

Proposal Packet for

**Comprehensive Educational Services
for Children and Youth Experiencing Homelessness**

Virginia 2017-2020

**Authorized by the
McKinney-Vento Act**

**Title IX, Part A, of the *Elementary and Secondary Education Act* as
amended by the *Every Student Succeeds Act***

Closing Date: June 30, 2017

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OVERVIEW

What is the purpose of the McKinney-Vento Act?

The McKinney-Vento Act authorizes state education agencies to make grants to local education agencies (LEAs) for the purposes of facilitating the enrollment, attendance, and success in school of children and youth experiencing homelessness.

What are the goals of the Act?

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

What are the provisions of the Act?

Services may be provided through programs on school grounds or at other facilities (e.g., shelters and nonprofit community social service centers). Where services are provided through programs on school grounds, the related schools may use funds to provide the same services to other children and youth who are determined by the LEA to be at risk of failing or dropping out of school, except that priority for such services shall be given to homeless children and homeless youth. To the maximum extent practical, services shall be provided through programs and mechanisms that integrate children and youth experiencing homelessness with their housed peers. Activities undertaken must not isolate or stigmatize homeless children and youth. Services provided under this program are not intended to replace the regular academic program. Funds from this grant must be used to supplement existing services and not supplant services which the school division has been providing through other means.

Collaboration and coordination with other local and state agencies that serve children and youth experiencing homelessness are required.

Who is eligible to apply?

All Virginia LEAs that are on file with the Virginia Department of Education, Federal Programs, are eligible. LEAs may subcontract with other agencies; however, the school division assumes responsibility for setting program goals and monitoring program accomplishments. The LEA will serve in the capacity of fiscal agent.

What is the funding?

- Source: U.S. Department of Education, through the McKinney-Vento Act (Title IX, Part A, of the *Every Student Succeeds Act*, P.L. 114-95) awards funds to each state.
- Amount Available: Awards depend on receipt of the federal grant. Funding for 2016-2017 was \$1,227,620 for the Commonwealth of Virginia.
- Size of Grants: Based on established need, grants are expected to range from \$30,000 - \$300,000 for the three year period (i.e., \$10,000 - \$100,000, annually).
- Grant Period: Funds for this grant cycle extend from July 1, 2017 through September 30, 2021 (adjusted to reflect the additional 15 months provided by the Tydings Amendment).
- Approved Activities: The grant may include both Primary Activities and Related Activities. Authorized activities are listed in Appendix E. Applications that feature collaboration among homeless service providers and school personnel and direct services to children will be favored in the review process. *Funds may be used to cover the excess cost of transportation to the school of origin; however, the McKinney-Vento budget for transportation cannot exceed 30 percent of the total budget for the proposed program, including Title I and other LEA financial support.*

What are the requirements of the grant process?

- The authorized representative for each applicant must sign the Statements of Assurances included with this proposal packet (Appendix A). This representative must have the authority to ensure that the LEA making the application will fulfill all statutory and regulatory requirements for audit and monitoring purposes (usually the ranking administrator).
- A meeting between school division coordinators and local service providers who will be collaborating in the implementation of grant activities with the purpose of discussing the focus of grant activities, identifying means of future communication and collaboration, and ensuring commitment by all participants to the program outlined in the grant proposal. Documentation is required and may include minutes of the meeting with a listing of attendees and their affiliations.
- A representative for each grant recipient will be required to submit one annual report during each year of the project period. The Annual Report found in Appendix F will be used for reporting purposes.

- All grant programs must maintain fiscal and program records for a minimum of five years after the grant closes.
- All project funds must be spent according to the approved project proposal.
- It is expected that projects will run September through June, but summer programs are allowable. All grant funds must be encumbered no later than September 30 of each year in the three-year grant period. *No more than 25% of funding from a grant year may be carried over to the next year.*
- It is expected that grant recipients will follow reimbursement procedures and respond to all grant requirements in a timely fashion.

Application Procedures

The proposal should be completed using the template provided. The following format should be used to ensure that the reviewers can determine that all specifications have been met.

1. Application cover page and assurances with required signature(s) (see Appendix A)
2. Abstract (one page)
3. Proposal Narrative, using template provided (see Appendix B)
4. Completed Budget Forms (see Appendix C)
5. Completed Contact Sheet (see Appendix D)

Send an electronic copy of your proposal (Word or a PDF version is preferred) to Dr. Patricia A. Popp, State Coordinator, Project HOPE-Virginia at homlss@wm.edu. The signed assurances page may be faxed to 757-221-5300.

The proposal must be received by **5:00 p.m. on June 30, 2017**.

Contact information:

Dr. Patricia A. Popp, State Coordinator
Project HOPE-Virginia
School of Education
The College of William and Mary
P.O. Box 8795
Williamsburg VA 23187-8795

Phone: 757-221-7776

Fax: 757-221-5300

E-mail: homlss@wm.edu

PROPOSAL FORMAT

I. *Application cover page* with the required signature(s):

The application cover page must include the following items: title of the proposal, amount of funding requested, submitting division, grant application contact person (include mailing address, phone, fax number, and e-mail address), and signed assurances. The assurances should be signed and scanned or faxed to Project HOPE-VA (757-221-5300) to complete your application submission.

II. *Abstract* (one-page overview of the proposed project)

III. *Proposal Narrative* (use the template provided)

A. **Statement of Need:** This section should describe the specific need(s) that would be addressed by the project. Topics to address include:

1. Assessment of the size of the local homeless population. This should include an actual count of the LEA's homeless children and youth population (e.g., number of local shelters, students identified through the student data system). Estimates of unserved/unenrolled children experiencing homelessness may be considered.
2. Description of existing education and outreach programs serving homeless children and youth in the service area. Document all direct educational services provided to homeless students by the school division and by other agencies within the service area.
3. Identification of specific needs. Identify the specific need(s) that the proposed program is designed to address. Also, a description of how these needs were identified (e.g., a systematic needs assessment or identification of needs by a local service agency) and a description of how present services fail to meet the identified need(s) must be included.

B. **Program Description:** This section describes what the program or project is intended to do, and how it will be accomplished. The following two areas must be addressed:

1. Objectives: Specific statements of intended outcomes.
Objectives should be directly related to the identified need(s).
2. Activities: Specific statements about how the objectives are to be accomplished.
Activities should be directly related to objectives. Please refer to Appendix E for authorized activities.
3. Description: Policies and procedures are consistent with section 722(e)(3).
The agency will implement policies and procedures to ensure that activities it carries out will not isolate or stigmatize children and youth experiencing homelessness.

- C. **Program Administration and Management:** This section describes how the proposed project or program will be managed and administered. Specifically, the following areas must be addressed:
1. **Timeline and Responsibilities: A proposed timeline of activities with responsibilities clearly designated.** This section outlines who will do what activities and when they will be accomplished. If subcontractors or external agencies will be involved in the project, then their involvement must be specified in detail.
 2. **Data Collection for Evaluation.** This section should address how the LEA will assess progress towards achieving the proposed program's objectives. Data collection should be qualitative and quantitative (see Appendix E for suggestions). Information found in the annual program evaluation report form reflects a minimal level of expectation for program evaluation. Again, applicants are strongly encouraged to review the National Center for Homeless Education document, *McKinney-Vento Data Standards and Indicators Guidebook*. (The 2006 version is available at: http://www.serve.org/nche/downloads/st_and_ind_2006_rev.doc. A 2017 version has been drafted. If not posted prior to submission, you may contact Patricia Popp at pxpopp@wm.edu for an unofficial version.) This resource provides useful ways to identify appropriate indicators of successful programs and suggestions for data collection.
- D. **Narrative Summary of Budget and Justification Statement for Proposed Activities:** This section provides a detailed budget summary and rationale. Be sure to provide specific information to justify expenditures based on proposed activities. Include reserved Title I-A funds contributed from your Title I program. Include the Budget Form found in Appendix C.
- E. **Contact Information for Critical School Division Personnel and Partners:** Complete the Contact Sheet found in Appendix D and include with your proposal.

CRITERIA FOR REVIEW

The proposals will be evaluated using the following framework and weighting system:

Overview-10 percent

This criterion evaluates the proposed program or project as a total entity, and considers how the various parts of the proposal fit together. The correspondence of proposed expenditures, activities, objectives, and identified need(s) with each other, the purpose, goals, and provisions of the grant (listed on page three of this packet) will be evaluated. The following questions are important in evaluating this criterion:

- Is the proposal consistent with the primary purpose of the grant - to provide direct services to ensure the enrollment, attendance, and success of homeless children and youth in school?

- Are the various parts of the proposal consistent? Are the expenditures tied to activities, which are keyed to objectives, which are directly related to the identified need(s)?

Need-30 percent

This criterion evaluates the identified need(s) as presented in the proposal's Statement of Need. The following questions are important in evaluating this criterion:

- What is the size of the local homeless population and how many students will be served by the proposed program?
- Is there evidence of a systematic needs assessment or documentation of identified needs with statistical or other data?
- Are the identified needs appropriate to the purpose of the grant?
- Do the identified needs justify the proposed project or program?
- Does the proposed program or project supplement and not supplant existing efforts to facilitate the enrollment, retention, and educational success of homeless children and youth?
- Does the application reflect coordination with other local and State agencies that serve homeless children and youth?
- Does the application describe how the applicant will meet the requirements of sections 722(g)(3) and (6) of the McKinney-Vento Act?
- Does the applicant's current practice and application exhibit commitment to education for all homeless children and youth?

Program Design-30 percent

This criterion evaluates the objectives and activities presented in the Program Description section of the proposal. Important questions include:

- Do the proposed program objectives and activities address the identified needs?
- Are the major objectives important, attainable, and consistent with the purpose of the grant?
- Are the activities identified important to the accomplishment of the stated objectives?
- What types of services and intensity will be provided under the program?
- How are parents or guardians of homeless children and youth involved in the education of their children?
- To what extent are homeless children and youth integrated within the regular education program?
- To what extent are the services provided under this program coordinated with other services available to homeless children and youth and their families?
- To what extent does the proposal ensure homeless students not living in shelters or transitional housing are included in identification and service provision?
- To what extent will the LEA provide case management or related services to unaccompanied youth?

- To what extent will the LEA provide case management or related services to young children experiencing homelessness, including coordination with Early Intervention, the Virginia Preschool Initiative (VPI), and local Head Start programs?
- Are professional development activities for LEA personnel and local homeless service providers described?

Program Administration-10 percent

This criterion evaluates the organizational elements presented in the Program Administration and Management section of the proposal. Important questions include:

- Are timelines realistic, comprehensive, and useful as a management tool?
- Are the responsibilities of important staff members fully described?
- Are the proposed staffing and resources sufficient to complete the proposed objectives and activities?
- Are the data collection and evaluation procedures objective and designed to produce both qualitative and quantitative data?
- Does the program include specific means for communication, coordination, and collaboration between the LEA and local homeless service providers?
- Is there a plan for scheduled meetings between the LEA administrator and homeless service providers at least quarterly?
- Are current grant recipients in compliance with project evaluation requirements?

Budget-20 percent

- Can the budget effectively accomplish the intended objectives?
- Does the budget reflect efficient use of program funds?
- Does the budget describe how reserved Title I-A funds will be calculated and used to support the education of homeless children and youth in the LEA?
- Do current grant recipients submit well-documented reimbursements on at least a quarterly basis?

Bonus Points:

- **Special consideration will be given to programs that provide evidence of significant cost sharing, including Title I, Part A, funds and other federal funds, as appropriate.**
- **Special consideration will be given to programs that provide regional support across two or more school divisions in which one division takes responsibility as the fiscal agent.**
- **Special consideration will be given to programs that provide specific activities to reach out to children experiencing homelessness who traditionally have not been enrolled in school programs, especially preschool children and unaccompanied youth.**

APPENDIX A

**APPLICATION COVER PAGE AND
ASSURANCES**

**Virginia School Division Application for
McKinney-Vento Education for Homeless Children and Youth (EHCY) Program
From Funds Made Available Under Public Law 114-95
Grant Period July 2017 through June 2020**

Title of Proposal			
Amount of Funding Requested per Year			
School Division Number (lead division, if regional)		School Division Name	
School Division DUNS Number		School Division Federal Identification Number (FIN)	
If applying in a regional consortium, attach a listing of all participating school divisions (include division number, name, and grant contact for each).			
Grant Application Contact	Mailing Address		
	Phone		
	Fax		
	E-mail Address		

PROGRAM SPECIFIC ASSURANCES

Each applying school division hereby agrees to comply with the following assurances. School divisions that choose to apply as a consortium must submit a separate form for each division in the consortium.

The school division assures that:

- the program will be administered in accordance with all applicable statutes, regulations, program plans, and applications;
- the LEA’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;
- the applicant complies with, or will use requested funds to comply with, paragraphs (3) through (7) of section 722(g) of the McKinney-Vento Act;
- the LEA will collect and promptly provide data requested by the State Coordinator pursuant to paragraphs (1) and (3) of section 722(f);

- the LEA has implemented policies and procedures to remove barriers that hinder the enrollment of children and youth experiencing homelessness and to ensure that activities will not isolate or stigmatize homeless children and youth;
- the LEA will ensure that funds are expended in accordance with the school division’s approved application or amended application and will retain control of these funds and title to any property acquired with these funds. In the event the school division needs to expend funds in any manner other than stipulated in the approved application, the plan must be amended using the amendment process provided by Project HOPE-Virginia. The application must be amended before funds can be expended for activities not approved in the original application.
- the LEA will maintain accurate time logs and documentation of services for personnel working in this program.
- the LEA will ensure that program staff will be involved in professional development such as that sponsored by the National Association for the Education of Homeless Children and Youth, the National Center for Homeless Education, and Project HOPE-Virginia.

Signature Of Authorizing Agent:	Title of Authorizing Agent:
Printed Name:	Date:

APPENDIX B

PROPOSAL NARRATIVE

INCLUDE A ONE-PAGE ABSTRACT SUMMARIZING THE PROPOSAL

Statement of Need

Enrolled Students Identified as Homeless in School Division	2014-15	
	2015-16	
	2016-17	
Number of Low-Income Pupils in Entire School Division (e.g., as noted in the Census Bureau SAIPE report)		
Data from Other Agencies (Point in Time Counts, shelter counts, etc.)		
<p>Description of existing education and outreach programs serving homeless children and youth in the service area: Briefly describe direct educational services currently provided to homeless students by the school division and by other agencies within the service area.</p>		
<p>Identification of Specific Needs: Identify the specific need(s) that the proposed program is designed to address.</p>		

Program Description

Specific statements of intended outcomes: Objectives should be directly related to the identified need(s).

Activities: Specific statements about how the objectives are to be accomplished. Activities should be directly related to objectives. Refer to Appendix E for authorized activities.

Description of policies and procedures are consistent with section 722(e)(3). The agency will implement policies and procedures to ensure that activities it carries out will not isolate or stigmatize children and youth experiencing homelessness.

Program Administration and Management

Timeline and Responsibilities: A proposed timeline of activities with responsibilities clearly designated. This section outlines who will do what activities and when they will be accomplished.

Data Collection for Evaluation: This section should address how the LEA will assess progress towards achieving the proposed program's objectives. Data collection should be qualitative and quantitative (see Appendix E for suggestions). Information in the annual program evaluation report reflects a minimal level of expectation for program evaluation. Current subgrantees should provide summative evaluation data to show program efficacy.

Narrative Summary of Budget for Proposed Activities

This section provides a detailed budget summary. Expenditures must be based on proposed activities. Include reserved Title I-A funds contributed from your Title I program. Be sure to attach the Budget Form found in Appendix C.

APPENDIX C

BUDGET FORMS

Form 18B-M-V (3/17)

**VIRGINIA DEPARTMENT OF EDUCATION
BUDGET SUMMARY**

Title IX, Part A (McKinney-Vento Homeless Education Assistance Act)

County/City Code: _____

Project/Grant No.: _____

(Projected dollar amount of funds required for administration and program implementation)

OBJECT CODE	EXPENDITURE ACCOUNTS	AMOUNT OF FUNDS			
		McKinney-Vento Funds	Title I Set Aside	OTHER LEA In-Kind	TOTAL AMOUNT
1000	PERSONNEL SERVICES				
	Administration				
	Instruction				
	Instructional Assistants				
	Other				
2000	EMPLOYEE BENEFITS				
	Fixed Charges (Administrative and Instruction)				
3000	PURCHASED/CONTRACTED SERVICES				
	Supportive Services (Medical, Dental)				
	Evaluation Services				
	Professional Development				
	Other				
4000	INTERNAL SERVICES				
	Pupil Transportation				
	Food Services				
	Other				
5000	OTHER CHARGES				
	Travel (Staff/Administrative)				
	Maintenance of Plant				
	Operation of Plant				
	Indirect Cost				
	Other				
6000	MATERIALS AND SUPPLIES				
	Administrative				
	Instructional				
8000	CAPITAL OUTLAY				
	Equipment for Instruction				
	Buildings				
	Remodeling				
	All Other Equipment				
TOTAL PROJECT BUDGET					

EXPENDITURE ACCOUNTS DESCRIPTIONS

These accounts are for recording expenditures of the education agency for activities under its control. Below are definitions of the major expenditure categories. The descriptions provided are examples only. For further clarification on the proper expenditure of funds, contact Project HOPE-Virginia at 757-221-4002.

OBJECT CODE DEFINITIONS

- 1000 **PERSONNEL SERVICES** – All compensation for the direct labor of persons in employment of the local government. Salaries and wages paid to employees for full- and part-time work, including overtime, shift differential, and similar compensation. Also includes payments for time not worked, including sick leave, vacation, holidays, and other paid absences (jury duty, military pay, etc.) which are earned during the reporting period.
- 2000 **EMPLOYEE BENEFITS** – Job-related benefits provided to employees are part of their total compensation. Fringe benefits include the employer's portion of FICA, pensions, insurance (life, health, disability income, etc.) and employee allowances.
- 3000 **PURCHASED/CONTRACTED SERVICES** – Services acquired from outside sources (i.e., private vendors, public authorities or other governmental entities). Purchase of the service is on a fee basis or fixed time contract basis. Payments for rental and utilities are not included in this account description.
- 4000 **INTERNAL SERVICES** – Charges from an Internal Service Fund to other functions/ activities/elements of the local government for the use of intragovernmental services, such as data processing, automotive/motor pool, central purchasing/central stores, print shop, and risk management.
- 5000 **OTHER CHARGES** – Includes expenditures that support the program, including utilities (maintenance and operation of plant), staff/administrative/consultant travel, travel (staff/administration), office phone charges, training, leases/rental, indirect costs, and other.

NOTE: Indirect costs cannot be claimed against capital outlay and equipment.

- 6000 **MATERIALS AND SUPPLIES** – Includes articles and commodities which are consumed or materially altered when used and minor equipment that is not capitalized. This includes any equipment purchased under \$5,000, unless the LEA has set a lower capitalization threshold. Therefore, computer equipment under \$5,000 would be reported in “materials and supplies.”

A supply item is any article or material that costs less than \$5,000 and is consumed in use. Computers and supplies under \$5,000 are generally considered supplies. If the local threshold is less, the grant recipient would use the more restrictive standard.

- 8000 **CAPITAL OUTLAY** – Outlays that result in the acquisition of or additions to capitalized assets. Capital Outlay does not include the purchase of equipment costing less than \$5,000 unless the LEA has set a lower capitalization threshold.

School Division Number: _____

Attachment A, Memo No. 094-17
March 31, 2017

APPENDIX D

CONTACT SHEET

McKinney-Vento Grant Contact Sheet

<i>School Division</i>	
Homeless Liaison (name)	
mailing address	e-mail address
phone	fax
Central Office Contact Person/Grant Coordinator (name)	
mailing address	e-mail address
phone	fax
Administrative Contact Person/Project Assistant (name)	
mailing address	e-mail address
phone	fax
Field Contact (community partners, additional person in school division working on project) (name)	
mailing address	e-mail address
phone	fax
Financial Contact Person (name)	
mailing address	e-mail address
phone	fax

APPENDIX E

**EXAMPLES OF AUTHORIZED
ACTIVITIES
WITH MEASURABLE OUTCOMES**

This table lists Authorized Activities of LEA grants, under Section 723(d) and examples of measurable outcomes.

ACTIVITIES	MEASURABLE OUTCOMES
1. Tutoring, supplemental instruction, and enriched educational services.	<ul style="list-style-type: none"> • Pre/post test score improvement. • Classroom teachers provide positive assessments of participants. • School success, seen in grade and score improvement. • Participation and performance on Standards of Learning Tests. • High school or GED completion.
2. Expedited student evaluations, including gifted and talented, special education, and limited English proficiency.	<ul style="list-style-type: none"> • Evaluations are made and records are transferred in a timely manner. • Increased percentage of homeless children accessing education services for which they are eligible (e.g., Title I, special education, ESL services).
3. Professional development for educators and other school personnel.	<ul style="list-style-type: none"> • Increase in numbers of public school personnel who are aware of and sensitive to the needs of homeless children and youth. • Increase in awareness and sensitivity training opportunities for school personnel and community.
4. Referrals for medical, dental, other health services, and social services.	<ul style="list-style-type: none"> • Increase in percentage of families referred for services. • Increase in percentage of homeless children who are immunized. • Increase in percentage of pregnant homeless teens receiving prenatal care.
5. Defraying excess cost of transportation.	<ul style="list-style-type: none"> • Increase in percentage of homeless children and youth attending school regularly. • Increase in the percentage of homeless children and youth attending the school of origin, with the approval of the parent/guardian. • Decrease in number of days homeless students cannot attend school due to lack of transportation.
6. Provision of developmentally appropriate early childhood education programs, not otherwise provided.	<ul style="list-style-type: none"> • Increase in the enrollment and attendance of homeless infants, toddlers, and preschoolers in local programs such as Early Intervention, Virginia Preschool Initiative, and Head Start.
7. Provision of services and assistance to attract, engage, and retain homeless children and youth and unaccompanied youth in public school programs.	<ul style="list-style-type: none"> • Documentation of identification procedures and support services provided. • Increase in the percentage of homeless youth completing school.
8. Before- and after-school, mentoring, and summer programs with a teacher or other qualified individual.	<ul style="list-style-type: none"> • Increase in hours of education programs for homeless children and youth, during non-school time. • Improved school performance of participants as based on testing, grades, teachers' assessments, etc.
9. The payment of fees and other costs associated with tracking, obtaining, and transferring records necessary to enroll homeless children and youth.	<ul style="list-style-type: none"> • Decrease in amount of time used to obtain records of homeless children and youth. • New schools of former LEA program participants receive information on students promptly; students are tracked into future schools and communities.
10. Provision of education and training to parents of homeless students about educational rights and resources that are available.	<ul style="list-style-type: none"> • Brochures, newsletters, posters, etc., distributed to parents and providers, on the rights of homeless children to an appropriate education. • Increase in homeless parent and youth calls regarding rights and resources. • Increase in percentage of homeless families involved in school enrollment decisions.
11. Coordination between schools and service agencies.	<ul style="list-style-type: none"> • Increase in numbers of agencies participating in school programs. • Increase in number of homeless families and youth receiving case-managed services from collaborating agencies.
12. Provision of specialized instructional support services (including violence prevention counseling) and referrals for such services.	<ul style="list-style-type: none"> • Documentation of referrals and participation rates.
13. Addressing needs of homeless children and youth arising from domestic violence and parental mental health and substance abuse problems.	<ul style="list-style-type: none"> • Increase in education services (such as tutoring, adaptation of space for studying) for children at domestic violence shelters.
14. Adaptation of space, purchase of supplies for non-school facilities.	<ul style="list-style-type: none"> • Increase in number of shelters with homework rooms, libraries, and tutorial supplies.
15. School supplies for distribution at shelters and temporary housing facilities.	<ul style="list-style-type: none"> • Increase in percentage of homeless children with supplies needed to attend school.
16. Extraordinary or emergency assistance to enable homeless children to attend school and participate fully.	<ul style="list-style-type: none"> • Increase in percentage of homeless children and youth attending school ready to learn. • Decrease in barriers that keep homeless children from attending school.

APPENDIX F

ANNUAL REPORT

**(This report may be revised based on the requirements of the U.S.
Department of Education.)**

Project HOPE - Virginia
EDUCATION FOR HOMELESS CHILDREN AND YOUTH PROGRAM
Annual Report for McKinney-Vento Subgrants 2017-18 School Year

Submit data via online system by October 1, 2018: [http:**to be determined**](http://**to be determined**)

1. **School Division:** _____ **Report Date:** _____
- Name and Title of Person Completing Report:** _____
- Phone:** _____ **E-mail Address:** _____
- Name and Title of Homeless Education Liaison:** _____

2. Provide the number of students experiencing homelessness in your school division during the 2017-18 school year according to grade level. Note that grade level enrollment data will be compared with data reported to the Virginia Department of Education through the Student Record Collection.
- a. Column A: Provide the number of students *enrolled* in your school division during the 2017-18 school year according to grade level.
 - b. Column B: Provide the number of students experiencing homelessness, by grade, *served* by your subgrant.

GRADE LEVEL	COLUMN A	COLUMN B
	NUMBER OF STUDENTS <i>ENROLLED</i> IN DIVISION'S PUBLIC SCHOOLS	NUMBER OF STUDENTS <i>SERVED</i> BY SUBGRANT
Birth to age 2		
Ages 3-5 (not K)		
Out of school youth (not preK)		
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
2. Total homeless students reported		

3. Provide the number of students experiencing homelessness identified for each of the following categories in 2017-18. Students may be identified in more than one category.

SUBPOPULATIONS	NUMBER OF HOMELESS CHILDREN AND YOUTH <i>ENROLLED</i>	NUMBER OF HOMELESS CHILDREN AND YOUTH <i>SERVED</i> BY SUBGRANT
Unaccompanied Youth		
Migrant (student must have certificate of eligibility – COE)		
Children with Disabilities (IDEA)		
English Learners (EL)		

4. Approximately how many times per year do LEA and shelter staffs meet to discuss student and program issues?
- formally: _____
- informally: _____
5. Has the designated homeless education liaison attended Project HOPE-Virginia training (liaison workshops or annual seminar)? (Homeless Education Liaisons are listed on this page: http://www.wm.edu/hope/virginia/Liaison_Listing.pdf) ____ Yes ____ No
- If so, list the most recent year of attendance. _____
6. Are rights of students experiencing homelessness posted in schools and registration areas, where families will see them? ____ Yes ____ No
- §722(g)(6)(A)(vi) 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;
7. What outreach and awareness activities were conducted for division personnel and/or the community at large?
8. What particular success have you experienced in providing services during this reporting period?
9. What particular problems have you encountered in providing services during this reporting period?
10. Attach your subgrant goals and objectives with an update on current status of activities.

Additional Comments: (attach additional pages, if necessary)