

REQUEST FOR APPLICATION

**McKinney-Vento**

**Homeless Children Education Program**

Three Year Subgrant

Initial Award: 2021 – 2022

(***Reassessed*** 2022-2023 & 2023-2024: ***awards based upon funding and progress towards goals***)

|  |  |
| --- | --- |
| **DEADLINE****4:00 PM (ET)**March 5, 2021 | **ISSUED BY**Kentucky Department of EducationOffice of Continuous Improvement and Support  |
|  |  |
| **ADDRESS QUESTIONS TO**Jennifer Bryant Kentucky Department of EducationKDERFP@education.ky.gov**Questions Deadline:****January 22, 2021 4:00 PM (ET)** | **SUBMIT APPLICATIONS TO**Jennifer Bryant Kentucky Department of EducationKDERFP@education.ky.govOnly electronic applications acceptedNo hard copies |

**SPECIAL INSTRUCTIONS:**

* 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.
* The highest scoring applications receive funding unless there are other factors (e.g., geographical balance, targeted assistance, ***performance in implementing the grant – for previous grantees***) that must be considered in distributing the funds.
* Districts **must** ensure that blinded copies of applications include all pages and attachments. Blinded copies will be scored as received.
* Districts **must** ensure that blinded copies of applications are completely and fully blinded electronically. Effective 10/01/2020 failure to do so **WILL** deem the application **non-responsive** (ineligible for funding). Review blind copy before submitting to ensure all identifying information is completely blinded. Identifying information includes school name, district name, county, city, and names of individuals.

**Solicitation Schedule**

| **Date** | **Event** | **Location** | **Participation** |
| --- | --- | --- | --- |
| November 30, 2020 | RFA released | Online | N/A |
| January 8, 2021 | Technical assistance webinar | Online | Attending or watching this recorded TA session is recommended  |
| January 22, 2021 | Questions deadline | Email | N/A |
| March 5, 2021 | Proposal deadline | Send to KDE | **Required** |
| March 22-24, 2021 | Proposal peer review | Online | N/A |
| On or around April 23, 2021 | Awardees are posted to KDE website | Online | N/A |
| TBD | MOA process (KDE & LEA) | N/A | Districts |
| TBD | District plans reviewed | N/A | N/A |
| Oct 1, 2021 | Funding available to LEA | N/A | Districts |

**Kentucky Department of Education**

**REQUEST FOR COMPETITIVE APPLICATION**

**McKinney-Vento Homeless Education Program**

**Overview**

As Authorized under Title IX, Part A of ESSA: Education for Homeless Children and Youth Program, 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. This competitive subgrant may be used to provide temporary, special, and supplementary services to meet the unique needs of homeless children and youths.

**Funding**

The Kentucky Department of Education (KDE) anticipates funding 10-15 programs. Funding amounts will vary dependent upon availability of federal funds, which the KDE approximates receiving $950,000 based upon previous years’ awards, as well as 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 within their proposals. 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. Services provided with this subgrant shall not replace the regular academic program and shall be designed to expand upon or improve services provided as part of the school's regular academic program. Grants will be awarded to LEAs based upon the review and rating of their applications. Applications must include activities that support homeless students’ needs, such as:

* Tutoring, remedial education services, or other education services to homeless children or homeless youths;
* 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.

A local district that desires to receive a grant shall submit an application to the Kentucky Department of Education. Each application shall include:

* 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;
* 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);
* 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;
* 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;
* A description of coordination with other local and state agencies that serve homeless children and homeless youths; and
* Other criteria the Kentucky Department of Education deems appropriate, such as but not limited to using data to make decisions in correlation with the needs-assessment.

**Note:** *Grants shall be for a term of one year, renewable for up to two additional 1-year terms based on the availability of Federal Homeless Education funds and* ***grantee performance each year*** *as determined by the SEA’s review of projected activities, analysis of prior year’s outcome data, fiscal management, and participation in yearly state-required training, as well as contributions to The Community of Practice.*

Grants are awarded on a competitive basis and information in this application packet and otherwise are provided as technical support by the Kentucky Department of Education should NOT be considered a guarantee of funding or funding amounts. The Kentucky Department of Education **reserves the right to make all final decisions regarding funding**.

**Definition of Homelessness**

The McKinney-Vento Homeless Assistance Act defines homeless children and youths as individuals who lack a fixed, regular, and adequate nighttime residence and includes:

* 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;
* children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
* children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
* migratory children who qualify as homeless because the children are living in circumstances described above.

**Goals of the McKinney-Vento Act**

* Provide immediate enrollment of homeless children who are not already enrolled. This includes reviewing and revising any laws, regulations, practices, or policies that may act as barriers to the enrollment, attendance, or success of homeless children and youth.
* Provide school choice opportunities for homeless students, including transportation to the student's school of origin, if the parent/guardian or unaccompanied youth prefer to remain in the school of origin and it is determined that such placement is in the student's best interest.
* Provide opportunities for parent involvement in enrollment decisions.
* Ensure that homeless students have equal access to the same free, appropriate public education, including a public preschool education, as provided to other children and youth.
* Ensure that homeless students are provided services in such a way that they are not isolated or stigmatized.
* Promote school (or GED) success and completion for homeless students.
* Support collaboration between school districts and social service agencies serving homeless students.

**General Requirements**

* 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.
* Districts must demonstrate coordination and collaboration among existing programs and services.
* Districts must coordinate the programs and services provided through this grant with programs and services provided under Title I, Part A.
* Districts must be in compliance with the requirements for homeless education outlined in Title IX, Part A of the Every Student Succeeds Act (ESSA).
* 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. The McKinney-Vento 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 (homeless set-aside) that are directed toward homeless students attending schools not served by Title I, Part A.**
* Title I funds may be used to provide services to homeless children not attending a Title I school.
* 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.
* Districts may **not** use funds from this program to replace the regular academic program.
* Districts may **not** use funds from this program to supplant funds from nonfederal sources.
* 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.
* To the maximum extent practical, districts should provide services and programs that integrate homeless children and youth with those who are not homeless.
* 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.
* Districts must demonstrate program alignment with Kentucky current curriculum standards.
* Districts must report accountability data from the ESSA report based on timelines set forth by KDE.
* 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.

Services may be provided through programs on school grounds or at other facilities (e.g., shelters and nonprofit community social service centers). Where services are provided through programs on school grounds, such services also may be made available to children or youth who are determined by the local educational agency to be at risk of failing or dropping out of school, except that priority for such services shall be given to homeless children and homeless youth. To the maximum extent practical, services shall be provided through programs and mechanisms that integrate homeless individuals and non-homeless individuals. Activities undertaken must not isolate or stigmatize homeless children and youth. Services provided under this program are not intended to replace the regular academic program. *Collaboration and coordination with other local and state agencies that serve homeless children and youth is required.*

**Authorized Activities**

The following are examples of measurable outcomes derived from the Authorized Activities of Local Education Agency subgrants, unde**r McKinney-Vento,** Section 723(d).

1. Tutoring, supplemental instruction, and enriched educational services
* Pre/post test score improvement
* School success, seen in grade and score improvement
* Participation and performance on state assessments
* High school or GED completion
1. Expedited student evaluations, including gifted and talented, special education, and limited English proficiency
* Evaluations are made and records are transferred in a timely manner
* Increased percentage of homeless children accessing education services for which they are eligible (e.g. Title I, special education, LEP services)
1. Professional development for educators and other school personnel
* Increase in numbers of public-school personnel who are aware of and sensitive to the needs of homeless children and youth.
* Increase in awareness and sensitivity training opportunities for school personnel and community.
1. Referrals for medical, dental, other health services, and social services
* Increase in percentage of families referred for services
* Increase in percentage of homeless children who are immunized
* Increase in percentage of pregnant homeless teens receiving prenatal care
1. Provision of developmentally appropriate early childhood education programs, not otherwise provided
* Increase in the enrollment and attendance of homeless preschoolers in local preschool programs such as Even Start and Head Start.
1. Provision of services and assistance to attract, engage, and retain homeless children and youth and unaccompanied youth in public school programs
* Documentation of identification procedures and support services provided
* Increase in the percentage of homeless youth completing school
1. Before and after school, mentoring, and summer programs with a teacher or other qualified individual
* Increase in hours of education programs for homeless children and youth, during non-school time
* Improved school performance of participant s as based on testing, grades, teachers' assessments, etc.
* Increase college and career readiness and accessibility
1. The payment of fees and other costs associated with tracking, obtaining, and transferring records necessary to enroll homeless children and youth
* Decrease in amount of time used to obtain records of homeless children and youth
* New schools of former LEA program participants receive information on students promptly; students are tracked into future schools and communities
1. Provision of education and training to parents of homeless students about educational rights and resources that are available
* Brochures, newsletters, posters, etc., distributed to parents and providers, on the rights of homeless children to an appropriate education
* Increase in homeless parent and youth calls regarding rights and resources
* Increase in percentage of homeless families involved in school enrollment decisions
1. Coordination between schools and service agencies
* Increase in numbers of agencies participating in school programs
* Increase in number of homeless families and youth receiving case-managed services from collaborating agencies
1. Provision of pupil services (including violence prevention counseling) and referrals for such services
* Documentation of referrals and participation rates
1. Addressing needs of homeless children and youth arising from domestic violence
* Increase in education services (such as tutoring, adaptation of space for studying) for children at domestic violence shelters
1. Adaptation of space, purchase of supplies for non-school facilities
* Increase number of shelters with homework rooms, libraries, and tutorial supplies
1. School supplies for distribution at shelters and temporary housing facilities
* Increase percentage of homeless children with supplies needed to attend school
1. Extraordinary or emergency assistance to enable homeless children to attend school
* Increase percentage of homeless children and youth attending school ready to learn.
* Decrease in barriers that keep homeless children from attending school **(except for rent, motel, and utilities; these expenses are not allowable)**

**Collaboration**

The McKinney-Vento Homeless Education Program is designed to promote collaboration between and within LEAs and community-based human service organizations. LEAs **must** collaborate with at least one community-based organization, public agency, or other nonprofit organization in order to qualify for funding through this grant. For the purpose of this application, collaboration means that the community agency(ies) should assist the LEA in preparing and implementing the McKinney-Vento Homeless Education Grant. Applicants chosen for grant awards will be those that show strong evidence of true collaboration with one or more community partners (i.e., the partnership is more than just one on paper).

In addition to collaboration with community partners, McKinney-Vento programs must collaborate with other education programs. Title I programs are a required partner under Title I of the Elementary and Secondary Education Act. Applicants **must** show a reasonable, necessary Title I, Part A set-aside for their districts on their Title I applications in order to be considered for funding. The set-aside **must** be an actual dollar amount; in-kind contributions do not qualify. The set-aside **must** be clearly identifiable as provided specifically for the district's homeless students to directly address needs exacerbated by or due to housing status. For example, if a district's set-aside covers a tutor's salary, the district must be able to show that the tutor spends the time paid for by the set-aside working only with homeless students. If the tutor works with both homeless and permanently housed students, the salary paid by the set-aside must be proportionate to the amount of time the tutor spends working with homeless students. Collaboration between the McKinney-Vento program and other programs **must involve more than the act of simply allocating a set-aside**. Evidence should show that Title I (and other school district program staff) and the LEA Homeless Education liaison mutually aid each other to identify and address specific needs of homeless students within the school district. Other education programs that must be involved as a part of the education of homeless students due to federal and state law and regulations include, but are not limited to, special education, transportation, vocational education, and the National School Lunch and Breakfast Program.

**Contract Award**

Awarded districts will enter into contracts with the Kentucky Department of Education. Tentative dates of contract are October 2021 – September 2022.

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 reports containing both MUNIS and narrative reports.

# Funding Source

U.S. Department of Education, Public Law 100-77: McKinney-Vento Homeless Assistance Act of 1987 (Title VII, Subtitle B, Sec. 722)

# Application Review Process

Applications will be evaluated by a grant review panel of at least three people using the scoring rubric included in the application. **Only requests that score 70% or higher will be considered for funding.**

Final funding decisions will be made by the Kentucky Department of Education based on:

* Need - The number of homeless children and youths enrolled in preschool, elementary, and secondary schools within the area served by the local educational agency will be normalized to a range and score of 0 to 100, based on the submitted applications.
* Quality - The responses provided through this application should show a well-developed project that facilitates the enrollment, attendance, and success in school of homeless children and youths. The project should provide temporary, special, and supplementary services to meet the unique needs of homeless children and youths. There are 100 points available and LEAs must score a minimum of 70 (or 70% of) Total Quality Points to be considered for funding. The application will be scored through a rubric which considers the likelihood that the program presented in this application will meet the needs identified in the needs assessment; the types, intensity, and coordination of the services to be provided under the program; the involvement of parents or guardians of homeless children or youths in the education of their children; the extent to which homeless children and youths will be integrated within the regular education program; the quality of the applicant's evaluation plan for the program; the extent to which services provided under this subtitle will be coordinated with other services available to homeless children and youths and their families; the extent to which the proposed use of funds will facilitate the enrollment, retention, and educational success of homeless children and youths; coordination with other local and State agencies that serve homeless children and youths; and the extent to which the applicant exhibits in the application and in current practice a commitment to education for all homeless children and youths; and other measures indicative of a high-quality program, such as the extent to which the local educational agency will provide case management or related services to unaccompanied youths.

**Monitoring**

Up to once during the three-year grant award period, awardees will be monitored by Kentucky Department of Education. Monitoring will focus on the progress of each grant recipient in meeting the objectives stated in the approved grant application. Monitoring will address the number and quality of services being provided to eligible participants, and it will include a review of documented activities in the areas of identification, policy and procedure review, and enrollment, fiscal management, completion of required training, and collaboration activities.

Programs will be monitored using a Department-approved monitoring protocol. Any awardee receiving an unsatisfactory monitoring report will be given 60 days to submit corrective action and begin implementing necessary changes. Awardees receiving unsatisfactory monitoring reports that do not submit or appropriately implement corrective action within the timeframe specified will be ineligible for funding the following year.

Awardees with a grant balance in excess of 10% of their award remaining at the end of a project term may also be denied renewal funding for a period of one year after the project end date.

The U.S Office of Management and Budget’s Uniform Guidance requires that each grant recipient submit an annual performance and budget report for each grant program year: 42 U.S.C. § 11432(f)(5) of the McKinney-Vento Act, and the Code of Federal Regulations 2 §200.331 requires the Kentucky Department of Education (KDE) to monitor districts’ program implementation through these reports. The annual reports are submitted to the Kentucky Department of Education on forms provided by the Kentucky Department of Education. Information gathered from the annual report will be included in a report submitted to the United States Department of Education.

**Submission of Application**

**The KDE MUST receive applications by 4:00 PM (EST) March 5, 2021 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 be submitted also. The blind copy should not contain identifying words or names of people, districts, counties, or schools.***

1. Scan the original application in its entirety, including all signatures, to PDF format.
2. Name your original application as follows HL2021.*district name*.Original.
3. Scan One Blind copy. The blind Copy must be completely blinded electronically. (Black highlighting or X’d out using the find and replace feature - ex: XXXXX), failure to do so WILL deem the application non-responsive. Please review blind copy before submitting to ensure all identifying information is blinded and all required pages and attachments are present. Identifying information includes school name, district name, county, city, and names of individuals.
4. Name your blind copy of the Narrative as follows: HL2021.*district name*.Blind.
5. Email both the original application and the blind copy to KDERFP@education.ky.gov. On the subject line of the email, type HL2021*/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), March 5, 2021.***

Keep in mind that email coming into 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.

**Technical Review Sessions & Submission of Questions**

* The KDE will host technical review sessions for applicants on January 8, 2021.
* All questions, both verbal, at the technical review session, and by email, must be submitted to the KDE mailbox at KDERFP@education.ky.gov by 4:00 pm (EST), January 22, 2021.
* Responses to questions will be posted to the KDE website on or around January 29, 2021.

**Format Requirements**

* The narrative portion ***(pages 15-26 and editable within the application)*** shall not exceed **15 pages** ***(does not include cover sheet, assurances, or attachments 2 - 6).***
* All pages should be 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.

**APPLICATION COMPONENTS**

 **100 Points Possible**

**Section 1: LEA Homeless Education Information** 0 points

**Section 2: LEA Homeless Education Policies and Procedures** 5 points

**Section 3: LEA Homeless Education Needs Assessment** 5 points

**Section 4: LEA Homeless Education Grant Project Description** 15 points

**Section 5: Grant Management Plan**  55 points

**Section 6: Project Evaluation** 10 points

**Section 7: Project Budget and Narrative** 10 points

**Section 8: Assurances, Signatures, & Cover Page**  0 points

**REQUIRED Attachments:** 0 points

Attachment 1: Subgrant Application

Attachment 2: Federal Funds Budget Form

Attachment 3: FFATA Data Collection Form

Attachment 4: LEA Notice of Rights for Homeless Students and Policy

Attachment 5: LEA Process for Dispute Resolution and Policy

 ***If contracted activities with another agency (agencies):***

Attachment 6: Contracts, Memoranda of Understanding with collaborating agencies LEAs that intend to contract activities with another agency MUST include a detailed copy of responsibilities for all parties as well as terms of payment.

*Any materials including names of clients or students must be removed.*

*Brochures for agencies are NOT appropriate for attachments.*

**Scoring Sheet**

|  |
| --- |
| Applicant LEA:       |
|  | Requested Funding: $       |
|  Overall Scoring Chart |
|  |
|  Need - Scoring Chart |
| The number of homeless students in each LEA will be normalized to a range of 0 to 100, based on the submitted applications.  |
| Number of Homeless Students in this LEA |  |
| Number of Homeless Students in the LEA with the largest number of Homeless Students |  |
| **Total Need Points** = Total Normalized Score = (Number of Homeless Students in this LEA) divided by (Number of Homeless Students in the LEA with the largest number of Homeless Students) multiplied by 100 |  |
|  |
|  Quality - Application Scoring Chart |
| **If any of the below sections are missing, the application will not be reviewed.** |
| *Project Sections* | *Maximum Points* | *Reviewers Score* |
| Section 1: LEA Homeless Education Information | 0 |  |
| Section 2: LEA Homeless Education Policies and Procedures  | 5 |  |
| Section 3: LEA Homeless Education Needs Assessment  | 5 |  |
| Section 4: LEA Homeless Education Grant Description | 15 |  |
| Section 5: Grant Management Plan | 55 |  |
| Section 6: Grant Evaluation | 10 |  |
| Section 7: Grant Budget and Narrative  | 10 |  |
| Section 8: Assurances, Certifications, and Signatures | 0 |  |
| Attachment 1: Subgrant Application | 0 |  |
| Attachment 2: Federal Funds Budget Form | 0 |  |
| Attachment 3: FFATA Form | 0 |  |
| Attachment 4: LEA Notice of Rights for Homeless Students and Policy | 0 |  |
| Attachment 5: LEA Process for Dispute Resolution and Policy | 0 |  |
| Attachment 6: Contracts, Memoranda of Understanding | 0 |  |
| **Total Quality Points** | **100** |  |
| *LEAs must score a minimum of* ***70*** *(or 70% of) Total Quality Points* *to be* ***considered*** *for funding.* |
|  |
|  Grand Total |
| **Total Need Points** |  | **Total Quality Points** |  |
| **Total Need Points + Total Quality Points** |  |

**Section 1: LEA Homeless Education Information**

|  |
| --- |
| **Basic Information** |
| LEA McKinney-Vento Homeless Education Liaison:       | Telephone Number:       |
| E-mail Address:       | Fax Number:       |
| Subgrant Start Date: **October 1, 2021** | Subgrant End Date: **September 30, 2022** | Amount Requested: $      |
| Actual 2020 - 2021 Total LEA Enrollment:       | Actual 2020 - 2021 LEA Homeless Enrollment:       |
| Anticipated 2022 - 2023 Total LEA Enrollment:       | Anticipated 2021 - 2022 LEA Homeless Enrollment:       |

**School Year 2020 - 2021**

|  |  |  |  |
| --- | --- | --- | --- |
| **Grade Level** | **Number of Homeless Students ENROLLED in LEA** |  | **Free/Reduced****Meals Data** |
|  |
| Ages 3-5 (not K) |       |  | Total number of low-income students in LEA in 2020 - 2021:  |
| K |       |  |
| 1 |       |  |
| 2 |       |  |
| 3 |       |  | Percentage of total student population who were identified as low-income in LEA in 2020 - 2021:  |
| 4 |       |  |
| 5 |       |  |
| 6 |       |  |
| 7 |       |  |  |
| 8 |       |  |  |
| 9 |       |  |  |
| 10 |       |  |  |
| 11 |       |  |  |
| 12 |       |  |  |
| Ungraded |       |  |  |
| **Total Number of Homeless Students** |       |  |  |

|  |
| --- |
| **Homeless Students Reported by Type of Temporary Housing****School Year 2020 – 2021** |
| Shelter(including transitional housing, etc.) | Doubled-up(living with another family) | Unsheltered (cars, parks, campgrounds, substandard, etc.) | Hotels/Motels |
|       |       |       |       |

1. Please provide information as to how the total number of homeless children and youth, broken down by grade level, within the attendance area of the LEA was obtained. *(Note: For 2020 - 2021 information, these numbers must reflect an actual count and not a general estimate or guess. For 2021 - 2022 anticipated information, please use a calculated estimate, based on past data.)*

# Section 2: LEA Homeless Education Policies and Procedures 5 points

1. Describe current policies and procedures that the LEA already has in place or that will be implemented to ensure that homeless children and youth are informed of their rights and that activities carried out by the LEA will not isolate or stigmatize homeless children and youths and activities that prohibit schools within the agency's jurisdiction from referring homeless children or youths to, or requiring homeless children and youths to enroll in or attend, a separate school. *(NOTE: To receive points for this section, you MUST include a copy of your LEA Notice of Rights for Homeless Students and Policy and LEA Process for Dispute Resolution and Policy, as Attachments 4 and 5.)* (5 points)

|  |  |  |  |
| --- | --- | --- | --- |
| 0 points | 1 – 2 points | 3 – 4 points | 5 points |
| No information is provided OR no copies of statement of rights and dispute resolution are provided | Description is partial or vague; policies and procedures in place seem unlikely to prevent isolation or stigmatization; policies and procedures do not seem appropriate | Description is generally clear; policies and procedures may prevent isolation or stigmatization; policies and procedures seem adequate and generally appropriate | Description is extensive; policies and procedures appear likely to prevent isolation and stigmatization; policies and procedures are highly appropriate |

# Section 3: LEA Homeless Education Needs Assessment 5 points

1. Describe the needs of homeless children and youth (and their families) unique to your school's service area (including barriers to enrollment, attendance, and school success) and your ability to meet those needs. (5 points)

|  |
| --- |
| Target Population: Students experiencing homelessness |
| Needs: **Enrollment and Attendance** (identify specific areas, if possible):       |
| Input Method (survey, focus group, program inventory, interviews, etc.):       |
| Data:       |
| Data Sources:       |
| Root Causes:       |
| Desired Project Outcomes:       |

|  |
| --- |
| Target Population: Students experiencing homelessness |
| Needs: **Academic School Success** (identify specific areas, if possible):       |
| Input Method (survey, focus group, program inventory, interviews, etc.):       |
| Data:       |
| Data Sources:       |
| Root Causes:       |
| Desired Project Outcomes:       |

|  |
| --- |
| Group: Families experiencing homelessness |
| Needs: **School Connectedness, Family Literacy, Family Engagement and Well-Being, etc.** |
| Input Method (survey, focus group, program inventory, interviews, etc.):       |
| Data:       |
| Data Sources:       |
| Root Causes:       |
| Desired Project Outcomes:       |

**Needs Analysis Summary**:

|  |  |  |  |
| --- | --- | --- | --- |
| 0 points | 1 – 2 points | 3 – 4 points | 5 points |
| No information is provided | Description is partial or vague; LEA demonstrates poor understanding of needs; LEA demonstrates poor ability to meet needs | Description is generally clear; LEA demonstrates adequate understanding of needs; LEA demonstrates adequate ability to meet needs | Description is extensive; LEA demonstrates deep understanding of needs; LEA demonstrates strong ability to meet needs |

**Section 4: LEA Homeless Education Grant Description** 15 points

1. Provide a description of the services and programs for which assistance is sought to address the needs identified in Section 2. This should include basic information about the grant project's mission and target audience, partners you will work with, and expected activities and outcomes. (5 points)

|  |  |  |  |
| --- | --- | --- | --- |
| 0 points | 1 – 2 points | 3 – 4 points | 5 points |
| No information is provided | Description of project mission, audience, partners, activities, and outcomes is partial or vague; project appears inadequate or inappropriate; project appears poorly planned; project does not seem adequate to address and achieve goals. | Description of project mission, audience, partners, activities, and outcomes is generally clear; project appears appropriately planned; project seems adequate and somewhat likely to address and achieve goals | Description of project mission, audience, partners, activities, and outcomes is extensive; project is very well- planned; project is likely to address and achieve goals |

1. Describe how you envision your grant project increasing the academic success of students experiencing homelessness and high mobility. (5 points)

|  |  |  |  |
| --- | --- | --- | --- |
| 0 points | 1 – 2 points | 3 – 4 points | 5 points |
| No information is provided | Description is partial or vague; project does not appear likely to increase academic success; clear connections between the project activities and academic success are not made | Description is generally clear; project appears somewhat likely to increase academic success; adequate connections between the project and academic success are made | Description is extensive; project appears very likely to increase academic success; strong connections between the project and academic success are made |

1. Describe steps that are currently taken by the LEA to ensure that it complies with McKinney-Vento law and applicable state laws related to homelessness. (5 points)

|  |  |  |  |
| --- | --- | --- | --- |
| 0 points | 1 – 2 points | 3 – 4 points | 5 points |
| No information is provided OR LEA does not appear to comply | Description is partial or vague; steps taken are inadequate; LEA demonstrates poor knowledge of applicable federal and state laws related to homelessness | Description is generally clear; steps taken are adequate; LEA demonstrates adequate knowledge of applicable federal and state laws | Description is extensive; steps taken are extensive; LEA demonstrates extensive knowledge of applicable federal and state laws |

**Section 5: Grant Management Plan** **55 points**

1. Describe how homeless children and youth will be identified and recruited for the grant plan. (5 points)

|  |  |  |  |
| --- | --- | --- | --- |
| 0 points | 1 – 2 points | 3 – 4 points | 5 points |
| No information is provided | Description is partial or vague; process for identification and recruitment seems infeasible or inappropriate or may stigmatize children and youth | Description is generally clear; process for identification and recruitment seems adequate and generally appropriate | Description is extensive; process for identification and recruitment is highly appropriate and more than adequate |

1. Describe how the grant project will enable and assist parents to be involved in their child's education. (5 points)

|  |  |  |  |
| --- | --- | --- | --- |
| 0 points | 1 – 2 points | 3 – 4 points | 5 points |
| No information is provided | Description is partial or vague; project seems unlikely to enable and assist parent involvement | Description is generally clear; project seems somewhat likely to enable and assist parent involvement | Description is extensive; project seems very likely to enable and assist parent involvement |

1. Specify how the school will coordinate with agencies such as shelters, local motels, hotels, other temporary shelter places, and other agencies or programs providing services to homeless children and youths. ***Provide evidence of this coordination (letters of support, agreement, or collaboration).*** (10 points)

Collaborations in the Community

|  |  |  |  |
| --- | --- | --- | --- |
| CollaboratingAgency | Activities in Place | Activities Planned | Services or Resources Provided by Collaborators |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |

|  |  |  |  |
| --- | --- | --- | --- |
| 0 points | 1 – 3 points | 4 – 7 points | 8 - 10 points |
| No information is provided | Description is partial or vague; little evidence of collaboration is provided; collaboration appears to be on paper only | Description is clear; some evidence of collaboration is provided; collaboration appears adequate but not extensive | Description is extensive; extensive evidence is provided; collaboration appears extensive |

1. Describe in detail how the McKinney-Vento grant project personnel have and will collaborate with the LEA's Child Nutrition Program, Title I office, Special Education office, Transportation office, and other federal and state programs administered by the LEA to maximize services to students experiencing homelessness. (10 points)

Collaborations within the LEA

|  |  |  |  |
| --- | --- | --- | --- |
| CollaboratingProgram | Activities in Place | Activities Planned | Services or Resources Provided by Collaborators |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |

|  |  |  |  |
| --- | --- | --- | --- |
| 0 points | 1 - 3 points | 4 - 7 points | 8 - 10 points |
| No information is provided | Description is partial or vague; little evidence of collaboration is provided; M- V personnel do not appear to collaborate with other school programs; LEA seems unsupportive | Description is clear; some evidence of collaboration is provided; collaboration appears adequate but not extensive; LEA seems somewhat supportive | Description is extensive; extensive evidence of collaboration is provided; collaboration appears extensive; LEA appears highly supportive |

1. Provide a brief description of key personnel who will be involved, including qualifications and anticipated responsibilities. If you intend to hire staff as part of your proposal, indicate the qualifications that you will be looking for and the planned responsibilities for those individuals. If an agency outside of the school will be providing direct services, include a brief contract agreement for those services. Describe what services will be provided and by whom and include a description of fiscal arrangements***. Note: Non-certified staff must be under the direct supervision of a certified staff member.*** (5 points)

|  |  |  |  |
| --- | --- | --- | --- |
| 0 points | 1 – 2 points | 3 – 4 points | 5 points |
| No information is provided | Description is partial or vague; key personnel appear to be inappropriate for project; if working with outside agency, description of services and fiscal arrangements is partial, vague, or inappropriate | Description is generally clear; key personnel appear to be generally appropriate; if working with outside agency, description of services and fiscal arrangements is generally clear but not extensive | Description is extensive; key personnel are highly appropriate for the project; if working with outside agency, description of services and fiscal arrangements is highly appropriate and extensive |

1. Please complete the ***McKinney-Vento Strategic Plan below***.

At least one objective MUST address the KDE priority of Transition Readiness (academic or career) to receive points for this section. (10 points)

**McKinney-Vento Strategic Plan**

Objective 1:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Activities to achieve the objective(Include all activities for the 3-year period) | Number of homeless students to be impacted | Time frame(include year) | Measurable outcomes | Data sources | Funding and source |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |

Objective 2:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Activities to achieve the objective(Include all activities for the 3-year period) | Number of homeless students to be impacted | Time frame(include year) | Measurable outcomes | Data sources | Funding and source |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |

Objective 3:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Activities to achieve the objective(Include all activities for the 3-year period) | Number of homeless students to be impacted | Time frame(include year) | Measurable outcomes | Data sources | Funding and source |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |

Objective 4:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Activities to achieve the objective(Include all activities for the 3-year period) | Number of homeless students to be impacted | Time frame(include year) | Measurable outcomes | Data sources | Funding and source |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |

Objective 5:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Activities to achieve the objective(Include all activities for the 3-year period) | Number of homeless students to be impacted | Time frame(include year) | Measurable outcomes | Data sources | Funding and source |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |

|  |  |  |  |
| --- | --- | --- | --- |
| 0 points | 1 – 8 points |  9 - 16 points | 17 - 20 points |
| No information is provided; Plan does not include a Transition Readiness objective | Plan is unclear; activities and expenditures are not clearly linked to outcomes; outcomes provided in plan are very different from overarching project goals; outcomes are unrealistic or not measurableAt least one objective is written for Transition Readiness | Plan is generally clear; activities and expenditures are somewhat clearly linked to outcomes; outcomes provided in plan are somewhat similar to overarching project goals; outcomes are measurable and somewhat realisticAt least one objective is written for Transition Readiness | Plan is extensive; activities and expenditures are very clearly linked to outcomes; outcomes provided in plan are very similar to overarching project goals; outcomes are ambitious yet realistic and measurableAt least one objective is written for Transition Readiness |

# Section 6: Grant Evaluation 10 points

1. Describe the process you will undertake (including methodology) to determine:
	1. whether all steps of the grant project have been fully and faithfully implemented,
	2. whether grant project goals and outcomes have been met, and
	3. how you know that the project has been effective. (5 points)

|  |  |  |  |
| --- | --- | --- | --- |
| 0 points | 1 - 3 points | 4 - 7 points | 8 - 10 points |
| No information is provided | Description is partial or vague; description does not address all components; some components are vague or unclear; methodology and evaluation plan seem inadequate to clearly measure project progress | Description is generally clear; description addresses all components; most components are generally clear; methodology and evaluation plan are adequate to measure project progress | Description is extensive and addresses all components; all components are very clear; methodology is extensive and rigorous and likely to be effective at measuring project progress |

1. Describe the process you will use to adjust and enhance current and future grant project activities based on data collected from project evaluation. (5 points)

|  |  |  |  |
| --- | --- | --- | --- |
| 0 points | 1 - 2 points | 3 - 4 points | 5 points |
| No information is provided | Description is partial, vague, or appears inadequate to appropriately adjust activities | Description is generally clear and appears adequate to appropriately adjust activities | Description is extensive; description appears likely to appropriately adjust activities |

# Section 7: Grant Budget and Narrative 10 points

McKinney-Vento and Title I, Part A Set-Aside Funds for Homeless Children and Youth

|  |  |  |
| --- | --- | --- |
|  | Total Amount | List of Activities |
| Actual Set-Aside for 2020 - 2021  |       |       |
| Planned Set-Aside for 2021 - 2022  |       |       |

1. A. What percentage of the 2020 - 2021 Title I Set-Aside funds was spent on activities for homeless children and youth? (If less than 100% explain.)

B. What was the process used to determine the amount of the Title I, Part A, Set-Aside for 2020 - 2021?

1. What mechanisms are in place to ensure ongoing coordination between the Title I, Part A, Set-Aside and McKinney-Vento programs?

|  |  |  |  |
| --- | --- | --- | --- |
| 0 points | 1 - 2 points | 3 - 4 points | 5 points |
| No information is provided | Description is partial or vague; description does not address all components; some components are vague or unclear | Description is generally clear; description addresses all components; most components are generally clear | Description is extensive and addresses all components; all components are very clear |

* Use the **McKinney-Vento Homeless Education Program Budget** form provided to clearly identify anticipated expenditures. The budget must include realistic costs. Use the Amount Requested column to designate this subgrant request.
* In-kind contributions are not to be reflected in these budget columns.
* The total budget must be adequate to implement the proposed plan.
* Use the Matching Funds column to designate funds and services to be provided by each collaborating partner (Title I, Part A Homeless Set-aside, local partners, etc.). ***The Matching Funds total column must reflect the inclusion of the total McKinney-Vento set aside allocation from Title I, Part A funds for the LEA to serve homeless students. There must be matching funds provided.***

|  |  |  |  |
| --- | --- | --- | --- |
| 0 points | 1 - 2 points | 3 - 4 points | 5 points |
| The budget does not include all the necessary audit fees and indirect cost items. | The budget items are all included but are not fully understandable or relevant to this program. | The budget items are all included and are fully understandable and relevant to this program. Budget items are reasonable in relation to the number of persons to be served, the size and scope of the program, and to the anticipated results and benefits of the program. | The budget items are all included and are fully understandable and relevant to this program. Budget items are reasonable in relation to the number of persons to be served, the size and scope of the program, and to the anticipated results and benefits of the programANDsufficient details are provided, making the budget accessible to all interested parties, including school staff, parents, and community members. |

**Proposed Budget Summary**

**McKinney-Vento Homeless Children Education Program**

|  |
| --- |
| **SY\_\_\_\_\_\_\_\_\_\_ McKinney Homeless Education Program Budget** |
| **MUNIS# 316** |
| **District:** |  |  |  |  |
|  |  |  |  |  |
| **Object Code** | **Description of Activity**  | **Amount Requested** | **Matching Funds from Title I, Part A McKinney-Vento set-aside, partners, etc.** | **Narrative** |
| 0110 | Certified Services (Contract) |   |   |   |
| 0111 | Extended Days (Contract) |   |   |   |
| 0112 | Extra Duty (Contract) |   |   |   |
| 0113 | Other Certified (not part of contract) |   |   |   |
| 0120 | Certified Substitute  |   |   |   |
| 0130 | Classified Salaries |   |   |   |
| 0131 | Other Classified Pay |   |   |   |
| 0140 | Classified Overtime |   |   |   |
| 0150 | Classified Substitute |   |   |   |
| 0160 | Licensed  |   |   |   |
| 0170 | Paraprofessional |   |   |   |
| 0211 | Life Insurance |   |   |   |
| 0212 | Health Insurance |   |   |   |
| 0213 | Liability Insurance |   |   |   |
| 0214 | Dental Insurance |   |   |   |
| 0215 | Long Term Disability |   |   |   |
| 0219 | Other Group Insurance |   |   |   |
| 0221 | Employer FICA Contribution |   |   |   |
| 0222 | Employer Medicare Contribution |   |   |   |
| 0231 | KTRS Employer Contribution |   |   |   |
| 0232 | CERS Employer Contribution |   |   |   |
| 0233 | Other Employee Retirement |   |   |   |
| 0251 | State Unemployment Insurance |   |   |   |
| 0253 | KSBA Unemployment Insurance |   |   |   |
| 0260 | Workmen’s Compensation Insurance |   |   |   |
| 0270 | Other Health Care Benefits & COBRA |   |   |   |
| 0291 | Sick Leave Payments |   |   |   |
| 0293 | Meal Reimbursements Taxable Portion |   |   |   |
| 0294 | Federally Funded Health Care Benefits |   |   |   |
| 0295 | Federally Funded Life Insurance |   |   |   |
| 0296 | Federally Funded State Administration Fee |   |   |   |
| 0297 | Federally Funded Flexible Spending Benefits |   |   |   |
| 0298 | Other Employee Paid Benefits |   |   |   |
| 0322 | Education Consultant |   |   |   |
| 0338 | Registration Fees |   |   |   |
| 0339 | Other Professional Training and Development Skills |   |   |   |
| 0341 | Drug Testing |   |   |   |
| 0345 | Medical Services |   |   |   |
| 0352 | Other 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 | Technology Related Repairs & Maintenance |   |   |   |
| 0441 | Land or Building Rental  |   |   |   |
| 0442 | Equipment or Vehicle Rental |   |   |   |
| 0444 | Copier Rental |   |   |   |
| 0511 | Student Transportation services (purchased from another KY District) |   |   |   |
| 0513 | Student Transportation (bus token-Public Conveyance) |   |   |   |
| 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  |   |   |   |
| 0581 | Travel - In State |   |   |   |
| 0582 | Travel – Out of District |   |   |   |
| 0584 | Travel – Out of State |   |   |   |
| 0585 | Travel - Meals |   |   |   |
| 0586 | Travel – Hotels |   |   |   |
| 0589 | Travel - Other |   |   |   |
| 0591 | Services Purchased from another District or Educational Agency within the State |   |   |   |
| 0592 | Services Purchased from Another School District or Educational Agency outside the state |   |   |   |
| 0610 | General Supplies  |   |   |   |
| 0616 | Food non instructional non-food service |   |   |   |
| 0617 | Food instructional non-food service |   |   |   |
| 0621 | Natural Gas |   |   |   |
| 0622 | Electricity |   |   |   |
| 0623 | Bottled Gas |   |   |   |
| 0624 | Fuel Oil |   |   |   |
| 0625 | Coal |   |   |   |
| 0626 | Gasoline – Data required for federal reporting |   |   |   |
| 0627 | Diesel Fuel – Data required for federal reporting |   |   |   |
| 0629 | Alternative Fuels |   |   |   |
| 0642 | Periodicals and Newspapers |   |   |   |
| 0643 | Supplementary Books, Study Guides, & Curriculum |   |   |   |
| 0645 | 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 (except for 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 Technology Related Hardware per unit amounts under $5,000.00 use object code 0650 |   |   |   |
| 0735 | Technology software |   |   |   |
| 0739 | Other Equipment |   |   |   |
| 0810 | Dues (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 |   |   |   |
| **TOTAL AMOUNTS: REQUESTED & MATCHED FUNDS** |  |  |  |
|  |  |  |  |  |

**Section 8: Assurances & Signatures/Cover Page**

###### KENTUCKY DEPARTMENT OF EDUCATION

 **McKinney-Vento Homeless Children Education Program**

**Competitive Application**

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

**District Title I, Part A McKinney-Vento Set-Aside**

***For each participating district, list the amount of Title I, Part A McKinney-Vento set-aside. 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)***

|  |  |  |  |
| --- | --- | --- | --- |
| **District** |  |  | **Amount** |
|  |  | **$** |  |
|  |  | **$** |  |
|  |  | **$** |  |
|  |  | **$** |  |

|  |
| --- |
|  |

|  |
| --- |
| 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.  |

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

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

**\*\*\*THIS PAGE MUST BE NOTARIZED\*\*\***

**Section 8: Assurances & Signatures (Continued)**

**McKinney-Vento Homeless Education Program**

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 comply 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), OR ensure the liaison is provided, upon request and in a timely manner, with Infinite Campus reports related to homeless students in the district.

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

 Superintendent Date

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

 Fiscal Agent Date