



Office of Quality Schools

205 Jefferson Street, P.O. Box 480 • Jefferson City, MO 65102-0480 • dese.mo.gov

EDUCATION FOR HOMELESS CHILDREN AND YOUTH GRANT PROGRAM

Application Guidance for Local Educational Agencies

PURSUANT TO: McKinney-Vento Homeless Assistance Act, reauthorized December 2015 by
Title IX, Part A of Every Student Succeeds Act (ESSA)

FUNDED BY: U.S. DEPARTMENT OF EDUCATION

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2020-2023 TIMELINE FOR FEDERAL PROGRAMS HOMELESS CHILDREN & YOUTH GRANT PROGRAM

Timeline	
Letter of Announcement (If required by your LEA)	May 15, 2020
Application Deadline	<i>June 12, 2020</i>
Grant Reading	June 2020
Grant Award Announcements	July 2020
Project Starting Date	July 1, 2020
Project Ending Date	June 30, 2023
Project Evaluation Reports Due	July 31, 2021 (Year 1) July 31, 2022 (Year 2) July 31, 2023 (Year 3)
Final Expenditure Report Due	September 30, 2021 (Year 1) September 30, 2022 (Year 2) September 30, 2023 (Year 3)
Records May Be Destroyed	July 1, 2026 (unless audit pending)
Grant Contact	Cheryl Kosmatka 573-522-8763 Cheryl.kosmatka@dese.mo.gov

HOMELESS CHILDREN AND YOUTH GRANT PROGRAM TITLE VII-B OF THE MCKINNEY-VENTO HOMELESS ASSISTANCE ACT, AS AMENDED BY THE EVERY STUDENT SUCCEEDS ACT

INTRODUCTION

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

The EHCY program provides state education agencies with grant funds to carry out policies ensuring homeless children and youth access to a free, appropriate public education including a public preschool education.

Under the McKinney-Vento Act, each state is required to:

- ensure that each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, including a public preschool education, provided to other children and youth;
- review and undertake steps to revise such laws, regulations, practices, or policies having a compulsory residency requirement as a component that may act as a barrier to enrollment, attendance, or success in school of homeless children and youth and to ensure them the same free, appropriate public education provided to other children and youth;
- ensure that homelessness alone should not be sufficient reason to separate students from the mainstream school environment; and
- ensure homeless children and youth access to education and other services such children and youth need to meet the same challenging state student performance standards to which all students are held.

The full text of the McKinney-Vento Homeless Assistance Act is posted on DESE's website at:
<https://dese.mo.gov/quality-schools/federal-programs/homeless/legislation-guidance>

PURPOSE

The purpose of the Homeless Children and Youth Grant Program is to facilitate the identification, enrollment, attendance, and school success of homeless children and youth. Services provided **must not replace** the regular academic program and must be designed to expand upon or improve services already provided under the LEA requirements for serving homeless students.

PROVISION OF SERVICES

Under Section 723 of the McKinney-Vento Act, in general, services provided under Homeless Children and Youth Grant Program;

- may be provided through programs on school grounds or at other facilities.
- shall, to the maximum extent practical, be provided through existing programs and mechanisms that integrate homeless children and youths with non-homeless children and youths; and
- shall be designed to expand or improve services provided as part of a district's regular academic program, but not to replace such services provided under that program.

ELIGIBLE GRANT APPLICANTS

LEAs having an identified homeless population of 20 or more homeless children and youth per year are eligible to apply, on a competitive basis, for grant funds to provide educational support services for homeless children and youth.

EXCLUSION OF APPLICATIONS

Applications may be excluded from the Homeless Children and Youth Grant Program competition for any one or more of the following reasons:

1. Grant application was received after the deadline due date.
2. A LEA has failed to maintain maintenance of fiscal effort.
3. The grant application scores a zero in anyone grant category.
4. An incomplete grant application was submitted.

FUNDING FOR SUBGRANTS

The amount of funds an LEA may request is based on the number of homeless children and youth reported to DESE, at a maximum level of \$400 per homeless child. The minimum grant award is \$8,000 (20 students). The maximum amount an LEA may apply for is \$150,000 (375+ students) regardless of the number of homeless children and youth being educated in the LEA.

Pending receipt of federal funding for this grant program, grantees who receive funding will be awarded and funded for the 2020-2021, 2021-2022, and the 2022-2023 school years. Grantees will receive funding at the same funding level for the second and third years of the subgrant **pending availability of federal funding and contingent on subgrantees meeting the monitoring and reporting requirements for the grant program.**

DURATION OF SUBGRANTS

Subgrants funded under this program can access funding beginning on July 1, 2020. The first program period ends June 30, 2021. Subgrants will be renewable for an additional two years at the same funding level, **assuming federal funds are available, assuming the program is implementing its funded activities, and has submitted the required reporting instruments.** Any unused grant funding must be refunded to DESE.

MAINTENANCE OF FISCAL EFFORT

LEAs may receive funding under the Homeless Children and Youth Grant Program without penalty only if the combined state and local expenditures for free public education for any fiscal year was not less than 90 percent of the combined state and local expenditures for the prior fiscal year. DESE determines maintenance of fiscal effort using data from the Annual Secretary of the Board Report.

For more information on Maintenance of Fiscal Effort (MOE) please visit:

<https://dese.mo.gov/sites/default/files/comparmanefforwksht.pdf>

ALLOWABLE USE OF GRANT FUNDS

LEAs must use Homeless Children and Youth Grant Programs funds to assist homeless children and youths in enrolling, attending, and succeeding in school. (722(g)(6), 723(d)). In particular, the funds may support the following activities:

1. Tutoring, supplemental instruction, and other educational services that help homeless children and youths reach the same challenging State academic standards the State establishes for other children and youths. (Section 723(d)(1)). As clearly specified in the Elementary and Secondary Education Act of 1965 (ESEA), all academic enrichment programs for disadvantaged students, including programs for homeless students, must be aligned with State standards and curricula. Additionally, when offering supplemental instruction, LEAs should focus on providing services for children and youths that reflect scientifically based research as the foundation for programs and strategies to ensure academic success.
2. Expedited evaluations of eligible students to measure their strengths and needs. (Section 723(d)(2)). These evaluations should be done promptly in order to avoid a gap in the provision of necessary services to those children and youths. Evaluations may also determine a homeless child or youth's possible need or eligibility for other programs and services, including educational programs for gifted and talented students; special education and related services for children with disabilities under Part B of the IDEA; special education or related aids and services for qualified students with disabilities under Section 504; early intervention services for eligible infants and toddlers with disabilities under Part C of the IDEA; programs for English learners; career and technical education; meals through the National School Lunch Program and School Breakfast Program; and other appropriate programs or services under the ESEA. (Section 723(d)(2)).
3. Professional development and other activities for educators and specialized instructional support personnel that are designed to heighten the understanding and sensitivity of such personnel to the needs of homeless children and youths, the rights of such children and youths under the McKinney-Vento Act, and the specific educational needs of runaway and homeless youths. (Section 723(d)(3)).
4. Referrals of eligible students to medical, dental, mental, and other health services. (Section 723(d)(4)).
5. Assistance to defray the excess cost of transportation not otherwise provided through Federal, State, or local funds, to enable students to remain in their schools of origin. (Section 723(d)(5)).
6. Developmentally appropriate early childhood education programs for preschool-aged homeless children that are not provided through other Federal, State, or local funds. (Section 723(d)(6)).

7. Services and assistance to attract, engage, and retain homeless children and youths, particularly homeless children and youths who are not enrolled in school, in public school programs and services provided to non-homeless children and youths. (Section 723(d)(7)).
8. Before-and after-school, mentoring, and summer programs for homeless children and youths in which a teacher or other qualified individual provides tutoring, homework assistance, and supervision of educational activities. (Section 723(d)(8)).
9. Payment of fees and costs associated with tracking, obtaining, and transferring records necessary to enroll homeless children and youths in school. The records may include birth certificates, immunization or other required health records, academic records, guardianship records, and evaluations for special programs and services. (Section 723(d)(9)).
10. Education and training for parents and guardians of homeless children and youths about the rights of, and resources available to, such children and youths, and other activities designed to increase the meaningful involvement of parents and guardians of homeless children or youths in the education of such children or youths.
11. Coordination between schools and agencies providing services to homeless children and youths in order to expand and enhance such services. Coordination with programs funded under the Runaway and Homeless Youth Act must be included in this effort. (Section 722(g)(5)(A)(i)).
12. Specialized instructional support services, including violence prevention counseling, and referrals for such services. (Section 723(d)(12)).
13. Programs addressing the particular needs of homeless children and youths that may arise from domestic violence and parental mental health or substance abuse problems. (Section 723(d)(13)).
14. Providing supplies to non-school facilities serving eligible students and adapting these facilities to enable them to provide services. (Section 723(d)(14)).
15. Providing school supplies, including those to be distributed at shelters or temporary housing facilities, or other appropriate locations. (Section 723(d)(15)).
16. Providing extraordinary or emergency services needed to enable homeless children and youths to attend school and participate fully in school activities. (Section 723(d)(16)).

OBLIGATION OF FUNDS

The LEA may use grant funds only for obligations made during the grant period. The following table shows when an obligation is made for various kinds of property and services.

IF THE OBLIGATION IS FOR--	THEN THE OBLIGATION IS MADE--
Acquisition of real or personal property	On the date on which the State or LEA makes a binding written commitment to acquire the property. (including materials/supplies and miscellaneous items such as meeting registrations)
Personal services by an employee of the State or LEA	When the services are performed

Personal services by a contractor who is not an employee of the State or LEA	On the date on which the State or LEA makes a binding written commitment to obtain the services
Performance of work other than personal services	On the date on which the State or LEA makes a binding written commitment to obtain the work
Public utility services	When the State or LEA receives the services
Travel	When the travel is taken
Rental of real or personal property	When the State or LEA uses the property
A pre-agreement cost that was properly approved by the State under the cost principles	On the first day of the project period

LEAs may obligate funds budgeted in a submitted application, initial or revision, with a substantial approval date. Obligations not approved by DESE will be removed from the budget and will be paid with local funds.

INDIRECT COSTS

Indirect costs are those costs which are not readily identified with the activities funded by the federal grant or contract but are nevertheless incurred for the joint benefit of those activities and other activities and programs of the subgrantee/recipient. Accounting, auditing, payroll, personnel, budgeting, purchasing, and operation/maintenance of plant are examples of services which typically benefit several activities and programs and for which appropriate costs may be attributed to the federal program by means of an indirect cost allocation plan.

Indirect cost is an optional reimbursement for expenditures not otherwise included in the application budget. It is calculated by multiplying total direct costs for salaries, employee benefits, purchased services, materials, and supplies by the LEAs approved restricted indirect cost rate.

DISPOSITION OF CAPITAL OUTLAY

When the original or replacement equipment acquired under a federal award is no longer needed for the original project or program the non-federal entity must dispose of the equipment as follows:

1. Items of equipment with current per unit fair market value of \$5,000 or less may be retained, sold or otherwise disposed of with no further obligation to the federal awarding agency. The disposition of such items should be noted on the equipment inventory maintained by the LEA.
2. Items of equipment with a current per-unit fair market value in excess of \$5,000 may be retained by the LEA or sold. The federal awarding agency is entitled to an amount calculated by multiplying the current market value or proceeds from the sale by the federal percentage of participation in the cost of the original purchase. If the equipment is sold, the federal awarding agency may permit the LEA to deduct and retain from the federal share \$500 or ten percent of the proceeds, whichever is less, for its selling and handling expenses. Proper sales procedures must be established to ensure the highest possible return.

BUDGET CATEGORIES SUMMARY

6100 *Certificated Salaries* - Amounts paid for full- and part-time employees of the LEA, including:

- full- and part-time certificated teachers
- substitute teachers
- supplemental pay (extra-curricular for certificated personnel)

6150 *Non-Certified Salaries* - Amounts paid for full- and part-time employees of the LEA, including:

- full- and part-time non-certificated employee pay
- unused sick or severance pay for non-certificated employees
- supplemental pay (extra-curricular for non-certified personnel)

6200 *Employee Benefits* - Amounts paid by the LEA on behalf of employees over and above the gross salary; not paid directly to employee. Benefits include:

- teacher and non-teacher retirement
- Old Age, Survivors and Disability Insurance (OASDI), and Medicare
- employee insurance (e.g., dental, life)
- worker's compensation
- unemployment compensation
- other employee-provided services

6300 *Purchased Services* - Amounts paid for personnel not on the LEA's payroll, and for services required by the LEA. Such services may be purchased from another LEA. The following may fall under this category:

- professional and technical services (e.g., architectural, legal, dental)
- instructional (e.g., tuition paid to other districts; curriculum consultants)
- pupil and staff services
- audit, data processing, and like services
- property services (e.g., cleaning, repairs, maintenance)
- transportation (contracted and non-contracted)
- staff travel
- insurance (other than employee benefits)
- communication (e.g., advertising, printing)
- other (e.g., contracted food services)

6400 *Materials and Supplies* - Amounts paid for expendable items that are consumed, worn out, or which become part of more complex units or substances. These include:

- general supplies, including freight and cartage
- free and regular textbooks
- library books, periodicals, resource materials
- food (items usually claimed on the School Food Service Reimbursement form)
- energy (electric, gas, oil)
- other supplies and materials

6500 *Capital Outlay* - Expenditures for fixed assets or additions to fixed assets. Capital outlay is considered to be an object that is purchased. Unit cost must be over \$1,000. It covers:

- land, buildings, and other improvements
- regular equipment
- instructional equipment
- vehicles
- other capital outlay

NOTE: Detailed expenditure object codes and function code descriptions may be found in the Missouri Financial Accounting Manual, Section E: Revenue Object Codes and Section F: Function Codes.

<https://dese.mo.gov/financial-admin-services/school-finance/accounting-manual>.

SECTION X- A. - HOMELESS CHILDREN AND YOUTH PROGRAM ACTIVITY BUDGET—YEAR 1	
BUDGET ITEMIZATION	GRANT FUNDS REQUESTED
6100: CERTIFICATED SALARIES	
Homeless Liaison (.50 FTE)	\$23,000
Homeless Case Manager (1 FTE)	\$42,659
6100 SUBTOTAL	\$65,659
6150: NON-CERTIFICATED SALARIES	
6150 SUBTOTAL	\$00.00
6200: EMPLOYEE BENEFITS (OPTIONAL CATEGORIES)	
FICA	\$3,127
Medicare	\$3,872
Retirement (Teacher or Non-Teacher)	\$4,416
Health, Life, and/or Dental Insurance	\$1,175
Other Benefits	
6200 SUBTOTAL	\$12,590
6300: PURCHASED SERVICES	
Professional Development to attend local and national conferences -	\$5,000
Transportation costs – cabs, bus passes, mileage reimbursement	\$40,000
6300 SUBTOTAL	\$45,000
6400: MATERIALS/SUPPLIES	
School supplies	\$4,000
School clothing	\$1,000
Books	\$1,000
Hygiene supplies	\$1,000
Program supplies (office supplies)	\$500
Snack for tutoring	\$250
6400 SUBTOTAL	\$7,750
6100-6400 SUBTOTAL	\$130,999
INDIRECT COST OPTIONAL (Restricted Rate: _____% X Subtotal)	\$0
6500: CAPITAL OUTLAY	
Laptop for shelter tutoring - \$1,000	\$1,000
6500 SUBTOTAL	\$1,000
TOTAL - (TRANSFER TO SECTION I – TOTAL BUDGETS BY PROGRAM)	\$131,999

BUDGET AMENDMENTS

LEAs may revise the Homeless Children and Youth Grant Program budget as often as necessary; a revision must be submitted prior to obligation of funds. **Budget revisions may not be submitted after April 30th. Of the budget year.**

PAYMENT REQUEST

LEAs must request funds in ePeGS on a reimbursement basis. Payment request must be submitted by 11:59 p.m. on the 1st or 21st day of the month the LEA wishes to receive payment. Additional information is available on the ESEA Finance website, <https://dese.mo.gov/financial-admin-services/eseanclb-finance/payment-requests-and-fers>.

LEAs may request payment only after the initial budget has been approved. **A payment request and budget revision cannot both be in a submitted status at the same time.**

FINAL EXPENDITURE REPORT (FER)

An LEA must submit an FER on or before September 30th. FERs must reflect the actual expenditures/obligations that have incurred for the school year. If the LEA submits an FER for more than what has been expended, it will result in a refund due back to the DESE. The FER in ePeGS will reflect what was submitted in the approved budget. Expenditures will be reported by both object and function codes. Expenditures in approved object codes may not exceed 10 percent of the total amount budgeted within each of the approved programs. Additional information is available on the ESEA Finance website, <https://dese.mo.gov/financial-admin-services/eseanclb-finance/payment-requests-and-fers>.

ACCOUNTING REQUIREMENTS

Separate and identifiable accounting records for receipts and expenditures in each program must be maintained. Records of both obligations and expenditures are to be kept separately by expenditure code.

The LEA may **not** combine funds under Titles I, II, III, IV, VI, and/or Migrant Education Program, except as they are used in an administrative pool or a school-wide program. When funds are used in an administrative pool or a school wide program however, the LEA must develop a separate source code for reporting expenses to each of these fiscal strands. **Funds from the Homeless Children and Youth Grant Program cannot be placed in an administrative pool.**

PROJECT CODES

The Project Code is used to identify an expenditure paid for with a specific source of revenue or part of a specific grant. When used to identify a federal project, the Source of Funds/Project Code may also be associated with accounts receivable, accounts payable, and fund balance accounts pertaining to that project. With the exception of the cash account, a balance sheet for the project may be drawn from the general ledger utilizing this code dimension.

LEAs must use DESE's assigned project and revenue codes.

Revenue Code	Project Code	Revenue Code Title
5463	46300	Homeless Education

PROGRAM RECORDS

All records must be retained:

- For three years after the close of the fiscal year in which funds were expended.
- Until any pending audits have been completed.
- Until all findings and recommendations arising from audits or monitoring has been completely resolved.

INVENTORY CONTROL

The following items are subject to the inventory management and control requirements:

1. Equipment items with an acquisition cost of \$1,000 or more per unit, and,
2. Items with an acquisition cost under \$1,000 per unit which is considered attractive or easily pilfered.

All capital outlay costing \$1,000 or more per unit/set and items costing under \$1,000 per unit which are considered attractive or easily pilfered are subject to specific inventory management and control requirements as follows:

1. Items acquired using federal monies shall be physically marked by source of funding and acquisition date;
2. Inventory must be current and available for review and audit. Equipment records must be maintained and include:
 - a. description of the equipment;
 - b. serial number or other identification number;
 - c. funding source of equipment [including Federal Award Identification Number (FAIN)]
 - i. located on Award Allocation Notification, or,
 - ii. located on DESE Payment Transmittal.
 - d. who holds the title, if applicable;
 - e. acquisition date;
 - f. cost of equipment;
 - g. percentage of federal participation in project costs for the federal award under which the equipment was acquired;
 - h. location of the equipment;
 - i. use and condition of the equipment; and,
 - j. any ultimate disposition date including the date of disposal and sale price of the equipment.
3. A physical inventory of the equipment must be taken and the results reconciled with the equipment records at least once every two years. A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the equipment. Any loss, damage, or theft must be investigated. Adequate maintenance procedures must be developed to keep the equipment in good condition.

Additional information and a sample Equipment Inventory template may be found on the ESEA Finance website, <https://dese.mo.gov/financial-admin-services/general-federal-guidance>.

FISCAL AND COMPLIANCE AUDITS

All Missouri LEAs are required to be audited annually and to submit a copy of the audit report to DESE. In addition, LEAs that expend more than \$750,000 of federal funds during the fiscal year must have a single audit, <https://dese.mo.gov/financial-admin-services/school-audits>.

WITHHOLDING AUTHORITY

If the Subrecipients/Subgrantees fail to comply with Federal statutes, regulations or the terms and conditions of a Federal award, the Federal awarding agency or pass-through entity (DESE) may impose additional conditions, as described in §200.207 Specific conditions. If DESE determines that noncompliance cannot be remedied by imposing additional conditions, it may temporarily withhold cash payments pending correction of the deficiency.

When Subrecipients/Subgrantees fail to submit requested information after reasonable attempts and DESE determines them non-compliant, the following procedure will be implemented:

DESE staff will email LEA program contact, Superintendent, Area Supervisor, Bookkeeper and if applicable, Nonpublic school official requesting information needed.

- Email will include a specific deadline for submission to DESE.

If LEA does not respond by the deadline, the Executive Leadership Team (ELT) team (Deputy Commissioner or designee) will contact the Superintendent concerning the LEAs failure to submit requested information by the deadline.

If that deadline is not met, the DESE fiscal/program staff will work with the Executive Leadership Team (ELT) to send a letter to the Superintendent, LEA Board of Education, Charter School Sponsor or Board of Directors detailing information that has not been received.

DESE may temporarily withhold cash payments based on the GEPA Administrative Hearing guidelines in 20 USC § 1232c

DATA PRIVACY

MODESE takes seriously its obligation to protect the privacy of student and educator Personally Identifiable Information (PII) collected, used, shared, and stored. PII will not be collected through the McKinney-Vento Education of Homeless Children and Youth Program. All program evaluation data will be collected in the aggregate and will be used, shared, and stored in compliance with DESE's privacy and security policies and procedures.

AWARD PROCESS AND START DATE

The grant cycle runs from July 1 to June 30. The **obligation period** is the period during the grant cycle in which funds may be obligated. Funds shall not be obligated until the budget application has been submitted or July 1, whichever is later.

PROJECT EVALUATION

At the end of each funded school year, subgrantees will be asked to submit a Project Evaluation Report by July 31st of the project year.

Project Evaluation Reports are used to monitor compliance and ensure programs are meeting performance goals. Reporting is also a method for self-evaluation. Program staff should examine interim student performance and attendance data regularly to determine whether activities are successful in improving attendance and academic performance among homeless students. If improved student performance is not reflected in data, program activities may need revision. Project Evaluation Reports should include data and should include narrative.

Appendix A

DIRECTIONS FOR COMPLETION OF THE FEDERAL PROGRAMS APPLICATION FOR THE HOMELESS CHILDREN AND YOUTH GRANT PROGRAM

LEAs may apply for funding based on the number of homeless children and youth being educated in the LEA up to a maximum level at \$400 per homeless child. The minimum grant award is \$8,000 (20 students). The maximum amount any LEA may apply for is \$150,000 (375+ students) regardless of the number of homeless children and youth being educated in the LEA.

Applicants must submit an electronic grant application to webreplyfgm@dese.mo.gov by the deadline date, Friday June 12, 2020.

Narratives cannot exceed page limits and must be typed in Times New Roman 12 point font, double-spaced, one-sided, with 1 inch margins.

SECTION I – LOCAL EDUCATION AGENCY AND PROGRAM INFORMATION (0 Points)

List the name of the LEA, the board-authorized representative, and the grant contact information. The grant contact should be someone who knows the grant well and will be in daily contact with the project staff.

SECTION II - TOTAL BUDGETS BY PROGRAM—Year 1 (0 Points)

The total budget for year 1 of the homeless grant must be completed and shown in the grid on page one. The codes on the left side of the budget grid are function codes. Function code descriptions mean the action or purpose for which a person or thing is used or exists. Function includes the activities or actions which are performed to accomplish the objective of the school district. For further information on function codes, consult the School Finances' Missouri Financial Accounting Manual. <https://dese.mo.gov/financial-admin-services/school-finance/accounting-manual>

SECTION III - ASSURANCES AND CERTIFICATION

Original signature of the superintendent or authorized representative guarantees means that all assurances will be met. Applications not signed, are considered non-responsive and will not be scored.

SECTION IV – PROGRAM STATUS (15 Points)

LEA level information can be located in the Missouri Comprehensive Data System under District Information

- Student Enrollment: (School District Report Card)
- Free and Reduced Lunch Percentage: (School District Report Card)
- Homeless Children and Youth Count: (Prior Year LEA MO Student Information System MOSIS June Count)
- USDA County Poverty Percentage for 2018.

SECTION V – PROGRAM DESCRIPTION NARRATIVE (25 Points)

Narratives cannot exceed 8 pages and must be typed in Times New Roman 12 point font, double-spaced, one-sided, with 1 inch margins. The program description narrative should provide the following information:

1. How the grant is consistent with the purpose of and encompasses all aspects of the McKinney-Vento Homeless Assistance Act.
2. How the services and programs funded by this grant will address the needs identified by the local education agency's assessments and how these are linked to the needs, objectives, activities, and outcomes of the program.
3. The programs activities as they are proposed in the grant.
4. How the proposed activities do not replace the regular academic program but instead, expand upon or improve services provided to homeless students as part of the school's regular academic program.
5. How the program will be staffed and managed. Also describe how the local education agency coordinates with other service providers/agencies; including, but not limited to Title I.A., Migrant, English Language Learners (ELL), and Preschool programs.
6. Current policies and procedures that exist or will be implemented to eliminate the stigmatization or isolation of homeless children and youth.

SECTION VI – GRANT NEEDS ASSESSMENT NARRATIVE (10 Points)

Narratives cannot exceed 6 pages and must be typed in Times New Roman 12 point font, double-spaced, one-sided, with 1 inch margins. The program status and statement of need assessment narrative should include:

- Current status of the Local Education Agency's Homeless program; including,
 - socio-economic and demographic data and trends.
- Available resources; including:
 - program coordination (Title I, Special Education, community resources, etc.)
 - outreach programs,
 - LEA support and federal program supports are in place, and
 - percentage of time that the local liaison and others devote to homeless education.
- Identification of major needs of homeless children and youth in the LEA that will be addressed with this grant.
 - identify program development and planning (reference the LEAs current needs assessment).

SECTION VII – COLLABORATION DESCRIPTION (25 Points)

Title I and Homeless Children and Youth Education Coordination (Grant Requirement page 3)

Narratives should be limited to the space provided on the application.

Provide a description of:

1. The actual set-aside for SY 2019-20 and the activities funded.
2. Planned set-asides for year 1 through year 3 of the grant and the activities being planned.
3. Describe what percentage of the 2019-20. Title I set-asides were spent on homeless children and youth. If this is less than 100 percent, explain why those funds were not expended.

SECTION VII – COLLABORATION DESCRIPTION (continued)

Title I and Homeless Children and Youth Education Coordination (Grant Requirement page 4)

Narratives should be limited to the space provided on the application.

Provide a description of:

1. The process used to determine the amount of the Title I Homeless set-aside.
2. Mechanisms used to ensure coordination between Title I and Homeless Children and Youth programs.

SECTION VII – COLLABORATION DESCRIPTION (continued)

Collaborations within the LEA (Grant Requirement page 5)

Narratives should be limited to the space provided on the application.

Describe the collaboration between the departments, the activities conducted, and those that are or were planned, and who provided those services or resources.

SECTION VII – COLLABORATION DESCRIPTION (continued)

Collaborations in the Community (Grant Requirement page 6)

Narratives should be limited to the space provided on the application.

Describe the collaboration between the agencies and the LEA, the activities conducted, and those that are or were planned, and who provided those services or resources.

SECTION VIII A. – PROGRAM EVALUATION NARRATIVE (20 Points)

Narratives cannot exceed 7 pages and must be typed in Times New Roman 12 point font, double-spaced, one-sided, with 1 inch margins. (Narrative page 7) The program evaluation narrative should provide a description of:

1. How the grant activities will be monitored and how feedback will be obtained for decision-making through the life of the grant.
2. How feedback data will be used for guiding the grant's process during the term of the grant.
3. The criteria used to judge the success of the grant.
4. The methods of evaluation used for this grant and how activities differ from year one to year three for this grant.

SECTION VIII B. – OBJECTIVES, ACTIVITIES, AND DATA SOURCES

MINIMUM OF 3 AND MAXIMUM OF 6 OBJECTIVES (pages 8 through 12)

Objectives could be for all three years or for an individual year.

Narratives should be limited to the space provide on the application. A narrative should be included for each of the objectives as outlined in the grant. Describe the objective and the year of the grant if applies to. Also describe the activities. Provide a description of how the activities will achieve the objective, the number of homeless students impacted by the objectives and the time frame of the activity. Describe the measurable outcomes and the data sources the LEA will use to measure their outcomes.

SECTION IX – PROGRAM SUPPORTING DATA PAGE (0 Points)

Indicates the positions funded with Homeless Children and Youth subgrant monies and the required certification (if any) for those positions. All federally-funded positions, whether certified or non-certified, are to be reported. All positions are to be reported according to the duties actually performed by staff person(s). Reported positions should not be different from what would be observed on site during a review or monitoring. For more information on federal programs' position coding, please refer to Exhibit 15 of the Core Data Manual.

SECTION X- A. – HOMELESS CHILDREN AND YOUTH PROGRAM ACTIVITY BUDGET

Year 1 (page 14) (5 Points for ALL Sections)

Complete these sections to indicate total costs of implementing all activities. Provide a brief itemization of the line item and its cost. Each cost area must be subtotaled and then a grand total given.

These totals (from year 1) must be copied to *Section I - Total Budgets By Program*.

Example: Program total funds should be transferred to *Section I - Total Budgets By Program*.

SECTION I TOTAL BUDGETS BY PROGRAM								
PROGRAM: Homeless Children and Youth	6100 Certified Salaries	6150 Non- Certificated Salaries	6200 Employee Benefits	6300 Purchased Services	6400 Materials Supplies	6500 Capital Outlay	6600 Other	TOTAL

The Homeless Children and Youth Grant Program allows for indirect cost. **Administrative costs and indirect costs combined cannot exceed 5 percent** of the district’s total proposed budget. If indirect cost is applied, the district’s restricted rate must be used. Indirect costs are calculated by multiplying total direct costs (less costs for capital outlay and interest) by the approved school district restricted indirect cost rate.

SECTION X- B. – HOMELESS CHILDREN AND YOUTH PROGRAM ADMINISTRATIVE COSTS Year 1 (page 15)

Complete this section to indicate the program’s administrative costs. **Administrative costs and indirect costs combined cannot exceed 5 percent of the district’s total proposed budget.** Provide a brief itemization of the line item and its cost. Each cost area must be subtotaled and then a grand total given.

SECTION X- A. – HOMELESS CHILDREN AND YOUTH PROGRAM ACTIVITY BUDGET Year 2 (page 16)

The Homeless Children and Youth Grant Program is now a three year grant program. This section is the “proposed” budget for year two. Final budget allocations will be determined in July 2018. A finalized budget will be due at that time and is contingent on Federal funding to the SEA.

SECTION X-B. – PROPOSED HOMELESS CHILDREN & YOUTH PROGRAM ADMINISTRATIVE COSTS Year 2 (page 17)

The Homeless Children and Youth Grant Program is now a three year grant program. This section is the “proposed” budget for year two. Final budget allocations will be determined in July 2018. A finalized budget will be due at that time and is contingent on Federal funding to the SEA.

SECTION X- A. – HOMELESS CHILDREN AND YOUTH PROGRAM ACTIVITY BUDGET Year 3 (page 18)

The Homeless Children and Youth Grant Program is now a three year grant program. This section is the “proposed” budget for year three. Final budget allocations will be determined in July 2019. A finalized budget will be due at that time and is contingent on Federal funding to the SEA.

SECTION X-B. – PROPOSED HOMELESS CHILDREN & YOUTH PROGRAM ADMINISTRATIVE COSTS Year 3 (page 19)

The Homeless Children and Youth Grant Program is now a three year grant program. This section is the “proposed” budget for year three. Final budget allocations will be determined in July 2019. A finalized budget will be due at that time and is contingent on Federal funding to the SEA.

RESOURCES

Function Code Descriptions; <https://dese.mo.gov/financial-admin-services/school-finance/accounting-manual/fy-2020-missouri-financial-accounting>.

Core Data Educator Reporting for Federal Programs – Exhibit 15 (Pages 347-354);
<https://dese.mo.gov/sites/default/files/CD-MOSIS-Manual.pdf>.

Homeless Non-Regulatory Guidance; <https://dese.mo.gov/sites/default/files/qs-fc-hmls-Non-Reg-Guidance-updated-Aug-2018.pdf>.

McKinney-Vento Homeless Assistance Act;

<https://uscode.house.gov/view.xhtml?path=/prelim@title42/chapter19/subchapter6/partB&edition=prelim>.