

Part IV: Schedules

The following pages comprise the program schedules that the applicant must complete for the first grant year, including amendments. Each schedule has specific instructions; all of the instructions for every schedule can be found in *Part II* of this RFA. Each schedule has specific requirements regarding its submission—not all schedules are required at any given point and some schedules have specific requirements about when it is appropriate to submit them. If a schedule is not required, do not submit it. Please consult both the schedule and the instructions in order to complete each schedule.

Applicants may also wish to consult *Section V* of *Part I—Review Criteria and Selection for Funding*—for additional information about *Schedules #6—#6H* and *#7—#7G*.

Failure to consult the *Instructions* and *Review Criteria and Selection for Funding* sections may cause a significant loss of points.

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County-District No.:	ESC Region No.:	Project No./NOGA ID No.:
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SCHEDULE #1: General Information (*Instructions on p. I-26*)

Program Authority: Public Law 107-110 McKinney-Vento Homeless Education Assistance Improvements Act of 2001
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Project Date: <input type="checkbox"/> Year One: 9/1/2009 through 8/31/2010	Purpose of Application: <input type="checkbox"/> New Application <input type="checkbox"/> Amendment Number: _____
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Applicant Name:		County-District Number:
Mailing Address:		
City:		Zip:
Contact Person (Name and Title):		
Contact Person's Mailing Address:		
City:		Zip:
Contact Person's Phone:	Contact Person's Fax:	Contact Person's Email:

CERTIFICATION AND INCORPORATION	
<p>I hereby certify that the information contained in this application is, to the best of my knowledge, correct and that the local education agency named above has authorized me as its representative to obligate this agency. I further certify that any ensuing program and activity will be conducted in accordance with all applicable Federal and State laws and regulations, application guidelines and instructions, the Provisions and Assurances, Debarment and Suspension, lobbying requirements, Special Provisions and Assurances, and the schedules attached as applicable. It is understood by the applicant that this application constitutes an offer and, if accepted by Region 10 Education Service Center or renegotiated to acceptance, will form a binding agreement. Applications submitted by public school districts must be signed by the superintendent of the school district or his/her designee. Applications submitted by regional education service centers must be signed by the executive director or his/her designee. Applications submitted by eligible charter schools must be signed by the chief operating officer of the school.</p>	
Signature of Authorized Official (blue ink):	Date Signed:
Typed Name, Title, and Telephone Number of Authorized Official:	

PLEASE NOTE: Original applications require 6 copies with at least one original signature in blue ink; amendments require 5 copies with at least one original signature. Please write or stamp "Original" on the signed copy.

For Office Use Only. Changes/notes made on this application have been confirmed with: _____
by email/FAX/in person/telephone on: _____ by: _____.

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SCHEDULE #2: Index to Application (*Instructions on p. I-26*)

Do Not Submit with Amendments

This index page must be included with the application submitted for Year 1.

The following 16 schedules **must be included with every application.**

Schedule No.	Schedule Name	Schedules with an "X" must be submitted
1	General Information	X
2	Index to Application	X
6	Project Abstract	X
6A	Capacity to Implement the Project	X
6B	Policies and Procedures Implementation	X
6C	Project Justification	X
6D	Project Description/Evaluation Design	X
6E	Project Evaluation Reporting	X
6F	Collaboration/Coordination	X
6G	Title I Services for Children and Youth in Homeless Situations	X
6H	Data Requirements	X
7	Funding Table (Must be submitted with the Year 1 original application only.)	X
7A	Budget Summary	X
9	Equitable Access and Participation	X
10	Disclosure of Lobbying Activities	X
The following schedule must be submitted with the Year 1 original application only; it will not be required in Years 2 and 3. The authorized signature on <i>Schedule #1—General Information</i>, certifies that the applicant agrees to adhere to all provisions set forth in <i>Schedule 11</i> through the duration of the three-year grant program.		
11	Grant Requirements (Submitted with the Year 1 original application only.)	X (Year 1 Only)

Only the following schedules that are applicable to the specific program design should be included. Put an "X" in the third column to indicate each schedule that will be submitted with this application.

Schedule No.	Schedule Name	Put an "X" to indicate each additional schedule being submitted
7B	Payroll Costs 6100	
7C	Professional and Contracted Services 6200	
7C.1	Contractor Information	
7D	Supplies and Materials 6300	
7E	Other Operating Costs 6400	
7E.1	Flow Through Fund (6493) Description Chart	
7F	Capital Outlay 6600 (Exclusive of 6619 and 6629)	
7G	Adaptation of Space 6629	
8	Certification for Shared Services Arrangements	

The provisions and assurances for this RFA are found in Schedules 12A, 12B, 12C, and 12D. These schedules need not be submitted with the application; however, the authorized signature on Schedule #1 certifies that the applicant has read all provisions and assurances that apply to this application and agrees to adhere to those provisions and assurances as set forth in the respective schedules, which are posted on the THEO website at <http://www.utdanacenter.org/theo>.

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SCHEDULE #4: Index to Amendments (*Instructions on p. I-26*)

Submit this Schedule with Amendments Only

This index page must be included with all amendments submitted for this application.

The following five schedules **must always be included** with every amendment.

Schedule No.	Schedule Name	Schedules with an "X" must be submitted
1	General Information	X
4	Index to Amendments	X
5	Purpose of Amendment	X
5A	Statement Describing Changes Intended by Amendment	X
7A.1	Budget Summary	X

The remaining schedules, listed below, should be included only if there is a change from the previously submitted version. Please include every schedule that is being changed by an amendment. Put an "X" in the third column to indicate each additional schedule submitted in addition to the required schedules.

Schedule No.	Schedule Name	Put an "X" to indicate each additional schedule being submitted
6	Project Abstract	
6A	Capacity to Implement the Project	
6B	Policies and Procedures Implementation	
6C	Project Justification	
6D	Project Description/Evaluation Design	
6E	Project Evaluation Reporting	
6F	Collaboration/Coordination	
6G	Title I Services for Children and Youth in Homeless Situations	
6H	Data Requirements	
7B	Payroll Costs 6100	
7C	Professional and Contracted Services 6200	
7C.1	Contractor Information	
7D	Supplies and Materials 6300	
7E	Other Operating Costs 6400	
7E.1	Flow-Through Fund (6493) Description Chart	
7F	Capital Outlay 6600 (Exclusive of 6619 and 6629)	
7G	Adaptation of Space 6629	
8	Certification for Shared Services Arrangements	
9	Equitable Access and Participation	
10	Disclosure of Lobbying Activities	

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SCHEDULE #5: Purpose of Amendment (*Instructions on p. I-27*)

This schedule must be submitted with all amendments.

Submit this Schedule with Amendments Only

Reason for Amendment: Indicate the reason(s) an amendment is requested by making an "X" in all boxes that apply. Refer to the detailed instructions for this schedule for more information.

For all grants, *regardless of the dollar amount*, an amendment **is required** if the subgrantee is requesting to do the following:

- 1. Add a **class/object code** not previously budgeted on the *Program Budget Summary* schedule
- 2. Increase or decrease the amount approved in any class/object code (i.e., 6100–6600) on Schedule #7A—**Program Budget Summary** by more than 25% of the current amount approved in the class/object code
- 3. Add a new line item on any of the supporting budget schedules (i.e., Schedules 7B–7G)
- 4. Increase or decrease the **number of positions** approved on the Payroll Costs (Schedule 7B)
- 5. Add a new item of computer hardware/equipment (not capitalized) approved on the Supplies and Materials schedule (Schedule 7C)
- 6. Add a new item or increase the quantity of **capital outlay items approved** on the Capital Outlay schedule (Schedule 7G) for articles costing \$5,000 or more
- 7. Add a new item of **capital outlay items approved** on the Capital Outlay schedule (Schedule 7G) for articles costing less than \$5,000
- 8. Reduce funds *allotted for training costs* (where such costs are *direct payments or reimbursements* to trainees, primarily travel and lodging for trainees, workshop or conference registration fees, tuition, books, and related fees)
- 9. Change adaptation of space costs
- 10. Request additional funding
- 11. Revise the *scope* (i.e., extent or range) *or objectives* of the grant (regardless of whether there is an associated budget revision requiring prior approval)
- 12. Voluntarily reduce funds for a given program year

NOTES

For every amendment that is submitted:

- 1) Include 5 sets with at least one original signature in blue ink. Please write or stamp "Original" on the signed copy.
- 2) Always complete and submit a signed *Schedule #1—General Information*.
- 3) Always complete and submit *Schedule #4—Index to Amendments*.
- 4) Always complete and submit *Schedule #5—Purpose of Amendment*.
- 5) Always complete and submit *Schedule #5A—Statement Describing Changes Intended by Amendment*. This statement should be a brief, written statement describing the changes this amendment is intended to make.
- 6) Always complete and submit a revised *Schedule #7A—Budget Summary*, even if there are no budgetary changes.

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- 7) Always complete and submit any supporting budget schedules where there are changes.
- 8) Always complete and submit any narrative schedules where there are changes, even if the changes to the narrative schedules do not affect any of the budget schedules.

The last day to submit an amendment is 30 days prior to the ending date of the grant. An amendment will not be accepted, processed, or approved if it is received in Region 10 ESC after this date.

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SCHEDULE #5A: Statement Describing Changes Intended by Amendment
(Instructions on p. I-29)

This schedule must be submitted with all amendments.

Submit this Schedule with Amendments Only

Limit one page. Please provide a brief, written statement describing all of the changes this amendment is intended to make.

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SCHEDULE #6: Project Abstract (*Instructions on p. I-29*)

Limit three pages. No limit on attachments.

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SCHEDULE #6A: Capacity to Implement the Project *(Instructions on p. I-30)*

Provide responses to questions A and B below. Failure to address all questions will disqualify the applicant from funding. Applications that include multiple LEAs must provide the required information for each participating LEA.

- A. Current Homeless Liaison (or person currently acting as homeless liaison).
Failure to complete this part will disqualify application.

Name of Homeless Liaison: _____

Name of District, ESC, or Charter School: _____

Complete Address: _____

City, Zip: _____

Phone: _____

Fax: _____

Email: _____

Percentage of time devoted to the duties of a homeless liaison: _____

Please provide the percentage of time the homeless liaison devotes to other, nonhomeless-liaison duties and a brief description of those other duties (add as many additional rows as needed). Enter N/A if not applicable:

% devoted to other duties	Description of other duties

Please provide the names, positions, percentages of time devoted to TEXSHEP duties, descriptions of TEXSHEP duties, and descriptions of other duties for other personnel associated with implementing the services described in this RFA (add as many additional rows as needed). These positions can be paid from other sources than TEXSHEP. Enter N/A if not applicable:

Name(s)	Position(s)	% devoted to TEXSHEP	Description of TEXSHEP duties	Description of other duties

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IMPORTANT NOTES: If the liaison(s) named above have not registered on the Texas Homeless Education Office's (THEO) website, please do so by visiting the THEO website at <http://www.utdanacenter.org/theo> and following the instructions at the very bottom of the *News* section, which is located on the homepage.

All applicants receiving TEXHEP funding must have a link to the LEA's homeless liaison on the LEA's website. Failure to list the homeless liaison will result in loss of grant funding.

B. Background and Qualifications

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SCHEDULE #6B: Policies and Procedures Implementation (*Instructions on p. I-32*)

Policies and Procedures For each of the six items below, identify the position(s) responsible for developing, implementing, revising (if necessary), and carrying out the policies and procedures AND attach a copy of the relevant policies and procedures the applicant has implemented in the district(s) to be served. Please note that items number 6 and 7 require a written response in addition to submitting copies of policies and procedures.

For each participating LEA, attach a copy of the relevant policies and procedures the LEA has in place to:

1. ensure that homeless children and youth are not stigmatized or segregated on the basis of their status as homeless (i.e., provide evidence that the district does not host or support separate schools or classrooms within schools for homeless children and youth). [*No Child Left Behind Act*, Title X, Part C, §722(g)(1)(J)(i)]

Position(s) Responsible:

2. ensure that the enrollment, attendance, and academic success challenges identified in *Schedule 6B—Project Justification* are addressed. [*No Child Left Behind Act*, Title X, Part C, §722(g)(1)(I)]

Position(s) Responsible:

3. ensure that homeless children and youth are enrolled in school immediately. [*No Child Left Behind Act*, Title X, Part C, §722(g)(3)(C)(i)]

Position(s) Responsible:

4. ensure that homeless children and youth are enrolled in the school that is in their best interest (the school of origin or the school in the attendance zone where children or youth reside) and are allowed to remain in that school until the end of the school year if they become permanently housed or through the duration of homelessness. [*No Child Left Behind Act*, Title X, Part C, §722(g)(3)(A)(i)(I)(II) and (ii)]

Position(s) Responsible:

5. 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. [*No Child Left Behind Act*, Title X, Part C, §722(g)(3)(J)(iii)(I) and (II)]

Position(s) Responsible:

6. resolve enrollment disputes. In addition to attaching the relevant policies and procedures, in the space below, describe how parents/unaccompanied youth will be informed in writing about the decision made regarding enrollment in the school in which the student was attempting to enroll, regardless of whether the student will or will not be allowed to enroll in that particular school. [*No Child Left Behind Act*, Title X, Part C, §722(g)(3)(E)(i)-(iv)]

Position(s) Responsible:

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7. address any other issues affecting homeless children and youth not addressed elsewhere in this RFA. Use the space below to describe the issues addressed by the attached policies and procedures.

Position(s) Responsible:

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SCHEDULE #6C: Project Justification (*Instructions on p. I-32*)

Provide answers to all parts of questions A-C below.

Applicants should be thorough and concise—refrain from including excessive amounts of information.

A. Challenges and Needs Identification

1. Describe Needs Identification Process
 - a. process used
 - b. positions or titles of participants
 - c. dates meetings were held
2. List Challenges/Needs
3. Prioritize Identified Needs
4. Justify Supplemental Services for Needs Selected

B. Description of District(s) to be Served

Provide the following information from the 2007-2008 AEIS Report. The 2007-2008 AEIS report will be posted on the TEA website in late November. For applications with multiple LEAs, provide separate tables for each participating LEA.

Total students enrolled in participating LEA	
Total number of students in the participating LEAs that are economically disadvantaged	
Percent of students in the participating LEAs that are economically disadvantaged	
Annual dropout rate for grades 7-12	
TAKS Exit-Level Cumulative Pass Rate for district	
TAKS Exit-Level Cumulative Pass Rate for economically disadvantaged	

Describe local economic factors and how they relate to homelessness; have there been major plant closings, large numbers of foreclosures, natural disasters, or other factors affecting the ability of families to earn a living?

To be answered by Education Service Centers Only—How will the ESC include districts not receiving direct services from the subgrant?

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C. Homeless Student Identification and Demographics

1. Student Identification Process

Describe how the applicant identifies children and youth in homeless situations. Include information below as applicable:

- A description of any outreach efforts to locate homeless students
- A description of any forms that are used and include copies of such forms as attachments
- A description of the types of information the applicant collects about the students in the identification process
- A description of the staff positions (do not include names) that are involved in the identification process and how they are involved
- A description of any training that staff members or service providers receive regarding student identification
- A list of service providers or community organizations that assist with the identification process and a description of how they help to identify students (if applicable)
- Any other information the applicant deems relevant

2. Demographics

a. Estimated Number of Homeless Students

On the table below, provide an estimated number of homeless students, by Living Situation and Ethnicity, projected to be in the LEA in the 2009-2010 school year. Include estimated numbers of ALL homeless students, not just those to be served by the TEXSHEP subgrant. Use estimated numbers, not percentages.

Living Situation	Total	Ethnicity	Total
i. In shelters, transitional housing, awaiting foster care		i. American Indian or Alaskan Native:	
ii. Doubled-up (e.g., living with another family)		ii. Asian or Pacific Islander	
iii. Unsheltered (e.g., cars, parks, campgrounds, temporary trailer, or abandoned buildings)		iii. Black, not of Hispanic Origin	
iv. Hotels/Motels		iv. Hispanic	
Total (i+ii+iii+iv)		v. White, not of Hispanic Origin	
		Total (i+ii+iii+iv+v)	

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b. Estimated Number of Students to Be Served

On the table below, provide estimated numbers of homeless students, by grade level, projected to be served by the TEXSHEP subgrant in the 2009-2010 school year. Include estimated numbers of only those students projected to be served by the TEXSHEP subgrant. Use estimated numbers, not percentages.

Applicants must provide numerical information for the three columns (1, 2, 3) below. Across each row, cells 1 and 2 should add up to the amount in column 3.			
Students receiving direct services by grade	1 Homeless Students to Receive MV Services	2 Non-Homeless, At-Risk Students to Receive MV Services	3 All Students to Receive MV Services
Age 3 through 5 (not Kindergarten)			
Kindergarten			
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
Total students receiving direct services from MV subgrant			

c. Projected Number Of School & Community Participants

On the table below, provide the projected number of school and community participants that are expected to collaborate with the TEXSHEP subgrant in the 2009-2010 school year. Use projected numbers, not percentages.

Participants	Totals
LEAs Involved	
Campuses Involved	
Teachers Involved	
Administrators Involved	
Shelters Involved	
Community Groups Involved	

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SCHEDULE #6D: Project Description/Evaluation Design *(Instructions on p. I-35)* Also used for 6E: Evaluation Reporting

1. Prioritized Need (Quantifiable Baseline)
2. Objective(s)
3. Anticipated Measurable Target Outcome(s)
4. Actual Outcome(s) (reviewed at mid-year but completed only after the grant year has ended and submitted as part of the program evaluation)

5. Activity(ies) (include any relevant location or other applicable information)	6. Activity Timeframe	7. Measurable Criteria	8. Anticipated Measurable Output(s)	9. Actual Measurable Output(s)	10. Status	11. Changes or adjustments needed for next year
				Reviewed during mid-year but completed only after the grant year has ended and submitted as part of the program evaluation		

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SCHEDULE #6E: Project Evaluation Reporting (*Instructions on p. I-39*)

For each of the first two program years, subgrantees are required to submit an end-of-year evaluation; at the end of the third and final year, a final, summary evaluation will be due. The end-of-year evaluation consists of three parts:

- 1) a completed *Schedule 6D, Project Description/Evaluation Design*, that includes the status of completion and actual results for items 4, 9, 10, and 11 on the schedule,
- 2) a *Schedule #6F, Collaboration/Coordination*, with the third column completed, and
- 3) a narrative that includes the information requested in items 1 a through f in the order listed below:
 - I. Brief Overview
 - a. brief overview of the project implemented by the subgrantee, including the identified needs
 - II. Progress Made: Use Schedules #6D and #6F as a basis to summarize the following:
 - a. progress toward achieving outcomes, including a brief explanation of why actual results fell short of a measurable target outcome (either an objective or activity goal)
 - b. the status of activities, including any barriers that were diminished or eliminated because of the activity and the extent to which activities contribute to meeting the objective
 - c. status of collaborative efforts
 - d. the extent to which established timeframes for each objective and each activity were met, and the degree to which the overall timeframe of the three- year grant cycle is on schedule
 - e. three examples of an actual result that met or surpassed a measurable goal (either an objective or activity goal) and discuss the important factors that led to these successes.
 - f. any other information deemed relevant by the subgrantee
 - III. Changes for Next Year
 - a. a description of the adjustments needed to make any activity more successful, including the addition or deletion of an activity
 - b. any changes that will be made to district policy, procedure, or practices and how the changes will help to meet the objectives
 - c. additional or changed activities, objectives or anticipated outcomes to more successfully address the prioritized need(s)
 - d. any other information deemed relevant by the subgrantee
2. Compliance Requirements: The applicant's signature on *Schedule #1* indicates the applicant's agreement, if awarded a subgrant, to participate in the review activities below, and submit written reports according to instruction guidelines:
 - a. Mid-year Progress Review
 - b. Year-end Report for Years One and Two of the Grant Cycle
 - c. Three-Year Grant Cycle Summary Report

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PLEASE NOTE: There are many situations that require TEXSHEP subgrantees to collect additional data beyond that required by the RFA. The TEXSHEP data requirements do not limit or restrict, in any way, the data that a subgrantee may collect.

For example, in order to evaluate progress toward self-defined benchmarks, a subgrantee may have to collect data in addition to the required data.

Subgrantees should not consider themselves limited to the required data and should make certain that their program design is robust enough to include adequate data necessary for a meaningful evaluation.

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SCHEDULE #6F: Collaboration/Coordination (*Instructions on p. I-43*)

Summary of All Collaborative Agreements

NOTE: Please attach letters of support in the order that collaborators are listed below.

Collaborators (List names only)	<u>Brief</u> description of collaboration activities and related objectives	Status of collaborative activity (to be discussed at mid-year review and in evaluations)

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SCHEDULE #6G: Title I Services for Children and Youth in Homeless Situations
(Instructions on p. I-45)

Use of Title I, Part A, Funds

1. Reservation of Title I, Part A, Funds

Failure to set aside funds from Title I, Part A, will eliminate the applicant from consideration for funding. Districts in which all campuses are designated as Title I schoolwide campuses are exempt from this requirement; however, such districts may set aside funds to serve students in homeless situations and are encouraged to do so.

Name of district(s) involved:	Amount to be set aside:
	\$
	\$
	\$
	\$
	\$
	\$

2. Scope and Nature of Title I, Part A, Services

3. Title I/McKinney-Vento Collaboration