

**Education for Homeless Children and Youth**

Competitive Application Guidelines

McKinney-Vento Homeless Assistance Act as amended by the Every Student Succeed Act (ESSA) P.L. 115 - 224

**Application Due: Friday, April 26, 2019 by 4:30 PM**

**an original and 3 copies of the application shall be submitted to:**

**Oklahoma State Department of Education**

**Office of Federal Programs**

**2500 North Lincoln Boulevard, Suite 311**

**Oklahoma City, OK 73105-4599**

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# OVERVIEW

Do not return the Overview section with the application; this is for district information.

PROGRAM PURPOSE

Identified homeless children and youths must be provided access to the same free, appropriate public education provided other students, including preschool programs through the provision of assistance to enroll, attend, and succeed in school. Homeless students must be given equitable opportunity to meet the same challenging academic content standards specified in the Oklahoma Academic Standards. Homelessness alone is not sufficient reason to separate students from the mainstream school environment.

Under Section 725 Definitions (McKinney-Vento Homeless Education Assistance Improvements Act of 2001) the term Homeless:

“(A) means individuals who lack a fixed, regular, and adequate night time residence within the meaning of Section 103(a)(1) [42 USC 11302] and

 (B) includes –

(i) children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals;

(ii) children and youths who have primary night time residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings (within the meaning of Section 103(a)(2)(C));

(iii) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and

(iv) migratory children (as such term is defined in Section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).”

KEY CHANGES IN ESSA

The Education for Homeless Children and Youth (EHCY) program is authorized under Title VII-B of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.) (McKinney-Vento Act). The McKinney-Vento Act was originally authorized in 1987 and most recently re-authorized in December 2015 by the Every Student Succeeds Act (ESSA).

The McKinney-Vento Act includes, among other things, new or changed requirements focused on:

1. Identification of homeless children and youths;

2. Preschool-aged homeless children, including clarification that local liaisons must ensure that these children and their families have access to and receive services, if eligible, under LEA administered preschool programs, including Head Start, Part C of the Individuals with Disabilities Education Act (IDEA) (Early Intervention Program for Infants and Toddlers with Disabilities), and other preschool programs administered by the LEA;

3. Collaboration and coordination with other service providers, including public and private child welfare and social services agencies; law enforcement agencies; juvenile and family courts; agencies providing mental health services; domestic violence agencies; child care providers; runaway and homeless youth centers; providers of services and programs funded under the Runaway and Homeless Youth Act; and providers of emergency, transitional, and permanent housing, including public housing agencies, shelter operators, and operators of transitional housing facilities;

4. Professional development and technical assistance at both the State and local levels;

5. Removing enrollment barriers, including barriers related to missed application or enrollment deadlines, fines, or fees; records required for enrollment, including immunization or other required health records, proof of residency, or other documentation; or academic records, including documentation for credit transfer;

6. School stability, including the expansion of school of origin to include preschools and receiving schools and the provision of transportation until the end of the school year, even if a student becomes permanently housed;

7. Privacy of student records, including information about a homeless child or youth’s living situation; and

8. The dispute resolution process.

Significantly, a number of the changes that the ESSA made to the McKinney-Vento Act highlight and respond to the needs of homeless children and youths across the educational spectrum. There is an increased focus on services for preschool-aged homeless children, which data show compose a major share of the overall homeless population, this includes the explicit inclusion of preschools in the definition of “school of origin.” A number of changes also draw attention to the need for homeless youths in secondary school to be college- and career-ready, and the important role that school staff play in the transition to postsecondary education. The ESSA also requires that SEAs implement procedures to ensure full and partial credit transfer for these students. Additionally, the McKinney-Vento Act now has a strengthened emphasis on the unique needs of, and supports for, unaccompanied homeless youths, such as through the verification of independent student status for the purposes of the Free Application for Federal Student Aid (FAFSA) and improved coordination with other federally funded homeless assistance programs for which these youths may be eligible.

ELIGIBILITY REQUIREMENTS

To be eligible to compete for a Homeless Children and Youth grant, the school district must submit an application and a signed assurance page (original signature). School districts applying for funding must have identified a minimum of twenty (20) homeless students.

PROGRAM PERIOD OF PERFORMANCE

 First year Homeless Education Program period of performance is July 1, 2019 through June 30, 2020.

Second year Homeless Education Program period of performance is July 1, 2020 through June 30, 2021.

Third year Homeless Education Program period of performance is July 1, 2021 through June 30, 2022.

Sub-grantees will be awarded an allocation each fiscal year **if** they meet the program requirements, and will be allowed to carryover funds from one fiscal year to another, for the first two years of the three year cycle. Unexpended funds at the end of the third year period of performance (June 30, 2022) cannot be carried over to FY2023, and will result in LEA’s loss of funds.

BUDGET and EXPENDITURE REPORTING

Sub-grantees may apply for the following funds for the FY20-22 grant cycle. The amount awarded to the sub-grantees will remain approximately the same each year, but may fluctuate based on the state allocation from USDE.

Funds will be awarded based on the initial number of applicants and the state allocation award from USDE.

|  |  |
| --- | --- |
|  **Homeless Student Count** | **Projected Maximum Award Amount** |
| 20 - 500 homeless students | Sub-grant award up to $50,000 |
| 500-1500 homeless students | Sub-grant award up to $60,000 |
| 1500 or more homeless students | Sub-grant award up to $70,000 |

Sub-grantees will provide a proposed budget on a spreadsheet for the first year of the grant using the required OCAS codes. The budget will serve as the framework for the three years of the McKinney-Vento grant.

**If homeless student transportation is part of the budget, the sub-grantees are allowed to use no more than 20% of the total grant budget on excess cost of homeless student transportation.**

**The salary of a homeless liaison may be budgeted under OCAS code 2330 as a project administrator, and may not exceed the LEA’s Administrative Cap percentage (5, 7, or 8%).**

District will use the online Grants Management System (GMS) in Single Sign-On (SSO) to submit the budget. Expenditures for services to homeless students will be reimbursed if aligned with the approved summary budget on file at OSDE. Should the need develop to expend McKinney-Vento funds differently than in the approved grant application, please contact the State Homeless Liaison for prior approval before funds are obligated. Expenditures may exceed the amount budgeted under each function-object code up to 25 percent without submitting a budget revision.

PROGRAM EVALUATION AND REQUIREMENTS

The McKinney-Vento grant award is for a three-year period, with a continuous evaluation due to OSDE at the end of the performance period. Funding for year two and three of the grant award is based on the LEA meeting all of the following:

* Annual Homeless Census Report - due June 30th. The data collected is for the previous school year.
* Project Evaluation Report - due July 31st (30 days after the project ending date of each fiscal year.)
* Sub-grantees are required to participate in professional development meetings hosted by the State Department of Education.
* Satisfactory completion of monitoring by OSDE.
* Timely/accurate reporting of homeless enrollment in the LEA Student Information System.
* Timely/accurate expenditure reports in GMS.
* Annual awards from USDE.

TIMELINE OF ACTIVITIES

|  |  |
| --- | --- |
| **Date** | **Activity** |
| February 26, 2019 | Application Opens |
| February 28, 2019 | Webinar |
| April 26, 2019 | Application Submission Deadline |

ASSURANCES

The assurances and certifications following are required of each LEA receiving federal funds under the Improving America's Schools Act. The signature of the LEA superintendent on the cover page constitutes acceptance of the responsibility for carrying out all specified program requirements.

To the extent practicable under the requirements of state education law, the LEA will comply with the following requirements:

 1. Each homeless child and youth has equal access to the same free, appropriate public education as provided to other children and youth including a public preschool education, transportation services, for which the child or youth meets the eligibility criteria, such as compensatory educational programs for the disadvantaged, educational programs for the handicapped and for students with limited English proficiency; programs in vocational education; programs for the gifted and talented; and school meal programs.

 2. Homeless children and youth have access to the education and other services they need to ensure they have an opportunity to meet the same challenging state performance standards to which all students are held.

 3. The combined fiscal effort per student or aggregate expenditures with respect to the provision of free public education for the preceding fiscal year was not less than 90 percent of such combined fiscal effort or aggregate expenditures for the second preceding fiscal year.

 4. Homeless students who meet program eligibility criteria are assured participation in federal, state, or local food programs and local before- and after-school care programs. Provision will be made for the disclosure of data concerning the participation of such children in these programs.

 5. Any record ordinarily kept by the school, including immunization records, academic records, birth certificates, guardianship records, and evaluations for special services or programs of each homeless child or youth shall be maintained:

 (a) so that the records are available, in a timely fashion, when a child or youth enters a new school district; and

 (b) In a manner consistent with Section 444 of the General Education Provisions Act.

 6. The LEA shall:

 (a) continue the education of each homeless child and youth in the school of origin:

 (1) for the remainder of the academic year; or

 (2) in any case in which a family becomes homeless between academic years, for the following academic year;

 (b) enroll the child or youth in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend; or

 (c) immediately enroll the homeless child or youth, even if the child or youth is unable to produce records normally required for enrollment, such as previous academic records, medical records, proof of residency, or other documentation.

 In determining the best interests of the child or youth for the purposes of making a school assignment under number 6, consideration shall be given to a request made by a parent regarding school selection.

 For purposes of this paragraph, the term "school of origin" shall mean the school that the child or youth attended when permanently housed, or the school in which the child or youth was last enrolled.

 7. The choice regarding placement shall be made regardless of whether the child or youth is living with the homeless parents or has been temporarily placed elsewhere by the parents (unaccompanied youth).

 8. Procedures will be provided for the prompt resolution of disputes regarding the educational placement of homeless children and youth.

 9. The LEA will designate a district administrator as liaison for homeless education to coordinate with local social service agencies and other agencies or programs providing services to homeless children or youth and their families. The liaison for homeless education will ensure:

(a) homeless children and youth are enrolled and are provided needed supplementary educational services to maximize their opportunity to succeed in school; and

(b) homeless families, children, and youth receive educational services for which they are eligible, including Head Start and Even Start programs and preschool programs administered by the LEA, referrals to health care services, dental services, mental health services, and other appropriate services. The liaison will inform school personnel, community service providers, and advocates working with homeless families of the duties of the liaison.

10. Technical Assistance and Professional Development will be provided for school personnel including principals, attendance officers, teachers, and enrollment personnel, to heighten the awareness of such personnel of the specific educational needs of runaway and homeless youths.

11. The LEA will review and revise any policies that may act as barriers to the enrollment of homeless children and youth. In reviewing and revising such policies, considerations shall be given to issues concerning transportation, requirements of immunization, residency, birth certificates, school records, or other documentation and guardianship. Special attention shall be given to ensuring the enrollment, attendance, and success of homeless children and youth who are not currently attending school.

12. Policies and practices will be adopted to ensure that homeless children and youth are not isolated or stigmatized.

13. Assistance under the grant will supplement and not supplant state or local funds used before the award of the grant for purposes of providing services to homeless children and youth.

14. The LEA complies with the McKinney-Vento Act already or will use McKinney-Vento grant funds to come into compliance with the above requirements.

APPLICATION INFORMATION

As a candidate for the McKinney-Vento competitive grant award, the following application components **shall be submitted to OSDE in the order listed below:**

1. **FORM A: Cover Sheet** - Use the document provided in the application. The cover sheet should be the first page of the application.
2. **FORM B: Abstract** - Provide a narrative of the proposal that briefly and concisely describes the three year McKinney-Vento program to be implemented and summarizes the intended results of the program. The abstract may not to exceed 250 words.
3. **FORM C: District Profile Needs Assessment** - The tables list the educational needs and barriers that are typically encountered by children and youth experiencing homelessness and unaccompanied youth, and the coordination of funds. Please follow the directions for each table to provide the information as it specifically relates to the involvement of children and youth experiencing homelessness and unaccompanied youth in the LEA.

1. **FORM D: District Data Form** - Use the document provided in the application.
2. **FORM E: Program Plan** - The McKinney-Vento program must include a three-year tier plan using SMART goals (Specific, Measurable, Achievable, Relevant, and Timely). The three-year tier plan will have to demonstrate program development from year-to-year. The three-year tier plan must also demonstrate how the LEA plans for the sustainability of the program in the event that the Title IX, Part A Grant funding is reduced or eliminated.
3. **FORM F: Job Descriptions** - Include a narrative that lists each program personnel and their credentials for participating. Do not attach resumes.
4. **FORM G: Budget Summary -** Submit an itemized Budget for the first year of the proposed program on a spread sheet. This application will receive approval based on this first year budget, which will be expected to be followed for the next two years of the grant. The budget will remain approximately the same, based on the yearly allocation from the USDE.
5. **FORM H: Budget Detail Narrative** **-** Provide a narrative for each of the questions.

# FORMS

FORM A

**EDUCATION FOR HOMELESS CHILDREN AND YOUTH**

**COMPETITIVE APPLICATION**

**COVER SHEET**

McKinney-Vento Homeless Education Act

**Application Due: Friday, April 26, 2019 by 4:30 PM**

Program Period: July 1, 2019 – June 30, 2022

District Name: District Code:

County Name: County Code:

Project Director:

Address:

Phone Number: Fax Number:

Project Director E-mail Address:

Amount of McKinney-Vento funds requested:

Total number of homeless students (as reported in the WAVE as of April 1, 2019):

|  |
| --- |
| **Certification by Authorized District Official** The applicant certifies that to the best of his/her knowledge the information in this application is correct, and that the applicant will comply with the statement of assurances found in the Overview section. LEA Superintendent Name  LEA Superintendent Signature Date |

FORM B

**ABSTRACT**

*(Provide a narrative of the proposal that briefly and concisely describes the three year McKinney-Vento program to be implemented and summarizes the intended results of the program, not to exceed 250 words.)*

FORM C

**District Profile NEEDS Assessment**

Children and unaccompanied youth experiencing homelessness face many challenges. The combination of precarious living conditions, high mobility and poverty create considerable educational, health and emotional problems and barriers for such children and unaccompanied youth. Identifying the needs and barriers faced by children and unaccompanied youth in homeless situations is critical to the development of a plan to facilitate their enrollment, attendance and success in school.

1. *unique needs of children and youth experiencing hoMelessness and nON-accompanied youth*

For each line, place an “X” in the appropriate box to indicate the extent to which the following educational and school related activities are needed to ensure the individual success of children and youth experiencing homelessness and unaccompanied youth in your LEA. Also, place an “X” in the last column to identify needs currently addressed through local and/or state developed programs.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Educational and School-Related Activities | A major need | A minor need | Not an identified need | Addressed by local and/or state program |
| Policy revision |  |  |  |  |
| Identification |  |  |  |  |
| Enrollment |  |  |  |  |
| Parent training/involvement |  |  |  |  |
| Agency coordination |  |  |  |  |
| Records transfer |  |  |  |  |
| Staff development on homeless issues |  |  |  |  |
| Transportation |  |  |  |  |
| School supplies |  |  |  |  |
| Free lunch/breakfast |  |  |  |  |
| Tutoring/remedial programs |  |  |  |  |
| Case management for enrollment and community services |  |  |  |  |
| English as Second Language |  |  |  |  |
| Preschool programs |  |  |  |  |
| Special education |  |  |  |  |
| Medical services |  |  |  |  |
| Mental health services |  |  |  |  |
| Counseling |  |  |  |  |
| Activity fees |  |  |  |  |
| School coordination with local community services |  |  |  |  |
| Food and clothing |  |  |  |  |
| Emergency shelter |  |  |  |  |
| Affordable permanent housing |  |  |  |  |
| Domestic violence/child abuse intervention |  |  |  |  |
| Substance abuse intervention |  |  |  |  |
| Childcare |  |  |  |  |
| Job placement services |  |  |  |  |
| Other: |  |  |  |  |

1. *BARRIERS TO SCHOOL ATTENDANCE / ENROLLMENT*

Rank in order the most frequently identified barriers to school enrolment, attendance or success for children and youth experiencing homelessness in the LEA. Use each number only once. Number one (1) indicates the most frequently identified and number nine (9) the least frequently identified. Use “N/A” to indicate that the item is not a barrier.

|  |  |
| --- | --- |
| Attendance/Enrollment Barriers | Numerical Ranking 1 – 9 |
| Residency requirements |  |
| Availability of school records |  |
| Birth Certificates |  |
| Legal guardianship requirements |  |
| Transportation |  |
| Lack of availability of preschool programs |  |
| Immunization requirements |  |
| Medical records |  |
| Other (specify) |  |

1. *TITLE I, PART A, AND MCKINNEY-VENTO COORDINATION*

Complete the following table and questions regarding the use of Title I, Part A reservations/set-aside funds for children and youth experiencing homelessness and unaccompanied youth.

|  |  |  |
| --- | --- | --- |
|  | Total Amount | Use/Activities |
| Actual Title I, Part A Set-Aside for FY19 (2018-2019) |  |  |
| Planned Title I, Part A Set-Aside for FY20 (2019-2020) |  |  |
| Other Federal Program Funds |  |  |
| Other Community Service Funds |  |  |

1. Describe the process for the development and preparation of the LEA’s plan for coordination services for eligible children and youth experiencing homelessness and unaccompanied youth using the Title I, Part A set-aside. (limit to 150-word count)
2. Describe how the LEA determines its set-aside amount and how does the LEA assist staff in understanding the LEA policy/procedures to support homeless students using these funds. (limit to 150-word count)

FORM D

**DISTRICT DATA**

A) Enter requested data in the table below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Birth – 2 y/o | Pre-School | Elementary | Secondary |
| Number of homeless children/youths living in the district |  |  |  |  |
| Number of homeless students attending school |  |  |  |  |
| Number of homeless children/youths enrolled but not attending school |  |  |  |  |
| Number of homeless children/youths not enrolled |  |  |  |  |
| Totals |  |  |  |  |

B) List all identified shelters and other community agencies and organizations serving the homeless within your district. Indicate using an **“X”** those which have agreed to participate in this project. For each participating agency, estimate the number of homeless children and youth to be served.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name of contact person** | **Phone # of contact person** | **Participating**  **X**  |
| Homeless Shelter |  |  |  |
| Homeless Shelter |  |  |  |
| Homeless Shelter |  |  |  |
| Emergency Youth Shelter |  |  |  |
| Domestic Crisis Shelter |  |  |  |
| Salvation Army |  |  |  |
| Community Action Agency |  |  |  |
| Other |  |  |  |
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FORM E -1st YEAR

**MCKINNEY-VENTO PROGRAM PLAN WORKSHEET 1st YEAR (2019-2020)**

Using SMART goals (Specific, Measurable, Achievable, Relevant, and Timely), describe the plan in detail (such as the services/activities, and personnel supporting the services and activities based on the analysis of the applicant’s profile data, and the expected outcomes.)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Specific Goal and Objective***(List the goal and objective based on identified needs.)* | **Service/Activity** *(What will be the activity/service to meet the goal?)* | **Measurable Goal***(How is the goal measured, in order to be achieved?)* | **Attainable Goal***(What are the means to accomplish the goal?)* | **Relevant Goal***(How is the goal relevant to meet the needs of homeless students?)* | **Timeline/Frequency** *(How often, how many times and for how long, the activity occurs within a given period of time?*  | **Responsible Party***(Describe provider and qualifications***.)** | **Anticipated Outcomes** *(Describe what is expected to occur as a result of implemented activities.)* |
| *Example: The LEA will provide transportation to all MV eligible children* | *Example: The LEA will pay the excess cost of transportation not otherwise provided by federal, state, or local funds, to enable homeless students to attend school.* | *Example: The LEA will create a transportation log, identifying students, transportation starting date, and transportation completion date.*  | *Example: The LEA provides transportation vehicles, personnel, and funding to purchase fuel to provide transportation to homeless students.* | *Example: The LEA will remove attendance barriers for homeless students, to provide the same opportunity for homeless students as all other students.*  | *Example: The LEA Homeless Liaison will coordinate with Transportation Department to provide transportation for the homeless students every day, before and after school, for the entire school year. Liaison will consider school of origin and the child’s best interest.* | *Example: The LEA bus driver(s) will have on file with the Transportation Dept. proper qualifications for transporting students (licensing, background certifications, etc.)* | *Example: The LEA provides homeless students with a sense of stability in a time of crisis. School attendance by children and youth experiencing homelessness will increase as a result of stable, reliable transportation services.* |
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FORM E -2nd YEAR

**MCKINNEY-VENTO PROGRAM PLAN WORKSHEET 2nd YEAR (2020-2021)**

Using SMART goals (Specific, Measurable, Achievable, Relevant, and Timely), describe the plan in detail (such as the services/activities, and personnel supporting the services and activities based on the analysis of the applicant’s profile data, and the expected outcomes.)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Specific Goal and Objective***(List the goal and objective based on identified needs.)* | **Service/Activity** *(What will be the activity/service to meet the goal?)* | **Measurable Goal***(How is the goal measured, in order to be achieved?)* | **Attainable Goal***(What are the means to accomplish the goal?)* | **Relevant Goal***(How is the goal relevant to meet the needs of homeless students?)* | **Timeline/Frequency** *(How often, how many times and for how long, the activity occurs within a given period of time?*  | **Responsible Party***(Describe provider and qualifications***.)** | **Anticipated Outcomes** *(Describe what is expected to occur as a result of implemented activities.)* |
| *Example: The LEA will provide transportation to all MV eligible children* | *Example: The LEA will pay the excess cost of transportation not otherwise provided by federal, state, or local funds, to enable homeless students to attend school.* | *Example: The LEA will create a transportation log, identifying students, transportation starting date, and transportation completion date.*  | *Example: The LEA provides transportation vehicles, personnel, and funding to purchase fuel to provide transportation to homeless students.* | *Example: The LEA will remove attendance barriers for homeless students, to provide the same opportunity for homeless students as all other students.*  | *Example: The LEA Homeless Liaison will coordinate with Transportation Department to provide transportation for the homeless students every day, before and after school, for the entire school year. Liaison will consider school of origin and the child’s best interest.* | *Example: The LEA bus driver(s) will have on file with the Transportation Dept. proper qualifications for transporting students (licensing, background certifications, etc.)* | *Example: The LEA provides homeless students with a sense of stability in a time of crisis. School attendance by children and youth experiencing homelessness will increase as a result of stable, reliable transportation services.* |
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FORM E -3rd YEAR

**MCKINNEY-VENTO PROGRAM PLAN WORKSHEET 3rd YEAR (2021-2022)**

Using SMART goals (Specific, Measurable, Achievable, Relevant, and Timely), describe the plan in detail (such as the services/activities, and personnel supporting the services and activities based on the analysis of the applicant’s profile data, and the expected outcomes.)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Specific Goal and Objective***(List the goal and objective based on identified needs.)* | **Service/Activity** *(What will be the activity/service to meet the goal?)* | **Measurable Goal***(How is the goal measured, in order to be achieved?)* | **Attainable Goal***(What are the means to accomplish the goal?)* | **Relevant Goal***(How is the goal relevant to meet the needs of homeless students?)* | **Timeline/Frequency** *(How often, how many times and for how long, the activity occurs within a given period of time?*  | **Responsible Party***(Describe provider and qualifications***.)** | **Anticipated Outcomes** *(Describe what is expected to occur as a result of implemented activities.)* |
| *Example: The LEA will provide transportation to all MV eligible children* | *Example: The LEA will pay the excess cost of transportation not otherwise provided by federal, state, or local funds, to enable homeless students to attend school.* | *Example: The LEA will create a transportation log, identifying students, transportation starting date, and transportation completion date.*  | *Example: The LEA provides transportation vehicles, personnel, and funding to purchase fuel to provide transportation to homeless students.* | *Example: The LEA will remove attendance barriers for homeless students, to provide the same opportunity for homeless students as all other students.*  | *Example: The LEA Homeless Liaison will coordinate with Transportation Department to provide transportation for the homeless students every day, before and after school, for the entire school year. Liaison will consider school of origin and the child’s best interest.* | *Example: The LEA bus driver(s) will have on file with the Transportation Dept. proper qualifications for transporting students (licensing, background certifications, etc.)* | *Example: The LEA provides homeless students with a sense of stability in a time of crisis. School attendance by children and youth experiencing homelessness will increase as a result of stable, reliable transportation services.* |
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FORM F

**JOB DESCRIPTION(S)**

To the maximum extent practicable, educational services must be provided through existing programs and mechanisms that integrate homeless students with non-homeless students. Project services **must supplement not supplant** the regular academic program or other programs or services previously supported by state or local funds. Funds may be used for the positions of supplemental tutors, counselors, and social workers. The salary of a homeless liaison may be budgeted under OCAS code 2330 as a project administrator, and may not exceed the LEA’s Administrative Cap percentage (5, 7, or 8%). Application proposals must include a job descriptions for *each* project staff member.

FORM G

**2019-2020 Summary Budget (1st YEAR)**

**McKinney-Vento Homeless Assistance Act**

**Project Code: 596 Fund: 11 Requested Budget: District Code: County Code:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Function/****Object codes** | 1000 | 2113  | 2120 | 2132 | 2194 | 2199 | 2212 | 2213 | 2240 | 2330 | 2573 | 2720 | 2730 | 2740 |
| 100 Salaries |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 200 Benefits |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 300 Contracted Services |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 400 Property Services |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 500 Other Services |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 600 Supplies |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 700 Property  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 800 Dues & Fees |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 970 IDC |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **TOTAL:** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

FORM H

**Budget Detail Narrative/Justification (1st YEAR)**

**McKinney-Vento Homeless Assistance Act**

Project Code: 596 Fund: 11

Requested Budget: **$**  District Name:  County Code: District Code:

Itemize and explain each amount budgeted in the Summary Budget. (Use additional pages as necessary.)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Function | Object | Expenditure Description and Itemization | Item Justification/Usage (explanation for need of item) | Cost |
|       |       |       |       |       |
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# APPENDICES

APPENDIX A –APPLICATION CHECKLIST

[ ]  FORM A:Coversheet

[ ]  FORM B:Abstract

[ ]  FORM C:District Profile Needs Assessment

[ ]  FORM D: District Data Form

[ ]  FORM E-1ST YEAR Program Plan (2019-2020)

[ ]  FORM E-2ND YEAR Program Plan (2020-2021)

[ ]  FORM E-3RD YEAR Program Plan (2021-2022)

[ ]  FORM F: Job Descriptions

[ ]  FORM G:Summary Budget

[ ]  FORM H: Budget Detail Narrative

APPENDIX B – HOMELESS LIAISON RESPONSIBILITIES

The McKinney-Vento Act provides a number of LEA requirements for serving homeless children and youths [42 U.S.C. § 11432(g)(3)]. The tasks outlined in the law are summarized below.

*In general, LEAs must*

* continue a homeless child’s or youth’s education in the school of origin for the duration of homelessness and for the remainder of the academic year, if the child or youth becomes permanently housed during an academic year; or
* enroll the homeless child or youth in any public school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend [42 U.S.C. § 11432(g)(3)(A)].

 *School stability provisions require LEAs to*

* presume that keeping the child or youth in the school of origin is in the child’s or youth’s best interest, except when doing so is contrary to the request of the child’s or youth’s parent or guardian, or (in the case of an unaccompanied homeless youth) the youth;
* consider student-centered factors related to the child’s or youth’s best interest, including factors related to the impact of mobility on achievement, education, health, and safety of homeless children and youths, giving priority to the request of the child’s or youth’s parent or guardian or (in the case of an unaccompanied homeless youth) the youth;
* provide a written explanation of the reasons for the LEA’s decision, including information regarding the right to appeal, to the parent or guardian of a homeless student or to an unaccompanied homeless youth, if the LEA sends the child to a school other than the one requested; and
* ensure, in the case of an unaccompanied homeless youth, that the local liaison assists in placement or enrollment decisions, gives priority to the views of the youth, and provides notice of the right to appeal an LEA’s best interest determination that is contrary to the youth’s request [42 U.S.C. § 11432(g)(3)(B)].

*Regarding enrollment and records, the enrolling school must*

* immediately enroll the child or youth, even without records that are normally required for enrollment or if the child or youth has missed application or enrollment deadlines during any period of homelessness;
* contact the school last attended for relevant records;
* assist with obtaining immunizations or other required health records; and
* make any records ordinarily kept by the school available in a timely fashion when the child or youth enrolls in a new school or LEA [42 U.S.C. §§ 11432(g)(3)(C)-(D)].

*If a dispute arises over eligibility, or school selection or enrollment in a school*

* the child or youth must be immediately enrolled in the school in which enrollment is sought, pending final resolution of the dispute, including all available appeals;
* the parent or guardian of the child or youth or (in the case of an unaccompanied youth) the youth must be provided with a written explanation of any decisions related to eligibility, school selection or enrollment made by the school, LEA, or State educational agency (SEA), including the rights to appeal the decision;
* the parent, guardian, or unaccompanied youth must be referred to the local liaison to carry out the dispute resolution process; and
* in the case of an unaccompanied youth, the local liaison must ensure that the youth is immediately enrolled in the school in which the youth seeks enrollment pending resolution of the dispute [42 U.S.C. § 11432(g)(3)(E)].

*Privacy provisions require LEAs to*

* treat information about a homeless child’s or youth’s living situation as a student education record and not deem it to be directory information [42 U.S.C. § 11432(g)(3)(G)].

*Comparable services provisions require LEAs to*

* provide services comparable to those received by other students in the school [42 U.S.C. § 11432(g)(4)].

*Coordination provisions require LEAs to*

* coordinate with local social services agencies and other agencies or entities providing services to homeless children and youths and their families, including services and programs funded under the Runaway and Homeless Youth Act [42 U.S.C. § 11432(g)(5)(A)(i)].

APPENDIX C – AUTHORIZED ACTIVITIES

 Services provided by McKinney-Vento projects must be selected from the following list of activities authorized by the statute (Title X, Part C, Section 723 (d)):

 1. The provision of **tutoring, supplemental instruction, and enriched educational services** that are linked to the achievement of the same challenging state academic content and achievement standards the state establishes for other children and youth;

 2. The provision of **expedited evaluations** of the strengths and needs of homeless children and youth, 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 youth, the rights of such children and youth under this Act, and the specific educational needs of runaway and homeless youth;

 4. The provision of **referral services** to homeless children and youth for medical, dental, mental, and other health services;

 5. The provision of assistance to defray the **excess cost of transportation** for students not otherwise provided through federal, state, or local funding, where necessary to enable students to attend school;

 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 youth, and unaccompanied youth in public school programs and services provided to non-homeless children and youth.

 8. The provision for homeless children and youth of **before-school 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 youth in school, including birth certificates, immunization 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 youth of 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 youth, including programs funded under the Runaway and Homeless Youth 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 youth 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; and

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

APPENDIX D – ALLOWABLE OCAS FUNCTION-OBJECT CODES

Shown below are the allowable function codes of the Oklahoma Cost Accounting System (OCAS) that may be used to budget McKinney-Vento funds. These codes must be used by LEAs to budget, record, and report the expenditure of McKinney-Vento funds.

**FUNCTION CODES**

1000 INSTRUCTION - Instruction includes activities dealing directly with the interaction between teachers, teacher assistants, tutors, translators, teaching machines, and students and may be provided in a campus classroom or in other locations such as homeless shelters.

2000 SUPPORT SERVICES - Services to facilitate and enhance instruction.

 2100 SUPPORT SERVICES - STUDENTS. Activities designed to assess and improve the well-being of students and to supplement the teaching process.

 2110 Attendance and Social Work Services

 2120 Guidance Services - School Counseling

 2130 Health Services

 2140 Psychological Testing and Evaluation

 2150 Speech Pathology and Audiology Services

 2194 Parent Advisory

2199 Other Support Services-Student (Homeless expenditures would be coded here.)

2200 SUPPORT SERVICES - INSTRUCTIONAL STAFF. Activities associated with assisting the instructional staff with the content and process of providing learning experiences for students.

2210 Improvement of Instruction Services (Professional development for certified staff)

2212 Curriculum Development - Improvement of Instruction Services

2213 Staff Development - Improvement of Instruction Services

2240 Academic Student Assessment

2500 CENTRAL SERVICES. Activities (other than general administration) which support other instructional and support services.

 2530 Printing, Publishing, and Duplicating Services (Reports, bulletins, newsletters)

 2560 Information Services (Information Dissemination)

 2573 Inservice Training Services (non-instructional staff)

2700 STUDENT TRANSPORTATION SERVICES. Activities concerned with the conveyance of students to and from school, as provided by state law. Included are trips between homeless shelters and school.

 2720 Vehicle Operation Services

 2740 Vehicle Servicing and Maintenance Services

**OBJECT CODES**

110/120 Regular Certified/Noncertified Salaries

130/140 Substitute Teacher Salary (Certified/Noncertified)

170/180 Stipends (Certified/Noncertified Employees)

192/193 Extra Duty Salaries (Certified /Noncertified)

200 Personal Services - Employee Benefits.

300 Contracted services

320 Professional - Education Services

500 Other Purchased Services

510 Student Transportation and Travel Services

 530 Communication Services

 580 Staff Travel (staff travel expenses)

600 Supplies

610 General Supplies (for instruction)

 625 Gasoline

 641 Books

 642 Books and Periodicals

 644 Supplemental Textbooks (Non-state Adopted)

 645 Workbooks

650 Technology related items and supplies with an acquisition cost < $5000

 653 Supplies-Technology Related

700 Property

730 Equipment and capital expenditures with an acquisition cost of more than $5000

800 Other Objects

 800 Clothing, uniforms, hygiene products, other Miscellaneous Expenditures (2199 Function code)
810 Student dues and fees

860 Staff Registration and Tuition

APPENDIX E - CERTIFICATION REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

**A. LOBBYING**

As required by Section 1352, Title 31 of the U.S. Code, and implemental at 34 CFR Part 82, for persons entering into a grant or cooperative agreement over $1,000,000, 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 instruction; and

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

**B. 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 (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (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.

**C. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about:

 (1) The dangers of drug abuse in the workplace;

 (2) The grantee's policy of maintaining a drug-free workplace;

 (3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:

 (1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, Grants and Contracts Service, U. S. Department of Education, 400 Maryland Avenue, S. W. (Room 3124, GSA Regional Office Building No. 3), Washington, DC 20202-4571. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:

 (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

 (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency;

 (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

As required by the Drug-Free Workplace Act of 1988, and implemental at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610:

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of conviction, to: Director, Grants and Contracts Service, U. S. Department of Education, 400 Maryland Avenue, S. W. (Room 3124, GSA Regional Office Building No. 3), Washington, DC 20202-4571. Notice shall include the identification number(s) of each affected grant.

**D. Gun-Free Schools**

As required by the Gun-Free Schools Act, Section 300.1 of ESEA of 1965 as amended:

 1. The applicant certifies that it will, or will continue to provide a gun-free school:

 (a) No assistance may be provided to any local educational agency under this Act unless such agency has in effect a policy requiring the expulsion from school for a period of not less than one year of any student who is determined to have brought a weapon to a school under the jurisdiction of the agency except such policy may allow the chief administering officer of the agency to modify such expulsion requirement for a student on a case-by-case basis.

 (b) For the purpose of this section, the term "weapon" means a firearm as such term is defined in Section 921 of Title 18, United States Code. Each local educational agency requesting assistance from the state educational agency that is to be provided from funds made available to the state under this Act shall provide to the state, in the application requesting such assistance:

(1) as assurance that such local educational agency has in effect the policy required by subsection (a); and

(2) a description of the circumstances surrounding any expulsions imposed under the policy required by subsection (a), including:

 (a) the name of the school concerned;

 (b) the number of students expelled from such school; and

 (c) the types of weapons concerned.

**E. Smoke-Free Schools**

As required by the Environmental Tobacco Smoke Act, Section 1043 Part C "Non-smoking Policy for Children's Services":

1. The applicant certifies that it will, or will continue to provide a smoke-free school, as required in Section 1043(a): **Prohibition**: After the date of the enactment of this Act, no person shall permit smoking within any indoor facility owned or leased or contracted for and utilized by such person for provision of routine or regular kindergarten, elementary, or secondary education or library services to children

**F. Schools Serving Delinquent Children**

1. Each local educational agency operating a program for delinquent children shall have on file the formal agreement between the local educational agency and the correctional facility and alternative school program serving youth involved with the juvenile justice system to operate programs for delinquent children.

 2. Each local educational agency operating a program for delinquent children shall coordinate with other federal, state, and local programs, such as programs under the Job Training and Partnership Act and the Juvenile Justice and Delinquency Prevention Act of 1974 and other comparable programs, if applicable.

 3. Each local educational agency operating a program for delinquent children will assure correctional facilities working with youth are aware of a child’s existing individualized education program.

**G. School Prayer**

1. Certification- As a condition of receiving funds under NCLS, a local educational agency shall certify in writing to the state educational agency involved 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 guidance required under subsection 954(a). The certification shall be provided by October 1 of each year. The state educational agency shall report to the Secretary by November 1 of each year a list of those local educational agencies that have not filed the certification or against which complaints have been made to the state educational agency that the local educational agencies are not in compliance with this section.

2. Enforcement- The Secretary is authorized and directed to effectuate subsections (b) by issuing, and securing compliance with, rules or orders with respect to a local educational that fails to certify, or is found to have certified in bad faith, that no policy of the local educational agency prevents, or otherwise denies participation in, constitutionally protected prayer in public elementary schools and secondary schools.

**H. Equity for Students, Teachers, and Other Program Beneficiaries- General Education Provision ACT**

 **(GEPA) Requirement (Section 427 of GEPA).**

The local educational agency ensures equity of access and participation of students, teachers, and parents in all federal programs through the District Consolidation Application. All activities are designed without barriers that can impede equitable access or participation related to gender, race, national origin, color, disability or age. All activities of this program include equity concerns so as to involve full participation in this program without barriers, including provisions of native language translations and interpreters for participation. Activities are held in physical facilities that accommodate visually and physical challenged participants.

APPENDIX F: The McKinney-Vento Homeless Assistance Act

As amended by S. 896 The Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009

SEC. 103. [42 USC 11302]. GENERAL DEFINITION OF HOMELESS INDIVIDUAL.

(a) IN GENERAL.—For purposes of this Act, the term “homeless”, “homeless individual”, and

“homeless person” means—

(1) an individual or family who lacks a fixed, regular, and adequate night-time residence;

(2) an individual or family with a primary night-time residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings,

including a car, park, abandoned building, bus or train station, airport, or camping ground;

(3) an individual or family living in a supervised publicly or privately operated shelter

designated to provide temporary living arrangements (including hotels and motels paid for by

Federal, State, or local government programs for low-income individuals or by charitable

organizations, congregate shelters, and transitional housing);

(4) an individual who resided in a shelter or place not meant for human habitation and

who is exiting an institution where he or she temporarily resided;

(5) an individual or family who—

(A) will imminently lose their housing, including housing they own, rent, or live in without paying rent, are sharing with others, and rooms in hotels or motels not paid for by Federal, State, or local government programs for low-income individuals or by charitable organizations, as evidenced by—

(i) a court order resulting from an eviction action that notifies the individual or family that they must leave within 14 days;

(ii) the individual or family having a primary night time residence that is a room in a hotel or motel and where they lack the resources necessary to reside there for more than 14 days; or

(iii) credible evidence indicating that the owner or renter of the housing will not allow the individual or family to stay for more than 14 days, and any oral statement from an individual or family seeking homeless assistance that is found to be credible shall be considered credible evidence for purposes of this clause;

(B) has no subsequent residence identified; and

(C) lacks the resources or support networks needed to obtain other permanent housing; and

(6) unaccompanied youth and homeless families with children and youth defined as homeless under other Federal statutes who--

(A) have experienced a long term period without living independently in permanent housing,

(B) have experienced persistent instability as measured by frequent moves over such period, and

(C) can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse, the presence of a child or youth with a disability, or multiple barriers to employment.

APPENDIX G – SCORING RUBRIC

|  |
| --- |
| **Oklahoma State Department of Education****FY20-22 Education for Homeless Children and Youth****Competitive Application Scoring Rubric** |
| **Grant Evaluation Criterion** | **Available Points** |
| 1. **FORM A:** Cover Sheet
 | 5 Possible Points |
| 1. **FORM B:** Abstract
 | 15 Possible Points |
| 1. **FORM C:** District Profile Needs Assessment
 |  |
| 1. Unique Needs Of Children And Youth Experiencing Homelessness And Non-Accompanied Youth
 | 10 Possible Points |
| 1. Barriers to School Attendance/Enrollment
 | 10 Possible Points |
| 1. Title I, Part A and McKinney-Vento Coordination
 | 10 Possible Points |
| 1. **FORM D:** District Data (A-B)
 | 5 Possible Points |
| 1. **FORM E:** McKinney-Vento Program Plan Worksheet
 |  |
| FORM E - 1st Year | 35 Possible Points |
| FORM E – 2nd Year | 35 Possible Points |
| FORM E – 3rd Year | 35 Possible Points |
| 1. **FORM F:** Job Description(s)
 | 10 Possible Points |
| 1. **FORM G:** Summary Budget (1st Year)
 | 15 Possible Points |
| 1. **FORM H:** Budget Detail Narrative/Justification (1st Year)
 | 15 Possible Points |
| **TOTAL** | **200 Possible Points** |