



JOY HOFMEISTER
STATE SUPERINTENDENT *of* PUBLIC INSTRUCTION
OKLAHOMA STATE DEPARTMENT *of* EDUCATION

Program Guidelines

2022-2025

Oklahoma Education of Homeless Children and Youth Subgrant

Authorized by McKinney-Vento Homeless Assistance Act, Subtitle VII-B,
reauthorized by Title IX, Part A, Every Student Succeeds Act (ESSA)
(42 U.S.C. 11431 et seq.)

Application Closing Date: July 22, 2022

Contents

- Description3
- Resources3
- Stakeholders3
- Grant at a Glance4
 - Program Purpose, Goals, and Objectives4
 - Eligibility Requirements.....4
 - Program Period of Performance4
 - Supplement, Not Supplant.....5
 - Application Requirements and Assurances5
 - Statutory Requirements5
 - Program Requirements6
 - Program-Specific Assurances.....7
 - Allowable Activities and Use of Funds7
 - Unallowable Activities and Use of Funds8
 - Program Evaluations8
- Standard Review Criteria.....9
 - Overview (10 Points Possible)9
 - Identify/Address Needs (15 Points Possible)9
 - Measurable Goals and Progress (15 Points Possible).....9
 - Project Evaluation and Modifications (10 Points Possible).....9
 - Statutory/Program Requirements (30 Points Possible).....9
 - Budget (20 Possible Points).....9
 - Total Possible Points9
- Selection for Funding10
- Checklist for Applicants10
- APPENDICES11
- APPENDIX A – HOMELESS LIAISON RESPONSIBILITIES11
- Appendix B – AUTHORIZED ACTIVITIES13
- APPENDIX C – ALLOWABLE OCAS FUNCTION-OBJECT CODES.....15
- APPENDIX D - CERTIFICATION REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER
RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS.....17
- APPENDIX E: THE MCKINNEY-VENTO HOMELESS ASSISTANCE ACT21

Summary of Grant

Description

The U.S. Department of Education provides funding to Oklahoma to enable the Oklahoma State Department of Education and Oklahoma Local Educational Agencies (LEAs) to implement the McKinney-Vento Homeless Assistance Act, through the McKinney-Vento Homeless Education Assistance Improvements Act of 2001 (Title X, Part C of the *No Child Left Behind Act*, P. L. 107-110) as amended by the Every Student Succeeds Act of 2015. The McKinney-Vento Act includes provisions to ensure that children and youth experiencing homelessness are provided with a free, appropriate public education and have equal opportunity to enroll and succeed in school.

The Oklahoma Homeless Education Program distributes funds to LEAs through a competitive subgrant process, as mandated by the McKinney-Vento Act. The recommended awards are based on a three-year grant cycle covering the 2022-2023, 2023-2024, and 2024-2025 academic years. Receipt of McKinney-Vento subgrant funds is contingent upon compliance with federal and state mandates, adherence to the terms and activities specified in the proposal as approved, and evidence that expenditures are in compliance with the approved budget.

Resources

The Oklahoma State Department of Education receives funds from the U.S. Department of Education, through the McKinney-Vento Homeless Education Assistance Improvements Act of 2001 (Title X, Part C of the *No Child Left behind Act*, P.L. 107-110) as amended by the Every Student Succeeds Act of 2015 with funding contingent upon the annual state allocation. The McKinney-Vento allocation to Oklahoma for the 2022-2023 school year is estimated to be \$1,350,252.00 and includes support for statewide activities as well as competitive subgrants of LEAs. Information and technical assistance resources are provided through the Oklahoma Homeless Education Program with support from the National Center for Homeless Education (NCHE), the National Association for the Education of Homeless Children and Youth (NAEHCY), School House Connection (SHC), and other national partners in the homeless education network.

Stakeholders

Primary stakeholders in the McKinney-Vento homeless education programs are children and youth who are in homeless situations in Oklahoma. Other stakeholders include schools, parents, families, and community organizations that address issues related to the education of homeless children and youth.

Grant at a Glance

Program Purpose, Goals, and Objectives

The purpose of the McKinney-Vento Homeless Education Assistance Act is to identify and remove barriers for children and youth experiencing homelessness and ensure that students in these circumstances have equitable access to all available supports and resources to meet the same challenging state academic standards established for all students. One key component of the Act requires the administration and implementation of a sub-grant program.

The 2022-2025 Oklahoma Education of Homeless Children and Youth sub-grant program will provide subgrantees with additional capacity to facilitate the identification, enrollment, attendance, and academic success of homeless children and youth by removing barriers and promoting school stability for students experiencing homelessness.

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 fifty (50) homeless students in 2021-2022.

Program Period of Performance

First year Homeless Education Program period of performance is July 1, 2022, through June 30, 2023. Second year Homeless Education Program period of performance is July 1, 2023, through June 30, 2024. Third year Homeless Education Program period of performance is July 1, 2024, through June 30, 2025.

Sub-grantees will be awarded an allocation each fiscal year **if** they meet the program requirements and will be allowed to carry over 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, 2025) cannot be carried over to FY2026 and will result in LEAs loss of funds.

Budget and Expenditure Reporting

Subgrantees may apply for the following funds for the FY22-25 grant cycle. The amount awarded to the subgrantees will remain approximately the same each year but may fluctuate based on the state's 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
50 – 199 homeless students	Sub-grant award up to \$40,000
200 – 499 homeless students	Sub-grant award up to \$50,000
500 – 999 homeless students	Sub-grant award up to \$60,000
1000 – 1499 homeless students	Sub-grant award up to \$70,000
1500 or more homeless students	Sub-grant award up to \$80,000

Subgrantees 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 subgrant. Should the need arise to expend McKinney-Vento funds differently than in the approved grant application, please contact the State Homeless Coordinator for prior approval before funds are obligated.

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.

LEAs 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. Expenditures may exceed the amount budgeted under each function-object code up to 25 percent without submitting a budget revision.

Supplement, Not Supplant

The supplement, not supplant provision does apply to this grant program.

Application Requirements and Assurances

This section identifies the two types of requirements in which applicants must comply to be eligible for funding:

- Statutory requirements (requirements defined in the authorizing statute)
- OSDE program requirements

Statutory Requirements

The following requirements are defined in the statute that authorizes this program. The applicant must have complied with each of these requirements in the original competitive application and assure ongoing compliance with these requirements:

1. A description of services and programs that the subgrantee will provide to address the needs of students experiencing homelessness;
2. A description of the extent to which:
 - a. the application reflects coordination with other local and state agencies that serve homeless children and unaccompanied youth;
 - b. the proposed use of funds that will facilitate the identification, enrollment, and educational success of homeless children and youth;

- c. the extent to which the applicant will promote the meaningful involvements of parents or guardians of homeless children and youth in the education of their children; and
 - d. the extent to which homeless children and unaccompanied youth will be integrated into the regular education program.
3. Identify the types, intensity, and coordination of services to be provided in coordination with Title I, Part A set-asides, including:
 - a. the process for the development and preparation of the LEA's plan for coordinating services for eligible homeless children and unaccompanied youth using Title I, Part A set-asides. Include the actual set-aside for 2021-2022 and the planned set-aside for 2022-2023; and
 - b. how the LEA determines its set-aside amount and how the LEA assists staff in understanding the LEA's policy or procedure to support homeless students using these funds.
 4. Identify the current policies and procedures that the LEA will implement to ensure that the activities will not isolate or stigmatize homeless children and unaccompanied youth.

Program Requirements

In addition to the statutory requirements, OSDE has established the following program requirements. The applicant must comply with each of these requirements to be considered for funding:

1. A description of the process or procedures that are utilized to enroll, identify, and provide program services and support for homeless students and unaccompanied youth who:
 - a. are entering and/or returning to their schools from summer or holiday break,
 - b. experiencing homelessness after the school year has started,
 - c. are not currently enrolled or attending school, and
 - d. are eligible for early childhood and/or pre-kindergarten programs.
2. A description of the current internal and external McKinney-Vento professional development plan to increase awareness, support enrollment and identification, and increase staff capacity to respond to the unique educational needs of homeless children and unaccompanied youth.
3. A description of how the grant activities, programs, and services will address the unique academic needs and support equitable outcomes for elementary homeless children and unaccompanied youth. Include a timeline, milestones, strategies, and/or systems that will be utilized to implement academic progress monitoring, interventions, and services to support:
 - a. attendance and engagement,
 - b. on-time promotion,
 - c. coordination of targeted services for homeless children and unaccompanied youth who have been identified and are receiving other special program services (e.g., Special Education, English Learners, and Gifted and Talented),
 - d. bridging program support services,
 - e. assessment interventions and scores,
 - f. discipline interventions,
 - g. tutoring services,
 - h. supplemental academic programs, and

- i. other programs or services.
4. A description of how the grant activities, programs, and services will address the unique academic needs and support equitable outcomes for secondary homeless children and unaccompanied youth. Include a timeline, milestones, strategies, and/or systems that will be utilized to implement academic progress monitoring, interventions, and services to support:
 - a. attendance, engagement, and truancy interventions,
 - b. on-time promotion,
 - c. coordination of targeted services for homeless children and unaccompanied youth who have been identified and are receiving other special program services (e.g., Special Education, English Learners, Career and Technical Education, and Gifted and Talented),
 - d. advance placement and dual credit course work,
 - e. transcript review for appropriate full or partial credit,
 - f. credit recovery or credit repair services
 - g. assessment interventions and scores,
 - h. discipline interventions,
 - i. four-year cohort graduation,
 - j. graduation of all homeless students (e.g., current cohort, continuers, and early graduates),
 - k. college and career readiness programs and support services,
 - l. post-secondary transition plan, and
 - m. other programs or services.

Program-Specific Assurances

The program-specific assurances for this grant program are listed in the Application.

Allowable Activities and Use of Funds

- Coordination between schools and agencies providing services to homeless children and youths, as described in section 11432 (g)(5).
- Specialized instructional support services (including violence prevention counseling) and referrals for such services.
- Programs addressing the needs of homeless children and youths that may arise from domestic violence and parental mental health or substance abuse problems.
- Providing school supplies, including those supplies to be distributed at shelters or temporary housing facilities, or other appropriate locations.
- Travel for students to participate in youth leadership/forums/institutes/programs not funded by other local, state, or federal program.
- Programs to support McKinney-Vento students who have been truant to assist in credit repair or recovery.
- Programs that partner with in-demand fields of study that leads to high-wage, high-skill, and in-demand occupations in alignment with the Carl D. Perkins Career and Technical Education Act of 2006.
- Educational programs and activities, including credit recovery or dual credit programs for secondary students.

- Extra-duty pay for staff working beyond their normal contracted hours to provide grant activities and services that supplement the regular school day.
- Field trips that are academic in nature, reasonable in cost, and are necessary to accomplish the objectives of the grant. Examples of field trips include, but are not limited to:
 - Supplemental academic activities that are focused on science, technology, engineering, and mathematics (STEM).
 - Organized visits to colleges, universities, or any identified program of study that leads to high-wage, high-skill, and in-demand occupations.
 - To promote and explore a variety of college and career opportunities.

Unallowable Activities and Use of Funds

- Debt service (lease-purchase)
- Cost of membership in any civic or community organization
- Travel costs for officials such as Executive Director, Superintendent, or Board Members
- Payment for housing costs (e.g., payments for an apartment, duplex, home, hotels, etc.)
- Payment for security deposits (e.g., rental or utility deposits)
- Gift cards
- Payment for household items (e.g., mattresses, bedding, linens, appliances, etc.)
- Payment for childcare or childcare supplies (e.g., diapers, baby hygiene items, furniture, etc.)
- Office furniture, copiers, telephones, etc.
- Vehicles
- Stipends for students or families to participate in grant activities
- Expenditures related to students who are not McKinney-Vento eligible, identified, enrolled or served by the program
- Excess cost for School of Origin transportation is limited to twenty percent (20%) of the annual grant budget

Program Evaluations

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

- Annual Education of Homeless Children and Youth District 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 and accurate reporting of homeless enrollment in the LEA’s Student Information System.

- Timely and accurate expenditure reports in GMS.
- Annual awards from USDE.

Standard Review Criteria

The following standard review criteria are used in scoring the application. Each competitive application is reviewed to determine the capability of the applicant to implement its proposed program. In reviewing the information submitted and in recommending competitive applications for funding, reviewers consider the follow ratings: Clearly Outstanding; Exceeds Expectations, Meets Standard, Needs Improvement, or Not Addressed. When scoring each indicator, reviewers select a rating which has an appropriate point value assigned.

Overview (10 Points Possible)

The proposal reads well and provides a clear picture of the proposed program. It is consistent with the purpose of the subgrant program described in Section 723 of the McKinney-Vento Act to provide direct services to ensure the enrollment, attendance, and success of homeless children and youth in school. The proposal shows clear linkages between needs, objectives, activities, budget, and evaluation.

Identify/Address Needs (15 Points Possible)

Quantifiable needs have been identified and strategies to address those needs have been clearly described.

Measurable Goals and Progress (15 Points Possible)

The benchmarks and the summative Specific Measurable Achievable Relevant Timely (SMART) goal are clearly described and related to either student outcomes or as consistent with the purpose of the grant program.

Project Evaluation and Modifications (10 Points Possible)

Applicant clearly describes how project evaluation data will be used to determine when and how to modify the project plan, including if annual progress or summative SMART goals do not show progress.

Statutory/Program Requirements (30 Points Possible)

Strategies and activities are of sufficient quality and depth to ensure accomplishment of the goals and objectives of the grant program.

Budget (20 Possible Points)

The costs reflected in the budget are appropriate for the results expected. (10 points)

The budget, including personnel, materials, and other identified expenses, supports the activities outlined in the grant application. (10 points)

Total Possible Points

For each application, a total of 100 points is possible.

Selection for Funding

Applications for competitive grants are considered and selected on the basis of total points scored during review, but awards are contingent upon availability of funds. The awards for this grant will be made starting with the highest-scoring application and continuing to the next highest scoring application until funds are exhausted.

To be considered for funding, applicants for competitive grants that have previously received discretionary grants from OSDE must have a positive record of successfully managing programs. A positive record includes compliance with all requirements and conditions of those grants, including financial management requirements, and implementing the grant programs according to the timelines and descriptions proposed in the grant applications.

Checklist for Applicants

Check the following non-exhaustive list before submitting a competitive grant application:

Applicant Checklist: McKinney-Vento Subgrant	
<input type="checkbox"/>	Review the following documents thoroughly to ensure you have a clear understanding of the purpose of the grant program, including eligibility requirements, funding amounts, program requirements, and allowable activities: a. Program Guidelines b. Application c. McKinney-Vento Act list of authorized activities d. Allowable OCAS Function-Object Codes
<input type="checkbox"/>	Complete all sections of the application. If you leave an application section blank, it will impact how reviewers score your application.
<input type="checkbox"/>	Email one original copy of the application.
<input type="checkbox"/>	Competitive applications will only be accepted via email at homelessstatecoordinator@sde.ok.gov . Only applications received by 11:59 p.m. Central Time on the application due date (July 22, 2022) will be considered for funding.

APPENDICES

APPENDIX A – 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 B – 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 C – 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 D - 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, applicant certifies that they 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, applicant 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 E: 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 nighttime 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.