grant Requirements

All submitted applications must meet the minimum following requirements to be considered for review and rating. Sub-grantee applicants who fail to abide by the following requirements will be eliminated from Award consideration.

1. **NUMBER OF HOMELESS STUDENTS-** Applicants must have a minimum of 25 students identified in a Homeless situation according to the homeless definition in Section 725 of the McKinney-Vento Act, as amended by ESSA. Students must be identified in NASIS.
2. **STATEMENT OF ASSURANCES-**The project application must include a Statement of Assurances signed by an authorized school representative who is responsible for meeting all statutory and regulatory requirements for managing the grant. This representative is typically the ranking school administrator or designee.
3. **NATIVE STAR/SCHOOLWIDE APPLICATION-**All grant recipients must submit reports into Native Star pursuant to the timeline provided by BIE. Additionally, grant information must be reflected in the school's Schoolwide Application and Budget. Subgrantee will select indicators of effective practice that align to the program activities and engage in tools determined by the BIE that will assist program implementation.
4. **ACADEMIC PROGRESS-**All grant recipients must track the academic progress for all students receiving program funded services through progress monitoring such as NWEA or similar tools. The

school agrees to share program student data with the BIE in order to document the progress of the students served by program funds using non-identifying methodologies.

5. **COLLABORATION**-The application must specify the organizations the school will collaborate with to implement activities outlined in the grant.
6. **END OF THE YEAR REPORT**-Each sub-grantee must submit an end of the year report to the BIE McKinney-Vento State Coordinator during the project period. Failure to submit such a report will result in the sub-grantee program funding being suspended the following year.
7. **MONITORING PROGRAM PROGRESS**-All sub-grantee awardees must maintain fiscal and program records for quarterly review of program progress. Grant recipients will be required to submit an evaluation template at the beginning of the year (BOY), middle of the year (MOY), and end of year (EOY). Sub-grantees must respond to all BIE program inquiries and requests in a timely manner.
8. **ADEQUATE AND TIMELY USE OF FUNDS**-All project funds must be spent according to the approved project proposal in order to be considered for the following year's funding.
9. **DISTRIBUTION OF FUNDS**-The project will be awarded for 3 consecutive school years. Funds will be distributed on July 1st of each year based on: (1) availability of funds; and (2) satisfactory program accomplishments; and, (3) timely submission of required reports.

	Start Date	End Date
Initial Award (Year 1)	July 1, 2018	June 30, 2019
Year 2	July 1, 2019	June 30, 2020
Year 3	July 1, 2020	June 30, 2021

10. **MODIFICATIONS**-Schools must submit a proposed modification to the application if key personnel, activities, expenditures, budget description and budget are being modified. Such modifications must be submitted to the BIE McKinney-Vento State Coordinator for review prior to implementing the change. Modification requests must be approved by the BIE McKinney-Vento State Coordinator.
11. **CARRYOVER**-Carryover of program funds is discouraged; however, in cases where applicants have unexpended funds, a carryover request must be submitted to the BIE McKinney-Vento State Coordinator no later than June 15th in the year funds were awarded. Carryover funds may be subtracted from the subgrantee's award for the following school year.
12. **PROBATION**-Subgrantees will be placed on probationary status for: 1) non-submission of reports outlined in the grant requirements and assurances; 2) not following approved program plan and budget; 3) not meeting the requirement of providing services to a minimum number of 25 students.
13. **AWARD DETERMINATION** – The BIE reserves the rights to impose Specific Conditions, as applicable, in accordance with 2 CFR 200.207 and to terminate the award, as applicable, under the provisions of 2 CFR 200.339. Also, the BIE reserves the right to determine the total award amount a school will receive.

Scoring Weights

- The score will be based on a 100 point scale.
- The maximum possible points an application can receive is 100 --

- ✓ Application Format/Organization - 5 points
 - ✓ Part I –School Information - 0 points
 - ✓ Part II – Project Narrative - 75 points
 - ✓ Part III –Budget Narrative/Spreadsheet - 20 points
 - ✓ Part IV –Statement of Assurances - 0 points
- Applications that are not submitted in the required format specified on page 6 of this Grant Application & Guidance package and non-submission of any of the four parts required will not be reviewed and automatically disqualified.

Criteria for Award	
CATEGORY	POINTS
Application Format/Organization 5 Pts. <ol style="list-style-type: none"> 1. Application should be typed or printed, single-spaced on white 8 ½” x 11” paper using a font no smaller than 11 point Times New Roman or similar. If printed and mailed must be single sided. 2. All pages should be organized according to the format provided in this document. Each attachment must reference the section to which it corresponds. 3. Applicants are asked to provide a response to each section listed in the application utilizing the space provided in the application which is included in this document. The proposal is limited to a maximum total of 13 pages which includes statement of assurances and attachments. Pages provided beyond the aforementioned maximum amount will not be considered during evaluation. 4. Submissions should only include parts 1-4 of the application. 	5
Part I - School Information (Required) This section will include important school information and signatures from School Administrator and School Board President.	0
Part II - Project Narrative: This section should address the areas A-E listed below in clear concise detail. <ol style="list-style-type: none"> A. Needs Assessment 1 page (15 Pts.) B. Project Activities 2 pages (20 Pts.) C. Data Collection and Evaluation Plan 1 page (15 Pts.) D. Establishing Partnerships 1 page (10 Pts.) E. Promoting meaningful involvement of parents and guardians 1 page (10 Pts.) F. Establishing and implementing effective homeless policies & procedures 1 page (5 Pts.) <p style="text-align: right;">TOTAL POINTS</p>	75
Part III - Budget Narrative/Spreadsheet 3 pages <ol style="list-style-type: none"> A. Budget Narrative (10 Pts.) 2 pages B. Budget Spreadsheet (10 Pts.) 1 page <p style="text-align: right;">TOTAL POINTS</p>	20
Part IV – Statement of Assurances (Required)	0
TOTAL POSSIBLE POINTS	100

Review and Scoring Process

All applications will be rated according to the following factors:

1. BIE will identify and assign outside reviewers to review all applications. The number of reviewers will be determined based upon the number of applications the agency receives.
2. Each reviewer will rate and score each submitted application pursuant to the criteria described above.
3. Upon completion of all individual reviews, all reviewer ratings will be tabulated and an average score calculated for each non-disqualified application.
 - a. However, in instances where large discrepancies exist between individual reviewer scores, a meeting of all reviewers will be held and a second, final score shall be calculated through the consensus of all reviewers.
4. The BIE McKinney-Vento State Coordinator will make final funding award determinations based upon:
 - a. A review of the average scores submitted by the reviewers, with applicants ranked from highest score to lowest score.
 - b. 25 or more homeless students identified in NASIS.
 - c. The following award parameters are as follow:

	# of Homeless Students	Maximum Request
Tier 1	25-100	\$15,000
Tier 2	101-175	\$25,000
Tier 3	176 and greater	\$35,000

Appeal Process

Appeals will be considered from applicants who are dissatisfied with their application’s final score; however, the award amounts are final, and may not be appealed.

The applicant can appeal their final application score within 10 calendar days of receiving official notification of their application funding status. The request must be submitted in writing to the BIE McKinney-Vento State Coordinator (contact information provided on Page 4) and must provide specific factual information on the reason for appealing their final score.

The BIE Division of Performance & Accountability will review the appeal by convening an internal review team that will consider the merits of the appeal and make the final determination of whether the appeal is approved or denied. The findings of the review team will be shared with the applicant within 30 days of the request for appeal. The BIE, DPA office will then make any necessary determinations based upon the review team’s decision subject to: 1) the availability of funds; and 2) the school’s risk assessment.

**SUB-GRANT APPLICATION
PART I, II, III, & IV**



Education of Homeless Children and Youth Subgrant Application

Part I – School Information (REQUIRED)

School Name		
Mailing Address		
City	State	Zip Code
Name of Authorized School Representative	Title	Telephone Number
Email Address		FAX
Signature		Date
Name of Homeless Liaison (if different than the Authorized Representative)		Title
Email Address		Telephone Number
Signature		Date
School Board President Signature		Date
ERC Education Program Administrator Signature		Date

ERC area to be served	Number of homeless children to be served
Project Period July 1, 2018 – June 30, 2021	Total Yearly Amount Requested

Part II – Project Narrative (75 Points Total)

A. NEEDS ASSESSMENT 1 page (15 pts): The needs assessment should include a summary of the community and school demographics related to poverty and homelessness to support the need of additional funds to support homeless students and youth. At a minimum, the summary should include the number of homeless children and youth enrolled in the school, and the number of homeless children and youth in the community. Further, provide the current status of the applicant’s McKinney-Vento Homeless program and services provided to homeless students, youth and their families for the past three years. Also, include how you have been providing services to homeless youth & children through your Title IA set-asides and the schoolwide plan. The overall narrative of the needs assessment should provide a justification for the priorities the grant will address and detail how the funds will be used to leverage existing resources, including by maximizing non-subgrant funding for the position of the Local Liaison.

Summary:

Grant Priorities identified from needs assessment: (Short statements)

- 1.
- 2.
- 3.
- 4.
- 5.

B. PROJECT ACTIVITIES 2 Pages (20 pts.): The project activities should be connected to the priorities from the needs assessment. Describe how the proposed activities will enrich the academic programs already offered at the school to increase services provided to homeless children and youth. There should be a description of who will be coordinating and managing the project. More important, activities should be innovative and robust in addressing the academic needs of homeless children & youth. Please refer to allowable activities on page 15. This should align to the priorities identified from your needs assessment.

	Priority (from needs assessment)	Project Activities	Task(s)/Responsible Staff	Timeline (By When?)
1	Enter Priority here	Enter Activity here	Tasks assigned	Month/Year
2	Enter Priority here	Enter Activity here	Tasks Assigned	Month/Year
3	Enter Priority here	Enter Activity here	Tasks Assigned	Month/Year
4	Enter Priority here	Enter Activity here	Tasks Assigned	Month/Year
5	Enter Priority here	Enter Activity here	Tasks Assigned	Month/Year
6	Enter Priority here	Enter Activity here	Tasks Assigned	Month/Year
7	Enter Priority here	Enter Activity here	Tasks Assigned	Month/Year
8	Enter Priority here	Enter Activity here	Tasks Assigned	Month/Year
9	Enter Priority here	Enter Activity here	Tasks Assigned	Month/Year
10	Enter Priority here	Enter Activity here	Tasks Assigned	Month/Year

C. DATA COLLECTION/EVALUATION 1 page (15 pts.): Provide a description on how your project will collect and analyze data to determine if the project priorities defined in the grant are being met. Data may be collected through quantitative and qualitative means through interviews, surveys/questionnaires, state assessments, NASIS, and focus groups. Data collection must be aligned to project activities described in section B. Also, program progress will be evaluated through the Native Star Indicators of Effective Practice.

	Project Activities	Data Collection (What is the data collected to provide evidence)	Timeline (By When?)
1	Enter Activity here	Describe Data	Month/Year
2	Enter Activity here	Describe Data	Month/Year
3	Enter Activity here	Describe Data	Month/Year
4	Enter Activity here	Describe Data	Month/Year
5	Enter Activity here	Describe Data	Month/Year
6	Enter Activity here	Describe Data	Month/Year
7	Enter Activity here	Describe Data	Month/Year
8	Enter Activity here	Describe Data	Month/Year
9	Enter Activity here	Describe Data	Month/Year
10	Enter Activity here	Describe Data	Month/Year

D. ESTABLISHING PARTNERSHIPS 1 page (10 pts.): Provide a description on how your proposed project will coordinate and collaborate with other local, state, federal, and tribal agencies and other providers who serve homeless families, children and youth. The following are some examples of these partners: Head Start, Even Start, Title funding, shelters, Indian Health Service, Family and Social Services, county agencies, community agencies, parents, advocacy groups, housing authorities, and community members.

	List Partners	Coordinated Task(s)/Activities	When was partnership/ Collaboration established or will be established?
1	Enter Partner Name.	Enter task/activity.	Month/Year
2	Enter Partner Name.	Enter task/activity.	Month/Year
3	Enter Partner Name.	Enter task/activity.	Month/Year
4	Enter Partner Name.	Enter task/activity.	Month/Year
5	Enter Partner Name.	Enter task/activity.	Month/Year
6	Enter Partner Name.	Enter task/activity.	Month/Year
7	Enter Partner Name.	Enter task/activity.	Month/Year
8	Enter Partner Name.	Enter task/activity.	Month/Year
9	Enter Partner Name.	Enter task/activity.	Month/Year
10	Enter Partner Name.	Enter task/activity.	Month/Year

E. PROMOTING MEANINGFUL INVOLVEMENT OF PARENTS AND GUARDIANS 1 page (10 pts.): Please provide a list on how your proposed project will coordinate and collaborate with Parents & Guardians. School will work with the Native Star Family Engagement Indicators to monitor this section.

1.

2.

3.

4.

5.

F. ESTABLISHING AND IMPLEMENTING EFFECTIVE HOMELESS POLICIES & PROCEDURES (5 pts.): Provide the policies and procedures that are or will be in place to promote accessibility and academic success of homeless students. Reviewing and establishing policies and procedures for the purposes of promoting the education of McKinney-Vento eligible children and youth, removing barriers, and addressing the following: determining eligibility, enrollment, transportation, attendance, and academic services. Policies and Procedures will be uploaded into the Native Star Document Upload.

	Policies & Procedures	Developed (Y/N)	Location of Policies & Procedures (ie. Native Star document upload, school website)	Task(s)/Activities in developing or updating	Timeframe (If no, by When? (Month/Year))
1	Enter Policy/Procedure.	Select		Enter Task	Month/Year
2	Enter Policy/Procedure.	Select		Enter Task	Month/Year
3	Enter Policy/Procedure.	Select		Enter Task	Month/Year
4	Enter Policy/Procedure.	Select		Enter Task	Month/Year
5	Enter Policy/Procedure.	Select		Enter Task	Month/Year

Part III – Budget Narrative/Spreadsheet (20 pts.)

Please provide a descriptive explanation of costs for the line items listed which must be reflected in the amounts entered into the spreadsheet. Please refer to allowable costs located in the appendices. Any incentives are highly scrutinized and if applicant is considering incentives, this will only be considered for students, and the applicant must provide a strong justification and the costs must be minimal and items must be educationally related. **Gift cards are not allowable.**

Budget Narrative (10 Pts.)

Instructional Support	Sub-Total:
<u>Personnel Services:</u>	
<u>Employee Benefits:</u>	
<u>Travel:</u>	
<u>Parent Involvement:</u>	
<u>Materials and Supplies:</u>	
<u>Other Expenses (Professional Development, Contract Services, Health Services, Counseling):</u>	
<u>Incentives (MUST PROVIDE STRONG JUSTIFICATION, EDUCATION RELATED, MINIMAL COST, NO GIFT CARDS, STUDENTS ONLY):</u>	

Personnel Services:

Employee Benefits:

Travel:

Parent Involvement:

Materials and Supplies:

Other Expenses (Professional Development, Contract Services, Health Services, Counseling):

Clothing, personal hygiene, Eyeglasses (25% or less of total budget):

Budget Spreadsheet (10 Pts.)

McKinney-Vento Homeless Grant Budget		
ALLOCATIONS		
TOTAL GRANT YEARLY AWARD REQUESTED		\$0.00
Budget Line Items	McKinney Vento	Total Budget
INSTRUCTIONAL SUPPORT		
Personnel Services	\$0.00	\$0.00
Employee Benefits	\$0.00	\$0.00
Travel	\$0.00	\$0.00
Parent Involvement	\$0.00	\$0.00
Materials and Supplies	\$0.00	\$0.00
Other Expenses (Professional Development, Contract Services, Health Services, Counseling)	\$0.00	\$0.00
Incentives (<u>must provide strong justification, education related, minimal cost, no gift cards, students only</u>)	\$0.00	\$0.00
Subtotal for Instructional Support	\$0.00	\$0.00
NON-INSTRUCTIONAL SUPPORT		
Personnel Services	\$0.00	\$0.00
Employee Benefits	\$0.00	\$0.00
Travel	\$0.00	\$0.00
Parent Involvement	\$0.00	\$0.00
Materials and Supplies	\$0.00	\$0.00
Other Expenses (Professional Development, Contract Services, Health Services, Counseling)	\$0.00	\$0.00
Clothing, school supplies, personal hygiene (25% or less of total budget)	\$0.00	\$0.00
Subtotal for Non-Instructional Support	\$0.00	\$0.00
GRAND TOTAL	\$0.00	\$0.00

Part IV – Statement of Assurances (REQUIRED-No Points)

School Name: _____

Assures and certifies their compliance with all regulations, policies, guidelines, and requirements as they relate to the acceptance and use of the McKinney-Vento Title IX sub-grant funds including the following specific assurances:

1. Exclude no person from participation, denial of benefits of, or otherwise subject to discrimination under any program or activity for which the applicant receives Title IX financial assistance.
2. Operate the project in compliance with all applicable laws and with regulations and other policies and administrative issuances by the Bureau of Indian Education, including submission of such reports as may be required in order to receive current and on-going funding.
3. Keep records on the project and enter all pertinent student data into NASIS. See below:

Homeless <input type="checkbox"/>	Unaccompanied Youth <input type="checkbox"/>	Homeless Nighttime Residence <input type="text"/>
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4. Use academic progress monitoring and state assessments to assess all students including identified homeless students. (ie. NWEA, PARCC, Smarter Balanced)
5. Use the Native Star web-based tool to identify tasks within the effective practice indicators documenting coordination with the school-wide Title IA program and track progress. Include grant budget in the schools Schoolwide Budget and demonstrate how funds are coordinated with other title funds. Incorporate grant priorities and SMART Goals in the yearly Title I Schoolwide Plan.
6. Use funds provided through this program only to expand upon or improve services provided as part of the school’s regular academic program. Services provided under this program will not replace the schools regular academic program.
7. Use McKinney-Vento funds to supplement and not supplant other Federal funds that were previously used to provide services to homeless children and youth.
8. Ensure activities carried out by the school will not isolate or stigmatize homeless children and youths. The school complies with or is using the funds to comply with the requirements set forth in paragraphs (3) through (7) of section 722(g) of the McKinney-Vento Act. (Title IX, Part B, *Every Student Succeeds Act*).
9. Provide required annual reports, budget expenditures, and any quarterly reports requested by the BIE McKinney-Vento State Coordinator.
10. Program will be monitored along with other Title program activities. Program may be monitored if there is a demonstration of the inadequate use of funds.
11. An assurance that the applicant complies with, or will use requested funds to comply with, paragraphs (3) through (7) of section 11432(g) of this title. (42 USC 11433)
12. - An assurance that the local educational agency will collect and promptly provide data requested by the State Coordinator pursuant to paragraphs (1) and (3) of section 11432(f) of this title. (42 USC 11433)
13. - An assurance that the local educational agency will meet the requirements of section 11432(g)(3) of this title. (42 USC 11433)

The following items are optional, not required:

1. The school has implemented policies and procedures to comply with the Drug-Free Workplace Act of 1988 (P.L. 100-690).
2. Gun-Free Schools – This agency has a policy that requires referral to the criminal justice or the juvenile delinquency system of any student who brings a firearm or weapon to school.

Signature of School Board President:	Print Name & Title:	Date:
Signature of School Administrator:	Print Name & Title:	Date:

Local Liaison Responsibilities

Issue	Local Liaison Responsibilities	Legally required
Policies and Procedures	Review local policies and procedures that may impact homeless children and youth (e.g., school enrollment, access to school programs). This is a school requirement, but may be assumed by the liaison.	●
	Revision of local policies and procedures determined to be potential barriers for homeless children and youth. This is a school requirement and the liaison may be involved.	●
	Ensure that homeless students are identified by school personnel through coordination with other entities.	●
Enrollment and Access to Educational Services	Ensure that homeless families, children, and youth receive educational services for which they are eligible, including Head Start, Even Start, and preschool programs administered by the SCHOOL. Also ensure that families, children, and youth receive referrals to health, mental health, dental, and other appropriate services if needed.	●
	Ensure that homeless students enroll in and have a full and equal opportunity to succeed in the school,	●
	Assist children and youth who do not have immunizations or medical records in obtaining the necessary immunizations or medical records.	●
	Ensure that parents or guardians are informed of educational and related opportunities that are available to their children and are provided meaningful opportunities to participate in their children's education.	●
	Assist with the enrollment dispute resolution cases and ensure they are mediated in accordance with the state's enrollment dispute resolution process as expeditiously as possible.	●
	Post the educational rights of homeless children and youth in all schools. Sources for this information will be given to liaison when assigned.	●
	Post educational right of homeless children and youth in the community where homeless families and youth may receive services (e.g., shelters, public health offices, hotels, and soup kitchens).	●
	Inform school personnel, service providers, and advocates who work with homeless families of the duties of the liaison.	●
	Collaborate and coordinate with state coordinators, community services providers, and school personnel responsible for the provision of educational and related services to homeless children and youth.	●
Unaccompanied Youth	Assist unaccompanied youth in placement/enrollment decisions, including considering the youth's wishes in those decisions, and providing notice of the youth's right to appeal such decisions under the enrollment disputes provisions.	●
	Ensure that unaccompanied youth are immediately enrolled in school pending resolution of disputes that might arise over school enrollment and placement.	●
Suggested Liaison Duties/Activities	Provide professional development for school district staff to build awareness of the educational needs of homeless students, legal responsibilities of the school, and local policies and procedures.	●
	Provide outreach to community service providers through presentations, announcements, and dissemination of relevant publications.	●
	Provide training to parents	●
	Distribute materials, tutoring supplies, clothing, etc. to schools, and students.	●
	Conduct a needs assessment.	●
	Conduct an evaluation of the local homeless education program.	●
	Communicate program updates to schoolwide leadership team on homeless student support, needs and success.	●

Ten Standards

These Ten Standards represent a comprehensive framework that is based on the requirements of the McKinney-Vento (MV) Act and effective practice. It is essential for administrators in all MV programs to ask themselves the following questions, based on the Ten Standards:

1. Do all students experiencing homelessness in my school, identified and enrolled at the time of the state assessment, take the state assessment required for their grade levels?
2. Do all students experiencing homelessness in my school demonstrate academic progress?
3. Are all children in homeless situations identified in my school?
4. Within one full day of an attempt to enroll in school, are all students experiencing homelessness in my school in attendance?
5. Do all students experiencing homeless in my school experience stability?
6. Do all students experiencing homelessness in my school receive specialized and comparable services when eligible?
7. Are all preschool-aged students experiencing homelessness in my school enrolled in and attending preschool programs?
8. Are all unaccompanied youth experiencing homelessness in my school enrolled and attending school?
9. Are all parents (or persons acting as parents of children and youth) of students experiencing homelessness in my school informed of the educational and related opportunities available to their children and provided with meaningful opportunities to participate in their children's education?
10. Does my school help with the needs of all students experiencing homelessness through collaborative efforts both within and beyond the school?

Examples of Authorized Activities with Measurable Outcomes

ACTIVITIES	MEASURABLE OUTCOMES
1. Tutoring, supplemental instruction, and enriched educational services	Pre/post test score improvement. Classroom teachers provide positive assessment of participants. School success, seen in grade and score improvement Participation and performance on State Assessment, High School or GED completion.
2. Expedited student evaluation, including gifted and talented, special education, and limited English proficiency	Evaluations are made and records are transferred in a timely manner. Increased percentage of homeless children accessing education services for which they are eligible (e.g. Title I, special education, LEP services).
3. Professional development for educators and other school personnel	Increase in numbers of BIE school personnel who are aware of and sensitive to the needs of homeless children and youth. Increase in awareness and sensitivity training opportunities for school personnel and community.
4. Referrals for medical, dental, other health services, and social services	Increase in percentage of families referred for services. Increase in percentage of homeless children who are immunized. Increase in percentage of pregnant homeless teens receiving prenatal care.
5. The provision of assistance to defray the excess cost of transportation for students under section 722(g)(4)(A), not otherwise provided through Federal, State, or local funding, where necessary to enable students to attend the school selected under section 722(g)(3). NOT APPLICABLE	Increase in percentage of homeless children and youth attending school regularly Increase in percentage of homeless children and youth attending the school of origin, with the approval of the parent/guardian. Decrease in number of days homeless students cannot attend school due to lack of transportation.
6. Provision of developmentally appropriate early childhood education programs, not otherwise provided.	Assist in the enrollment and attendance of homeless preschoolers in local Preschool programs such as Even Start and Head Start.
7. Provision of services and assistance to attract, engage, and retain homeless children and youth and unaccompanied youth in BIE school programs.	Documentation of identification procedures and support services provided. Increase in the percentage of homeless youth completing school.
8. Before-and-after-school, mentoring programs with a teacher or other qualified individual.	Increase in hours of education programs for homeless children and youth, during non-school time. Improved school performance of participants as based on testing, grades, teachers' assessments, etc.
9. The payment of fees and other costs associated with tracking, obtaining, and transferring records necessary to enroll homeless children and youth.	Decrease in amount of time used to obtain records of homeless children and youth. New schools of former LEA program participants receive information on students promptly; students are tracked into future schools and communities.
10. Provision of education and training to Parents of homeless students about educational rights and resources that is available.	Brochures, newsletters, poster, etc., distributed to parents and providers, on the rights of homeless children to an appropriate education. Increase in homeless parent and youth calls regarding rights and resources. Increase in percentage of homeless families involved in school enrollment decisions.
11. Coordination between schools and service agencies	Increase in numbers of agencies participating in school programs. Increase in number of homeless families and youth receiving case-managed services from collaborating agencies.
12. Provision of pupil services (including violence prevention counseling) and referrals for such services.	Documentation of referrals and participation rates.
13. Addressing needs of homeless children and youth arising from domestic violence	Increase in education services (such as tutoring, adaptation of space for studying) for children at domestic violence shelters.
14. Adaptation of space, purchase of supplies for non-school facilities	Increase number of shelters with homework rooms, libraries, and tutorial supplies.
15. School supplies for distribution at shelters and temporary housing facilities	Increase percentage of homeless children with supplies needed to attend school.
16. Extraordinary or emergency assistance to enable homeless children to attend school	Increase percentage of homeless children and youth attending school ready to learn. Decrease in barriers that keep homeless children from attending school.