bureau of indian education

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sy 2015-16

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| McKinney-Vento Homeless Education Assistance ActEducation of Homeless Children and Youth |
| END OF YEAR REPORT GUIDESubmission Window: June 1- 30, 2016 |

**McKinney-Vento Homeless Education Assistance Act**

**2015-16 BIE McKinney-Vento End of Year Report Guide**

**SUBMISSION WINDOW: June 1-30, 2016**

The BIE’s 2015-2016 McKinney-Vento Homeless Education Assistance Act-Sub-Grant End of the Year Report template requests critical information to be provided by all McKinney-Vento sub-grant recipients regarding their projects. The BIE has the State responsibility to oversee the sub-grant activities and is requesting the following information to ensure the appropriate use of funds and measure the effectiveness of the projects awarded:

1. Project Activities implementation status

2. Project goals are being achieved

3. Demonstrate collaboration with community partners

4. Track the development or review of school’s policies and procedures of Homeless Students

5. Narrative on Project Expenditures and Budget

We have provided this guide to assist sub-grant recipients in completing the template. In addition, if your school chooses not use the template, we ask that you include all the information that is provided in the template.

**PART I: SCHOOL INFORMATION-**The school should enter their Principal/School Administrator’s name, and contact information. In addition, every school is required to have a Local Liaison, and the school should enter the name of this individual. Also, this section requests the report’s preparer to provide their name and signature. The authorized school official must also sign on this page.

**Part II: PROJECT ACTIVITIES-**The school must list their approved project activities as stated in the application. There is a column for “tasks” where a description is provided on the tasks developed to accomplish the activities and the name of the responsible staff involved in accomplishing the task. In this section, the school will provide a percentage in completing the activities and provide a timeframe as to when this activity will be completed or was completed. In addition, the school must provide evidence that measures whether the activities are accomplishing the goals of the project. Please utilize the information you provided in the “Data Collection” section of your application which discussed how your activities were going to be measured. NOTE: if you modified your application please insert the modification in this report.

**PART III: ESTABLISHING PARTNERSHIPS-**The school will provide a list of partners they have initiated collaboration and partnerships with to assist with the project goals. In addition, the tasks/activities these partners are responsible for and the organization’s contact/representative’s name. The section also requests the Month/Year the partnership was established. Also, provide a description of how the school is documenting this partnership/collaborative effort.

**PART IV: REVIEW & IMPLEMENTATION OF POLICIES & PROCEDURES ON ENSURING THE ACADEMIC SUCCES OF HOMELESS STUDENTS-**The school will provide a list of policies/procedures that provides guidance to parents/community on how the school promotes accessibility and academic success of homeless students. The school will indicate if they have a policy/procedure, and identify tasks/activities in developing and updating their policy/procedures. Also, the school will indicate the timeframe in which the policy/procedure will be completed or updated. The school will also provide a timeline on when the School Board has reviewed and approved the policy/procedure. The last column in this section asks whether the school has uploaded this information into Native Star.

**Part V: SY15-16 EXPENDITURE DESCRIPTION-**This section is similar to the Budget Narrative in the school’s application, however this report is requesting a description of expenditures. This section is separated into two categories: 1) Instructional Support and 2) Non-instructional Support. In completing this section, please refer to your approved application and organize your response by aligning your expenditures with the appropriate categories (Instructional Support, Non-Instructional Support) and line items. The school will enter a sub-total for each category, which will be based upon the total expenditures the school listed for each of the line items within the category. NOTE: if you modified your application please insert the modification in this report, ALL MODIFICATIONS MUST HAVE RECEIVED PRIOR APPROVAL BY THE DPA MCV COORDINATOR.

**PART VI: SPREADSHEET-** On the spreadsheet, please include the amount you were awarded and amount expended. Also, please indicate any carryover, although we highly discouraged any carryover, you need to report this if any. The two categories (Instructional Support, Non-instructional Support) are identified in the spreadsheet with the appropriate line items. In completing the column for “McKinney-Vento Awarded”, please refer to your approved application and include the amounts for each category that you were approved for. The “Total Budget Expended” column should include the amounts that have been expended for each category and provide a sub-total. The “Grand Total” should be the total amount for columns “McKinney-Vento Awarded” and “Total Budget Expended”. NOTE: if you modified your application please insert the modification in this report.

**PART VII: SUPPLEMENTAL FUNDING ACTIVITIES (RECIPIENTS ONLY) –** If you applied and were awarded supplemental funding for Wellness you must list the approved activities which is included in your approved proposal. There is a section where you will provide grant award information which includes your SY 14-15 MCV Award, your total supplemental Award(s), and what the awards you received for SY14-15 which is the total of MCV award and supplemental award(s). Also, you will list the amount of supplemental funding your school was awarded, amount expended, and carryover for Wellness. The Wellness funds were to have been expended by December 2015.

**REPORT SUBMISSION-**Reports can be submitted electronically or by mail and must be received by June 30, 2016. Please submit reports to the attention of: Valerie Todacheene, BIE McKinney-Vento State Coordinator, valerie.todacheene@bie.edu, 1011 Indian School Road NW, Suite 332, Albuquerque, NM 87104.

**Please contact Valerie Todacheene, BIE McKinney-Vento State Coordinator, if you have any questions. 505-563-5269 valerie.todacheene@bie.edu**