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# LOUISIANA DEPARTMENT OF EDUCATION

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## OVERVIEW

### Introduction

The Louisiana Department of Education (LDOE) is soliciting applications for the 2020-2023 Education for Homeless Children and Youth (EHCY) program 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 Every Student Succeeds Act (ESSA) to fund subgrants for local education agencies (LEAs) or one or more LEAs that may form an LEA consortium to apply for this grant to maximize resources to provide services and supports for students who are experiencing homelessness.

Any LEA in the state of Louisiana is eligible to apply for funding. Individual school campuses may not apply for funding, though an individual campus may be served through an LEA's program. One or more local educational agencies may form an LEA consortium to apply for this grant to maximize resources to service students. When utilizing this approach, only one of the LEAs will serve as the fiscal agent. A signed agreement between the LEAs must be created affirming the consortium guidelines and services. Homeless shelters may not apply for funding, but they may receive services from a McKinney-Vento grant.

The LDOE McKinney-Vento Program uses the U.S. Department of Education's Non-Regulatory Guidance for the Education for Homeless Children and Youths Program, Title VII-B of the McKinney-Vento Homeless Assistance Act, reauthorized by Every Student Succeeds Act (December 10, 2015) under Title IX issued on July 27, 2016 to administer this grant. The complete manual is found at <https://www2.ed.gov/policy/elsec/leg/essa/160240ehcyguidance072716updated0317.pdf>.

This competitive grant will be awarded based on the quality and comprehensiveness of the applicants' program plans. The LDOE will look to see that the LEA has determined the specific needs of students identified as homeless within the LEA and has developed a plan to address these specific needs. When developing a plan, the applicant should focus on addressing student achievement and performance outcomes, school\LEA support outcomes, and collaboration outcomes. For more information contact LDOE's State Homeless Coordinator, at [Antiqua.Hunter@la.gov](mailto:Antiqua.Hunter@la.gov) or 225-219-2949.

### Purpose

The McKinney-Vento Homeless Education Act provides competitive subgrants to LEAs to expand support services to children experiencing homelessness; to create greater awareness and sensitivity of district and school staff about ways to identify students who may be experiencing homelessness; and to provide additional services to these children to increase their chances for academic success. LEAs or LEA consortiums may apply for these federal funds to provide activities for, and services to, students experiencing homelessness, including preschool-aged homeless children, that enable such children and youth to **enroll in, attend and succeed in school**.

The LDOE encourages applicants to use McKinney-Vento funding while braiding other funds, when appropriate, to address the specific needs of students experiencing homelessness, and to provide a variety of supplemental comprehensive services to support students experiencing homelessness.



Base Funding Amounts/ Approximate Number of Awards

Louisiana mandates that every LEA set aside a minimum of \$100 per homeless student using Title 1 Part A funds. The Title 1 Part A funds including set-asides and other funds can be used to provide comparable services to students experiencing homelessness. The McKinney Vento Subgrant award will be an additional source of funding to aid homeless children and youth based on the needs assessment. Approximately 13 LEAs will be awarded funds based on the allocation table below in the 2020-2023 grant cycle.

**EHCY Subgrant Base Funding and Eligibility Table**

Counts of Homeless Students	Base Allocation	Per Pupil Award	Number of Eligible LEAs
0-50	\$1700	\$200	2
51-150	\$1700	\$200	2
151-300	\$1700	\$200	2
301-500	\$1700	\$200	3
501-1000	\$1700	\$200	2
1001-2000 +	\$1700	\$200	2

**Application Instructions**

Please review and follow all instructions carefully when completing this application. Each of the following sections has specific requirements that must be met in order for consideration during the review process.

- Part I – Applicant Introduction
- Part II – Program Design/Proposed Activities
- Part III –Application Proposed Budget

If you have any questions or need technical assistance during the application process, contact the LDOE State Homeless Coordinator, at [Antiqua.Hunter@la.gov](mailto:Antiqua.Hunter@la.gov) or 225-219-2949.

Application Due Date & Submission Guidelines

LEA must email the completed application, budget forms and needs assessment **as 1 file** to the LDOE at [LDOE.GrantsHelpdesk@la.gov](mailto:LDOE.GrantsHelpdesk@la.gov) by Friday, January 31, 2020 no later than 12noon. **In the subject line of the email please utilize the following format for the title: 2020-2023 EHCY Grant Application for (LEA name).**

**PART 1**  
**Applicant Introduction**

<b>PART A</b>	Name of LEA:			
	Point of Contact for Grant	Name: Phone Number: Email Address:	POC Signature:	
	Homeless Liaison	Name: Phone Number: Email Address:	Homeless Liaison Signature:	
	Is this a consortium: _____ YES _____ NO			
	If this is a consortium, please list all LEAs affiliated:			
	Were you a McKinney Vento Subgrantee in the past _____ YES _____ NO If so, please list year(s) _____			
How many homeless children and youth are in your LEA using your October 1, 2019 count: _____				
<b>PART B</b>	Conduct the needs assessment to identify the major educational needs of homeless children and youth in your LEA. Please attach a copy of the completed <b><u>Louisiana's McKinney Vento Needs Assessment Guide</u></b> to the application.			
	Did you complete the needs assessment? _____ YES _____ NO			
	List names and positions of committee members that participated in completing the needs assessment. Please refer to required positions on Needs Assessment.			
	Name:	Position:	Name:	Position:
	Name:	Position:	Name:	Position:
Name:	Position:	Name:	Position:	
Name:	Position:	Name:	Position:	

<b>PART C</b>	<b>NEEDS ASSESSMENT SUMMARY</b>
	<p>Provide a summary of the results of the needs assessment. Based on the results, identify strengths and needs of your LEA's program and how you will address the problems/challenges.</p> <p><i>(1000 word maximum)</i></p>
<b>Part D</b>	<b>DATA</b>
	<p>Provide a detailed narrative addressing A-C</p> <ul style="list-style-type: none"> <li>A) Current number of students experiencing homelessness and how it compares with the past three years (discuss trends/ explanation for increase or decrease)</li> <li>B) Describe the demographics of the identified students experiencing homelessness. (Grade levels, # of unaccompanied youth, living accommodations-hotels, shelters, unsheltered, etc.)</li> <li>C) Describe graduation rates and achievement outcomes for last year students. Include % of proficient, below basic, etc.</li> </ul> <p><i>(1000 word maximum)</i></p>

<b>PART E</b>	<b>RESOURCES</b>
	Provide detailed narrative addressing A & B
	A) How many shelters are in your community? Please provide shelter names if applicable.
	B) List agencies that your LEA have established partnerships with and describe services they have provided.
	<i>(1000 word maximum)</i>

## PART II

### Program Design/ Proposed Activities

Under the McKinney-Vento Act [42 U.S.C. § 11433(d)], school districts receiving McKinney-Vento subgrant funds may use the funds to provide the services and supports outlined in the 16 authorized activities cited in the statute. The activities are listed below.

From the list of authorized activities below, please **only** select the activities that will best describe your program design & use of funds. However, the activities marked “YES” Mandatory **must** be addressed, as these are LDOE’s initiatives statewide. Provide the goals and rationale for selection based on the results of your needs assessment. In the program design column provide a detailed narrative of what the execution of the activity will look like. Responses should include a description of what will take place, number or percentage of students served/impacted, when activity will take place, and who will need to be involved (agencies, staff, etc.) Lastly, provide an overall amount for activity. A more detailed description will be requested in Part III, proposed budget.

*Goals are clear statements of what the applicant proposes to accomplish with the proposed project. All goals must reflect the results of the needs assessment, mirror the purpose of this subgrant program. A goal is a statement that explains the purpose of your project (also known as what the project wishes to accomplish with the end in mind). The goal sets the fundamental, long-range direction. Typically, goals are broad statements that express the desired change(s) by the end of the grant period.*

Mandatory Yes/ No	Authorized Activity	Goal:  Justification from Needs Assessment:	Program Design/Proposed Activities	Proposed Amount
YES	1. The provision of <b>tutoring, supplemental instruction, and enriched educational services that are linked to the achievement</b> of the same challenging State academic standards as the State establishes for other children and youths.	Goal:  Justification from Needs Assessment:		\$
YES	2. The provision of <b>expedited evaluations of the strengths and needs of homeless children and youths, including needs and eligibility for programs and services</b> (such as educational programs for gifted and talented students, children with disabilities, and English learners, services provided under title I of the Elementary and Secondary Education Act of 1965 [20 U.S.C. 6301 et seq.] or similar State or local programs, programs in vocational and technical education, and school nutrition programs).	Goal:  Justification from Needs Assessment:		\$



YES	3. <b>Professional development and other activities for educators and specialized instructional support personnel</b> 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 this part, and the specific educational needs of runaway and homeless youths.	Goal:  Justification from Needs Assessment:		\$
YES	4. The provision of <b>referral services</b> to homeless children and youths for medical, dental, mental, and other health services.	Goal:  Justification from Needs Assessment:		\$
YES	5. The provision of assistance to <b>defray the excess cost of transportation</b> for students under section 11432 (g)(4)(A) of this title, not otherwise provided through Federal, State, or local funding, where necessary to enable students to attend the school selected under section 11432 (g)(3) of this title.	Goal:  Justification from Needs Assessment:		\$
	6. The provision of developmentally appropriate <b>early childhood education programs</b> , not otherwise provided through Federal, State, or local funding, for preschool-aged homeless children.	Goal:  Justification from Needs Assessment:		\$
	7. The provision of services and <b>assistance to attract, engage, and retain homeless children and youths</b> , particularly homeless children and youths who are not enrolled in school, in public school programs and services provided to nonhomeless children and youths.	Goal:  Justification from Needs Assessment:		\$
YES	8. The provision for homeless children and youths <b>of before- and after-school, mentoring, and summer programs in which a teacher or other qualified individual provides tutoring, homework assistance, and supervision of educational activities.</b>	Goal:  Justification from Needs Assessment:		\$

YES	9. If necessary, <b>the payment of fees</b> and other costs associated with tracking, obtaining, and transferring records necessary to enroll homeless children and youths in school, including birth certificates, immunization or other required health records, academic records, guardianship records, and evaluations for special programs or services.	Goal:  Justification from Needs Assessment:		\$
	10. The provision of <b>education and training to the parents and guardians of homeless children and youths about the rights of, and resources available</b> to, such children and youths, and other activities designed to increase the meaningful involvement of parents and guardians of homeless children and youths in the education of such children and youths.	Goal:  Justification from Needs Assessment:		\$
	11. The development of coordination between schools and agencies providing services to homeless children and youths, as described in section 11432 (g)(5) of this title.	Goal:  Justification from Needs Assessment:		\$
	12. The provision of <b>specialized instructional support services</b> (including violence prevention counseling) and referrals for such services.	Goal:  Justification from Needs Assessment:		\$
YES	13. Activities to address the particular needs of homeless children and youths that may arise from domestic violence and parental mental health or substance abuse problems.	Goal:  Justification from Needs Assessment:		\$
	14. The adaptation of <b>space and purchase of supplies for any non-school facilities</b> made available under subsection (a)(2) of this section to provide services under this subsection.	Goal:  Justification from Needs Assessment:		

YES	<p>15. The provision of <b>school supplies, including those supplies to be distributed at shelters or temporary housing facilities, or other appropriate locations.</b></p>	<p>Goal:</p> <p>Justification from Needs Assessment:</p>		\$
	<p>16. The provision of <b>other extraordinary or emergency assistance needed</b> to enable homeless children and youths to attend school and participate fully in school activities.</p>	<p>Goal:</p> <p>Justification from Needs Assessment:</p>		\$

**Louisiana Department of Education  
Budget Detail**

Name of Eligible Recipient: \_\_\_\_\_ Program: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ Program Fiscal Year: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_ Project Number: \_\_\_\_\_  
 Source of Funds: \_\_\_\_\_ Submitted by: \_\_\_\_\_  
 Telephone #: \_\_\_\_\_ ( \_\_\_\_\_ )

Object Code	Expenditure Category	2019-2020 Budget
100	<b>SALARIES</b>	
	Under each salary heading, provide the following:	
	1. Denote # of full-time employees in each group and % Full Time.	
	2. For part-time employees, provide applicable rates.	
	3. Attach a job description for all new positions.	
	<b>Teachers - Stipends</b>	
	# of Teachers    Hours per Week    Weeks per Session    Pay Rate per Hour	
	_____                      _____                      _____                      _____	-
	<b>Aides/Paraprofessionals - Stipends</b>	
	# of Aides            Hours per Week    Weeks per Session    Pay Rate per Hour	
	_____                      _____                      _____                      _____	-
	# of Teachers    Hours per Day    Days per School Year    Pay Rate per Hour	
	_____                      _____                      _____                      _____	-
	<b>Aides/Paraprofessionals - Stipends</b>	
	# of Aides            Hours per Day    Days per School Year    Pay Rate per Hour	
	_____                      _____                      _____                      _____	-
	<b>TOTAL SALARIES</b>	-
200	<b>EMPLOYEE BENEFITS</b>	
	FICA (6.2%) - Provide Total Salary Amount used to determine benefit cost.	
	\$0.00                      X    6.2%	-
	Medicare (1.45%) -Provide Total Salary Amount used to determine benefit cost.	
	\$0.00                      X    1.45%	-
	Teacher Retirement (40.00%)- Provide Total Salary Amount used to determine benefit cost.	
	-                                      X    2.0%	-
	Unemployment Comp. (2.2 %)-Provide Total Salary Amount and Rate used to determine benefit cost 15 staff	
	_____                      X    2.200%	-
	Worker's Comp. (1.6 %)-Provide Total Salary Amount and Rate used to determine benefit cost.	
	_____                      X    1.600%	-
	<b>TOTAL BENEFITS</b>	-
300	<b>PURCHASED PROFESSIONAL &amp; TECHNICAL SERVICES</b>	
	For every service budgeted, provide the following:	
	1. Name of vendor or consultant	
	2. Rate of Pay	
	3. Topic covered or service provided	
	<b>TOTAL PURCHASED PROF/TECH SERV.</b>	-



	<b>TOTAL OTHER USES OF FUNDS</b>	-
	<b>TOTAL BUDGET DETAIL SHEETS</b>	-



**Louisiana Department of Education  
Budget Summary**

Name of Eligible Recipient: \_\_\_\_\_ Program: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ Program Fiscal Year: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_ Project Number: \_\_\_\_\_  
 Submitted by: \_\_\_\_\_  
 Source of Funds: \_\_\_\_\_ Telephone #: ( ) \_\_\_\_\_

<b>Object Code</b>	<b>Expenditure Category</b>	<b>Amount</b>
100	Salaries	\$0
200	Employee Benefits	\$0
300	Purchased Professional/Tech Svcs.	\$0
400	Purchased Property Services	\$0
500	Other Purchased Services	\$0
600	Supplies	\$0
800	Other Objects	\$0
	<b>Subtotal - Operating Budget</b>	<b>\$0</b>
	Indirect Costs (if applicable) Approved <u>9.8290</u> %	\$0
700	Property	\$0
900	Other Uses of Funds	\$0
<b>GRAND TOTAL</b>		<b>\$0</b>

**GRANTEE INFORMATION**

**STATE DEPARTMENT OF EDUCATION**

Approved Division Director/Designee: \_\_\_\_\_

Date: \_\_\_\_\_

Representative of the entity: \_\_\_\_\_ Date: \_\_\_\_\_

Approved Ed. Finance Director/Designee: \_\_\_\_\_

Date: \_\_\_\_\_

**MAIL TO:**  
**Louisiana Department of Education**  
**Grants Management - 5th Floor**  
**P.O. Box 94064**  
**Baton Rouge, LA 70804-9064**

**Part 1/ Part B**

The needs assessment guide is designed to help LEAs assess their effectiveness in meeting the needs of students in homeless situations. Each LEA should assess itself and based on the findings develop an action plan to improve outcomes. The needs assessment process is most effective when the assessment is conducted by individuals representing a variety of perspectives. **Therefore, the LEA should select a committee to include the homeless liaison, teachers, support staff, administrators, representatives of local shelters or agencies that serve homeless children and youth, parents of children and youth experiencing homelessness, and (in some cases) students in homeless situations.** For best results, the assessment committee should schedule two or three meetings in which they will complete the needs assessment process.

Please list needs assessment committee members:

Name:	Position:	Signature:

Please list meeting dates:

1 <sup>st</sup> meeting:	2 <sup>nd</sup> meeting:	3 <sup>rd</sup> meeting:
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This needs assessment is based on the revised standards for quality McKinney-Vento programs from the National Center for Homeless Education (NCHE) and is divided into four broad categories to reflect (1) outcomes for homeless students, (2) LEA support activities, (3) LEA collaboration between the school district and community, and (4) LEA program management. The indicators reflect both requirements in the law and good practices stated in ways that are specific and measurable.

### Student Performance Standards

“Statement of Policy – Homeless children and youths should have access to the education and other services that such children and youths need to ensure that such children and youths have an opportunity to meet the same challenging State academic standards to which all students are held.” [42 U.S.C. § 11431(4)]

1. All homeless students participate fully in school.
2. All homeless students show academic progress.

### LEA Support Standards

LEA Liaison Requirements – Liaisons must “ensure that ...homeless children and youths are identified by school personnel through outreach and coordination activities with other entities and agencies.” [42 U.S.C. § 11432(g)(6)(A)(i)]

3. The LEA identifies all homeless children and youth through outreach, including outreach to specific subgroups including preschool-aged children, unaccompanied homeless youth, out-of-school youth, students with disabilities, English learners, and migratory children and youth.
4. The LEA removes barriers to enrollment for homeless students.
5. LEA maintains all homeless students in their school of origin when in their best interest.
6. The LEA provides homeless students all educational services for which they are eligible.

### LEA Outreach and Collaboration Standards

LEA Liaison Duties – Must ensure that “homeless families and homeless children and youths have access to and receive educational services for which such families are eligible, including services through Head Start programs (including Early Head Start programs) ..., early intervention services under part C of the Individuals with Disabilities Education Act..., and other preschool programs administered by the local educational agency” [42 U.S.C. § 11432(g)(6)(A)(iii)] and that “homeless families and homeless children and youths receive referrals to health care services, dental services, mental health and substance abuse services, housing services, and other appropriate services.” [42 U.S.C. § 11432(g)(6)(A)(iv)]

7. The LEA links homeless students and their families to community services.
8. The LEA informs all parents and guardians of homeless children and youth of the educational and related opportunities available to their children and of meaningful opportunities to participate in their children's education.
9. The LEA informs all unaccompanied homeless youth of the educational and related opportunities available to them.
10. The LEA conducts awareness activities for educators and community service providers regarding the rights and needs of homeless children and youth.

11. LEAs coordinate and collaborate with programs within the LEA to increase identification of homeless students, plan support activities, align procedures and practices, and leverage resources.
12. LEAs coordinate and collaborate with community agencies, organizations, and business partners to deliver comprehensive services in an efficient manner, expand or leverage resources, and participate in policy discussions.

**LEA Program Management Standards**

State Plan Requirement: Must provide assurances that the LEAs will designate an appropriate staff person, able to carry out the duties of the local liaison [42 U.S.C. § 11432(g)(1)(J)(ii)] and that the State and LEAs in the State will adopt policies and practices to ensure participation by liaisons in professional development and other technical assistance activities as determined appropriate by the Office of Coordinator. [42 U.S.C. § 11432(g)(1)(J)(iv)]

13. The LEA local liaison has sufficient time, training, and support to carry out his or her duties.
14. The LEA has policies and procedures that remove educational barriers for homeless children and youth.
15. The LEA provides professional development and other support to school personnel serving homeless children and youth.
16. The LEA utilizes data for needs assessment and program planning.

Standards and Indicators for Quality McKinney-Vento Programs

Student Performance Standards

1. All homeless students participate fully in school.			YES	NO
Suggested Indicators	Data Sources	Assessment Questions	YES	NO
Attendance rate of homeless students compared to the LEA or SEA overall attendance rate	SEA, LEA data	Homeless students attend school at a rate equal to or above the LEA overall attendance rate.		
Percent of homeless students chronically absent compared to the overall rate of students chronically absent	CSPR/EDFacts data	The rate of chronic absenteeism among homeless students is equal to or lower than the LEA's overall chronic absenteeism rate.		
Percent of homeless students expelled, suspended, or otherwise removed from class for discipline problems compared to the overall rate of students expelled, suspended, or otherwise removed from class for discipline problems	SEA, LEA data	The percent of homeless students expelled, suspended, or otherwise removed from class for discipline problems is equal to or less than the rate of all students expelled, suspended, or otherwise removed from class for discipline problems.		
Percent of homeless students who participate in extracurricular activities (clubs, sports, competitions) compared to rate of extracurricular participation of all students in LEA	LEA records on extracurricular participation	The percent of homeless students who participate in extracurricular activities (clubs, sports, competitions) is equal to or above the rate of extracurricular participation of all students in LEA.		
Percent of homeless students who drop out compared to the LEA dropout rate	SEA, LEA data	The percent of homeless students who drop out is equal to or lower than the LEA dropout rate.		
<b><i>Tally up your yes and no responses for this section. If your nos outnumber your yeses then this is an area that should be addressed in your needs assessment summary and a focus area for your McKinney Vento program.</i></b>		Total=		

2. All homeless students show academic progress.			YES	NO
Suggested Indicators	Data Sources	Assessment Questions	YES	NO
Percent of homeless students who show gains in periodic assessments and report cards	LEA data	All homeless students show gains in periodic assessments and report cards.		
Percent of homeless students who achieve academic proficiency compared to the proficiency rate for all students in the LEA	CSPR/EDFacts data, SEA, LEA State assessment data	Homeless students achieve academic proficiency at a rate equal to or above the rate for all students in the LEA.		

Percent of homeless students who advance to the next grade without being retained compared to the rate for all students in the LEA who advance to the next grade	LEA data	Homeless students advance to the next grade, without being retained, at a rate above the rate for all students in the LEA who advance to the next grade.		
Percent of homeless students who graduate from high school compared to the rate for all students who graduate from high school	CSPR/EDFacts data (adjusted cohort graduation rate)	The high school graduation rate for homeless students is equal to or above the rate for all students who graduate from high school.		
<b>Tally up your yes and no responses for this section. If your nos outnumber your yeses then this is an area that should be addressed in your needs assessment summary and a focus area for your McKinney Vento program.</b>			Total=	

### LEA Support Standards

3. The LEA identifies all homeless children and youth through outreach, including outreach to specific subgroups including preschool-aged children, unaccompanied homeless youth, out of school youth, and migratory children and youth.			YES	NO
Suggested Indicators	Data Sources	Assessment Questions	YES	NO
Percent of homeless children and youth identified by the LEA during a school year compared with the percent poverty in the school district or community	CSPR/ EDFacts data, Free and Reduced Lunch participation, Title I participation, Census data on poverty	The LEA identifies a percent of homeless children and youth in a school year that aligns with the percent of poverty in the school district or community.		
Number of homeless students identified compared to the number of homeless students identified in LEAs of similar size and demographics	CSPR/EDFacts data. SEA data	The LEA identifies a number of homeless children and youth that is comparable to the number of homeless children and youth identified in LEAs of similar size and demographics.		
Number of locations in the community where the LEA displays education rights posters for homeless children and youth compared to the number of locations in the community frequented by homeless children and youth and their families	<ul style="list-style-type: none"> <li>List of locations in the community frequented by homeless families, children, and youth, including schools, shelters, public libraries, and soup kitchens</li> <li>LEA records of locations in the community where the LEA displays education rights posters</li> </ul>	The LEA places posters in all locations in the community frequented by homeless children and youth and their families.		



Number of LEA contacts with housing and homeless service providers or program administrators to request assistance and coordination in identifying homeless children and youth compared to the number of housing and homeless service providers and program administrators in the community	<ul style="list-style-type: none"> <li>List of all housing and homeless service providers and program administrators, including those serving specific subgroups</li> <li>LEA records of contacts with housing and homeless service providers or program administrators to request assistance and coordination in identifying homeless children and youth</li> </ul>	The LEA contacts all housing and homeless service providers and program administrators in the community to request assistance and coordination in identifying homeless children and youth.		
<b>Tally up your yes and no responses for this section. If your nos outnumber your yeses then this is an area that should be addressed in your needs assessment summary and a focus area for your McKinney Vento program.</b>			Total=	

4. The LEA removes barriers to enrollment for homeless students.			YES	NO
Suggested Indicators	Data Sources	Assessment Questions		
Percent of homeless children and youth who enroll in school within one day of their attempt to enroll	LEA records	All homeless children and youth enroll in school within one day of their attempt to enroll.		
Percent of homeless students who are placed in classes within one day of enrollment	LEA records	All homeless students are placed in classes within one day of enrollment.		
Number of complaints a LEA receives during a school year related to enrollment barriers for homeless students	LEA contact logs/barrier tracking documentation	The LEA receives no complaints during a school year related to enrollment barriers for homeless students.		
Number of enrollment disputes	LEA records	The LEA has no enrollment disputes.*		
Number of monitoring findings the SEA or LEA received related to barriers to enrollment for homeless students	LEA EHCY monitoring reports	The LEA received no monitoring findings related to barriers to enrollment for homeless students.		
<b>Tally up your yes and no responses for this section. If your nos outnumber your yeses then this is an area that should be addressed in your needs assessment summary and a focus area for your McKinney Vento program.</b>			Total=	

\*Keep in mind that no enrollment disputes can indicate either a lack of enrollment barriers or a lack of awareness among parents, guardians, or unaccompanied youth of their right to dispute an LEA decision with which they disagree.

5. The LEA maintains all homeless students in their school of origin when in their best interest.			YES	NO
Suggested Indicators	Data Sources	Assessment Questions		
Percent of homeless students, including preschool-aged students, for whom remaining in the school of origin is in their best interest, who remain in one school for the duration of the school year	<ul style="list-style-type: none"> <li>Local liaison records of best interest determinations</li> <li>LEA data on school attendance</li> </ul>	All homeless students, including preschool students, for whom remaining in the school of origin is in their best interest, remain in one school for the duration of the school year.		
Average number of schools attended by homeless students, including preschool-aged students, in a year compared to the average number of residential moves for homeless students	<ul style="list-style-type: none"> <li>LEA data on school attendance</li> <li>LEA data on changes in students' residence</li> </ul>	The average number of schools attended by homeless students, including preschool-aged students, in a year is less than the average number of residential moves for homeless students.		
Number of complaints a LEA received during a school year related to homeless students remaining in the school of origin	LEA contact logs/barrier tracking documentation	The LEA received no complaints during a school year related to homeless students remaining in the school of origin.		
Number of disputes in a SEA or LEA over remaining in the school of origin	LEA records	The LEA had no disputes related to remaining in the school of origin.		
Number of monitoring findings the SEA or LEA received related to homeless students remaining in their school of origin	LEA EHCY monitoring reports	The LEA received no monitoring findings related to homeless students remaining in the school of origin in a school year.		
<b>Tally up your yes and no responses for this section. If your nos outnumber your yeses then this is an area that should be addressed in your needs assessment summary and a focus area for your McKinney Vento program.</b>			Total=	

6. The LEA provides homeless students all educational services for which they are eligible.			YES	NO
Suggested Indicators	Data Sources	Assessment Questions		
Title I services <ul style="list-style-type: none"> <li>Percent of homeless children and youth receiving services through Title I, Part A</li> <li>Amount of Title I, Part A homeless set aside compared to estimate of cost of needs identified through needs assessment data related to homeless children and youth</li> </ul>	<ul style="list-style-type: none"> <li>LEA data, CSPR/EDFacts data</li> <li>LEA annual consolidated plan</li> <li>LEA needs assessment data for homeless children and youth</li> </ul>	Title I services <ul style="list-style-type: none"> <li>The LEA provides all homeless children and youth services through Title I, Part A.</li> <li>The amount of the LEA Title I, Part A homeless set aside for homeless students is equal to the estimate of expenses identified</li> </ul>		

		through needs assessment data related to homeless children and youth.		
<p>Tutoring and academic support</p> <ul style="list-style-type: none"> <li>• Percent of homeless students for whom the LEA provides an individual review of their academic needs individually and links them with appropriate support</li> <li>• Percent of homeless students who recovered or accrued credits due to lost credits related to school transfer, absences, or other reasons</li> </ul>	<ul style="list-style-type: none"> <li>• Local liaison or school counselor records on reviewing academic needs of each homeless student and supports arranged</li> <li>• Local liaison, school counselor, or teacher survey or interviews; student records</li> </ul>	<p>Tutoring and academic support</p> <ul style="list-style-type: none"> <li>• The LEA provides all homeless students with an individual review of their academic needs and links them with appropriate support.</li> <li>• The LEA enables all homeless students who lost credits due to school transfer, absences, or other reasons to recover or accrue lost credits.</li> </ul>		
<p>Preparation for postsecondary education</p> <ul style="list-style-type: none"> <li>• Percent of homeless youth, including unaccompanied homeless youth, in high school who receive help on ways to prepare and improve their readiness for college</li> </ul>	<ul style="list-style-type: none"> <li>• Local liaison or school counselor records on assisting homeless youth, including unaccompanied homeless youth, on ways to prepare and improve their readiness for college</li> </ul>	<p>Preparation for postsecondary education</p> <ul style="list-style-type: none"> <li>• School counselors in the LEA assist all homeless youth, including unaccompanied homeless youth, in high school on ways to prepare and improve their readiness for college.</li> </ul>		
<p>Special education</p> <ul style="list-style-type: none"> <li>• Percent of homeless students that are recommended for special education evaluation and are tested within 60 days of a parent’s consent or other time frame established by the State</li> <li>• Percent of homeless students who began a special education evaluation in a former LEA and enrolled in a new school, and whose evaluations were completed in the new LEA within 60 days of a parent’s consent or other time frame established by the State or time agreed upon by the LEA and parent</li> </ul>	<ul style="list-style-type: none"> <li>• LEA data on special education evaluation requests for homeless students and dates the evaluations are begun and completed</li> <li>• LEA data on when special education services are implemented for homeless students with an IEP who moved from another LEA</li> </ul>	<p>Special education</p> <ul style="list-style-type: none"> <li>• The LEA tests all homeless students recommended for special education evaluation within 60 days of a parents’ consent or other time frame established by the State.</li> <li>• The LEA tests all homeless students who began a special education evaluation in a former LEA and enrolled in a school in the new LEA within 60 days of a parent’s consent or other time frame established by the State or time agreed upon by the LEA and parent.</li> </ul>		

<ul style="list-style-type: none"> <li>• Percent of homeless students with an IEP who continued special education services within one day of enrollment in a new school</li> <li>• Number of complaints the LEA receives from parents, guardians, or unaccompanied youth regarding barriers to accessing special education services</li> </ul>	<ul style="list-style-type: none"> <li>• Local liaison contact logs and barrier tracking records</li> </ul>	<ul style="list-style-type: none"> <li>• The LEA provides all homeless students with an IEP continued special education services within one day of enrollment in a new school.</li> <li>• The LEA receives no complaints from parents, guardians, or unaccompanied youth regarding barriers to accessing special education services.</li> </ul>		
<p>Transportation</p> <ul style="list-style-type: none"> <li>• Percent of homeless students, including preschool students, who receive transportation to and from the school of origin within one day of a best interest determination</li> <li>• The percent of homeless students who have been identified as having unique transportation challenges for whom the LEA removes transportation barriers</li> <li>• Number of complaints the LEA receives from homeless parents, guardians, or unaccompanied youth regarding transportation barriers</li> </ul>	<ul style="list-style-type: none"> <li>• Local liaison and pupil transportation records</li> <li>• Local liaison contact logs and barrier tracking records</li> </ul>	<p>Transportation</p> <ul style="list-style-type: none"> <li>• The LEA provides homeless students, including preschool students, with transportation to and from the school of origin within one day of a best interest determination.</li> <li>• The LEA removes transportation barriers for homeless students who have been identified as having unique transportation challenges.</li> <li>• The LEA receives no complaints from homeless parents, guardians, or unaccompanied youth regarding transportation barriers.</li> </ul>		
<p>Free meals</p> <ul style="list-style-type: none"> <li>• Percent of homeless students who receive free meals within one day of when they are identified as eligible for McKinney-Vento services</li> </ul>	<ul style="list-style-type: none"> <li>• Local liaison records</li> <li>• Child nutrition department records</li> </ul>	<p>Free meals</p> <ul style="list-style-type: none"> <li>• The LEA provides free meals to all homeless students within one day of when they are identified as eligible for McKinney-Vento services.</li> </ul>		
<p>Preschool</p> <ul style="list-style-type: none"> <li>• Percent of homeless preschool-aged children who were enrolled in LEA programs for which they were eligible</li> </ul>	<ul style="list-style-type: none"> <li>• LEA data, CSPR/ED<i>Facts</i> data</li> </ul>	<p>Preschool</p> <ul style="list-style-type: none"> <li>• The LEA enrolls all identified homeless preschool-aged children in programs for which they are eligible.</li> </ul>		
<p>Counseling</p> <ul style="list-style-type: none"> <li>• Percent of homeless students recommended for counseling and trauma support by the local liaison,</li> </ul>	<ul style="list-style-type: none"> <li>• Local liaison and LEA records of services provided</li> </ul>	<p>Counseling</p> <ul style="list-style-type: none"> <li>• The LEA provides all homeless students recommended for counseling by the local</li> </ul>		

teachers, or administrators who receive counseling services and trauma support		liaison, teachers, or administrators with counseling services and trauma support.		
Supplies <ul style="list-style-type: none"> <li>Percent of homeless students identified as needing school supplies, clothing, and hygiene items who receive these items</li> </ul>	<ul style="list-style-type: none"> <li>Local liaison records</li> </ul>	Supplies <ul style="list-style-type: none"> <li>The LEA provides all homeless students with school supplies, clothing, and hygiene items as needed.</li> </ul>		
<b>Tally up your yes and no responses for this section. If your nos outnumber your yeses then this is an area that should be addressed in your needs assessment summary and a focus area for your McKinney Vento program.</b>			Total=	

**LEA Outreach and Collaboration Standards**

7. The LEA links homeless students and their families to community services.			YES	NO
Suggested Indicators	Data Sources	Assessment Questions		
<p>Community services</p> <ul style="list-style-type: none"> <li>Annually updated list of contacts for community services</li> <li>Percent of homeless parents, guardians, and unaccompanied youth identified by LEA staff as in need of assistance who were referred to community services</li> </ul>	<ul style="list-style-type: none"> <li>List of contacts for community services, including health care, mental health and substance abuse care, dental care, shelter and housing resources, and food and clothing resources, with date of update</li> <li>Local liaison records for community services referrals</li> </ul>	<p>Community services</p> <ul style="list-style-type: none"> <li>The LEA maintains an annually updated list of contacts for community services.</li> <li>The LEA refers all homeless parents, guardians, and unaccompanied youth identified by LEA staff as in need of assistance to community services.</li> </ul>		
<p>Preschool</p> <ul style="list-style-type: none"> <li>Percent of homeless preschool-aged children eligible to attend preschool programs administered by the LEA and SEA who enroll in these programs</li> <li>Percent of homeless parents and guardians with preschool-aged children who are referred to community preschool programs, including Head Start and Early Head Start</li> </ul>	<ul style="list-style-type: none"> <li>LEA data on homeless preschool-aged children</li> <li>LEA data on enrollment of homeless preschool-aged children in preschool programs administered by the LEA and SEA</li> <li>Local liaison records of preschool referrals</li> </ul>	<p>Preschool</p> <ul style="list-style-type: none"> <li>The LEA enrolls all homeless preschool-aged children in preschool programs administered by the LEA and SEA for which they are eligible.</li> <li>The LEA refers all homeless parents and guardians with preschool-aged children to community preschool programs, including Head Start and Early Head Start.</li> </ul>		

<ul style="list-style-type: none"> <li>Percent of homeless parents and guardians with infants and toddlers who are referred to early intervention services under part C of IDEA</li> </ul>	<ul style="list-style-type: none"> <li>Local liaison records of early intervention referrals</li> </ul>	<ul style="list-style-type: none"> <li>The LEA refers all homeless parents and guardians with infants and toddlers to early intervention services under part C of IDEA.</li> </ul>		
<p><b>Tally up your yes and no responses for this section. If your nos outnumber your yeses then this is an area that should be addressed in your needs assessment summary and a focus area for your McKinney Vento program.</b></p>			Total=	

8. The LEA informs all parents and guardians of homeless children and youth of the educational and related opportunities available to their children and of meaningful opportunities to participate in their children's education.			YES	NO
Suggested Indicators	Data Sources	Assessment Questions		
Percent of schools in the LEA that display education rights posters	<ul style="list-style-type: none"> <li>School survey or observation</li> </ul>	The LEA displays education rights posters in all schools in the LEA.		
Percent of homeless parents and guardians with whom the local liaison, a counselor, teacher, or administrator meets to involve them in educational decision making	<ul style="list-style-type: none"> <li>Local liaison, a counselor, teacher, or administrator records of parent conferences</li> </ul>	The local liaison, a counselor, teacher, or administrator meets with all homeless parents and guardians to involve them in educational decision making.		
Percent of homeless parents or guardians to whom the LEA provides individual student reports informing them of their child's specific academic needs and achievement	<ul style="list-style-type: none"> <li>Record of dissemination of individual student reports to homeless parents or guardians</li> </ul>	The LEA provides all homeless parents or guardians with individual student reports informing them of their child's specific academic needs and achievement.		
Percent of homeless parents and guardians to whom the LEA provides written notice of decisions related to the eligibility, school selection, or enrollment in school of their child or youth that includes their rights to appeal decisions through the dispute process	<ul style="list-style-type: none"> <li>Local liaison records</li> </ul>	The LEA provides all homeless parents and guardians with written notice of decisions related to the eligibility, school selection, or enrollment in school of their child or youth that includes their rights to appeal decisions through the dispute process.		
Percent of homeless parents and guardians whom the LEA informs of transportation services, including transportation to the school of origin	<ul style="list-style-type: none"> <li>Local liaison records</li> </ul>	The LEA provides all homeless parents and guardians of transportation services, including transportation to the school of origin		
<p><b>Tally up your yes and no responses for this section. If your nos outnumber your yeses then this is an area that should be addressed in your needs assessment summary and a focus area for your McKinney Vento program.</b></p>			Total=	



9. The LEA informs all unaccompanied homeless youth of the educational and related opportunities available to them.			YES	NO
Suggested Indicators	Data Sources	Assessment Questions		
Percent of schools in the LEA that display education rights posters for unaccompanied youth	<ul style="list-style-type: none"> <li>School survey or observation</li> </ul>	The LEA displays education rights posters for unaccompanied youth in all schools in the LEA.		
Percent of middle school-aged or high school-aged unaccompanied youth with whom the local liaison, a counselor, teacher, or administrator meets to involve them in educational decision making	<ul style="list-style-type: none"> <li>Local liaison, a counselor, teacher, or administrator records of conferences with middle school-aged or high school-aged unaccompanied homeless youth</li> </ul>	The local liaison, a counselor, teacher, or administrator meets with all middle school-aged or high school-aged unaccompanied homeless youth to involve them in educational decision making.		
Percent of middle school-aged or high school-aged unaccompanied homeless youth to whom the LEA provides individual student reports informing them of their specific academic needs and achievement	<ul style="list-style-type: none"> <li>Record of dissemination of individual student reports to</li> </ul>	The LEA provides all middle school-aged or high school-aged unaccompanied homeless youth with individual student reports informing them of their specific academic needs and achievement.		
Percent of middle school-aged or high school-aged unaccompanied homeless youth to whom the LEA provides written notice of decisions related to the eligibility, school selection, or enrollment in school that includes their rights to appeal decisions through the dispute process	<ul style="list-style-type: none"> <li>Local liaison records</li> </ul>	The LEA provides all middle school-aged or high school-aged unaccompanied homeless youth with written notice of decisions related to the eligibility, school selection, or enrollment in school that includes their rights to appeal decisions through the dispute process.		
Percent of homeless parents and guardians whom the LEA informs of transportation services, including transportation to the school of origin	<ul style="list-style-type: none"> <li>Local liaison records</li> </ul>	The LEA provides all homeless parents and guardians of transportation services, including transportation to the school of origin		
Percent of unaccompanied homeless youth whom the LEA informs during their senior year of high school of their status as independent students	<ul style="list-style-type: none"> <li>Local liaison and school counselor records</li> </ul>	The LEA informs all unaccompanied homeless youth in their senior year of high school of their status as independent students.		
Percent of unaccompanied homeless youth in their senior year that the LEA assists with applying to college, completing the FAFSA, and verifying their status as independent students	<ul style="list-style-type: none"> <li>Local liaison and school counselor records</li> </ul>	The LEA assists all unaccompanied homeless youth in their senior year with applying to college, completing the FAFSA, and verifying their status as independent students.		
<p><b><i>Tally up your yes and no responses for this section. If your nos outnumber your yeses then this is an area that should be addressed in your needs assessment summary and a focus area for your McKinney Vento program.</i></b></p>		Total=		

10. The LEA conducts awareness activities for educators and community service providers regarding the rights and needs of homeless children and youth.			YES	NO
Suggested Indicators	Data Sources	Long-term Goals		
Percent of key educator role groups and LEA program administrators for whom the local liaison and homeless education program staff conduct awareness activities	<ul style="list-style-type: none"> <li>List of all key educator role groups and LEA program administrators, including but not limited to teachers, principals, school support staff, school social workers, school counselors, school resource officers, school nurses, pupil transportation administrators and staff, and migrant education program staff</li> <li>Local liaison and homeless education program staff records of awareness activities, including when conducted and what type of activity, such as providing posters, mailed or emailed memoranda, personal contacts by phone, on-site meetings, or presentations</li> </ul>	The local liaison or other homeless education program staff annually conducts awareness activities with all key educator role groups and LEA program administrators.		
Percent of key community service providers for whom the local liaison and homeless education program staff conduct awareness activities	<ul style="list-style-type: none"> <li>List of key community service providers, including but not limited to social service agencies, shelter and housing providers, law enforcement agencies, juvenile and family courts, child care providers, mental health providers, runaway and homeless youth centers, businesses, and faith-based organizations</li> <li>Local liaison and homeless education program staff records of awareness activities, including when conducted and what type of activity, such as providing posters, mailed or emailed memoranda, personal contacts by phone or on-site meeting, or presentations</li> </ul>	The LEA annually conducts awareness activities, with all key community service providers.		
Percent of educators and community service providers who work with homeless families, children, and youth who report that they understand the needs and educational rights of homeless children and youth	<ul style="list-style-type: none"> <li>Survey</li> </ul>	All educators and community service providers who work with homeless families, children, and youth report that they understand the needs and educational rights of homeless children and youth.		
<p><b><i>Tally up your yes and no responses for this section. If your nos outnumber your yeses then this is an area that should be addressed in your needs assessment summary and a focus area for your McKinney Vento program.</i></b></p>			Total=	

11. LEAs coordinate and collaborate with programs within the LEA to increase identification of homeless students, plan support activities, align procedures and practices, and leverage resources.			YES	NO
Suggested Indicators	Data Sources	Assessment Questions		
Annual meetings conducted by the local liaison or other homeless education staff with key program administrators to identify ways to coordinate activities to better serve homeless children and youth	Local liaison records of meetings with programs including, but not limited to Title I, special education, child nutrition, preschool programs, EL programs, migrant education, athletic associations, tutoring programs, and summer enrichment programs	The local liaison or other homeless education program staff annually meets with all key program administrators to identify ways to coordinate activities to better serve homeless children and youth.		
Coordination activities between programs serving homeless children and youth and the homeless education program	Local liaison records of coordination activities including, but not limited to, the identification of homeless students, planning support activities, aligning procedures and practices, and leveraging resources	All key programs serving homeless children and youth demonstrate coordination with the homeless education program.		
<b>Tally up your yes and no responses for this section. If your nos outnumber your yeses then this is an area that should be addressed in your needs assessment summary and a focus area for your McKinney Vento program.</b>			Total=	

12. LEAs coordinate and collaborate with community agencies, organizations, and business partners to deliver comprehensive services in an efficient manner, expand or leverage resources, and participate in policy discussions.			YES	NO
Suggested Indicators	Data Sources	Assessment Questions		
Annual meetings conducted by the local liaison or other homeless education program staff with program administrators in key community agencies or organizations to identify ways to coordinate activities to better serve homeless children and youth	<ul style="list-style-type: none"> <li>List of all key community agencies and organizations that include, but are not limited to, social service agencies, shelter and housing providers, law enforcement agencies, juvenile and family courts, Head Start and Early Head Start, child care providers, mental health providers, runaway and homeless youth centers, businesses, and faith-based organizations</li> <li>Local liaison and homeless education program staff records of meetings with community agencies and minutes detailing their purpose</li> </ul>	The local liaison or other homeless education program staff annually meets with program administrators in all key community agencies or organizations to identify ways to coordinate activities to better serve homeless children and youth.		

<p>Percent of key community agencies and organizations serving homeless children and youth with which the LEA conducts coordination activities</p>	<ul style="list-style-type: none"> <li>• List of key community agencies and organizations serving homeless children and youth that include, but are not limited to, social service agencies, shelter and housing providers, law enforcement agencies, juvenile and family courts, Head Start and Early Head Start, child care providers, mental health providers, runaway and homeless youth centers, businesses, and faith-based organizations</li> <li>• Local liaison and homeless education program staff records documenting coordination through joint activities with key community agencies serving homeless children and youth, that may include, but are not limited to connecting homeless children and youth with schools, participating in joint projects to support their educational needs, increasing LEA resources to serve homeless children and youth, and including homeless children and youth in policy discussions</li> <li>• Memoranda of agreement with community agencies and organizations for joint activities such as, but not limited to, coordination on data sharing, referrals of clients, coordinating services, and sharing resources</li> </ul>	<p>The LEA demonstrates coordination with all key community agencies and organizations serving homeless children and youth.</p>		
<p>Percent of key local task forces or advisory councils on which the local liaison or other homeless education staff participate</p>	<ul style="list-style-type: none"> <li>• List of all key local task forces or advisory councils that include, but are not limited to, homeless coalitions, housing agencies, a HUD-funded agency or initiative like the Continuum of Care, and the IDEA Part C Interagency Coordinating Council</li> <li>• Local liaison and homeless education program staff records of task force and advisory council meetings in which they participated</li> </ul>	<p>The local liaison or other homeless education staff participate on all key local task forces or advisory councils.</p>		
<p><b><i>Tally up your yes and no responses for this section. If your nos outnumber your yeses then this is an area that should be addressed in your needs assessment summary and a focus area for your McKinney Vento program.</i></b></p>		<p>Total=</p>		

**LEA Program Management Standards**

13. The LEA local liaison has sufficient time, training, and support to carry out his or her duties.			YES	NO
Suggested Indicators	Data Sources	Assessment Questions		
Number of trainings specific to the homeless education program in which the local liaison participates in a year	Documentation of local liaison participation in training specific to homeless education	The local liaison participates in at least one training specific to the homeless education program on an annual basis.		
Percent of time (FTE) allocated to the local liaison position compared to the number of homeless students identified in the LEA and compared to other LEAs with comparable numbers of homeless students identified and of a comparable size and that implement high quality homeless education programs	<ul style="list-style-type: none"> <li>Percent of local liaison time (FTE) allocated to homeless education</li> <li>Number of homeless children and youth in the LEA</li> <li>Ratio of percent of time and number of homeless children and youth identified compared to that of similar LEAs with high quality programs</li> </ul>	The local liaison and homeless education program staff have time allocated to the position that is proportional to the number of homeless students identified in the LEA, and is similar to LEAs that implement high quality homeless education programs with comparable numbers of homeless students identified.		
<p><i>Tally up your yes and no responses for this section. If your nos outnumber your yeses then this is an area that should be addressed in your needs assessment summary and a focus area for your McKinney Vento program.</i></p>		Total=		

14. The LEA has policies and procedures that remove educational barriers for homeless children and youth.			YES	NO
Suggested Indicators	Data Sources	Assessment Questions		
Number of policies and procedures that conflict with provisions in the McKinney-Vento Act or create educational barriers for homeless students	<ul style="list-style-type: none"> <li>• LEA written policies and procedures related to enrollment, discipline, unaccompanied youth, pupil transportation, school selection, unpaid fees, school records transfer, and credit accrual</li> <li>• Written forms, including but not limited to, enrollment and written notice</li> <li>• Local liaison contact logs and barrier tracking forms</li> <li>• Records of McKinney-Vento disputes</li> </ul>	The LEA has no policies or procedures that conflict with provisions in the McKinney-Vento Act or create educational barriers for homeless students.		
Number of LEA policies and procedures for serving homeless children and youth that reinforce provisions in the McKinney-Vento Act	<ul style="list-style-type: none"> <li>• Written policies and procedures outlined in school board documents, handbooks, and memos for serving homeless children and youth that address the following: eligibility, enrollment, unaccompanied homeless youth, dispute resolution, best interest determination, school selection, pupil transportation, school records transfer, credit accrual, privacy protection, and removing enrollment barriers and retention policies due to outstanding fees or fines or absences</li> <li>• Written forms, including but not limited to, enrollment and written notice</li> </ul>	The LEA has policies and procedures that align with and reinforce the provisions in the McKinney-Vento Act.		
Number of absences experienced by homeless students during the McKinney-Vento dispute process	LEA student attendance records	The McKinney-Vento dispute policy is carried out so that homeless children and youth are able to remain in school without an interruption in attendance.		
Number of absences experienced by homeless students while within district or interdistrict transportation is arranged	LEA student attendance records	Within district and interdistrict transportation policies are implemented so that homeless children and youth needing cross-district transportation do not experience an interruption in school attendance.		
<p><b><i>Tally up your yes and no responses for this section. If your nos outnumber your yeses then this is an area that should be addressed in your needs assessment summary and a focus area for your McKinney Vento program.</i></b></p>			Total=	

15. The LEA provides professional development and other support to school personnel serving homeless children and youth.			YES	NO
Suggested Indicators	Data Sources	Assessment Questions		
Number of annual trainings and professional development opportunities for school personnel on meeting the needs of homeless children and youth, on such topics as trauma informed services	LEA records of professional development provided; announcements of webinars and conference opportunities	The LEA provides at least one annual training and professional development opportunity for school personnel on meeting the needs of homeless children and youth on such topics as trauma informed services.		
Percent of LEA personnel who work with homeless children and youth and have participated in professional development in meeting the educational needs of homeless children and youth within the past three years	Records of personnel attendance at webinars, trainings, and conference sessions specific to meeting the needs of homeless children and youth	All LEA personnel who work with homeless children and youth have participated in professional development on meeting the educational needs of homeless children and youth within the past three years.		
Time interval between when the LEA appointed a new local liaison and when the new liaison participates in professional development related to the position.	LEA records	A new local liaison participates in professional development related to the position within one month of his or her appointment.		
Percent of new LEA staff who work with homeless children and youth who receive professional development on serving homeless children and youth within three months of assuming their position	LEA records	All new LEA staff who work with homeless children and youth receive professional development on serving homeless children and youth within three months of assuming their position.		
<b>Tally up your yes and no responses for this section. If your nos outnumber your yeses then this is an area that should be addressed in your needs assessment summary and a focus area for your McKinney Vento program.</b>			Total=	



16. The LEA utilizes data for needs assessment and program planning.			YES	NO
Suggested Indicators	Data Sources	Assessment Questions		
Annual LEA action plan to address the needs of homeless children and youth	Needs assessment and annual plan	The LEA reviews data on homeless children and youth, identifies their needs, and develops an annual action plan to address their needs.		
<u>Title I Set Aside for Homeless Students</u> <ul style="list-style-type: none"> <li>Annual meeting between the local liaison and Title I coordinator to review needs assessment data for homeless students</li> <li>Method approved by the SEA for determining the set aside amount</li> <li>A set aside amount that aligns with strategies for meeting needs of homeless students identified in a needs assessment</li> <li>Budget for estimated expenses based on needs assessment data</li> </ul>	Documentation of meeting between the local liaison and Title I coordinator; section of the annual consolidated plan that addresses identifies the Title I, Part A set aside for homeless students; documentation of method utilized to determine the set aside amount; budget for estimated expenditures for the Title I set aside	<ul style="list-style-type: none"> <li>The local liaison annually reviews needs assessment data with the Title I coordinator for determining the amount of the Title I set aside.</li> <li>The LEA utilizes a method for determining the amount of the Title I set aside that is approved by the SEA.</li> <li>The Title I, Part A set aside amount aligns with expenses required for strategies designed to meet the needs identified of homeless students in a needs assessment</li> <li>The LEA provides a budget for estimated expenditures for the Title I set aside for homeless students that aligns with needs assessment data.</li> </ul>		
Trend data on the number of homeless students who were transported to their school of origin	LEA data on the number of homeless students transported to their school of origin	The LEA annually reviews data on the number of homeless students who were transported to their school of origin to identify trends and plan efficiencies.		
<b><i>Tally up your yes and no responses for this section. If your nos outnumber your yeses then this is an area that should be addressed in your needs assessment summary and a focus area for your McKinney Vento program.</i></b>				
			Total=	



**Evaluation Criteria**

*To Be Completed By Reviewer*

Proposals that pass the preliminary screening and mandatory requirements review will be evaluated based on information provided in the proposal. Proposals meeting the requirements of the proposal checklist will be:
✓ Read and evaluated through a peer review process by three evaluators with diverse expertise and will represent educational and non-educational entities.
✓ Calculated and evaluated by the evaluators using the Proposal Evaluation Rubric on the following pages.
✓ Funded based on top scoring proposals in each tier group (notated on eligibility table in application).
✓ Recommended to the Board of Elementary and Secondary Education (BESE)
✓ Awarded a McKinney Vento Homeless final allocation upon BESE approval
✓ Informed of the final budget due date to be submitted through the electronic Grants Management System (eGMS).

Criteria	Maximum Score	Points Awarded
1. Part I- Part A General Information	2	
2. Part 1- Part B Needs Assessment	20	
3. Part 1- Part C Needs Assessment Summary	15	
4. Part 1- Part D Data	9	
5. Part 1- Part E Resources	4	
5. Part II- Authorized Activities/ Program Design	16	
7. Part III- Budget and Budget Forms	9	
<b>Total Eligible Score</b>	<b>75</b>	

Amount of Funding Requested: \$	Number of Students Served:	Reviewer's Name:
Proposer's Name	Date:	Reviewer's Signature:

**Proposal Evaluation Rubric**

PART I: Application Introduction		Points Awarded	Reviewer's Comments
<b>Part A General Information</b>	<p><b>2 points</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> All sections are completed. (2pts)</li> </ul>		
<b>PART B Needs Assessment</b>	<p><b>20 points maximum</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Needs Assessment is 100% completed and attached (5pts)</li> <li><input type="checkbox"/> Diverse committee represented (5-8 people) (5pts)</li> <li><input type="checkbox"/> Signatures of all committee members are on Needs Assessment (5pts)</li> <li><input type="checkbox"/> 2-3 meeting dates listed (5pts)</li> </ul>		
<b>Part C Needs Assessment Summary</b>	<p><b>15 points maximum</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Summary of results provide a description of strengths and areas for growth (3pts)</li> <li><input type="checkbox"/> 100% of chosen priority areas are reflected in assessment as high needs (3pts) <i>(90%=2pts, 80%1pt)</i></li> <li><input type="checkbox"/> Description provided on how each area for growth will be addressed (3pts)</li> <li><input type="checkbox"/> Solutions to challenges will provide impact on at least 50% of served population (3pts)</li> </ul>		
<b>Part D Data</b>	<p><b>9 points maximum</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Narrative provided to discuss trends for last 3 years (3pts) <i>(new charters should notate not applicable/2yrs-2pts, 1yr-1pt)</i></li> <li><input type="checkbox"/> Breakdown of demographics provided for homeless population (3pts)</li> <li><input type="checkbox"/> Achievement performances are described for prior year students (3pts)</li> </ul>		
<b>Part E Resources</b>	<p><b>4 points maximum</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Number and names of shelters are provided if applicable (2pts)</li> <li><input type="checkbox"/> Narrative provided to explain partnerships and services provided (2pts)</li> </ul>		

<b>PART II: Program Design/ Proposed Activities</b>			
<b>Authorized Activities</b>	<b>16 points maximum</b>		
	<ul style="list-style-type: none"> <li><input type="checkbox"/> 100% of LDOE mandatory activities are addressed in program design (4pts)</li> <li><input type="checkbox"/> Goals and justifications are provided for 100% of selected activities (4pts) <i>(90%=3pts, 80%2pts, 70% 1pt)</i></li> <li><input type="checkbox"/> The program design describes who will be involved, what will happen and when it should take place for described activities (4pts)</li> <li><input type="checkbox"/> 100% of the proposed amounts are reasonable per federal guidelines for described activities. (4pts) <i>(90%=3pts, 80%2pts, 70% 1pt)</i></li> </ul>		
<b>PART III: Budget</b>			
<b>Budget</b>	<b>9 points maximum</b>		
	<ul style="list-style-type: none"> <li><input type="checkbox"/> 2 budget forms are completed and attached (3pts)</li> <li><input type="checkbox"/> Services information on Budget Detail form is provided for each object code. (3pts)</li> <li><input type="checkbox"/> Budget details and justification for specific materials that correlate to the proposed activities are provided. (3pts)</li> </ul>		
<b>Total</b>			

### **Guidelines for McKinney Vento Consortiums**

An LEA may only apply once for the McKinney Vento Grant, either as a single LEA or as a consortium. For purposes of the McKinney Vento Grant, a consortium is identified as the organizing of two or more LEAs that have decided to combine student counts in order to pool their resources to provide services and activities to improve the identification of homeless children and youths (including preschool-aged homeless children) and enable such children and youths to enroll in, attend, and succeed in school.

Once the LEAs have decided to apply for the McKinney Vento funds as a consortium, LEAs must designate a member of the group to serve as the fiscal agent. The representative must notify the Louisiana Department of Education (LDOE) of the intent to form a McKinney Vento Consortium on the McKinney Vento Grant Application (Part A). If the consortium application is awarded, upon notification, the MOU must be sent to State Homeless Coordinator at [antigua.hunter@la.gov](mailto:antigua.hunter@la.gov) within 5 business days of notification and must be signed by all consortium LEAs. More specifically, the participating LEAs must create a MOU/Agreement that lists the acting fiscal agent for the consortium, the names of each LEA that will be participating in the consortium, and lists detailing the responsibilities of both the fiscal agent and each participating LEA. MOU/Agreement should have signatures of the superintendents/Executive Directors from each LEA in the consortium.

#### **Consortium Fiscal Agent and Programmatic Responsibilities**

The consortium lead will be responsible for acting as the fiscal and programmatic agent for the consortium, and will file the required expenditure reports and maintain fiscal records. The consortium lead may delegate responsibilities to each of the consortium members. Actions of the fiscal agent include:

- Uploading signed MOU with first submission of SuperApp.
- All fiscal transactions of the consortium (requisitions, purchases, payments, etc.) and for maintaining records of all financial transactions carried out on behalf of the consortium. This includes creation of budget in the LDE's Electronic Grants Management System. (egms)
- Providing a fiscal plan for the consortium to reflect budget items for all participating districts. Consortia funds can be pooled to leverage services, support, and professional development among participating members.
- Ensuring that the consortium members fulfill their fiscal and programmatic duties under McKinney Vento Act.
- Assuring that the funds are used to supplement not supplant other federal, state, or local public funds.
- At the close of the fiscal year, any unexpended funds will be considered carryover funds for the consortium into the next fiscal year. The fiscal agent is responsible for submitting all reimbursement claims to LDE.
- Fulfillment of data gathering, reporting and documentation submission requirements, on behalf of the Consortium, for McKinney Vento monitoring purposes.

#### **Resources:**

Elementary and Secondary Education Act, as amended by the Every Student Succeeds Act (ESSA)  
<https://legcounsel.house.gov/Comps/Elementary%20And%20Secondary%20Education%20Act%20of%201965.pdf>

Education for Homeless Children and Youths Program Non-Regulatory Guidance  
<https://www2.ed.gov/policy/elsec/leg/essa/160240ehcyguidanceupdated082718.docx>