

# REQUEST FOR APPLICATION

## McKinney-Vento

## Homeless Children Education Program

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| Point of Contact: [**KDERFP@education.ky.gov**](mailto:KDERFP@education.ky.gov)  Questions will only be accepted during the applicant technical assistance sessions on January 12th and via email to the address listed above.  **Note the deadline for questions: January 17, 2018, 4:00 PM (EST)** | **Submit Applications to:**  [**KDERFP@education.ky.gov**](mailto:KDERFP@education.ky.gov)  Deadline for Submission of application:  **Friday, February 2, 2018 (4:00pm ET)** |
| **Notes:**   * Services must be provided district-wide * Districts may collaborate and submit one application (i.e. county and independent districts, or neighboring counties) * Waiver of Minor Irregularities - The Kentucky Department of Education reserves the right to waive informalities and minor irregularities in applications received. | |

KENTUCKY DEPARTMENT OF EDUCATION

**REQUEST FOR COMPETITIVE APPLICATION**

**McKinney-Vento Homeless Education Program**

As Authorized under Title IX, Part A of ESSA, the Office of Continuous Improvement and Support is issuing a Request for Applications (RFA) from local educational agencies to develop and implement programs that facilitate the enrollment, attendance, and success in school of homeless children and youth.

Funding

The Kentucky Department of Education (KDE) anticipates funding 10-19 programs. Funding amounts will vary dependent upon availability of funds and the following needs (list is not all inclusive): homeless population, strength of academic services proposed, allowable expenditures and potential start-up programs. Districts should design a Homeless Education Program that addresses needs identified through a comprehensive needs assessment and is education focused. Budgets should be developed based on the program design and should accurately reflect amounts needed to effectively implement it. The average award for this grant is approximately $65,000. Districts may or may not receive the total amount requested. The award is based on program design and homeless count.

**Local Education Agency Grants for the Education of Homeless Children and Youth**

The Kentucky Department of Education shall make grants to local education agencies (LEA) when such funds become available through a competitive application process. Grants will be awarded to LEAs based upon the review and rating of their applications:

1. Not less than fifty (50) percent of amounts provided under a grant to local districts shall be used to provide primary services of tutoring, remedial education services, or other education services to homeless children or homeless youths.
2. Not less than thirty-five (35) nor more than fifty (50) percent of amounts provided to local districts shall be used for related activities including expedited evaluations, professional development for school personnel, referrals for medical, dental, mental and other health services, transportation, before- and after-school care, and school supplies.
3. A local district that desires to receive a grant shall submit an application to the Kentucky Department of Education. Each application shall include:
   1. The number of homeless children and youth enrolled in preschool, elementary and secondary school, the needs of such children and the ability of the district to meet these needs;
   2. A description of the services and programs for which assistance is sought and the problems sought to be addressed through the provision of such services and programs (i.e., enrollment, retention and educational success);
   3. An assurance that assistance under the grant shall supplement and not supplant funds used before the award of the grant for purposes of providing services to homeless children and homeless youths;
   4. A description of policies and procedures that the district shall implement to ensure that activities carried out by the district shall not isolate or stigmatize homeless children and homeless youth;
   5. A description of coordination with other local and state agencies that serve homeless children and homeless youths; and
   6. Other criteria the Kentucky Department of Education deems appropriate

Districts may collaborate and submit one application. Collaborating districts may include a county school district and an independent district or neighboring districts. One district must agree to serve as the fiscal agent for the program.

Background

* Title IX, Part A of ESSA is also known as the McKinney-Vento Homeless Assistance Act.
* The purpose of these funds is to ensure that homeless children and youth have equal access to the same free, appropriate public education, including a public preschool, as provided to other children and youth.
* Educational programs and services may be provided on school grounds or at other facilities. If services are provided on school grounds, the district must give priority to homeless children and youth, but may include children who are at risk of failing or dropping out of school.
* Districts are encouraged to develop their programs in collaboration with local homeless service providers.
* There are 27,657 homeless school-aged children in Kentucky. Homeless children or youth are defined as individuals ages zero (0) to twenty-one (21) that lack a fixed, regular, and adequate nighttime residence. The term includes children who are:
  + Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as *doubled-up*);
  + Living in motels, hotels, (camping) trailer parks, or camping grounds due to lack of alternative adequate accommodations;
  + Living in emergency or transitional shelters;
  + Abandoned in hospitals; or
  + Have primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;
  + Living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
  + Migratory children or youth who qualify as homeless because they are living in circumstances described above.

General Requirements

1. Districts must use McKinney-Vento Homeless Education funds to expand or improve educational programs and services currently provided through the school’s regular academic program.
2. Districts must demonstrate coordination and collaboration among existing programs and services.
3. Districts must coordinate the programs and services provided through this grant with programs and services provided under Title I, Part A.
4. Districts must be in compliance with the requirements for homeless education outlined in Title IX, Part A of the Every Student Succeeds Act (ESSA).
5. Each participating district must list the amount of Title I, Part A funds set-aside that will be specifically targeted toward the McKinney-Vento Homeless Education program described in this application. (List the amount on page 16) The set-aside should reflect an appropriate amount to support and implement the activities outlined in the application. This amount is in addition to set-aside funds required under ESSA that are directed toward homeless students attending schools not served by Title I, Part A.
6. Title I funds may be used to provide services to homeless children not attending a Title I school.
7. A portion of Title I funds may be used to pay for a homeless liaison. Title I funds may be used to provide transportation for homeless youth to their school of origin.
8. Districts may **not** use funds from this program to replace the regular academic program.
9. Districts may **not** use funds from this program to supplant funds from nonfederal sources.
10. Districts must maintain documentation that clearly demonstrates the supplementary nature of these funds. The supplement, not supplant, provision also includes programs and services provided to all students through local family resource and youth services centers.
11. To the maximum extent practical, districts must provide services and programs that integrate homeless children and youth with those who are not homeless.
12. Districts may **not** use funds to provide services in settings within a school that segregate homeless children and youth from those who are not homeless except for short periods of time due to health and safety emergencies or for providing temporary, special, and supplementary services.
13. Districts must demonstrate program alignment with Kentucky current curriculum standards.
14. Districts must report accountability data from the ESSA report based on timelines set forth by KDE.
15. Funded programs will participate in ongoing technical assistance during the 3-year grant period. Programs may also have a desk audit and will be monitored using a KDE-developed monitoring document.

**Allowable Uses of Funds**

Districts may **not** charge indirect costs to the homeless education grant.

Districts may use funds to:

* Provide tutoring, supplemental instruction, and enriched education services that are linked to the same content and performance established for other children and youth.
* Expedite evaluations of the strengths and needs of homeless children and youth, including their needs and eligibility for programs and services (e.g., gifted and talented, individuals with disabilities, limited-English proficiency, Title I, Part A, Family Resources and Youth Services Centers, or similar state or local programs, vocational education, and school meal programs).
* Provide professional development and other activities for educators and pupil services personnel to heighten their understanding and sensitivity to the needs and rights of homeless students and to the specific educational needs of homeless youth.
* Refer homeless students for medical, dental, mental, and other health services.
* Help defray excess school transportation costs that are not otherwise provided through federal, state, or local funding.
* Provide developmentally appropriate early childhood education programs that are not otherwise provided through federal, state, or local funding.
* Provide programs (i.e., mentoring, summer, and before-and after-school programs) in which a teacher or other qualified individual provides tutoring, homework assistance, and supervision of education activities.
* Pay, when necessary, fees and other costs associated with tracking, obtaining, and transferring records (i.e., birth certificates, evaluations for special programs or services, and immunization, academic and guardianship records).
* Educate and train the parents of homeless children and youth about available rights and resources.
* Develop coordination between schools and agencies providing services to homeless students, including programs funded under the Runaway and Homeless Youth Act.
* Refer and provide such services as violence prevention counseling to homeless students.
* Develop and implement activities to address the particular needs of homeless students that may arise from domestic violence.
* Provide school supplies, including supplies distributed at shelters, temporary housing facilities or other appropriate locations.
* College career and readiness accessibility
* Provide other extraordinary or emergency assistance that enables homeless students to attend school (**except for rent, motel and utilities**).

### Contract Award

Awarded districts will enter into contracts with the Kentucky Department of Education. Tentative dates of contract are Aug 2018- September 2019.

No activities can be charged to the grant until the contract has been approved. The district will be reimbursed quarterly based on the resubmission of quarterly MUNIS reports.

### Application Components

* Cover Sheet (page 16)
* Assurances (page 17)
* Narrative Description (not to exceed 20 pages) that includes:

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| * Part I: | Need and Rationale for Program |
| * Part II: | Program Description |
| * Part III: | Coordination and Collaboration |
| * Part IV: | Staffing |
| * Part V: | Evaluation |
| * Part VI: | Budget Narrative |

* Budget (page 18-22)

**Format Requirements**

* The narrative portion of the application shall not exceed **20 pages** (does not include cover sheet, assurances page, and budget)
* All pages single-side and double-spaced
* Use a font point of 12 in Arial or similar font
* Have side, top, and bottom margins of 1 inch
* Number pages consecutively. Do not number the cover page or table of contents

**Detailed Descriptions Required for Application Components Parts I-VI**

Part I: Need and Rationale for Program

* Identify the approximate number of homeless students to benefit from the program by age and grade level.
* Describe how the program will address the specific educational needs and barriers of homeless students.
* Describe how the program will facilitate the identification, enrollment, attendance, and educational achievement of homeless students.

Part II: Education Program Description

* Describe how the educational programs and services meet the identified needs of the district’s homeless students.

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| * Describe how the district will provide proposed educational program and services: |
| * To ensure identification, enrollment, attendance, and educational achievement of homeless students. |
| * During times that meet the needs of its homeless students (i.e., during the school day, before and after school, and/or summer). |
| * That does not isolate or stigmatize homeless students. |
| * Identify the district policies and procedures in place to ensure homeless students are not isolated or stigmatized. |
| * Describe the strategies to promote the participation of homeless students in nonacademic programs. * Describe the facilities and location in which the grant services will be provided. |
| Part III: Coordination and Collaboration |
| * Describe how educational programs and services, including resources, coordinate with the programs and services provided under Title I, Part A. * Describe how this program will supplement the programs and services provided through other federal, state, and local programs. |
| * Describe how the district will collaborate and consult with schools, post secondary institutions, community-based organizations, public and state agencies, other organizations, and co-applicants (if applicable) in carrying out the program. |
| * Describe administrative support for the project.   Part IV: Staffing   * Identify the program administrator and describe responsibilities. * Identify the position(s) and number of staff who work directly with the Homeless Education program.   ***Note: Non-certified staff must be under the direct supervision of a certified teacher.***   * Describe the percentage of time, hours and days staff will work directly with the Homeless Education program.   Part V: Evaluation |

* Sets specific measurable objectives for the academic achievement and social success of homeless students.
* Sets specific measurable objectives for the identification, enrollment and attendance of homeless students.
* Describe how data from a variety of sources will be analyzed to determine progress in meeting the measurable objectives and the impact on the identification, enrollment, attendance, academic achievement, and social success of homeless students.

Part VI: Budget Narrative

* Explain how funds will be used to address all necessary program components.

**Submission of Application**

**The KDE MUST receive applications by 4:00 PM (EST) February 2nd, 2018 via email**. Applications received after this time and date will be deemed non-responsive.

A blind copy of the Narrative section of the application should also be submitted. The blind copy should not contain identifying words or names of people, districts, counties, or schools.

1. Scan the completed application in its entirety, including all signatures, to PDF format
2. Name your complete application as follows HL2018.*district name*.Original
3. Scan a blind copy of the Narrative section of the application in its entirety to PDF format.
4. Name your blind copy of the Narrative as follows: HL2018.*district name*.Blind
5. Email both the complete application and the blind copy of the Narrative to [KDERFP@education.ky.gov](mailto:KDERFP@education.ky.gov). On the subject line of the email, type HL2018*/name of district*
6. If at all possible, send both attachments in the same email.
7. ***The date/time stamp on the received email must be on or before 4:00 p.m. (EST), February 2nd 2018***

Keep in mind that email coming in to the KDE is routed for security purposes through multiple networks and servers. Allow ample time for this and the possibility that email doesn’t always send on the first try.

The applicant may request, also via the above email, a confirmation that the application was received by KDE. Note that this confirmation will relate only to the receipt of the application and will not confirm that the application is complete with all required components.

### The applicant is responsible for ensuring that all pages of the application are submitted and all components are complete. An Application Components checklist is provided on pages 5-6.

**Request to Attend Applicant Technical Review and Intent to Submit**

The KDE will host technical review sessions for applicants on January 12th, 2018 from 1:00-3:00 pm EST. To sign up for technical review sessions, please send an email to [KDERFP@education.ky.gov](mailto:KDERFP@education.ky.gov) and indicate your preferred date of attendance. This request to attend must be sent to the above address by 4:00 pm EST on January 5th, 2018. This email request also serves as your intent to apply, which aids the KDE in gauging the number of needed reviewers. This Intent is for planning purposes only and does not obligate you to submit an application.

Submission of Questions

Applicants may submit questions to the [KDERFP@education.ky.gov](mailto:KDERFP@education.ky.gov) mailbox and/or bring their questions to the technical review sessions on January 12th, 2018. All questions, both verbal at the technical review session and by email, must be submitted to the KDE mailbox at [KDERFP@education.ky.gov](mailto:KDERFP@education.ky.gov) by 4:00 pm (EST), January 17th, 2018. Responses to questions will be posted to the KDE website on or before January 22nd, 2018.

**Evaluation of Application**

Independent reviewers will score applications using the criteria established in the RFA beginning on page 9. KDE will select reviewers with expertise in the subject area. A Call for Reviewers, including a reviewer application, is posted on the KDE website with the RFA.

MCKINNEY-VENTO HOMELESS APPLICATION

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| Part I: Need and Rationale for Program | | | |
| 0 Points | 1-4 Points | 5-7 Points | 8-11 Points |
| Does not provide information regarding homeless students impacted by the program.  Does not address educational needs or barriers.  Does not describe the identification, enrollment, attendance or educational achievement of homeless students. | Fails to identify the number of homeless students, ages or grade levels.  Educational needs or barriers are minimally addressed.  One or two of the following were described (identification, enrollment, attendance, and educational achievement of homeless students). | Identifies 2 of the following: the number of homeless students impacted by the program; ages; grade levels.  Educational needs and barriers are addressed, but are not specific and may not eliminate barriers.  Provides a limited description of how the program will: facilitate the identification and enrollment; increase the attendance rate; and define strategies that will improve educational achievement of homeless students. Strategies may have a limited impact. | Identifies the number of homeless students impacted by the program and includes ages and grade levels.  Identifies specific education needs.  Clearly describes how the program will address specific educational needs and eliminate barriers for homeless students.  Clearly describes how the program will effectively: facilitate the identification and enrollment; increase the attendance rate; and define strategies that will improve educational achievement of homeless students. |

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| Part II: Education Program Description | | | |
| 0 Points | 1-13 Points | 14-26 Points | 27-39 Points |
| Does not describe how the program, services or resources meet identified needs.  Does not describe how the district will provide educational programs and services.  Does not identify policies and procedures.  Does not describe strategies to promote the participation of homeless students in nonacademic programs.  Does not describe the facilities/location for the program. | Provides limited description of the program, services and/or resources that have little impact on or are not related to the identified needs.  Provides limited description of how the district will provide an educational program and services or that addresses some of the following: identification and enrollment; attendance; student achievement; and minimizing isolating or stigmatizing homeless students.  Describes program, not district, policies and procedures do not ensure homeless students are not isolated or stigmatized.  Describes strategies that limit participation of homeless students in nonacademic programs or does not address school and community based nonacademic programs.  Describes the facilities in which the program services will be provided or the location. | Describes how the educational program, services and resources will meet the identified needs of the homeless students.  Describes how the district will provide an educational program and services but has a limited description of the following: methods to address identification and enrollment; attendance and student achievement; times that meet the needs of homeless students; and do not isolate or stigmatize homeless students.  Describes district policies and procedures that ensure homeless students are not isolated or stigmatized.  Describes strategies to promote the participation of homeless students in a limited number of nonacademic school or community based programs.  Describes the facilities in which the program services will be provided and the location. | Clearly describes how the integration of the educational program, services and resources will effectively meet the identified needs of the homeless students.    Clearly describes how the district will provide a comprehensive educational program and services which includes: methods to ensure timely identification and enrollment; increased attendance and increased student achievement; multiple times that meet the needs of homeless students; and do not isolate or stigmatize homeless students.  Describes the district policies and procedures in place that allow full inclusion of homeless students in the educational program and ensure students are not isolated or stigmatized.  Clearly describes the strategies to promote the participation of homeless students in a variety of nonacademic (extra-curricular, co-curricular and/or community based) programs.  Clearly describes the facilities in which the program services will be provided and is in a location that allows for access and collaboration with community services. |

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| Part III: Coordination and Collaboration (page 1 of 2) | | | |
| 1. Points | 1-5 Points | 6-10 Points | 11-15 Points |
| Does not describe how educational programs and services coordinate with Title I, Part A.  Does not supplement program and services provided through other federal, state, and local programs. | Describes limited and infrequent consultation and coordination of program services with Title I, Part A.  Describes one or two federal, state, and local programs that are supplemented by the Homeless Education Program. | Describes how the Homeless Education Program and services coordinate with Title I, Part A program and services, but consultation and coordination may have little impact on student achievement.  Describes multiple federal, state, and local programs that are supplemented by the Homeless Education Program, but do not have a direct impact on improving programs and services to homeless students. | Clearly describes how the Homeless Education Program and services coordinate with Title I, Part A program and services. The coordination includes: consultation with the Title I, Part A district coordinator regarding homeless students in non-Title I, Part A schools; consultation with staff in Title I, Part A schools regarding homeless students; consultation with parent involvement coordinators.  Describes a Homeless Education Program and services that supplements multiple federal, state, and local programs, which also provide services and programs to homeless students. Programs may include, but are not limited to: Family Resources or Youth Services Center; Extended School Services, preschools; English Learners; Community Education; Secondary GED Programs; Title V, Title III; Career and Technical Education. |
| Part III: Coordination and Collaboration (page 2 of 2) | | | |
| 1. Points | 1-5 Points | 6-10 Points | 11-15 Points |
| Does not describe collaboration and consultation with schools, post secondary institutions, community-based organizations, public and state agencies, and other organizations.  Does not describe administrative support. | Describes collaboration and consultation with agencies, but does not have a direct correlation to removing barriers for the academic success of homeless students.  Describes limited district administrative support or, if applicable, limited co-applicant administrative support. | Describes a Homeless Education Program that consults and collaborates with multiple agencies.  Describes how the district administration and co-applicant administration (if applicable) supports the Homeless Education Program, but with few resources. | Describes a Homeless Education Program that consults and collaborates with multiple agencies, which may include but is not limited to: schools, post secondary institutions, community-based organizations, public and state agencies, other organizations, and co-applicants (if applicable). Consultation is frequent and focused on removing barriers for homeless students to be academically successful.  Clearly describes how the district administration and co-applicant administration (if applicable) supports the Homeless Education Program with multiple resources, which may include but is not limited to: funds, facilities, personnel, and technology. |

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| Part IV: Staffing | | | |
| 0 Points | 1-2 Points | 3-4 Points | 5 Points |
| Does not describe the program administrator and responsibilities.  Does not describe Homeless Education program staff or positions.  Does not describe time staff works. | Program administration is not clearly defined.  Describes position(s) or number of staff.  Describes the percentage of time, the number of days or the hours the staff works. | Describes the program administrator, but does not define the administrative responsibilities.  Describes position(s) and number of staff, but does not clearly explain connections to the Homeless Education Program.  Describes the percentage of time, the number of days, and the hours the staff works, but does not clearly explain connections to the Homeless Education Program. | Clearly explains the role of the program administrator and who is assigned the administrative responsibilities.  Clearly describes position(s) and the number of staff who work directly with the Homeless Education Program.  Clearly describes the percentage of time, the number of days and the hours the staff works directly with the Homeless Education Program. |

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| Part V: Evaluation | | | |
| 0 Points | 1-7 Points | 8-15 Points | 16-20 Points |
| Does not set measurable objectives.  Does not set measurable objectives.  Does not describe how data from a variety of sources will be used to analyze progress in meeting the objectives and the impact on homeless students. | Describes objectives for the academic achievement or social success of homeless students.  Describes objectives for identification, enrollment, or attendance of homeless students.  Describes how data from limited sources will be analyzed to determine the progress in meeting the objectives or the impact on identification, enrollment, attendance, academic achievement or social success of homeless students. | Describes objectives for academic achievement and social success for homeless students, but are not measurable.  Describes measurable objectives for identification, enrollment, and attendance of homeless students, but are not specific.  Describes how data from a variety of sources will be analyzed to determine progress in meeting the measurable objectives for identification, enrollment, attendance, academic achievement, and social success of homeless students, but the analysis process does not demonstrate the impact on the program. | Clearly describes specific measurable objectives that directly impact academic achievement and social success for homeless students.  Clearly describes specific measurable objectives that directly impact identification, enrollment, and attendance of homeless students.  Describes how data from a variety of sources will be analyzed to determine progress in meeting the specific measurable objectives and the impact on the identification, enrollment, attendance, academic achievement, and social success of homeless students |

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| Part VI: Budget Narrative | | | |
| 0 Points | 1-4 Points | 5-7 Points | 8-10 Points |
| Does not describe how funds will be used to address all program expenditures. | Describes how funds will be allocated. Includes allocations that are not directly connected to the program description or the Homeless Education Program. Amounts are excessive for the identified needs. | Describes how funds will be allocated to address program components for the Homeless Education Program. Allocated amounts are not always justified by or connected to an identified need. | Clearly describes how the allocation of funds will be used to address all program components for the Homeless Education Program. Sufficient funds are allocated to operate a quality program and meet the identified needs. There is a clear connection between the allocation of funds and program components. |
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| Does not have a completed budget page. | Budget page is incomplete, uses unallowable codes or does not match program description. | Budget page is complete. Only allowable codes are used, but the funds do not always match the narrative and the program description. | Budget page is complete. Only allowable codes are used. Budget matches budget narrative and program description. |

###### KENTUCKY DEPARTMENT OF EDUCATION

**McKinney-Vento Homeless Children Education Program**

**Competitive Application**

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| **Applicant**  **District:** | | |  | | | | **Amount Requested:** | | | | $ |
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| **Address:** | |  | | | | | | | | | |
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| **Project Coordinator:** | | | |  | | | |  | **Title:** |  | |
| **Phone:** |  | | | |  | **E-mail:** | |  | | | |

**District Title I: Part A Set-Aside for Homeless Education**

***For each participating district, list the amount of Title I: Part A funds set-aside for homeless education. Title I allocation should be considered when determining this amount. Applicants will only list more than one district if they collaborate with a neighboring district or county for submission of an application. (Example – Harlan Ind. in Harlan County)***

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| **District** |  |  | **Amount** |
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| I certify that, to the best of my knowledge, the information contained in this application is correct and  complete. I also confirm that: (1) the local education agency named in this application has authorized  me, as its representative, to file this application; (2) the attached application was reviewed and approved for implementation by the **local school board(s)** **and school site-based council(s)**, if applicable; and (3) the district(s) will comply with the general and program assurances applicable to this program. |

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| **Superintendent Signature – (Fiscal Agent/District receiving grant allocation)** |  | **Date** |

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| **Superintendent Signature** |  | **Date** |

**\*\*\*THIS PAGE MUST BE NOTARIZED\*\*\*McKinney Homeless Education**

Program Assurances

The district(s) assures it will:

1. Remove barriers that hinder the enrollment of homeless students.
2. Administer the program in accordance with all applicable statutes, regulations and applications.
3. Use funds for the purposes described in its application for funding and will retain control of these funds and title to any property acquired with these funds.
4. Provide all reports and data to the Kentucky Department of Education (KDE) as are reasonable and necessary to enable the Department to perform its duties. This includes annually reporting of Adequately Yearly Progress data based on the ESSA in the areas tested for all students served by this program.
5. Maintain records to assure the correctness and certification of such reports, including information relating to the educational effect on homeless children and youth.
6. Make these records accessible as the KDE may find necessary.
7. Not exceed the district’s maximum salary schedule for a specific job classification for personnel hired with program funds.
8. Maintain accurate time logs and documentation of services for personnel working in this program (**actual time spent working directly with program**).
9. Plan specific activities to involve the parents of homeless children and youth in the program to the greatest extent possible.
10. Comply with or will use requested funds according to local education agency requirements outlined in Section 722(g) of the McKinney-Vento Homeless Assistance Act. Section 722(2)(a) states the state (KDE) and local educational agencies (districts) are to be in compliance with or will comply with the provisions contained in Consolidated State Application to the U.S. Department of Education.
11. Ensure the homeless education program does not isolate or stigmatize homeless children and youth.
12. Ensure that the coordinator will be involved in professional development which could include attending the National Homeless Conference and KDE sponsored professional development.
13. Ensure that the coordinator will have log-in accessibility to the Student Information System (Infinite Campus).

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Superintendent Date

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fiscal Agent Date

Proposed Budget Summary

McKinney-Vento Homeless Children Education Program

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| **Munis**  **Code** |  | **Description of Activity** |  | **Amount Requested** |
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| 0270 |  |  |  |  |
| 0291 |  |  |  |  |
| 0293 |  |  |  |  |
|  |  |  |  |  |
|  | | |  | |

Proposed Budget Summary

McKinney-Vento Homeless Children Education Program

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Munis**  **Code** |  | **Description of Activity** |  | **Amount Requested** |
| 0294 |  |  |  |  |
| 0295 |  |  |  |  |
| 0296 |  |  |  |  |
| 0297 |  |  |  |  |
| 0298 |  |  |  |  |
| 0299 |  |  |  |  |
| 0322 |  |  |  |  |
| 0338 |  |  |  |  |
| 0339 |  |  |  |  |
| 0341 |  |  |  |  |
| 0345 |  |  |  |  |
| 0352 |  |  |  |  |
| 0411 |  |  |  |  |
| 0419 |  |  |  |  |
| 0426 |  |  |  |  |
| 0432 |  |  |  |  |
| 0441 |  |  |  |  |
| 0442 |  |  |  |  |
| 0444 |  |  |  |  |
| 0511 |  |  |  |  |
| 0512 |  |  |  |  |
| 0513 |  |  |  |  |

Proposed Budget Summary

McKinney-Vento Homeless Children Education Program

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Munis**  **Code** |  | **Description of Activity** |  | **Amount Requested** |
| 0514 |  |  |  |  |
| 0519 |  |  |  |  |
| 0531 |  |  |  |  |
| 0532 |  |  |  |  |
| 0533 |  |  |  |  |
| 0534 |  |  |  |  |
| 0537 |  |  |  |  |
| 0541 |  |  |  |  |
| 0542 |  |  |  |  |
| 0549 |  |  |  |  |
| 0552 |  |  |  |  |
| 0553 |  |  |  |  |
| 0559 |  |  |  |  |
| 0580-0584 |  |  |  |  |
| 0585 |  |  |  |  |
| 0586 |  |  |  |  |
| 0589 |  |  |  |  |
| 0591 |  |  |  |  |
| 0592 |  |  |  |  |
| 0610 |  |  |  |  |
| 0616 |  |  |  |  |
| 0617 |  |  |  |  |
| 0621-0625 |  |  |  |  |
| 0626-0627 |  |  |  |  |
|  |  |  |  |  |

Proposed Budget Summary

McKinney-Vento Homeless Children Education Program

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Munis**  **Code** |  | **Description of Activity** |  | **Amount Requested** |
| 0629 |  |  |  |  |
| 0642 |  |  |  |  |
| 0643 |  |  |  |  |
| 0644 |  |  |  |  |
| 0645 |  |  |  |  |
| 0647 |  |  |  |  |
| 0650 |  |  |  |  |
| 0672 |  |  |  |  |
| 0673 |  |  |  |  |
| 0674 |  |  |  |  |
| 0675 |  |  |  |  |
| 0676 |  |  |  |  |
| 0679 |  |  |  |  |
| 0680 |  |  |  |  |
| 0692 |  |  |  |  |
| 0695 |  |  |  |  |
| 0697 |  |  |  |  |
| 0733 |  |  |  |  |
| 0734 |  |  |  |  |
| 0735 |  |  |  |  |
| 0738 |  |  |  |  |
| 0739 |  |  |  |  |
| 0810 |  |  |  |  |
| 0891 |  |  |  |  |
| 0892 |  |  |  |  |
| 0893 |  |  |  |  |

Proposed Budget Summary

McKinney-Vento Homeless Children Education Program

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Munis**  **Code** |  | **Description of Activity** |  | **Amount Requested** |
| 0894 |  |  |  |  |
| 0895 |  |  |  |  |
| 0898 |  |  |  |  |
|  |  |  |  |  |

**Total Amount Requested $**

Explanation of Allowable MUNIS Codes

McKinney-Vento Homeless Children Education Program

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Munis**  **Code** |  | **Description of Activity** |  |  |
| 0110 |  | Certified Permanent/ Regular |  |  |
| 0111 |  | Certified Permanent Extended Days |  |  |
| 0112 |  | Certified Permanent Extra Duty |  |  |
| 0113 |  | Certified Permanent Other Certified |  |  |
| 0120 |  | Certified Substitute |  |  |
| 0130 |  | Classified Salaried/ Regular Hours |  |  |
| 0140 |  | Classified Overtime |  |  |
| 0160 |  | Classified/ Licensed |  |  |
| 0170 |  | Classified/ Para professional |  |  |
| 0211 |  | Life Insurance |  |  |
| 0212 |  | Health Insurance |  |  |
| 0213 |  | Group Liability insurance |  |  |
| 0214 |  | Dental Insurance ( if applicable for Districts) |  |  |
| 0215 |  | Long Term Disability |  |  |
| 0219 |  | Other Group Insurance |  |  |
| 0221 |  | FICA ( for classified staff ) |  |  |
| 0222 |  | Employer Medicare Contribution |  |  |
| 0231 |  | Kentucky Teachers Retirement System |  |  |
| 0232 |  | County Employees Retirement System |  |  |
| 0233 |  | Other Employee Retirement |  |  |
| 0251 |  | Unemployment Insurance ( only applies to certain districts) |  |  |
| 0253 |  | Unemployment Insurance (applies to remaining districts) |  |  |
| 0260 |  | Workmen’s compensation |  |  |
| 0270 |  | Health Benefits COBRA |  |  |
| 0291 |  | Sick Leave Paid |  |  |
| 0293 |  | Meal Reimbursements  ( travel ) |  |  |
|  |  |  |  |  |

Explanation of Allowable Munis Codes

McKinney-Vento Homeless Children Education Program

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Munis**  **Code** |  | **Description of Activity** |  |  |
| 0294 |  | Federally Funded Health Ins. Benefit ( staff pd w/ McKinney Vento grant ) |  |  |
| 0295 |  | Federally Funded Life Insurance |  |  |
| 0296 |  | Federally Funded State Administration Fee |  |  |
| 0297 |  | Federally Funded Flexible Spending |  |  |
| 0298 |  | Other Employee Paid Benefits |  |  |
| 0299 |  | Other Benefits |  |  |
| 0322 |  | PD consultant/ Non LEA Employee |  |  |
| 0338 |  | Registration Fees( workshops and conference ) |  |  |
| 0339 |  | Other Professional Training and Development Skills |  |  |
| 0341 |  | Drug Testing |  |  |
| 0345 |  | Other Professional Service ( Medical Services ) |  |  |
| 0352 |  | Technical Services |  |  |
| 0411 |  | Water/Sewage (if program housed off school grounds) |  |  |
| 0419 |  | Other utilities (If program housed off school grounds ) |  |  |
| 0426 |  | Laundry/ Dry Cleaning ( as needed for students ) |  |  |
| 0432 |  | Computer Repairs & Maintenance (homeless Coordinator’s computer |  |  |
| 0441 |  | Building Rental ( if program housed off school ) |  |  |
| 0442 |  | Equipment Rental |  |  |
| 0444 |  | Copier Rental |  |  |
| 0511 |  | Student Transportation services ( purchased from another KY District) |  |  |
| 0512 |  | Student Transportation –Out of state School Districts |  |  |
| 0513 |  | Student Transportation (bus token-Public Conveyance) |  |  |
|  |  |  |  |  |

Explanation of Allowable Munis Codes

McKinney-Vento Homeless Children Education Program

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Munis**  **Code** |  | **Description of Activity** |  |  |
| 0514 |  | Contracted Bus Services |  |  |
| 0519 |  | Student Transportation services Other Student Transportation |  |  |
| 0531 |  | Postage and Box Rent |  |  |
| 0532 |  | Communications Telephone |  |  |
| 0533 |  | Communications on- line network |  |  |
| 0534 |  | Cell phone Services |  |  |
| 0537 |  | Cable TV |  |  |
| 0541 |  | Advertising: Radio & Television |  |  |
| 0542 |  | Advertising: Newspaper |  |  |
| 0549 |  | Advertising: other Advertising |  |  |
| 0552 |  | Printing and binding Posters |  |  |
| 0553 |  | Printing and Binding Publications |  |  |
| 0559 |  | Printing and Binding – Other |  |  |
| 0580 |  | Travel (In districts, out of districts, out of state) |  |  |
| 0581 |  | Travel- mileage |  |  |
| 0585 |  | Travel-Meals |  |  |
| 0586 |  | Travel-Hotels |  |  |
| 0589 |  | Travel-Other |  |  |
| 0591 |  | Miscellaneous Purchased Services+ |  |  |
| 0592 |  | Services Purchased from Another School District outside the state |  |  |
| 0610 |  | General Supplies ( Consumable including printing and binding of forms) |  |  |
| 0616 |  | Food non instructional non-food service |  |  |
| 0617 |  | Food instructional non-food service |  |  |
| 0621-0625 |  | Energy (If program housed off school property) |  |  |
| 0626-0627 |  | Energy (Fuel for transportation for activities or above & beyond regular transportation for all students) |  |  |
|  |  |  |  |  |

Explanation of Allowable MUNIS Codes

McKinney-Vento Homeless Children Education Program

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Munis**  **Code** |  | **Description of Activity** |  |  |
| 0629 |  | Other Energy |  |  |
| 0642 |  | Periodicals and Newspapers |  |  |
| 0643 |  | Books & Periodicals Supplementary Books |  |  |
| 0644 |  | Textbooks & Other Instructional Materials Data required for State Reporting |  |  |
| 0645 |  | Books & Periodicals Audio Visual Materials |  |  |
| 0647 |  | Reference Materials |  |  |
| 0650 |  | Technology related supplies |  |  |
| 0672 |  | Student Activates- Personal Services |  |  |
| 0673 |  | Student Activates- Fees/ Registration |  |  |
| 0674 |  | Student Activities- Awards |  |  |
| 0675 |  | Student Activities- Organization Supplies |  |  |
| 0676 |  | Student Activities- Scholarships |  |  |
| 0679 |  | Student Activates- Other |  |  |
| 0680 |  | Welfare Spending( with the exception of utilities ) |  |  |
| 0692 |  | Health supplies |  |  |
| 0695 |  | Furniture & Fixture Supplies ( for the program ) |  |  |
| 0697 |  | Other supplies and materials (for the program) |  |  |
| 0733 |  | Furniture and Fixtures |  |  |
| 0734 |  | Technology related hardware |  |  |
| 0735 |  | Technology software |  |  |
| 0738 |  | Instructional equipment |  |  |
| 0739 |  | Other Equipment |  |  |
| 0810 |  | Dues/Fees (only for National Homeless Dues) |  |  |
| 0891 |  | Other Misc- (Diplomas & Graduation Expenses ) |  |  |
| 0892 |  | Other Misc -Open House/Orientation |  |  |
| 0893 |  | Other Misc -Uniform |  |  |
| 0894 |  | Other Misc- Instructional Field Trips |  |  |
| 0895 |  | Other Misc- Other Student Travel |  |  |
| 0898 |  | Other Misc- Extra Curricular Field Trips |  |  |
|  |  |  |  |  |