

# Louisiana Believes

**Title VII-B of the McKinney- Vento Homeless Assistance Act,  
as Reauthorized by Title IX, Part A of the Every Student Succeeds Act  
2017-2020 Request for Applications- Appendices**

**March 2017**

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<sup>1</sup> Links to Page 323 – 336 for details of Sections 722 -726 of McKinney-Vento Homeless Assistance Act, Subtitle VII-B Reauthorized December 10, 2015 by Title IX, Part A of the Every Student Succeeds Act (Effective October 1, 2016)) <https://www.gpo.gov/fdsys/pkg/BILLS-114s1177enr/pdf/BILLS-114s1177enr.pdf>

## OVERVIEW

The Louisiana Department of Education (LDOE) McKinney-Vento 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 McKinney-Vento Education for Homeless Children and Youths Program continue to break the cycle of poverty and illiteracy by enrollment, attendance, and success in school. The Program is designed to address problems that homeless children and youth encounter. Please review all sections of this document to fully understand the responsibilities of LEA or LEA consortium [section 722<sup>1</sup> of McKinney-Vento Homeless Assistance Act, Subtitle VII-B Reauthorized December 10, 2015 by Title IX, Part A of the Every Student Succeeds Act (Effective October 1, 2016)] who complete this application.

Any Local Educational Agency (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 a 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.

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## **APPENDIX A - DETERMINATION OF HOMELESSNESS**

For the purpose of this program, the Louisiana Department of Education has adopted the definition of homelessness developed under the Education for Homeless Children and Youth Program within Section 725(2) of the McKinney-Vento Act.

The McKinney-Vento Act defines “homeless children and youths” as individuals who lack a fixed, regular, and adequate nighttime residence. The term includes children and youths who:

- share the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as “doubled-up”);
- live in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
- live in emergency or transitional shelters;
- abandoned in hospitals;
- have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;
- live in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- are migratory children who qualify as homeless because they are living in circumstances described above.

## APPENDIX B - GENERAL ASSURANCES FOR MCKINNEY-VENTO GRANT FUNDS

McKinney-Vento grant funds give local educational agencies the opportunity to provide a broader range of educational and recreational services to homeless children and youth. Local educational agencies that seek and receive a McKinney-Vento award must submit to their state education agency an application that contains the information below. In Louisiana's application, the assurances will be included as part of the 2017-2018 eGMS submission.

1. The recipient assures that the local education agency's combined fiscal effort per student, or the aggregate expenditures of that agency and the State with respect to the provision of free public education by such agency for the fiscal year preceding the fiscal year for which the determination is made, was not less than 90 percent of such combined fiscal effort or aggregate expenditures for the second fiscal year preceding the fiscal year for which the determination is made. [723 b.(3)]
2. The recipient assures that the applicant complies with, or will use the requested funds to comply with, paragraphs (3) through (7) of section 722 (g).  
<http://www2.ed.gov/policy/elsec/leg/esea02/pg116.html#sec722>
3. The recipient assures that local educational agencies will designate an appropriate staff person, who may also be a coordinator for other Federal programs, as a local educational agency liaison for homeless children and youths, to carry out the duties described in paragraph (6)(A).[722(g)(1)(J)]
4. The recipient assures that each child or youth to be assisted under this subtitle shall continue the child's or youth's education in the school of origin for the duration of homelessness; in any case in which a family becomes homeless between academic years or during an academic year; or for the remainder of the academic year, if the child or youth becomes permanently housed during an academic year; or enroll the child or youth in any public school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend. [722 (3)(A)]
5. The recipient assures in determining the best interest of the child or youth under subparagraph (A), the local educational agency shall to the extent feasible, keep a homeless child or youth in the school of origin, except when doing so is contrary to the wishes of the child's or youth's parent or guardian; provide a written explanation, including a statement regarding the right to appeal under subparagraph (E), to the homeless child's or youth's parent or guardian, if the local educational agency sends such child or youth to a school other than the school of origin or a school requested by the parent or guardian; and in the case of an unaccompanied youth, ensure that the homeless liaison designated under paragraph (1)(J)(ii) assists in placement or enrollment decisions under this subparagraph, considers the views of such unaccompanied youth, and provides notice to such youth of the right to appeal under subparagraph (E). [722 (3)(B)]
6. The recipient assures that the school selected in accordance with this paragraph shall immediately enroll the homeless child or youth, even if the child or youth is unable to produce records normally required for enrollment, such as previous academic records, medical records, proof of residency, or other documentation. [722 (3)(C)(i)]
7. The recipient assures that the enrolling school shall immediately contact the school last attended by the child or youth to obtain relevant academic and other records. [722 (3)(C)(ii)]

8. The recipient assures that if the child or youth needs to obtain immunizations, or immunization or medical records, the enrolling school shall immediately refer the parent or guardian of the child or youth to the local educational agency liaison designated under paragraph (1)(J)(ii), who shall assist in obtaining necessary immunizations, or immunization or medical records, in accordance with subparagraph (D). [722 (3)(C)(iii)]
9. The recipient assures that any record ordinarily kept by the school, including immunization or medical records, academic records, birth certificates, guardianship records, and evaluations for special services or programs, regarding each homeless child or youth shall be maintained - so that the records are available, in a timely fashion, when a child or youth enters a new school or school district; and in a manner consistent with section 444 of the General Education Provisions Act (20 U.S.C. 1232g). [722 (3)(D)]
10. The recipient assures that if a dispute arises over school selection or enrollment in a school - the child or youth shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute; the parent or guardian of the child or youth shall be provided with a written explanation of the school's decision regarding school selection or enrollment, including the rights of the parent, guardian, or youth to appeal the decision; the child, youth, parent, or guardian shall be referred to the local educational agency liaison designated under paragraph (1)(J)(ii), who shall carry out the dispute resolution process as described in paragraph (1)(C) as expeditiously as possible after receiving notice of the dispute; and in the case of an unaccompanied youth, the homeless liaison shall ensure that the youth is immediately enrolled in school pending resolution of the dispute. [722 (3)(E)]
11. The recipient assures that the local educational agencies will adopt policies and practices to ensure that transportation is provided, at the request of the parent or guardian (or in the case of an unaccompanied youth, the liaison), to and from the school of origin, as determined in paragraph (3)(A), in accordance with the following, as applicable: a. If the homeless child or youth continues to live in the area served by the local educational agency in which the school of origin is located, the child's or youth's transportation to and from the school of origin shall be provided or arranged by the local educational agency in which the school of origin is located, b. If the homeless child's or youth's living arrangements in the area served by the local educational agency of origin terminate and the child or youth, though continuing his or her education in the school of origin, begins living in an area served by another local educational agency, the local educational agency of origin and the local educational agency in which the homeless child or youth is living shall agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin. If the local educational agencies are unable to agree upon such method, the responsibility and costs for transportation shall be shared equally.
12. The recipient assures that the choice regarding placement shall be made regardless of whether the child or youth lives with the homeless parents or has been temporarily placed elsewhere. [722 (3)(F)]
13. The recipient assures that nothing in this subtitle shall prohibit a local educational agency from requiring a parent or guardian of a homeless child to submit contact information. [722 (3)(G)]
14. The recipient assures that each homeless child or youth assisted under this subtitle shall be provided services comparable to services offered to other students in the school selected under paragraph (3), including the following: (A) Transportation services; (B) Educational

services for which the child or youth meets the eligibility criteria, such as services provided under Title I of the Elementary and Secondary Education Act of 1965 or similar State or local programs, educational programs for children with disabilities, and educational programs for English Learners; (C) Programs in vocational and technical education; (D) Programs for gifted and talented students and (E) School nutrition programs. [722 (4)]

15. The recipient assures that each local educational agency serving homeless children and youths that receives assistance under this subtitle shall coordinate - the provision of services under this subtitle with local social service agencies and other agencies or programs providing services to homeless children and youths and their families, including services and programs funded under the Runaway and Homeless Youth Act (42 U.S.C. 5701 et seq.); and with other local educational agencies on interdistrict issues, such as transportation or transfer of school records. [722 (5)(A)]
16. The recipient assures that if applicable, each local educational agency that receives assistance under this subtitle shall coordinate with State and local housing agencies responsible for developing the comprehensive housing affordability strategy described in section 105 of the Cranston-Gonzalez National Affordable Housing Act (42 U.S.C. 12705) to minimize educational disruption for children and youths who become homeless. [722 (5)(B)]
17. The recipient assures that the coordination required under subparagraphs (A) and (B) shall be designed to - ensure that homeless children and youths have access and reasonable proximity to available education and related support services; and raise the awareness of school personnel and service providers of the effects of short-term stays in a shelter and other challenges associated with homelessness. [722 (5)(C)]
18. The recipient assures that each local educational agency liaison for homeless children and youths, designated under paragraph (1)(J)(ii), shall ensure that - homeless children and youths are identified by school personnel and through coordination activities with other entities and agencies; homeless children and youths enroll in, and have a full and equal opportunity to succeed in, schools of that local educational agency; homeless families, children, and youths receive educational services for which such families, children, and youths are eligible, including Head Start and Even Start programs and preschool programs administered by the local educational agency, and referrals to health care services, dental services, mental health services, and other appropriate services; the parents or guardians of homeless children and youths are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children; public notice of the educational rights of homeless children and youths is disseminated where such children and youths receive services under this Act, such as schools, family shelters, and soup kitchens; enrollment disputes are mediated in accordance with paragraph (3) (E); and the parent or guardian of homeless children or youth, and any unaccompanied youth, is fully informed of all transportation services, including transportation to the school of origin, as described in paragraph (1)(J)(iii), and is assisted in accessing transportation to the school that is selected under paragraph (3)(A). [722(6)(A)]
19. The recipient assures that local educational agencies shall inform school personnel, service providers, and advocates working with homeless families of the duties of the local educational agency liaisons. [722 (6)(B)]

20. The recipient assures that local educational agency liaisons for homeless children and youths shall, as a part of their duties, coordinate and collaborate with State coordinators and community and school personnel responsible for the provisions of education and related services to homeless children and youths. [722 (6)(C)] The recipient assures that local educational agency that receives assistance under this subtitle shall review and revise any policies that may act as barriers to the enrollment of homeless children and youths in schools that are selected under paragraph (3). [722 (7)(A)]
21. The recipient assures that in reviewing and revising such policies, consideration shall be given to issues concerning transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship. [722 (7)(B)]
22. The recipient assures that special attention shall be given to ensuring the enrollment and attendance of homeless children and youths who are not currently attending school. [722 (7)(C)]
23. The recipient assures that the local educational agencies in the State will adopt policies and practices to ensure that homeless children and youths are not stigmatized or segregated on the basis of their status as homeless. [722 (g)(1)(J)]
24. The recipient assures that the local educational agency will collect and promptly provide data requested by the State Coordinator pursuant to paragraphs (1) and (3). [722(f)]
25. The recipient assures that the local educational agency will be sure that all unaccompanied youths are enrolled in school; have opportunities to meet the same challenging State academic standards as the State establishes for other children and youths; are informed of their status as independent students under section 480 of the Higher Education Act of 1965 (HEA) (20 U.S.C. 1087vv); and their right to receive verification of this status from the local liaison.
26. The recipient assures that the local educational agency will coordinate with Institutes of Higher Education (IHE) by authorizing local liaisons to verify the unaccompanied homeless youth status for the purpose of applying for independent student status below the age of 24 on the Free Application for Federal Student Aid (FAFSA). [722 (6)(A)]
27. The recipient assures that the local educational agency will work with local preschool staff during preschool enrollment periods to make sure homeless children are enrolled. Homeless children are also automatically eligible to attend preschool programs funded under Title I. [ESEA section 1115(c)(2)(E)]
28. The recipient assures that all local school personnel will receive professional development and other support.
29. The recipient assures that all local educational agencies will identify and remove barriers that prevent youth from receiving appropriate credit for full or partial coursework satisfactorily completed while attending a prior school.
30. The recipient assures that all local educational agencies will ensure that homeless children and youths who meet the relevant eligibility criteria do not face barriers to accessing academic and extracurricular activities, including magnet school, summer school, career and technical education, advanced placement, online learning, and charter school programs.
31. The recipient assures that all local educational agencies have clear procedures in place to ensure that homeless students receive appropriate credit for full or partial coursework satisfactorily completed while attending a prior school. (Section 722(g)(1)(F)(ii)). Examples of such procedures include awarding credits for all courses satisfactorily completed at a prior school even if the school was in a different district or State, consulting with a student's prior

school about the student's coursework at that school, informally or formally evaluating students' current mastery of courses partly completed in a prior school, awarding partial credits, and offering credit recovery courses.

32. The recipient assures that all local educational agencies require the Homeless Liaisons to work closely with local finance personnel to track expenditures and to ensure that all program dollars are spent or encumbered between July 1<sup>st</sup> and September 30<sup>st</sup>; Must budget an amount of subgrant award for professional development training which may include the attendance at the National Association for the Education of Homeless Children and Youths (NAEHCY) annual conference and/or any regional conferences. The state is providing these funds to meet the state level activity requirement under the McKinney-Vento Act. Because professional development opportunities for homeless children and youth are limited, subgrantee liaisons are encouraged to attend designated homeless training meetings, webinars, and seminars.
33. The recipient assures that all local counselors provide advice to homeless youths to prepare and improve the readiness of such youths for college. (See section 722(g)(1)(K)).
34. The recipient assures that all local educational agencies be in compliance with the requirements for homeless education as outlined in the McKinney-Vento Act, originally authorized in 1987 and most recently re-authorized in December 2015 by Every Student Succeeds Act (ESSA).

## APPENDIX C- ALLOWABLE McKINNEY-VENTO GRANT ACTIVITIES

LEAs or LEA consortiums must use McKinney-Vento funds to assist homeless children and youths in enrolling, attending, and succeeding in school. [See, e.g., sections 722(g)(6), 723(d)]. In particular, the funds may support the following activities:

1. Tutoring, supplemental instruction, and other educational services that help homeless children and youths reach the same challenging State academic standards the State establishes for other children and youths. (Section 723(d)(1)). As clearly specified in the ESEA, all academic enrichment programs for disadvantaged students, including programs for homeless students, must be aligned with State standards and curricula. Additionally, when offering supplemental instruction, LEAs should focus on providing services for children and youths that reflect scientifically based research as the foundation for programs and strategies to ensure academic success.
2. Expedited evaluations of eligible students to measure their strengths and needs. (Section 723(d)(2)). These evaluations should be done promptly in order to avoid a gap in the provision of necessary services to those children and youths. Evaluations may also determine a homeless child or youth's possible need or eligibility for other programs and services, including educational programs for gifted and talented students; special education and related services for children with disabilities under Part B of the IDEA; special education or related aids and services for qualified students with disabilities under Section 504; early intervention services for eligible infants and toddlers with disabilities under Part C of the IDEA; programs for English learners; career and technical education; meals through the National School Lunch Program and School Breakfast Program<sup>22</sup>; and other appropriate programs or services under the ESEA. (Section 723(d)(2)).
3. Professional development and other activities for educators and specialized instructional support personnel that are designed to heighten the understanding and sensitivity of such personnel to the needs of homeless children and youths, the rights of such children and youths under the McKinney-Vento Act, and the specific educational needs of runaway and homeless youths. (Section 723(d)(3)).
4. Referrals of eligible students to medical, dental, mental, and other health services. (Section 723(d)(4)).
5. Assistance to defray the excess cost of transportation not otherwise provided through Federal, State, or local funds, to enable students to remain in their schools of origin. (Section 723(d)(5)).
6. Developmentally appropriate early childhood education programs for preschool-aged homeless children that are not provided through other Federal, State, or local funds. (Section 723(d)(6)).
7. Services and assistance to attract, engage, and retain homeless children and youths, particularly homeless children and youths who are not enrolled in school, in public school programs and services provided to non-homeless children and youths. (Section 723(d)(7)).
8. Before- and after-school, mentoring, and summer programs for homeless children and youths in which a teacher or other qualified individual provides tutoring, homework assistance, and supervision of educational activities. (Section 723(d)(8)).
9. Payment of fees and costs associated with tracking, obtaining, and transferring records necessary to enroll homeless children and youths in school. The records may include birth certificates, immunization or other required health records, academic records, guardianship records, and evaluations for special programs and services. (Section 723(d)(9)).
10. Education and training for parents and guardians of homeless children and youths about the rights of, and resources available to, such children and youths, and other activities designed to increase the meaningful involvement of parents and guardians of homeless children or youths in the education of such children or youths.
11. Coordination between schools and agencies providing services to homeless children and youths in order to expand and enhance such services. Coordination with programs funded under the Runaway and Homeless Youth Act must be included in this effort. (Section 722(g)(5)(A)(i)).

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12. Specialized instructional support services, including violence prevention counseling, and referrals for such services. (Section 723(d) (12)).
13. Programs addressing the particular needs of homeless children and youths that may arise from domestic violence and parental mental health or substance abuse problems. (Section 723(d)(13)).
14. Providing supplies to non-school facilities serving eligible students and adapting these facilities to enable them to provide services. (Section 723(d) (14)).
15. Providing school supplies, including those to be distributed at shelters or temporary housing facilities, or other appropriate locations. (Section 723(d) (15)).
16. Providing extraordinary or emergency services needed to enable homeless children and youths to attend school and participate fully in school activities. (Section 723(d) (16)).

## APPENDIX D - ANNUAL PROGRAM MONITORING AND EVALUATION

The State Homeless Coordinator monitors projects annually through coordinated efforts of the Louisiana Department of Education's Monitoring Division in coordination with local liaisons, to ensure that all LEAs are complying with the requirements of the McKinney-Vento Act (Section 722(f)(5)). State education agencies have a range of options for monitoring, including conducting data and document reviews and interviews remotely, having other staff conduct consolidated program monitoring, and hiring contractors to do the monitoring.

The LDOE monitoring process includes:

- A formal letter of notification;
- Protocols for interviews, on-site visits; observations, electronic desk and document review, as applicable;
- Telephone calls, conference calls, and emails;
- A written report of whether requirements were met or corrective actions are required with a process for resolving corrective actions; and;
- Review of project evaluations (see Appendix E).

Additionally, each LEA must submit an annual evaluation similar to the one listed below.

Subgrants are awarded for a three-year period. An evaluation is required to review program performances at the end of each year. These forms must be completed before the subsequent awarding of funds for the upcoming school year. These forms are used to discuss how the LEA addressed stated goals including how the identified needs, intended activities, and implementation steps were addressed. The form will be located in the electronic Grant Management System (eGMS system).

Below is a sample of the 2015-2017 Annual Program Evaluation.

1. NARRATIVE Describe how the grant funds were used (include the number of students served, activities completed, supplies/equipment purchased, staff involved, and any other concrete information regarding this grant). (5000 characters)

2. NARRATIVE Results: List the 1) **Student Achievement and Performance Outcomes** of the grant and explain how they were met during this reporting period. (1000 characters)

3. List the 2) **School/LEA Support Outcomes** of the grant and explain how they were met during this reporting period. (1000 characters)

4. List the 3) **Collaboration Outcomes** of the grant and explain how they were met during this reporting period. (1000 characters)

5. What difference did this grant make in population you are serving? (1000 characters)

6. If variance from the original project occurred, explain how the actual project varied from your initial plans and why. (500 characters)

7. Describe any unanticipated benefits or challenges encountered with this project. (500 characters)

8. If timelines according to your grant application have not been met, please explain. (500 characters)

## APPENDIX E – APPLICATION PROCESS

RFA Released	March 28, 2017
Technical Assistance Webinar for Potential Grantees	March 28, 2017
Applications Due/Trainings of Peer Readers	April 21, 2017
Notification of Acceptance of Applications	May 10, 2017
Board Approval/ Grants Awarded to LEAs	June 2017
Grant Period	July 1, 2017 – June 30, 2020

### *Evaluation*

All proposals received by the stated submission deadline will be evaluated using the selection criteria described in the McKinney-Vento Act (see rubric). Proposals will be rated and ranked by a review team composed of Louisiana Department of Education staff and external members. Proposals receiving the greatest number of points will be recommended to the Board of Elementary and Secondary Education (BESE) for funding.

- A state education agency awards McKinney-Vento subgrants to LEAs competitively on the basis of the need of the LEAs requesting assistance and the quality of their applications. [Section 723(c)(1)] In determining need, the SEA must consider the needs of homeless children and youths and the ability of the LEA to meet such needs. [Section 723(c)(2)]
- The state education agency may consider:
  - The number of homeless children and youths enrolled in early childhood education and other preschool programs, elementary schools, and secondary schools, within the area served by the LEA;
  - The extent to which the proposed use of funds will facilitate the identification, enrollment, retention, and educational success of homeless children and youths;
  - The extent to which the application reflects coordination with other local and State agencies that serve homeless children and youths;
  - The extent to which the applicant exhibits in the application and in current practice a commitment to education for all homeless children and youths; and
  - Other criteria as the SEA deems appropriate. [Section 723(c)(2)(A)-(D)]
- In determining quality, the state education agency must consider:
  - The applicant's needs assessment and the likelihood that the program presented in the application will meet such needs;
  - The types, intensity, and coordination of the services to be provided under the program;
  - The extent to which the applicant will promote meaningful involvement of parents or guardians of homeless children or youths in the education of their children;
  - The extent to which homeless children and youths will be integrated into the regular education program;
  - The quality of the applicant's evaluation plan for the program;
  - The extent to which services provided will be coordinated with other services available to homeless children and youths and their families;
  - The extent to which the LEA will use the subgrant to leverage other resources;
  - how the LEA will use funds to serve homeless children and youths under section 1113(c)(3) of the ESEA; and
  - The extent to which the LEA's program meets such other measures as the SEA considers indicative of a high-quality program, such as the extent to which the LEA will provide case management or related services to unaccompanied youths. [Section 723(c)(3)]

The Louisiana Department of Education reserves the right, in its sole discretion, to waive minor irregularities in applications. A minor irregularity is a variation from the application, which does not affect the budget application, or give an advantage or benefit to one LEA above the other; or adversely impact the interest of the Department. Waivers, when granted, shall in no way modify the application requirements or excuse the LEA from full compliance of the application specifications and McKinney-Vento grant requirements if awarded.

Applications that do not conform to the federal and state requirements may be rejected by the LDOE.

Applications may be rejected for reasons, which include, but are not limited to, the following:

- The application contains unauthorized expenditures;
- The application is conditional;
- The application is incomplete or contains irregularities that make the application indefinite or ambiguous;
- The application contains false or misleading statements or references;
- The application does not offer to provide all services required by the RFA;
- The application is not formatted as required by RFA specifications;
- The application is not submitted by the designated deadline;
- The Signature Page is not signed by authorized representatives; and
- The applicant has previously been cited with major and or significant deficiencies by the LDOE in one or more programs.

#### *Appeal Process*

Appeals will be handled in accordance to the rules and regulations of the Louisiana Department of Education. Detailed information of this process is available on request.