



Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

McKinney-Vento Request for Proposals (RFP)

Program Name: McKinney-Vento Education for Homeless Children and Youth Program

Federal Agency: U.S. Department of Education

State Agency: Indiana Department of Education

CFDA: 84.196

Project Period: 2022-2025

Final Approved Version:

Due Date: 4 pm ET, Wednesday, August 24, 2022

Submission Portal: <https://form.jotform.com/221653480301951>

Table of Contents

Overview	1
Application Submission	2
Funding	3
State Priorities and Program Objectives	4
Authorized Activities	5
Collaboration	6
Monitoring	7
Proposal Requirements	8
Attachment A- Program Assurances	12
Attachment C- Consortium Participation Consent Form	18
Checklist	19

Overview

The McKinney-Vento Homeless Education program, Title VII-B as amended by the Every Student Succeeds Act (ESSA), provides federal funding to states and local educational agencies to support the unique needs and challenges that homeless children and youth face when enrolling, attending, and succeeding in school. States must ensure that all homeless children and youth have access to a free and appropriate public education and opportunity to succeed at the same levels as all other children. States must award subgrants to local educational agencies (LEAs) on a competitive basis.

Length of Grant	Model	Preference	Considerations
1 year (2022-2023)	Cooperative LEA application with a lead and partner LEAs	More than one LEA partner.	LEAs will partner with neighboring LEAs to cooperatively support the homeless students in the region and provide training to regional staff

Application Submission

Applicants must submit their application and budget via [this form](#) by the deadline of Wednesday, August 24, 4 p.m. ET. No hand-delivered, emails, late submissions, or other methods will be accepted. The Indiana Department of Education (IDOE) encourages applicants to submit early in case of local technical problems, as the deadline will not be extended due to the competitive nature of the grant.

Funding

Funding is based upon the proposal requirements of the quality of the application, demonstrated ability to meet the needs of their youth and communities, and strength of the coordination. Grants are awarded on a competitive basis and contingent upon the availability of funding.

Consortium Applicants: One year grant funding will be awarded to regional LEA consortia. Each consortium application must identify a lead LEA and partner with an appropriate number of partner LEAs that would benefit from participating in the consortium. Lead LEAs are encouraged to partner with neighboring LEAs that

- Utilize the same homeless-serving organizations (e.g. social services agencies)
- Located in the same county, or congressional district
- Frequently transfer students, regardless of homeless status, to/from the lead LEA
- Maintain a cooperative relationship and would benefit from shared services (e.g. lead and partner LEAs both already coordinate via other methods like special education, CTE, or professional development events).

Note: The Indiana Department of Education reserves the right to make all final decisions regarding funding. IDOE utilizes external peer reviewers to score the subgrant applications.

Grant award amounts will be based on the chart below.

Total number of students to be served in the consortium	Minimum number of partner LEAs	Minimum number of community homeless-serving partners	Maximum Annual Award Amount
50-250	1	At least 1 per LEA	\$25,000
251-500	2		\$50,000
501-750	3		\$75,000
751+	4 or more		\$100,000

Consortia applicants that are interested in applying for an award amount exceeding each funding level per year must provide a detailed explanation and justification of the defined needs of their student population and why more funding is justified (e.g. current identification rates in LEA fall below community rate of homelessness; lack of existing community resources requires additional school-funded programs, etc.).

To receive an award, applicants must be in compliance with McKinney-Vento law and applicable state laws related to homelessness. However, the Indiana Department of Education will only fund proposals of exceptionally high quality that go beyond the basic requirements of the McKinney-Vento Act. Awards will be made on the quality of the project and its ability to excel as a model for Indiana. In addition, proposals must show a well-developed, feasible plan for reaching the needs of homeless children and youth, including but not limited to providing academically relevant services for students, professional development specific to serving/managing a homeless program, and strong collaboration with external partners.

State Priorities and Program Objectives

For 2022-2025, the Indiana Department of Education has set the following goals for the McKinney-Vento Education for Homeless Children and Youth program:

1. Promote full compliance with McKinney-Vento law;
2. Increase awareness of homelessness and its effects on schools and communities;
3. Improve quality and accuracy of data collection and reporting;
4. Increase and promote effective practices among stakeholders.

IDOE has set the following metrics to measure progress toward meeting the four program goals listed above for subgrantees. These performance measures are:

Data Quality

1. All LEAs and subgrantee staff working with homeless children and youth will attend trainings required as a part of this grant opportunity.

Behavior

2. Each year, the average attendance rate of students identified as homeless and served by subgrantees will meet the statewide average attendance.

Academic Performance

3. Each year, the percentage of students passing both the ILEARN English/Language Arts and Math assessments who are identified as homeless and served by subgrantees will meet the statewide average pass rate for both ILEARN ELA and Math assessments.
4. Each year, the percentage of students in the high growth percentile who are identified as homeless and served by subgrantees will meet the statewide average percentage of students in the high growth percentile.

Promotion/Graduation

5. Each year, the promotion rate of students who are identified as homeless and served by subgrantees will meet the statewide average promotion rate.
6. Each year, the graduation rate of students who are identified as homeless and served by subgrantees will meet the statewide average graduation rate.

Effective Practices among Stakeholders

7. Each year, at least 80% of homeless liaisons will report feeling either prepared or strongly prepared in supporting and assisting homeless students after attending the annual trainings.
8. Each year, at least 80% of homeless liaisons will report that the community partnerships they cultivated from the prior year were either effective or very effective.

Authorized Activities

Note that while all of the activities below are allowable uses of McKinney-Vento funding [42 U.S.C. § 11433(d)], priority is given to those grant activities which directly address long-term outcomes for homeless students and that supplement the core requirements all LEAs are required to fund for homeless children and youth.

Priority McKinney-Vento Grant Activities [receive preferential points]:

- Tutoring, supplemental instruction, and enriched educational services aligned to Indiana academic achievement standards.
- Before- and after-school mentoring and summer/intersession programs.
- Providing access to developmentally appropriate early childhood education programs not otherwise provided through federal, state, or local funding.
- Education and training for the parents of homeless children and youths.
- Development of coordination between schools and agencies providing academic, behavioral, social-emotional, health, housing, and public safety services.
- Mental health services and resources, including referrals for such services.
- Activities to address needs arising from domestic violence.
- Services and assistance to attract, engage, and retain homeless children and youths in public school programs and services.

- Professional development and other activities for educators designed to heighten the understanding and sensitivity of such personnel to the academic and social-emotional needs and rights of homeless children and youth.
- Expedited evaluations of the strengths and needs of homeless children and youths, including needs and eligibility for programs and services (such as educational programs for gifted and talented students, children with disabilities, and students with limited English proficiency, services provided under Title I or similar state or local programs, programs in vocational and technical education, and school nutrition programs).

Additional Authorized Activities:

- Assistance to defray the excess cost of transportation for students under U.S.C. § 11432 (g) (4) (A), not otherwise provided through federal, state, or local funding, where necessary to enable students to attend the school selected under section U.S.C. § 11432 (g) (3). [Federal and state statute requires all LEAs, regardless of McKinney-Vento grant funding, to provide transportation to the school of best interest for the child, which is most often the school of origin.]
- School supplies and materials [LEAs should partner with other organizations that provide school supply assistance and provide resources for homeless students that are made available to all other students in need.]
- If necessary, the payment of fees and other costs associated with tracking, obtaining, and transferring records necessary to enroll homeless children and youths in school, including birth certificates, immunization or medical records, academic records, guardianship records, and evaluations for special programs or services.

Services may be provided through programs on school grounds or in community-based settings. To the maximum extent possible, services should be provided through existing programs and mechanisms that integrate homeless individuals with non-homeless individuals (42 U.S.C. § 11433[A]).

Collaboration

The McKinney-Vento Homeless Education Program requires collaboration between the applicant and relevant community-based organizations, and provides preference to applicants that apply via a consortium with other partner LEAs. Relevant community-based organizations should have experience engaging with youth experiencing homelessness and/or youth at-risk of experiencing homelessness. Community-based organizations should be able to provide direct services that address the academic and life-skills needs of youth served with McKinney-Vento funds, as well as assist the applicant with preparing and implementing the collaboration plan. Potential community-based organizations may include:

- Public and private social services agencies, such as Housing and Urban Development
- Agencies providing mental health services
- Homeless youth centers, emergency, and transitional housing
- Community organizations representing homeless youth and families
- Domestic violence agencies
- Community organizations representing other underserved groups (English learners, LGBTQ+ youth, refugee or migrant youth, youth with disabilities, youth engaged in foster care, etc.)
- [Indiana Continuum of Care](#)

Community partners should provide services or resources in one of the following categories:

- Student wellbeing supports and trauma-informed care
- Financial well-being
- Housing
- Supports for underserved student groups
 - English learners
 - LGBTQ+ youth
 - Refugee or migrant youth
 - Youth with disabilities

In addition to collaboration with community partners, McKinney-Vento consortia must collaborate with other education programs. Title I programs are a required partner under Title I of the Elementary and Secondary Education Act, (20 U.S.C. Sec. 6312). Other education programs that must be involved as a part of the education of homeless students due to federal and state law and regulations include, but are not limited to, special education, transportation, vocational education, and the National School Lunch and Breakfast Program.

Monitoring

Awardees may be monitored once per year during the award period by IDOE, depending upon the progress of each grant recipient in meeting the objectives stated in the approved grant application. In a consortium application, the Lead LEA will be the focus of the monitoring, although the partner LEAs may be involved as well. Partner LEAs who choose to apply with a lead LEA will not subject themselves to additional monitoring solely because of participating in the McKinney-Vento grant, as the requirements of McKinney-Vento law apply to all public schools. Funding is contingent upon LEAs complying with IDOE monitoring and resolving any corrective actions. The lead LEA will submit an annual performance and fiscal report to IDOE for each grant program year. Information gathered from the annual report will be included in a report submitted to the U.S. Department of Education. This does not replace the DOE-AD report submitted by all LEAs.

Proposal Requirements

Grants are awarded on a highly competitive basis based on the proposed project's quality, an assessment of the educational and related needs of students, strength of the LEA's collaborative plan, and the ability of the applicant to meet the outcomes outlined in their application. In the submitted application, LEAs must address and **clearly label** each required component below in narrative format, and utilize the provided templates when required. Completed applications should not exceed **ten pages**, which are double spaced, 11 point font in Times New Roman or Arial. The page limit includes the provided templates, but not additional documents, such as the budget, assurances page, consortium participation forms, etc.

Project proposals should demonstrate the ability to serve homeless students by prioritizing the following:

- Providing academically relevant services aimed at addressing the achievement gap between homeless and non-homeless students
- Engaging local and regional organizations serving homeless youth and families in relevant direct service opportunities
- Training to the individual or consortium district(s) around:
 - How to facilitate the enrollment, attendance, participation, and academic success of homeless children
 - How to best serve additional underserved groups (LGBTQ+ youth, refugee/migrant youth, English learners, students with disabilities, and youth engaged in foster care).

Consortium applicants are also required to designate a McKinney-Vento Consortium Coordinator (at least .33 FTE) to lead the collaborative McKinney-Vento project. Additional details on the requirements and responsibilities for the McKinney-Vento Coordinator are provided in Attachment B.

Part A: Needs Assessment

20 total

1. **Demonstrate need** for the grant by providing information on the total number of homeless children and youth, broken down by grade level, within the attendance area of the school district. If discrepancies exist between the rate of homelessness identified in the LEA and rate of homelessness identified in the broader community, please comment on the possible reason for these differences and the plan to address them.
2. **Describe the specific needs** of homeless children and youths unique to your service area, including, but not limited to, barriers to enrollment, attendance, and school success.
3. **Describe current steps** to ensure compliance with McKinney-Vento law.
4. **Describe current policies** that are already in place to ensure that homeless children and youth are informed of their rights and not isolated or stigmatized, including a copy of your LEA notice of rights for homeless students and [dispute resolution process](#).

Part B: Project Description

55 total

Please use this [Strategic Planning Tool](#) with your internal team prior to completing this section of the application.

1. Project Overview: This should include basic information about the project's mission and target audience, partners you will work with, and expected activities.
2. Project Objectives: Provide your objectives for this project and the metrics to be used to measure success. Use required [B2 Project Objective Template](#)
3. Project Evaluation: Provide the tools utilized to measure progress and evaluation performance. Use required [B3 Project Evaluation Tools: Performance Measures](#)
4. Family Engagement Plan: Describe your work to engage the parents and families of homeless children and youth meaningfully in the school community and provide wraparound and preventive supports and resources.
5. Community Provider Collaboration Plan: Describe your work to coordinate with community service providers to streamline and expedite services for homeless children and youth. Provide a list of all community service providers that were consulted and will be involved in the McKinney-Vento plan. If an Option 2 application, at least one community provider needs to be engaged per LEA (e.g. five LEAs would have engaged at least five community partners).
6. Service Plan: Describe how your project provides services and supports for homeless children and youth beyond the minimum requirements, such as immediate enrollment and transportation to school of origin, of state and federal law, including but not limited to the following:
 - Coordination of services and success working with outside partners.
 - Increasing academic success of students experiencing homelessness and high mobility.
 - Increasing availability of services to underserved groups including but not limited to English learners, LGBTQ+ youth, refugee or migrant youth, youth with disabilities, youth engaged in foster care.
 - Increasing identified family and student engagement in education and knowledge of resources.
 - Funding Justification: Describe the need for the funding and how it will supplement current programs and projects otherwise provided for homeless students through state, local, and other federal funds. If proposing a funding amount higher than the corresponding amount in the funding chart above,

- provide a rationale for the additional need and supporting evidence.
- Title I Set-Aside: Use this [template](#) to provide further information regarding the Title I set-aside.
- Rationale: State how the funded activities align to priority activities (preference) or additional activities
- Budget: Provide a specific, detailed budget of the proposed expenditures for the project using the provided [template](#). Whether applying for only one year of the budget must be provided. Applicants will submit a renewal budget for Year 2 after the culmination of the first project year. The applicant must submit the budget in excel format.

Part C: Consortium Consultation and Planning

30 total

1. Consortium Membership: Provide a list of all consortium members, including LEA name, LEA number, LEA primary contact, and 18-19 homeless student enrollment count for each. Clearly identify who will serve as the lead LEA and fiscal agent for the consortium.
2. Consortium Planning: Please describe how the consortium was formed and how all member LEAs participated in the development of the proposed project.
3. Consortium Management: Please describe how the Lead LEA will work with member LEAs to provide oversight and support for project activities, including managing data, reporting, and budget.
4. Consortium Service Delivery: Please describe how the project will support students in all LEAs within the consortium and provide services equitably for all members.
5. Consortium Coordinator: Identify who will serve as the McKinney-Vento Consortium Coordinator and what amount of time and effort will be dedicated to project activities (**minimum .33 FTE required**). Provide a description of the primary responsibilities of the designated individual. See Attachment B for additional detail on requirements and expectations for the position.
6. Consortium Participation Form. Provide a fully completed participation form for each LEA consortium member using the template in Attachment C.

Attachment C- Consortium Participation Consent Form

By signing this form, the LEAs agree to participate in a consortium application for McKinney-Vento funds for the entire grant period and to meet all of the assurances and program requirements as outlined in the grant application.

Consortium Fiscal Agent/Lead LEA Responsibilities:

The Lead LEA/fiscal agent will consult with all consortium members regarding the subgrant, including the budget. The minimum FTE funded through the McKinney-Vento grant will be available to **support** the technical assistance and professional development needs of all partner members.

Partner LEA Responsibilities:

Partner LEAs agree to actively participate in the stated activities in the grant, and to fully comply

with McKinney-Vento statute (required of all public schools).

Partner LEA Name		LEA #	
Superintendent Name			
Superintendent Signature		Date	
LEA Homeless Liaison Name			
LEA Homeless Liaison Signature		Date	

*Repeat this table as necessary for each Partner LEA.

Lead LEA Name		LEA #	
Lead LEA Contact Name			
Lead LEA Contact Signature		Date	
Superintendent Name			
Superintendent Signature		Date	

*Completed copies for **each LEA** will be submitted by the LEA with the final application.

Part D- Program Assurances

5 total

By submitting an application, all lead and participating applicants hereby agree to comply with the following assurances:

1. Comply fully with the McKinney-Vento Homeless Assistance Act, including:
 - Provide access to educational and other services for homeless children and youth so they have the opportunity to meet the same challenging state performance standards to which all students are held.
 - Review and revise policies that may act as barriers to the enrollment of homeless children and youth in school, including policies related to transportation, immunization, proof of residency, birth certificates, guardianship, school records, and other documentation.
 - Allow for all homeless children and youth to remain in the school of origin; Determine the particular school that is in the best interest of a child to attend with consideration to the preference of the parent(s), to the extent feasible.

- Provide transportation to the school deemed in the best interest of the child, to the extent feasible.
 - Ensure that all homeless children and youth receive free meals, textbooks and curriculum materials, and Title I services.
 - Coordinate with local social service agencies and other agencies or programs providing services to homeless children or youth and their families to minimize educational disruption for children who are homeless.
 - Ensure that all homeless children and youth receive placement and expedited evaluation for appropriate programs, such as special education, high ability, or English learner programs.
 - Provide services under this grant that will not replace regular academic programming or other services required to be provided in the absence of McKinney-Vento funds unless specifically allowed by this Act.
2. The LEA certifies that it will participate in all data reporting, monitoring, and evaluation activities as requested or required by the U.S. Department of Education, IDOE, and Indiana Code, including on-site and desktop monitoring conducted by IDOE, required audits by the state board of accounts, annual reports, and final expenditure reporting for the use of subgrant funds.
 3. The LEA certifies that it has received a single audit or program specific audit (2 CFR 200.501) if it has expended \$750,000 in federal funds within the preceding federal fiscal year.
 4. The LEA agrees to keep accurate records and provide information to the state education agency , as requested for fiscal audit and program evaluation, and shall demonstrate compliance with all federal, state, and program requirements. The subgrant program agrees to keep records and provide information to the IDOE as may be required for fiscal audit and program evaluation for a minimum of seven years from the date of the last activity.
 5. The LEA will ensure funding requests - via reimbursement for federal grants and cash request for state grants - are accurate to invoices and reflect only approved activities encumbered within the performance period for nonsectarian activities. State funding requested and not spent or federal cash on hand will have to be returned to IDOE at the close of the grant period of availability.
 6. The LEA will submit a request for amendment under these circumstances: a 10% funding change in a budget category; and/or a change in the scope of activities within a category (i.e. changing focus of PD from language arts to math or changing use of class size reduction funding).
 7. Funds will be encumbered and liquidated during the specified grant period provided by IDOE; standard accounting procedures will be utilized by subgrant recipients and records of all subgrant expenditures will be maintained in an accurate, thorough, and complete manner.
 8. The LEA certifies by submitting this application that neither it, its “principals” nor any of its subcontractors are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded by any federal agency or by

any department, agency or political subdivision of the State of Indiana. All “principals” or subcontractors receiving funds under the fund associated with this application and shall be solely responsible for any recoupment, penalties or costs that might arise from use of a suspended or debarred principal or subcontractor. The term "principal" for purposes of this application means an officer, director, owner, partner, key employee or other person with primary management or supervisory responsibilities, or a person who has a critical influence on or substantive control over the operations of the LEA. The LEA shall immediately notify the state if any principal or subcontractor becomes debarred or suspended, and shall, at the state's request, take all steps required by the state to terminate its contractual relationship with the subcontractor for work to be performed and supported by funding from the application.

9. The LEA certifies that it is currently registered in the [System of Award Management \(SAM\) database](#).
10. The LEA has the necessary legal authority to apply for and receive the proposed subgrant.
11. The activities/services for which the funding is sought under this subgrant will be administered by or under the supervision and control of the applicant.
12. The filing of this application has been authorized by the applicant’s governing body, and the undersigned official has been duly authorized to file this proposal for and on behalf of the said applicant, and otherwise to act as the authorized representative of the applicant in regard to this application and amendments.
13. Subgrant recipients will comply with all federal laws including, but not limited to, the Age Discrimination Act of 1975, Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Part B of the Individuals with Disabilities Education Act, and Uniform Grants Guidance (2 CFR § 200). This section requires each LEA to recruit, enroll, retain, and meet the needs of all enrolled students, including children with disabilities and English learners.
14. IDOE may terminate or suspend a grant award if it is deemed that the school is not fulfilling the funded program as specified in the approved project or has not complied with the signed assurances.
15. Subgrant recipients will comply with all state and local laws and health and safety requirements applicable to LEAs, including but not limited to all laws related to student admissions and enrollment, non-discrimination, data reporting, compulsory student attendance, and accountability.
16. The subgrant program will comply with U.S. Education Department General Administrative Regulations (EDGAR) Parts 75-76 - State Administered programs and the Uniform Grant Guidance 2 CFR Part 200.

Program Contact Name

Executive Officer Name

Program Contact Signature

Executive Officer Signature

Date

Date

McKinney-Vento Consortium Coordinator Job Description

The McKinney-Vento Coordinator will oversee and coordinate all local education agency activities related to the education of homeless children and youth for all LEAs in the designated consortium region or of the individual application. Note that for partner LEAs, this does not replace the requirement to have a homeless liaison at each LEA, although this person may also serve in an LEA liaison role. The McKinney-Vento Coordinator will:

- Work to ensure compliance of all consortium member districts with the McKinney-Vento Homeless Assistance Act (Title IX, Part A of ESSA, 2015).
- Develop and work to coordinate district and community services to this population to address the needs of students in all member LEAs within the consortium.
- Work with the lead agent to appropriately manage federal supplemental funds and meet the educational needs of homeless children and youth.

McKinney-Vento Coordinator Duties:

1. Conduct a Homeless Education Needs Assessment within the consortium to determine the needs of homeless children and youth, as well as to assess LEA capacity to comply with the McKinney-Vento Law and grant requirements, and to map community resources.
2. Participate in the application process for the McKinney-Vento grant, assuring the involvement of all consortia members and community partners.
3. Ensure that all Homeless Education Liaisons have updated their contact information annually or as changes occur with IDOE and on LEA websites.
4. Provide professional development for liaisons and other school staff in all LEAs within the consortium.
5. Conduct regularly scheduled meetings of LEA Liaisons to provide specific training and technical assistance (to include McKinney-Vento Liaison duties) and to build capacity for collaboration and coordination on at least a quarterly basis (quarterly at a minimum, monthly meetings preferred). Note: In consortia with large geographical area, videoconferences or teleconferences could meet this requirement.
6. Assist consortium member LEA teams in assessing program needs and in meeting IDOE monitoring requirements.
7. Establish and maintain a regular channel of communication between the fiscal agent and/or grant coordinator, grant staff, and consortium member liaisons to address questions and concerns of homeless students and their families (and other agency staff who serve them) in a timely manner.
8. Build support and partnership across the consortium region among human service agencies, faith-based organizations, related service providers, schools, and businesses to facilitate awareness and understanding of homeless issues, as well as coordination of services and supports to homeless students.
9. Attend annual IDOE-led in-person or virtual trainings and promote liaison attendance where applicable (attendance at other national conferences is also strongly encouraged.)
10. Facilitate and manage the [McKinney-Vento Dispute Resolution Process](#) in a timely manner at the local level for any appeals of district homeless education determinations. Support member LEAs in dispute resolution where needed.

The McKinney-Vento Coordinator MUST be able to:

1. Be provided with sufficient training time, authorized work time (at least .33 FTE), and available resources to fulfill the duties of this position. This includes attending and participating in IDOE Homeless Education Program meetings and conferences and professional development sessions related to homeless education and program/system collaboration.
2. Communicate professionally, respectfully and accurately with the general public, school staff and administrators, homeless families/children/youth, IDOE and other state agency representatives, and others in the consortium region/community. (Public speaking skills and/or teaching experience are typically necessary.)
3. Understand the complex issues related to homelessness and the factors contributing to it. (Resources, training and technical assistance will be provided by IDOE.)
4. Describe the range of services and specific activities that the applicant/grantee and consortium member districts will provide to homeless families/children/youth under the McKinney-Vento grant, as well as the services that collaborative community partners will provide.
5. Describe how the McKinney-Vento programs/services to homeless families/children/youth are coordinated with services provided by applicant/fiscal agent, LEA consortium members, community agencies and organizations, and state agencies.
6. Describe how the McKinney-Vento services in the consortium are coordinated with other programs, (such as Title I, special education, migrant, etc.), to provide additional instructional assistance to homeless children and youth.
7. Describe in detail the consortium's strategies and activities to involve parents/ guardians of homeless children and youth in their child's education, including activities planned, outreach and communication strategies, and plans to promote and maintain such involvement, as well as coordination with Title I parent engagement.
8. Identify the current grant contact persons for the fiscal agent, any subcontracted service agency, collaborative community partners and service agencies, and the McKinney-Vento liaisons for each consortium member district.
9. Gather, analyze, and report a range of data on homeless children and youth, as well as local/regional trends in homelessness and related community services, to IDOE, school staff and the general public.
10. Submit required applications, reports and modifications for the McKinney-Vento Homeless Education Grant within the proper timelines. (Resources, training and technical assistance will be provided by IDOE.)
11. Identify and manage budget areas/items that are within appropriate local use of McKinney-Vento funds, based on IDOE and USED Guidance.
12. Ensure that budget allocations are encumbered within the proper timeline.

Application Rubric

Checklist

Utilize this optional checklist to ensure that the LEA has complied with all major requirements to apply for the McKinney-Vento grant. This checklist does not need to be submitted.

Task	Yes/No
Is the lead applicant aware of the Wednesday, August 24, 4 p.m. ET deadline? Has the LEA tested the submission portal to ensure that no firewall or server blockage prevents submission at the local level? Please note that the deadline will not be extended.	
Is the project narrative no more than 10 pages?	
Has a lead LEA been determined?	
Have all partner LEAs been consulted regarding the project and budget, and signed Attachment C participation forms?	
Has Attachment A assurances been signed and submitted by the lead LEA?	
Did the applicant respond to all selection criteria of Parts A, B, C, D and clearly label within the project narrative when responding to each selection criterion?	
Did the applicant utilize the required templates for selection criteria B2, B3, and Title I set-aside, and include the templates within the project narrative?	
Did the applicant utilize the required budget template? Did the applicant submit the budget as a separate file, in either Excel or Google sheets format?	
Did the budget clearly align to the project narrative? Did the LEA budget for at least .33 FTE for the coordinator?	
Did the applicant combine the project narrative and required attachments into one file?	